

Code of Practice for Interns & Residents 2023-24

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Residents 2023-24

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Code of Practice

The following Code of Practice for Interns and Residents is an important document and must be read and abided by during your Internship/Residency.

Please note that any purple, bold text within the code will hyperlink you directly to the specified information.

Introduction

Internship programmes are for recently qualified veterinary graduates who are, or are eligible to be, members of the Royal College of Veterinary Surgeons (RCVS) and who wish to develop their clinical skills, experience and knowledge of small animals, exotics, equines or farm animals. Interns are enrolled on a **Postgraduate Diploma in Veterinary Clinical Practice (PGDip VCP)**.

Residency programmes are for qualified veterinary graduates who are, or are eligible to be, members of the Royal College of Veterinary Surgeons (RCVS) and who wish to pursue further clinical or pathological training to be eligible for veterinary specialisation. Residents would normally have completed a recognised one-year rotating internship within a University or referral hospital, or have equivalent broad veterinary clinical experience of at least two years' duration. These programmes are aligned to residency training programmes of either European and/or American Veterinary Specialist Colleges. Candidates must register with the aligned Veterinary Specialist (or other) College at the start of their programme. It is expected that at the end of the 3-year programme a candidate will have obtained a Masters degree and have either completed or have submitted credentials for their Veterinary Specialist (or other) College. Residents are enrolled on a **Masters in Veterinary Medicine (MVetMed)**.

The Code of Practice is written for Interns and Residents and should be read in conjunction with the **College's Regulations and Procedures**, PGDip VCP and MVetMed¹ **Programme Specifications** and **Assessment & Award**

Regulations. Together, these documents set out the regulations and procedures for Interns and Residents. Further information and forms referred to in the Code of Practice can be found on the Graduate School and/or MVetMed¹ and PGDip VCP sites on RVC Learn.

The Code of Practice is updated annually and an electronic copy sent to all Interns, Residents, their supervisors, the PGDip VCP and MVetMed Course Directors, Programme Support Coordinators and the Programme Directors.

¹ Or another Masters course if applicable.

General Information for Interns and Residents

Interns and Residents must be registered with the Royal College of Veterinary Surgeons (RCVS). Responsibility for ensuring they are registered and for paying the annual registration fee rests with the individual student.

All Interns and Residents are categorised as full-time postgraduate students and as such are required to be registered with the Graduate School at the start of their programme of study. They are expected to abide by the Code of Practice for Interns and Residents in matters relating to their roles and responsibilities whilst undertaking their programme of study at the Royal Veterinary College (here after referred to as the College).

Some Interns and Residents will be based at, and under the day-to-day supervision of, a collaborative partner of the College. These students will always have at least one supervisor from the College and at least one supervisor from the collaborative partner, and the **responsibilities of the supervisors** will be shared between these supervisors as appropriate to the programme of study. Any reference to a supervisor within the Code of Practice for Interns and Residents will normally refer to the primary clinical supervisor. For students based at a collaborative partner, the primary clinical supervisor may be a member of staff of the collaborative partner; however, the College will retain ultimate responsibility for the content, academic standards and quality assurance of any clinical training undertaken by these students.

Interns and Residents are required to obtain the consent of the Principal of the College before becoming a member of any outside committee or expressing their views in public on matters connected with the work of the College, (this does not preclude an Intern/Resident from addressing scientific or professional gatherings). If they should feel aggrieved at a refusal of consent by the Principal there will be a right of appeal to the College Council.

Communications on matters connected with the work of the College (eg images or information related to patients and clients of the hospital, or research) to the press, radio, television or social media networks are not allowed (excluding scientific communications to the scientific and veterinary press), except by permission of the relevant Head of Department, marketing team or the Principal.

Interns and Residents may be required to participate in College events as directed by their supervisor or relevant Head of Department.

Specific departmental allowances are available to cover or contribute to the cost of CPD, travel, conferences, AV production, photocopying and library requests. This information is available upon request, from the relevant Head of Department and can also be found on the MVetMed & PGDip VCP Central Resources Page under **Expenses & CPD**.

Interns and Residents are expected to acknowledge, normally by co-authorship, supervisor(s)

and other colleagues who have made a significant practical or intellectual contribution to the work arising from their programme of study, that is described in any publication or presentation;

Internships

Internships are usually 54 weeks (or one year), subject to a satisfactory progress assessment. A formal progress assessment will be held at 6 months, however multi-source feedback will be provided at a minimum of every quarter, and at the end of each rotation. Ad-hoc progress assessments may be organised if deemed necessary by the supervisor and/or because of receiving unsatisfactory multi-source feedback. For those wishing to leave before having completed their programme of study, a notice period of **three months** must be agreed with the Programme Director and approved by their Head of Department. Exceptions to this notice period may be agreed by the relevant Head of Department in consultation with the Programme Director and the Graduate School. Interns whose performance is found to be unsatisfactory may be required to withdraw from the programme (**see Progress Assessment section**).

Residencies

Residencies are normally awarded for 36 months of full-time study, although external funding may be available for training periods of up to 48 months. Continuation on the Residency programme is subject to satisfactory performance and annual progress assessments (see **Assessment & Award Regulations**).

Residents may take up to 5 days a year to attend external professional meetings, seminars, tutorials and lectures and for preparing written reports as approved by their supervisor (for example off-site CPD and conference attendance). Additional CPD may be undertaken during the course of the studentship if deemed necessary and approved by the supervisor.

Any extension of the studentship following a period of unpaid leave is at the discretion of the relevant Head of Department.

For Residents wishing to leave before having completed their programme of study, the normal notice period of **three months** must be agreed with their supervisor and approved by their Head of Department. Exceptions to this notice period may be agreed by the relevant Head of Department in consultation with the Programme Director and the Graduate School. See **Assessment & Award Regulations** for information about notice periods for Residents who are required to leave the programme because their performance has been found to be unsatisfactory at progress assessment (**see Progress Assessment section**).

Responsibilities

The following section outlines the Responsibilities for each section involved in Internships and Residencies.

Head of Department

- Ensuring that their Department provides a supportive infrastructure for Interns and Residents whilst they are carrying out their studies;
- Making requests to CEC and PAG for funding to be put on budgets from departmental or other sources for Internships/Residency positions before they are advertised;
- Working with the VP Clinical Services, VP Students and VP Learning, Teaching and Assessment; with the Associate Dean for Postgraduate Studies; and with the Head of the Graduate School; as well as the clinical leads in the hospitals, laboratories and partner practices, to ensure that appropriate clinical, pathology and research facilities are available to support the Internships and Residency programmes;
- Ensuring that each RVC-based Intern/Resident has access to adequate workspace, including use of a desk, photocopier and networked computer;
- Ensuring that Interns/Residents are provided with all the appropriate health and safety information;
- Supporting the Internship/Residency programme directors and supervisors in offering training programmes that meet the needs within their department;
- Ensuring that a head of service has put in place suitable alternative supervisory arrangements in the event of a Resident's main and/or research supervisor being absent for a prolonged period or leaving the College.

The Graduate School

- Ensuring that minimum entry requirements are met, making offers of admission and registering Interns and Residents on their respective programmes of study at the College. Registration with the appropriate American or European specialist board, and paying associated fees, is the responsibility of the Residents;
- Monitoring the progress and overseeing the progress assessment of Interns and Residents;
- Approving administrative matters and assisting with progress issues where appropriate, through the **Student Progress and Development System (SPDS)**.

Programme Directors

- Ensuring that the Interns/Residents receive an appropriate induction to their programme of study;
- Act as supervisor(s) for the Interns/Residents on the programme they direct;
- Advising the Interns/Residents, or ensuring they receive guidance, on all relevant aspects of their clinical service work;
- Providing the Interns/Residents with encouragement, support and feedback on their progress;
- Monitoring the general welfare of the Interns/Residents, and informing them of **sources of assistance** where necessary;
- Listening to the concerns of individual Interns/Residents and, where appropriate, recommending an appropriate course of action which may include referring the student to **SPD**;
- Ensuring the Graduate School is informed if an Intern/Resident is unable to continue with their studies for personal, health or other reasons;
- Ensuring the Graduate School is informed of any circumstance that may require an Intern/Resident to request an interruption to their studies;
- Ensuring the Graduate School is informed of any serious concerns about an Interns/Resident's progress or other issue(s) that may require their progress to be placed "under review", including outside of the normal progress assessment cycle;
- Organising progress assessments at 6 months for all Interns and every 12 months for Residents and sending the completed forms to the Graduate School after the progress assessment. For Residency Programme Directors this means organising, with the Resident and the Assessors, a suitable time, date and place for the annual progress assessment meeting to take place between May and June of their first and second year and submitting the completed annual Progress Assessment paperwork (Documents 1 to 8) to the Graduate School by the 1st July each year.

Interns & Residents

- In common with all College students, adhering to the **RVC Charter**, the **RCVS Code of Professional Conduct**, the **RVC Code of Practice for Interns and Residents** and the **RVC Behaviours Framework**;
- Enrolling with the Graduate School at the start of the programme;
- Ensuring they notify the Graduate School of changes to their contact information, including mobile telephone number, personal email address, contact address and the details of their emergency contact person;
- Notifying the Graduate School of any changes of circumstance agreed, using the **change of registration status form**, which must be signed by the supervisor and returned via the **rdofficer@rvc.ac.uk** mailbox;
- Familiarising themselves with, and abiding by, health and safety regulations, the College policy on good research practice, research with integrity, ethical research and the **Animals (Scientific Procedures) Act 1986** (if applicable), progress monitoring procedures and other guidelines and regulations relevant to their programme of study;
- Consulting the College's guidance on academic misconduct and avoidance of plagiarism, signing a document indicating they understand what plagiarism is and undertaking not to plagiarise;
- Accepting professional responsibility for clinical case supervision and undertaking such investigations, therapeutic measures and surgical procedures as necessary under appropriate supervision/ direction;
- Participating in undergraduate and, where appropriate, postgraduate teaching, under observation, as requested by their supervisor or the Programme Director. Attending meetings, seminars, tutorials and lectures and preparing written reports as deemed necessary by their supervisor or the Programme Directors;
- Giving at least one presentation each year within the College, which can be either a review, a case report (or series) or research that they are involved with;
- Presenting in a journal club to their peers;
- Formally assigning all IP that they may generate in the course of their studies to RVC. In return, students will be able to benefit from the same incentives and rewards as if they were members of staff. This will be a condition of undertaking commercially sensitive projects as a postgraduate student at RVC;

- Being prepared, throughout the programme, to receive, give due consideration to and act upon feedback about their performance in all aspects of their studies, including academic ability, clinical skills, teaching and research;
- Discussing any outside professional activity(ies), paid or otherwise, with their supervisor and/or the Programme Directors/Collaborating Partner and gaining their approval before undertaking the activity(ies), which must not interfere with the duties and requirements of their studentship¹;
- Securing the Head of Department's and the Tax Manager's permission before accepting any offer of paid work at the RVC during the period of study; ensuring any paid work is processed through payroll, is subject to employment law and follows HR requirements, policies and guidelines;
- Participating in College activities, as and when asked to do so by their Head of Department;
- Inform the College of any international travel planned either affiliated with or representing the College (e.g. presenting at international conference, visiting another institution) and abide by the College policy on international **travel**;
- Discuss with student support services, Graduate school and/or senior clinical tutors at the earliest opportunity if there are any concerns related to their physical or mental health (already OH documented or not) whether or not they have any bearing on their clinical duties or studies.

Additional responsibilities of Residents include:

- Reading the **research integrity guidelines** and undertaking the on-line research integrity training within 3 months of registration;
- Maintaining regular contact with their supervisors throughout their studentship in order to discuss their programme of study and progress. Residents are expected to take the initiative in arranging meetings with their supervisors;
- Fulfil any MVetMed requirements and successfully complete this programme within the 3 year residency period.

Registration and Progression

- Registering annually with the Graduate School via the Registry Information Portal
- **ROVER**;

Good research practice and compliance

- Consulting their supervisor(s) before submitting any work for publication;

- Agreeing with their supervisor the dates of holidays which will be taken with due regard to clinical rotas.

1 Residents who are employees will need the approval of their employer.

Postgraduate Medicine Course Management Committee

Management of the MVetMed and PGDip VCP courses is the remit of the Postgraduate Medicine Course Management Committee.

For terms of reference and Committee business, please see the **Academic Committee handbook**

Supervisors

Interns:

Interns will have one or two clinical supervisors, usually module leaders of the programme in which they are enrolled. The supervisors will accept the responsibilities and fulfil the criteria laid out below. They are ultimately responsible for the supervision and administration (with Departmental and the Graduate School's assistance) of the Intern's progression. They should:

- be current members of permanent academic staff and normally have completed any period of probation;
- have a good track record of supervising interns as evidenced by previous interns having successfully completed the PGDip VCP. Inexperienced supervisors may be part of a supervisory team but should not normally be the primary supervisor. A supervisor may be prevented from further supervision if they cease to satisfy one or more of the above criteria or fails to comply with the responsibilities outlined below.

Residents:

Residents will have one primary clinical supervisor and one (different) research supervisor although where appropriate a clinical supervisor may fulfil both roles. The primary supervisor will accept the responsibilities and fulfil the criteria laid out below. The supervisor and Programme Director are together ultimately responsible for the supervision and administration (with Departmental and the Graduate School's assistance) of the Resident's progression. The supervisor should:

- be a current member of permanent academic staff and normally have completed any period of probation;
- hold the target professional qualification;
- have a good track record of supervising Residents as evidenced by previous Residents having successfully completed the MVetMed and gained their specialist qualification. Inexperienced supervisors may be part of a supervisory team, whereby they are guided and supported in their role as Primary Clinical Supervisor by the Specialty Programme Director (or if this is not possible, by the Programme Director from another specialty);

A supervisor may be prevented from further supervision if they cease to satisfy one or more of the above criteria or fails to comply with the responsibilities outlined below.

It is also recommended that Supervisors complete the **Supervising and Supporting Residents Training Course**;

Responsibilities of Supervisors

Guidance:

- Providing Interns/Residents with encouragement, support and feedback on their progress;
- Advising Interns/Residents, or ensuring they have received guidance, on all relevant aspects of their clinical or pathology service work and on research¹;
- Providing advice on scheduling of work (and, where appropriate, choice of modules) so that the Diploma or Master's degree and target professional qualifications can be achieved;
- Encouraging the Intern/Resident to develop transferable skills and helping them to identify relevant courses and meetings at which they can communicate their work to others;
- Introducing the Intern/Resident to other clinicians and researchers and to appropriate academic and professional bodies;
- Monitoring the Intern/Resident's general welfare and informing them of **sources of assistance** where necessary;
- Informing the head of service if alternative supervisory arrangements are needed for reasons of absence;
- Informing the Graduate School if the Intern/Resident is unable to continue with their studies for personal, health or other reasons;
- Informing the Graduate School of circumstances that may require the Intern/Resident to request an interruption to study which will alter their registration status;
- If it is anticipated that the Intern/Resident will require a prolonged period of absence from their studies, advising them about the impact on their ability to meet the requirements of their target professional qualification;
- Informing the Graduate School and the **SPDS Administrator** on what adjustments to the planned programme of study will be required to take account of a prolonged interruption.

Meetings:

- Meeting the Intern/Resident formally at least once every 3 months, allowing adequate time for such formal meetings and ensuring that brief written meeting notes are kept (asking the Intern/Resident to send an e-mail summarising the main points of the discussion is a good way of ensuring that both student and supervisor are in agreement about the meeting

content). Informal meetings between Intern/Resident and supervisors are expected to take place with much greater frequency. Meetings with a research supervisor can be less frequent in year 1;

- Where there is joint supervision, agreeing with the Intern/Resident and the other supervisor(s) the division of responsibility between the supervisors;
- Advising the Intern/Resident, where appropriate, on future career development.

Feedback and Progress:

- Providing constructive feedback (in writing or verbally) on written work such as clinical records and reports or other reports and letters to referring vets;
- Monitoring the Intern/Resident's progress, advising them on the adequacy of progress and the standard of their work, and arranging supportive measures or actions where appropriate;
- Arranging progress assessment meetings in accordance with the **Assessment & Award Regulations**.

1 Including: research techniques, standard of work required, planning of research programme, attendance at training courses, conferences, seminars etc., publication of findings, plagiarism, intellectual property rights, health and safety regulations, ethical research and the Animals (Scientific Procedures) Act 1986 and research integrity.

Progress Assessment

At Progress Assessment, an Intern or Resident will be evaluated against the standards and achievements appropriate for the stage reached in their clinical training (and Diploma/Master's degree for which an Intern/Resident is registered). Students experiencing difficulties with any aspect of their studies should discuss these in the first instance with their supervisor(s), or a programme (Intern) or Master's (Resident) course director. Alternatively, or in addition, they are also welcome to contact the Graduate School or SPD Administrator (**see Grievances & Change of Supervisor Section**).

Interns:

The progress of Interns will be reviewed after 6 months. In addition to completing their 6-month progress assessment with the recommendation to continue in the programme, at least one module will need to have been passed. Interns may be required to attend an ad hoc progress assessment if deemed necessary by the Programme Director(s). Copies of the Progress Assessment Forms can be found on the **MVetMed & PGDip VCP Central Resources Hub** on RVC Learn.

The outcome of a progress assessment will be any of the following:

1. **Satisfactory progress:** the Intern should proceed;
2. **Satisfactory progress with advice:** the Intern should proceed;
3. **Progress under review:** further and/or ongoing concerns identified, with advice and recommendations given in regard to addressing these before the student can progress. Student will be referred to the **Student Performance and Development System (SPD)** at this stage for additional advice and support in addressing these concerns. A further Progress Assessment meeting will be scheduled, normally a month after the SPD meeting. If satisfactory progress has not been achieved by this further Progress Assessment, the student will normally be required to withdraw from the course. The student has a right of appeal against the decision to remove them from the course as described in College Regulations. The student may be given a further "Progress Under Review" decision if some progress has been demonstrated but further monitoring is required before progression can be confirmed.

Residents:

Residents' progress will be assessed annually but there may be a requirement for additional progress assessments; see the 'requirements to progress' section of the **MVetMed Assessment & Award Regulations**. Copies of the Progress Assessment Forms can

be found on the **MVetMed & PGDip VCP Central Resources Hub** on RVC Learn.

The outcome of an Annual (or Interim) Progress Assessment will be one of the following:

1. **Satisfactory progress:** the Resident should proceed;
2. **Satisfactory progress with advice:** the Resident should proceed;
3. **Progress under review:** further and/or ongoing concerns identified, with advice and recommendations given in regard to addressing these before the student can progress.

Student will be referred to **Student Progress & Development System (SPDS)** at this stage for advice and support in addressing these concerns. A further progress assessment meeting will be scheduled within three months. If satisfactory progress has not been achieved by the three-month follow-up, the student will normally be required to withdraw from the course. The student has a right of appeal against the decision to remove them from the course as described in the College Regulations. The student may be given a further "Progress Under Review" decision if some progress has been demonstrated but further monitoring is required before progression can be confirmed.

Completed Progress Assessment Forms for both Residents & Interns should be returned to the Graduate School via email to CTOfficer@rvc.ac.uk

Absences

The following section outlines the procedures for Absences.

Annual Leave

The total annual leave allowance for **Interns** funded by the College is 20 days inclusive of bank holidays. There is no entitlement to the College concessionary days unless they are taken from the 20-day allowance.

The annual leave allowance for **Residents** receiving a stipend from the College is 25 days inclusive of bank holidays. There is no entitlement to the College concessionary days unless they are taken from the 25-day allowance.

The leave year for Interns and Residents will run from the start date of the scholarship. Interns/Residents that wish to take annual leave should agree this leave with their supervisor and then send an email to **IntResAnnualLeave@rvc.ac.uk** where their leave will be recorded.

Annual leave cannot be carried forward from one leave year to the next except in exceptional circumstances and with approval of the relevant Head of Department. In the event of the scholarship ending early, leave entitlement will be on a pro-rata basis.

Maternity/Paternity/Adoption Leave

Interns funded by the College are not entitled to paid maternity, paternity or adoption leave. Any extension of the scholarship following a period of unpaid leave is at the discretion of the relevant Head of Department. Interns funded by other sources are governed by the terms and conditions/MoA of their sponsor and/or collaborative partner contract in these circumstances. All requests to interrupt their studies must be discussed with their supervisor, the Programme Director and the Head of Department and be submitted in writing to the Graduate School for consideration by the **Student Progress and Development System (SPDS)**, which will make the final decision.

Residents can consult the **Maternity/Paternity/Adoption Policy**. All requests to interrupt their studies must be discussed with their supervisor, the Programme Director and the Head of Department, and be submitted in writing to the Graduate School and will be considered by the SPDS, which will make the final decision.

Absence Due To Sickness

Interns and Residents that are, or will be, absent due to illness must contact their supervisor to inform them of their illness at the earliest opportunity. Supervisors will email, at the start of the absence and upon return to work, a dedicated mailbox (**IntResSickness@rvc.ac.uk**) where the information is recorded and the **Bradford factor** is calculated. The Bradford Factor system is used to score absences and is designed to trigger points for referral to Occupational Health, and/or the Graduate School, from a calculation over a 12-month period. For interns and residents the trigger point for referral is set at a Bradford Factor of 100. Students who accumulate frequent short-term periods of absence and trigger the Bradford Factor will be referred to Occupational Health and/or the Advice Centre and the Graduate School. During sickness absence covered by medical certificates, payment of the stipend will continue at the full rate for four weeks. Any payment beyond this period will be at the discretion of the College.

All requests to interrupt their studies must be discussed with their supervisor, course director(s) and Head of Department and be submitted in writing to the Graduate School for consideration by the **Student Progress and Development System** (SPDS). For interns, the high clinical component and duration of the course means that any absence or interruption for a period greater than 4 weeks is likely to have a significant impact on their ability to complete the clinical requirements of the course. For absences of more than 4 weeks the Graduate School will, in most cases, require students to withdraw from the course.

Interns and Residents supported by external funding

Interns and Residents supported by an external funder, whether based at their premises or at the RVC, must abide by the funders' terms and conditions/MoA and/or collaborative partner contract including those relating to annual leave, sickness and maternity, paternity or adoption leave.

Grievances and Change of Supervisor

A Resident or Intern who has concerns about the quality of (any aspect of) their supervision or any other aspect of their programme should initially try to discuss the matter with their supervisor. Should they not feel able to do so directly, they can contact the senior clinical tutors and/or the Head of the Graduate School who will work with the student, their supervisor(s), Head of Department and/or other member(s) of academic staff in trying to resolve the situation. If it is demonstrated that a supervisory relationship has broken down irrevocably, the supervisor may be changed through this procedure although the student must recognise that this may not always be possible.

The criteria that will be used in deciding whether a change of supervisor would be appropriate are as follows:

- Objective evidence (eg from progress assessment or SPDS meetings) that (a) the supervisor is not fulfilling their responsibilities as set out in the Code of Practice or (b) the relationship between the supervisor and the scholar has irretrievably broken down;
- Availability of an appropriately skilled/qualified alternative supervisor;
- The source of funding for the studentship if the student is supported by an external award made to a named supervisor;
- Objective evidence (eg from a SPDS meeting, (multi-source) feedback from colleagues on clinical/pathology skills at progress assessments, PGDip VCP/MVetMed (or other Masters) modules attended and marks awarded) that the scholar is performing sufficiently well to continue with their programme of study.

Grievances other than of a supervisory nature that cannot be resolved through discussion with the supervisor and/or other relevant members of academic staff and/or the Graduate School will be considered through the College's normal Complaints procedures. Complaints about bullying or harassment should be addressed by following the procedure outlined in the

College's Dignity at Work policy.

The Royal Veterinary College is committed to providing a safe, inclusive and respectful environment for every member of its community. There may be times whilst at RVC where you (or someone else) need support or that you notice or experience something that you wish to report to the University. To help with this, **the Report and Support** site allows students, staff, visitors and third parties to report a concern on behalf of themselves or someone else anonymously or to speak to an adviser so that we can offer support.

Any Intern or Resident whose progress is deemed to be unsatisfactory at a progress review

meeting and who is required to leave the programme has the right to appeal through the **College's Appeals procedure.**

Representation of Interns and Residents

Residents and Interns are represented at the College level on the Postgraduate Medicine/Masters Course Management Committee. They are also represented at Academic Board and other relevant College Committees through the Postgraduate Student Representatives or their nominees. Residents and Interns are also invited to Departmental meetings which provide an additional channel for the consideration of their views.

Contact Details

The following pages contain the contact details for all those involved with the Internships & Residencies at the RVC.

Graduate School

Name	Title	Email
Prof Ken Smith	Head of Graduate School	ksmith@rvc.ac.uk
Mrs Carole Tilsley & Mrs Lisa Matamala-Shaw (job-share)	Head of Postgrad Admin	headadminGS@rvc.ac.uk
Beth Burgess	Postgrad Clinical & Research Degrees Officer	beburgess@rvc.ac.uk

Admissions

Name	Title	Email
Rhiannon Taylor	Senior Admissions Officer	admissions@rvc.ac.uk

Student Performance & Development System Team

Name	Title	Email	Telephone
Melita Cawdell	Student Progress Administrator	spd@rvc.ac.uk	0203 905 4576

Internship Programme

Name	Title	Email	Telephone
Dr Stefano Cortellini	PGDip VCP Course Director	scortellini@rvc.ac.uk	01707 666975
Dr Richard Booth	PGDip VCP Deputy Course Director	rbooth@rvc.ac.uk	01707 666211
Dr Vicki Baldrey	Exotic Animal Module Leader	vbaldrey@rvc.ac.uk	
Dr Richard Booth	Production Animal Module Leader/Pig Health & Production Animal Module Leader	rbooth@rvc.ac.uk	01707 666211
Dr John Fishwick	Production Animal Deputy Module Leader	jfishwick@rvc.ac.uk	01707 666207
Dr Melanie Perrier	Equine Module Leader/Equine Surgery Module Leader	mperrier@rvc.ac.uk	
Prof Bettina Dunkel	Equine Deputy Module Leader	bdunkel@rvc.ac.uk	
Dr Dagmar Berner	Equine Diagnostic Imaging Module Leader	dberner@rvc.ac.uk	
Dr Stefano Cortellini	Small Animal Module Leader	scortellini@rvc.ac.uk	01707 666975
Dr Joe Fenn	Small Animal Deputy Module Leader	jfenn@rvc.ac.uk	01707 666932
Mrs Louise Allum	PGDip VPACE Course Director	lallum@rvc.ac.uk	

Ms Lisa Harber	Programme Support Co- ordinator	PGDipVCPAdmin@rvc.ac.uk	01707 666323
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Residency Programme

Name	Title	Email	Telephone
Dr Dominic Barfield	MVetMed Course Director & Clinical Module Leader	dbarfield@rvc.ac.uk	01707 666458
Dr Helen Dirrig	MVetMed Deputy Course Director	hdirrig@rvc.ac.uk	
Vacant	Didactic Module Leader		
Prof Dave Brodbelt	Research Module Leader	dbrodbelt@rvc.ac.uk	01707 667155
Dr Steven De Decker	Research Deputy Module Leader	sdedecker@rvc.ac.uk	
Ms Lisa Harber	Programme Support Co-ordinator	MVetMedAdmin@rvc.ac.uk	01707 666323

Postgraduate Medicine Course Management Committee Chair

Name	Title	Email	Tel Ext
Dr Stuart Patterson	Chair	spatterson@rvc.ac.uk	7039

Dignity at Work and Study Policy

Please read the **Dignity at Work and Study Policy**

Travel Policy

Prior to any overseas travel on College business, you must complete a risk assessment.

Process Summary for Staff and Students Travelling Overseas

- Before the staff member/student travels overseas, they must obtain preliminary approval of their proposed journey from their line manager/supervisor;
- Please note there is now a requirement for all students (including undergraduate and postgraduate students) to complete an **overseas travel training module**. The travel risk training module is available through Learn and should be completed by all students (undergraduate and postgraduate) who are travelling (as part of their studies) outside the Common Travel Area. Please read the **Secure West Travel Training & How to Access it** document if you are having difficulties locating it. It will apply to all students unless the travel is to their country of residence. A certificate should be downloaded following successful completion.
- The staff member/student then fully completes **Risk Assessment Form A**;
- In the course of completing form A, the Foreign & Commonwealth Office (FCO) website is checked for possible risks at the time of travel. If no risks are stated, or the staff member/student has agreed with their HoD/Supervisor that the low risks stated are acceptable, only Risk Assessment Form A is completed.
- If higher risks are stated on the website, the staff member/student must consider alternatives to visiting the country. However, exceptions may be considered providing:
 - that the risk has been controlled to be as low as reasonably practicable;
 - the benefit from the work outweighs the risk;
 - the associated risks are fully understood and accepted by the HoD/Supervisor and traveller.

If exceptions are made, the staff member/student must complete **Risk Assessment Form B** in addition to Form A.

If the FCO advises against all travel to the required destination, the Principal's approval must be sought for any travel to this destination if still required, in addition to the HoD.

- Once the form(s) have been completed and passed to their HoD/Supervisor, the HoD/Supervisor reviews the content of the completed form to ensure the traveller has taken all necessary reasonable precautions prior to travel. Where necessary, the HoD/Supervisor will liaise with their Departmental Safety Supervisor and/or Health and Safety in Estates for guidance. Having done this, they have the option to either approve,

reject or return the form(s) for re-submission;

- If approved, the form is sent to their PA/Departmental Administrator for uploading to a central database on O:\ Drive* to enable Health and Safety to quickly assess where all RVC staff and students are overseas in the event of an emergency and provide necessary support;
- If the Foreign Travel Fund is being applied for (included in Form A), a copy of the form(s), with the Foreign Travel Fund Application section fully completed, must be sent to the PA to the Vice Principal - Research and Innovation for separate approval. When applying, individuals must make note of the terms and conditions at the end of Form A. The PA to the Vice Principal - Research and Innovation will inform the applicant of the decision;
- Before travelling, the staff member/student must register with the FCO website for emergency email alerts at www.gov.uk/foreign-travel-advice;
- Any relevant issues/problems during the time overseas are then reported by the traveller to the HoD/Supervisor for resolution and future reference.

* Any PAs or Departmental Administrators requiring access to this drive should contact HR.

Find out MORE...

Travel Health

Foreign and Commonwealth Office

Standard immunisations for travel abroad on business or for research should be obtained from your GP and/or practice nurse and travel clinics or from specialist travel clinics.

If you are planning a trip abroad, you should see your GP and/or practice nurse or travel clinic at least eight weeks before you go. This will give you adequate time to discuss any vaccinations that you might need. The vaccinations you need will depend on:

- where you are travelling to,
- any existing medical conditions that you have, and
- any medication that you are already taking

If you are pregnant, you should not be given any unnecessary vaccination. Talk to your GP who will be able to advise you about the best course of treatment.