

BOTTLE GREEN TRAINING

HANDBOOK FOR ASSESSORS WORKING WITH BOTTLE GREEN TRAINING FOR VETERINARY NURSING.

The Practice Assessor

- The assessor must be a listed VN or Veterinary Surgeon, preferably with at least 12 months working experience.
- The assessor will need to attain their 'A' unit qualification within 18 months of commencing to assess Student Veterinary Nurses.
- The role of the assessor is to ensure that the student understands his/her responsibility concerning the collection and presentation of evidence for their portfolio.
- The assessor is required to plan the assessment process with regular meetings to monitor progress and offer prompt feedback to the student.
- The assessor should be familiar with the Occupational Standards for Veterinary Nursing and use these to judge performance and evidence produced by the student.
- Full and detailed records should be kept of the student's progress for the Internal Verification process.
- The assessor should keep the Practice Principle informed of progress and any difficulties arising.
- The assessor is required to be aware of the students' progress made with any formal educational course that is attended.
- A Veterinary Nurse Assessor is expected to provide evidence of continued professional development.
- The assessor is to be familiar with Health and Safety issues within the working environment.
- The assessor is to be aware of equal opportunity policy and the process to follow if a grievance arises.
- Bottle Green Training provides support for the assessor and liaison meetings will be arranged up to 3 times a year.
- For further details regarding the assessment process please refer to RCVS Veterinary Nurse Training Scheme Centre Handbook

Records for NVQ Veterinary Nursing-

The assessor is responsible for record keeping. Details to be collected include-

TRAINING PRACTICE details-

- Copy of approval certificate from BGT with training centre number
- Details of assessors qualifications- certificates, CPD etc
- Minutes of meetings relating to VN training
- Details of Internal Verifier - name, qualifications etc
- Name of External Verifier
- Details of course provider used

CANDIDATE details-

- Copy of students RCVS enrolment form
- Copy of record of employment
- Record of annual leave and sickness
- Copies of any correspondence with or concerning the student
- Reports from course providers
- Progress interviews with student
- Portfolio module assessment summary sheets
- Records of internal and external verification
- References given on leaving the training practice.
- Evidence of direct assessments carried out to cover each Unit/ Module ie plan, task sheets and feedback to students

Some blank record sheets are supplied to help start your student records file.

The Internal Verifier

The Internal Verifier will be a qualified veterinary surgeon or listed veterinary nurse holding a D34 TDLB qualification or 'V' unit.

They will visit the assessor twice a year to sample assessment activities.

One visit will involve a direct observation of the assessment process with each student, the other will be to observe and sample the decision made by the assessor regarding the portfolio log sheets for each student.

Regular meetings will be held to answer queries, discuss progress and provide any information concerning new developments within the RCVS Veterinary Nursing Training Scheme.

The Internal Verification process is to provide support and guidance to the assessors and to monitor and maintain good practice in assessment. Your student's portfolio will be reviewed at least once during the 'building' process. It is important that all the annexes to the portfolio are included ie tracking sheets, authentication sheet and the front cover page. It is essential that the portfolio is not presented in plastic wallets but is bound by treasury tags. The report generated will provide feedback and guidance on progress made and identify any personal problems.

ASSESSMENT MATCHED TO LEARNING

- Assessment provides motivation to learn by giving a sense of success and learner confidence.
- Assessment helps students and tutors to decide what to learn - especially by using the portfolio!
- Assessment helps students learn how to learn
 - by - encouraging an active learning style
 - influencing the choice of methods
 - developing the retention and application of knowledge and skills in different contexts.

HOW TO MAKE THIS WORK

1. Time and availability for assessor and student to be together. At least 2 days a week is acceptable. Remember that training sessions do not always involve a lecture: working together nursing a patient is an excellent learning opportunity.
2. Communication between yourself, your student and the rest of the practice.
3. Motivation and planning. Remember the occupational standards need to be ticked only once.
4. Move the portfolio to the shop floor - remember to keep some log sheets available for collection of evidence. These log sheets are working documents.
5. Cross reference evidence- one case may be used to offer evidence in a number of modules.
6. Keep up to date with the logs - aim to give feedback quickly by signing and commenting within 24 hours maximum
7. Use other members of staff: mentors, witness statements from clients or veterinary staff.
8. Only use relevant supporting evidence, for example hospital record sheets, charts, notes made by the student, work based product evidence.
9. If in doubt ask - use BGT as support.
10. Encourage student to use books and record those used in the student or assessors comment box. Good evidence of self directed learning.

Complaints\Equal Opportunities and Health and Safety

Copies of Bottle Green Training's Policies are to be found at the back of this Handbook. These give information with regard to training situations but it is advised that work related or employment problems are to be dealt with by the employing training practice.

PORTFOLIO SUBMISSION

1. As your VNAC Bottle Green Training is responsible for the final assessment of student portfolios at levels 2 and 3.
1. The final date for portfolio submissions is now set at **30th August**. It is of course possible to submit portfolios to Bottle Green Training before this date.
 - Level 2 students need to be aware that in order to continue onto level 3 and further study, they must have submitted their completed portfolio by this date.
2. All relevant paperwork should be completed and in place to allow external verification and certification to take place.
 - Student's record of veterinary nurse training
 - Record of annual leave
 - Record of veterinary nurse education
 - Portfolio signature authentication sheet
 - Notification of student change of employment/centre - if relevant(All of the above to be found in portfolio Annex C & D)
 - Evidence for Internal Verification should include:
 - Tracking sheets
 - Tutorial Planning & Assessment sheets
 - Your student should receive instructions for submission at the appropriate time. These need to be read carefully.
 - Portfolio Certification: Final internal verification will take place on your portfolio and a detailed report will be sent to your assessor. Upon successful completion of exams at the relevant level BGT will apply to RCVS for certification for each student. If external verification is completed successfully, certificates will be issued to the students from RCVS.

MOVEMENT OF STUDENTS

1. If a student is moving from one TP to another BUT within the same VNAC, you must simply inform us of their new place of employment, as they will still essentially be training under the care of BGT.
2. If your student has come from another VNAC they should have applied for Unit Certification if any modules have been completed. This means that you will not need to re-assess the student in these units.
3. If no Unit Certification has been possible, the completed evidence may be used as witness testimony. The assessor must then structure the remaining assessments in such a way as to check the competence of the student in all aspects of the relevant units of the occupational standards, ie carry out a direct assessment.
4. If your student moves to another TP and VNAC, it is necessary to check the completed evidence and if possible claim for Unit Certification. This needs to be done in conjunction with BGT Internal Verification. There is a fee of £30 payable to RCVS.
5. It is reasonable to expect the portfolio evidence to be no more than 18 months old otherwise the currency of the evidence is brought into question.

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Reading List for NVQ Candidates

The following list is suggested as the basis for a resource facility that your trainee will need to be 'introduced' to. It is expected that the Training Practice will be able to provide access to these titles as well as videos, CDs or the Internet. Use of these resources is to be encouraged and if appropriate reference to texts may be used to aid the completion of a log sheet. Part of the 'ethos' of NVQs is to move the student towards a more self-directed and responsible form of learning. Sometimes it is not always necessary to know the answer to a query, but it is very important to know where to look!

Recommended Reading List for Veterinary Nursing students

<u>Title</u>	<u>Author/Editor</u>	<u>Publisher</u>
The Handbook of Veterinary Nursing	Orpet & Welsh	Blackwell Science
An Introduction to Veterinary Anatomy and Physiology	Michell/Watkins	BSAVA
Introduction to Veterinary Anatomy and Physiology	V. Aspinall/M. O'Reilly	B & H
Clinical Procedures in Veterinary Nursing	V. Aspinall	B & H
Veterinary Nursing:How to get through NVQ 2 & 3	Lomas, Morgan Editor: S. Roberts	PasTest Ltd
Veterinary Nursing current edition (formerly Jones`s animal nursing)	Lane and Cooper	B & H
Small Animal Surgical Nursing	Diane L Tracy	Mosby
Practical Radiography for Veterinary Nurses	Suzanne Easton	B & H
Veterinary Laboratory Medicine	Morag Kerr	Blackwell Science
Anaesthesia for Veterinary Nurses	Elizabeth Welsh	Blackwell Science
Textbook of Veterinary Medical Nursing	C. Bowden/J. Masters	B & H
Exotic Pets	David L Williams	Lifelearn

BSAVA Veterinary Nursing Manuals - series of three

BSAVA Veterinary Manuals – suggested selection of titles to include: Anaesthesia, Diagnostic Imaging, Critical Care and Wound Management

Journals: Veterinary Nursing – BVNA
Veterinary Practice Nurse
JSAP/ In Practice/Veterinary Record

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COMPLAINTS PROCEDURE

Bottle Green Training Limited aims to provide a high quality service to students but recognises that occasionally things can go wrong. Whatever your complaint, you can expect it to be dealt with promptly and fairly and in accordance with the company's official policies and procedures.

In many cases problems or misunderstandings can be dealt with by discussion between staff and students, but in certain instances it may be appropriate to pursue the matter in a more formal way. The following notes are intended as a guide to the way that complaints should generally be pursued and are intended to help resolve problems in an effective way.

Step 1: Talk to the member of staff most closely concerned within one week.

If not available or you do not feel comfortable talking to him/her then discuss the problem with your course tutor.

If you are not satisfied or your complaint concerns a member of your centre's staff then go to Step 2.

Step 2: Talk to one of the company's directors at Head Office within a week.

If you are not satisfied then go to Step 3

Step 3: Make a written complaint to Head Office within a week. You should normally receive a written response within 5 working days and may be invited to a meeting to discuss the problem.

Bottle Green Training hopes that this complaints procedure will enable students to find a satisfactory resolution to their problem.

Appeals against Assessment Judgement Please use this document in conjunction with Bottle Green Training Complaints Procedure. This form may also be used to deal with appeals within the work place or training practice.

Candidate name:
Enrolment Number:
Training Practice:

Assessor name:
Assessor Qualifications:
Training Practice:

Internal Verifier name:
Qualifications:
VNAC or Provider:

Details of assessment:

To include - Choice of Method, Unit to be assessed, Action plans etc.

Outcome of assessment as judged against Performance Criteria.

To include documented evidence.

Nature of appeal: Please sign and date this section.

Action taken:

Action to be taken:

Date for completion:

Copy to candidate, practice assessment files and BGT central office. (To be available for External Verifier).

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EQUAL OPPORTUNITIES POLICY

Bottle Green Training Limited is committed to treat all employees and trainees as required by the Human Rights Act 1998, the Sex Discrimination Act 1975, the Rehabilitation of Offenders Act 1979 and the Race Relations Act 1976, the Disability Discrimination Act and the Further and Higher Education Act and any subsequent amendments to this legislation.

No employee or trainee will be discriminated against, directly or indirectly, on the grounds of gender, colour, ethnic or national origin, religion, disability, marital status, age, sexual orientation or irrelevant offending background.

This policy will be demonstrated in all areas of the company's activities, particularly recruitment literature, job descriptions, terms and conditions of employment, appointment procedures for staff and admissions procedures for students.

The company undertakes to monitor the operation of this policy, actively work towards eliminating unfair practice and actively pursue instances of personal harassment.

HEALTH & SAFETY POLICY

Bottle Green Training Limited is committed to ensuring the health and safety of its students and employees. The company provides advice and monitors the arrangements each centre has in place in order to control risks to your health and safety.

Within the centre there will be one or more members of staff who are designated as Safety Officers. Any concerns that you may have about safety can be discussed with a tutor or the Safety Officer.

You may expect:

- BGT to endeavour to take all reasonable steps to provide a safe environment
- BGT to recognise the importance of health and safety legislation and to take seriously its responsibilities to ensure that the requirements are met.
- to be provided with written or verbal health and safety information and any relevant instruction where this is necessary for your protection.
- to be provided with necessary safety equipment where required by virtue of the nature of your studies.
- to receive information about emergency procedures at each centre's induction session at the start of each academic year