

**Agenda for the meeting to be held on 27 February at 10am, Royal College of Nursing, 20 Cavendish Square, London W1G 0RN**

1.	<b>Welcome and apologies for absence</b>	
2.	<b>Declarations of interest</b>	
3.	<b>Education Committee minutes</b> a) Minutes of meeting held on 19 November 2024	Paper attached
4.	<b>Matters arising</b>	
5.	<b>Education Department update</b>  <b>EAEVE temporary Council decision loophole</b> <b>Length of accreditation on website – remove 4<sup>th</sup> Column “length of accreditation”</b>	Oral report
6.	<b>Primary Qualifications Subcommittee (PQSC)</b>  a) Minutes of the PQSC meetings held on meeting held on 28 January 2025 b) AVBC Agreement c) VCI Agreement d) Barcelona e) Ratification of Panel Members	Paper Attached  Paper attached Paper attached Oral Report Paper Attached
7.	<b>AVMA accreditation changes (EDI) – risk discussion</b>	Paper attached
8.	<b>Accreditation of EU programmes</b>	Oral report
9.	<b>Vet Track – EAEVE Accreditation</b>	Paper attached
10.	<b>VetGDP and CPD</b>  a) Engagement group minutes	Paper attached
11.	<b>Veterinary Clinical Career Pathways (VCCP)</b>  a) Minutes from VCCP working group meeting 5 <sup>th</sup> December b) Outcomes of the VCCP focus groups c) Working Group membership update	Paper attached Paper attached Oral update
12.	<b>Advanced Practitioner</b>  a) Approval of AP qualification panel b) List of approved AP’s in 2024	Paper attached Paper attached

13.	<b>VN Education Committee Update</b>	Oral report
14.	<b>Statutory Membership Examination (SME)</b> a) SME update b) Minutes from the SME Board c) Request for a further sit of the exam d) Updated MOU with VCI	Oral report Paper Attached Paper Attached Paper Attached
15.	<b>Specialists</b> a) Specialist List for Ratification b) Minutes from the Specialist subcommittee c) Updated specialist application guidance	Paper Attached Paper Attached Paper Attached
16.	<b>New Appeals Policy</b>	Paper Attached
17.	<b>EMS</b> a) Database update	Oral report
18.	<b>Reasonable adjustment principles for veterinary schools</b>	Paper attached
19.	<b>Postgraduate Veterinary Education Symposium planning</b>	Paper attached
20.	<b>Apprenticeships update</b>	Paper attached
21.	<b>Risk register</b> Items to add to the Risk Register	Paper attached
22.	<b>AOB</b>	
23.	<b>Date of next meeting</b>	May 20 2025 Remote 9.30 am

Britta Crawford  
Committee Secretary  
January 2025  
[b.crawford@rcvs.org.uk](mailto:b.crawford@rcvs.org.uk)  
020 7202 0777

## Education Committee (EC) Membership From July 2024

Secretary: Britta Crawford

(0207 202 0777, b.crawford@rcvs.org.uk)

Bennett S	Council member
Calow AL	Council member
Howarth SD	Council member/VN Council
Hutchinson T	Council member
Law R	Student member
Mclinden L	Student member
McLaughlan C	Lay member
Jones M	Council member
Ormandy E	External member,
Parkin TDH #	Council member
Reid SWJ	External member, educationalist

#Chair

### Observers (non-voting)

Officer: Paterson S

### Chairs of Subcommittees and Working Parties that report to Education Committee:

Certificate in Advanced Veterinary Practice Subcommittee	Calow AL
Panel of Assessors for Advanced Practitioner Status	Hutchinson T
Primary Qualifications Subcommittee	Whiting M
Specialist Recognition Subcommittee	Barrett D
Statutory Membership Examination Board	McLaughlan C
VetGDP & CPD Compliance Subcommittee	Paterson S
VetGDP & CPD Engagement Subcommittee	Cook O

## Education Committee Terms of Reference

### From the Scheme of delegation from the RCVS Council to committees 24 June 2024

The Education Committee shall set the policy for undergraduate and postgraduate education and training of veterinary surgeons and determine the requirements for those seeking registration, for the award of qualifications under the Charter, for continuing professional development, and for recognition as RCVS Advanced Practitioner and RCVS Specialist.

Under normal circumstances Council members will form the majority on non-statutory committees, but on Education Committee (and the Primary Qualifications Subcommittee (PQSC)) a minimum of one third and a maximum of one half of members will be co-opted external members with education expertise, for example, Heads of the Veterinary Schools or other veterinary school staff members. Two students will also sit on the Education Committee (and two on PQSC). In addition, the Chairs of the Education Subcommittees and a member of the Officer Team will sit as non-voting observers.

The Committee shall develop and keep under review education and training requirements for registration, and in particular shall:

- a. Define Day-One Competences and advise on the content of the veterinary undergraduate curriculum;
- b. Oversee the approval process and ongoing monitoring of veterinary degrees and international recognition agreements, considering subcommittee reports on appointment of accreditation panel members, accreditation event reports, follow-up reports and annual monitoring reports from veterinary schools, subcommittee reports on overseas degrees from other accrediting bodies or the College, and subcommittee reports on operation of the statutory membership examination; and,
- c. Make recommendations to Council on any change in approved status concerning registrable degrees, on the regulations governing the statutory membership examination and, on the regulations, governing practice by students.

The Committee shall develop and keep under review policy for continuing professional development, revalidation of Advanced Practitioner and Specialist status, and postgraduate training and qualifications, and in particular shall:

- a. Define Entrustable Professional Activities (EPAs) for, and monitor, the VetGDP;
- b. Set the requirements for and monitor continuing professional development within the profession;
- c. Develop and maintain a framework of College postgraduate awards, receiving reports from subcommittees on the standards for College-awarded certificates and fellowships by thesis, examinations and accreditation of other recognised postgraduate qualifications as part of the framework;

- d. Define the requirements for RCVS Advanced Practitioner and RCVS Specialist status, receiving reports from subcommittees on the maintenance of lists for Advanced Practitioners and Specialists; and,
- e. Recommend to Council amendments to the certificate rules.

The Committee shall recommend fees to the Finance and Resources Committee for all related activities, for example, application and annual fees for Advanced Practitioners and Specialists, together with reviewer remuneration; fees for Statutory Membership exam candidates and remuneration for examiners; remuneration for accreditation panel members and reviewers of Advanced Practitioners and Specialist applications.

<b>Summary</b>	
Meeting	Education Committee
Date	27 February 2025
Title	VetGDP and CPD Engagement Group Minutes of the meeting held on 3 December 2024
Summary	Minutes of the meeting held on 3 December 2024
Decisions required	To note
Attachments	None
Author	Britta Crawford Senior Education Officer <a href="mailto:b.crawford@rcvs.org.uk">b.crawford@rcvs.org.uk</a> / 020 7212 0777

<b>Classifications</b>		
<b>Document</b>	<b>Classification<sup>1</sup></b>	<b>Rationales<sup>2</sup></b>
Paper	Unclassified	

**<sup>1</sup>Classifications explained**

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Private	The paper includes personal data which should not be disclosed at any time or for any reason, unless the data subject has agreed otherwise. The Chair may, however, indicate after discussion that there are general issues which can be disclosed, for example in reports to committees and Council.

**<sup>2</sup>Classification rationales**

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## VetGDP and CPD Engagement Group Minutes of the meeting held on 3 December 2024

<b>Present:</b>	Olivia Cook Jessica Barratt Kiera Brook Louise Chappell *Aidan Coe Elizabeth Hill Jeremy Kirk Nikki McLeod	Chair
<b>In attendance:</b>	Britta Crawford Julie Dugmore Evgeniya Kostova Linda Prescott-Clements Jenny Soreskog-Turp Rebecca Smith Joanne Stetzel	Senior Education Officer Director of Veterinary Nursing Marketing Communications Officer Director of Education Lead for Postgraduate Education Education Officer Head of Marketing and Digital Communications

\*Absent

### Welcome and Apologies

1. The Chair welcomed everyone to the meeting and noted that Aidan Coe had sent their apologies.

### Minutes of the VetGDP and CPD Compliance Subcommittee

2. The minutes of the meeting of the VetGDP and CPD Compliance subcommittee that held on 5 November 2024 were received and noted.

### Update from the Communications Team

3. Ms Stetzel provided a summary of members' current engagement with 1CPD and VetGDP. The data in the presentation indicated that the vast majority of members use 1CPD and are aware of the fact that they must use the platform to record and reflect on their CPD. It was also indicated that there is an ongoing uncertainty about reflecting, and that many members may still be unclear about how to reflect on their CPD. However, the data from 1CPD suggested that there is still a relatively high rate of non-compliance among members.
4. The Comms team suggested that there are further opportunities to encourage compliance among members. This could include implementing pop-up messages from the app with



reminders and redesigning some elements of the 1CPD homepage to make requirements more apparent.

5. There was a question about whether RCVS could establish the main reasons why some members have not engaged with 1CPD at all. The group was informed that it is difficult to clearly establish whether lack of engagement with 1CPD is due to lack of awareness, or if it is truly a compliance issue.
6. Ms Kostova gave a presentation that summarised recent polling about CPD reflection conducted by RCVS via Instagram. The results of the poll demonstrated that most respondents use either the guided prompts or free text options for recording their reflections. There appeared to be low awareness around the audio recording functionality or the option to attach documents.
7. There was a question from the Comms team about the best approach for dealing with negative comments about CPD or reflection on social media. It was acknowledged that it is a difficult, but all comments are being reviewed and will be brought to the engagement group's attention for further discussion.
8. It was noted that RCVS usually receives positive engagement from members when publishing an editorial with a vet or vet nurse explaining the benefits of reflection. It was suggested that the engagement group could devise more ways to highlight to the profession how members have engaged with reflection.
9. Mrs Dugmore raised a possibility of creating some focus groups through the VN Futures group, which engages in face to face and online meetings to look into the future of team-based healthcare. She suggested that she could bring in a question about CPD and reflections to one of the meetings and get some feedback to bring back to the engagement group.  
**Action: Mrs Dugmore to ask about CPD and reflections at a VN Futures group meeting.**
10. Dr Cook highlighted that focusing on compliance was an important issue, however, given the percentage of non-compliant members, it is clear that some demographics have been missed the communications strategy and therefore RCVS should further investigate why some members are struggling to engage with the platform.
11. There was a suggestion that the 35-55 age group may be struggling with CPD compliance due to the fact that this age group is in the prime of their career, and that many of them will have children, possibly while being enrolled on postgraduate programmes.

### CPD Buddies

12. Ms Soreskog-Turp summarised the previous CPD Buddies programme stating that members could volunteer to be a "CPD Champion" within their own practice and that RCVS would send them CPD news. Unfortunately, due to lack of CPD news to share with buddies and lack of engagement from the group, the buddy scheme is no longer active.

13. It was suggested that it may be useful to introduce a new CPD buddy programme where members struggling with CPD can contact peers within the profession for help

**Action: Education to investigate how a new CPD buddy scheme could work**

#### Updates to VetGDP and 1CPD

14. The paper about upcoming updates to VetGDP and 1CPD was introduced and the group was asked to provide any feedback about further updates they thought might be beneficial.

15. It was mentioned that VetGDP advisers currently do not receive an email notification when there are updates to a graduate's portfolio, such as a new entry, or receiving the result of their portfolio being reviewed.

**Action: The Education and Development teams will discuss adding email notifications for new portfolio activities to the list of updates for VetGDP**

16. The group was asked to review the action list in the QA review paper and discuss if they feel all the actions are appropriate, and if anything needed to be added to the list. It was mentioned that mandatory refresher training, and regular feedback from RCVS for peer reviewers could help to ensure that there is more consistency across portfolio reviews.

**Action: Education department to discuss implementing mandatory refresher training and regular feedback for peer reviewers.**

17. It was suggested that VetGDP Advisers should be encouraged to complete the peer reviewer training before becoming an adviser or when they have just started, so that they have a more well-rounded understanding of what peer reviewers are looking for.

#### VetGDP Guidance

18. The group was asked to provide any suggestions for additions or amendments to the new VetGDP guidance. It was suggested that providing concrete examples of how to show progress within an EPA would be valuable for graduates and advisers.

**Action: Education team to investigate incorporating real examples of portfolio entries into the guidance.**

19. There was a point raised about the fact that it seems like many final year vet students are not aware of VetGDP and do not seem to understand that they need to be looking for practices that offer it for their first job after graduating. The group was reassured that RCVS does send staff to speak to all final year vet students at universities about VetGDP. There is also a new staff member within comms team to work with student and new graduate engagement.

#### AOB

20. The group was asked to present any ad-hoc ideas that they had to improve engagement with 1CPD and VetGDP.

21. There was a suggestion that half-way through the first year on VetGDP that graduates and advisers could have a video call with an RCVS staff member or peer reviewer who could scan their portfolio to see if they are on the right track.

**Date of next meeting**

22. Meeting dates for next year is yet to be confirmed but polls will be sent to members early in the new year.

**Action: Poll for dates to be sent to members**

**Rebecca Smith**  
**January 2025**

<b>Summary</b>	
Meeting	Education Committee
Date	27 February 2025
Title	Advanced Practitioner (AP) status: approval of AP qualification panel
Summary	To apply for AP status, applicants need to hold an eligible postgraduate qualification. Qualifications that are not on the approved list can be assessed for eligibility. Currently qualifications are reviewed by members of the AP panel. Many members of the AP panel do not have any training in assessing qualifications and therefore, in order to ensure a fair and robust review, we propose to create an AP qualifications panel to review all qualifications.
Decisions required	To approve the creation of an AP qualifications panel
Attachments	Annex 1: Terms of Reference for the qualifications panel.
Author	Laura Hogg Senior Education Officer <a href="mailto:l.hogg@rcvs.org.uk">l.hogg@rcvs.org.uk</a> / 020 7202 0736

<b>Classifications</b>		
<b>Document</b>	<b>Classification<sup>1</sup></b>	<b>Rationales<sup>2</sup></b>
Paper	Unclassified	

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## Background

1. Initial accreditation as an Advanced Practitioner by the RCVS is based upon the applicant holding an RCVS or other relevant postgraduate qualification.
2. For a qualification to be approved as an eligible route to Advanced Practitioner status it has to meet one of the following criteria:
  - A postgraduate clinical qualification awarded by a university/recognised awarding body at Level 7 in accordance with the [Framework of Higher Education Qualifications](#) (at least 60 credits/30 ECTS, of which 40 credits are in the relevant clinical area for the status being applied for)

*or*

- A relevant clinical postgraduate masters degree.

## Approval of qualifications

3. In order for a qualification to be approved for AP status either potential applicants and/or awarding bodies need to apply for approval from the RCVS. The applications are reviewed by the relevant member(s) of the AP panel before also being reviewed by the Chair of the panel. Once a qualification has been reviewed and approved it is added to the list of eligible qualifications by which an applicant can apply for AP status.
4. At its meeting in November 2023 Education Committee agreed to review all approved qualifications every five years to check for currency of content as well as any significant changes since it was last approved.
5. It is important that all postgraduate qualifications approved for AP status deliver the same high standard of education to candidates. In 2024, Education Committee approved a new framework to quality assurance the RCVS CertAVP and it is therefore important that the quality assurance process for external courses mirror our internal processes.
6. In order to review qualifications and ensure it is a fair and robust process; we propose that an Advanced Practitioner qualifications panel to be created to assess all qualifications that may be approved as a route for AP status. The panel would be made up of clinicians and educationalist with experience of postgraduate qualifications.
7. In order for a qualification to be approved for AP status the panel need to review:
  - a. Course structure and guidance
  - b. Syllabus
  - c. Description of the clinical component – evidence of where 40 clinical credits have been covered
  - d. Assessment methods
  - e. QA report - including statistical data such as candidate numbers, module passes/fails
  - f. Student feedback
  - g. Reports from external examiners or module reviews

8. To allow awarding bodies time to collate the required information it is suggested that applications would be accepted from August 2025.

**Decision**

9. Education Committee is asked to approve the creation of an AP qualifications panel and the terms of reference for the panel.

## **Advanced Practitioner (AP) Qualifications panel**

### **Terms of Reference**

1. The AP qualifications panel will report to Education Committee.
2. The AP qualifications panel is responsible for:
  - Developing and monitoring quality assurance framework for qualifications approved for AP status.
  - Assessing relevant postgraduate programmes and their suitability as a route for a candidate to apply for AP status
  - Reviewing all approved programmes at least every five years. Qualifications may be reviewed before the five year accreditation period ends if there are any major changes to the qualification or if any feedback is received that require further investigation.

### **Membership**

3. The chair of AP panel will also chair the AP qualification panel and consist of
  - a) Three appointed Educationalists with knowledge and experience of postgraduate qualifications
  - b) Two appointed Practitioners with AP status
4. The panel has six members in total with a quorum of 50%.
5. The length of service will normally be 3 years; however, this is not prescriptive and longer terms can be considered to allow for continuity or consistency of the panel membership.

### **Meetings**

6. The panel will meet up to four times a year. Meetings will be held virtually except for any exceptional circumstances when a face-to-face meeting would be more beneficial.



<b>Summary</b>	
Meeting	Education Committee
Date	27 February 2025
Title	Updated Specialist Application Guidance
Summary	<p>Following the Specialists Subcommittee (SSC) in January 2025, it was agreed that there were still some confusing sections within the guidance for Specialist applications. The following changes were suggested:</p> <ol style="list-style-type: none"> <li>1. Changes to the annual and application fees and dates of application windows (as standard)</li> <li>2. Inclusion of further guidance on how to record CPD</li> <li>3. Additional statement about ensuring CPD is balanced, with reference to excessive claims</li> <li>4. Only accepting the EBVS certificate as evidence for European applications</li> <li>5. Deadline of EBVS certificates by March the year following expiry of previous certificate</li> </ol>
Decisions required	Education Committee are invited to agree the changes made within the Specialist Application & Guidance Pack
Attachments	Specialist Application & Guidance Pack
Author	Hayley Stinchon Senior Education Officer <a href="mailto:h.stinchon@rcvs.org.uk">h.stinchon@rcvs.org.uk</a> / 020 8148 5055

<b>Classifications</b>		
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## Introduction

1. The Specialist Subcommittee (SSC) met in January 2025 and discussed the application process in depth, following a recurring theme amongst the most recent RCVS Specialist applications, with regards to the Continued Professional Discussion (CPD) entries.
2. It was also noted that some European specialists are delayed in reapplying, due to waiting on confirmation of their next accreditation period from EBVS, often receiving this after the RCVS deadline for reapplication.

## CPD

3. It was apparent that many of the applicants had recorded excessive CPD hours for individual activities, particularly with reference to studying for an examination or preparing a paper. A specific number of hours per activity entry was discussed, however, the SSC decided this would lessen the flexibility of the RCVS promotes for CPD, which would go against the general policy. It was suggested that the guidance should include a paragraph to ensure applicants considered the number of hours claimed as a single activity and that excessive recording of hours would not be included within the assessment.
4. Additionally, CPD records were often unclear as to whether CPD had been given or received and equally, the labelling of some entries did not indicate what subject the activity was conducted in. Further guidance has been added to the pack to suggest that CPD must be clearly labelled and detailed enough for the SSC to determine if the CPD has been carried out in the specialist subject.

## European Specialists

5. The RCVS SSC Secretary indicated that she had received multiple emails from European specialists due to reapply by 30<sup>th</sup> November 2024 (the deadline set for reapplications for those due to reaccredit with their European college in 2024), concerned they will be removed from the RCVS List of Specialists, as they had not yet received their certificate from the European Board of Veterinary Specialism (EBVS).
6. The SSC confirmed that there is sometimes a delay in receiving the next certificate stating accreditation dates from EBVS and they suggested the most appropriate action would be to amend the reapplication window. This RCVS Application & Guidance Pack has been altered to allow receiving of reapplications up until March, following the year of expiry of the previous certificate.
7. It was also suggested that the EBVS certificate should be the only acceptable proof of specialist status from European diplomates.

# RCVS Specialists Information and Application Pack

2025 edition for 2025/2026 listing

**New applications to be considered in January, April, August and October 2025**

**Reapplication window opens on the 30<sup>th</sup> November 2025 and closes on the 31<sup>st</sup> March 2026**

Those due to reapply in 2025 will be contacted in the summer with further details on how to reapply.

**Royal College of Veterinary Surgeons**

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## Preface

Recognition as a Specialist by the RCVS is based upon the following criteria:

- a. **Possession of an RCVS diploma, or being an active EBVS® European Veterinary Specialist, or being an active AVMA®-recognised Veterinary Specialist, or other relevant postgraduate qualification (see page 7).**
  - i. **maintaining and providing acceptable documented CPD**
  - ii. **contributing to the specialty through publication, teaching, reviewing, examining, attending and participating in national and international meetings within the specialised field.**
- b. **being available for referral or consultation by other veterinary colleagues (if appropriate to their area of work).**
- c. **being a current active practitioner within the specialised field.**

The objectives of the RCVS List of Specialists include:

- to promote specialisation within the veterinary profession.
- to identify, for the public and the profession, veterinarians who have specialised knowledge and skills; who are active practitioners within a recognised field of specialisation; who maintain specialised competence through continuing professional development. Such individuals will meet the criteria listed in a. – c. above.
- to encourage veterinary surgeons to refer cases, as appropriate, to RCVS Specialists.
- to recognise specialised competence in key areas where there are suitable postgraduate qualifications.

Please note that the Code of Conduct has been changed, and with effect from March 2016, all specialists “must be registered with the RCVS and included on the RCVS specialist list if they want to practise and use the title ‘specialist’ in the UK.”

**We have consequently introduced a streamlined application process for active EBVS® European Veterinary Specialists, to take account of their accreditation with accepted European colleges. Please see Section E for further information.**

## Section A

### RCVS Specialists

## Introduction

RCVS specialist status is not easily achieved. To be included on the List of Specialists, an individual must have achieved a postgraduate qualification at Level 8 in the [FHEQ](#) or level 12 in the SQCF (Doctoral level) and must additionally satisfy the College that they make an active contribution to their specialty. A specialist must also be available for referral or consultation by other veterinary colleagues (**if appropriate to their area of work**). Specialist status is time bound, and the individual must reapply for recognition every five years (or earlier in certain cases) to maintain their name on the list.

This information pack outlines the criteria for recognition and describes the process by which individuals can apply to have their name included on the list. This information pack is updated annually and applicants should ensure that they hold the most recent edition before applying.

### 1. How do I apply to be a RCVS specialist and have my name included on the list?

Applications for inclusion on the List of RCVS Specialists will be considered in March, July, September and December by the Specialist Subcommittee. This is a subcommittee of the Education Committee of the RCVS. Reapplications are considered once a year, normally in April. Education Committee then approves the list of specialists for publication.

Before proceeding with an application, it is important that you read the following sections carefully to satisfy yourself that you meet all the requirements, that you understand the application process and the type of information that you will need to provide. Before applying, you may also find it helpful to seek an informed opinion from a current RCVS specialist.

- The criteria for eligibility are given in Section B.
- The list of specialties which are currently recognised are listed in Section C.
- The qualifications on which your eligibility may be based are given in Section D.
- Information for specialists with European college qualifications is given in Section E
- Section F contains guidance notes on how to complete the RCVS specialist application form.

Please note that as of 2023, applications will no longer need to be supported by references.

To accompany your completed application form, you will also need to allow the RCVS to have access to your 1CPD account, covering the period of the previous 5 calendar years, including any relevant CPD from the current year.

Both re and new applicants complete the same application form.

There is an application fee which is reviewed annually. Current fees are set out at Annex 2, and the appropriate fee must accompany your application. If your application is unsuccessful, we will be unable to offer any refunds.

**It is essential that you make sure your application form, including the requirements for CPD records are fully and accurately completed. Failure to do so may result in your application being rejected in the current application year.**

## 2. What happens if my application for recognition as an RCVS Specialist is approved?

The names of those whose applications are approved are listed in the RCVS Register of Members, a new edition of which is published annually in the autumn. Recognition is given for up to five years in the first instance (this may vary for European specialists). After your initial period of recognition has expired, you will need to reapply. All reapplicants are required to assess themselves against a clear set of criteria which is published on the RCVS website.

All listed RCVS specialists must pay an annual administration fee, **by 1 July** each year, to ensure retention of their name on the published list.

Listed specialists are also required to self-certify that they are still active as a specialist, and confirmation of this is taken in the form of paying the annual fee.

Note that European specialists will be awarded accreditation based on the length of their accreditation with EBVS in order to line up reaccreditation dates for both organisations.

## 3. What happens if my application to be a RCVS Specialist is rejected?

You will be notified, in writing, by the RCVS with an indication of the reason for the decision.

You may appeal against the decision within 28 days of receipt of notification. Appeals must be made, in writing, and submitted to the Registrar. In no circumstances will RCVS staff or the Chairman of the Specialist Subcommittee enter into telephone discussions or correspondence with individuals concerning appeals.

Appellants must state, succinctly, their grounds for appeal.

Your appeal will be considered by the Specialist Appeals Committee who will meet as necessary, and report directly to RCVS Council. Its membership is independent of the Specialist Subcommittee. The Specialist Appeals Committee consists of the immediate-past Senior Vice-President (Chairman), the Senior Vice-President and the Registrar. The Chairman of the Specialist Subcommittee attends meetings of the Specialist Appeals Committee only in the capacity of Adviser.



No new or additional information unseen by the Specialist Subcommittee will be considered by the Specialist Appeals Committee.

#### 4. How do I maintain my continued status as an RCVS Specialist?

RCVS Specialist status is granted for a period of up to five years. When this period has expired, the holder is required to reapply if they wish their recognition to be continued. Listed RCVS Specialists are required to meet the criteria in place at the time of reapplication. **These may differ from the criteria that were in place at the time of the first application.** Approval of a reapplication allows retention of the RCVS Specialist's name on the List for a further period of up to five years, subject to payment of the annual administration fee on 1 July.

**Specialists will be removed from the RCVS List of Specialists in March, following the year of expiry of the status, if they have not reapplied within their specified window. Reminders are sent in the Summer, but it is ultimately the responsibility of the applicant to ensure that their reapplication is submitted in time.**

**Section B****RCVS Specialist****Criteria for eligibility****Membership**

1. Only those who are Members of the Royal College of Veterinary Surgeons, and those on the Temporary Register, may apply to be included on the list. Members who are on the Non-Practising Register are not eligible to apply.

**Qualifications**

2. Both new and reapplicants must hold one of the following qualifications at the date of application:
  - a. An RCVS Diploma, being an active EBVS® European Veterinary Specialist, being a certified diplomate of a listed American specialist college, Fellowship of Australian and New Zealand College of Veterinary Scientists in, or relevant to, the specialty concerned (see Section D, paragraphs 1 and 6, for allowable diploma titles).

**(if applying as an active EBVS® European Veterinary Specialist, please see Section E for details on how to apply)**

**or**

- b. The RCVS Diploma of Fellowship gained by Examination<sup>1</sup>, or by Meritorious Contributions to Learning (MCL)<sup>2</sup>, but **not** Diploma of Fellowship **by Thesis**, in a subject which is in, or relevant to, the specialty concerned.

**or**

- c. A postgraduate qualification (see Section D), other than a named RCVS Diploma or a Diploma of Fellowship by Examination or MCL, which you wish to submit for consideration by the RCVS for this purpose, which is in, or relevant to, the specialty concerned. (For full details re: Diploma of Fellowship, see **Section D, para. 3**).

If your qualification is not currently listed on the RCVS Register, a certificate from the awarding body will also need to be submitted as verification.

It should be noted that obtaining an RCVS Diploma or being an EBVS® or American specialist confers eligibility but does not *automatically* qualify the holder to become an RCVS Specialist; and they will also need to meet other criteria as described below.

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<sup>1</sup> 1999 was the final year in which it was possible to achieve a Diploma of Fellowship by examination. This route to Fellowship is no longer available.

<sup>2</sup> 2016 was the final year that the Fellowship by MCL was awarded. This route to Fellowship is now no longer available

### CPD Requirements (and revalidation criteria)

3. During the period of accreditation, the specialist must undertake a minimum of **250 hours of CPD over 5 calendar years** (whilst also complying with the formal RCVS requirement). At least **125 hours of that CPD should be in the specialist's chosen designated field**.

Specialists should be involved with their subject or species community and be undertaking a breadth of CPD, some of which should involve engagement with other practitioners.

CPD records should be presented using the 1CPD digital recording platform. If you do not already use your 1CPD account, please log in using the information provided here, [1CPD](#). If you are a veterinary surgeon working overseas, you are not required to use 1CPD for recording and reflecting, however, this platform is advised. A description of the CPD and the number of hours undertaken must be recorded in English, so that the details of what you have done are transparent and understood by the application assessors.

CPD records may be rejected, or part of your CPD activities disallowed, if the record has been submitted in such a format that it is not possible to:

1. Assess how many hours of CPD have been undertaken
2. Decide which of those hours are relevant to the designation being applied for and which have an external focus
3. See clear evidence to support the hours being claimed e.g. for documented reading

**It is the applicant's responsibility to ensure that the CPD record is clear and appropriately annotated.** When filling in the "Topic", we would ask that you preface any CPD activities that relate to your designated area with a heading such as 'Cardiology' or 'SAM specific' or some similar marker to differentiate this CPD from more general activities.

For guidance on how to reflect, please visit the following short course [Record & Reflect](#).

If you are unable to amend your CPD activities for the previous year's, please email [cpd@rcvs.org.uk](mailto:cpd@rcvs.org.uk)

### Professional Key Skills Requirements

4. As with advanced practitioners, RCVS considers it important that RCVS specialists have developed and are maintaining their skills in key areas of professional development. The expectation is that specialists will have developed the majority of these skills during the training and residencies required for their diploma qualifications and thus what is required is some evidence that those skills are being utilised as part of day-to-day practice and being continually updated. Applicants will therefore have to confirm that they are able to do the following upon application:

- Use established models of professional and evidence-based reasoning to tackle complex problems in specialist practice.
- Recognise the responsibility specialists have for protecting human and animal health.
- Undertake specialist practice with a critical awareness of animal welfare, professional conduct and veterinary ethics.
- Promote continuous improvement in the quality and standard of specialist practice.
- Communicate effectively to the public and to professional colleagues.

### Experience

5. Both re and new applicants must ensure that they are up to date and fit to practise in their area of speciality.

### Other criteria

6. All applicants will be required to submit evidence of recent publications (i.e. in the last 5 years) in refereed journals; and/or of contributions to local, national and international meetings, and of appointments on official bodies in their field, as an indication of their continuing active involvement in their specialty. Publications in the professional and lay press will also be taken into consideration as well as expert reports not in the public domain.
7. If you do not hold either the RCVS Diploma or are not an active EBVS® European Veterinary Specialist, (i.e. those meeting the criteria at paragraphs 2.b. and 2.c. above) you will be required to submit additional evidence of at least 5 recent principal author papers as well as other relevant and recent contributions in refereed or specialist journals as described in para. 6 above.
8. Those applying under paragraphs 2.b. or 2.c. above may additionally be asked to sit and pass a relevant appropriate postgraduate qualification, before an application can be considered.
9. Specialists can only be listed in one area of designation.
10. Specialists cannot also be listed as an advanced practitioner in the same area of designation. Specialists are permitted to be listed as advanced practitioners in different areas.
11. Specialists are expected to contribute to the examination processes in their specialty subject matter, either as examiners or by submitting questions and key points. The subcommittee will take this into account when considering applications and reapplications.

### Self-assessment

12. All applicants, whether submitting a reapplication or new application, are required to self-assess themselves against a clear set of criteria. Applicants can score themselves as the application form is completed.

## Reapplications

13. The specialist re-application fee is £109.00 with the annual administration charge being the same level at £109.00 (European specialist application and annual listing fee is £55.00.)

## Next deadline for reapplications

14. Existing specialists due for reaccreditation will need to reapply in the following window:  
**30<sup>th</sup> November 2025 – 31<sup>st</sup> March 2026**

## Emeritus Specialist status

15. Specialists who have or are about to retire or have moved into a related but non-clinical role may be eligible for Emeritus RCVS specialist status.
16. The requirements are:
  1. to have been previously listed as specialists normally for at least 15 consecutive years.
  2. listed in the Register as non-practising or able to self-certify as not being active in the area of specialisation and no longer involved in providing clinical specialist services, for example having moved into a full-time managerial role.
17. Those wishing to be listed as an Emeritus Specialist should put a request in writing to the Specialist Sub Committee to inform them that you have either retired (or are about to) or are no longer working in the area. There is no fee for emeritus listing and no reapplication will be required once listed.

**Section C****RCVS Specialist****Specialities and specialist titles**

1. This is not an exhaustive list and may be amended from time to time as required.  
There are three broad groups of specialities. These are:
  - A. Production Animal Medicine**
  - B. Companion and Competitive Animals**
  - C. Disciplines**
  
2. Specialist titles for which an application may be made are listed under one of these headings. In some areas, sub-specialties are listed beneath the full specialist title. Those shown are the sub-specialties agreed so far for each speciality. Sub-specialties indicate that the holder is a specialist only in that restricted field. A specialist in one of these fields must show the sub-specialty in brackets after the main title of the speciality.
  
3. Specialists can only be listed in one area, even if the fields are related. Applications to change the area of listing can be made and must follow the usual re-application process.

Main title	Sub-specialities (where applicable)
<b>A. Production Animal Medicine Group</b>	
Cattle Health and Production:	Beef Dairy Genetics Mastitis Reproduction
Camelid Health and Production Deer Health and Production Fish Health and Production Goat Health and Production Laboratory Animal Science Pig Medicine Poultry Medicine and Production Sheep Health and Production:	Sheep Health and Production (Reproduction)
<b>B. Companion and Competitive Animals Group</b>	
Equine Medicine:	Internal Medicine Reproduction Sports Medicine Stud Medicine
Equine Gastroenterology	
Equine Surgery:	Orthopaedics Soft Tissue

Feline Medicine	
Rabbit Medicine and Surgery	
Small Animal Medicine:	Endocrinology Gastroenterology Internal Medicine Oncology
Small Animal Surgery:	Ear, Nose and Throat Oncology Orthopaedics Soft Tissue
<b>C. Disciplines Group</b>	
Animal Welfare Science, Ethics and Law Emergency and Critical Care Tropical Animal Health and Production Veterinary Behavioural Medicine Veterinary Anaesthesia Veterinary Cardiology Veterinary Clinical Nutrition: Veterinary Dentistry: Veterinary Dermatology Veterinary Epidemiology Veterinary Neurology: Veterinary Nutrition Veterinary Oncology Veterinary Ophthalmology Veterinary Parasitology Veterinary Pharmacology and Toxicology	Equine Equine  Small Animals
State Veterinary Medicine	
Veterinary Pathology: *  <i>(*applicants under this title are expected to be significantly involved in dealing with clinical material)</i>	Small domestic animals (dog, cat) Farm animals (cattle, sheep, pig, goat, deer) Equine animals (horse, donkey) Laboratory animals (rabbit, rat, mouse, guinea pig, hamster, dog, non-human primates) Birds (poultry, game birds, cage birds, wild birds) Fish (wild, farmed) Zoo and Wildlife Clinical pathology Microbiology Toxicology
Veterinary Public Health:	Meat Hygiene Food Hygiene
Veterinary Diagnostic Imaging:	
Veterinary Reproduction:	Cats Cattle Dogs

	Goats Horses Pigs Sheep Small Animal - alternative title Small Domestic Ruminants - alternative title Theriogenology
Zoo and Wildlife Medicine:	Avian Herpetology Mammalian Pathology Small Mammal Reptilian Wildlife Population Health Zoo Health Management



## Section D

## RCVS Specialist

## Qualifications on which eligibility may be based

The following is a list of the acceptable qualifications on which an application for inclusion on the List of RCVS Specialists may be based.

## RCVS Diplomas

(Section B, paragraph 2.a. refers)

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Animal Welfare Science, Ethics and Law</li> <li>Cattle Health and Production</li> <li>Equine Internal Medicine</li> <li>Equine Stud Medicine</li> <li>Equine Orthopaedics</li> <li>Equine Soft Tissue Surgery</li> <li>Fish Health and Production</li> <li>Laboratory Animal Science</li> <li>Pig Medicine</li> <li>Poultry Medicine and Production</li> <li>Sheep Health and Production</li> <li>Small Animal Orthopaedics</li> <li>Small Animal Medicine</li> </ol> | <ol style="list-style-type: none"> <li>Small Animal Medicine (Feline)</li> <li>Small Animal Surgery (Orthopaedics)</li> <li>Small Animal Surgery (Soft Tissue)</li> <li>Veterinary Anaesthesia</li> <li>Veterinary Cardiology</li> <li>Veterinary Dermatology</li> <li>Veterinary Ophthalmology</li> <li>Veterinary Public Health (Food Hygiene)<br/>(Meat Hygiene)</li> <li>Veterinary Radiology (pre-2004)</li> <li>Veterinary Diagnostic Imaging</li> <li>Veterinary Reproduction</li> <li>Zoological Medicine</li> </ol> |
|---|--|

## RCVS Diploma of Fellowship

(Section B, paragraph 2.b. refers)

2. A Fellowship gained **by Examination or by Meritorious Contributions to Learning**
3. RCVS Council has ruled that a Diploma of Fellowship **by Thesis** is by nature, too narrow a field to be considered as a main qualification towards RCVS Specialist status and would **not** be considered as sufficient evidence alone. However, a Diploma of Fellowship by Thesis would be considered as an indicator of educational attainment if offered in addition to another postgraduate qualification (see *Section B, paragraph 2.c.*) along with evidence of a substantial number of publications in refereed journals.

## Other Postgraduate qualifications

(Section B, paragraph 2.c. refers)

4. Other postgraduate degrees and diplomas, e.g. PhDs, FRCPath may be submitted for consideration and approved for the purpose of specialist recognition by the RCVS in respect of any individual applicant.

5. Applicants relying on an MSc or other one-year qualification will have to offer a substantial amount of evidence of their expertise, such as a considerable number of publications and many years of experience.
6. Active EBVS® European Veterinary Specialists are accepted for RCVS Specialist Status. To see the full list of approved colleges, [please check the EBVS website](#).

**Please see section E for the application process for those applying as an active EBVS® European Veterinary Specialist.**

If the European college has not yet received full approval from EBVS, then applications will still be considered. However, applicants must go through the “full” application system until full approval is given by EBVS.

7. **American** College Diplomas, where the college has received full recognition, are accepted for RCVS Specialist Status. To see the full list of approved American colleges, [please check the AVMA website](#). The Fellowship of the Australian and New Zealand College of Veterinary Scientists are also acceptable qualifications on which an application can be based.

## RCVS Specialist

## Section E

### European Diplomates

1. Those applying as an active EBVS® European Veterinary Specialist will normally be subject to a simplified process, as they will already have provided their college with much of the information required by the RCVS. You will need to provide proof of specialist status in the form of a certificate from the EBVS®, which can be downloaded from the EBVS® [website](#). Emails or screenshots will not be accepted as proof. **Applications which do not contain this proof will not be reviewed.**
2. **For applicants applying for RCVS Specialist Status in the same title as their European qualification:** You will need to complete the application form online and submit evidence of your EBVS® certificate. You do not need to complete a self-assessment form.

**Please note:** applicants wishing to apply for an RCVS Specialist title or subtitle which does not closely match their European specialist status will need to apply through the “full” application process to be able to provide the evidence to support recognition by RCVS of the different chosen title. Please see **Section B** for the full details on the criteria, and **Section F** for full details on how to apply via this route.

3. **From 2022, for all accepted new and reapplicants going through the European Diplomate system, the length of RCVS accreditation awarded to successful applicants will be based on the applicant’s EBVS certification, rather than a five-year period being awarded as standard.** Then, once the accreditation dates have been aligned, a five-year RCVS accreditation period would then be awarded again as normal (subject to the full five-year EBVS accreditation being awarded). For example, if a successful RCVS specialist applicant in 2022 was accredited with EBVS until 2025, then they would be awarded RCVS accreditation for 3 years until 2025 to match the EBVS date. Then, following a further successful reapplication at that time in 2025, the full five-year RCVS accreditation would be awarded until 2030.
4. New applications from European Diplomates will be processed and listed in January, April, August and October subject to the correct information being supplied.
5. Reapplications from European Diplomates will be processed and listed from the 30<sup>th</sup> November 2025 – 31<sup>st</sup> March 2026.

### Guidance on completing your application form

Applications should be made online on the RCVS website via the ‘My Account’ area - [My Account](#)

Once completed and submitted, new applications will be processed every January, April, August and October.

Reapplications will be processed at the time of their renewal.

Please ensure that you attach the following item with your application:

- A copy of your **EBVS® certificate**, outlining the most current accreditation years, e.g., 2025 - 2030

**Please read these notes carefully before completing your application form.**

Once you have logged into your account on the RCVS website, please click the button, “Apply to become a Specialist”.

You will then be taken to an initial screen which will ask if you are applying as a European diplomate or not. Please click on “apply with European Diploma” to be taken to the correct application form.

Please note, you will not be able to save your progress, so the form must be completed in full in one sitting.

### **Professional and academic credentials for recognition as a Specialist**

You will be asked to select your European qualification from a list, along with the date you became a Diplomate.

You will then be asked to provide proof of an EBVS® certificate, this can be downloaded from the EBVS® website and attached to the application. You can attach documents to the application form with the document uploader. To attach documents, click “choose file”. This will then open up window where you will be able to select the documents from your computer. Once you have selected the relevant document, click “attach”. Once it has attached, you will then have the option to view or remove the document.

### **References**

As of 2023, references will no longer be required for new and reapplications.

### **Submission**

Once you have completed all of the questions on the application form, you will need to confirm that the information provided is correct, then you will be able to click on “submit”.

After this, you will be taken to a confirmation screen where you will be given details on how to pay for your application. You will also receive a confirmation email.

**Your application will not be considered until you have provided the certification which shows that you are currently a certified EBVS® specialist. RCVS may issue reminders to those who have items outstanding, however it is ultimately the responsibility of the applicant to ensure that everything is submitted.**

## Section F

### RCVS Specialist

#### Guidance on completing your application form

**(For those not applying as an active EBVS® European Veterinary Specialist)**

Applications should be made online on the RCVS website via the 'My Account' area - [My Account](#)

Once completed and submitted, application forms will be checked by staff in the RCVS office, before being forwarded on to the Specialist Subcommittee for assessment.

New applications will be considered by the Specialist Subcommittee in January, April, August and October.

New applications received during the reapplication window will be considered with the reapplications.

#### CPD

**CPD records must be presented using the 1CPD digital recording platform. If you do not already use your 1CPD account, please log in using the information provided here, [1CPD](#)**

As part of the application, you will need to give permission for the RCVS to access your full record. To do this, please just click "yes" when prompted with the question on the application form. The RCVS office will then be able to access your record and share the relevant years' CPD with the Specialist Subcommittee.

CPD records from the previous five calendar years must be submitted as part of applications, for example 1<sup>st</sup> January 2021 to the 31<sup>st</sup> December 2025.

#### References

As of 2023, references will no longer required for new and reapplications.

**Please read these notes carefully before completing your application form.**

#### **For new applications:**

Once you have logged into your account on the RCVS website, please click the button, "Apply to become a Specialist".

You will then be taken to an initial screen which will ask if you are applying with a European Diploma or not. Please click on "apply with other qualification" to be taken to the correct application form.

Once the form has loaded, you will be able to save your progress at any point and complete it at a later stage if required.

## Section A

### Qualifications

Here you will be asked to provide details of the qualification/qualifications that you are applying with. To select your qualification, click on “add new record” and you will then be given the option to select the type of qualification and awarding body from a list, before being able to specify the title of the qualification. Once you have selected the qualification, click “save” to return to the initial screen, or if you wish to add another qualification, click “save & new”.

You will then need to select the relevant points scored for your qualification. The points value is indicated after each question. A full list of the self-assessment points available is linked to at the top of the application form and can also be found [here](#).

If your qualification/s is not yet listed on the Register, you can indicate this on the form and provide proof of award. There are instructions on the form about how to attach documents to your application.

### Current working situation

In order to meet the criteria for specialist status, you are required to confirm that you are currently active, and up to date and fit to practice in your area of speciality.

## Section B

### Publications and professional contributions to the specialty

These questions are designed to establish the extent of your active involvement in the specialty over the last 5 years. **Please list full citation including, authors, title and dates for all publications and contributions.** A substantial number of publications and other original contributions to your specialty would normally be expected. Alternatively, or in addition, you may present evidence of your practical/clinical workload that you believe should be considered.

**Any publications or other contributions cannot be listed twice within the same application.**

Any applications where items are listed twice will only be counted once, with your self-assessment points amended accordingly.

Applicants should be aware that the committee are looking for a broad range of evidence to support their application and therefore when using publications or similar contributions for self-assessment points they are advised to ensure that their CPD claims are balanced and do not include excessive claims for one activity e.g., manuscript preparation time.

Submission of essentially the same publication and or presentation to separate journals or organisations will also not be acceptable. Only one point will be accrued in instances where applicants have submitted duplicate contributions.

To answer each question, please click on “add new record”, and once you have input the information, click “save” to return to the main application screen.

**The Specialist Subcommittee can only make an assessment on clear, concise and specific properly detailed information.**

### **Publications**

Provide full details of your publications relevant to the specialty in refereed journals from the previous 7 years (new applicants), 5 years (reapplicants). **Quote author(s), year, title, journal name, volume and page numbers.** If you are unsure whether the publication is refereed, include publications under Question 13.

(NB If you have a substantial number of publications, you should list just 5 that you consider to be the most significant).

### **Contributions to books**

Provide details of any contributions to published books relevant to the specialty in the last 7 years (new applicants) 5 years (reapplicants). **Quote author(s), year, chapter title, name of book, editors, page numbers and publisher.**

### **Non-refereed journals**

Provide full details of any publications relevant to the specialty in non-refereed journals for the last 7 years (new applicants) 5 years (reapplicants). **Quote author(s), year, title, journal name, volume and page numbers.**

### **Expert and scrutineer reports**

This category recognises that for some Specialists, much of their expertise is provided in the form of confidential reports. Provide details of contributions to expert reports during the last 7 years (new applicants) 5 years (reapplicants). Routine case or laboratory reports are not acceptable for this purpose. Expert reports can include legal, welfare or commercial scientific reports. Reviewing papers for refereed scientific journals cannot be included.

**The next category deals with advancing the subject and should not be confused with contributions to CPD.**

### **Presentations**

Give details of presentations you have given at scientific meetings in the last 7 years (new applicants) 5 years (reapplicants) that are relevant to the specialty. For each category - (a) international, (b) national, (c) local - **quote date, location, organisation/sponsors.**

### **Lay Publications**

Give details of any relevant contributions to lay publications, and/or lay presentations in the last 7 years (new applicants) 5 years (reapplicants).

**Please note 'in press' publications are NOT acceptable.**

### Contributions to CPD

Provide details of any specialist contributions during the last 5 years to CPD activities within the profession, not otherwise mentioned above (e.g. electronic publishing, distance learning packages). Any activities previously listed in the application cannot be counted in this section.

### Self-Assessment

Applicants will need to self-assess their application as it is completed, selecting the relevant points as indicated after each sub-section. The minimum number of points normally required for Section B is 15. Applicants that do not meet this may be asked to submit further information to satisfy the committee, and ultimately applications that do not meet the points requirement may be turned down.

## Section C

### Memberships

List your current membership of colleges, relevant societies and/or other official bodies and indicate where appropriate how you may have contributed to your specialty through these associations (e.g. through appointments/committee membership) either now or in the past – please **do not** include 'MRCVS'.

### Postgraduate Training

List any contributions to postgraduate training and examining in your specialty over the last 5 years.

- a. Training e.g. supervision of Interns/Certificate/Diploma/Residents/other postgraduate training - **give names and dates**. Only instances where you are the primary adviser will be accepted.
- b. Examining - quote awarding body, examination and year.
- c. Involvement in RCVS or European College Boards.

### Other experience

Provide details of any other relevant information of experience during the last 5 years that you wish to be considered.



## CPD

**NB** With your application it is **essential** that you submit your completed CPD record covering the appropriate period, i.e. the last 5 calendar (January – December) years, inclusive of relevant CPD from the current year.

Here, you can give permission for RCVS to access your 1CPD account.

### Submission

Once you have completed all of the questions on the application form, you will need to confirm that the information provided is correct, then you will be able to click on “submit”.

After this, you’ll be taken to a confirmation screen where you will be given details on how to pay for your application. You will also receive a confirmation email.

### For reapplications:

Once you have logged into your account on the RCVS website, please click the button, “Reapply to become a Specialist”.

Once the form has loaded, you will be able to save your progress at any point and complete it at a later stage if required.

## Section A

### Current working situation

In order to meet the criteria for specialist status, you are required to confirm that you are currently active, and up to date and fit to practice in your area of speciality.

## Section B

### Publications and professional contributions to the specialty

These questions are designed to establish the extent of your active involvement in the specialty over the last 5 years. Please list dates for all publications and contributions. A substantial number of publications and other original contributions to your specialty would normally be expected. Alternatively, or in addition, you may present evidence of your practical/clinical workload that you believe should be considered.

**Any publications or other contributions cannot be listed twice within the same application.**

Any applications where items are listed twice will only be counted once, with your self-assessment points amended accordingly.

Applicants should be aware that the committee are looking for a broad range of evidence to support their application and therefore when using publications or similar contributions for self-assessment

points they are advised to ensure that their CPD claims are balanced and do not include excessive claims for one activity e.g., manuscript preparation time.

Submission of essentially the same publication and or presentation to separate journals or organisations will also not be acceptable. Only one point will be accrued in instances where applicants have submitted duplicate contributions.

To answer each question, please click on “add new record”, and once you have input the information, click “save” to return to the main application screen.

**The Specialist Subcommittee can only make an assessment on clear, concise and specific properly detailed information.**

### Publications

Provide full details of your publications relevant to the specialty in refereed journals from the previous 5 years. Quote author(s), year, title, journal name, volume and page numbers. If you are unsure whether the publication is refereed, include publications under Question 13.

**(NB If you have a substantial number of publications, you should list just 5 that you consider to be the most significant).**

### Contributions to books

Provide details of any contributions to published books relevant to the specialty in the last 5 years.

**Quote author(s), year, chapter title, name of book, editors, page numbers and publisher.**

### Non-refereed journals

Provide full details of any publications relevant to the speciality in non-refereed journals for the last 5 Years. **Quote author(s), year, title, journal name, volume and page numbers.**

### Expert and scrutineer reports

This category recognises that for some Specialists, much of their expertise is provided in the form of confidential reports. Provide details of contributions to expert reports during the last 5 years Routine case or laboratory reports are not acceptable for this purpose. Expert reports can include legal, welfare or commercial scientific reports. Reviewing papers for refereed scientific journals cannot be included.

**The next category deals with advancing the subject and should not be confused with contributions to CPD.**

### Presentations

Give details of presentations you have given at scientific meetings in the last 5 years that are relevant to the specialty. For each category - (a) international, (b) national, (c) local - **quote date, location,**

**organisation/sponsors.**

### Lay Publications

Give details of any relevant contributions to lay publications, and/or lay presentations in the 5 years.

**Please note 'in press' publications are NOT acceptable.**

### Contributions to CPD

Provide details of any specialist contributions during the last 5 years to CPD activities within the profession, not otherwise mentioned above (e.g. electronic publishing, distance learning packages). Any activities previously listed in the application cannot be counted in this section.

## Section C

### Memberships

List your current membership of colleges, relevant societies and/or other official bodies and indicate where appropriate how you may have contributed to your specialty through these associations (e.g. through appointments/committee membership) either now or in the past – please **do not** include 'MRCVS'.

### Postgraduate Training

List any contributions to postgraduate training and examining in your specialty over the last 5 years.

- a. Training e.g. supervision of Interns/Certificate/Diploma/Residents/other postgraduate training - **give names and dates**. Only instances where you are the primary adviser will be accepted.
- b. Examining - quote awarding body, examination and year.
- c. Involvement in RCVS or European College Boards.

### Other experience

Provide details of any other relevant information of experience during the last 5 years that you wish to be considered.

### Self-Assessment

Applicants will need to self-assess their application as it is completed, selecting the relevant points as indicated after each sub-section. The minimum number of points normally required for both Sections

B and Section C is 10. Applicants that do not meet this may be asked to submit further information to satisfy the committee, and ultimately applications that do not meet the points requirement may be turned down.

### CPD

**NB** With your application it is **essential** that you submit your completed CPD record covering the appropriate period, i.e. the last 5 calendar (January – December) years, inclusive of relevant CPD from the current year.

Here, you can give permission for RCVS to access your 1CPD account-

### Submission

Once you have completed all of the questions on the application form, you will need to confirm that the information provided is correct, then you will be able to click on “submit”.

After this, you’ll be taken to a confirmation screen where you will be given details on how to pay for your application. You will also receive a confirmation email.

## New applications

### Annex 1

## RCVS Specialist

### Scale of fees for new applications

With effect from **1 January 2025**, the following fees are payable to the RCVS with your application:

- RCVS new and reapplications £109.00
- Applications and reapplications from European Diplomates £55.00

**The annual listing fee is also the same amount as the application fee.**

- Restoration fee £109.00

#### Notes:

- a. No refunds will be made if an application is turned down.
- b. Applicants who are turned down by the Subcommittee, or on appeal, must pay another fee when applying again.
- c. An administration fee is payable annually for retention of a RCVS Specialist's name on the List which appears in the RCVS Register of Members. The Annual Administration fee is due for each year that your name is listed.
- d. Reapplication for continued recognition as a specialist is required every five years, or less as determined by the Subcommittee in certain cases.

**Annex 2**

**Timetables for applications to be considered in 2024**

<ul style="list-style-type: none"> <li>The RCVS sends Advance Notice regarding renewal of Specialist status to those whose recognition is due to expire.</li> </ul>	<b>Summer 2025</b>
<ul style="list-style-type: none"> <li>Payment due for retention of name on the 2021 edition of the List:</li> </ul>	<b>1 July 2025</b>
<ul style="list-style-type: none"> <li>Reapplication due:</li> </ul>	<p><b>30<sup>th</sup> November 2025 – 31<sup>st</sup> March 2026</b></p> <p>Those Specialists who do not reapply will be removed from the next published List of Specialists i.e. in April 2026</p>
<ul style="list-style-type: none"> <li>RCVS circulates completed reapplication forms to Members of the SSC for consideration and recommendation:</li> </ul>	<b>April 2025</b>
<ul style="list-style-type: none"> <li>SSC considers new applications and agrees recommendations to go to Education Committee:</li> </ul>	<p>January 2025</p> <p>April 2025</p> <p>August 2025</p> <p>October 2025</p>
<ul style="list-style-type: none"> <li>Education Committee considers SSC recommendations:</li> </ul>	<p>February 2025</p> <p>May 2025</p> <p>September 2025</p> <p>November 2025</p>
<ul style="list-style-type: none"> <li>Applicants advised of decision:</li> </ul>	As soon as possible after application decision agreed by Education Committee



