BVA In Practice CPD policy and procedures

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Background to BVA In Practice CPD

Why we run CPD

We run CPD to provide high quality, low cost multi-discipline CPD which BVA members want. We aim to create a CPD programme that is valued by BVA members as a first-class member benefit and acts as a driver for membership retention and recruitment.

Who we run it for

BVA In Practice CPD is primarily aimed at BVA members, who receive preferential pricing and our three for two booking offer. We also provide CPD for non-member veterinary surgeons, who are general and mixed practitioners. Our secondary audience for our non-clinical CPD courses are practice managers and support staff.

BVA In Practice CPD courses

Scope

The aim of BVA In Practice CPD is to provide multi-discipline veterinary CPD, reflecting the fact that the veterinary degree is a passport to a range of opportunities and BVA members work across all areas of the profession. Through our non-clinical CPD courses, we aim to support members working outside of clinical practice.

Currently our CPD offering is predominantly provided through face-to-face courses. We target our courses at general practitioners and work with our specialist divisions to ensure that they don’t conflict with their programmes.

How courses are planned

The BVA In Practice CPD programme is planned by the CPD Committee (CPDC) (for further information see further below), with course content the most important factor when choosing a course.

The CPD programme is developed using the results of our latest member CPD research, whilst also taking into account suggestions received from delegates on course evaluation forms and from the CPDC. From these sources they identify popular topics to meet our member’s needs, and draft the CPD programme. On the draft programme the CPDC will also identify where each course should be held, to ensure that courses are held in the most appropriate place and so the programme is evenly spread across our three main event locations.

During the planning process we also liaise with the specialist divisions about courses relating to their specialist area, in an effort to avoid problems such as programme clashes.

Once the draft programme is finalised we begin to approach potential speakers.

How speakers are chosen

When planning the programme, the CPDC work hard to select top speakers to deliver relevant content. They will discuss 3-4 potential speakers for each course, so they can select the best speaker for the topic.
The CPDC comprises a group of veterinary surgeons who provide a comprehensive insight into the discipline of CPD; with many regularly involved in the delivery of CPD to a wide range of audiences. Occasionally, a member of CPDC puts forward another member of the committee as a suggested speaker, because they are an expert on the topic.

When this happens, the CPDC will discuss each of the speakers suggested and select the best person for the course. Where a CPDC member has been selected as a speaker, this is highlighted to the relevant specialist division so they can raise any concerns before the programme has been finalised.

Joint events

Will depend on the 2018-2020 Business plan

Cancellation and refunds

In event of cancellations received in writing no later than one calendar month in advance of the course, the fee will be returned less 25% to cover administration expenses. After that date no refunds will be possible. Substitutions may be made at any time, however, if a non-member replaces a member or if the booking was made for a theory course and the transfer is made to a practical course, the difference in price will need to be paid.

BVA CPD speakers

What speakers can expect

The BVA CPD speaker fee is £1100 per course, which covers delivering the course, supplying course notes by a given deadline, providing marketing copy to help promote the course, giving recommending pre-reading for delegates and answering delegate questions for up to six weeks after the event if required. If a course has multiple speakers, then this course fee is split between them.

Speakers can also claim back reasonable travel expenses and BVA will book and pay for one night’s accommodation if required in line with BVA’s expense policy.

Speaker agreement

See a copy of the Speaker agreement in Appendix 1

Expense policy

See a copy of the Expense policy in Appendix 2

BVA In Practice CPD sponsors

Choosing sponsors

With our aim to provide high quality, low cost CPD for BVA members, we are reliant on our ability to gain sponsorship and exhibition income on our CPD programme. We offer sponsorship of the whole CPD programme, sponsorship of individual courses, an exhibition table at courses, adverts in the BVA In Practice CPD brochures and delegate pack inserts.
If you are interested in sponsoring the BVA *In Practice* CPD programme or a course, then please contact Craig Roxburgh on 020 7908 6354.

**Running CPD courses**

**Where we run courses**

We have three main event hubs for BVA *In Practice* CPD where all our theory courses are held, which are Bristol, London and Manchester. These locations were selected as they all have excellent transport links and are centrally located. By running our courses in three main areas we have established ourselves as a regular CPD provider in these locations and BVA members have become familiar with our venues.

Practical courses are run in other locations where we can book venues which can meet the requirements of the course content (i.e. have a wet lab, access to a farm).

Due to popular demand we are also running two courses in Perth, Scotland in 2017 as a trial. The courses are being run with the help of the BVA Scottish Branch, and if successful we will look to increase this number in future years.

**What delegates can expect**

All of our CPD courses have a unique blended learning approach, which aims to help delegates prepare for the course and support them afterwards. All of our CPD courses have a pre-event questionnaire to ensure the course content is tailored to the delegates learning objectives. Delegates also receive related reading prior to the course. Afterwards there is post-course support, with an email networking group allowing delegates to pose questions to the speaker and fellow delegates.

At the beginning of the course we provide delegates with a set of course materials, and once the course is completed all delegates receive a CPD certificate showing the number of CPD hours earned.

**Complaints**

We always strive to provide the best service possible to all CPD delegates, but if your experience has not been satisfactory or if you have any questions then please contact the BVA events team on 020 7908 6336 so we can help.

If a complaint is made it will initially be handled by the CPD and Events Officer who will respond in a timely manner and will seek guidance from the Marketing Manager where required. If the complaint is escalated, then the Marketing Manager and Commercial Director will respond.

**BVA CPD Committee**

**Role of the CPDC**

The role of the CPDC is to:
- develop BVA’s national multi-species clinical and non-clinical CPD programme annually, including topics, speakers and venues
• develop BVA’s CPD programme at the London Vet Show annually, in partnership with CPD partners as appropriate
• review BVA member and non-member research and feedback relevant to CPD
• advise the Board on CPD-related developments, for example e-learning and other online CPD opportunities
• advise

Recruitment to the CPDC

The appointment of eight independent members to the CPDC is by application to the Nominations and Awards Group (NAG), which selects from the applications in accordance with the criteria and balance of skills required for the CPDC, and submits those names to Board for approval.

All members of the CPDC are approved by NAG on an annual basis and shall nominally serve for a term of up to three years. Members will have the option of serving for a second term of up to three years (subject to NAG recommendation and Board approval) but may not serve for three successive terms. Members may seek re-election for a third term following a break in service of at least one year.

Membership of the group may be terminated by an individual member or by BVA with two months’ written notice.

Please see Appendices three and four for further information.

Benefits and expenses

Membership of the CPDC is voluntary and unpaid but in recognition of the time commitment members receive:
• Free BVA membership
• A free place on three BVA In Practice CPD courses, each year they are on the CPDC
• Free entry to the London Vet Show
• Travel and other expenses incurred for attending meetings, in line with BVA’s member expenses policy. For further details, see Appendix 5.
Appendix 1

BVA speaker agreement year

GENERAL

1) These terms and conditions form the entire agreement between the British Veterinary Association (BVA) and speaker name for the speaking services detailed below.

2) These terms may not be varied without the written agreement of both parties.

SPEAKING SERVICES

3) Speaking services will be provided by speaker name who is responsible for the content and accuracy of the presentation.

4) Speaker name to provide services to the BVA in relation to a CPD course on course topic on course date

5) If the speaker is delivering any similar courses for another provider during 2017 they must make the BVA aware of this.

CONFIDENTIALITY

6) Each party agrees that it shall maintain as confidential all information of a confidential or commercially sensitive nature that it obtains from the other party.

MATERIALS

7) A Power Point/keynote presentation is to be produced for use on the day along with additional explanatory detailed notes for each delegate. Power Point slides and/or course notes are to be provided to the BVA at least 7 working days prior to the event, so that slides and/or notes can be printed and given to delegates as hand outs. All course materials produced by speaker name are for use by the BVA in relation to the event. This includes, but is not limited to, selling and sharing notes with delegates after the course.

8) Speaker name is to provide suggested articles as pre-event reading for the delegates. Speaker name to answer any follow up questions via an email loop in a timely manner where relevant for up to six weeks after the course date. This is in line with BVA’s CPD style of blended learning.

COSTS & PAYMENT

9) It has been agreed that a fee of course fee plus VAT, where applicable will be paid to the speaker. Speaker name should invoice BVA after the event adding VAT where applicable. The prior nights’ accommodation will be provided when required; this will be booked and paid for by BVA. Travel expenses in line with BVA’s policy shall be paid by BVA to speaker name on receipt of invoices and supporting receipts sent no later than one month after the event. Please check BVA’s expense policy, attached to this agreement. BVA has a 30 day payment term. Speaker name agrees that all fees invoiced to BVA will be declared to HMRC and indemnifies BVA against any demands for tax and NICS on these earnings.

NB: Travel should be booked as soon as possible to ensure the best travel rates are received.
CANCELLATION

10) Cancellation of this agreement by speaker name, can be done at any time if the speaker agrees to provide an alternative speaker, subject to BVA’s agreement, and relevant course materials. BVA has the right as the owner of the event to cancel the event at any time, without penalty.  BVA agree to pay for the speaker’s travel if already booked and the course is cancelled by BVA. This is subject to supporting receipts and invoices.

DATA PROTECTION

11) We are committed to protecting your privacy. We will only use the personal information that we collect lawfully (in accordance with the Data Protection Act 1998). We will not sell or forward personal details to any third party.

APPLICABLE LAW

12) These terms are governed by and to be construed in accordance with English law. We will always aim to resolve any issues that may arise between the speaker and BVA but in the unlikely event that such issues cannot be resolved then these terms shall be subject to the exclusive jurisdiction of the English courts.

ACCEPTANCE

13) Signed confirmation of acceptance of these terms and conditions is required before work commences.

Accepted: BVA

Accepted: speaker name

Signature ........................................ Signature ........................................

Name ........................................ Name ........................................

Date ........................................... Date ...........................................
Appendix 2

Speakers’ Expenses Policy

As a general principle a claimant should be reimbursed in full for all types of expenses wholly, necessarily and exclusively incurred in the course of BVA business. BVA’s expenses procedures are based on the expectation that all speakers making claims and those approving such claims, will recognise the need to ensure economy and cost-effectiveness in the manner in which expenses are incurred. Other amounts than those stated below may be claimable in exceptional circumstances, where a reason for claiming above the limit is given. In order to avoid subsequent difficulties, any expenditure not clearly falling within these procedures should be approved in advance by the CPD and Events Officer.

Please read the Expenses policy (below) before completing your form.

The Head of Finance reserves the right to refuse reimbursement for any claim which does not meet the requirements of these procedures.

1) Travel by private car: Mileage of 45 pence can be claimed for business journeys (25 pence when business miles exceed 10,000 in a tax year). Where public transport would have provided a cost effective alternative but the claimant chooses to take their car instead then the amount reimbursed will be equal to the less expensive of the two alternatives. Full details of the business journey need to be given.

2) Travel by train: Claims can be made for business journeys providing full details of these journeys are provided. All members should ensure that the most economical class of travel is used – first class travel is not reclaimable. In general this will be a standard class ticket. Tickets should be purchased as early as possible to take advantage of the cheaper tickets.

3) Taxi Fares: Taxi fares are reclaimable for business journeys providing a receipt is obtained and full details of the journey are provided. However, BVA encourages the use of public transport and the use of Oyster cards.

4) Parking Fees & Tube Fares: These to be reimbursed in full (including also the congestion charge), on the production of receipts.

5) Flights: It is recommended that bookings for flights be made as early as possible. For flights within the UK and Europe, travel should be by tourist or economy class, taking advantage, wherever possible, of any reduced rates.

6) Overnight Accommodation: Hotels are claimable when the total travelling involved in a day exceeds six hours or an early start/late finish makes it impractical to travel on the day of the meeting. Bookings will be made by the BVA CPD and Events Officer.

It is expected that expenses forms be submitted within one month of the expenditure taking place. BVA reserves the right to refuse reimbursement of any claim made if more than 3 months has elapsed.

All expenses forms should be signed by the claimant and returned to the CPD and Events Officer at BVA.
Appendix 3

BVA CPD Committee

Terms of Reference
August 2016

AUTHORITY
1. The CPD Committee is a committee of the Board.

TITLE AND OBJECT
2. A standing committee shall be created called the ‘CPD Committee’ (CPDC) and it shall exist to develop a comprehensive national CPD programme for members.

ROLE
3. The role of the CPDC shall be to:
   • develop BVA’s national multi-species clinical and non-clinical CPD programme annually, including topics, speakers and venues
   • develop BVA’s CPD programme at the London Vet Show annually, in partnership with CPD partners as appropriate
   • review BVA member and non-member research and feedback relevant to CPD
   • advise the Board on CPD-related developments, for example e-learning and other online CPD opportunities
   • advise

COMPOSITION
4. The CPDC shall be composed of:
   • 1 Officer* (or his/her alternate)
   • 8 independent members appointed via the Nominations and Awards Group (NAG), including at least one recent graduate (up to 8 years qualified) – see paragraph 7 (criteria for independent members)

5. The CPDC may co-opt members with particular knowledge, as necessary.

*All Officers are entitled to attend CPDC meetings but only one is a full member, and at least one Officer must be present at each meeting with an alternate afforded full membership on such occasions

ELECTION OF INDEPENDENT MEMBERS
6. The appointment of eight independent members is by application to the NAG, which selects from the applications in accordance with the criteria and balance of skills required for the CPDC, and submits those names to Board for approval.

CRITERIA FOR INDEPENDENT MEMBERS
7. All members of the CPDC must be MRCVS and hold BVA membership. NAG will be tasked with selecting members for the CPDC that meet as many of the following criteria as possible:

   • Knowledge, skills and experience
     o A thorough understanding of the veterinary CPD market, including online CPD
     o Knowledge of, and ideally a network of contacts with, high-quality veterinary CPD speakers
- A good knowledge of practice management and business development
- Experience in developing CPD programmes and events (desirable)
- Excellent oral communication skills and ability to engage positively in debate and discussion
- Decision making
- Team work
- Understanding of the current veterinary landscape

- **Veterinary expertise and experience**
  Across the whole committee we are looking for a mix of experience and expertise across species:
  - Companion
  - Exotics (inc non-traditional companion animals)
  - Production animal
  - Equine

- **Other**
  Across the committee we are also looking to ensure that the membership is broadly representative of the veterinary profession in relation to:
  - Geography
  - Gender
  - Age
  - Employment status

**SELECTION OF CHAIR**
8. The Chair is selected by the BVA Board and will be invited to serve a three-year term, renewable once.

**ROLE OF CHAIR**
9. The Chair will set the meeting agendas in collaboration with the BVA secretariat. He/she will chair discussions and summarise decisions. The Chair will assist the BVA secretariat in reporting to the Board.

10. In the absence of the Chair, the Officer member will carry out the functions of the Chair, including chairing meetings of the CPDC and reporting advice to the Board in association with the BVA secretariat.

**ACCOUNTABILITY**
11. Members of the CPDC are accountable to the Chair for their work for the CPDC and the Chair is accountable to the Board for the work of the CPDC.

12. CPDC is ultimately financially accountable to the Board.

**TENURE**
13. All members of the CPDC shall be subject to NAG approval on an annual basis and shall nominally serve for a term of up to three years. Members will have the option of serving for a second term of up to three years (subject to NAG recommendation and Board approval) but may not serve for three successive terms. Members may seek re-election for a third term following a break in service of at least one year.

14. Membership of the group may be terminated by an individual member or by BVA with two months’ written notice.
**CPDC MEETINGS**
15. The CPDC shall normally meet seven times a year for planning meetings.

**PROTOCOL**
16. All members of the CPDC are expected to contribute to the work of the committee, both in and outside meetings, including reading papers and proposals, contributing to discussions in person and via the email loop, and volunteering for tasks and actions as appropriate.

17. Members of the CPDC may be asked to represent the Association, for example chairing/hosting CPD events, but are not permitted to represent the Association without prior approval of the Chair and Officers.

18. Where advice is provided to the Board it shall be the agreed advice of the committee determined by a simple majority.

Last updated: August 2016
Appendix 4

BVA CPD Committee

Role description and person specification
August 2016

Overall purpose
- To ensure that the CPD Committee (CPDC) fulfils its primary role of developing a comprehensive national CPD programme for members.
- To assist the Association in supporting members by developing the multi-species clinical and non-clinical CPD programme, including topics, speakers and venues, and BVA's CPD programme at the London Vet Show.

Duties and activities
- Actively contributing to the CPDC work programme both in person and via the email loops developing ideas for topics, speakers, and venues.
- Reading papers, research and other information presented to the CPDC in preparation for discussions.
- Attending seven CPDC meetings per year (usually in London), in line with the BVA attendance protocol, and additional ad hoc chairing/hosting duties, as appropriate.
- Volunteering for tasks and actions arising from CPDC meetings, as appropriate.
- Promoting BVA and BVA membership as appropriate.
- Safeguarding and promoting the good name and values of BVA at all times.

Term of office
All members of the CPDC shall be subject to approval by the Nominations and Awards Group (NAG) on an annual basis and shall nominally serve for a term of up to three years. Members will have the option of serving for a second term of up to three years (subject to NAG recommendation and Board approval) but may not serve for three successive terms. Members may seek re-election for a third term following a break in service of at least one year.

Membership of CPDC runs from January to December. New members are invited to a handover meeting in the November before their first term begins.

Person specification
- MRCVS and BVA membership.
- At least one member of the CPDC must be a recent graduate (up to eight years qualified) and no more than six years qualified at the start of a three-year term.
- Commitment to promoting and furthering the interests of the veterinary profession, and of BVA.
- Willingness to commit the necessary time and effort to fulfil the specified duties and activities.
• Comfortable with electronic communication.

In selecting members of the CPDC, NAG will be tasked with meeting as many of the following criteria as possible:

Knowledge, skills and experience
• A thorough understanding of the veterinary CPD market, including online CPD
• Knowledge of, and ideally a network of contacts with, high-quality veterinary CPD speakers
• A good knowledge of practice management and business development
• Experience in developing CPD programmes and events (desirable)
• Excellent oral communication skills and ability to engage positively in debate and discussion
• Decision making
• Team work
• Understanding of the current veterinary landscape

Veterinary expertise and experience
Across the whole committee we are looking for a mix of experience and expertise across species:
• Companion
• Exotics (inc non-traditional companion animals)
• Production animal
• Equine

Other
Across the committee we are also looking to ensure that the membership is broadly representative of the veterinary profession in relation to:
• Geography
• Gender
• Age
• Employment status

Expenses
Membership of the CPDC is voluntary and unpaid but in recognition of the time commitment members will receive every year they are on the committee:
• Free BVA membership
• A free place on three BVA CPD courses
• Free entry to the London Vet Show
• Travel and other expenses incurred for attending meetings, in line with BVA’s member expenses policy.

Declarations of interest
All members of the CPDC are required to complete a declarations of interest form at the start of their term, and to notify the secretariat if the form needs to be updated.

Committee communications
Much of the CPDC work takes place via closed email loops. Members should ensure that the secretariat has their current active email address. Guidance on using the emails loops is available.
Further information
The following documents are available in this pack:

- CPDC Terms of reference
- Committee diary dates (NB please note that CPDC meetings for 2017 have not yet been scheduled)

For more information, please contact Helen Dingle or Zoe Davies on:
Helen – helend@bva.co.uk or 020 7908 6336
Zoe – zoed@bva.co.uk or 020 7908 6362

Last updated: August 2016
Appendix 5

Members’ Expenses Policy

As a general principle a claimant should be reimbursed in full for all types of expenses wholly, necessarily and exclusively incurred in the course of BVA business. BVA’s expenses procedures are based on the expectation that all members making claims, and those approving such claims, will recognise the need to ensure economy and cost-effectiveness in the manner in which expenses are incurred. Other amounts than those stated below may be claimable in exceptional circumstances, where a reason for claiming above the limit is given e.g. the non-availability of any hotels at the recommended rate. In order to avoid subsequent difficulties, any expenditure not clearly falling within these procedures should be approved in advance by the relevant person.

You can download an expenses form from the BVA website. Please read the Expenses Policy (below) before completing your form.

The Finance Director reserves the right to refuse reimbursement for any claim which does not meet the requirements of these procedures.

1) Travel by private car: Mileage of 45 pence can be claimed for business journeys (25 pence when business miles exceed 10,000 in a tax year). Where public transport would have provided a cost effective alternative but the claimant chooses to take their car instead and for all car journeys in excess of 100 miles each direction, then the amount reimbursed will be equal to the less expensive of the two alternatives. Full details of the business journey need to be given.

2) Travel by train: Claims can be made for business journeys providing full details of these journeys are provided. All members should ensure that the most economical class of travel is used – **first class travel is not reclaimable**. In general this will be a standard class ticket. Tickets should be purchased as early as possible to take advantage of the cheaper tickets.

3) Taxi Fares: Taxi fares are reclaimable for business journeys providing a receipt is obtained and full details of the journey are provided. However, BVA encourages the use of public transport and the use of Oyster cards.

4) Parking Fees & Tube Fares: These will be reimbursed in full (including also the congestion charge), on the production of receipts. If an Oyster Card or contactless card is used then a statement from TfL or bank statement showing the journeys undertaken must be included with the claim.

5) Overnight Accommodation: Hotels are claimable when the total travelling involved in a day exceeds 6 hours or an early start/late finish makes it impractical to travel on the day of the meeting. Bookings should normally be made through an approved agency and are subject to a maximum of £115 B&B out of London and £170 in London (subject to availability).

6) Flights: It is recommended that bookings for flights be made as early as possible. For flights within the UK and Europe, travel should be by tourist or economy class, taking advantage, wherever possible, of any reduced rates.

7) Subsistence: For members, the evening meal rate is up to £35, on the production of a VAT receipt. Incidental expenditure at hotels (e.g. personal telephone calls and newspapers) is limited to £5 per night, or £10 if overseas, again on the production of receipts.

It is expected that expenses forms be submitted within one month of the expenditure taking place. BVA reserves the right to refuse reimbursement of any claim made if more than 3 months has elapsed.

All expenses forms should be signed by the claimant and returned to the person responsible at BVA for the meeting.

August 2015