



College of Veterinarians of British Columbia

Registration Committee Policy: Assessment of Knowledge, Skills & Competenceⁱ

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Policy Purpose

To establish protocols for assessing an applicant's knowledge, skills and competence when the applicant received their Certificate of Qualification five or more years earlier, but has not practised veterinary medicine in Canada for a minimum of 12 months on a full-time basis¹ during the most recent 5 year period.

Preamble

Section 2.12 (1)(h) of the CVBC Bylaws (Part 2 – Registration)^a establishes that an applicant to the Private Practice class of registration must have practised as a veterinarian in Canada for at least twelve (12) months on a full-time basis (since receiving their Certificate of Qualification, CQ) out of the previous five (5) years. The twelve months of full-time work within the five-year period need not have been consecutive, and part-time work will be considered so long as the total amount of work in the five year period is the equivalent of twelve months of full-time work.

If the applicant does not meet the above requirement, the Registrar must refer the application to the Registration Committee. In such a situation, section 2.12(3) of the Bylaws and s. 33 of the *Veterinarians Act* grant the Registration Committee authority to:

- (a) require proof that the applicant has completed the continuing education credits required under the Bylaws;
- (b) assess whether the applicant's knowledge, competence and skills are satisfactory to practice in Canada, or if a period of practice supervision is required; and
- (c) then either hold a registration hearing or direct the Registrar to register the applicant.

Assessment Protocol

When presented with an application for registration where the applicant has not practised in Canada for the equivalent of at least 12 months on a full-time basis in the past 5 years (beginning calculation from when CQ was first issued), the Committee will:

(see next page)

¹ “full-time work” is interpreted to mean a minimum of 30 hours per week (as recognized by WorkBC - <https://www.workbc.ca/jobs-careers/explore-careers/types-of-employment-in-bc.aspx>)

1. Assess maintenance and expansion of knowledge in the field of veterinary medicine.

This will be achieved by requiring the applicant to provide a detailed list of Continuing Education (CE) sessions for at least the past 3 years (including: date, title, summary description of session, speaker, location, and total hours of CE credit), with accompanying verification (certificate of completion or other proof of attendance). The committee will consider the nature of the CE attended and relevance to the reported scope of practice history (and to the intended scope of practice as a CVBC registrant). It will also consider whether the applicant's reported CE meets the CVBC's standard for its registrants.

Note that completion of the minimum amount of CE required under the Bylaws does not mean the application will be granted. The Registration Committee considers more broadly whether the applicant's knowledge, competence and skills are satisfactory to practise.

2. Perform an assessment of the applicant's knowledge, clinical/practical competence and skill.

This will be achieved through review of information gathered by the Registrar's Office, including at the direction of the Registration Committee. The information will include, but is not limited to:

- a. a Resumé/Curriculum Vitae, submitted by the applicant, detailing employment history in the veterinary field and elsewhere (providing a description of position, estimate of hours-per-week worked during the employment period, nature of duties and responsibilities), any volunteer experience, any post-DVM education, and hands-on workshops, etc.
- b. if the applicant has been practicing as a veterinarian in Canada but does not meet the 12-month practice requirement set out above, or has been practising veterinary medicine *outside* of Canada during the past 5 years, at least 2 letters from colleagues (veterinarians or other clinic staff) with whom they worked in the most recent year they practised who can:
 - i. provide a summary of details of the applicant's employment at the practice, including dates of employment, estimate of hours-worked-per-week and/or total days worked and hours-per-day (if temporary/locum position)
 - ii. provide a description of the nature of services provided by the practice facility where they worked with the applicant, and
 - iii. provide a reference for the applicant, with regards to the applicant's knowledge, competence, skills and character including professionalism.
- c. letters from alternative sources who can help describe the applicant's non-practising activities during the previous five years.

Letters as discussed in 'b' and 'c' will be acquired by direct request from the CVBC office, from a list of contacts provided by the applicant.

- d. Any additional relevant information that the applicant chooses to provide or which the Registration Committee requests or obtains.

Assessment Outcome

- If the registration committee is satisfied that the applicant has demonstrated a reasonable history of maintaining currency of knowledge, skills and competence through continuing education and practical application, then the Committee will direct that the Registrar grant full registration to the applicant so long as the other requirements for registration as set out in the Bylaws are met.
- If the Registration Committee is not satisfied that the applicant's knowledge, competence and skills are satisfactory to practice, the Committee may:
 - a. if the circumstances warrant, advise the applicant that they may apply for provisional registration pending completion of a designated period of supervised practice^b; or
 - b. if paragraph (a) does not apply, direct a registration hearing (pursuant to s. 33(3)(b) and 34 of the *Act*) for the purpose of further assessment prior to a registration decision.

If the applicant applies for provisional registration, the Registration Committee will not direct a registration hearing pending a decision on the application.

Bylaw References

^a Part 2 – Registration, “Private practice registration criteria and requirements”

2.12 (1) Pursuant to section 32(1) of the Act, an applicant for private practice registration must meet each of the following criteria:

(h) if the applicant's CQ was obtained more than five years prior to the date of the application, the applicant must have practised as a veterinarian in Canada for a minimum of 12 months of full- time work, or equivalent, in the last five years.

(3) If the Registrar refers an application to the committee because the applicant does not meet the requirement in paragraph 2.12(1)(h) above, the committee may:

(a) require proof that the applicant has completed the continuing education credits required of a practicing registrant as prescribed in Part 4, prorated for the period of time the applicant did not practise, and

(b) assess, on the basis of information which the committee directs the Registrar to obtain from the applicant, including information provided under paragraph (a), whether the applicant's knowledge, competence and skills are satisfactory to practice, and may direct a period of practice supervision. ^b Part 2, “Provisional active registration”

- 2.8 (1) Where the registrar determines that an application does not meet criteria and requirements or documentation for full active registration, an applicant may seek provisional active registration.
- (2) On application, the committee has discretion to grant provisional active registration if it determines that it is in the public interest to do so, and may:
- (a) set a time period within which the applicant must remedy the application;
 - (b) specify the means by which the application must be remedied, and
 - (c) impose a limit or condition on the applicant's practice until the application is remedied.
- (3) On application by a provisional active registrant, the committee may extend the time period to remedy the application.

ⁱ Council approved the *Registration Committee Policy: Assessment of Knowledge, Skills and Competence* on DATE