

# Code of Practice for Interns and Residents

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| June 24 | Revision of Code of Practice for Interns and Residents | Lisa Matamala-Shaw and Carole Tilsley – Joint Heads of PG Administration | 3/7/2024                        |                |             |
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Detailed responsibilities include:

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## 2.4 Responsibilities of MVetMed and PG Diploma Course Directors

- The Course Director is the lead for each course and all the modules therein;
- Ensuring that the Interns/Residents receive an appropriate induction to their programme of study;
- Advising the Interns/Residents, or ensuring they receive guidance, on all relevant aspects of their clinical service work;
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## 3. Appointment and responsibilities of supervisors

### 3.1 Interns:

Interns will have one or two clinical supervisors, usually module leaders of the programme in which they are enrolled. The supervisors will accept the responsibilities and fulfil the criteria laid out below.

assistance from other members of the team and senior tutors for any guidance and support in their role;

- ensure that the training programme meets all stated requirements of the relevant specialist (European or American) College;
- organising, with the Resident and the Assessors, a suitable time, date and place for the annual progress assessment meeting to take place between May and June of their first and second year and submitting the completed annual Progress Assessment paperwork (Documents 1 to 8) to the Graduate School by the 1<sup>st</sup> July each year.

### 3.3 Training

It is recommended that Supervisors complete the [Supervising and Supporting Residents Training Course](#);

Supervisors should read the guidance and watch the webinar on [progress assessment](#).

### 3.4 Responsibilities of duate Scink C pD 11tifact BMC 1 guatc



- Introducing the Intern/Resident to other clinicians and researchers and to appropriate academic and professional bodies;
- Monitoring the student's general welfare and informing them of sources of specialist assistance such as the Advice Centre or Graduate School staff where necessary;
- Notifying the Graduate School of any changes which influence the registration status of the student;
- In circumstances where the student wishes to interrupt study, informing the Graduate School. Information regarding SPD can be found on [Learn](#) – also see section on periods of registration and absences;
- Arranging progress assessment meetings in accordance with the Assessment & Award Regulations.

### 3.5 Change of supervisor

A change of supervisor will be required when a supervisor leaves the RVC, an external supervisor leaves their role, or a supervisor is absent for a long period.

For Residents, the Course Director, Programme Director and Head of Service should put in place suitable alternative supervisory arrangements which should be communicated internally to the Graduate School and externally to the speciality college.

For interns, the Course Director and Head of Department and/or service will select a suitable alternative and inform the Graduate School.

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

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

- Objective evidence (e.g. from progress assessment or SPD meetings) that (a) the supervisor is not fulfilling their responsibilities as set out in the Code of Practice or (b) the relationship between the supervisor and the scholar has irretrievably broken down;
- Availability of an appropriately skilled/qualified alternative supervisor;
- The source of funding for the studentship if the student is supported by an external award made to a named supervisor;

- Objective evidence (e.g. from a SPD meeting, (multi-source) feedback from colleagues on clinical/pathology skills at progress assessments, PGDip VCP/MVetMed (or other Masters) modules attended and marks awarded) that the Intern/Resident is not performing sufficiently well to continue with their programme of study.

### 3.6 Support for Supervisors







## 5. Admission, Enrolment and Induction

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

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

### 5.1 Admission

The selection and admission of students to internship and residency programmes will be undertaken in accordance with the RVCs [Admissions Policy](#).

The number of RVC-funded internships and residencies in each specialty is decided on an annual basis in the context of available internal funding and confirmation that any required contracts with third parties are in place.

The details of all suitable applicants who meet the published criteria are passed to the relevant speciality leads for consideration. Selection will be made based on all information available, including the application form, qualifications, references and (where used) performance at interview. Feedback is available to applicants on request.

Applicants are interviewed by at least two members of staff-involved in the relevant internship or residency programme. For students based off site with a partner, applicants will be interviewed by a joint RVC and partner panel.

The offer of a place is made by the Head of Admissions and is dependent on the applicant providing and the Admissions team receiving:

- evidence of suitable academic qualifications and RCVS eligibility or membership. Degree/Diploma certificates in a language other than English must be accompanied by an English translation attested by an official translator;
- evidence of a [suitable level of English](#) where English is not the applicant's first language;
- suitable references from two academic or professional referees, neither of whom will be supervising the project(s) that the applicant has applied for.

Equal opportunities information will be collected from all applicants. This information will not be used in the selection process, except in so far as the RVC will wish to ascertain that it has the appropriate facilities to support applicants with disabilities.

All offers will specify the name of the Internship/Residency, the department in which the student will be based, the supervisor's details, the award for which they will be registered, the length of study, the stipend in year 1 and the terms and conditions of the offer. A copy of the current Code of Practice for interns and residents will also be included.

## 5.2 Enrolment/arrival

## 6. Periods of Registration and Absences

### 6.1 Minimum and Maximum periods of registration

The Minimum and Maximum registration periods of registration for the MVetMed and PGDip VCP are set out in the [General regulations for Study and Award](#)

### 6.2 Absences - holiday

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

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

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

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

### 6.3 Absences – sickness

Interns and Residents that are, or will be, absent due to illness must contact their supervisors to inform them of their illness at the earliest opportunity. Supervisors will email, at the start of the absence and upon return to work, a dedicated mailbox ([IntResSickness@rvc.ac.uk](mailto:IntResSickness@rvc.ac.uk)) where the information is recorded, and the Bradford factor is calculated.

The Bradford Factor system is used to score absences and is designed to trigger points for referral to Occupational Health, and/or the Graduate School, from a calculation over a 12-month period. For Interns and Residents, the trigger point for referral is set at a Bradford Factor of 100. Students who accumulate frequent short-term periods of absence and trigger the Bradford Factor will be referred to Occupational Health and may be signposted to the Advice Centre.

During sickness absence covered by medical certificates, payment of the stipend will continue at the full rate for four weeks. Any payment beyond this period will be at the discretion of the RVC.

### 6.4 Interruptions





## 7. Collaborative Arrangements and Externally Funded Interns and Residents

The RVC may collaborate with partners or educational and charity organisations to offer Internships and Residency programmes based off-site. Students will be registered with the RVC and will abide by this Code of Practice.

Interns and Residents may also be supported by an external funder.

### 7.1 Collaborative Provision

Contract documents are developed by Academic Registry working with relevant academic and senior management colleagues, and are reviewed, monitored and approved by the Clinical Training and External Partnerships Working Group, a working group of College Executive Committee. Such a review includes initial and ongoing due diligence enquiries to assess the academic, financial and organisational/governance suitability of the partnership arrangements.

Where a proposed new collaborative Internship or Residency will require a new or amended award (e.g. PG Diploma in Primary and Accessible Care and Education (PGDip VPACE), new or amended modules of the PGDip VCP or MVetMed, or a change to the named award / speciality, the collaborative proposal will also need to be considered and approved via the standard RVC procedures).

### 7.2 External Funding

An appropriate agreement(s) should be in place through the Research and Innovation Office (RIO) where an internship or residency is:

- fully or jointly supported by an external body;
- includes an external supervisor;
- involves data or materials that will be transferred between parties.

Each individual agreement will set out specifics for each Internship or Residency.

## 8. Progression and Programme Requirements

An Intern or Resident will be evaluated against the standards and achievements appropriate for the stage reached in their clinical training (and Diploma/Masters degree for which an Intern/Resident is registered). Students experiencing difficulties with any aspect of their studies should discuss these in the first instance with their supervisor(s), or a programme (Intern) or Master's (Resident) Course Director. Alternatively, or in addition, they are also welcome to contact the Graduate School or SPD Administrator [see Appeals Complaints and Academic Misconduct – Section 12].

### 8.1 Interns:

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

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

## 8.2 Residents:

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

#### 8.4 Academic Failure

- It is possible for withdrawal of study to be an outcome of academic failure. Please see the [Assessment and Award Regulations](#)



# 10. Student Liaison & Feedback

## 10.1 Student liaison and representation

The Students' Union Postgraduate Officer/s offers support and provides representation for postgraduate students. PG Officers sit on major RVC committees.

## 10.2 Student feedback

Residents and Interns are represented at the College level on the Postgraduate Medicine Course Management Committee.

They are also represented at Academic Board and other relevant College Committees through the Postgraduate Student Representatives or their nominees.

Residents and Interns are also invited to Departmental meetings which provide an additional channel for the consideration of their views.

## 10.3 Student feedback – PTES

The College takes part in the Postgraduate Taught Experience Survey (PTES), which is designed and run by the Higher Education Academy for postgraduate taught students, with reference to their experience of supervision, the research environment and their development. The PTES will normally run annually and the findings are reported to the PG CMC and the Student Survey Results Working Group (a sub-group of the Teaching Quality Committee). The RVC also takes part in the Student Barometer Survey, run by I-graduate.

## 10.4 Student Feedback – General

Student feedback on any matter is always welcome and should be sent in the first instance to [rdofficer@rvc.ac.uk](mailto:rdofficer@rvc.ac.uk).





# 12. Appeals, Complaints & Academic Misconduct

## 12.1 Student Resolution and Compliance (SRC) Team

The SRC Team are responsible for managing appeals, complaints and conduct in line with the relevant procedure. Students can contact the SRC Team for support with procedural queries. Further information and contact details are outlined below.

The Advice Centre ([advice@rvc.ac.uk](mailto:advice@rvc.ac.uk)) are available to provide independent welfare advice to students who are engaging with any SRC procedures.

## 12.2 Appeals

An appeal is a request for a review of a decision on a student's application (dph.</Mp a )20 (r)-3app(e-6.88 -1.1

## 12.4 Conduct

The RVC define misconduct as an action or omission that:

- i. Causes detriment or any serious physical or emotional harm to any student, member of staff or other individual visiting, working or studying at the RVC or involved in RVC activities;
- ii. obstructs, frustrates, or disrupts the functioning or activities of the RVC, or of those who work or study at the RVC;
- iii. otherwise damages the RVC or its reputation.

## 12.5 Conduct – Informal Resolution

Where possible, low-level concerns relating to a student's conduct should be addressed informally, directly with the area or person relevant to the matter.

Where Interns or Residents have concerns that cannot be resolved through discussion with their Clinical Lead or Course Director then they should raise their concerns in person or in writing via email or letter (not social media) directly with a member of the Graduate School.

The member of staff to whom the concern is raised should make and retain a brief record of the matter or concern. They should also outline the circumstances under which escalation will be required (e.g. a repeat of behaviours after the informal stage, failure to engage with the opportunity for informal resolution.)

Further information is set out in Section 14 of the [Student Complaints and Resolution Procedure](#).

## 12.6 Conduct – Formal Resolution

Where concerns relating to a student's conduct are more serious, and constitute a significant or repeated breach of the [RVC Charter](#), the case will be formally managed by the SRC Team, in line with [Student Misconduct Procedure](#).

Reports of potential misconduct can be made by Graduate School staff and/or a student concerned by the behaviours of another student. In order to make a report, a [Student Misconduct Reporting Form](#) should be completed and submitted to the SRC Team, alongside any supporting evidence, via email to [studentconduct@rvc.ac.uk](mailto:studentconduct@rvc.ac.uk).

## 12.7 Academic Misconduct

The Office of the Independent Adjudicator (OIA) defines academic misconduct as ‘any action by a student which gives or has the potential to give an unfair advantage in an examination or assessment or might assist someone else to gain an unfair advantage, or any activity likely to

# 13. Contacts

## 13.1 Internship:

| Name                  | Title                               | Email  |
|-----------------------|-------------------------------------|--|
| Dr Stefano Cortellini | PGDip VCP Course Director           | <a href="mailto:scortellini@rvc.ac.uk">scortellini@rvc.ac.uk</a> |
| [REDACTED]            | [REDACTED] P Deputy Course Director |  |