



POLICY

Title: Veterinary Technologist (VT) Continuing Education (CE) Policy

Effective Date: April 6, 2017

Review Date: April 6, 2022

Approving Body: Council Membership Administration (specify): __

Authority *Manitoba Veterinary Medical Act Section # 7(1)*

General Bylaw #1 of the Manitoba Veterinary Medical Association; Part 2, Division 11 – Continuing Education

Implementation: MVMA Executive Director

Contact: MVMA Registrar

Applies to: Council Members All Members
 Voting Members Non-Voting Members
 PRC Members Students Members
 External Parties _____
[specify applicable external parties]
 Employees _____
[specify applicable employment group]

1. Reason for Policy

1.1 Purpose of continuing education (CE)

1.1.1 It is a member’s personal responsibility to keep current and build his/her knowledge and skills so that he/she can deliver quality care that maintains animal health and safeguards animals and people.

1.1.2 Continuing education will ensure the member meets the expectations of the client as well as the requirements of their profession.

2. **Policy Statement**

- 2.1.** Each member will determine if his/her CE meets the MVMA CE definition (see below) in order to claim the CE hours.
- 2.1.1** The member is required to determine if the CE meets the MVMA CE requirements in order to claim the CE hours. The MVMA does not “pre-approve” courses.
- 2.1.2** A MVMA member’s CE courses will be reviewed at the time of a CE audit. If a CE course does not meet the MVMA CE requirements, the member may be required to take additional CE hours during the accumulation period after the audit should the member’s reported CE hours become less than the required number of CE hours.
- 2.1.3** CE is defined as a scientific or non-scientific program that can be justified to be within the member’s area of veterinary practice.
- 2.1.4** In order for continuing education programs to be recognized by the MVMA, programs should focus on topics that are: supported by applied or basic research, presented in peer reviewed literature, or, if the program is unable to meet these conditions, it should be presented by an accredited school of veterinary medicine, accredited veterinary technologist program or a nationally recognized organization/institution.
- 2.1.5** Speakers for MVMA recognized continuing education programs should be suitably qualified to speak on the topic presented (i.e. Board certified, PhD, have research experience, or have evidence CE of advanced knowledge/skills as demonstrated by past lectures, publications or clinical experience/training). Although individuals with a veterinary background are preferred, the MVMA realizes that recognized experts in some field might have an alternate educational background.

2.1. **Veterinary Technologist (VT) continuing education requirement**

- 2.2.1.** VTs are required to obtain 15 CE hours per reporting period (June 1 to May 31), except during the “transition” period (January 1, 2017 to May 31, 2018) where VTs will be required to obtain 15 CE hours.
- 2.2.2.** Any carry-forward CE hours from the previous reporting period (November 2016) must be used during the transitional period.
- 2.2.3.** After or during the transitional period, if a member earns greater than 15 CE hours in a reporting period, the excess CE hours may be carried forward into the subsequent CE reporting period. Credit hours to be carried forward cannot exceed 15 hours.

2.3. **Eligible CE credit hours**

- 2.3.1.** Seminars, conferences, wet labs, workshops, distance education or learning, on-site study visits to accredited schools = 1 CE credit per hour
- 2.3.2.** Lunch and Learns = Half (0.5) credit hours per hour to a maximum of 5 credit hours
- 2.3.3.** Independent study (i.e. on-line courses) approved by the Registry of Approved Continuing Education (R.A.C.E.). Credit hours are assigned by the course designer.
- 2.3.4.** The MVMA Council, or a group/person it designates, may accept other forms of CE formats for credit hours upon request by the member if it is justified to be within the member’s area of veterinary practice. This includes public speaking engagements and published articles. Speaking engagements and articles must be educational and support the veterinary profession.

2.4. CE hours Requirements for member joining part way through the reporting period

2.4.1. Where a member has not been a member for the full twelve month reporting period, the required CE hours will be reduced as follows:

Member Registration Date	June/ July/ August/ September	October/ November/December/ January	February/ March/ April/ May
Hours Required	15	10	5

2.5. CE grace period for new graduates

2.5.1. New graduates from an CVMA/AVMA accredited college shall be given a “Grace Period” of not less than eighteen (18) months from the date of graduation for the accumulation of mandatory CE requirements.

2.6. Reporting CE hours

2.6.1. Each member will report his/her CE hours earned on their annual registration renewal form. The member may be required to justify why a CE course is within his/her area of practice and meets MVMA CE requirements.

2.7. Auditing of CE

2.7.1. Should a member be selected for a CE audit, he/she is responsible to provide evidence of the CE hours submitted on his/her renewal.

2.8. Record keeping of CE certificates

2.8.1. Members are required to collect and maintain their own CE certificates each year. Members will report the number of CE hours earned at the time of registration renewal. Members will not have to submit their CE certificates to the MVMA at renewal time. However, in case of an audit, members should keep a record of their CE certificates for five years.

3.0 Responsibilities

3.1 Implementation: The Executive Director is responsible for the enactment of the Policy.

3.2 Dissemination: The Executive Director is responsible to ensure the Policy is published and distributed to relevant parties.

3.3 General review: Prior to the formal review of the Policy, the Council may appoint a group or person to audit the current Policy and research relevant sources to advise the approving body of required updates, if any.

4.0 Policy Review

4.1 The Executive Director is responsible for advising the President that a formal review of the policy is required.

4.2 Formal policy reviews will be conducted every five (5) years. The next scheduled review date for this Policy is April 6, 2022.

4.3 In the interim, this policy may be revised or rescinded if:

- (a) the approving body deems necessary; or
- (b) the relevant Act, bylaw, regulations or policy is revised or rescinded.

- 4.4** If this policy is revised or rescinded, all secondary documents will be reviewed as soon as reasonably possible in order to ensure that they:
- (a) comply with the revised policy; or
 - (b) are in turn rescinded.

4.0 **Secondary Documents**

4.1 The approving body may approve procedures which are secondary to and comply with this Policy, subject to the following limitations

- (a) None

4.2 Executive Director may approve procedures which are secondary to and comply with this policy, subject to the following limitations:

- (a) None

5.0 **Effect on Previous Statements**

5.1 This policy supersedes the following:

5.1.1 All previous MVMA Council policies, procedures, and resolutions on the subject matter contained herein; and

5.1.2 All previous administration policies, procedures, and directives on the subject matter contained herein;

6.0 **Cross References**

6.1.1 Manitoba Veterinary Medical Act

6.1.2 General By-law No.1 of the Manitoba Veterinary Medical Association