



**SASKATCHEWAN  
VETERINARY MEDICAL  
ASSOCIATION**

# **CONTINUING EDUCATION STANDARDS AND OPERATIONAL POLICIES**

**January 2023**

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## CONTINUING EDUCATION OPERATIONAL POLICIES

### GENERAL

The Saskatchewan Veterinary Medical Association (SVMA) is the professional regulatory organization in Saskatchewan responsible for approving and tracking mandated continuing education required for members. The intent of Continuing Education (CE) is to document continuous professional development in keeping with the evolving field of veterinary medicine and encourage both the expansion and refinement of members' professional activities.

#### Veterinarians

Each licenced veterinarian is required to earn a minimum of 15 hours of continuing professional development annually that are relevant to their area of professional activity.

#### Veterinary Technologists

It is recommended that each registered veterinary technologist earn a minimum of 10 hours of continuing professional development annually that are relevant to their area of professional activity. The Saskatchewan Association of Veterinary Technologists (SAVT) grants and audits CE activities for registered veterinary technologists.

#### Veterinary and veterinary technology Students

Veterinary and veterinary technology students are not required to earn any CE during the period of their academic program, or for the remainder of the year in which they graduate.

#### Reporting of CE

The CE obtained in the preceding calendar year is reported annually to the SVMA at the time of membership renewal.

If a veterinarian accumulates a total number of CE hours that exceeds the hours required for that year, the excess portion may be carried forward into the subsequent reporting year.

There are many different areas of professional CE activity and as a result, many different and varied subjects or topics may be considered appropriate as CE for an individual. Council may from time to time designate mandatory specific continuing education necessary to meet annual membership maintenance requirements for both veterinarians and veterinary technologists.

Any CE will be considered that is,

- relevant to animal health and welfare
- relevant to practice management and communication
- intended to improve the member's knowledge and skill in the delivery of veterinary services.

CE that is SVMA or Registry of Approved Continuing Education (RACE, <http://www.aavsb.org/race/>) approved is appropriate if it is relevant to the member's area of professional activity.

## Purpose

The purpose of this document is to provide:

- I. Guidelines for organizations wishing to provide SVMA approved Continuing Education.
- II. Guidelines to allow SVMA members to self-assess CE opportunities for their suitability for credit.
- III. Guidelines for SVMA members claiming preparation of Publications and Presentations as CE credit hours.
- IV. Guidelines for members recording and reporting CE hours.
- V. Information on the auditing process used by the SVMA to verify the hours of completed CE that are reported by members.
- VI. Information on consequences of Non-Compliance with CE requirements.
- VII. Information regarding re-instatement and non-Practicing member transfer.

## I Guidelines for organizations wishing to provide SVMA approved CE.

a) **Content** - the content of SVMA approved CE will include the following:

### Continuing Education in Clinical Veterinary Medicine and Science

Science or clinical based CE, supported by applied or basic research, which has been presented in peer reviewed scientific literature, or has been typically presented at accredited schools of veterinary medicine or nationally recognized organizations or institutions.

### Continuing Education in Disciplines that have an Impact on Animal Health and Welfare

Disciplines such as animal nutrition, management, husbandry, behaviour, alternative and complimentary therapies, and others are appropriate. As these areas are essential to animal health and welfare, they are desirable CE opportunities, provided that the other conditions outlined here are met.

### Continuing Education areas or topics that have an Impact on the Profession of Veterinary Medicine

Continuing education in areas that have an impact on the profession of veterinary medicine is encouraged. These may include areas of policy development, legislation, regulations, and governance.

### Continuing Education in topics that Impact on the delivery of Veterinary Medical Services

Disciplines such as practice management, communication, conflict resolution and employment

standards are increasingly necessary for practice owners and such CE will be considered relevant.

Other areas may be considered, provided they are relevant to animal health and welfare and if they enhance the member's skill in the delivery of veterinary services.

## b) Guidelines regarding Presenter and Delivery

Speakers for SVMA approved continuing education programs will be selected based upon their qualifications and professional reputation in peer organizations. They must be suitably qualified to speak on the topic presented by virtue of one or more of the following: being board certified, having a Ph.D., having research experience in the area of interest, or having evidence of advanced knowledge/skill as demonstrated by past lectures, publications or clinical experience or training.

The presenter must be suitably qualified to both speak to and discuss the topic of interest and present the material at such a level that will benefit the target audience (veterinarian or veterinary technologist).

## c) Program Format

Various modes of delivery are acceptable for SVMA required and approved CE. Attendance or completion of these programs must be verifiable in writing or by provision of a suitable electronic confirmation of a completion for all program delivery formats.

Appropriate formats include:

- 1) Seminars and conferences.
- 2) Wet labs or workshops.
- 3) Interactive distance education or learning (i.e. computer-on-line, teleconferences) that is verified with a certificate of attendance.
- 4) Non-interactive or independent study (i.e. virtually delivered sessions verified by examination) must be RACE approved or meet RACE criteria with verifiable attendance.
- 5) Degree or certificate programs offered by accredited academic institutions.
- 6) Other formats or activities as may be appropriate and approved upon review by the SVMA.

## d) Application Process

CE Approval Applications need to include:

1. Name of sponsor/provider
2. Title, class information or a description of the key points covered or a detailed agenda

3. Speaker name, credentials, and biography
4. Location, date, and time
5. Number of CE hours requested

The appropriate on-line fillable SVMA application form must be completed and submitted before consideration will be given. Formal SVMA approval is required before the event is promoted as SVMA approved CE. Retroactive approval for any CE session may be requested within 30 days of the date the session was held.

#### **e) SVMA Hosted CE**

SVMA hosted CE will meet the above criteria with the event documentation clearly indicating the number of credit hours offered.

### **II Guidelines for SVMA members to self-assess CE opportunities for their suitability for credit.**

- 1) The CE program is relevant to their current or proposed area of professional activity.

AND

- 2) The CE program is SVMA or RACE approved OR the CE program meets the above guidelines for SVMA approval.

### **III Guidelines for SVMA members claiming preparation of Publications and Presentations as CE credit hours**

Council recognizes SVMA members invest considerable time and effort in preparing:

- i) presentations delivered as CE for the benefit of other members and
- ii) manuscripts for publication.

It is also recognized the member is acquiring significant continuing education in this preparation process. A member may claim CE credit hours for these activities, under the following guidelines:

- 1) A member who delivers a CE presentation that is a RACE or SVMA approved CE event will be eligible for the number of hours of CE that attendees are entitled to, to a maximum of 8 hours of CE per year. A member may claim CE credit hours for a given presentation only once.

2) A member who prepares an article or review as the first author for publication in a peer-reviewed journal with clear relevance to veterinary medicine is eligible for 2 hours of CE per article to a maximum of 8 hours of CE per year. A member may only claim these CE credit hours once.

3) A member who is recognized by the “first author” as having contributed significant time and effort to the preparation of an article or review in a peer-reviewed journal with clear relevance to veterinary medicine is eligible for 1 hour of CE per article to a maximum of 4 hours of CE per year. A member may only claim these CE credit hours once.

4) A member who prepares a chapter of a veterinary textbook as primary author is eligible for 8 hours of CE per book chapter to a maximum of 8 hours of CE per year. A member may only claim these CE credit hours once.

#### IV Guidelines for recording and reporting CE hours by members

A verifiable record of all CE activities that are used to meet the annual requirement should be maintained.

This record must include:

1. The date and location of the CE
2. The speaker
3. The topic or title of the presentation.
4. The program delivery format (i.e. on-line, in person)
5. Receipt of payment for registration of the event, certificate, or other proof of attendance.

The above record must be maintained for 5 years and be provided to the SVMA upon request, should the member be selected for audit.

#### Reporting

The total number of hours of CE that were obtained in the past calendar year will be reported annually to the SVMA prior to December 31<sup>st</sup> of that calendar year.

## V Information on the auditing process used by the SVMA to verify the hours of completed CE that is reported by members.

### Auditing

Each year, the SVMA will audit a percentage of reported CE hours as established by council

Upon identification of any deficiency in the total number of reported hours or should questions arise as to the eligibility of claimed CE hours, the member will be required to provide a detailed record of all CE hours reported to the SVMA for the period requested.

## VI Information on consequences of Non-Compliance with CE requirements.

### Non-Compliance (Reporting)

Members who fail to report, or who report a number of hours that is less than that required for the annual reporting period will be asked to submit to the SVMA their plan to address any outstanding CE deficiencies. This response shall include a detailed record of any CE hours completed to date and a plan outlining how existing deficiencies will be corrected.

If no response is received by the SVMA the member may be referred to the PCC. A member who has been noncompliant for greater than a 12-month period, upon 30 days' notice, may have his or her name struck from the SVMA register and be suspended from practice until the matter has been resolved.

### Non-Compliance (Auditing)

Members selected for audit and who do not submit a record of completed CE as requested will be sent a second notice via registered mail to the address on file with the SVMA.

- Members who fail to respond to the second notice within 30 days, or



- Members who are selected for audit and who submit a record of completed CE that does not agree with the hours reported may be referred to the Professional Conduct Committee (PCC) for unprofessional conduct if a suitable proposal for addressing their deficiency is not presented.

## VII Information regarding CE requirements for re-instatement and Non-Practicing member transfer.

Non-practicing members are encouraged to maintain records and report CE activities annually with their renewal. This is not mandatory but will be helpful should a practising licence be applied for in the future.

Veterinarians and veterinary technologists who are registered as non-practicing will be required to acquire the appropriate number of CE hours per year for up to 5 years in order to transfer to their former membership or registration category.

Those individuals who have allowed their registration to lapse for 5 or more years will be required to obtain the appropriate number of CE hours in addition to being subject to any application, fees, or conditions as per the SVMA Membership Categories and Operational Policies prior to re-instatement to their former membership or registration category.

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