

# VetSkill Registers Disciplinary Procedure

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## 1.0 Scope

This document outlines the disciplinary procedure for those on the VetSkill registers, excluding the VetSkill SQP Register. This procedure includes the actions that will be taken if an individual is refused entry to the register, or if they are being removed from the register as a result of disciplinary action. This procedure is intended for and applicable to individuals at any stage of their registration to a VetSkill register.

## 2.0 Registration Application Process

VetSkill offer a range of qualifications which lead to direct entry to a VetSkill register. There are other qualifications which may be accredited by VetSkill for eligibility to join a VetSkill register and other qualifications may be considered on a case-by-case basis.

All applicants are required to co-operate fully and respond to all requests for further information or clarification by VetSkill, in a fully engaged and professional manner. All applicants must pay the annual registration fee (if applicable) and declare any criminal convictions as appropriate. Misinformation or incomplete responses may lead to rejection, or if discovered after registration, registration may be revoked or suspended without notice or explanation, at the sole discretion of VetSkill.

## 3.0 Refusal of Registration

Persons who have completed a qualification or a course of study leading to direct entry or who may otherwise be deemed academically qualified by an approved body, may apply for registration to VetSkill. VetSkill will decide whether the person should be entered onto a VetSkill register. If an individual applies to be entered onto a register but registration is refused, or if a person ceases to be registered because VetSkill has corrected an entry in the register, that individual may submit an appeal.

Where registration is refused, the reasons shall be provided to the person in writing along with reference to VetSkill's *Appeals Policy*.

## 4.0 Removal from a VetSkill Register

Where VetSkill has identified or been notified of any compliance issues in relation to an individual on a VetSkill register, VetSkill will undertake an investigation. Where it is determined that the registrant has failed to meet the requirements of their role and/or their responsibilities set out below, they will be removed from the Register:

- fulfil Continuing Professional Development (CPD) requirements,
- maintain professional conduct,
- make payment of the VetSkill annual registration fee and
- ensure all details held by VetSkill are up to date and accurate.

Where an individual with the appropriate qualifications is refused registration or is removed from a VetSkill Register, other than for non-payment of the annual renewal and/or reinstatement fee, VetSkill will provide the individual with a notice in writing, detailing the reason for refusal or removal.

## 5.0 Recognising Decisions Regarding Professional Conduct Made by Other Regulatory Bodies

5.1 VetSkill has a process for dealing with disciplinary cases reported by other regulatory bodies involving:

- convictions,
- cautions,
- professional conduct determinations made by other regulatory bodies,
- police cases which do not result in a conviction, and
- informal disposals for minor offending.

VetSkill can open an internal review if there are any exceptional aggravating factors that raise an issue about a registrant's compliance to register requirements.

5.2 As soon as information is received regarding such a conviction, VetSkill will consider whether the matter should be internally reviewed. VetSkill will consider the following criteria:

- the type and nature of the offence,
- the seriousness of the offence,
- whether there is a significant risk to members of the public of serious harm caused by the registrant committing further offences,
- the type of sentence imposed and
- any other information available.

5.3 Although VetSkill do not have to prove the facts behind a conviction, a full summary of the circumstances of the offence will be obtained. This will help VetSkill to assess whether the registrant's competence is impaired by their conviction and if so, the appropriate sanction.

5.4 There is presumption that convictions for indictable offences should proceed to removal from the register. Other convictions or cautions may require that level of action or may instead be dealt with by the issuing of a formal warning or, depending on the factors involved, by concluding a case with no action.

5.5 Where there is a determination by a regulatory body in the UK or elsewhere to the effect that a registrant's compliance to their role is impaired, VetSkill will conduct an internal review. In making their decision, VetSkill will have regard to the following criteria:

- the type and nature of the matters giving rise to a determination,
- the age of the determination,
- the seriousness of the underlying events giving rise to the determination,
- whether the registrant poses a significant risk to animals and/or is likely to repeat the behaviour which led to the determination,
- the type of sanction imposed and

- any other information available.

5.6 VetSkill will request formal confirmation of the determination from the issuing body, together with a copy of the regulatory authority's statement of case and any other relevant documentation.

5.7 Where a criminal investigation or criminal court proceedings conclude without a conviction, VetSkill will consider whether the circumstances of the alleged criminal conduct at the centre of the case raise a question about the registrant's compliance to the register.

5.8 Where a decision is made to open a VetSkill internal review, the case will proceed as a misconduct case, and it is likely that disclosure of any police investigation files will be requested.

## 6.0 Appeals

Where an individual disagrees with any actions taken by VetSkill, they may submit an appeal by following VetSkill's *Appeals Policy*, which is available at [www.vetskill.com](http://www.vetskill.com). Details should be set out in writing using VetSkill's *Appeal Form* and sent to [priority@vetskill.com](mailto:priority@vetskill.com). If at any stage throughout the Appeals Process, VetSkill's initial decision is overturned, the appellant will be refunded the appropriate appeals fee.

## 7.0 Complaints

VetSkill aims to provide excellent service to all customers, learners and registrants. If an individual wishes to complain about any aspect of VetSkill's service, they should refer to VetSkill's *Complaints Policy* and submit a VetSkill *Complaints Form*.

**Completed forms should be submitted via email to: [priority@vetskill.com](mailto:priority@vetskill.com).**

### Review Arrangements and Version Control:

This version of VetSkill's *Registers Disciplinary Procedure* replaces all previous versions. This document is subject to regular revision and maintained electronically by its owner. Electronic copies are version controlled. Printed copies are not subject to this control. VetSkill will review this policy regularly as part of internal continuous improvement processes and will revise it as and when necessary in response to customer and learner feedback, changes in our practices, actions from the regulatory authorities or external agencies, changes in legislation, or trends identified from previous situations.

Documented changes from previous version	
5.4	Wording changed