

Certificate in Veterinary Practice Management

Examination Details 2019: Part 1 (Written Report)

You are required to submit an electronic report (pdf) with your exam application. This will be used by the examiners as the basis for the professional discussion in Part 2 of the CVPM exam.

The title of the report should be: *“How I have used my knowledge to benefit the veterinary environment in which I work”*. Within the report you should provide evidence of the practical application of your knowledge in relation to the six core syllabus areas:

- General management
- Personnel
- Communication
- Finance
- Marketing
- Strategy

The word limit is 3,000 words (including introduction, tables and graphs). Reports that are more than 10% above or below this limit will not be accepted. The report should be submitted in a professional format. It must include an introduction giving an overview of your work environment and your role within it. Any illustrative material must be within the body of the report (i.e. not added as appendices). Each page must have a footer including the page number and your name; and the word count must be included at the end of the report.

PLANNING YOUR REPORT

You should aim to include information relating to personal experience and achievements against the six core areas of the syllabus you have undertaken in your work. The following should be included:

- Objective(s)
- Tasks required to achieve the objective(s)
- Resources necessary
- Time scales
- Management skills used
- Reporting lines and authority
- Means of measuring progress
- Success criteria
- Benefits to the practice
- Critical analysis post-completion

Report layout

Your report should be:

- On suitable subject(s)
- Well-presented and organised
- Easy to read and understand
- Comprehensive yet concise
- Up-to-date and complete
- Accurate and truthful
- Relevant
- Able to demonstrate your skills as a manager in a veterinary context

Please note that one of the purposes of the Written Report is to provide the examiners with subject matter for discussion in Part 2 of the exam – the professional discussion. Your report should therefore aim to cover the full range of the core syllabus. For example, if you do not discuss financial information in your report, you will certainly be asked about this aspect in your discussion. By incorporating evidence of a range of management skills in your report, you lay the groundwork for a successful exam and ensure that you are able to demonstrate skill in all areas of the syllabus.

CONFIDENTIALITY

Reports are kept confidential within the VMG Examination Board. You must obtain permission to disclose confidential data where relevant, and where personal details are included (for example, in discussing personnel issues) you should anonymise any identifying information.

If you identify an Examination Board member who you consider may have a conflict of interest, you should inform the VMG Office via office@vetmg.com.