

Certificate in Veterinary Practice Management

Examination Details 2019: Part 3 (Fictitious Practice)

You will be asked a series of pre-determined questions about a fictitious veterinary practice. Details of the practice are published two weeks prior to the exam; including all the basic information you will need to have an understanding of the workings of the practice. Information may include:

- Personnel information
- Marketing strategies
- Key financial information
- Business plans
- Meeting minutes
- Project plans
- Practice strategies

You will need to ensure that you are familiar with this information and have the associated knowledge to allow you to competently answer questions posed by the examiners. You must, therefore, be fully conversant with current practices in the six core areas of the CVPM syllabus (general management, personnel, communication, finance, marketing, and strategy).

You will be permitted to take one side of A4 paper of handwritten notes into the exam to refer to. A clean copy of the practice information will be available in the exam.

The aim of this part of the exam is to test your ability to understand and manage a veterinary practice regardless of your own experience and place of work. If there are areas of the CVPM syllabus that you do not have responsibility for in your own place of work, this is your opportunity to showcase your knowledge of these areas.