

Certificate in Veterinary Practice Management

Examination Guide 2019

The VMG's Certificate in Veterinary Practice Management is a formal qualification which is held in very high regard within the veterinary sector. It shows current and prospective employers and colleagues that you have achieved a measurable level of skill and knowledge in six core areas of veterinary practice: General Management, Personnel, Communication, Finance, Marketing and Strategy.

Experience

Candidates must be employed in the veterinary sector undertaking a range of management duties – a minimum of two years' experience at management level is recommended. Experience gained outside of the veterinary sector can also be useful.

CPD and private study

Candidates are advised to attend CPD events relating to areas of the CVPM syllabus in order to supplement and update knowledge and skills obtained through prior formal qualifications and independent study. VMG Congress and regional meetings provide an excellent source of relevant and up-to-date information on current issues affecting veterinary management. The CVPM Reading List should inform your private study, and is available from the Resource Hub on the VMG website.

APPLICATION TO SIT THE CVPM

The examination is held every November. Dates and deadlines are available on the VMG website. The venue is chosen to be central to all candidates once applications for each year are received.

Applications must include:

Application requirements	
Completed application form	
Written report	A pdf of your Written Report as required for Part 1 of the exam
Passport photo	A recent head-and-shoulders photo of you
Exam fee	Payment is accepted by card, cheque or BACS

All parts must be received by the VMG office by **1st August** in the year you wish to sit the exam.

CVPM EXAM STRUCTURE

The CVPM consists of four parts; including written and oral components.

1. Written Report (submitted in advance)

A written report of up to 3,000 words detailing how you have used your knowledge to benefit the veterinary environment in which you work. This should demonstrate as many facets of the syllabus as possible, in order to demonstrate your practical ability to manage in your own place of work. This report must be submitted with your exam application.

2. Presentation and Discussion (25 minutes)

A ten-minute presentation on a set topic, followed by a 15 minute professional discussion based on your Written Report. This is designed to test your presentation skills, and to give you a chance to discuss with examiners your practical knowledge, understanding and competences in the given topic. The topic is published four weeks prior to the exam date.

3. Fictional Practice Discussion (30 minutes)

Thirty minutes of questions and discussion on issues facing a fictional veterinary practice. This allows you to demonstrate your theoretical knowledge of transferable management practice regardless of the role that you are employed in. Details of the fictional practice (including financial information, local context, and staff details) are published two weeks prior to the exam date.

4. Scenario Questions (30 minutes)

Ten scenario-based questions which can be answered in any order within the 30 minutes. This section is designed to test your ability to assess and respond to situations under pressure. Questions will be operational rather than strategic in nature (e.g. "What would you do if...?").

CVPM EXAM RESULTS

Results are provided in writing within one week of the exam date. To be awarded the CVPM you must pass each component of the exam at the same sitting. If the required standard is not reached in one part, an opportunity to resit that part only in January may be offered. Otherwise, you may re-enter the exam for the following year. Examiners will provide general constructive feedback to guide you in further study. There is no limit to the number of resits permitted.

All exam sittings are audio recorded. In the case of borderline results, recordings are reviewed by the whole examination panel. Examiners may also use the recordings to ensure that full credit is given for all relevant comments by the candidate and to ensure consistency among examiners. Recordings are erased when results are announced.

Successful candidates are invited to attend an Award Ceremony held every January at the VMG's Annual Congress; and are subsequently entitled to use the post-nominals "CVPM".