

ABOUT THE VETERINARY COUNCIL OF IRELAND

The Veterinary Council of Ireland is an independent statutory body set up under the Veterinary Practice Act 2005, as amended (“**the Act**”). The principal function of the Veterinary Council is to regulate the practice of veterinary medicine and veterinary nursing in Ireland, in the interest of animal health and welfare and in the public interest.

The VCI’s Council comprises of 19 members, being both veterinary registered persons and non-veterinary members. The VCI’s Council is supported by an Executive team, headed by a Chief Executive Officer, named in the Act as the Registrar.

The functions of the VCI include protection of the public through supervision of veterinary education, the maintenance of the Register of Veterinary Practitioners and the Register of Veterinary Nurses, the registration of veterinary premises, and through disciplinary action in cases of professional misconduct.

The Veterinary Council, as a board, is further supported in its work through various committees, one of which, the Practice Premises Committee, reviews and considers all applications regarding veterinary practice premises in the State.

ABOUT THE PREMISES ACCREDITATION SCHEME

The Council’s Premises Accreditation Scheme (“**the PAS**”) is a mandatory scheme introduced to regulate veterinary premises in the State in accordance with Part 9 of the Act. Under the law, all veterinary premises in the State must be registered and certified by the Council.

The Council regulates and maintains standards of veterinary premises in the State in the public interest by carrying out premises inspections and by requiring Registered Veterinary Practitioners and Registered Veterinary Nurses to comply with the requirements of the Premises Accreditation Scheme in their day-to-day practise.

ROLE DESCRIPTION

The VCI is seeking expressions of interest from appropriate individuals to join its Practice Premises Committee (“**the PPC**”).

The PPC meets 6 – 8 times a year. Meetings are predominantly convened remotely, with at least one meeting a year being held in person.

The PPC is currently made up of six VCI members and one co-opted member.

The role of the PPC extends to all practice premises aspects of the Council's functions. It shall consider and report to the Council on such subjects as the Council may direct and shall supervise with particular reference to Part 9 of the Veterinary Practice Act 2005, as amended:

- The review of reports in respect of premises inspections carried out by Premises Assessors on behalf of the Council.
- The review of all Certificate of Suitability applications to register a veterinary practice premises with the Council and the determination of recommendations to the Council in relation to the grant, refusal to grant, or the grant of a Certificate of Suitability with conditions.
- The review of all applications to reclassify a registered veterinary premises and determining a recommendation to the Council.

- The review of all applications to change the Certificate of Suitability Holder in respect of a registered veterinary premises and determining a recommendation to the Council.
- The review of all Certificate of Suitability revocation applications and determining a recommendation to the Council.
- Monitoring the ongoing compliance of registered veterinary premises with Premises Accreditation Scheme Standards and Regulations.
- Management of the Premises Accreditation Scheme on behalf of the Council, including regular reviews to ensure it remains fit for purpose.

The PPC also receive regular reports from the Executive management team on Practice Premises matters.

The PPC shall adhere to procedures laid down by Council concerning disclosure of information and disclosure of interests by members (sections 25, 26 of the Act), in addition to all Veterinary Council Codes of Conduct for members of Council & Committees and the Veterinary Council Governance Framework, set out in the Council's Statement of Governance 2013.

ELIGIBILITY REQUIREMENTS

ESSENTIAL SKILLS AND EXPERIENCE

- Qualified to a degree standard (Level 8) in a relevant discipline, for example, veterinary, law, governance or other relevant discipline **OR** have at least 5 years' relevant experience.
- Familiarity and in-depth knowledge of veterinary clinical practice, private practice or otherwise.
- Strong interpersonal skills.
- Demonstrated attention to detail.
- Discretion in confidential matters.
- The ability to exercise sound judgement.
- Availability to attend regular PPC meetings (usually held on Wednesday afternoons).
- Demonstrated computer literacy and confidence to adapt to and work with various in-house IT systems, for soft copy meeting briefs and information for Committee meetings.

DESIRABLE ATTRIBUTES

- Knowledge of the Veterinary Practice Act 2005, as amended.
- Knowledge of the VCI's Premises Accreditation Scheme.
- Experience in interpreting regulatory and policy frameworks, and in applying them consistently and fairly.

TENURE AND REMUNERATION

The successful candidate will serve a 4 year term, after which it is open to them to reapply for a further term. In line with best practice, any persons may serve a maximum of two terms, or part thereof, as a Committee member.

External members of the PPC are paid €300 for every meeting attended.

HOW TO APPLY

Applications will only be accepted via email to pas@vci.ie. Each candidate should submit the following documents:

1. Covering letter, not exceeding 300 words, outlining how your experience and qualifications are relevant to the Practice Premises Committee.
2. Curriculum Vitae.

CLOSING DATE

Deadline for application: **5pm on Friday, 10 January 2025.**

SELECTION PROCESS

The selection process may include:

- Shortlisting of candidates (on the basis of the information contained in their application)
- An interview
- Reference Verification

GENERAL DATA PROTECTION REGULATION (GDPR)

When your application is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Act 1988 to 2018.

If you have any queries related to the processing of your data, or if you wish to make a request under the Data Protection Acts 1988 to 2018, please submit your request in writing to: The Data Protection Officer, Veterinary Council of Ireland, 53 Lansdowne Road, Ballsbridge, Dublin or to dpo@vci.ie.

GENERAL INFORMATION

Candidates should note that canvassing will disqualify. The VCI will not be responsible for any expenses, including travelling expenses that applicants may incur in connection with their application for this role.