



## **C/9.2 CVP Accreditation Revocation Procedure**

### **1. Purpose**

The AVA Chartered Veterinary Practitioner™ provides assurance to the veterinary profession and to the public that use of the AVA CVP post nominals both represents and conforms to high quality expectations and standards within the veterinary profession.

### **2. Scope**

This procedure governs the revocation of AVA Chartered Veterinary Practitioner accreditation.

### **3. Procedure Overview**

AVA Chartered Veterinary Practitioner™ is offered as a mark of excellence within the veterinary profession and provides assurance to the veterinary profession and to the public of the high-quality standards and expectations afforded to a veterinarian approved to use the AVA CVP post nominals. AVA Chartered Veterinary Practitioner accreditation may be revoked as outlined within Item *C/9.1 AVA Chartered Veterinary Practitioner™ Accreditation and Maintenance Policy and Procedure*.

### **4. Procedures**

#### **4.1 Reporting alleged failure to maintain accreditation**

4.1.1 Allegations of [Failure to Maintain Accreditation](#), including evidence, may be reported by AVA Chartered Veterinary Practitioners, [AVA Employees](#) or members of the public by letter or email.

4.1.2 All complaints which involve an allegation of [Failure to Maintain Accreditation](#) will be referred for investigation as set out in this Procedure.

4.1.3 Allegations must be made in writing and addressed to:

Chair, AVA CVP Maintenance of Accreditation Committee  
Australian Veterinary Association  
Unit 40, 6 Herbert Street  
ST LEONARDS NSW 2065

Email: [education@ava.com.au](mailto:education@ava.com.au)

4.1.4 Any reported allegations for matters which may fall outside of this procedure may be simultaneously referred by the Chair, AVA CVP Maintenance of Accreditation Committee to the AVA for progression as per processes set out for that matter.

## **4.2 Preliminary investigation of alleged failure to maintain accreditation requirements**

4.2.1 Upon receiving a report of an allegation of [Failure to Maintain Accreditation](#), the Chair, AVA CVP Maintenance of Accreditation Committee will arrange for an investigating officer to undertake a preliminary investigation to determine if the AVA Chartered Veterinary Practitioner should be proceeded against for alleged [Failure to Maintain Accreditation](#).

4.2.2 The preliminary investigation will normally include advice of the allegation to the AVA Chartered Veterinary Practitioner and will:

- refer to this Procedure and *C/9.1 AVA Chartered Veterinary Practitioner Accreditation and Maintenance Policy and Procedure*;
- offer the AVA Chartered Veterinary Practitioner the opportunity to submit a written explanation in response; and
- specify the time by which an explanation or response must be submitted by the AVA Chartered Veterinary Practitioner, which will normally be 10 [AVA Business Days](#) from the date of the [Notice](#).

4.2.3 The outcome of a preliminary investigation will be to:

- dismiss the allegations; or
- refer the matter to a relevant delegate; or
- attempt to reach an [Agreed Outcome](#) with the AVA Chartered Veterinary Practitioner; or
- issue an allegation [Notice](#).

### **4.2.4 Dismiss the allegation**

4.2.4.1 The Chair, AVA CVP Maintenance of Accreditation Committee may decide to dismiss an allegation either because it is considered to have been made without cause or substantiating evidence or because it is considered insufficiently serious to be treated as [Failure to Maintain Accreditation](#). If an allegation is dismissed, the Chair, AVA CVP Maintenance of Accreditation Committee will inform the person making the allegation and may provide advice on how to respond to the matter. If the AVA Chartered Veterinary Practitioner has been contacted and is aware of the allegation of [Failure to Maintain Accreditation](#), the Chair, AVA CVP Maintenance of Accreditation Committee must advise the AVA Chartered Veterinary Practitioner that no action will be taken as soon as is practicable.

4.2.4.2 If an allegation is dismissed, the Chair, AVA CVP Maintenance of Accreditation Committee will, at their discretion, determine if any record of the allegation is added to the AVA Chartered Veterinary Practitioner's confidential file.

4.2.4.3 Allegations which are determined by the Chair, AVA CVP Maintenance of Accreditation Committee to be vexatious or frivolous will be rejected. The person who has made the allegation may be subject to discipline in accordance with the AVA's Code of Professional Conduct.

#### **4.2.5 Refer the matter to a relevant Delegate**

4.2.5.1 The Chair, AVA CVP Maintenance of Accreditation Committee may decide to further refer the matter to a relevant [Delegate](#) or, if appropriate, the AVA.

Referral to a relevant [Delegate](#) may occur when additional information or professional advice is sought, or whether the matter requires escalation outside this procedure.

4.2.5.2 Where any party is seeking legal counsel or taking legal action, or the Chair, AVA CVP Maintenance of Accreditation Committee reasonably anticipates legal action or an [Appeal](#) or [Complaint](#) to an external agency, the Chair, AVA CVP Maintenance of Accreditation Committee may refer the matter to the AVA's Legal Services or their nominee as [Delegate](#).

4.2.5.3 Referral to the AVA CVP Maintenance of Accreditation Committee will normally only occur if the Chair, AVA CVP Maintenance of Accreditation Committee is of the opinion that the conduct is of such a serious nature that it should be considered by the committee.

#### **4.2.6 Reach an Agreed Outcome**

4.2.6.1 In deciding whether an [Agreed Outcome](#) can be reached or whether to issue an allegation [Notice](#), the Chair, AVA CVP Maintenance of Accreditation Committee will consider the response made by the AVA Chartered Veterinary Practitioner as part of the preliminary investigation and the seriousness of the conduct that is the subject of the allegation.

4.2.6.2 If the Chair, AVA CVP Maintenance of Accreditation Committee believes an [Agreed Outcome](#) would be appropriate after the preliminary investigation has been conducted, the Chair, AVA CVP Maintenance of Accreditation Committee will, in consultation with the person(s) making the allegation, provide a draft [Agreed Outcome Notice](#) to the AVA Chartered Veterinary Practitioner. The AVA Chartered Veterinary Practitioner may provide written feedback in relation to the draft [Agreed Outcome](#) for further consideration by the Chair, AVA CVP Maintenance of Accreditation Committee.

4.2.6.3 A final version of the [Agreed Outcome](#) shall be put into writing and signed by the AVA Chartered Veterinary Practitioner against whom the allegation is being made and returned to the AVA.

4.2.6.4 Where an [Agreed Outcome](#) is reached, no further proceeding shall be undertaken unless there is a breach of the [Agreed Outcome](#) on the part of the AVA Chartered Veterinary Practitioner.

4.2.6.5 A copy of the [Agreed Outcome](#) shall be placed on the AVA Chartered Veterinary Practitioner's confidential file.

4.2.6.6 Failure to comply with an [Agreed Outcome](#) constitutes an independent act of [Failure to Maintain Accreditation](#) and the AVA Chartered Veterinary Practitioner will be issued with an allegation [Notice](#).

4.2.6.7 Where an [Agreed Outcome](#) cannot be reached or is not signed and returned by the AVA Chartered Veterinary Practitioner against whom the allegation is being made, the Chair, AVA CVP Maintenance of Accreditation Committee will deem that there has been a failure to reach an [Agreed Outcome](#) and issue an allegation [Notice](#) to the AVA Chartered Veterinary Practitioner based on the original allegation.

4.2.6.8 In accordance with the *AVA Code of Professional Conduct* and *C/1.1 CVP Student Code of Conduct Policy*, an AVA Chartered Veterinary Practitioner must comply with any reasonable request or direction from [AVA Employees](#) regarding safety or compliance with Policy, Procedure or ethical requirements.

#### **4.2.7 Issue an allegation Notice**

4.2.7.1 If the Chair, AVA CVP Maintenance of Accreditation Committee decides that there is enough evidence against an AVA Chartered Veterinary Practitioner to further investigate the allegation, or is dissatisfied with the response made by the AVA Chartered Veterinary Practitioner as part of the preliminary investigation, they must within 10 [AVA Business Days](#) of the investigating officer's report or deemed failure to reach an [Agreed Outcome](#), give an allegation [Notice](#) to the AVA Chartered Veterinary Practitioner.

4.2.7.2 The allegation [Notice](#) will specify:

- that the Chair, AVA CVP Maintenance of Accreditation Committee and, where appropriate, relevant [Delegates](#) will conduct the hearing with the AVA Chartered Veterinary Practitioner, either in person or by other appropriate communication method; or
- that the matter will be referred to the AVA CVP Maintenance of Accreditation Committee for hearing if the Chair, AVA CVP Maintenance of Accreditation Committee determines that the alleged offence is of a sufficiently serious nature.

4.2.7.3 The allegation [Notice](#) must:

- provide details of the alleged [Failure to Maintain Accreditation](#);
- refer to this Procedure and *C/9.1 AVA Chartered Veterinary Practitioner Accreditation and Maintenance Policy and Procedure*;
- offer the AVA Chartered Veterinary Practitioner the opportunity to submit a further detailed written explanation or response and/or be heard in person;
- specify the date, time and place where the hearing will be conducted and/or provide options for distance participation;
- specify whether the matter will be heard before the Chair, AVA CVP Maintenance of Accreditation Committee or the AVA CVP Maintenance of Accreditation Committee;
- inform the AVA Chartered Veterinary Practitioner of their right to provide any relevant evidence to support their case at the time of their hearing;
- specify the time by which any additional written explanation or response must be submitted by the AVA Chartered Veterinary Practitioner, which must be at least three (3) [AVA Business Days](#) before the date of the hearing; and

- inform the AVA Chartered Veterinary Practitioner that they may bring with them a [Support Person](#), in accordance with Section 4.3 below.

4.2.7.4 Where an AVA Chartered Veterinary Practitioner does not respond to an allegation [Notice](#) or confirm their attendance, the hearing will proceed as scheduled.

### **4.3 Conducting a hearing**

4.3.1 When conducting a hearing, the Chair, AVA CVP Maintenance of Accreditation Committee and the AVA CVP Maintenance of Accreditation Committee:

- are not bound by the rules of evidence or other technicalities or legal forms;
- must act fairly in all circumstances, having regard to the principles of natural justice and procedural fairness;
- must give each party the opportunity to state their case and to respond to allegations and any relevant evidence; and
- must advise the AVA Chartered Veterinary Practitioner against whom an allegation has been made, of their right to bring with them to the hearing a [Support Person](#).

4.3.2 The [Support Person](#) must not have been involved in or associated with the alleged [Failure to Maintain Accreditation](#) or be alleged to have been involved in or associated with the alleged [Failure to Maintain Accreditation](#).

4.3.3. A hearing by the AVA CVP Maintenance of Accreditation Committee must be conducted in accordance with the AVA CVP Maintenance of Accreditation Committee Terms of Reference.

### **4.4 Making a Decision**

4.4.1 Where the Chair, AVA CVP Maintenance of Accreditation Committee and/or the AVA CVP Maintenance of Accreditation Committee conducts a hearing, they shall reach one of the following [Decisions](#) normally within five (5) [AVA Business Days](#) of the hearing:

- the case of alleged [Failure to Maintain Accreditation](#) against the AVA Chartered Veterinary Practitioner is not proven; or
- the case of alleged [Failure to Maintain Accreditation](#) against the AVA Chartered Veterinary Practitioner is proven.

4.4.2 Where the Chair, AVA CVP Maintenance of Accreditation Committee conducts a hearing and a [Decision](#) is unable to be reached, he/she reserves the right to refer the matter to the AVA CVP Maintenance of Accreditation Committee for further consideration.

4.4.3 [Decisions](#) made will be based on conclusive evidence and/or balance of probabilities.

#### **4.5 Revocation of Accreditation**

- 4.5.1 If the case of alleged [Failure to Maintain Accreditation](#) against the AVA Chartered Veterinary Practitioner is proven, the Chair, AVA CVP Maintenance of Accreditation Committee and/or the AVA CVP Maintenance of Accreditation Committee may choose to revoke Chartered Veterinary Practitioner status for a minimum period of 12 months.

#### **4.6 Notification of Decision and revocation of accreditation**

- 4.6.1 The Chair, AVA CVP Maintenance of Accreditation Committee or the AVA CVP Maintenance of Accreditation Committee, (as appropriate) must, within five [AVA Business Days](#) of reaching a [Decision](#), provide [Notice](#) of the [Decision](#) to the AVA Chartered Veterinary Practitioner and the person/s who made the allegation of [Failure to Maintain Accreditation](#). The [Notice](#) must include any applicable penalty/ies, give reasons for the [Decision](#), and specify the rights of [Appeal](#) in accordance with the [Non-Academic Appeal Procedure](#).

#### **4.7 Appeals**

- 4.7.1 There is no right of [Appeal](#) against a [Decision](#) of the Chair, AVA CVP Maintenance of Accreditation Committee and the AVA CVP Maintenance of Accreditation Committee where:
- the claim of alleged [Failure to Maintain Accreditation](#) is dismissed under Section 4.2.3 of this Procedure; or
  - there is a signed [Agreed Outcome](#) under Section 4.2.6 of this Procedure; or
  - the case of alleged [Failure to Maintain Accreditation](#) against an AVA Chartered Veterinary Practitioner is not proven under Section 4.4 of this Procedure; or
  - a reprimand or warning only is issued.
- 4.7.2 An AVA Chartered Veterinary Practitioner may [Appeal](#) a [Decision](#) of the Chair, AVA CVP Maintenance of Accreditation Committee or the AVA CVP Maintenance of Accreditation Committee by lodging an [Appeal](#) in accordance with the [Non-Academic Appeal Procedure](#).

#### **4.8 Other jurisdictions**

- 4.8.1 Any action that is implemented as a result of this Procedure may proceed irrespective of any action involving the AVA Chartered Veterinary Practitioner in any court, commission or tribunal and irrespective of any other external investigation of the matters giving rise to the allegations against the AVA Chartered Veterinary Practitioner.

#### **4.9 Record keeping**

- 4.9.1 The Chair, AVA CVP Maintenance of Accreditation Committee will ensure that a complete and accurate record of all relevant material is kept in accordance with the AVA's Records and Information Management Policy. Records will be kept of the [Failure to Maintain Accreditation](#) allegation, investigation process and outcome.

## 5 References

Nil.

## 6 Schedules

This policy must be read in conjunction with its subordinate schedules as provided in the table below.

## 7 Policy Information

Accountable Officer	Chief Executive Officer
Responsible Officer	Head of Education
Policy Type	AVA Education Policy
Policy Suite	AVA Chartered Veterinary Practitioner
Subordinate Schedules	Nil
Approved Date	18 October 2021
Last updated	28 September 2022
Effective Date	28 September 2022
Relevant Legislation	Registration as a Veterinarian
Related Policies	Australian Veterinary Association Code of Conduct C/1.1 CVP Student Code of Conduct Policy C/9.1 AVA Chartered Veterinary Practitioner Accreditation and Maintenance Policy and Procedure
Related Procedures	C/8.3 Non-Academic Appeals Procedure
Related forms, publications and websites	AVA Chartered Veterinary Practitioner Website
Definitions	<b>Terms defined in the Definitions Dictionary</b>  <b>Appeal</b>  A formal, written request made by an AVA Chartered Veterinary Practitioner or AVA Employee to a higher authority to have a Decision overturned.  <b>AVA</b>  The term 'Association' or 'AVA' means the Australian Veterinary Association Limited.  <b>AVA CVP Maintenance of Accreditation Committee</b>

	<p>A sub-committee of the AVA Chartered Veterinary Practitioner Education Committee that is responsible for the oversight of AVA Chartered Veterinary Practitioner Accreditation application, maintenance, and revocation processes.</p> <p><b>AVA Business Day</b></p> <p>The days of Monday to Friday inclusive between 9am and 5pm Australian Eastern Standard Time (AEST), with the exclusion of gazetted Public Holidays for the relevant AVA office locations, plus the closure of the AVA between 25 December and 1 January in the following year inclusive, as well as any closure of the AVA either at one or more office locations in accordance with a direction of the AVA Chief Executive Officer.</p> <p><b>AVA Chartered Veterinary Practitioner</b></p> <p>A veterinarian who been approved by the Australian Veterinary Association for AVA Chartered Veterinary Practitioner accreditation.</p> <p><b>AVA Employee</b></p> <p>A person employed by the AVA and whose conditions of employment are covered by a written agreement or contract with the AVA and includes persons employed on a continuing, fixed term or casual basis.</p> <p><b>Chair, AVA CVP Maintenance of Accreditation Committee</b></p> <p>The Chairperson of the AVA CVP Maintenance of Accreditation Committee.</p> <p><b>Decision</b></p> <p>A determination made by an AVA Employee, or other authorised delegate in the course of their duties on behalf of the AVA.</p> <p><b>Delegate (noun)</b></p> <p>Delegate (noun) means the officer, AVA Employee, or committee of the AVA to whom, or to which, a delegation of authority has been made under this Procedure.</p> <p><b>Non-Academic Appeal</b></p> <p>A formal, written request made by an AVA Chartered Veterinary Practitioner to a higher authority to have a Decision, in relation to a non-academic matter, overturned.</p> <p><b>Notice</b></p>
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	<p>A Notice from the AVA is a document, whether physical or electronic.</p> <p>A Notice may be:</p> <ul style="list-style-type: none"> <li>• given by hand to the addressee or delivered to the address provided by the addressee to the AVA; or</li> <li>• sent by registered or pre-paid mail to the address provided by the addressee to the AVA; or</li> <li>• sent by electronic communication to the AVA-issued email account provided by the AVA to a Chartered Veterinary Practitioner Student during the period of Enrolment until the completion of their program; or</li> <li>• sent by electronic communication to the email address provided to the AVA by an addressee not enrolled at the AVA.</li> </ul> <p>A Notice is taken to be received if:</p> <ul style="list-style-type: none"> <li>• given by hand to the addressee or delivered to the address provided to the AVA by the addressee; or</li> <li>• sent by registered or pre-paid mail - three business days after the date of posting; or</li> <li>• sent by electronic communication - at the time that would be the time of receipt under the Electronic Transactions Act 1999 or its succeeding legislation.</li> </ul> <p>A Notice that would be deemed to have been received out of business hours or will instead be deemed received on the next business day.</p> <p><b>Policy</b></p> <p>A high-level strategic directive that establishes a principle-based approach on a matter. Policy is operationalised through Procedures that give instructions and set out processes to implement a Policy.</p> <p><b>Procedure</b></p> <p>An operational instruction that sets out the process to operationalise a Policy.</p> <p><b>Definitions that relate to this policy only</b></p> <p><b>Agreed Outcome</b></p> <p>The mutual resolution of an allegation of Failure to Maintain Accreditation through a process of consultation in accordance with Section 4.2.6 Reach an Agreed Outcome of this Procedure.</p>
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	<p><b>Failure to Maintain Accreditation</b></p> <p>Failure by an AVA Chartered Veterinary Practitioner to uphold the principles of the AVA’s Code of Professional Conduct; to maintain AVA membership; and/or is Non-Compliant with the AVA Chartered Veterinary Practitioner maintenance of accreditation requirements.</p> <p><b>Non-Compliant</b></p> <p>An AVA Chartered Veterinary Practitioner who did not earn the required points in the five-year cycle; and/or who did not accrue points in three or more years of the five-year cycle; and/or who did not earn points from all three categories; and/or did not pay all required fees/dues.</p> <p><b>Support Person</b></p> <p>A person who can provide support to an AVA Chartered Veterinary Practitioner who has lodged an Appeal, made a Complaint, or has a Complaint made against them. The Support Person may attend any meetings with the AVA Chartered Veterinary Practitioner as an observer, but may not participate in or express opinions at the meeting.</p>
Keywords	Accreditation; Revocation; Maintenance of Accreditation; AVA Chartered Veterinary Practitioner; Chartered Veterinary Practitioner
Record No	

Complying with the law and observing AVA Policy and Procedure is a condition of working for, and volunteering with, the Australian Veterinary Association.