



ROYAL (DICK) SCHOOL OF VETERINARY STUDIES

The University of Edinburgh
Easter Bush Veterinary Centre
Midlothian
EH25 9RG
Switchboard: 0131 651 7300
Email: ems2admin@ed.ac.uk

Dear Colleague,

Clinical Extra-Mural Studies (CEMS)

On behalf of the Royal (Dick) School of Veterinary Studies EMS Team, thank you for allowing our student to undertake EMS with you. EMS is a required part of the veterinary curriculum stipulated by our governing body, the Royal College of Veterinary Surgeons (RCVS). CEMS provides real world experience of the veterinary workplace and is highly valued by veterinary schools and by students.

Students can be involved with various aspects of veterinary work appropriate to their stage of training, in accordance with the Veterinary Surgeons Act (1966) and the RCVS Code of Professional Conduct. **Please make sure tasks are delegated appropriately, taking into consideration the student's personal and professional competence and ensuring adequate supervision at all times.** Students are required to set their own learning objectives for each EMS placement and share these with you in advance. Please discuss these with the student at the start of the placement to ensure they are suitable.

There are a few considerations which are important to ensure EMS is safe and successful for all concerned. These may seem obvious, but please check you are happy with the following and contact us as soon as possible if you have any questions or concerns. Please also show this document to any members of your staff the student will be working with.

Please Note: The contents of this document relate to UK based placements. We appreciate that placement premises outside the UK may be subject to different legislation, but please ensure you can still meet the requirements below. If in doubt please contact us.

1. Health & Safety and Insurance

- Your premises needs to have appropriate **Employers' Liability** and **Professional Indemnity** insurance (or equivalent) which cover the student during their time on placement.
- Please ensure the student receives an **induction** on day one, covering fire/emergency procedures, safe use of equipment and hazardous substances and safety around animals whilst on your premises.
- The work environment must comply with current **H&S legislation**, with risk assessments where required.
- **Student absence:** If the student has any work-related sickness, accidents or fails to attend unexpectedly, please report this to us as soon as possible using this email address: ems2admin@ed.ac.uk or telephone 0131 651 7546. This is in addition to any statutory reporting requirements.
- **Students must not** drive vehicles without certified training (including quad bikes/tractors), handle firearms, operate machinery with unguarded parts, work in confined spaces or at height.

2. Working hours

A week of EMS should represent a normal working week for the placement. Students should not work more than six consecutive days without a day of rest. Students can be involved with out of hours work, provided they have agreed to this, are adequately supervised and are allowed sufficient time off in lieu to recover.

Please agree working hours with the student in advance of the placement, and bear in mind that not all students are able to be flexible with working hours and may not have their own transport.

3. Dignity and Respect

The University has a commitment to equality, diversity and inclusivity for all its staff and students. Thank you for providing our student with a safe and supportive environment in which to learn.

More information, including the University policy on dignity and respect, can be found here:

<https://www.ed.ac.uk/equality-diversity/respect>

4. Certificates of Attendance & Feedback for Student

Please complete and return the attached Certificate of Attendance and Feedback Form within seven days of the placement finishing to enable this placement to be formally recorded.

You can give the completed form to the student to return, or email it directly to ems2admin@ed.ac.uk

Once again, we would like to thank you for your support in offering a student placement: we appreciate the effort involved in this and in return we hope our student will help in many ways.

We would be happy to discuss any questions or feedback you may have regarding our student.

Please also visit our [webpage for EMS Providers](#) where you will find further useful information and guidance. Please do not hesitate to contact us if you have any questions.

Kind regards,

R(D)SVS Clinical EMS Lead
ems2admin@ed.ac.uk

EMS Certificate of Attendance and Feedback Form

SECTION A – MUST be completed in full by student once placement has been attended

PLACEMENT DETAILS

Student Full Name:

Matriculation Number:

Year of Course:

Placement Name:

Number of weeks EMS:

Type of placement: CEMS

Species worked with:

Companion animal practice

Equine practice

Production (farm) animal practice

Exotics/wildlife practice

Mixed practice

Research/government/public health work

Other (specify).....

Learning Outcomes for EMS – select your learning outcomes for EMS this year and indicate what you have/have not achieved on this placement

Learning Outcome	Achieved fully	Achieved partially	Not achieved

SECTION B – MUST be completed by placement provider after student has attended.

I certify that the student named above attended (address of placement):

.....
.....
.....

From: **To:**(Ensure dates are written in full)

Did the student work the normal full-time hours of the placement?

YES / NO

If **NO**, please give a reason and provide the actual hours worked:

.....

Signature:

Print name:

Please provide a contact email and telephone number in case we need to contact you regarding this placement.

Telephone:

Email:

STUDENT FEEDBACK SECTION

Please tick boxes to indicate the overall level of competence displayed by the student by the end of the placement, leaving comments if necessary.

	More than Satisfactory	Satisfactory	Less than Satisfactory
Timekeeping			
Attitude and enthusiasm			
Willingness to learn			
Practical skills (including animal handling)			
Communication skills			
Knowledge			

Please provide us with further comments or suggestions below:

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.....

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Would you be happy for your name and address to be included in a database and made available to other veterinary students from Edinburgh who are looking for placements?

YES / NO

If **YES**, can accommodation be provided?

YES / NO

Please return completed forms to the EMS Office in one of the following ways:

- **Email** the completed form to ems2admin@ed.ac.uk

- **Post** the completed form to:

EMS Administrator (VTO)
The Royal (Dick) School of Veterinary Studies
Easter Bush Campus
Roslin
EH25 9RG Tel: 0131 651 7300

- **Send** the completed form back with the student for them to return to us.

We cannot mark a student's placement as complete until we receive the completed form, so please ensure this is submitted to us by one of the methods indicated above as soon as possible after the student finishes their placement with you. Thank you very much for your help supporting our students.

Please do not hesitate to contact us by one of the methods above if you have any questions or concerns.