



Accreditation Program For Australian Veterinarians Policies and Procedures

VERSION 3 (UPDATED 2016)

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1. BACKGROUND

This APAV policies and procedures document (published 2001 and last updated 2013), referred to hereafter as APAV Policies and Procedures, was prepared by a Working Party of the (then) Veterinary Committee of the Standing Committee on Agriculture and Resource Management (SCARM). The document has been revised with contemporary references to committees, government agencies and statements that pertain to animal health policies in 2001. Administration details have also been updated to reflect current processes. Updates are not considered to constitute variations or amendments to the clauses of the document comprising the APAV Policies and Procedures. Updates include:

- a) The document has been reviewed and renamed APAV Policies and Procedures 2016 (Version 3) in consultation with Animal Health Committee (AHC 30 OOS; September 2016)
 - Reference to the (then) Australian National Training Authority (also variably referred to in the Handbook as the Australian National Training Board) has been replaced with the Australian Government Department of Education and Training (5.4 c II)
 - Reference to the (now repealed) Australian National Training Authority Act 1992 has been replaced with the Skilling Australia's Workforce (Repeal and Transitional Provisions) Act 2005 (Definitions)
- b) The document had previously been updated (25 September 2013) by updating the application procedure (appendix 1), reformatting the application agreement (appendix 2), and removal of letter templates - acceptance and rejection letters from CVOs (then appendices 3 and 4).

2. INTRODUCTION

The Australian Veterinary Service has traditionally been comprised of the government veterinary services controlled by each of the Australian, state and territory government departments of agriculture, and the Commonwealth Scientific and Industrial Research Organisation (CSIRO).

Those parties have agreed on a program to provide for the Accreditation of non-government Registered Veterinary Surgeons to be known as the Accreditation Program for Australian Veterinarians (APAV). That program is intended to provide greater efficiencies in delivery of services and more effective use of resources in relation to animal health programs including, for example, involvement in specific disease control and livestock health assurance programs, assistance in the event of an outbreak of an emergency animal disease, the provision of disease surveillance information and livestock export certification.

The objectives of the APAV are to:

- a) Develop a corps of non-government veterinarians accredited and approved to undertake official duties forming part of various Australian, state and territory government animal health programs;
- b) Promote consistency of accreditation and approval processes and standards by ensuring that a national approach applies to the accreditation and approval of non-government veterinarians to undertake official duties forming part of various Australian, state and territory government animal health programs;

- c) More effectively use the skills, expertise and regional availability of Registered Veterinary Surgeons to assist efficient outcomes from livestock health programs;
- d) Support national animal disease surveillance and market assurance programs; and
- e) Promote international confidence in Australia's animal health services.

3. DEFINITIONS

In this document the following terms have the following meanings:

Accreditation means the official recognition of a veterinarian under APAV in the manner set out in this document.

Accredited means accredited under APAV in the manner set out in this document.

Accredited Veterinarian means a veterinarian who is accredited under APAV in the manner set out in this document.

Animal Health Australia means Australian Animal Health Council Ltd.

Agency means Animal Health Australia, or a department or agency of a State, Territory or Australian government that has responsibility for the management of official animal health programs.

APAV means the Accreditation Program for Australian Veterinarians as contained and described in this document.

APAV Coordination Group means the group comprising the Animal Health Australia program manager responsible for the APAV, representatives nominated by state and territory Chief Veterinary Officers and nominated Agency representatives.

APAV Information means information that is issued for the purposes of APAV by Animal Health Australia; a Chief Veterinary Officer; the Australian, State, or Territory government; or an Agency.

APAV Operational Program means a program operating under the APAV and conducted by an Agency for the management of animal health that includes the use of veterinarians who are Accredited and Approved.

Applicant means a person who submits an Application for Accreditation and has paid any fee required as part of the application process.

Application for Accreditation means an Application for entry into the Accreditation Program for Australian Veterinarians following the procedure described in Appendix 1 and in the form of Appendix 2.

Approval means the official recognition by an Agency that an Accredited Veterinarian has fulfilled all the requirements that are necessary for him or her to engage in, or be engaged by the Agency in an APAV Operational Program in accordance with clause 8 and Approved has a corresponding meaning.

Approval Certificate means the certificate issued by an Agency as evidence that an Accredited Veterinarian has gained Approval.

Approved Veterinarian means an Accredited Veterinarian who is an Australian Government Accredited Veterinarian or who is Approved under any APAV Operational Program.

Australian Government Accredited Veterinarian means an Accredited Veterinarian who is approved by the Australian Government to engage in, or to be engaged under Australian Government programs.

Australian Government Accreditation means the Approval of Accredited Veterinarians by the Australian Government for the purposes of Australian Government programs.

Australian Government Department of Education and Training means the body established under the Skilling Australia's Workforce (Repeal and Transitional Provisions) Act 2005. This Act replaced the Australian National Training Authority Act 1992 (Cth).

Australian Veterinary Service means all of the Australian, state and territory government departments and agencies that have responsibility for the health of animals in Australia.

Authorised Trainer means a trainer who has undergone specific training relevant to the APAV and is authorised in writing to conduct the Registration Course, the Refresher Course, Operational Training or Further Operational Training, as the case requires, in accordance with this document, by the Chief Veterinary Officer in the state or territory in which the training is to be conducted.

Chief Veterinary Officer means a person holding the position of Chief Veterinary Officer of a state or territory.

Corporate Activities means the administrative activities to be undertaken by Animal Health Australia that will be funded in accordance with Appendix 2.

CSIRO means the Commonwealth Scientific and Industrial Research Organisation.

Fee means an amount of money as determined by Animal Health Australia or an Agency responsible for an Operational Program, including Goods and Services Tax, that is required to be paid before APAV Accreditation, APAV renewal of Accreditation, or Operational Program approval may be granted.

Further Operational Training means training, other than Initial Operational Training, including but not limited to information and refresher seminars, that is required to be undertaken in order to maintain Approval.

Government Veterinarian means an Australian, state or territory government veterinary officer.

National Register means the register of information about Accredited Veterinarians that is maintained by Animal Health Australia in accordance with clause 7.

Operational Program means a program operated by an Agency for which an Accredited Veterinarian may provide the whole or part of the service delivery

Operational Training means a training program conducted by an Agency to enable an Accredited Veterinarian to be Approved.

Refresher Course means training, other than the Registration Course, including but not limited to information and refresher seminars, that is required to be undertaken in order to maintain Accreditation.

Registered Veterinary Surgeon means a person who is duly registered and authorised under the law of a state or territory to practise as a veterinarian and whose registration has not lapsed, been suspended or terminated, either in whole or in part, under that law.

Registration Course means the training, in accordance with clause 6.1, that a veterinarian must complete as a prerequisite to Accreditation.

Senior Livestock Export Veterinary Officer means the senior veterinary officer of the Australian Government, in each state or territory, who has responsibility for livestock exports from that state or territory.

Supervise means that the Accredited Veterinarian is present and in a position to respond to a request for assistance, but is not necessarily standing by the individual's side or even in the same room. In all cases the Accredited Veterinarian is responsible for the performance of the activities of their employees.

Veterinary Accreditation Number means the individual number issued by Animal Health Australia for each Accreditation in accordance with clause 6.5.

Veterinary Board means a body that is authorised by legislation in a state or territory to govern the professional activities of veterinarians in that state or territory.

4. THE ACCREDITATION PROGRAM FOR AUSTRALIAN VETERINARIANS

4.1. Scope of the APAV

The APAV will be comprised of the activities, procedures and related matters, set out in this document, for the Accreditation and Approval of veterinarians engaged by Agencies for APAV Operational Programs.

4.2. Maintaining Program Integrity and Performance

APAV Operational Programs must be technically and administratively sound, operate with clear objectives and incorporate appropriate accountabilities to ensure the program operates at the highest level of integrity.

APAV Operational Programs must comply with all relevant published protocols, national standards including, without limitation, AGSOC-endorsed standards such as the Australia and New Zealand Standard Diagnostic Procedures (ANZSDPs).

In accordance with clause 4.7(k), any concerns about APAV Operational Programs and their integrity or performance should be directed to the Government Veterinarian responsible for the APAV Operational Program, the Chief Veterinary Officer or Animal Health Australia, as is appropriate. In some circumstances issues shall be referred to Animal Health Committee for action.

4.3. Funding of the APAV

Animal Health Australia's and state and territory costs to implement the APAV will be partially recovered from Fees paid by Accredited Veterinarians.

Agencies conducting APAV Operational Programs may recover their costs of conducting such programs through application and renewal Fees.

Costs incurred by Animal Health Australia in administering and assessing the Registration Course as described in this document will be partially recovered from Fees paid by Accredited Veterinarians.

Costs incurred by states and territories in managing on-going accreditation processes will be borne by that state or territory.

4.4. Responsibilities of Animal Health Australia

Animal Health Australia will manage, administer and promote the APAV in accordance with this document and in particular:

- a) implement the national management of the APAV;
- b) provide training and assessment materials to Applicants;
- c) maintain the National Register and database and records relating to the APAV;
- d) make the National Register available to the public through Animal Health Australia's website;
- e) make available to the relevant state and territory Chief Veterinary Officer details about each Applicant's successful completion of the Registration Course, or the Refresher Course, and payment of the required Accreditation Fee
- f) arrange for the annual renewal of Accreditations;
- g) periodically arrange for meetings of the APAV Coordination Group;
- h) ensure that all of Animal Health Australia's administrative and related duties associated with this document are carried out.

Where Animal Health Australia is operating as an Agency, Animal Health Australia will establish all necessary procedures and provide all resources contemplated by this document.

4.5. Responsibilities of States and Territories

Each state and territory will comply with its obligations as set out in this document in respect of Agencies' activities under the APAV, including the establishment of all necessary procedures and the provision of all resources contemplated by this document for which the state or territory is responsible.

The obligations of the states and territories include putting in place and maintaining procedures necessary to:

- a) enable the Chief Veterinary Officer of the relevant state or territory to manage, conduct and participate in the APAV as set out in clause 4.9;
- b) enable the Government Veterinarian responsible for any APAV Operational Program of the relevant state or territory to manage and conduct the APAV; and
- c) ensure that the Registration Course and the Refresher Course are conducted in accordance with clauses 6.1 and 6.2 and Appendix 1 including the provision of all

necessary procedures, resources and arrangements and the engagement of Authorised Trainers.

4.6. Responsibilities of Agencies

Agencies will not engage non Accredited Veterinarians for APAV Operational Programs, unless such engagement is for duties that do not require accreditation and will ensure procedures are in place and funds are available to enable the Agency to:

- a) ensure that all APAV Operational Programs for which the Agency is responsible are fully described, recorded and accounted for in the Agency's records;
- b) ensure that a document describing each relevant APAV Operational Program is provided to the Chief Veterinary Officer;
- c) ensure that Operational training is conducted in accordance with clause 6.3.;
- d) apply and manage the renewal process for all of the Agency's APAV Operational Programs;
- e) issue, for each APAV Operational Program, Approval Certificates in accordance with clause 8.2.;
- f) ensure that the Government Veterinarian responsible for the APAV Operational Program makes regular contact with Accredited Veterinarians for the purpose of providing APAV and APAV Operational Program information and monitoring and reviewing the Accredited Veterinarian's performance;
- g) conduct audits of the performance of Accredited Veterinarians under APAV Operational Programs, and of APAV Operational Programs;
- h) inform the Chief Veterinary Officer of veterinarians who are Approved Veterinarians for APAV Operational Programs and of any information relevant to Approvals;
- i) inform Animal Health Australia of the existence, nature and extent of any APAV Operational Program and of all Approvals; and
- j) review the Approval of an Approved Veterinarian.

4.7. Obligations of Accredited Veterinarians

Applicants for accreditation will be required to complete and sign the application form. They will then be taken to have undertaken to comply with their obligations in respect of the APAV as set out in this document, including the observance of all requirements and procedures established by an Agency.

Once an Accredited Veterinarian has received a Veterinary Accreditation Number and a certificate of Approval he/she may wish to carry out activities in another jurisdiction. The Chief Veterinary Officer of the new state or territory must be advised and may require the Accredited Veterinarian to complete, prior to performing any accredited duties in the new state or territory, a supplementary orientation in animal health procedures and issues relevant to that state or territory.

The obligations of each Accredited Veterinarian will include, without limitation:

- a) subject to clause 15, compliance with any variations to this document that are made by Animal Health Australia under clause 15 of which they have been properly informed;
- b) undertake the Refresher Course and Further Operational Training as required by Animal Health Australia, a Chief Veterinary Officer or a Government Veterinarian responsible for the APAV Operational Program;
- c) pay all Fees in the amount, and the manner, that are stipulated by Animal Health Australia, or an Agency, in respect of the Registration Course, the Refresher Course or Further Operational Training;
- d) maintain the highest professional and safety standards in all aspects of his or her activities as an Accredited Veterinarian;
- e) carry out all duties with due care and diligence;
- f) perform his or her functions, duties or responsibilities under any APAV Operational Program promptly, economically and efficiently;
- g) uphold the standing and reputation of the Australian Veterinary Service;
- h) not use their Accreditation with respect to, or apply or represent Accreditation as applying to, any activity that is not part of the APAV;
- i) maintain his or her awareness of the APAV, including APAV Information, and in particular this document as amended from time to time;
- j) maintain, as appropriate, contact with the Government Veterinarian responsible for each APAV Operational Program;
- k) inform the Government Veterinarian responsible for the APAV Operational Program, the Chief Veterinary Officer or Animal Health Australia, as is appropriate, of any matter that comes within the knowledge of the Accredited Veterinarian that is material to the effectiveness of an APAV Operational Program;
- l) accurately, legibly and promptly prepare all documentation and submit reports in accordance with any APAV and APAV Operational Program requirements;
- m) clearly identify him or herself on all APAV or APAV Operational Program documents by signature, full name, address and Veterinary Accreditation Number;
- n) keep the following records for not less than 7 years:
 - Accredited Veterinarians' records of activities and services under APAV Operational Programs
 - Correspondence with Accredited Veterinarians' clients under APAV Operational Programs
 - Complaints and disputes concerning APAV Operational Programs
 - Legal advice received regarding any aspect of the APAV or Accredited Veterinarians
- o) promptly declare any apparent, potential or actual conflict of interest to the Chief Veterinary Officer and the Government Veterinarian responsible for the APAV Operational Program and take all reasonable practicable steps to avoid that conflict;
- p) explain, with all due care, the APAV and any relevant APAV Operational Program to persons who are affected by, or have an interest in, an APAV Operational Program, so far as is necessary for the purposes of the Accredited Veterinarian's engagement on that APAV Operational Program in relation to those persons;

- q) recognise that, as a participant in APAV, he/she is in a privileged position in terms of knowledge of and access to an APAV Operational Program and, accordingly, to advise Animal Health Australia and/or the responsible Agency of concerns or comments the Accredited Veterinarian may have about the APAV, Animal Health Australia, the responsible Agency, any APAV Operational Program or officers of the Agency;
- r) carry appropriate professional indemnity and public liability insurance;
- s) cooperate fully and promptly in all audits of his or her work or activities under the APAV;
- t) consult with the Government Veterinarian responsible for the APAV Operational Program or, if that is not practical or appropriate in the circumstances, with the Chief Veterinary Officer or Animal Health Australia if the Accredited Veterinarian becomes concerned about the currency of APAV Information; personally carry out all activities undertaken in relation to an APAV Operational Program, except where clause 4.8. provides that activities may be undertaken other than personally; and
- u) use official channels for communication in respect to the APAV or APAV Operational Programs.

4.8. Permission for Accredited Veterinarian to Engage Subcontractors

An Accredited Veterinarian must not engage an agent, employee or subcontractor for the purposes of APAV, unless they comply with the following conditions:

- a) the Government Veterinarian responsible for the APAV Operational Program must give prior written approval for the nature of work to be undertaken by the Accredited Veterinarian's agent, employee or subcontractor (which may be done on an individual or "class" basis);
- b) the Accredited Veterinarian must ensure that the agent, employee and/or subcontractor is thoroughly and appropriately trained to perform the required tasks;
- c) the Accredited Veterinarian must sign any certificate, test submission form, or other record of the work performed by an agent, employee or subcontractor;
- d) the Accredited Veterinarian must ensure that his or her agents, employees or subcontractors comply with this document;
- e) the Accredited Veterinarian must Supervise all duties undertaken by his or her agents, employees or subcontractors for the purposes of the APAV; and
- f) the Accredited Veterinarian will remain personally liable in respect of any activities performed by an agent, employee or subcontractor.

4.9. Obligations of Chief Veterinary Officers

The obligations of a Chief Veterinary Officer are to:

- a) promote awareness of the APAV within the state or territory;
- b) provide APAV Information as appropriate to prospective Applicants and Accredited Veterinarians;
- c) respond to any Application for Accreditation in accordance with clause 5 and Appendices 1 and 2;

- d) notify the Veterinary Board of the state or territory of veterinarians in the state or territory who become Accredited Veterinarians;
- e) authorise trainers for the Registration Course;
- f) sign and issue Certificates of Accreditation which have been initially processed and provided to the Chief Veterinary Officer by Animal Health Australia;
- g) ensure that only Accredited Veterinarians participate in APAV Operational Programs for which the Chief Veterinary Officer is responsible;
- h) ensure that all APAV Operational Programs for which the Chief Veterinary Officer has responsibility adhere to the principles and structure of training as specified by the Australian Government Department of Education and Training from time to time;
- i) monitor the performance of Accredited Veterinarians;
- j) confirm with Animal Health Australia that Accreditation has been issued; and;
- k) notify Animal Health Australia from time to time of any updated information pertaining to veterinarians accredited for APAV operational programs for which the Chief Veterinary Officer is responsible.

4.10. Funding of APAV Operational Programs

Animal Health Australia has no obligation to fund APAV Operational Programs or the activities of Agencies under the APAV. The Australian Government and each state and territory, acting either as such or as represented by an Agency, will be responsible for funding any APAV Operational Program for which it has responsibility.

5. APPLICATIONS FOR ACCREDITATION

Each Applicant must complete an Application for Accreditation. That Application is a legal document constituting a formal offer by the Applicant to undertake contractual obligations as set out in this document and will lead to a binding contract being formed if the veterinarian is Accredited. An Applicant should, if necessary, obtain independent legal advice about his or her obligations in relation to an Application. An Application for Accreditation must:

- a) be submitted with the appropriate Fee to the Chief Veterinary Officer in the state or territory of the Applicant's residence;
- b) be processed in accordance with Appendix 1; and
- c) be rejected if the Applicant is not a Registered Veterinarian or:
 - I. the Applicant was an Accredited Veterinarian whose Accreditation was terminated under clause 11, and a period of less than 2 years has elapsed since the termination took effect; and/or
 - II. the Chief Veterinary Officer is satisfied that matters that were the subject of or the reasons for the termination are still applicable;
 - III. for other reasons at the discretion of the Chief Veterinary Officer.

6. ACCREDITATION AND OPERATIONAL TRAINING

6.1. Initial Accreditation Training (Registration Course)

The following conditions apply to the Registration Course:

- a) Each Applicant must undertake the Registration Course in accordance with Appendix 4.
- b) Animal Health Australia will provide a training package for the Registration Course, the costs of which Animal Health Australia will recover from participating veterinarians in the application Fee and annual renewal Fee.
- c) Animal Health Australia must make available to all Chief Veterinary Officers, within 10 working days of the completion of the Registration Course by an Applicant, whether the Applicant has been formally assessed as meeting the required standard.

6.2. Further Accreditation Training (Refresher Course)

The following conditions apply to the Refresher Course:

- a) Accredited Veterinarians must undertake the Refresher Course as notified to them in writing by Animal Health Australia.
- b) Animal Health Australia may stipulate the Refresher Course that is to be undertaken by all Accredited Veterinarians and must communicate these requirements to all Chief Veterinary Officers in writing.
- c) The Fees that are applicable for the Refresher Course must be determined by the party that manages the delivery of the training.
- d) Each state or territory must ensure that, within 10 working days of the completion of the Refresher Course by an Applicant, or such other date as the Chief Veterinary Officer may require, Animal Health Australia makes available whether the Applicant has been formally assessed as meeting the required standard.

6.3. Operational Training and Further Operational Training

The following conditions apply to all Operational Training:

- a) Accredited Veterinarians must undertake Operational Training as notified to them in writing by an Agency prior to becoming approved.
- b) Agencies may stipulate Further Operational Training requirements in respect of any APAV Operational Program for which they have responsibility.
- c) The Fees that are applicable for Operational Training or Further Operational Training must be determined by the Agency that manages the delivery of the training.
- d) Each Agency must ensure the conduct of Operational Training and where necessary, Further Operational Training, for its APAV Operational Programs.

Each Agency must ensure that, within 10 working days of the completion of any Operational Training by an Accredited Veterinarian, or such other date as the Government Veterinarian responsible for the APAV Operational Program may require, the Authorised Trainer notifies

the Government Veterinarian responsible for the APAV Operational Program of whether the Accredited Veterinarian has met the required standard.

6.4. Requirements applicable to Operational and Further Operational Training

- a) All Fees for Operational Training are payable by the Accredited Veterinarian to the Agency that is responsible for the training.
- b) Each Agency must make available to Accredited Veterinarians applying for Approval, information about the training required for the APAV Operational Programs for which it has responsibility.
- c) Agencies must ensure that all training:
 - I. is in accordance with this document and any requirements stipulated by Animal Health Australia or the Chief Veterinary Officer;
 - II. is competency-based in accordance with the Australian Industry Skills Council;
 - III. is conducted by Authorised Trainers; and
 - IV. incorporates formal assessment of trainees.

6.5. Accreditation

Accreditation commences when a Veterinary Accreditation Number has been issued by Animal Health Australia. The following conditions apply to the grant of Accreditation:

- a) Animal Health Australia must:
 - I. maintain a database of unique Veterinary Accreditation Numbers;
 - II. within 10 working days of receipt of notice from a state or territory Chief Veterinary Officer that Accreditation has been approved, issue the Applicant with a Veterinary Accreditation Number;
 - III. maintain a record of the Veterinary Accreditation Numbers that have been issued to each Accredited Veterinarians;
 - IV. maintain a database of other information concerning Accreditations;
 - V. make information about Accreditation available in the National Register in accordance with clause 7.
- b) Chief Veterinary Officers must:
 - I. within 10 working days of receipt of a notice under clause 6.1(c) notify Animal Health Australia whether the Applicant has been approved for Accreditation;
 - II. take all reasonable precautions to ensure the secure storage and handling of information about accreditation that is within the Chief Veterinary Officer's possession or control;

7. NATIONAL REGISTER

7.1. Details to be Included on National register

Animal Health Australia will maintain the National Register on which will be maintained, in respect of each Accredited Veterinarian:

- a) the Veterinary Accreditation Number;
- b) the name and address of the Accredited Veterinarian;
- c) the date of issue of the Veterinary Accreditation;
- d) the APAV Operational Programs for which the Accredited Veterinarian has or has had Approval.

Animal Health Australia will also keep a record of any suspension or termination of Accreditation and amend the National Register accordingly.

7.2. Accredited Veterinarians

By submitting their Application, Accredited Veterinarians approve the placement of the material referred to in paragraphs 7.1(a) to (d) on the publicly available National Register.

8. APPROVAL

8.1. Approval by Agency

Agencies may only give Approval to a veterinarian to engage in, or to be engaged under, an APAV Operational Program if that veterinarian is an Accredited Veterinarian.

8.2. Certificate of Approval

An Approval Certificate must:

- a) include certification that the Government Veterinarian responsible for the APAV Operational Program is satisfied that the person to whom the certificate is issued is an Accredited Veterinarian and has completed all the requirements necessary under this document to be engaged in an APAV Operational Program of the Agency; and
- b) be signed by the Government Veterinarian responsible for the APAV Operational Program for which the Approval is given.

8.3. Cancellation of Approval

An Agency must cancel an Approval immediately if:

- a) the Agency receives notice from Animal Health Australia or the Chief Veterinary Officer that the Accreditation of an Accredited Veterinarian has been suspended or terminated (Appendix 3), or that the veterinarian in question has ceased to be a Registered Veterinarian; or

- b) the APAV Operational Program in respect of which the Approval was granted has finished or has been substantially altered.

8.4. Notice of Approval

Each Agency must give a notice in writing to Animal Health Australia and the Chief Veterinary Officer in each state or territory in which an APAV Operational Program for which the Agency has responsibility is to be conducted, of every Approval in respect of that APAV Operational Program. The notice must include:

- a) the Veterinary Accreditation Number;
- b) the name, address and date of birth of the Accredited Veterinarian;
- c) the Operational Program to which the Approval relates; and
- d) any other information about the Approval that is relevant to the APAV.

9. ANNUAL RENEWAL OF ACCREDITATION

- a) Accreditation is effective for a period ending 31 December in each year for which the accreditation is granted.
- b) Renewal will be granted on an annual basis, subject to satisfactory performance by the Accredited Veterinarian in accordance with this document, completion of the Refresher Course (every second year) and the payment of the annual Fee determined by Animal Health Australia.
- c) The annual renewal Fee must be paid within 60 days of receipt of a notice from Animal Health Australia to the Accredited Veterinarian that the Fee is due.
- d) Animal Health Australia may, in its discretion, accept an annual renewal Fee after the 60 days has expired subject to the payment of a late Fee the amount of which must be determined by Animal Health Australia and notified to the Accredited Veterinarian by Animal Health Australia in writing.
- e) A veterinarian whose Accreditation is not renewed in accordance with this clause will have this recorded against their Veterinary Accreditation Number.

10. AVAILABILITY OF WORK AS AN ACCREDITED VETERINARIAN

Neither Accreditation nor Approval constitutes a guarantee by Animal Health Australia, a Chief Veterinary Officer or Agency of any work under any APAV Operational Program for the Accredited Veterinarian.

11. SUSPENSION OR TERMINATION OF ACCREDITATION

Accreditation may be suspended or terminated by Animal Health Australia in accordance with the procedure in Appendix 3.

A veterinarian whose Accreditation is suspended or terminated for any reason will have this recorded against his/her Veterinary Accreditation Number on Animal Health Australia's database.

12. AUDIT PROCEDURES

12.1. Audit

Animal Health Australia may, if it considers appropriate, perform or require the performance of an audit of any aspect of the APAV, including any financial estimate, expenditure or report, to be funded by an Agency under the APAV. The Parties must give all reasonable assistance to Animal Health Australia and/or its authorised representatives for the purposes of the conduct of the audit, including making available accounts, supporting material and personnel, in relation to any such audit.

12.2. Cost of Audit

Unless Animal Health Australia agrees otherwise in writing, the cost of any audit that Animal Health Australia requires to be performed under this clause will be borne by the Agency.

12.3. Request for Audit by any Person

Any person may request an audit of an APAV Operational Program or an Accredited Veterinarian and Animal Health Australia shall, upon such request, require that the audit occur in accordance with clause 12.1 provided that the person who requests the audit meets all of the costs of the audit.

12.4. Agency Audit

In addition to their responsibilities under clause 4.6, each Agency must ensure that APAV Operational Programs are properly audited according to a schedule of audits included in the description of each APAV Operational Program. The agency must fund those audits, and ensure that a minimum of 25% of all Accredited Veterinarians who are actively engaged in the APAV Operational Programs for which that Agency is responsible are audited per annum.

Audit of an Accredited Veterinarian engaged for an APAV Operational Program will include an examination of:

- a) the Accredited Veterinarian's maintenance of registration with the state or territory Veterinary Board;
- b) accuracy and legibility of documentation;
- c) inclusion on official documents of signature, name, address and registration number;
- d) retention of official documents;
- e) professional indemnity and public liability insurance;
- f) the validity of the Approval Certificate and any other relevant documentation;
- g) records of activity supplied by the veterinarian as compared to documents issued;
- h) records from laboratories and checking these as compared to veterinarian's records;
- i) the disposition of any reactors to diagnostic tests against property and/or laboratory (and/or meatworks) records;

- j) compliance with disease management programs or contracts between the Accredited Veterinarian and the Agency;
- k) any management plan or other documented advice given to owners by the Accredited Veterinarian; and
- l) checking individual identification of stock, where required.

12.5. Audits to be provided to Animal Health Australia

Each Agency must provide a copy of the results of its audits of APAV Operational Programs and Accredited Veterinarians to Animal Health Australia.

12.6. Rating of Audits

Each component of an audit of an Accredited Veterinarian must be rated by the auditor according to the four categories: Conforms, Minor Defect, Major Defect and Critical Defect.

12.7. Minor Defect

A minor defect is any deviation from good practice that is unlikely to compromise an APAV Operational Program. The Government Veterinarian responsible for the APAV Operational Program must discuss a minor defect with the Accredited Veterinarian with a view to rectification or improvement. This will be checked for compliance within 6 months of the date of the audit.

12.8. Major Defect

A major defect is a major deficiency in record keeping or practice, which has the potential to compromise an APAV Operational Program, for example, substantial inaccuracies in record keeping, important omissions in record keeping or unsatisfactory submission of samples for testing. The following procedure applies to a major defect:

- a) Animal Health Australia or Agency, as the case requires, must immediately and fully report the defect to all parties involved and require that the Accredited Veterinarian rectify the defect within a specified time.
- b) A follow-up audit to check that the defect has been rectified must be scheduled. Such a follow-up audit will be conducted on a full cost recovery basis, with the Accredited Veterinarian bearing all costs.
- c) If the Accredited Veterinarian fails to rectify the defect within the specified time, Animal Health Australia or the Agency may invoke the suspension or termination procedure in clause 11.

12.9. Critical Defect

A critical defect is one which has the potential to seriously compromise the APAV Operational Program or the APAV, for example, without limitation, malpractice, deceit, negligence, criminal conduct or gross error in relation to:

- a) non disclosure of positive herd test results;

- b) substitution of animals/samples;
- c) failure to disclose known introduction of animals from an infected herd;
- d) failure to keep essential records;
- e) false certification; or
- f) failure to declare an actual conflict of interest.

A critical defect will result in the termination procedure in clause 11 being immediately invoked.

12.10. Reporting by Animal Health Australia

Animal Health Australia must report to its Members as to the progress of the APAV through its Annual General Meeting and Annual Report, or in such other manner as Animal Health Australia may consider appropriate from time to time.

13. LIABILITY OF ANIMAL HEALTH AUSTRALIA

Animal Health Australia is not responsible for any liability or loss incurred by any Accredited Veterinarian or any employee, agent or representative of the Accredited Veterinarian in connection with the carrying out of the APAV, except where the liability or loss is as a direct consequence of any negligent or deliberately wrongful act or omission of Animal Health Australia (or any of its directors, officers or employees) in which case Animal Health Australia will be liable for the proportion of the liability or loss which is a direct consequence (and excluding any indirect liability or loss) of that negligent or deliberately wrongful act or omission.

14. INDEMNITY

Each Accredited Veterinarian (“Indemnitor”) must, and by making Application for Accreditation undertakes that he or she will, indemnify and keep indemnified Animal Health Australia and its directors, officers, employees, agents and representatives (“Indemnitee”) from and against all liability, loss, harm, damage, cost or expense (including legal costs on a solicitor and own client basis) (“Liability”) howsoever arising that the Indemnitee may suffer, incur or sustain as a result of:

- a) any breach by the Indemnitor of the obligations set out in this document other than where it is a consequence of an act required by law; or
- b) any unlawful, negligent or deliberately wrongful act or omission by the Indemnitor in respect of or relating to the APAV,

provided that the indemnity given by the Indemnitor will be reduced proportionately to the extent that the Liability is a direct consequence (and excluding any indirect liability or loss) of any negligent or deliberately wrongful act or omission of Animal Health Australia (or any of its directors, officers or employees). Animal Health Australia will hold the rights of the other parties comprising the Indemnitee on trust for those parties.

15. VARIATION OR AMENDMENT

If at any time Animal Health Australia wishes to vary or amend this document, it may do so after consultation with the Australian Veterinary Association, and the Australian Government, states and territories and issue of a notice in writing to all Chief Veterinary Officers, Government Veterinarians responsible for the APAV Operational Programs, Agencies, the Australian Veterinary Association, Accredited Veterinarians and Applicants. No such variation or amendment will bind an Accredited Veterinarian unless:

- a) that Accredited Veterinarian has received the written notification of the variation or amendment; and
- b) the Accredited Veterinarian has not, within 28 days of the date of such notification, advised Animal Health Australia in writing that he or she does not accept such a variation or amendment.

Where an Accredited Veterinarian notifies Animal Health Australia that he or she cannot accept a variation or amendment which has been notified to him or her by Animal Health Australia, Animal Health Australia may, in its discretion, terminate the Accreditation of the Accredited Veterinarian.

16. PROPER LAW

This document and the transactions contemplated by it will be construed and take effect in accordance with and governed by the laws of the Australian Capital Territory, Australia and the Accredited Veterinarian and Animal Health Australia hereby submit themselves to the exclusive jurisdiction of the courts in and of the Australian Capital Territory and the Federal Court of Australia and the respective courts of appeal there from.

17. AGENCY

No Accredited Veterinarian may act on behalf of, represent itself as agent for, or otherwise purport to bind, Animal Health Australia.

18. APPENDIX 1 – APPLICATION PROCEDURE

This procedure was amended on the 25th September, 2013.

Upon receipt of an Application for Accreditation, the Chief Veterinary Officer must determine whether or not to accept the Application. In determining whether or not to accept an Application, the Chief Veterinary Officer may have regard to any information he or she believes is relevant to the Application including any information which comes into the possession or control of:

- that Chief Veterinary Officer or the Chief Veterinary Officer of another state or territory;
- Animal Health Australia;
- an Agency;
- the Veterinary Board of, or a Government Veterinarian responsible for an APAV Operational Program in, any state or territory; or
- a relevant professional body in any other jurisdiction.

The Registration Course is provided in an online learning format, and can be accessed at <http://aha.canopihr.com.au>.

When a veterinarian completes the Registration Course they will be asked if they would like to become Accredited under the APAV. A 'yes' answer will prompt a request to the veterinarian's state department of primary industry to endorse their application and a request for payment. Once endorsement has been received and payment made (electronically) the veterinarian is confirmed as an Accredited Veterinarian and will receive an email acknowledging this.

If the Application is rejected, the Applicant will also be notified by email.

The Applicant may make a written submission to the Chief Veterinary Officer to challenge the decision or request further information.

Within 10 working days of receiving such a written submission, the Chief Veterinary Officer must send to the Applicant an acknowledgment of receipt.

The Chief Veterinary Officer must consider any reasonable submission made by the Applicant, in his or her written submission, and must within 30 days of receiving the submission, or such other reasonable time as the Chief Veterinary Officer notifies to the Applicant, send to the Applicant either of:

- a) a letter of acceptance or
- b) a letter of final rejection of the Application.

If the Chief Veterinary Officer gives a final rejection of an Application, no new Application by the Applicant shall be considered by any Chief Veterinary Officer within one year of the date of the Application that was rejected, unless such new Application is invited by the Chief Veterinary Officer in writing.

19. APPENDIX 2 – AGREEMENT FOR ENTRY INTO THE APAV

I certify that I have read the APAV Policy and Procedures (2016) and agree to be legally bound by all the conditions contained therein in so far as they are relevant or applicable to me.

I undertake that the APAV is an accountable, structured process to actively involve non-government veterinarians in animal disease control activities at regional and national levels and that the structure of the APAV reflects the complexities of animal health arrangements and activities in Australia.

I recognise that participation in the APAV will allow me access to, and thus privileged knowledge of, APAV Operational Programs and of the policies and practices of the Agencies that manage those programs. In accordance with clause 4.7(k) of the APAV, I undertake to inform the Government Veterinarian responsible for the APAV Operational Program, the Chief Veterinary Officer or Animal Health Australia, as is appropriate, of any concerns I have or any comments I may wish to make about the APAV, an APAV Operational Program or a responsible Agency or its officers.

I undertake that, if my Accreditation lapses or is suspended or terminated, or any Approval cancelled, or I cease to be a Registered Veterinarian, I will not in any way represent myself nor hold myself out to any person as being an Accredited Veterinarian and will not act as such whether in relation to an APAV Operational Program or otherwise.

I hereby warrant that:

- a) I am registered or licensed in accordance with the requirements of any applicable legislation or regulations for the purposes of, or incidental to, performing veterinary services under the APAV.
- b) I have complied with any relevant statutory and lawful requirements of governmental, public and other competent authorities including any relevant professional standards for the purposes of or incidental to performing those services.
- c) This Application is true and not misleading in any way.

In accordance with clause 14 of the APAV Policy and Procedures (2016) I hereby indemnify, and will keep indemnified, Animal Health Australia and its directors, officers, employees and agents and representatives (“Indemnatee”) from and against all liability, loss, harm, damage, cost or expense (including legal costs on a solicitor and own client basis) (“Liability”) howsoever arising that the Indemnatee may suffer, incur or sustain as a result of:

- a) any breach by me of the obligations set out in this document other than where it is a consequence of an act required by law; or
- b) any unlawful, negligent or deliberately wrongful act or omission by me in respect of or relating to the APAV,

provided that the indemnity given by me will be reduced proportionately to the extent that the Liability is a direct consequence (and excluding any indirect liability or loss) of any negligent or deliberately wrongful act or omission of Animal Health Australia (or any of its directors, officers or employees). Animal Health Australia will hold the rights of the other parties comprising the Indemnatee on trust for those parties.

I agree that I will perform the services in the APAV and any APAV Operational Program solely at my own risk and I accept that, in accordance with clause 13 of the APAV Policy and Procedures Animal Health Australia is not responsible for any liability or loss incurred by me or any employee, agent or representative or mine in connection with the carrying out of the APAV, except where the liability or loss is as a direct consequence of any negligent or deliberately wrongful act or omission of Animal Health Australia (or any of its directors, officers or employees) in which case Animal Health Australia will be liable for the proportion of the liability or loss which is a direct consequence (and excluding any indirect liability or loss) of that negligent or deliberately wrongful act or omission.

Privacy Statement

This statement is specific to the Accreditation Program for Australian Veterinarians (APAV) and should be read in conjunction with Animal Health Australia's Privacy Statement which may be accessed on the Animal Health Australia [website](#). When you provide personal information in an Application for Entry into the Accreditation Program for Australian Veterinarians (APAV):

We will record your name, Veterinary Board name, Veterinary Accreditation Number, address, date of birth, telephone and/or facsimile number and e-mail address.

We will only use this information for purposes relevant to APAV: this includes the publishing of your accreditation details on the AHA website.

Your personal information will be added to a mailing list, but only for the purpose of providing you with information arising from or in connection with APAV.

We will not disclose your personal information without your consent except where Animal Health Australia may be required by law to disclose it.

At your request we will provide you with access to all information that we have collected about you in accordance with the Privacy Act 1988. To gain access to your information, contact us at Animal Health Australia, PO BOX 5116, Braddon, ACT, 2612. If you believe that this information is inaccurate, incomplete or out of date please tell us so that we may correct it.

20. APPENDIX 3 – SUSPENSION OR TERMINATION OF ACCREDITATION

20.1. Suspension

Animal Health Australia or the Chief Veterinary Officer must suspend a veterinarian's Accreditation if the veterinarian's registration with a state or territory Veterinary Board is suspended.

The Chief Veterinary Officer must suspend an Accreditation immediately without any prior notice, where in the Chief Veterinary Officer's reasonable opinion the continued engagement of the Accredited Veterinarian in an APAV Operational Program would pose a substantial risk to the safety of persons or property or seriously damage the APAV or an APAV Operational Program.

A Chief Veterinary Officer may suspend an Accreditation, if in his or her reasonable opinion, the Accredited Veterinarian has failed to comply with this document.

If the Chief Veterinary Officer proposes to suspend an Accreditation where there is no substantial risk to the safety of persons or property or of serious damage to the APAV or an APAV Operational Program, he or she must notify the Accredited Veterinarian to that effect in writing, within a reasonable time before the Chief Veterinary Officer considers that the suspension should take effect, to enable the Accredited Veterinarian to make a submission to the Chief Veterinary Officer. The notice must specify:

- a) the period of the proposed suspension;
- b) the reasons for the proposed suspension; and
- c) the day or time by which the Chief Veterinary Officer considers that it is reasonable in all the circumstances of the case for the Accredited Veterinarian to make a submission.

If the Accredited Veterinarian makes a submission, the Chief Veterinary Officer must take it into consideration, and may then decide to suspend the Accreditation on the same or some other day as that proposed, or to not suspend the Accreditation.

If the Chief Veterinary Officer suspends an Accreditation, he or she must notify Animal Health Australia which will in turn advise all Agencies that have issued current Approvals to the veterinarian. Each of those Agencies must immediately suspend all Approvals issued to the veterinarian and must cease to engage the veterinarian on any APAV Operational Program, for the period of the suspension. The veterinarian must cease work on each APAV Operational Program for that period.

The Chief Veterinary Officer must inform Animal Health Australia of a suspension of Accreditation and Animal Health Australia must amend the National Register and its records accordingly.

20.2. Termination

Animal Health Australia must terminate a veterinarian's Accreditation if the veterinarian's registration with a state or territory Veterinary Board is terminated.

Animal Health Australia may terminate an Accreditation if, in Animal Health Australia's reasonable opinion, the Accredited Veterinarian has failed to comply with this document and a suspension would be inappropriate.

If Animal Health Australia proposes to terminate an Accreditation, Animal Health Australia must notify the Accredited Veterinarian to that effect in writing, within a reasonable time before Animal Health Australia considers that the termination should take effect, to enable the Accredited Veterinarian to make a submission to Animal Health Australia. The notice given by Animal Health Australia must specify:

- a) the reasons for the proposed termination; and
- b) the day or time by which Animal Health Australia considers that it is reasonable in all the circumstances of the case for the Accredited Veterinarian to make a submission.

If the Accredited Veterinarian makes a submission, Animal Health Australia must take it into consideration, and may then decide to terminate the Accreditation on the same or some other day as that proposed, to not terminate the Accreditation, or to suspend the Accreditation.

If Animal Health Australia terminates an Accreditation, it must notify the relevant Chief Veterinary Officer and all Agencies that have issued current Approvals to the veterinarian and each of those Agencies must immediately terminate all Approvals issued to the veterinarian and must cease to engage the veterinarian on any APAV Operational Program. The veterinarian must cease work on each APAV Operational Program on which the veterinarian is engaged in accordance with clause 11.

21. APPENDIX 4 – CONTENTS OF THE REGISTRATION COURSE

The Registration Course covers the following subject matters. Applicants must complete the course and its assessment exercises.

Module 1: Introduction to the APAV

- Terms, Definitions, Acronyms and Abbreviations
- Attaining Accreditation
- Maintaining Accreditation
- Approval to Participate in an Operational Program
- Other Administrative Matters Relating to Accreditation

Module 2: Australia's Animal Health System

- Australian Government Committees
- Government–Industry Committees and Organisations
- Biosecurity Reforms
- Australian Government Animal Health Services
- State and Territory Animal Health Services
- State and Territory Animal Health Laboratories
- CSIRO Australian Animal Health Laboratory
- Australian Pesticides and Veterinary Medicines Authority
- Office of the Gene Technology Regulator

Module 3: International Animal Health Issues

- The World Trade Organisation
- OIE: the World Organisation for Animal Health
- Food and Agriculture Organisation of the United Nations
- World Health Organisation

Module 4: Animal Disease Programs

- State and Territory Legislation
- Principles
- Exercising Powers
- Inspector's Powers
- Restricting Movements
- Reporting Requirements
- Orders
- Special Circumstances
- Australian Government Legislation
- Quarantine Act and Biosecurity Act
- Export Control Act and the Meat and Livestock Industry Act
- Controlling Livestock Movements
- Animal Identification Systems
- Principles
- Livestock Brands
- Tail Tags
- Tattoo Branding and Ear Tagging of Pigs

- National Livestock Identification System
- Disease Surveillance in Australia
- Endemic Disease Management in Australia
- Notable Past Disease Control and Eradication Programs

Module 5: Responsibilities of an Accredited Veterinarian

- General Responsibilities of Registered Veterinary Surgeons
- General Laws that may affect Legal Liability
- Managing Risks
- Ethical Requirements
- Conflict of Interest
- Record Keeping and Audit Procedures
- Supervision of Subcontractors
- Discussing Government Policy
- Movement of Livestock
- Notification of Disease
- Obligations
- Nationally Agreed List
- Provision of Certification
- Obligations
- Integrity
- Obligations of Stock Owners

Module 6: Emergency Disease Responsibilities of Veterinarians

- Managing Terrestrial Animal Health Emergencies
- Actions to be Taken by Veterinary Practitioners
- Principles
- Endemic or Exotic Diseases
- Decontamination of Personnel and Equipment

Module 7: Livestock Welfare Issues

- Animal Welfare Policy
- Animal Welfare and the Transport of Animals
- Government Regulation of Live Exports
- Enforcing the Legislation

Module 8: Use of Veterinary Laboratories

- Australia's Animal Health Laboratories
- Sample Collection, Preparation and Submission
- Application and Interpretation of Diagnostic Tests
- Test Accuracy
- Predictive Values
- True Prevalence
- Group Testing