



K E N Y A V E T E R I N A R Y B O A R D

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PART I: GUIDELINES ON THE ESTABLISHMENT OF THE KENYA COLLEGES OF VETERINARY CONSULTANTS

Preamble

The Kenya Veterinary Board is established by the Veterinary Surgeons and Veterinary Paraprofessionals Act, 2011 the Laws of Kenya, with the mandate of regulating veterinary education, practice and business in the country. To date, approximately 1980 Veterinary Surgeons have been registered. The Veterinary Surgeons and Veterinary Paraprofessionals Act 2011, Regulations 2013 (Section 14) mandates the Board to register veterinary Specialist/Consultant colleges.

Internationally, recognition of Consultants/Specialists is a common practice. Examples of such institutions include, the European College of Veterinary Pharmacology and Toxicology, American College of Veterinary Pathology, American College of Veterinary Surgeons, to name a few. Such Colleges guide the development of training, examination, accreditation of specialized disciplines in the veterinary profession. The VSVP Act Regulations provides for the establishment of Colleges of Consultants/Specialists/Experts in the major disciplines of veterinary medicine and surgery. The Kenya Veterinary Board has therefore developed these guidelines for the establishment of Colleges of Veterinary Consultants/Specialists. This document defines the modalities for establishment, and governance of the Colleges, as well as the criteria for recognition of veterinarians as Consultants/Specialists.

1.0 CONSULTANTS, EXPERTS AND SPECIALISTS

The use of the title “Consultant” or “Specialist” in the Kenyan context implies skill, experience and or knowledge up and beyond the basic degree of Veterinary Medicine. Such expertise shall have been acquired after graduation from an institution recognized by the Kenya Veterinary Board, through postgraduate academic qualification in a particular area of specialization, scientific research and publications, and or long experience in a particular field. A veterinarian may use the title “Consultant” or “Specialist” only after registration by

the Kenya Veterinary Board (KVB) through a recognized College and in accordance with the Code of Ethics of the KVB.

1.1 The Colleges

The KVB shall establish Colleges in the major areas of specialization. The Colleges shall be governed by a common constitution, but each with by-laws that are peculiar to the college. The College shall, while in the formative stage, be headed by a Committee of not less than five (5) founder members appointed by KVB after application and registration as specialists according to criteria as defined by the Board. Their term shall be for one (1) year followed by elections.

The founder members shall develop a Constitution and by-laws to govern College existence, membership, requirements for College board examinations (accreditation), offices and duties of officers of the College, dues, disciplinary action, meetings and notices of meetings, quorums, members' rights and privileges, establishment of committees and task forces and the duties and dissolution procedures of such committees and task forces, amendments to the constitution, and any such matter undertaken by the college. The by-laws of the College shall guide the process of subsequent membership, governance and activities of the College and the relationship between the College and the Kenya Veterinary Board. The common constitution and by-laws of each College shall be promulgated by the Kenya Veterinary Board within 12 months from the inaugural meeting of the Formative Committees.

1.1.1 Establishment of Colleges

At least five (5) veterinarians qualified to form a described college shall be mandated by the Board to do so.

1.1.2 Continued Membership

A member, who wishes to be retained on the register as a Consultant/Specialist/Expert, shall apply to the KVB, through the College every five (5) years on a prescribed form. The application shall be vetted by the relevant College using an agreed criteria defined in the College by-laws.

1.1.3 Colleges Governance

a) The governance and management of the affairs of each College shall be defined in the Colleges constitution and 'specific College by-laws. Each College shall have a Chairperson, Secretary and Treasurer elected by members of the College during the College's annual general meeting. The first annual general meeting and elections shall be held 12 months after promulgation. This meeting shall be held not later than two weeks after the first anniversary of promulgation.

b) The Chairperson shall

- i. Hold office for a term of one (1) year and shall be eligible for re-election.
- ii. Chair all the meetings of the College. In his/her absence the members present shall appoint a Chairperson for the session.
- iii. Be the spokesperson of the respective College.
- iv. Submit approved reports to the Board.
- v. Develop and implement policy and strategy of the College
- vi. With the approval of the governance committee, form sub-committees to deal with matters affecting the College.

c) The Secretary shall hold office for a term of one (1) year and shall be eligible for re-election. In the absence of the Secretary, the members present shall appoint a Secretary for the session.

d) The Secretary shall

- i. Record and keep the minutes of all the meetings of the College.
- ii. Send notice of all College meetings to the members of the College.
- iii. Receive and reply to all correspondence on behalf of the College.
- iv. Execute all decisions of the College meetings.
- v. Prepare periodic or any other reports on the activities of the College.

e) The treasurer shall

Manage the accounts of the college

1.2 Criteria

The criteria for membership shall be defined in the Constitution and by-laws of the College but as a minimum shall include:-

Veterinarians registered by the Kenya Veterinary Board (KVB).

In addition, applicants shall be in possession of

Either

At least fifteen (15) years of proven defined working experience, as demonstrated by research and scientific publication, attendance of seminars, workshops, conferences, and Continuing Professional Development Courses in the particular area he/she applies for registration as a “Consultant” or “Specialist”,

Or

1) Masters degree or equivalent qualification from an institution recognised by the Kenya Veterinary Board and the Commission for University Education and at least ten (10) years of proven experience, through publication or seminar/workshop attendances in continuing education in the area he/she intends to be a “Consultant” or “Specialist” in,

Or

2) Doctor of Philosophy (PhD) degree or similar qualification from an institution recognised by the Kenya Veterinary Board and the Commission for University Education and five (5) years of proven experience, through publication or seminar/workshop attendances in continuing education in the subject he/she intends to be a “Consultant” or “Specialist” in

1.2.1 Applications shall be limited to one specialty area.

1.2.2 The unsuccessful applicants shall be allowed to reapply to the KVB not earlier than 12 months from the last application.

1.2.3 The Board shall, approve, publish regularly and make available a list of registered members of each of the Colleges.

1.3 Fees

The Board shall determine a fee in respect of each application for registration or retention in the Colleges.

1.4 Implementation

Implementation of these guidelines shall take effect upon approval by the Board.

1.4.1 Funding

Each College shall explore sources of funding.

KENYA COLLEGES OF VETERINARY CONSULTANTS/SPECIALISTS/EXPERT

PART II: SAMPLE CONSTITUTION FOR A VETERINARY SPECIALIST COLLEGE

PREAMBLE

In its Endeavour of improving the quality of training and standardization of competencies in the veterinary profession, the Kenya Veterinary Board is mandated to develop guidelines for the establishment of Colleges of Veterinary Consultants in the various major areas of specialization. Upon request by the Kenya Veterinary Board, a draft a generic constitution is presented, directed to the inauguration of Colleges devoted to major disciplines of the profession and sharing a common credential and education system. (Optional)

ARTICLES OF ASSOCIATION

Article 1. Name and Structure

- 1.1. The name of the College shall be the “Kenya College of Veterinary” – hereafter referred to as the “KCV....”
- 1.2. The College shall be a part of the national structure for veterinary specialization in Kenya.

Article 2. Duration

- 2.1. The College shall be established and remain in existent as long as it is compliant with the provisions of its establishment
- 2.2. The College year shall run concurrently with the financial year of the Kenya Veterinary Board, subject to the first society year ending on the last day of December of the year in which the College is established.

Article 3. Objectives

The College is a non-profit organization answerable to the Kenya Veterinary Board and shall not pursue political interests. The finances of the College may only be spent *as stipulated in* the constitution. Members or officers of the College shall receive no payment from the funds of the College, except for re-imburement of expenses incurred in execution of the business of the college. The main objective of the College shall be to advance the quality of Veterinary practice in Kenya by increasing the competence of those who are active in the specialized fields. These objectives will be achieved by;

- 3.1. To develop guidelines for postgraduate education in the respective disciplines on behalf of the Kenya Veterinary Board.
- 3.2. Accrediting Consultants/Specialists/Experts in the specific discipline.
- 3.3. Identify and in consultation with the CPD sub-committee develop and facilitate Continuing Professional Development programmes in these disciplines
- 3.4. Encouraging research and other contributions including professional meetings, journal publications, workshops and conferences to improve expertise in the discipline.

Article 4. Membership

The Colleges shall describe the category of members which may include any of the following.

- a. Founder members
- b. Honorary Members
- c. Members

d. Non-practicing Members

4.01 Founder Members

They will be invited by the Kenya Veterinary Board through the specific College based on the following criteria

- Being recognized specialists in the discipline in the country
- Having contributed substantially to the development of the particular discipline in Kenya by research, publication and lectures
- Having high ethical and professional integrity
- Being residential in Kenya
- Having at least 10 years of experience in the their area of specialization
- Spending at least 60 percent of their time in their discipline.

4.02 Membership

The categories and criteria for membership shall be developed by the Founder Members of each discipline.

4.03

Each (*person or professional*) elected to membership of the College shall be designated according to the constitution and by-laws and shall be authorized to use the designation of the specified College.

4.04

Each member shall be required to keep records of his/her professional activities.

4.05

Each member is expected to actively participate in the affairs of the College. Repeated, *unexplained* absences from the College Meetings may render a member subject to disciplinary action by the Executive Committee of the College.

4.06

Any member may be expelled, asked to resign or otherwise disciplined for non-professional or unethical conduct or other action against the best interest of the College by unanimous vote of the Executive Committee of the College, pending confirmation by the College at the next Business Meeting.

4.07

The College may confer Honorary Membership status on persons who have made exceptional contributions to the specific discipline of the College. Honorary members shall have all the rights and privileges of members of the College, except the right to vote or hold office in the College.

Nomination for honorary membership shall be made through the sponsorship of two members. The sponsors shall furnish the Executive Secretary with such information concerning the nominee, as is required by the Executive Committee, including updated curriculum vitae.

4.08

The College shall determine the mechanism on how one ceases to be a member of the College.

4.09

Cessation of registration requires twelve months to effectuation.

Article 5. Organization and Officers

The governance and management of the affairs of each college shall be defined in its constitution and by-laws. Each College shall have a Chairperson, Secretary and Treasurer elected by members of the College during its first annual general meeting. The first general meeting shall be held 12 months after promulgation.

- i. The Chairperson shall hold office for a term of one (1) year and shall be eligible for re-election twice. The Chairperson shall chair all the meetings of the College. In his/her absence the members present shall appoint a Chairperson for the session.
- ii. The Secretary shall hold office for a term of three (3) years only and shall be eligible for re-election another term of three (3) years. In the absence of the Secretary, the members present shall appoint a Secretary for the session.

iii. The Secretary shall

- Record and keep the minutes of all the meetings of the College. Such minutes shall be made available within a fortnight of holding the meeting.
- Send notice of all College meetings to the members of the College along with an agenda not less than seven (7) days before any such meeting.
- Receive and reply to all correspondence on behalf of the College.
- Execute all decisions of the College meetings except where such are specifically designated in the meeting for action to another College member.
- Prepare and submit periodic reports on the activities of the College to the Board regularly.

Article 6. The Annual General Meeting

There shall be

- An annual general meeting of the College within the month of May, each year.
- Notice of the AGM shall be given to all bona fide members of the respective college at least 21 days to the meeting. The notice shall be by way of post, electronic mail or any other methods approved by the AGM.
- Agenda shall be
 1. Record of Attendance and apologies
 2. Confirmation of minutes of previous meeting
 3. Matters arising
 4. Chairman's Speech
 5. Secretary's report
 6. Treasurer's report and appointment of Auditors
 7. Motions
 8. Elections
 9. AOB and date/venue of next meeting
- Quorum shall be at least two thirds of the bona fide members of the College. Should the quorum not be met, a Special general meeting shall be called within 30 days. The Special general meeting shall be held irrespective of the quorum.
- Special general meetings shall also be held if or when:
 - a. Audited reports tabled at the AGM were not approved
 - b. Audited reports were not tabled at the AGM

- c. Urgent matters beyond the mandate of the Committee arise
- d. At least two thirds of the bona fide members of the College demand for a meeting in writing for whatever reason.

Article 7. Amendments

A motion(s) for amendment(s) to the constitution shall be submitted to the Chairperson of the College for study prior to the 31st December. Any proposed amendment shall be distributed to the membership with a recommendation by the Officers, at least 30 days prior to the annual general meeting and shall be brought to a vote of the members at the next annual general meeting. An affirmative vote of at least two-thirds of the members voting shall be required for adoption (to be debated which members: present or entire!!).

Article 8. Future Developments

Future developments may necessitate the remodeling of the College to be able to adopt a subspecialty and or new specialization in the profession. Amendment for such an adoption shall require an affirmative vote of at least two-thirds of the members.

PART III

KENYA COLLEGE OF VETERINARY CONSULTANTS/SPECIALISTS/EXPERTS

BY- LAWS

Each College shall develop By-Laws to guide its activities in accordance with its constitution and the guidelines of the Kenya Veterinary Board. The By-Laws shall include but not limited to the following;

Article 1. Meetings including the General Assembly (Annual General Meeting)

Article 2. Officers

Article 3. Duties of Officers

Article 4. Committees

Section 4.01 The Executive Committee of the College

Section 4.02 The Education and CPD Committee

Section 4.03 The Fiscal Committee

Section 4.04 Auditors

Section 4.05 The Fiscal Committee

Article 5. Finances

Article 6. Amendments of the Constitution and By-Laws

Article 7. Disciplinary Mechanisms

Article 8. Appeal of Adverse Decisions

Article 9. Dissolution of the College



ANNOUNCEMENT

ESTABLISHMENT OF VETERINARY CONSULTANT COLLEGES

During the Kenya Veterinary Board meeting held on 4th February 2016, it was approved that for clarity purposes, the requirements for founder members of Veterinary Consultant Colleges provided in VSVP Act, 2011 Regulations Rule 15 shall include:-

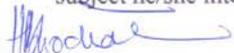
- i Registration as veterinary surgeon by Kenya Veterinary Board.
- ii Qualifications exceeding those proposed as necessary for appointment of ordinary specialists.
- iii Be recognized as a qualified specialist by peers and;
 - a. Have at least 10 years experience in the speciality, and by teaching, research or practice have contributed significantly to the development of the speciality.
 - b. Have advanced training (PhD or equivalent) in the speciality; have demonstrated competency through teaching, research or practice in the speciality to which the individual devotes most of his/her professional time.
 - c. Be author of at least 10 significant publications in peer-reviewed journals resulting from the research or practice in the speciality or 5 consultancy reports in relevant speciality.
- iv Spend at least 60% of their time in the speciality, based on a normal working week of 40 hours
- v Be practicing or licensed to practice in Kenya
- vi Practice scientific, evidence-based veterinary medicine, which complies with animal welfare legislations.

The criteria for membership shall be defined in the Constitution and By-Laws of the College but as a minimum shall include:-

1. Veterinarians registered by the Kenya Veterinary Board (KVB).
 2. In addition, applicants shall be in possession of
Either,
 - i At least fifteen (15) years of proven defined working experience, as demonstrated by research and scientific publication, attendance of seminars, workshops, conferences, and Continuing Professional Development Courses in the particular area he/she applies for registration as a "Consultant" or "Specialist",

Or

 - ii Masters degree or equivalent qualification from an institution recognized by the Kenya Veterinary Board and the Commission for University Education and at least ten (10) years of proven experience, through publication or seminar/workshop attendances in continuing education in the area he/she intends to be a "Consultant" or "Specialist",
- Or
- iii Doctor of Philosophy (PhD) degree or similar qualification from an institution recognized by the Kenya Veterinary Board and the Commission for University Education and five (5) years of proven experience, through publication or seminar/workshop attendances in continuing education in the subject he/she intends to be a "Consultant" or "Specialist".


DR. B.O. GODIA
REGISTRAR