ESEVT Expert Application and Acceptance Procedure

1. A candidate willing to apply as ESEVT Expert must submit to the EAEVE Office:

    -) a fully completed Application Form (see below) (maximum 5 pages)
    -) a letter of motivation (maximum 1 page)
    -) a letter of recommendation from the Veterinary Education Establishment's (VEE) Head (or, for practitioners, from the Board of the Federation of Veterinarians of Europe /FVE/) (maximum 1 page)

2. The EAEVE Office requests advisory opinion from the ESEVT Coordinators' Group.

3. Decision of acceptance of the candidate Expert is made by the Director of ESEVT, and is endorsed by the President of EAEVE.

4. If the decision is positive, an invitation is sent to the candidate to follow the E-learning course for ESEVT Experts.

5. Upon completing the E-learning course, the candidate is invited to participate as a new Expert in an ESEVT Full Visitation under the mentoring of the Coordinator of the Full Visitation.

6. Upon receiving a positive appraisal from the Coordinator and the Chairperson of the Full Visitation after a debriefing between the Coordinator, the Chairperson and the candidate Expert, the candidate is formally included in the list of ESEVT Experts.

7. In order to keep them informed of changes within the ESEVT Standard Operating Procedure (SOP) and as part of their continuing education, the ESEVT Experts are invited to participate in annual webinars with the Director of ESEVT, during which any major changes and updates in the SOP are explained.

Appendix 1: ESEVT Expert Application Form

Details:
  Last Name:
  First name(s):
  Academic Title:
  Nationality:
  Gender:
  Date & place of birth:

  Private address:
  Professional address:
  Phone:
  Mobile:
  E-mail:

Description of Qualifications, Institutions where and Dates on which they were obtained:

Present Professional Position:

Previous Professional Posts of Interest:

Where appropriate, publications during the past 5 years in the area of research, clinical sciences and/or education (please give up to 5 of the most relevant publications):

Major national and/or international Veterinary Associations to which you belong:

Major international and national veterinary meetings attended during the past 5 years (please give up to 5 of the most relevant, with dates):

Competences as a visitor:
  a) Please indicate your broad field(s) of competence:
  - Basic Sciences
  - Clinical Sciences in companion animals (including Equine and exotic pets)
  - Clinical Sciences in food-producing animals (including Animal Production and Herd Health Management)
  - Veterinary Public Health (including Food Safety and Quality)
  - Quality Assurance

  b) Please indicate your particular (more specialised) field(s) of competence:

Previous experience as expert of on-site visitations or similar activities:

Other Skills

a) Knowledge of English:

Reading ability: rate on a scale from 1(fair) to 5 (native language)

Speaking ability: rate on a scale from 1(fair) to 5 (native language)

Writing ability: rate on a scale from 1(fair) to 5 (native language)

b) Knowledge of other languages:

c) Computer skills:

Other relevant information:

Date:

Appendix 2: Evaluation of a new Expert by the Coordinator and the Chairperson

Name of the new Expert:

Name of the Coordinator and the Chairperson providing the guidance and supervision:

Please rate each statement from 1 (fully agree) to 5 (fully disagree).

1. The Expert is well aware of the latest:
-) ESEVT SOP:
-) EAEVE Code of conduct:
-) EAEVE objectives:

2. The Expert has the requested experience in his/her field of expertise:

3. The Expert has acquired the Expert core competences on:
-) professional ethics:
-) team management:
-) SOP implementation:
-) quality assurance:
-) communication:
-) persuasion and collaboration:
-) critical thinking:
-) audit delivery:

4. In conclusion, the Expert has the competences requested to be an ESEVT Expert:

Tracking system

ESEVT Expert Application and Acceptance Procedure

	Prepared by:	Reviewed by:	Approved by:
Name:	Pierre Lekeux and Coordinators' Group		ExCom
Date:	April 2016		11/05/2016

Revision Nr.	Prepared by:	Date:	Approved by:	Date:
1	Pierre Lekeux and Coordinators' Group	Between June 2018 and January 2019	ExCom	31/01/2019
2	Pierre Lekeux and Coordinators' Group	September 2022	ExCom	18/10/2022
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