

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 Establishment's Head (or, for practitioners, from the FVE Board) (maximum 1 page)
- 2.** The EAEVE Office requests advisory opinion from the ESEVT Coordinators' Group.
- 3.** Final decision of acceptance is made by the President of EAEVE and the Director of ESEVT.
- 4.** If positive, an invitation is sent to the candidate to follow the E-learning course for ESEVT Experts.
- 5.** Upon completing this E-learning course, the candidate is invited to participate as a new Expert within a (full) ESEVT Visitation under the guidance and supervision of the Coordinator.
- 6.** Upon receiving a positive appraisal from the Coordinator, the candidate is formally included in the list of ESEVT Experts.
- 7.** In order to keep themselves informed of changes within the ESEVT SOP, the ESEVT Experts are regularly invited to complete an upgraded E-learning exercise.

Appendix 1: ESEVT Expert Application Form

Details:

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)
- Food Safety and Quality (including Veterinary Public Health)
- 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

Name of the new Expert:

Name of the Coordinator 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

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	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 Coordinator's Group	Between June 2018 and January 2019	ExCom	31/01/2019
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