

Welcome to the RVC!

The RVC is pleased to welcome you as a candidate for the Certificate of Advanced Veterinary Practice (CertAVP) as assessed at the RVC. In this package you will find information about accessing our virtual learning environment, Learn, as well as the RVC library and your RVC email account.

The CertAVP at the RVC encourages:

- independent
- adult-centred, and
- self-directed learning.

The aim of the assessment process at the RVC is:

- to support candidates to fully understand the quality of their current clinical practice, and
- to foster life-long learning skills and to advance and enhance their clinical knowledge, skills and understanding.

Reflective, critical practice is expected and encouraged.

RVC assessors have specialist and higher educational qualifications that ensure that the level of assessment is educationally sound, robust, fair and at the level expected of veterinarians aspiring to achieve Advanced Practitioner status. Extensive feedback is provided on all submitted work. Our aim is to help candidates develop life-long commitment to improving practice, and therefore skills such as

- self-analysis
- clinical reasoning, and
- accessing, interpreting, and applying information,

are of utmost importance to the RVC-based CertAVP.

Logging on

Learning support is provided to aid self-directed learning and to provide easy access to published articles. You will be given a username and password which will allow you to log on to 4 different systems:

- Email (<http://mail.rvc.ac.uk>)
- Learn (<http://learn.rvc.ac.uk/>)
- Intranet (<https://intranet.rvc.ac.uk>)
- Athens (<http://www.openathens.net/>)

Any problems logging on or searching the library? Please contact:

library@rvc.ac.uk
0207468 5180



RVC Library&IT
@RVC_LISD



helpdesk@rvc.ac.uk
0207468 5181



Email

You are given an RVC email address, which you can choose to use for your CertAVP communication. You will also receive general RVC emails to this account.

As of January 2016, all students and staff at the RVC have an Office 365 account to use for email. The new email system gives you 50GB of mailbox space, a 150MB attachment limit and lifetime access for RVC students. Your new account also entitles you to up to five free downloads of Microsoft Office 2013 software for Windows or Mac.

You can access your RVC email account at <http://mail.rvc.ac.uk>. On the sign in page, be sure to include your entire RVC email address, including '@rvc.ac.uk', in the ID field:



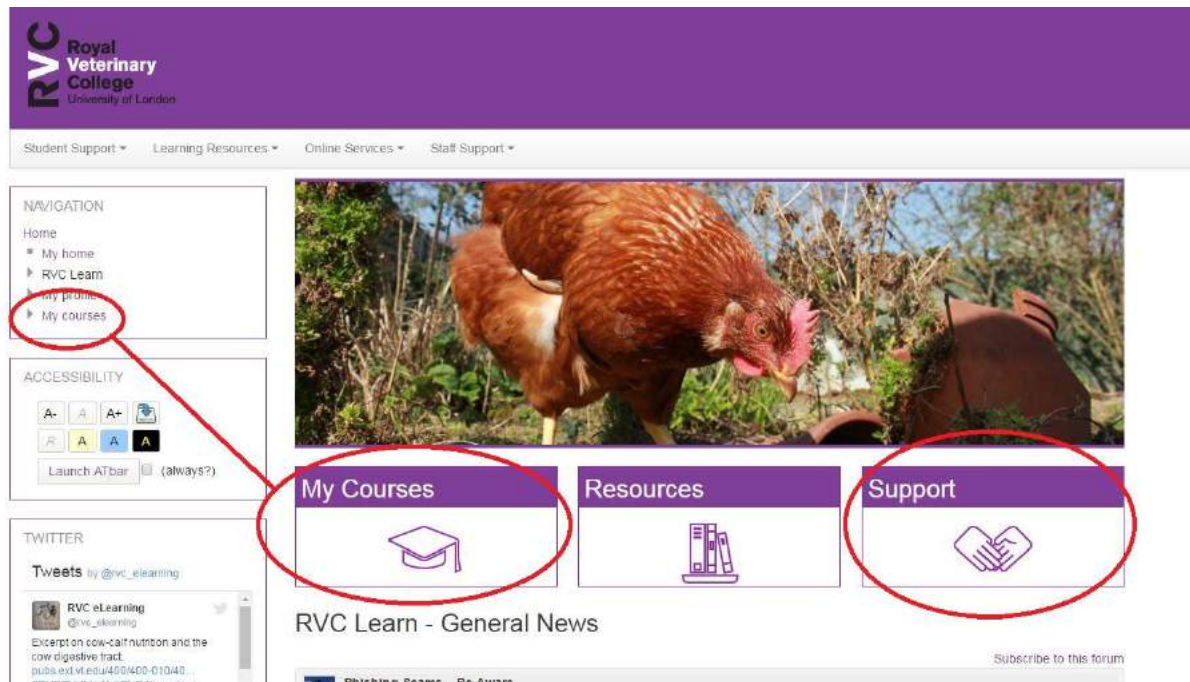
More information can be found at: <http://www.rvc.ac.uk/about/the-rvc/our-departments/academic-support-and-development/library-and-information-services/it-services/email>

Changing a forgotten password

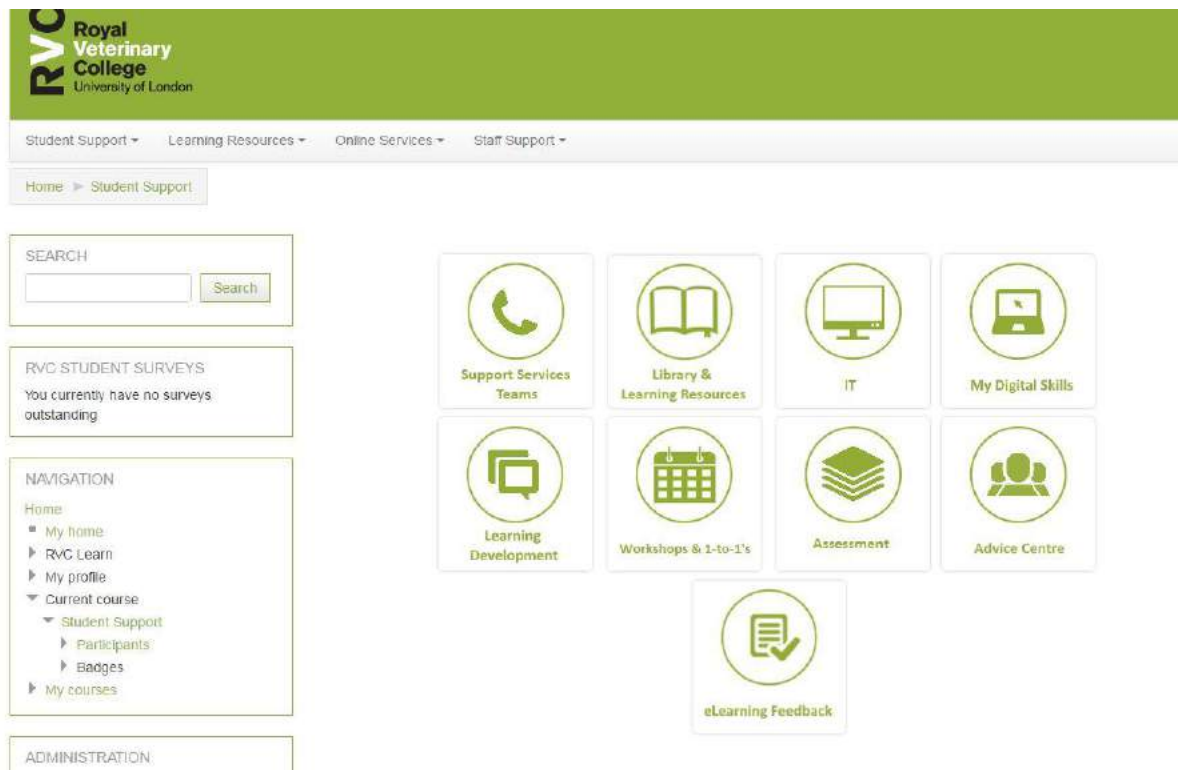
Follow the instructions on the homepage of <http://mail.rvc.ac.uk> to update your password.

Learn

After logging in to Learn (<http://learn.rvc.ac.uk/>) you will see this homepage:



Please familiarise yourself with what is available on the **Support** section:



The main CertAVP information is available under **My Courses** (you can choose circled either tab). If you use the left hand **My Courses** option, it is best to click on the arrow next to **My Courses** to display your list.

Find your way around your course

You can either scroll down the page to access your course material, or jump to a section using the Navigation menu to the left of the screen (click on the arrows next to the headings to display the sub-headings underneath them).

Home > A-FAVP Foundation of Advanced Veterinary Practice


NAVIGATION

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Welcome!



Welcome to the A-FAVP module.

The aim of the A-FAVP module is to provide a foundation for advanced veterinary practice. Its specific objects:

1. To develop the foundation knowledge and skills required for advanced veterinary practice.
2. To confirm that CertAVP candidates comprehend and can critically apply the professional requirements Code of Professional Conduct.
3. To develop candidates as independent learners not just as preparation for further CertAVP modules but professional and personal learning needs and obligations.

On successful completion of the module, you will be able to:

- Describe the thinking and decision-making processes required for advanced professional practice.
- Demonstrate a working knowledge of the principles of emergency care (including first aid, pain relief, euthanasia) in all species that might be encountered by veterinarians in general practice in the UK.
- Explain the roles and responsibilities which veterinary surgeons have in relation to protecting animal and interpret and appraise your obligations towards animal welfare and professional conduct as laid down in Professional Conduct.
- Describe the reasons for maintaining and improving the quality and safety of the service you provide and this.
- Demonstrate the following key skills required for advanced professional and personal development

To return to the previous screen you can either use your 'Back' button, or you can click on the relevant link in the 'breadcrumb trail' along the top of each screen:

Student Support > Learning Resources > Online Services > Staff Support

Home > A-FAVP Foundation of Advanced Veterinary Practice > Learning Support documents > Learning Support

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Lessons

- Example essay plans and feedback
- Example essays and feedback

Writing essays

Reflective writing

Professional Reasoning (essays 5, 14, 22, 27 & 46)

Emergency Care

Animal and Public Health Protection (essays 40, 47 & 48)

General Welfare, Professional Conduct and Ethics (essays 4, 9, 10, 17, 18, 19, 21, 23, 26, 31, 34, 35, 42 & 43)

Quality and Safety (essays 1, 2, 3, 6, 7, 11, 12, 13, 15, 16, 24, 25, 27, 29, 30, 32, 35, 36, 39, 40, 41 & 49)

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Learning Support

Quality and Safety (essays 1, 2, 3, 6, 7, 11, 12, 13, 15, 16, 24, 25, 27, 29, 30, 32, 35, 36, 39, 40, 41 & 49)

You may find the following articles useful - click the link to access:

Comments from the assessor of essay 40

Articles from In Practice and Vet Record

Going Modular: The New Certificate in Advance Veterinary Practice

PDP: A Practice Perspective

PDP: The Story so Far

PDP: From Pilot to Practice

Support Needs of Veterinary Surgeons

What is the veterinary professional identity?

Veterinary surgeons and suicide: a structured review of possible influences on increased risk

Other Articles

Self-Perception Inventory

Bolton's Team Roles

Developing Expertise in Surgery

Clinical Decision Making

If you have any queries regarding how to use RVC Learn please email learn@rvc.ac.uk or watch the video available on the CertAVP Induction page.

Subscribe to the discussion forums

Click on to the heading of each discussion forum (for example, **Introduce Yourself Forum**, **CertAVP café**, **Emergency Care**, etc) and then scroll down to **Administration**, and change your settings via **Subscription mode**. Emails notifying you of new messages will be sent to your RVC email. To change this to your personal use email address, follow the instructions on the CertAVP Induction page.

The screenshot displays the RVC Discussion Board interface. At the top is the RVC Royal Veterinary College University of London logo. Below it are navigation tabs: Student Support, Learning Resources, Online Services, and Staff Support. A breadcrumb trail shows: Home > A-FAVP Foundation of Advanced Veterinary Practice > Discussion Board > Introduce Yourself Forum.

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 - Introduce Yourself Forum**
 - CertAVP café - connect and chat
 - Feel free to ask ANY

Introduce Yourself Forum

Tell your colleagues something about yourself. Where you most?

To read postings and contribute to the discussion, click

To start a new discussion topic click on the 'add a new write your message into the 'message' section.

Please note that academic staff will not be moderating direct them to the CertAVP office +44(0)1707 666201

[Click to add your posting](#)

Discussion	Started by
Hi	Borg M
Hi	Rossou
Hello Everyone!	Con
Hello	Tho
hello	Achi
LANDING ON THE CertAVP	Est
Hello	Zovi
Hi	Mak
Hello	She
reflective essay	Lain
Hello	Scol
Passwords	Silve
Hello	Neil
Hello	Gral
Hello	Tom

ADMINISTRATION

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The Library

There is a useful 'getting started with Library and IT services' guide, available on the intranet and LEARN, which you should read: <http://intranet.rvc.ac.uk/ASD/LISD/LibraryServices.cfm#libskills>. This can be emailed to you if you wish (27 pages).

Walk-In

The libraries of The Royal Veterinary College (RVC) are available to you. The RVC library is divided between two sites; Camden, located in central London, and the Hawkshead campus, which is situated just north of London in Hertfordshire. External visitors may consult the libraries' stock by prior arrangement only. CertAVP candidates may set up a Library account and borrow books as long as they produce photo ID.

Online

The online library, which incorporates both electronic journals and databases, has been developed particularly with our external students in mind. If you are searching for a particular journal article or an ebook, or simply wish to search for articles on a particular subject, there are a number of different databases you can search, including PubMed, CAB Direct, ISI Web of Science. We recommend that you use the federated search tool, SCOUT, which will search all of these databases and more in one search.

To access the Library, log on to: <https://intranet.rvc.ac.uk>

- To search for available journals, go to: Information & Services / Library Services / SCOUT.
- Please note that journals from 1997 are available and if you cannot find the journal you are looking for, then it is probably a journal RVC has not subscribed to.
- You can email the Library for any search assistance at library@rvc.ac.uk or ring 01707 666457.

Some of the databases mentioned above require a subscription. These have been paid for, courtesy of the RVC Library. Some databases will provide a link to the full text article, or will advertise that the article is fully available online, however, you will only be able to view the full text article if the library has a current subscription to the journal in question.

In order to access SCOUT, Athens and full text articles off campus, you just need to authenticate your profile using your RVC username and password via the 'Athens link' in the case of full text articles and ebooks. If you have any problems in accessing any of the on-line journals or databases, please email library@rvc.ac.uk.

The following web link provides some helpful information concerning searching for documents and useful databases to access. No matter where you are based, some of this information will be helpful to you: <https://intranet.rvc.ac.uk/ASD/LISD/Index.cfm>

The suggested reading lists for each module are quite extensive. If you have a local university/medical school library nearby, you would be able to access these books, if available at those institutions, through SCONUL. SCONUL is a reciprocal access scheme for university libraries. It means that you may register with the scheme and then use other libraries on a reference only basis. Some institutions allow reciprocal borrowing as well, but RVC does not. If you wish to sign up for SCONUL access, download a form from the SCONUL website (www.access.sconul.ac.uk) and post it to the RVC Library. When you receive your SCONUL card, it will give you access to recognised institutions.

Out of Hours IT Helpdesk service

The Library and Information Services Division has an 'Out Of Hours' support facility, where calls made to 020 7468 5181 and emails sent to helpdesk@rvc.ac.uk will be received by operators working overnight, weekends and Bank Holidays. Where possible, operators of this service will deal with IT issues, but if the problem cannot be resolved at the time, they will record details for LISD staff to answer at the earliest opportunity.

When contacting the Helpdesk by phone or email, please give your username and clear details of the problem and any equipment involved (e.g. computer workstation number, printer model, software name and version etc.). If the enquiry relates to remote access or password issues, some further details will be asked for in order to verify your identity; students who have recorded a 'secret question/answer' via the Intranet (<http://ithelp/squestion.aspx>) should quote this information (but not their actual password). Other information used for verification purposes can be your student number or a post code or last six digits of a phone number already recorded with the College.

Please note it is not necessary to provide your current password when making an enquiry about logging in problems - we do not ask for this information in order to avoid any confusion with 'phishing' scams.

The 'Out Of Hours' Helpdesk enquiry service will operate overnight from 5:30pm – 8:00am weekdays and also weekends and Bank Holidays.

Camden Campus

Royal College Street
London
NW1 0TU
Tel: +44 (0)20 7468 5162

Hawkshead Campus

Hawkshead Lane
North Mymms
Hertfordshire AL9 7TA
Tel: +44 (0)1707 666 457

Opening hours: Hawkshead Library

	Term time	Non term time
Monday - Friday	08:00 - 20:00	08:00 - 18:00
Saturday	09:00 - 18:00	10:00 - 17:00
Sunday	12:00 - 16:00	12:00 - 16:00 (closed Sundays in August)

Opening hours: Camden Library

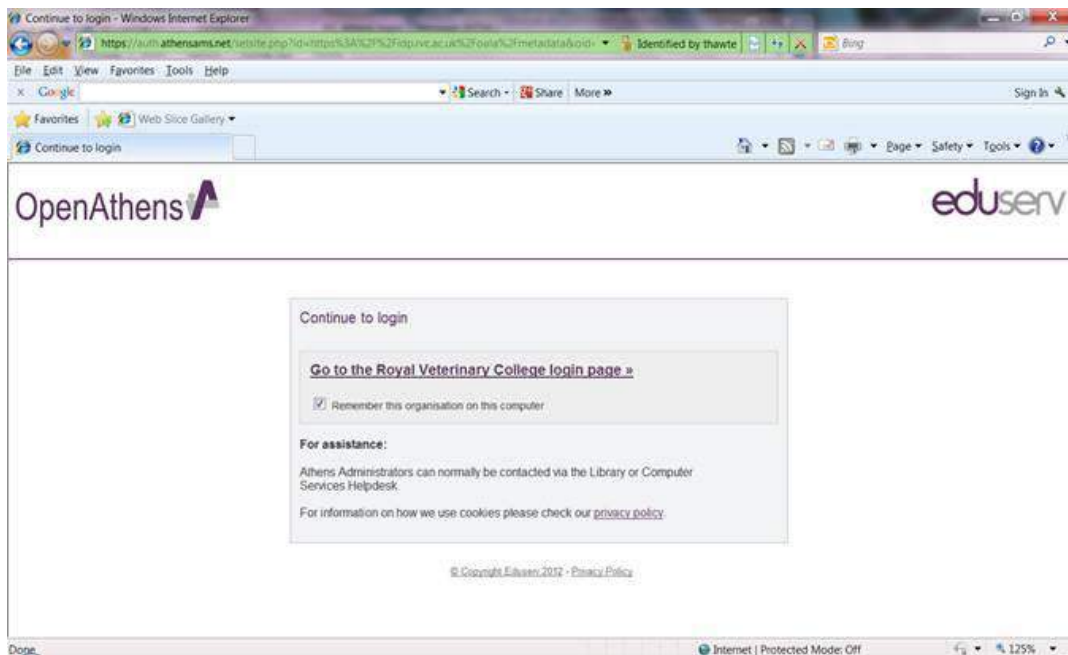
	Term time	Non term time
Monday - Friday	08:30 - 20:00	09:00 - 17:00
Saturday	Closed	Closed
Sunday	Closed	Closed

If you wish to visit the Library, please contact certavp@rvc.ac.uk and give as much notice as possible. Advance warning enables the CertAVP office to notify Security that you will be onsite (health and safety regulations) and it also means the Library staff will be aware of your wish to use the Library. Please let the CertAVP office know your car registration number and your expected date and time of arrival.

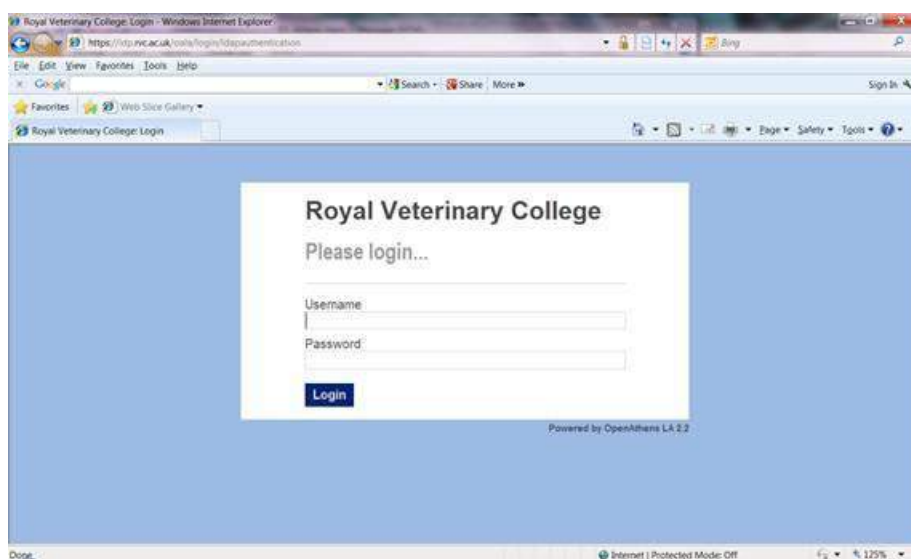
Authenticating your profile on Athens

If you have never used Athens single sign on before:

1. Go into this link, <http://www.openathens.net/>
2. Click on 'Login to MyAthens'
3. Under search for organisation, find RVC and click on it, you should get this screen below,



4. Check the box for remember this organisation and click on 'Go to Royal Veterinary College login page'.
5. You should get the screen below,

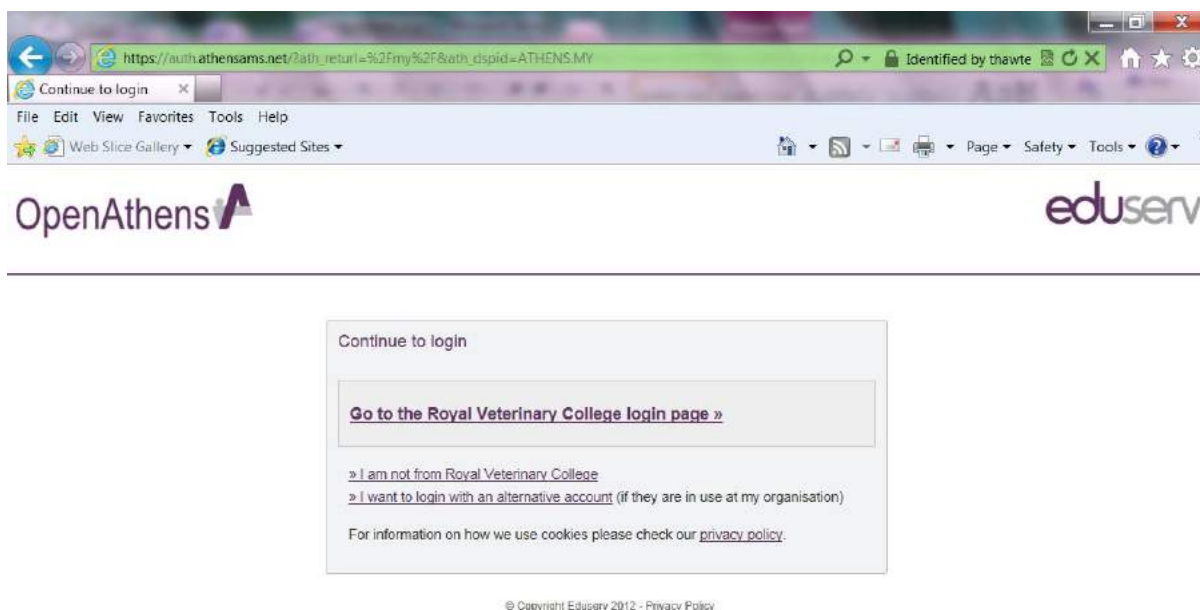


6. Login with your RVC credentials.
7. After that you should go back to the MyAthens screen.

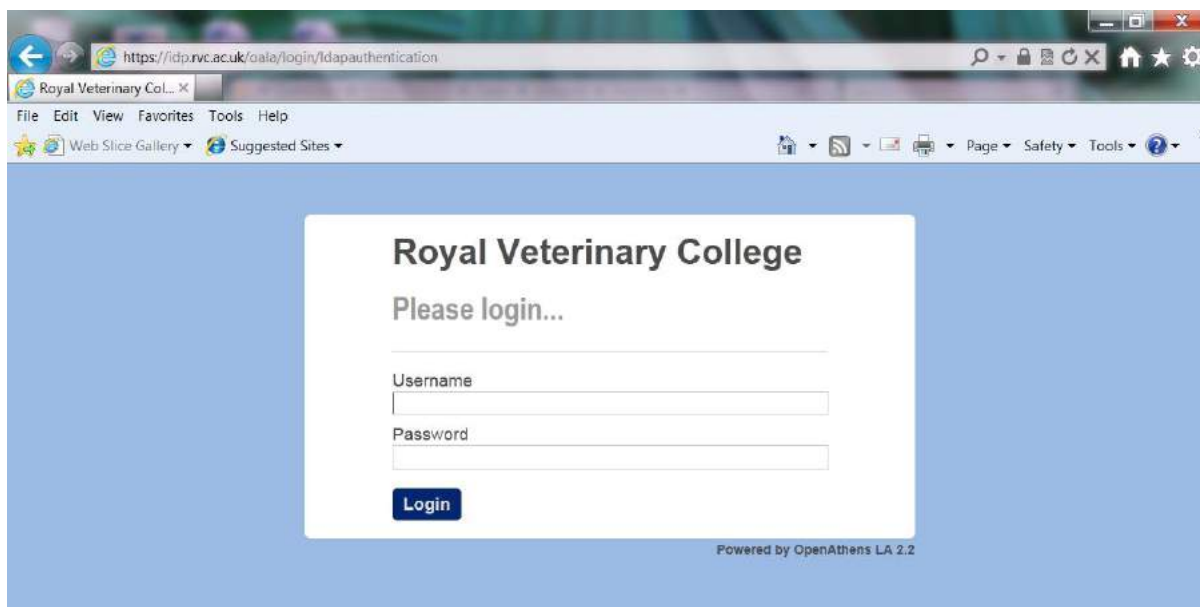
Using Athens Login

You only need to use Athens login for journals off campus. Your Athens userid and password are your usual RVC userid and password. On campus a different authentication method is used. Some journals can't be accessed off campus (mostly published by Highwire), this should be stated in the SFX access screen and there may be an alternative access shown.

This is the Athens login screen that you will get to from most publishers sites.




Followed by,



Generally when you have logged in you will go back to the journal page you started from, sometimes you will have to look for the journal again. Once you are logged into Athens you should stay logged in while your internet session is active on your computer. So for each

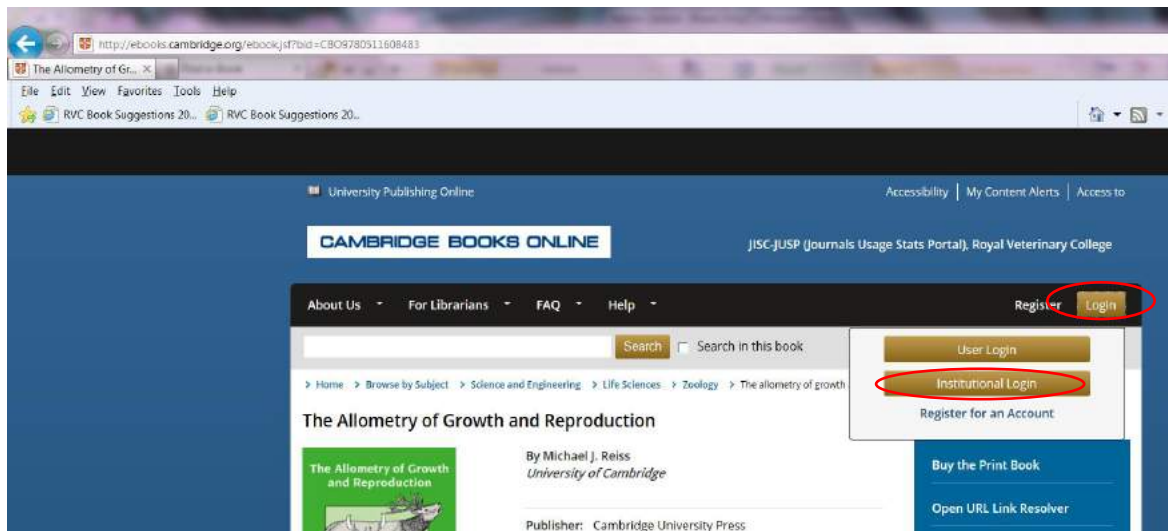
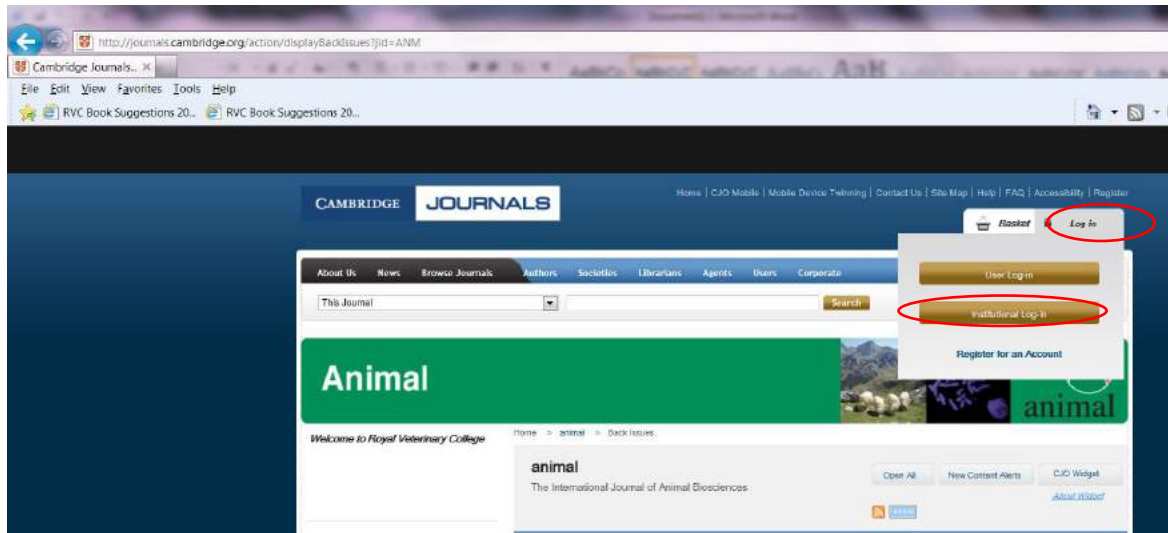
publisher you will need to go to the Athens login but once you click on it you shouldn't need to login again.

Once you are logged into a journal through Athens, you should get Royal Veterinary College and/or the RVC logo on the screen. For Wiley journals you should also get the open padlock symbol. For Elsevier Science Direct journal, you will get this green page symbol next to the journal articles .

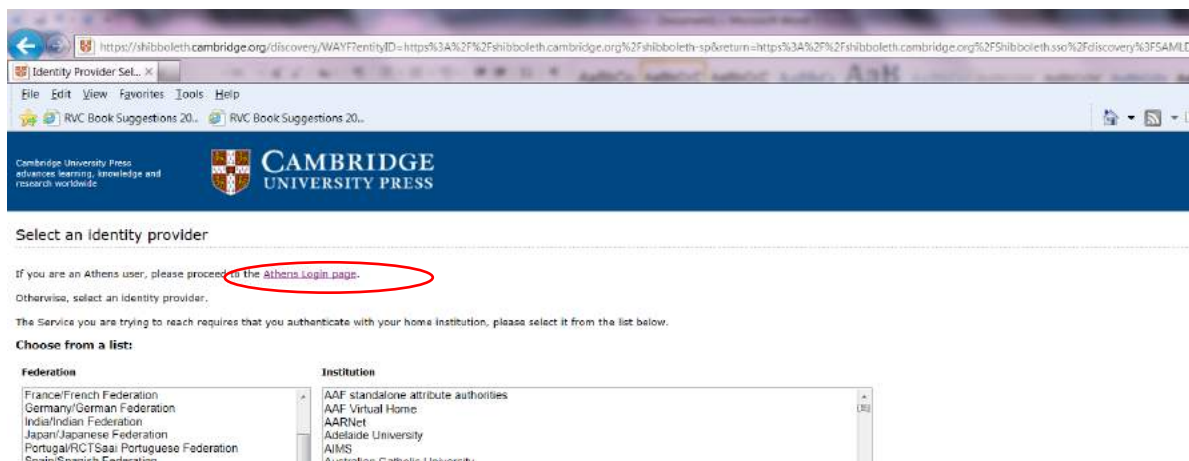
This list does not cover all publishers, but it does include the main ones, if you have any problems please contact library@rvc.ac.uk.

Cambridge UP

Journals, click on Log in, top right of screen, then Institutional Log in. Same for Books.

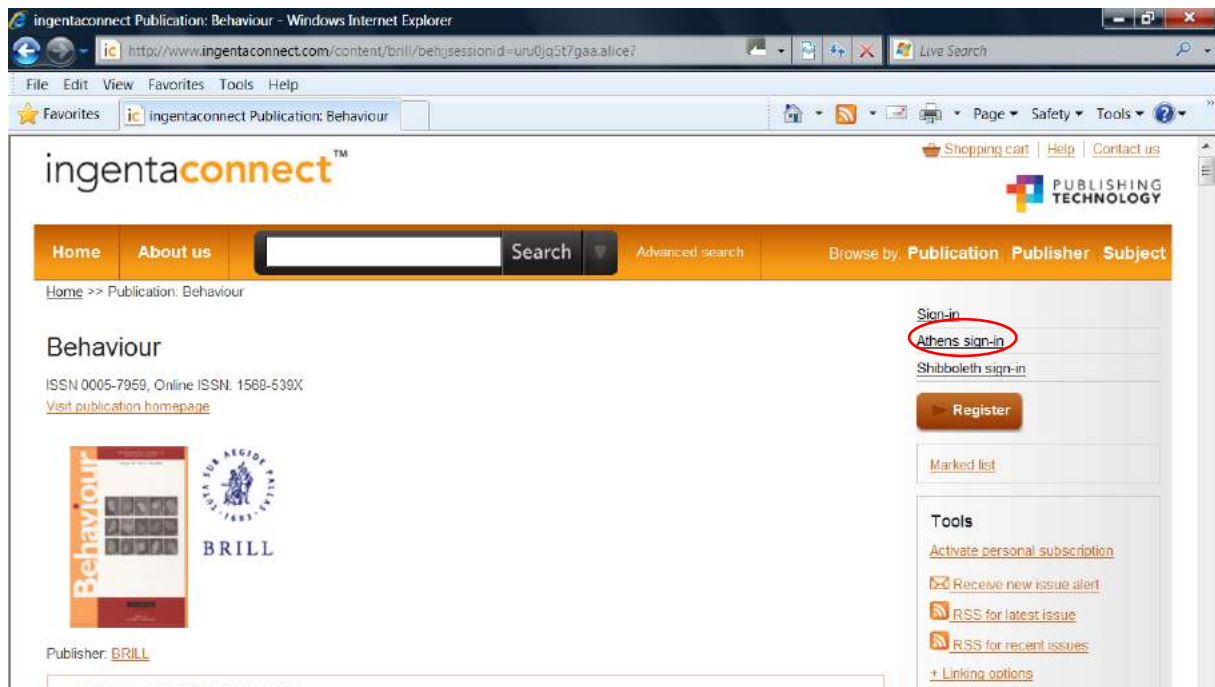


In both cases the following screen will appear, click on [Athens Login page](#), which will take you to the RVC Athens login screen.

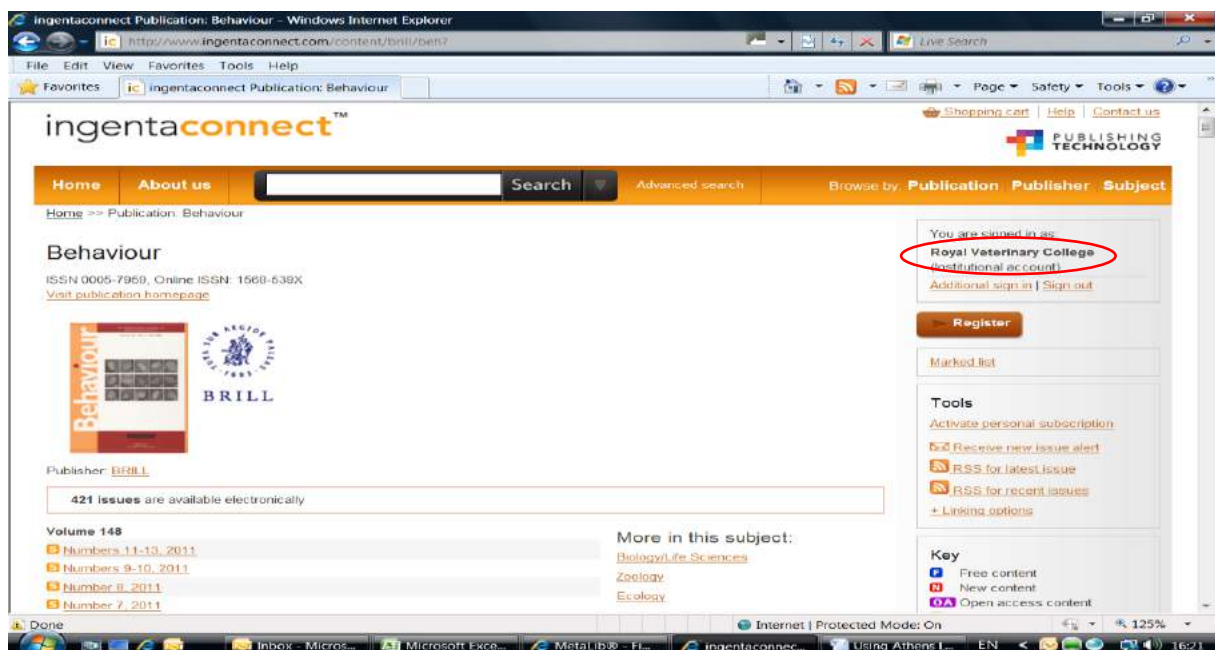


Ingenta

Click on Athens sign in, as shown below. You will go to the Athens login screen.

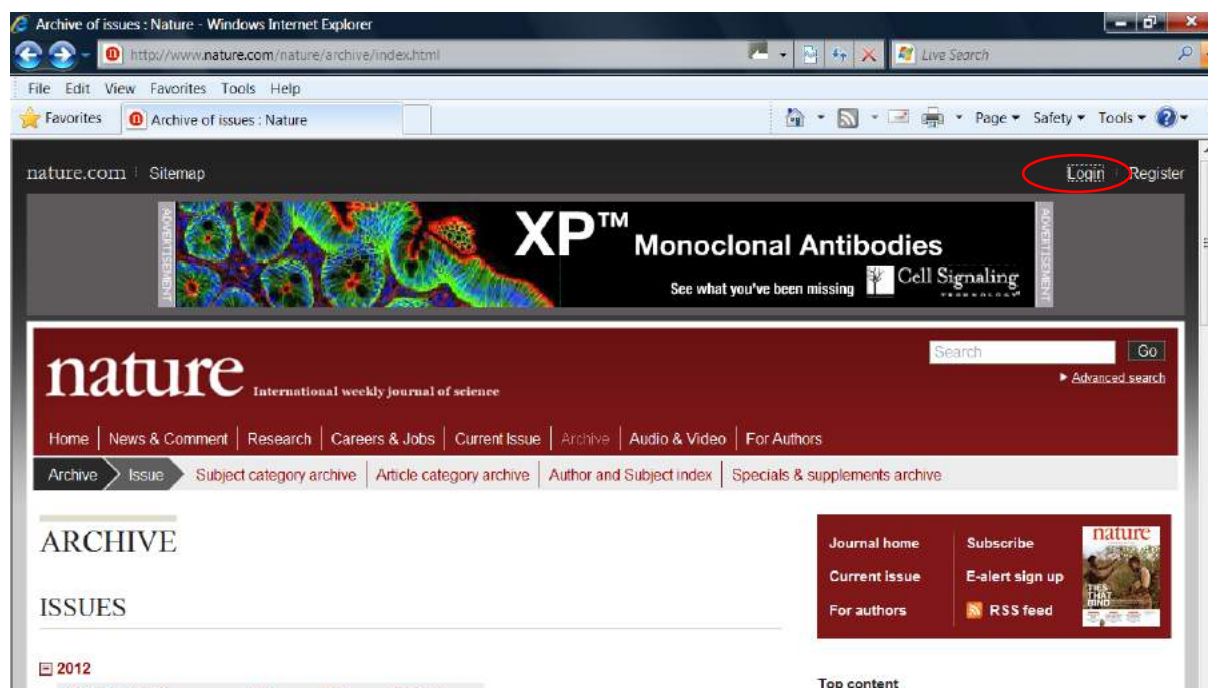


When Athens returns you to the journal page, you should see Royal Veterinary College on the screen as shown below.

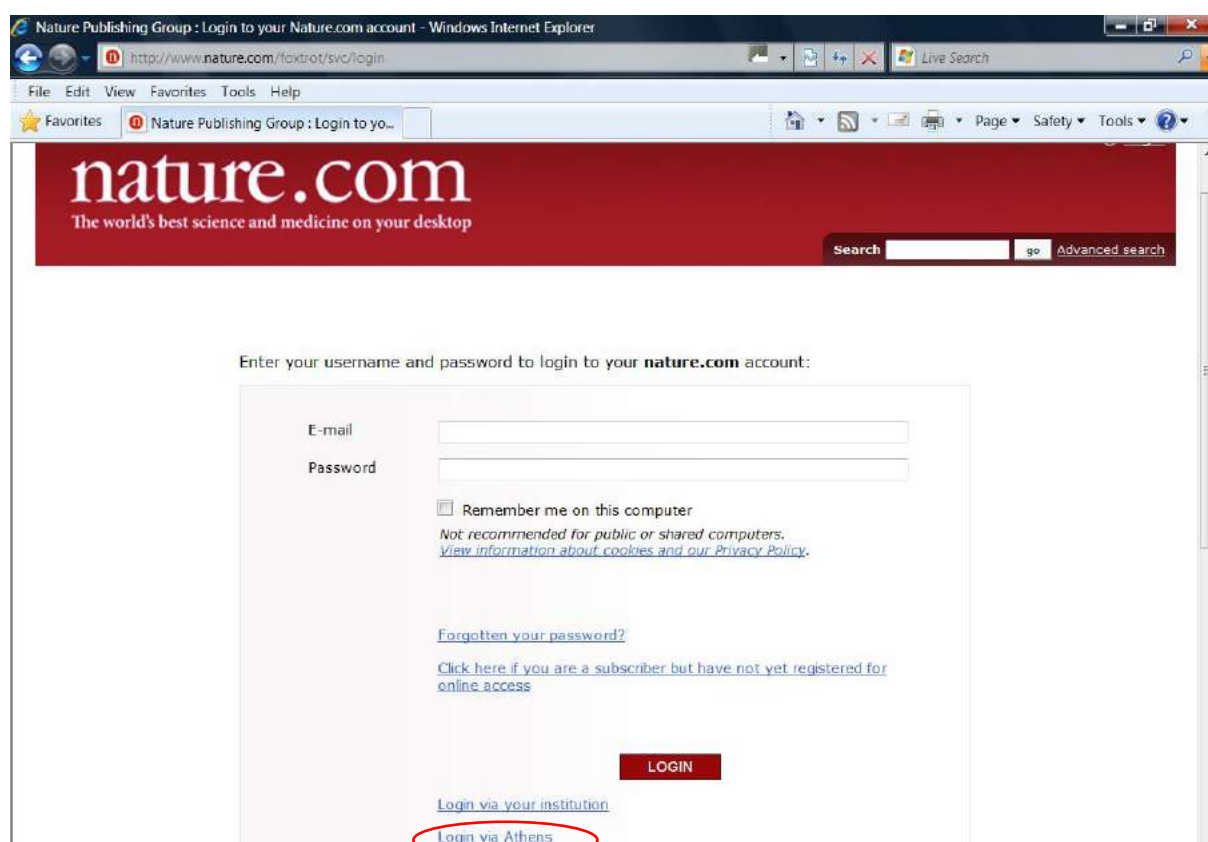


Nature Publishing Group

Click on login, top right of screen.



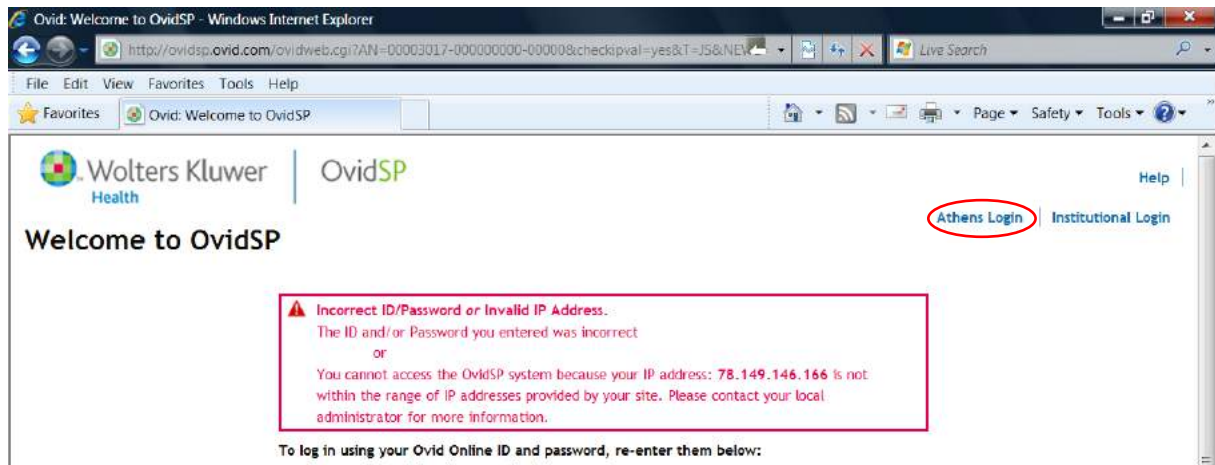
The next screen will appear. Click on Login via Athens.



Then you will get the Athens login screen (unless you have already logged in to Athens elsewhere), enter your details. Then you will be sent back to the journal screen.

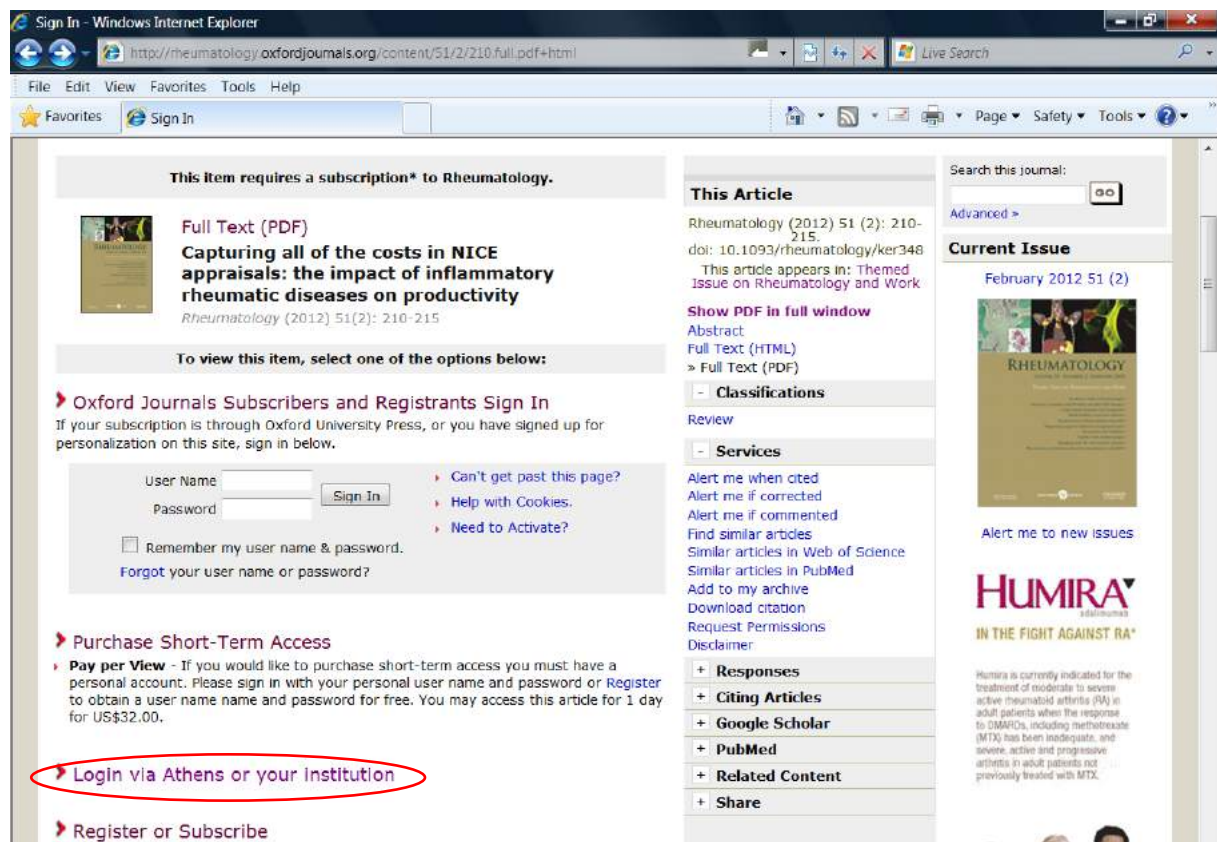
OVID

When you try to access an Ovid journal off-campus you will get the error below. Click on Athens Login. You will get the Athens Login screen, once you have entered your details you should go back to the journal screen.



Oxford UP

Try to get full text of the article you want, you will get the screen below. Click on Login via Athens or your institution.



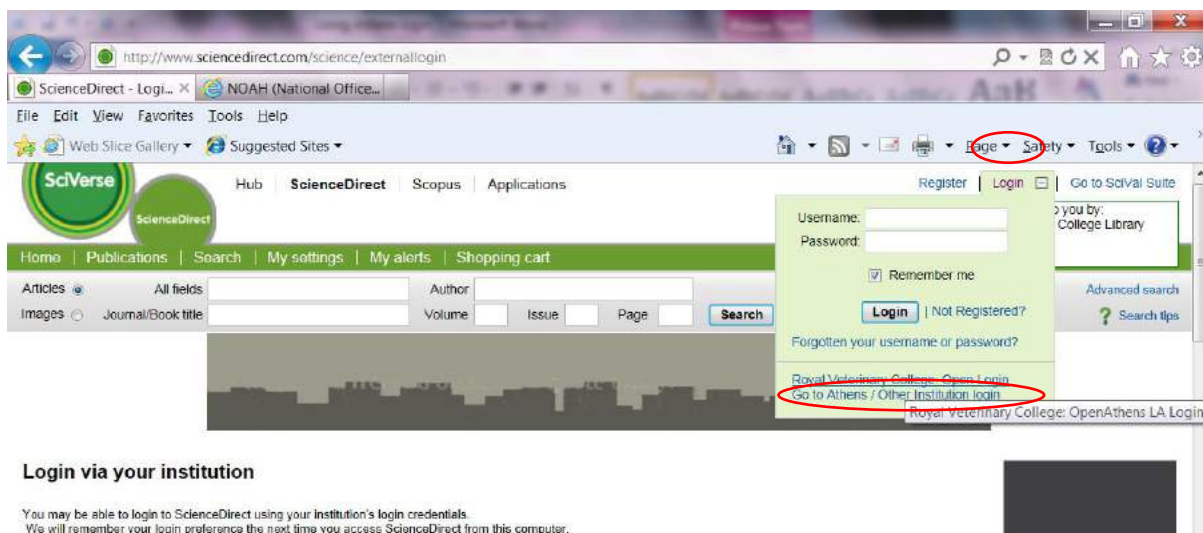
The screen below will display. Click on Sign in via Athens and an Athens Authentication screen will display.



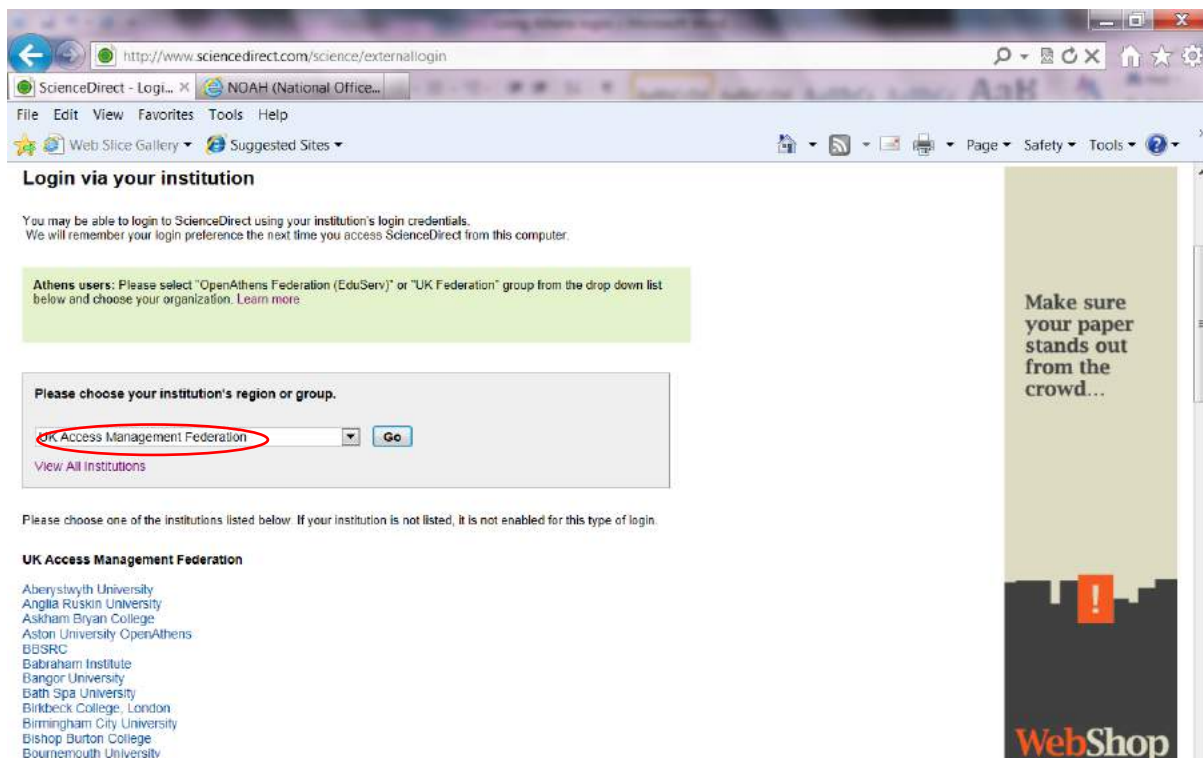
Once you have logged in to Athens you should be able to get the full text article.

Science Direct

At the journal/ebook screen, click on login top right, then Go to Athens / Other Institution Login login on the dropdown menu.



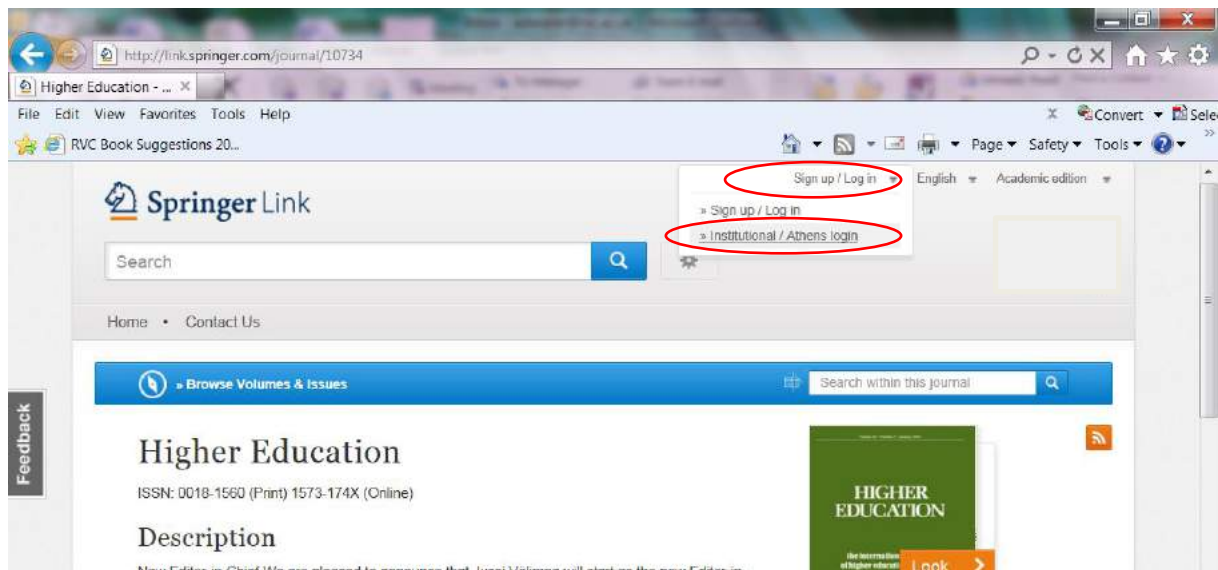
You will see Login via your institution, select UK Access Management Federation in the drop down menu box and choose Royal Veterinary College: OpenAthens LA from the list of institutions.



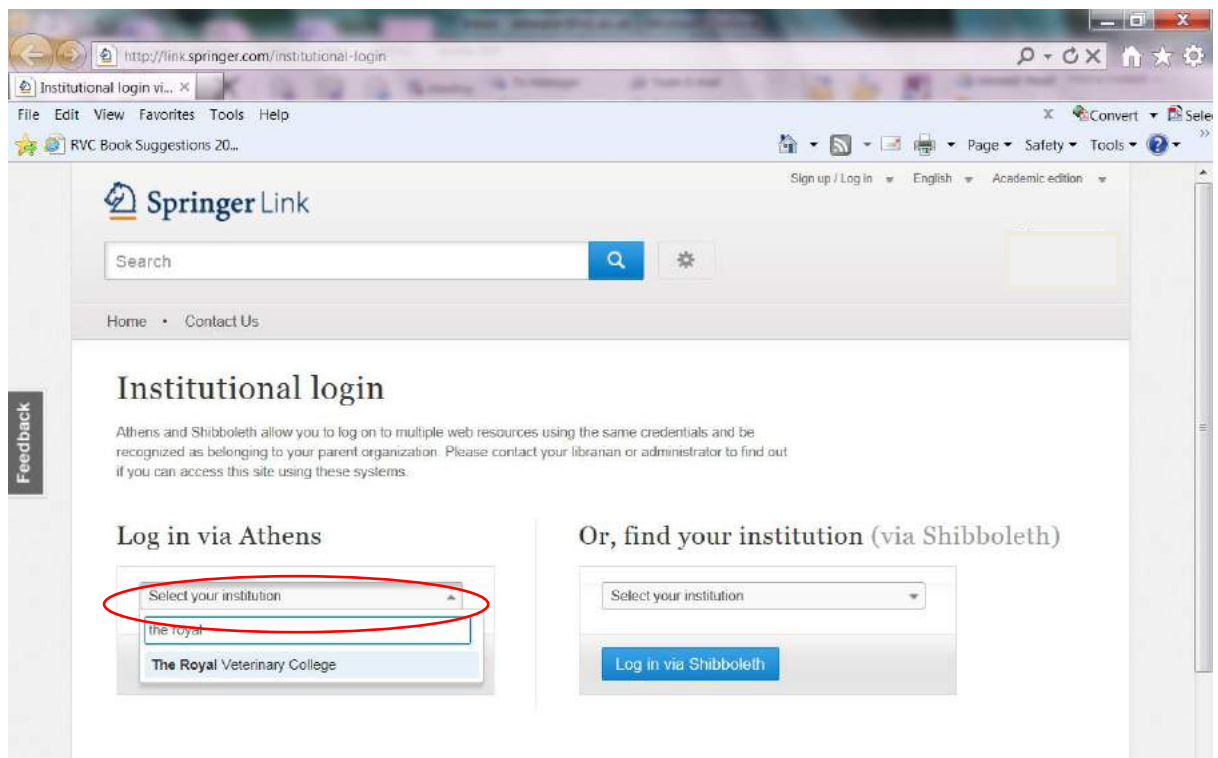
You should then get the screens shown at the beginning of this document and be able to login.

Springer

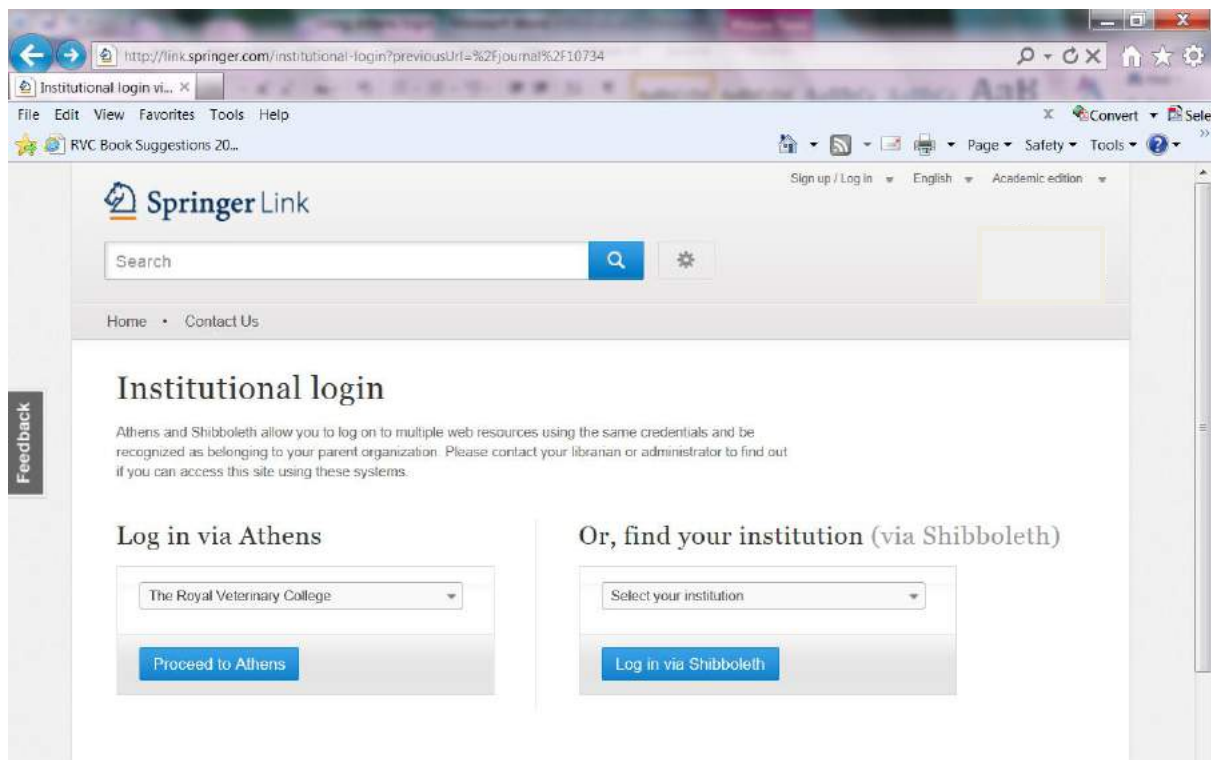
Click on Log in as shown below, then click on Institutional/Athens login.



This screen will display. Click on select your institution as shown below and start typing The Royal Veterinary College and click on the name when it appears.



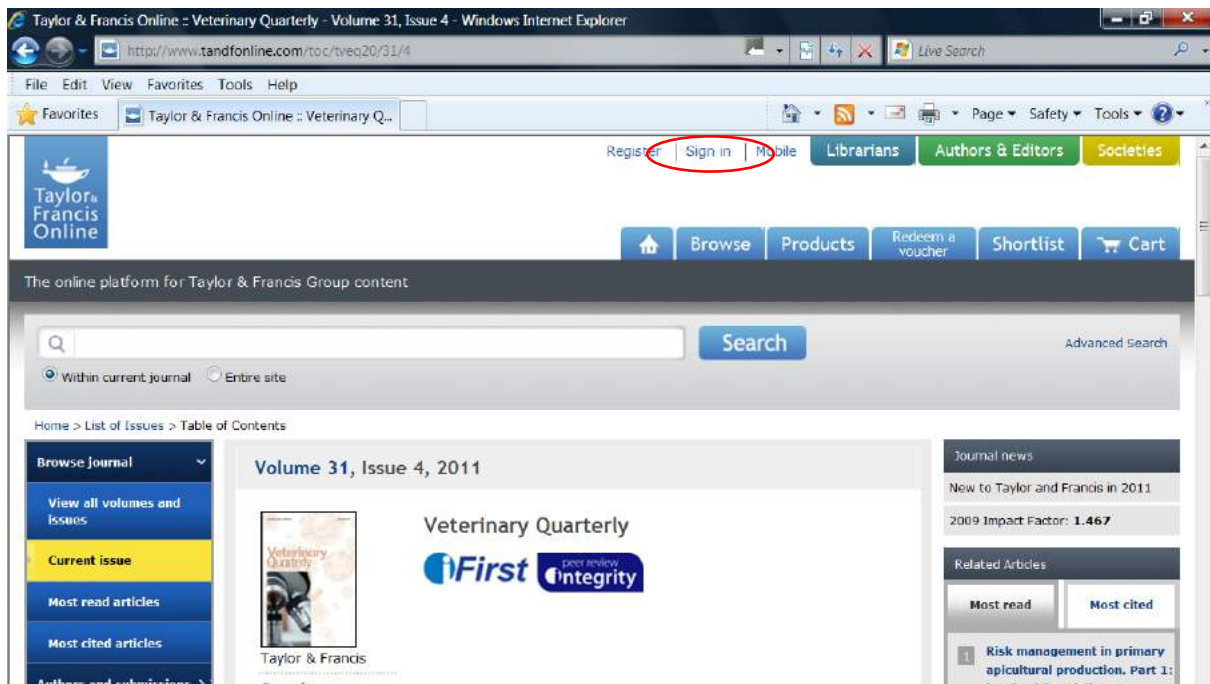
Then click on the Proceed to Athens button.



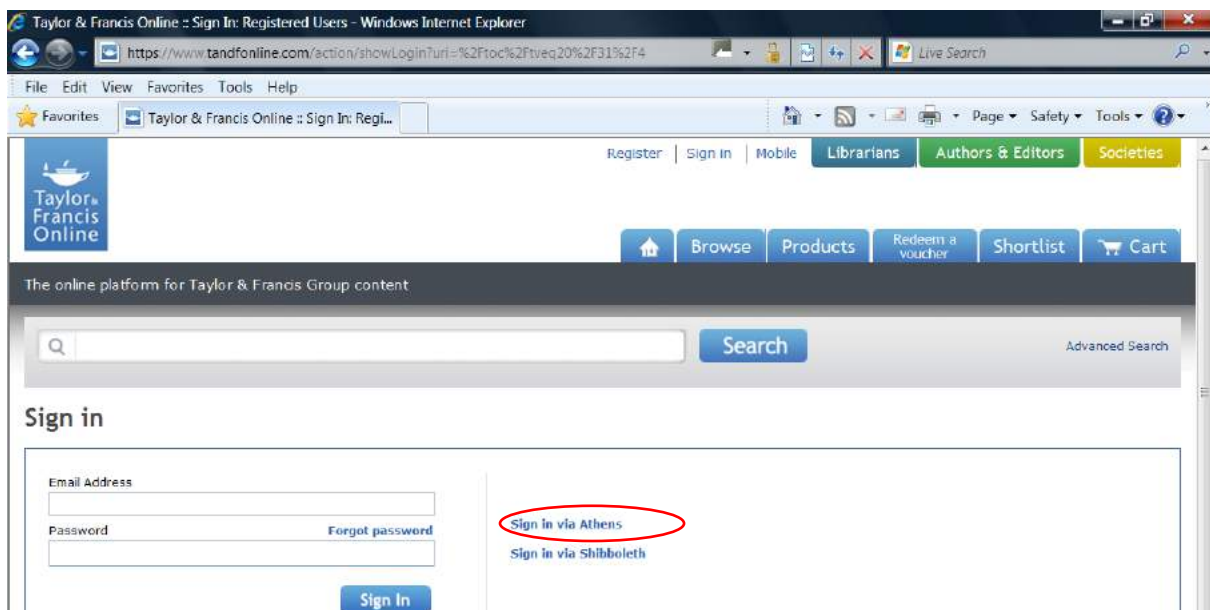
This will take you to the Athens log in screen and when you have entered your details back to the journal screen which will display the Royal Veterinary College logo on the right.

T&F Online

Click on Sign in, top of screen.



Click on Sign in via Athens.



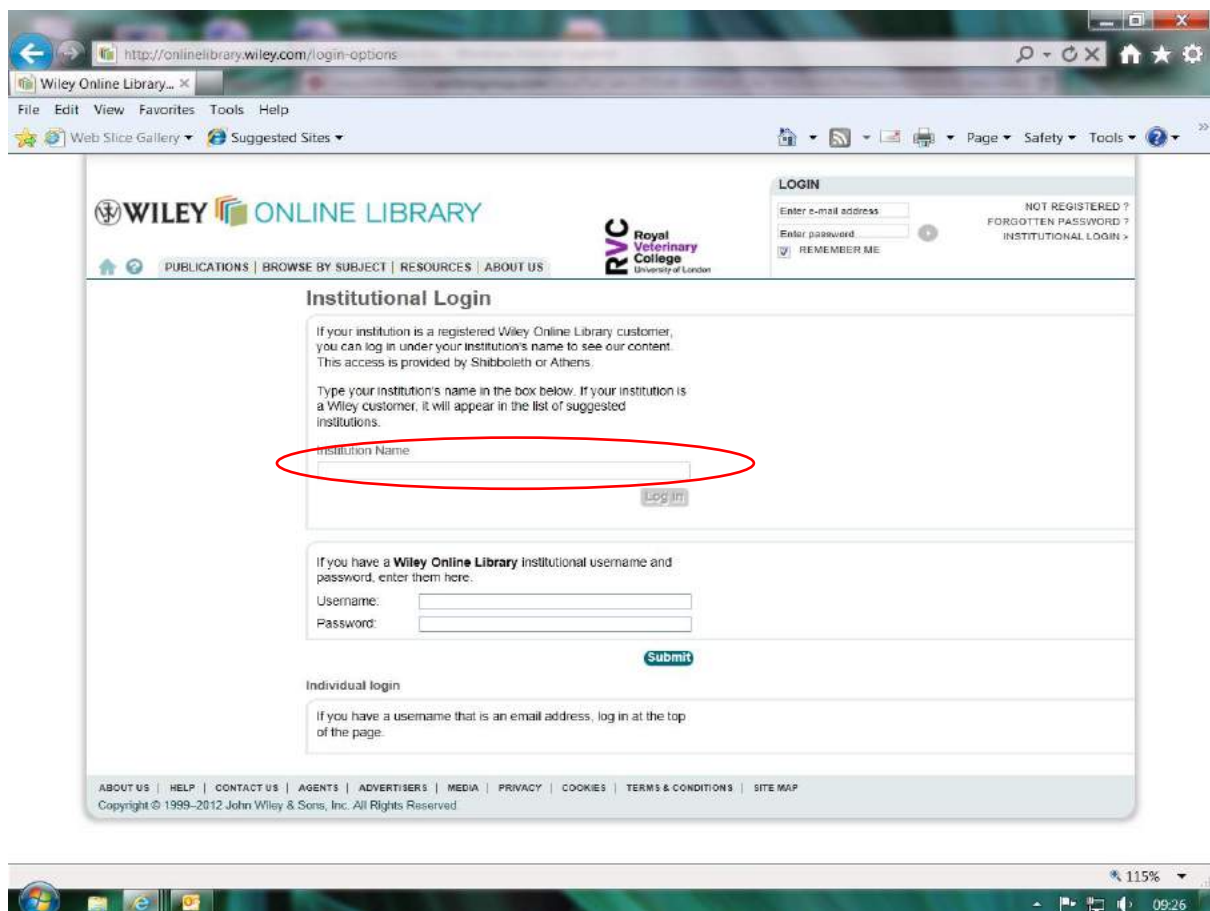
This will take you to the Athens log in screen, once the details are entered you should go back to the journal page.

Wiley

Click on Institutional Login as shown below.

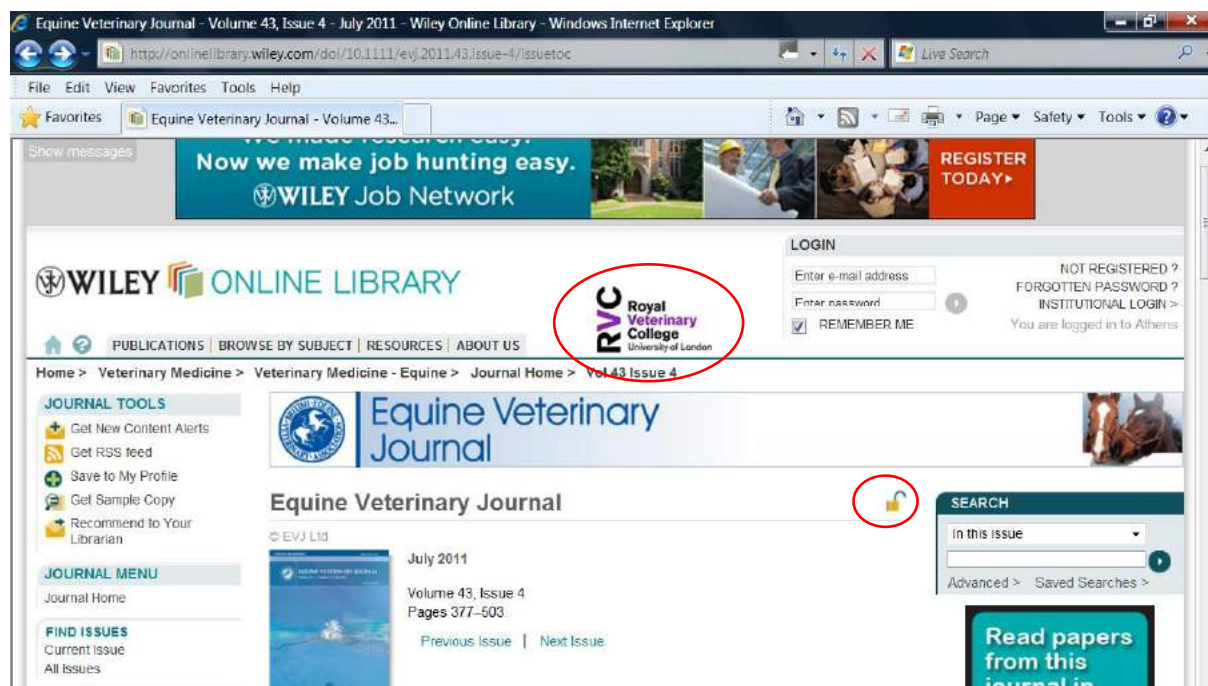


Start typing Royal veterinary College in the Institution Name box.



Five options will pop up, select 'Royal Veterinary College', which will take you to the RVC Athens login screen, shown at the beginning of this document.

When you have logged into Athens you will get taken back to a home screen and you will have to search for the journal you want again. When you get to it you will see the open padlock and the RVC login as shown below.



Athens userid and password are now your usual RVC login. For any queries with an existing account, email library@rvc.ac.uk giving the following details:

- Name
- Course and year, or department
- RVC email address

(Cert AVP students please contact course administrator for further details.)

CertAVP Endnote Update

There have recently been a few changes to how we can access the Endnote program and training details, as the UK supplier has changed, but the same options are still available if you would like to use Endnote.

The Online version is available from this link: <https://www.myendnoteweb.com/EndNoteWeb.html>

This is the page where you can sign up for a new account. There is a free Online version if you sign up with your home email address but if you would like a slightly expanded version, with a bit more storage and more citation styles (as well as the ability to synchronise with the RVC desktop version, if it's convenient for you to work on campus) – you can sign up next time you visit the Royal Veterinary College with your college email details.

On this initial sign-in page you'll also see a 30 day free trial for the desktop version. If you'd prefer to use Endnote desktop, you can buy your own copy at a discounted price from the UK distributors of Endnote, available through the ATHENS CHEST licence scheme. You'll also be able to sign up to Endnote Online and synchronise with your desktop version.

<http://www.bilaney-consultants.co.uk/endnote-chest>

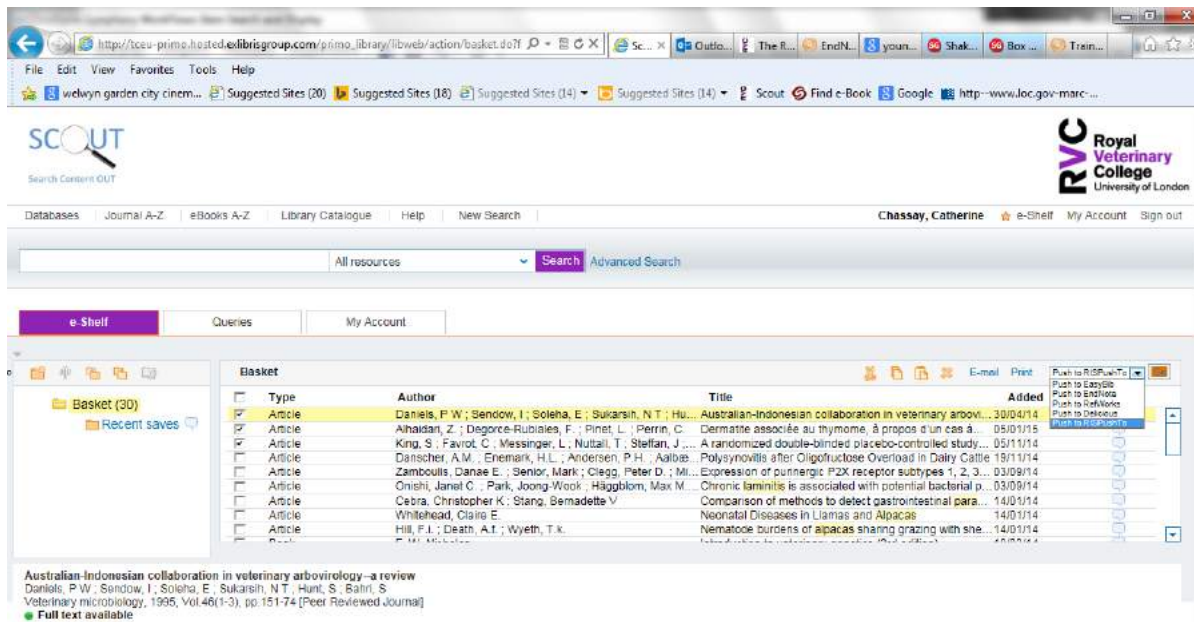
Endnote is produced by Thomson Reuters and their website has a selection of very well illustrated and detailed guides and 'how to' videos at this address.

<http://endnote.com/training>

The Quick Reference Guides available under the 'Get Started' link are excellent introductions and include all the basics. The Online version also explains how to use Cite While You Write to include your references in a document, how to use the Endnote for iPad app and how to set up an Online profile to connect with other users.

It is possible to search for references using PubMed and Web of Science from within either version of Endnote and usually quite simple to send search results from SCOUT or other databases or journal websites

For SCOUT, if you sign in and then save your search results, they'll be saved on your E-shelf and from here you can send them into either version of Endnote – as shown on the diagram, use the drop down menu and Push to RIS for the Desktop version, Push to Endnote for the Online version.



Web of Science is also published by Thomson Reuters and if you are able to come into RVC initially to set up an account with your .rvc email address, you will be able to use the same login details for Endnote Online. If you also use Web of Science as your search engine, it's very easy to send references into Endnote and you can set up a Research Profile for yourself as well as access other information on papers, such as citation statistics.

You can find more details about Web of Science and other databases on the SCOUT front page. If you have any questions about using Endnote or any problems with using it, please email us at library@rvc.ac.uk

