




Module Specification

| Part 1: Basic Data | | | | | |
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| Module Title | Business Management for Veterinary Nurses | | | | |
| Module Code | HVNVB9-15-5 | Level | 5 | Version | 1.0 |
| Credit Rating | 15 | ECTS Credit Rating | 7.5 | Includes WBL? | No |
| Teaching Institution | Hartpury | Department | Veterinary Nursing | Module Type | Standard |
| Contributes towards | BSc (Hons) Equine Veterinary Nursing BSc (Hons) Veterinary Nursing BSc (Hons) Veterinary Nursing Science FdSc Equine Veterinary Nursing Science FdSc Veterinary Nursing Science | | | | |
| PSRB involved | None | Module Entry requirements | None | | |
| Pre-requisites | None | Excluded Combinations | None | | |
| Most recent Validation Date | V1.0 - 21 May 2019 | Due for re-validation by: | V1.0 - 01 September 2025 | | |
| Amendment Approval Date | | Amended with effect from | V1.0 - 01 September 2019 | | |

| Part 2: Learning and Teaching | |
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| Learning Outcomes | <p>On successful completion of this module students will be able to:</p> <ol style="list-style-type: none"> 1. Evaluate internal and external factors influencing the success of a veterinary business (A) 2. Demonstrate an understanding of the importance of financial management and record keeping in a veterinary practice (A) 3. Analyse the potential management responsibilities of Registered Veterinary Nurses (A) |
| Syllabus Outline | <p>In the context of a business plan, the following will be covered:</p> <ul style="list-style-type: none"> • Marketing strategies for veterinary practices • Client satisfaction and retention • Human resources • Financial management and record keeping • Management and leadership • Veterinary practice teamwork and delegation • National and international pressures on veterinary businesses |
| Teaching and Learning Methods | <p>A variety of learning strategies will be used including whole cohort lectures and seminars throughout the module. Students will also be expected to engage in independent learning, spending time preparing for assessment and completing further reading.</p> <p>Students will be able to draw on their existing knowledge of a veterinary business from</p> |

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| | their placement year. Increasing students' awareness of factors impacting on the success of a veterinary business enhances their employability, allowing them to apply the knowledge gained through studying this module in their future careers as veterinary nurses. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Unistats Information | <p>The Office for Students (OfS) require Unistats information to be produced at programme level for all undergraduate programmes of more than one year in length. These are comparable sets of standardised information about undergraduate courses allowing prospective students to compare and contrast between programmes they are interested in applying for.</p> <table><tr><td colspan="5">Expected learning hours for the module:</td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td colspan="4">Number of credits for this module</td><td>15</td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Hours to be allocated</td><td>Scheduled learning and teaching study hours</td><td>Independent study hours</td><td>Placement study hours</td><td>Allocated Hours</td><td></td></tr><tr><td>150</td><td>36</td><td>114</td><td>0</td><td>150</td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> <p>The table below indicates as a percentage the total assessment of the module which constitutes a -</p> <p>Written Exam: Unseen written exam, open book written exam, In-class test Coursework: Written assignment or essay, report, dissertation, portfolio, project Practical Exam: Oral Assessment and/or presentation, practical skills assessment, practical exam</p> <p>Please note that this is the total of various types of assessment and will not necessarily reflect the component and module weightings in the Assessment section of this module description:</p> <table><tr><td colspan="2">Total assessment of the module:</td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td>Written exam assessment percentage</td><td></td><td>0%</td></tr><tr><td>Coursework assessment percentage</td><td></td><td>0%</td></tr><tr><td>Practical exam assessment percentage</td><td></td><td>100%</td></tr><tr><td></td><td></td><td>100%</td></tr></table> | Expected learning hours for the module: | | | | | | | | | | | | Number of credits for this module | | | | 15 | | | | | | | | Hours to be allocated | Scheduled learning and teaching study hours | Independent study hours | Placement study hours | Allocated Hours | | 150 | 36 | 114 | 0 | 150 |  | | | | | | | Total assessment of the module: | | | | | | Written exam assessment percentage | | 0% | Coursework assessment percentage | | 0% | Practical exam assessment percentage | | 100% | | | 100% |
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| 150 | 36 | 114 | 0 | 150 |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Written exam assessment percentage | | 0% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Coursework assessment percentage | | 0% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Practical exam assessment percentage | | 100% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 100% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Reading Strategy | <p>Essential reading</p> <p>Essential material will be indicated to the student via pre-course material, module guides and through their accessing a dedicated VLE programme presence. No requirement for the purchase of set text(s) will be made unless explicitly stated and students will have full access to library services, online applications, and inter-library loans.</p> <p>Further reading</p> <p>Students are expected to identify all other reading relevant to their chosen topic for themselves. They will be required to read widely using the library catalogue, a variety of bibliographic and full text databases, and Internet resources. Many resources can be accessed remotely. The purpose of this further reading is to ensure students are familiar with current research, classic works and material specific to their interests from the academic literature and wider professional sources.</p> <p>Access and skills</p> <p>Formal opportunities for students to develop their library and information skills are provided within the induction period and student skills sessions. Additional support is</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | available through online resources. This includes interactive tutorials on finding books and journals, evaluation information and referencing. Sign up workshops are also offered. |
| Indicative Reading List | <p>The following list is offered to provide the validators /accrediting bodies with an indication of the type and level of information students may be expected to consult. As such, its currency may wane during the life span of the module specification. However, as indicated above, CURRENT advice on readings will be available via other more frequently updated mechanisms.</p> <p>Blackwell, E. (Current Edition) <i>How to Prepare a Business Plan</i>. London: Kogan Page. Bridge, S. and O'Neill, K. (Current Edition) <i>Understanding Enterprise: Entrepreneurship and Small Business</i>. Basingstoke: Palgrave. Burns, P. (Current Edition) <i>Entrepreneurship and Small Business</i>. Basingstoke: Palgrave. Carter, S. and Jones-Evans, D. (Current Edition) <i>Enterprise and Small Business</i>. Harlow: Prentice Hall. Dyson, J. (Current Edition) <i>Accounting for Non-Accounting Students</i>. Harlow: FT Prentice Hall. Lewis, P., Thornhill, A. and Saunders, M. (Current Edition) <i>Employee Relations: Understanding the Employee Relationship</i>. Harlow: Pearson Education Ltd. Stokes, D. and Wilson, N. (Current Edition) <i>Small Business Management and Entrepreneurship</i>. London: Thomson. Storey, D.J. (Current Edition) <i>Understanding the Small Business Sector</i>. London: Routledge.</p> <p><u>Journals</u></p> <p>The Veterinary Nurse The Veterinary Nursing Journal The Veterinary Nursing Times</p> <p><u>Websites and databases</u></p> <p>British Small Animal Veterinary Association www.bsava.com British Equine Veterinary Association www.beva.com RCVS www.rcvs.org.uk VetNurse.co.uk www.vetnurse.co.uk</p> |

| Part 3: Assessment | |
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| Assessment Strategy | <p>This module will be assessed according to the approved Hartpury Academic Regulations including any specific regulations detailed within the student's programme specification.</p> <p>In preparation for the assessment students will be given business information in relation to a fictitious veterinary practice. The presentation will require students to apply their knowledge and understanding of veterinary businesses to answer the assessment brief. Key business skills will be tested to include knowledge of career development opportunities for veterinary nurses within management roles, an appreciation of the importance of effective financial management as well as accurate record keeping. Students will be encouraged to analyse the role that veterinary nurses play in influencing the success of a veterinary practice business, through consideration of factors such as marketing, client retention, effective management and leadership and teamwork. Oral presentation skills will be developed by providing the opportunity to practice these in taught sessions.</p> <p>A student may apply for alternative means of assessment if appropriate. Each application will be considered on an individual basis taking into account learning and assessment needs. For further information regarding this please refer to the VLE.</p> |



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| Identify final assessment component and element | A1 | |
| % weighting between components A and B (Standard modules only) | A: | B: |
| | 100% | 0% |
| First Sit | | |
| Component A (controlled conditions) Description of each element | Element weighting | |
| 1. Oral presentation (30 minutes) | 100% | |

| Resit (further attendance at taught classes is not required) | |
|---|-------------------|
| Component A (controlled conditions) Description of each element | Element weighting |
| 1. Oral presentation (30 minutes) | 100% |
| If a student is permitted a retake of the module under the Academic Regulations, the assessment will be that indicated by the Module Specification at the time that retake commences. | |

Module Amendment Log

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| Module Title: | Business Management for Veterinary Nurses |
| Module Code: | HVNVB9-15-5 |
| Initial Approval Date: | 21 May 2019 |
| Sentence for Course Information Sheet | Provides student veterinary nurses with an understanding of business management processes |

Changes: *Most recent at the top of the page*

| | |
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| Current version number: 0 | |
| Outline Change Details: New module. | |
| Material Alteration: Yes and is accompanied by the relevant programme specifications and course information sheets. | |
| Rationale: New module. | |
| Change requested by: (Name) <input type="checkbox"/> I can confirm that all programme managers have been consulted and support this change <input type="checkbox"/> I can confirm that student representatives have been consulted about this change <input type="checkbox"/> I have retained evidence of this consultation which has been placed in the Module File | |
| Signature:  | Date: 25-06-19 |
| Name of Head of Department: Catherine Phillips I confirm that this change does not require additional resources beyond the scope of those already present or planned for by the department | |
| Signature:  | Date: 25/06/2019 |
| Approval Committee and Date: | CVC 21 May 2019 |
| Change approved with effect from: | 01 September 2019 |
| Resulting new version number: | 1.0 |