



UGANDA
VETERINARY
COUNCIL

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) STANDARD OPERATING PROCEDURES (SOPs) July 2024

SOPs for CPD provider while applying for registration

The CPD provider shall:

1. Fully fill the Uganda Veterinary Council (UVC) application form specific for registration
2. Submit to UVC CEO the filled application form at least six (06) months prior or latest three (03) months to the activity/program commencement date
3. Provide any other information as may be requested by the CEO

SOPs for CPD provider while applying for accreditation of activity/program

The CPD provider shall:

1. Fully fill the UVC application form specific for accreditation of activity/program
2. Submit to UVC CEO the filled application form at least six (06) months prior or latest three (03) months to the activity/program commencement date
3. Provide all the required information/attachments within the period specified in 2 above
4. Mobilise and provide evidence of having the most appropriate human, technological and material resources necessary for successful delivery of the CPD activity/program
5. Liaise with UVC CEO to target the trainers and trainees who are dully registered and are up to date with the retention on the UVB register
6. Prepare and submit activity/program report to UVC within one month after completion of the activity/program.
7. Maintain a record of the CPDs provided and their respective participants.

SOPs for delivery of a CPD activity/program

1. CPD provider to advertise widely for trainees.
2. Take up veterinary surgeons and veterinary paraprofessionals who are up to date with their registration with UVC.
3. Mobilise the most appropriate human, technological and material resources necessary for delivery of the CPD.
4. Only engage mentors who have attained at least 60% of the total credit points (CPs) for their mentorship training module where applicable.
5. Facilitate the UVC representative to participate in the CPD activity/program.
6. Make a report in the UVC format and submit within one month after completion of the CPD activity/program.



UGANDA
VETERINARY
COUNCIL

SOPs for the Veterinary Practitioner participating in a CPD activity/program

A veterinary practitioner shall:

1. Ensure that the CPD activity/programme they choose to participate in, is registered by UVC.
2. Take note of the UVC registration number of the CPD
3. Keep an up-to-date written record of his/her CPs attained from participating in each activity/program and what is accumulated in a calendar year
4. Achieve the UVC allowable minimum credit points (CPs) before renewal of license for the following calendar year
5. Submit annually the CPs record in (3) above and apply to UVC for retention of their name on the Register of veterinary practitioners



UGANDA
VETERINARY
COUNCIL