

SUPERVISION AGREEMENT

entered into between

SOUTH AFRICAN VETERINARY COUNCIL

hereinafter referred to as “SAVC”
and herein duly represented by

.....
in his/her capacity as
“ supervisor appointed by the SAVC”

And

.....
hereinafter referred to as “authorised person”

And

.....
the employer of the “authorised person”

1. Purpose of professional supervision:

The purpose of professional supervision is to:

- 1.1 ensure that the conditions of the authorisation as per the “Annexure” document are being met;
- 1.2 determine proficiency in procedures/services that fall under the duties of the relevant profession;
- 1.3 ensure that the authorised person remains proficient in performing the services as per the “Annexure” document; and
- 1.4 ensure that the authorised person complies with the prescriptive rules and regulations of the SAVC.

2. Purpose of agreement:

The purpose of the supervision agreement is to:

- 2.1 ensure that the appointed supervisor exercises his/her duties on behalf of the SAVC as supervisor of the authorised person;
- 2.2 ensure that there is a clear understanding of accountability for actions and/or omissions of the authorised person;
- 2.3 ensure that there is a clear understanding of accountability for actions and/or omissions of the employer; and
- 2.4 ensure a clear understanding of accountability for actions and/or omissions of the supervisor.

3 Responsibilities are:

1 The Employer:

- 3.1.1 To provide all reasonable cooperation to enable the supervisor to perform his/her duties as delegated by the SAVC; and
- 3.1.2 To assist the authorised person in achieving the aim of the authorisation within the prescripts of the Veterinary and Para Veterinary Professions Act, Act No 19 of 1982 and any other relevant legislation.

2 The Supervisor:

- 3.2.1 Must be registered with the SAVC;
- 3.2.2 To fulfill the role of supervisor as delegated by the SAVC;
- 3.2.3 To ensure that the SAVC receives regular reports as determined by Council on the performance of the authorised person

3 The Authorised Person:

Submit to supervision and give all reasonable cooperation to enable the supervisor to exercise his/her functions including any change in supervisor or conditions of authorisation.

4 Additions to the agreement:

Once the application is approved the supervision agreement will be amended and include all or some of the following aspects that will be attached to this document as "Addendum A":

- 4.1 the level of supervision that should take place;
- 4.2 the venue/ place and scope of the supervision;
- 4.3 responsibilities of the supervisor as delegated by the SAVC;
- 4.4 authorised responsibilities of the authorised person as granted by SAVC;
- 4.5 the recordkeeping of the supervision and frequency of the report including any attachments;
- 4.6 access to reports and attachments submitted to the SAVC;
- 4.7 the feedback process including the reports and the process to rectify any aspect that the supervisor / SAVC is not satisfied with;
- 4.8 notification requirements should the incumbent leave the employment of the employer;
- 4.9 notification requirements should the supervisor leave the employment of the employer; and
- 4.10 any other conditions that may be imposed by Council.

5. Information:

All information between the parties shall be treated with respect and in a professional manner and will be seen as confidential information in respect of third parties.

6. Cancellations

In the event that the supervisor is absent from work for more than two weeks it is the responsibility of the employer to report this aspect to SAVC without delay.

7. Disagreements

- 7.1 Areas of disagreement between the parties shall be recorded on the supervision records; and
- 7.2 Areas of disagreement that cannot be resolved shall be reported to the SAVC.
- 7.3 The SAVC may withdraw the authorisation in accordance with SAVC standards and/or request a meeting to assess the position and/ or advise remedial actions.
- 7.4 Any deviation from this agreement without a further agreement would render the dispensation for authorisation null and void.

8. Review of supervision

Review of supervision falls within the sole discretion of the SAVC and may be changed from time to time without prior notice;

9. Agreement

- 9.1 The letter of intent received with the application forms part of this agreement;
- 9.2 The agreements and addendums shall be signed by the employer, authorised person and supervisor in their different capacities at time of approval by the SAVC of the authorisation after which authorisation will be finalised; and
- 9.3 The parties acknowledge and appreciate the contents of this agreement, and understand that this document and the addendums are the entire agreement and any modification of this agreement shall be done with the consent of all parties, or be seen as null and void.

Two copies signed on and dated on _____ day _____ 20

.....

EMPLOYER

AUTHORISED PERSON

.....

APPOINTED SUPERVISOR OF THE SAVC