

Additional guidelines for certification/accreditation of courses with contents on commercial-economic practice management

Introduction:

Since March 1, 2009 ATF accreditation of courses with contents on commercial-economic practice management is possible. According to § 7 (2) of the model professional code of conduct [Musterberufsordnung] of the Federal Chamber of Veterinary Surgeons [Bundestierärztekammer – BTK] **further training on commercial-economic practice management** can be accredited with a **maximum of 25 percent** and interactive courses with a maximum of 50 percent of the total time of continuing education per year.

Please note that according to § 7 of the model professional code of conduct [Musterberufsordnung] of the BTK veterinarians in Germany have to fulfil 20 hours of continuing education per year (veterinarians with an additional qualification: 24 hours per year, a minimum of 6 hours thereof concerning the subject of the additional qualification; specialised veterinarian: 30 hours per year, a minimum of 15 hours thereof concerning the subject of their specialization; veterinarians authorised to provide advanced veterinary training: 40 hours, a minimum of 20 hours thereof concerning the subject of their authorization).

The rules of professional code of conduct of the Chambers of Veterinary Surgeons of federals states [Landestierärztekammern] are mandatory and might be slightly different.

Criteria for ATF certification:

– Participants:

The training is aimed exclusively at veterinarians.

– Contents:

Further training may be accredited if it provides knowledge of practice organisation and management, business administration, personnel management and communication.

This includes, according to a resolution of the ATF Executive Board [ATF-Vorstand], the following contents:

- ☞ Practice organization, human resources, personnel management
e.g. legal foundations (labour law, maternity protection), working time and remuneration models, conflict management etc.
- ☞ Form of practice, practice purchase and sale
e.g. regulations under professional law, possibilities of partnership, valuation of the practice, practice as retirement provision etc.
- ☞ Accounting and practice controlling
e.g. tax law, insurances, bookkeeping structure, cost types, cost and activity accounting, application of the veterinary fee schedule, profit and loss control etc.
- ☞ Quality Management
e.g. Good Veterinary Practice
- ☞ Communication
e.g. communication with employees, communication with pet owners to increase compliance, self-management etc.

– Qualification of speakers:

- ☞ Academic degree in business administration or economics
(university or university of applied sciences / college)
- ☞ Other academic degree (university or university of applied sciences) for the area presented in the training (example: lawyer for labour law etc.) and appointed tax consultant (for the area of tax law)
- ☞ Veterinarians with specialist references in the commercial and business management sector