



Referral to VCNZ

Who can refer?

VCNZ is responsible for promoting and encouraging high standards of professional education and conduct among veterinarians. It has jurisdiction over those registered as veterinarians, or those who were registered as veterinarians at the time of the incident that led to the notification.

When should you refer?

You should make a referral to VCNZ if there are serious concerns about the conduct, competence or health of a registered vet, or that a registered vet may have breached the [Veterinarians Act 2005](#).

In some cases, it may be appropriate for more than one organisation to look into concerns. If your referral relates to breaches of other legislation, you may need to contact another organisation.

- Animal Welfare Act → MPI
- Agricultural Compounds and Veterinary Medicines (ACVM) Act → MPI
- Medicines Act → MoH
- Medicines Regulations Act → MoH
- Criminal matters → Police

How to make a referral

Please call us first to discuss your referral before completing the attached referral form.

When you have completed the form, please attach the relevant information that tells us what led to this referral. Providing clear details helps us assess the notification.

Please scan and email your information to vet@vetcouncil.org.nz

Please include the following documents.

- The completed referral form.
- A summary of the relevant events citing dates, witnesses etc. **Bullet point format or a timeline is the preferred way of summarising your concern.**
- A separate sheet including the names, roles, and contact details of anyone else we may need to contact in relations to this notification eg other vets involved, the herd/animal's owner, other people involved in this matter or witnesses.
- All relevant records or documents.
- Relevant emails. Please ensure these are in chronological order and include dates and the names of the sender and recipients. (Please ensure there is only one copy of each email ie avoid repeated 'email trails'.)

Organisation Referral Form

Please contact us to discuss your referral before completing this form.

Please return your completed form to vet@vetcouncil.org.nz

VETERINARY COUNCIL
OF NEW ZEALAND
Te Kaitiaki Take Kōwhiri o Aotearoa



Name of your organisation (eg MPI, MoH):

Contact person for this notification, including role/position:

Phone:

Email:

Name of vet:

Clinic/practice:

Vet's address:

Vet's phone:

Vet's email:

Is your organisation conducting its own investigation? **YES / NO** If yes, please give details.

Are you aware of any other body considering this matter (eg NZ Police)? Please give details.

Has your organisation contacted the vet about this directly? If so, please give details.

Are there any previous investigations/communication with this vet that we should be aware of?

Why are you referring this matter to VCNZ? What specifically do you want us to address?

What outcome is your organisation seeking in referring this to VCNZ?

Please attach:

- a summary of the **relevant** events. Make sure you include information on dates, who was present and details about the incident/s leading to this referral. **Bullet point format or a timeline is the preferred way of describing your concern.**
- all supporting documentation (eg records, emails). Please ensure any emails are in chronological order and include dates and names of the sender and recipient.
- details of anyone else we might need to contact in relation to this notification eg other vet/s involved, the herd/animal(s) owner, other people involved in this matter, or witnesses. Please give their name/s, contact details, and their role in this matter.

Declaration: I understand that VCNZ may send any or all of **the information provided to the vet concerned** and/or other parties as part of our investigation. I declare that all information provided is a correct and true account.

Your name:

Signature:

Date:

Privacy Notice: Any personal information submitted on this concern will be kept and maintained by the Veterinary Council of New Zealand (VCNZ) in accordance with the Privacy Act 1993. Personal information submitted will be used by VCNZ in connection with complaints and disciplinary processes. You may request access to see any personal information held about you and where that information is inaccurate, ask for it to be corrected.