

## SUPERVISION AGREEMENT FOR PURPOSES OF AUTHORISATION

entered into between

.....  
the registered supervisor appointed by the SAVC  
hereinafter referred to as “supervisor”

And

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

And

.....  
the employer of the “authorised person”  
hereinafter referred to as “employer”

### 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.
- 1.5 ensure that the authorised person understands that he/she may be required to sit and pass the relevant Council examination during the period of authorisation, as one of the conditions of authorisation, provided that the qualification of the person to be authorised is recognised by the Council to gain access to the Council examination in accordance with the then relevant examination rules.

## **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. The responsibilities of the respective parties are:**

### **3.1 The employer undertakes to:**

- 3.1.1 Employ the authorised person for the period of the authorisation;
- 3.1.2 Provide written confirmation to the SAVC within seven (7) days of receipt of the certificate of authorisation that the conditions of authorisation were explained to the authorised person, in the absence of which the authorisation will lapse;
- 3.1.3 Ensure that the authorised person does not practice independently in South Africa and/or issues invoices for services rendered in his/her own name or from a practice that is not registered in the name of the employer;
- 3.1.4 Inform the SAVC immediately in writing if the authorised person contravenes any term of this agreement;
- 3.1.5 Provide all reasonable cooperation to enable the supervisor to perform his/her duties as delegated by the SAVC;
- 3.1.6 Ensure that the SAVC receives six (6) monthly written reports, or as otherwise directed by the SAVC, on the performance of the authorised person and his/her compliance with the terms of this agreement;
- 3.1.7 Return the original certificate of authorisation, as well as any annexures thereto, to the SAVC upon termination of this agreement for any reason whatsoever; and
- 3.1.8 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.

### **3.2 The supervisor, if different from the employer, must:**

- 3.2.2 Be registered with the SAVC;
- 3.2.2 Oversee the work done by the authorised person;
- 3.2.3 Fulfill the role of supervisor as delegated by the SAVC;
- 3.2.4 Ensure that the SAVC receives six (6) monthly written reports, or as otherwise directed by the SAVC, on the performance of the authorised person and his/her compliance with the terms of this agreement; and
- 3.2.5 Inform the SAVC immediately in writing if the authorised person contravenes any term of this agreement.

### **3.2.6 The authorised person undertakes to:**

- 3.3.1 Submit to supervision and give all reasonable cooperation to enable the supervisor and/or employer, as the case may be, to exercise his/her functions including any change in supervisor or conditions of authorisation;
- 3.3.2 Not practice independently in South Africa during the period of authorisation;
- 3.3.3 Comply with clause 9.10 of this agreement;
- 3.3.4 Abide by the provisions of the Veterinary and Para-Veterinary Professions Act, Act 19 of 1982, all its regulations, the rules and the code of conduct and practice for the veterinary profession;
- 3.3.5 Irrevocably subject him/herself to the disciplinary authority vested in the SAVC;
- 3.3.6 Return the original certificate of authorisation, as well as any annexures thereto, to the employer upon termination of this agreement for any reason whatsoever;
- 3.3.7 Keep the SAVC and the employer updated regarding his/her contact details, such as telephone & mobile numbers, physical address, postal address and e-mail address;
- 3.3.8 Sit and pass the relevant Council examination during the period of authorisation, if applicable, provided that the qualification of the person to be authorised is recognised by the Council to gain access to the Council examination in accordance with the then relevant examination rules.
- 3.3.9 Clause 3.3.8 is/is not applicable to this agreement. **(Delete which is not applicable)**
- 3.3.10 Comply with CPD requirements, if authorized for a period longer than two (2) years.

### **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” and which will form an integral part of this agreement:

- 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:**

- 5.1 The fact of the authorisation, the names of the authorized person, the employer and the supervisor, and the conditions pertaining to the authorisation are not confidential information in respect of third parties; and
- 5.2 All other information will be treated as confidential.

## **6. Termination**

- 6.1 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, in which event the SAVC has the discretion whether to terminate the agreement or not;
- 6.2 In the event that written confirmation is not provided to the SAVC within seven (7) days of receipt of the certificate of authorisation that the conditions of authorisation were explained to the authorised person, in the absence of which the authorisation will terminate;
- 6.3 If no agreement can be reached in terms of clause 7 of this agreement, the agreement and authorisation shall terminate with immediate effect;
- 6.4 In the event that the authorised person does not comply with the terms and conditions of this agreement in any manner at all; or
- 6.5 The agreement, as well as the authorisation of the authorised person, shall terminate with immediate effect if the employer, supervisor or authorised person withdraws from the agreement.

## **7. Disagreements**

- 7.1 Areas of disagreement between the parties shall be recorded on the supervision records;
- 7.2 Areas of disagreement that cannot be resolved shall be reported to the SAVC immediately;
- 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; and
- 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 finalized, provided that the authorisation application is approved and all outstanding requirements fulfilled;
- 9.3 The signing of this agreement does not constitute an authorisation of the authorized person;
- 9.4 Failure to comply with the terms of this agreement constitutes unprofessional conduct;
- 9.5 The parties acknowledge and understand the contents of this agreement;
- 9.6 Understand that this document and the addendums are the entire agreement;
- 9.7 Any amendment to this agreement shall be done in writing with the consent of all parties, or be seen as null and void;
- 9.8 The authorisation certificate is not valid unless presented to third parties in full, i.e. the certificate and any addendum/s together.

- 9.9 No authorisation is valid until the physical certificate of authorisation is signed by the Registrar of the SAVC; and
- 9.10 No services may be rendered by the authorised person in South Africa until the authorisation number is issued by the administration.

Signed on \_\_\_\_\_ 20\_\_\_\_.

.....  
**EMPLOYER**

.....  
**AUTHORISED PERSON**

.....  
**SUPERVISOR OF THE SAVC**



Protection of Personal Information Act, 2013 (POPIA)

We are committed to ensuring the security and protection of the personal information that we process, and to provide a compliant and consistent approach to data protection. As a Data Subject you do have certain rights, including the right to be notified that personal information about you is being collected. A copy of our POPIA Section 18 Privacy Notification – Members is available at our Information Officer or on our website.

Contact details of our Information Officer: Information Officer: Mongezi Menye, Deputy Information Officers: Dinamarie Stoltz & Ronel Mayhew  
Email: [director.legalaffairs@savc.org.za](mailto:director.legalaffairs@savc.org.za); [systems@savc.org.za](mailto:systems@savc.org.za)