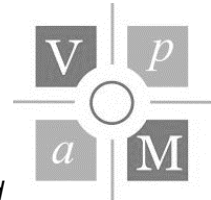




In association with



and



# Salaries Survey 2012

This year the Salaries Survey is being run in association with the British Veterinary Nursing Association and the Veterinary Practice Management Association and we are grateful to them for their support.

Ideally we need one completed questionnaire for each and every Veterinary Surgeon, Nurse, Receptionist and Practice Manager including both full and part-time workers from your practice. It is best if each employee fills in the survey for themselves.

It would be really helpful if you could complete this survey online which not only saves postage costs but ensures the results go straight into the database so no one has to re-type them! Read through this document so you know what information you need, then go online at

[www.questform.co.uk](http://www.questform.co.uk)

Login as: **Salary 2012**

Password: **salary**

However, if paper is your preference, please copy this form as many times as you need and share it round your practice.

As always the survey data is treated as strictly anonymous and totally confidential.

If you have two or more jobs, please complete a separate survey for each of your employments.

The more responses we get the more you will get back from this survey.

**Please return completed paper forms to: SPVS**

**The Governor's House  
Cape Rd  
Warwick  
Warwickshire  
CV34 5DJ**

**BEFORE** the end of February 2012

OR better still complete it on line at [www.questform.co.uk](http://www.questform.co.uk)

1. In which region is your practice situated?  
*Please select only one. If your practice straddles 2 areas select the one where the majority of your work is carried out, or where your principal surgery is based.*
- A Wales and the South-West.** (Wales, Avon, Channel Islands, Cornwall, Devon, Dorset, Gloucestershire, Somerset, Wiltshire, Isle of Wight)
- B Greater London**
- C South-East.** (Hampshire, Kent, Surrey, East Sussex, West Sussex, Isle of Wight, Bedfordshire, Berkshire, Buckinghamshire, Hertfordshire, Oxfordshire, Cambridgeshire, Essex, Norfolk, Suffolk)
- D Scotland and Northern Ireland**
- E Northern England.** (Humberside, Lancashire, North, South and West Yorkshire, Cleveland, Cumbria, Durham, Northumberland, Tyne & Wear, Isle of Man)
- F Merseyside and the Midlands.** (Derbyshire, Lincolnshire, Northamptonshire, Nottinghamshire, Staffordshire, Warwickshire, Leicestershire, West Midlands, Cheshire, Greater Manchester, Hereford & Worcester)

2. What is your principle role within the practice?
- Veterinary Surgeon  
 Veterinary Nurse/Trainee/Auxiliary  
 Receptionist  
 Practice Manager / Administrator

3. Your gender  Male  Female

4. Which statement best describes the type of practice you work in?
- 100% small animal  
 >75% small animal  
 mixed  
 >75% large animal  
 equine  
 dedicated OOH  
 other please specify: .....

5. Which of these best describes the primary work done at your practice?
- First opinion practice  
 Combination of first opinion & referral practice  
 Referral practice  
 Charity / Not for profit

6. Are you a director in a corporate practice?  Yes  No

7. **VETERINARY SURGEONS ONLY**

How long have you been qualified? ..... Years ..... Months

Do you have any post-graduate qualification(s) from which your practice derives an income?  Yes  No

If you answered yes, please specify which qualification(s) .....

Do you expect to receive any form of performance related pay in the next 12 months?  Yes  No

**8. NURSING STAFF ONLY**

Which statements apply to you? (tick all that apply)

- I am currently a student VN
- I am currently studying for a non-VN nursing qualification
- I am a qualified VN
- I am a listed VN
- I am a registered VN
- I have a veterinary nursing degree
- I have a veterinary nursing diploma
- I have an advanced veterinary nursing diploma
- I am a qualified Veterinary Care Assistant (VCA)
- SQP
- I hold another veterinary nursing qualification

If you are studying for or hold another veterinary nurse qualification - what is it?

.....

If you have a qualification how long have you been qualified for?

Give the date of your first qualification if you have more than 1 ..... years ..... months

**9. PRACTICE MANAGERS/ADMINISTRATORS/RECEPTIONISTS**

If you currently have a formal management qualification or other qualification relevant to your role, or are working towards one, please indicate below: (please tick all that apply)

	I hold this qualification	I am working towards this qualification
MBA / MSc	<input type="checkbox"/>	<input type="checkbox"/>
DMS	<input type="checkbox"/>	<input type="checkbox"/>
CMS	<input type="checkbox"/>	<input type="checkbox"/>
Cert Practice Management (VPMA)	<input type="checkbox"/>	<input type="checkbox"/>
SQP	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

If other, please

specify.....

**10. Professional Memberships**

Which professional bodies are you a member of, and for which does your practice pay your subscription?

Body	Member	Practice pays
RCVS.....	<input type="checkbox"/>	<input type="checkbox"/>
BVA .....	<input type="checkbox"/>	<input type="checkbox"/>
SPVS .....	<input type="checkbox"/>	<input type="checkbox"/>
BSAVA .....	<input type="checkbox"/>	<input type="checkbox"/>
BEVA .....	<input type="checkbox"/>	<input type="checkbox"/>
BCVA .....	<input type="checkbox"/>	<input type="checkbox"/>
VMPA .....	<input type="checkbox"/>	<input type="checkbox"/>
BVNA .....	<input type="checkbox"/>	<input type="checkbox"/>
Other .....	<input type="checkbox"/>	<input type="checkbox"/>

please specify:

.....

What is the total value of subscriptions paid by your practice?

£.....

11. Please can you estimate how many hours you would spend of each of the following activities in a typical week. The headings are only to indicate broad areas of work and many staff members will work in more than one area. Please answer for all that apply to the best of your ability.

Hours

**VETERINARY**

- ..... Small animal consultations
- ..... Small animal in-patient work
- ..... Exotic work
- ..... Equine work
- ..... Farm animal work

**NURSING**

- ..... Nurse led consultations / clinics
- ..... Assisting the vet in consultations (inc. dispensary duties)
- ..... Assisting a vet / VN with in-patient & surgical work (inc. anaesthesia monitoring)
- ..... Undertaking self managed in-patient work e.g. radiography / dentals
- ..... Undertaking schedule 3 surgical procedures
- ..... Caring for hospitalised patients

**MANAGEMENT / ADMINISTRATION**

- ..... Routine HR administration, e.g. recruitment and selection
- ..... Routine accounting administration e.g. paying bills, chasing debts, banking etc
- ..... Strategic practice administration e.g. running and reviewing reports
- ..... Routine operational duties e.g. stock control, rota management etc
- ..... Health and Safety management
- ..... Resolving issues and complaints (external)
- ..... Resolving issues (internal)

**RECEPTION**

- ..... Reception duties: face to face contact with clients
- ..... Reception duties: telephone contact with clients
- ..... General reception administration (cashing up, chasing lab results etc)
- ..... Animal / clinical related duties (holding animals, inpatient management etc)

**GENERAL**

- ..... Laboratory work
- ..... Professional development (reading journals, on-line CPD etc)
- ..... Training and mentoring other staff
- ..... Cleaning
- ..... Paid breaks
- ..... Other  
please specify: .....

**12. Your Salary**

Please make the following assumptions:

- You will remain in your current job for the next 12 months.
- Your current CONTRACTUAL hours (i.e. the hours you are required to work by your contract of employment) will not alter.
- You will not take any break from employment other than paid annual leave.
- You take your full holiday entitlement in the normal way.
- You quote figures on your standard working week as described in your contract, excluding additional 'overtime' whether paid or unpaid.
- **Do not include** any car / accommodation / CPD etc allowance as these are entered later.

What do you anticipate your BASIC earnings (£) will be, before tax & NI are deducted, for your contractual hours in this employment over the next 12 months? £ .....

If you get any form of annual bonus - how much will it be?  
 If this varies from year to year, give the amount awarded in the most recent year for which you have figures. It is impossible to use answers such as "5% of net profit" as we do not know your profit levels, so do please give a cash figure even if it is an estimate. £ .....

If you are a director of a corporate practice what annual dividend do you expect to get? £.....

Do you have a written contract of employment? Yes / No

**13. Your hours**

On average how many CONTRACTUAL hours (as defined above) per typical working week do you work in this employment? ..... hours

Exclude OOH (out-of-hours) unless your employment is to provide a dedicated OOH service. OOH is defined as time outside normal surgery hours when you are paid to be on-call and attend to emergencies as required.

On average how many ACTUAL hours per typical working week do you work in this employment? ..... hours  
 Exclude OOH unless you are employed to provide a dedicated OOH service.

Which statement best describes any remuneration you may receive for any additional weekday hours you work above your contractual hours?

- I do not receive any overtime payments or time in lieu.....
- I receive overtime payment for any additional hours worked.....
- I receive time in lieu for any additional hours worked .....
- I get a mixture of time in lieu & overtime payment.....

**14. Nights on call**

Do you ever work at night? Yes / No  
 If no, please go to question 15.

What is the TOTAL number of nights (including weekend nights) you expect to work in a typical 12 month period? .....

When you work 'nights' which statement best describes your situation:

- I am 'on-site' at the practice premises .....
- I attend work when required.....

15.	Do you ever work Saturday daytime? If no, please go to question 16.	Yes / No
	How many Saturdays would you work in a typical year?	.....
	When you work on Saturday during the day, the number of hours on a typical Saturday that you are physically at the practice premises is	..... hours
	How many hours in addition to those above are you expected to be available to carry out work should it be required?	..... hours

16.	Do you ever work Sunday daytime? If no, please go to question 17.	Yes / No
	How many Sundays would you work in a typical year?	.....
	When you work Sunday during the day the number of hours on a typical Sunday that you are physically at the practice premises is	..... hours
	How many hours in addition to those above are you expected to be available to carry out work should it be required?	..... hours

17.	If you work 'nights' or 'daytime' Saturdays/Sundays (as described in questions 14-16 above) which statement best reflects any remuneration you receive for these hours?	
	I do not receive any payments or time in lieu .....	<input type="checkbox"/>
	I receive payment within my basic salary for hours worked .....	<input type="checkbox"/>
	I receive time in lieu back for hours worked .....	<input type="checkbox"/>
	I receive separate payment above basic salary for hours worked .....	<input type="checkbox"/>
	I get a mixture of time in lieu & payment above basic salary .....	<input type="checkbox"/>
	If you receive additional payment for any such work, can you estimate how much you would receive in an average year?	£ .....

18.	Averaged over the next 12 months how many days would you expect to work in a typical week?	.....
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19.	How many paid days annual leave (EXCLUDING PUBLIC HOLIDAYS) will you receive in the next 12 months?	.....
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20.	How many paid public holidays will you receive in the next 12 months?	.....
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21.	<b>Accommodation</b>	
	What statement best describes your situation with regards to accommodation?	
	I do not receive any accommodation allowance or accommodation .....	<input type="checkbox"/>
	I receive an accommodation allowance .....	<input type="checkbox"/>
	If you receive an accommodation allowance, what is the annual value?	£ .....
	I have use of accommodation supplied by the practice .....	<input type="checkbox"/>
	If you have use of practice accommodation, what is the annual rental value?	£ .....
	<i>Please estimate if you do not know the exact figure</i>	

22. With regards to cars - which best describes your situation?

- I do not get a car allowance .....
- I receive a car allowance in addition to my basic salary ....
- Please indicate the annual value of your car allowance .... £ .....
- I am provided with a practice car .....
- If you drive a practice car, what make and model is it? ..... .....
- Engine size? ..... .....
- Fuel type ..... .....
- Year? ..... .....
- Are you provided with fuel for private use? ..... Yes / No

23. **CPD**

- How much financial allowance for CPD do you get per year? £ .....
- How many paid days off are you given per year for CPD? .....

24. How much, if any, do you receive towards any of the following per year?

- Utility or telephone bills ..... £ .....
- Pet food ..... £ .....
- Veterinary care for your pets ..... £ .....
- Pension contributions ..... £ .....
- Other ..... £ .....
- Please specify: ..... .....

25. If you had a student loan what was the value of it when you qualified?

- I did not have a loan       Up to £10,000       £10,001 – £20,000       £20,001 – £30,000
- £30,001 – £40,000       £40,001 – 60,000       £60,001 – £85,000       £85,001 – £100,000
- more than £100,000

26. How much, if any, of this loan do you still have?

- I have paid off my loan       Up to £10,000       £10,001 – £20,000       £20,001 – £30,000
- £30,001 – £40,000       £40,001 – 60,000       £60,001 – £85,000       £85,001 – £100,000
- more than £100,000

27. SPVS would like to be able to contact you with information about future surveys, CPD events etc. If you are happy to hear from us, please add your e-mail address:

.....

- Tick here if you wish to be contacted ONLY about future surveys

Thank you for your time completing this survey.