



Conducting an ACDS TPR Stewards Clinic

It is important for the integrity of ACDS accreditation systems that Official's Clinics be run to a similar standard, irrespective of location or presenter. The following is provided to ensure these minimum standards are met:

Requirements for a TPR Clinic:

- Room of sufficient size, with seating & tables, to deliver the presentation and complete exam papers etc.
- Audio visual equipment – laptop and data projector / large screen TV.
- A safe and secure area to carry out practical assessments.
- Sufficient suitable horses and ponies for the practical assessment (3-6 horses and ponies as a guide depending on number of participants). A variety of breeds and sizes is recommended to provide a range of experiences. Horse and ponies can be wearing harness to make the assessment more realistic but it is not necessary or desirable that they be hitched to a carriage.
- The services of an Equine Vet to oversee the practical element and sign off competency assessments.
- Several manual stethoscopes, digital thermometers, stopwatches, alcohol wipes and Vaseline. Participants should be encouraged to bring their own equipment if they have it.
- An electronic copy of the ACDS TPR Steward Presentation (available from Training & Schools Subcommittee). It is advised to 'test-run' the presentation well in advance.
- Several printed copies of the ACDS TPR Steward Manual. Participants should be encouraged to bring their own copies.
- Sufficient copies of TPR Assessment forms (from TPR Package) for all participants, and TPR Recording sheets (From CDE Organisation Guidelines), clipboards, pens etc for use during the practical assessment.

Important Points for Conducting the Clinic:

- The recommended clinic format is as follows:
 1. Powerpoint Presentation and admin (participants to fill out their paperwork)
 2. Practical Assessments in a group situation under supervision of an Equine Vet.
 3. Exam (it is strongly encouraged that participants complete their exam on the day, however it may be submitted within 3 months of the Clinic)
- The presentation may be delivered by anyone with presentation skills and a sound prior familiarisation with the content and the accreditation process – State CDE or PE Convenors are preferred if they are willing to do so, as their role will also include completing accreditation signoffs and notifying Federal Secretary etc.



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- The presentation should be delivered whilst participants have access to the TPR Stewards Manual for reference.
- Depending on the number of participants and the number of equines available, it is permissible to have a competent person demonstrate the taking of rectal temperatures, and then ask participants to describe the appropriate procedure rather than have each person physically undertake the task – this should be discussed and agreed with the Supervising Vet before commencing.
- Participants should be encouraged to take as many readings as time and resources permit, however a minimum of three (3) sets of TPR observations under assessment conditions by each participant is required.
- The Exam is 'open book' and reference to the TPR Stewards Manual is permitted, however responses should be formulated by the participant themselves. The Presenter / Convenor may provide assistance to the participant to locate the relevant references, however should avoid providing the answers themselves.

Post-clinic requirements:

- PE / CDE Convenor should ensure they have all necessary evidence collated before signing off competency assessments for Clinic participants – refer to TPR Steward Accreditation Package for specific requirements.
- Details of those participants deemed competent are to be forwarded to the ACDS Federal Secretary using the relevant form.
- The ACDS Training & Schools Subcommittee values feedback – both from participants and organisers, so please feel free to provide comments on the presentation and clinic format. Clinic feedback sheets are available for distribution to attendees if desired.