European College of Veterinary Emergency and Critical Care

Policies and Procedures

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Chapter 1: Introduction

The European College of Veterinary Emergency and Critical Care (ECVECC®) is a veterinary specialty organisation. It is founded as part of the programme for veterinary specialization in Europe. ECVECC® operates in close cooperation with the European Society of Veterinary Emergency and Critical Care (EVECCS), from which it was founded.

The primary aim of the ECVECC® is to improve and promote the quality of animal health by making specialised knowledge and skills in Veterinary Emergency and Critical Care (VECC) available for the benefit of animals.

The primary objectives of the ECVECC® will be to advance Veterinary Emergency and Critical Care medicine in Europe and increase the competence of those who practice in this field by

- establishing guidelines for post-graduate education and training as a prerequisite to become a specialist in the speciality of VECC medicine;
- examining and authenticating veterinarians as specialists in VECC medicine to serve the veterinary patient, its owner and the public in general, by providing expert care for animals requiring emergency or critical care (ECC) management;
- encouraging research and other contributions to knowledge relating to the pathogenesis, diagnosis, therapy, prevention, and the control of diseases directly or indirectly affecting the ECC management of all animals, and promoting communication and dissemination of this knowledge.
- maintaining a register of the certified members of the College so as to inform the EBVS® and thereby allowing these members to represent themselves as European Specialists in Veterinary Emergency and Critical Care.

The specialist in VECC will be working in a clinical academic setting, referral practice or private emergency practice. The main part of his/her time will be devoted to VECC; this will include both primary case management and supervisory case management via leadership of a clinical service as well as teaching and research activities.

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Chapter 2: Process for becoming a Diplomate

There are a number of routes that can be followed to become an ECVECC® Diplomate.

1. Recognition as a Founding Diplomate.
    a. Members of the Interim Board of Directors with proper credentials as evaluated by the College Organising Committee of EVECCS and appointed by EBVS®.
    b. De Facto Specialists (appointed in the first 5 years) with proper credentials as appointed by the Members of the Interim Board of Directors.
2. Diplomates of non-EBVS® accredited Colleges with appropriate credentials (Section 2.2).
3. Standard Residency training Programme with submission and acceptance of credentials and successful completion of the Certifying Examination.
4. Alternate Residency Training Programme with submission and acceptance of credentials and successful completion of the Certifying Examination.
5. An "Internationally Recognised" veterinarian who has provided satisfactory evidence to be equivalent to, or exceed, the standard of a candidate that has been approved to sit the ECVECC®'s examination after undergoing an approved Residency, and successfully completed the Certifying Examination (Section 4.3).

2.1 Recognition as a founding Diplomate

Since 2019, this option is no longer available. If interested, details of this route can be found in previous versions of this Policies and Procedures document.

2.2 Diplomates of non-EBVS® approved Colleges

ECVECC® recognises that possession of a Diplomate status of the American College of Veterinary Emergency and Critical Care (ACVECC) provides part evidence of completion of a training programme and examination process sufficient to satisfy the requirements laid out in the ECVECC® Constitution & Bylaws.

Holders of the ACVECC Diploma may apply for membership of the ECVECC® providing that they fulfil the additional requirements as outlined below.

- Have a satisfactory moral and ethical standing in the profession.
- Is practising in a member country of the Council of Europe, and intends to remain so for the foreseeable future. Applicants may be relieved of this requirement in exceptional cases.
- Be significantly active in the development of VECC in Europe.
- Have devoted a minimum of four years after graduation from veterinary school to special training and experience in VECC.
- Have successfully passed the qualifying examination of the American College of Veterinary Emergency and Critical Care and be certified by the ACVECC Council of Regents.
- Be the author of two papers in peer-reviewed international journals one of which must be as first author.
- In addition they must also submit two letters of support from senior colleagues or authorities.

The application should be submitted in electronic form to the ECVECC® Credentials Committee and include copies of the relevant Diplomas and a Curriculum Vitae (CV) as well as verifiable documents that provide sufficient evidence that the candidate fulfils the requirements. A fee for the

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credentialing procedure and application will be charged. Members of the ECVECC® who are also Diplomates of the ACVECC are still required to undergo re-certification every 5 years. It should be emphasised that the principal reason for this recognition of the ACVECC Diploma by ECVECC® is the role that ACVECC Diplomates play in the training of its Residents.
Diplomates of other non-EBVS® approved Colleges who feel that their Diploma could be considered as showing evidence of completion of a training programme and examination process sufficient to satisfy the requirements laid out in the ECVECC® Constitution & Bylaws, should apply to the Chair of the Credentials Committee; in addition to the above, their initial submission should clearly describe why they believe their training and certification part fulfils ECVECC® requirements.

A Diploma which is awarded to a non-EBVS® recognised Diplomate without sitting the College's examination is not valid when the conditions under which the Diploma was awarded do not exist anymore.

2.3 Standard Residency Training Programme

The Residency Training Programme requires a Programme Director, an approved Residency Training Facility and an approved Residency Training Plan including details of Supervisors. The Programme Director must be a Diplomate of the ECVECC®. ECC Supervisors can be Diplomates of either ECVECC® or ACVECC. Supervisors of other specialty rotations need to be a Diplomate of the appropriate European or American College. A standard Residency Training Programme is 3 years in length and contains at least 72 weeks of supervised clinical ECC work, 22 supervised weeks of rotations in specialties related to ECC, and at least 35 weeks of independent study or practice of which 22 weeks are working in clinical ECC. Details of requirements for Applicants and for Residency Training Programmes can be found in Chapter 3 of this document. Details of the Credentials and Examination Process can be found in Chapters 4 and 5, respectively, of this document.

2.4 Alternate Residency Training Programme

In exceptional cases it will be possible to follow an alternate residency training programme.
Alternate programmes must have a Programme Director who is an ECVECC® Diplomate and who is responsible with the Applicant for preparing the programme details. Alternate programmes must be at least as long as a standard programme. The total time of an alternate programme must not exceed six (6) years. A resident on an alternate training programme must spend the equivalent of at least 60% of 3 years working in the practice of his/her speciality, under direct supervision of a Diplomate of the College. Alternate programmes must be approved by the Education Committee in advance for the Applicant (intended Resident) in question only.

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Chapter 3: Residency Programme Criteria

3.1 Objectives of the Programme

The Residency Training Programme is the foundation for the training of future Diplomates in the ECVECC®.

A residency should be a strong partnership in learning that can only be accomplished with frequent, regular, and intense interaction and communication between a Residency Programme Director, Mentor, Supervisors and their Resident. In addition to the specific requirements described in this document, Residents under the guidance of their Residency Programme Director and Supervisor(s) are expected to develop the following skills:

- A problem-based approach to patient care;
- Clinical expertise and professional attitude in VECC medicine;
- Critical thought;
- Awareness and critical appreciation of relevant literature;
- Exceptional written and oral communication skills;
- The ability to impart knowledge to others;
- A management style allowing effective leadership;
- High moral and ethical standards.

The specific objective of the Residency Training Programme is to train the Resident to be a Specialist. The following details the features of a Specialist. It is not intended to be exhaustive but rather to give a broad outline (see also Skills and Experience Requirements available at www.ecvecc.org and as Appendix 2).

3.1.1 Knowledge and Skills concerning professional contacts and transfer of knowledge

The VECC Specialist should be able to:

- express thoughts clearly, in oral as well as written form;
- approach problems in an analytic, scientific way to find solutions and be able to assign priorities for them;
- organise work efficiently;
- find required information quickly;
- develop scientific activities in order to contribute to the quality of VECC medicine.

3.1.2 Knowledge and Skills concerning ECC

The VECC specialist shall:

- be acquainted with the main current theories, principles and problems of ECC;
- be able to recognise, work-up and perform the ECC skills as described in the Skills and Experience Requirements;
- maintain up to date knowledge through congresses and literature;
- be acquainted with the structure, objectives, approaches and problems of the veterinary profession and specifically with regard to the specialty of VECC medicine;
- be acquainted with the social role of the Specialist and specifically the responsibilities of the Specialist with regard to animals, clients, colleagues, public health and the environment;
- conform to modern standards of skills and equipment.

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3.1.3 Knowledge and Skills concerned with obtaining help for problems that lie outside of the speciality and/or facilities

The VECC specialist shall:

- keep abreast of new developments in the Speciality and become familiar with new methods, before applying these in practice;
- understand the limitations of VECC medicine;
- understand the possibilities that other Specialties may have to offer;
- be familiar with the potential of multidisciplinary cooperation.

3.1.4 Knowledge and Skills concerned with working as a professional Specialist

By his/her expertise, the Specialist should have developed the self-confidence, self-criticism and sense of responsibility that are essential for the practice of the Speciality.
The requirements described in this document are the *minimum standards* established by ECVECC®.
All ECVECC® Diplomates involved in Resident training are representatives of ECVECC® and must ensure that these standards are maintained.
There is no guarantee, expressed or implied, that a Resident in completing the minimum requirements listed in this document will be able to pass the Certifying Examination. It is up to the Resident, under the guidance of their Programme Director and Supervisors, to recognize their strengths and weaknesses and to expand on the core curriculum to complete the knowledge, experience, and skills needed for them to qualify as a Diplomate of the ECVECC®.

Applicants, Residents, and Candidates may NOT claim any affiliation with the ECVECC®, in print or in any other format, until they are board-certified in the College. They may only claim affiliation with their Residency Training Facility.

3.2 Requirements for entry into a Programme

To be accepted as a Resident by ECVECC®, the following requirements must be fulfilled. An Applicant for registration as an ECVECC® resident must:

- be a graduate from college of veterinary medicine that has been approved by the European Association of Establishments for Veterinary Education (EAEVE) or a body of equivalent standing within the industry, specifically American Veterinary Medical Association (AVMA), Royal College of Veterinary Surgeons (RCVS) or Australian Veterinary Boards Council (AVBC), as relevant to the country of an approved residency training centre, unless relieved of this obligation by the Board of Directors at the time of enrolment into a Residency Programme
  (Applicants graduating from veterinary schools NOT approved by EAEVE or a body of equivalent standing as listed above, may be asked to submit evidence from the governing body in their country of graduation proving equivalency of their veterinary degree.);
- be legally able to practise veterinary medicine and surgery in a European country, unless relieved of this obligation by the Board of Directors;
- have completed an initial training period in the form of a one-year rotating internship or its equivalent. For further details see section 3.2.1.
- be accepted into an approved Residency Training Programme (standard or alternate);
- review the Residency Programme criteria and verify their ability to comply with all requirements;

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- be registered by their Programme Director with the ECVECC® Secretary prior to, or no later than one month after, the official start of their training programme.

Applicants may apply directly to a Residency Training Programme that has already been approved or may approach a suitable Programme Director and work with them to create a Residency Training Programme that is achievable by both the Residency Programme Director and Applicant. No Applicant can be accepted as a Resident until their Residency Training Programme is approved.
The Education Committee reviews all registration materials and reserves the right to ask for supporting documentation. The Education Committee may withdraw approval of the Residency if all requirements have not been met.

3.2.1 Guidelines for initial training period (internship or equivalent)

- Prospective Residents will be required to have broad training and experience in clinical medicine and surgery and their supporting disciplines, which shall be attained by participation in a rotating Internship of at least 1 year duration.
- Alternatively, the Internship may be substituted by an equivalent experience in clinical practice of a minimum 2 years duration.
- Internships may be undertaken in private or academic clinical practices.
- It is important that an Internship be truly rotating, involving a wide range of clinical activities, with an emphasis on internal medicine, emergency medicine, anaesthesia and general soft tissue surgery. In addition, clinical activities may include orthopaedic surgery, radiology, clinical pathology, ophthalmology, and dermatology.
- An Internship should be conceived as a training programme for the intern rather than a service benefit for the clinic.
- The Internship should involve clinical experience over a minimum of 12 months duration. Clinical experience is defined as full time (40 hour work week) involvement in managing clinical cases in a veterinary hospital setting. A four week vacation period is included in this 12 month period.
- Preferably, Internships should be under the direct supervision of at least one EBVS® or American College approved Diplomate.
- The Internship should document the name and specialisation of the supervisor(s), and the dates on which the period of training commenced and ended. Documentation can be provided in form of a Certificate of Internship or a cover letter signed by the supervisor.
- The ECVECC® does not formally approve particular Internship programmes. The responsibility for assessing the suitability of an Internship programme or its equivalent lies principally with the Residency Programme Director. The Residency Programme Director shall assess the suitability of the Internship programme or its equivalent at the time of application of the prospective Resident to a particular Residency Training Programme. The Education Committee must approve each prospective resident and may ask the Residency Programme Director to provide information about the prospective Resident's Internship or its equivalent at the time of registration of the Resident with the ECVECC® Secretary.

3.3 Residency Training Programme description

Residency Training Programmes include standard and alternate Residency Training programmes. The term Alternate Residency Training Programmes applies to residency training programmes that differ in significant ways from a Standard Residency Training Programme.

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The key components of a Residency Training Programme (both standard and alternate) are:

- Resident (3.3.1)
- Residency Programme Director (3.3.2)
- Mentor (3.3.3)
- Supervisors (3.3.4)
- Residency Training Plan (3.3.5 and 3.4)
- Residency Training Facility (3.3.6 and Appendix 1)

3.3.1 Resident

Residents are Applicants that have been accepted into an approved Residency Training Programme by a Programme Director and have been approved by the ECVECC®. The ECVECC® reserves the right to withdraw Resident privileges from any Resident who, upon review and request for corrective action, continues to fail to meet the requirements outlined in this document.

A Resident is considered to be active if they are making satisfactory progress toward the completion of the Residency Requirements. To remain active a Resident must:

- complete at least 10 clinical weeks per year (except in their final year when fewer than 10 weeks might be required to fulfil requirements);
- maintain the most current Knowledge Requirements;
- maintain the most current Experience and Skills Requirements;
- complete all assigned Training Benchmarks with their Programme Director;
- Submit Annual Progress Reports detailing the completion of requirements to the Credentials Committee (Annual Progress Reports must be approved by the Credentials Committee for a Resident to be considered active).

A Resident is considered to be inactive when, by choice or by action, they are not making satisfactory progress toward completion of Residency Requirements. A Resident may choose to be placed on inactive status by applying to and receiving approval from the Credentials Committee. Note that the Credentials Committee must also approve the restarting of the Resident's programme.

If it is determined that a Resident is not making satisfactory progress in the completion of their Requirements or if a Resident fails to meet deadlines or other reporting Requirements, the Credentials Committee can place that Resident on inactive status.

The length of time that a Resident can be inactive is limited by the requirement that a Residency must be completed and Credentials submitted for the Certifying Examination **within six (6) years** of beginning their Residency.

To be reinstated to active status, Residents must apply in writing to the Credentials Committee. The Credentials Committee will determine which requirements must be fulfilled for reinstatement. These will depend on the circumstances under which the Resident was placed on inactive status.

All Residents must notify the ECVECC® Secretary if their contact information changes both during and after their Training programme is completed until they achieve ECVECC® Board certification or leave the process.

3.3.2 Residency Programme Director

A Residency Programme Director must be an ECVECC® or ACVECC Specialist in good standing with the ECVECC® or ACVECC, respectively, for the duration of a Resident's training. The ACVECC Specialist may be Programme Director, subject to approval by the Education Committee of ECVECC®, based on

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his/her curriculum vitae and any other requirements as stipulated by the Education Committee. A contribution to the discipline in terms of scientific output (publications, presentations, etc) is essential, and any ACVECC Specialist who is a Programme Director, must pass the ECVECC®'s re-certification process.
During the five-year evaluation process of the training programme, the role of the Programme Director will be re-evaluated.

The Programme Director is responsible for the administration and continuity of the programme and is responsible for oversight of all aspects of the Residency Training Programme, including:

- ensuring that Residency Programme(s) at their centre provide adequate guidance and instruction to prepare residents for their examinations and for their work as specialists;
- designing and implementing the Residency Training Plan;
- coordinating all clinical and educational aspects of the Residency Training Programme;
- ensuring timely completion of administrative tasks and for all communication with the ECVECC®.

Residency Programme Directors must be legally authorized and permitted by the Residency Training Facility to practice in the facility where supervision will take place. A Residency Programme Director is ultimately responsible for the quality of the clinical and educational functions of the Residency. This includes the quality of supervision by other Diplomates within the Residency Training Plan. Residency Programme Directors may apply for approval of standard Residency Training Programmes prior to identifying the Resident who will undertake them or may choose to work with an Applicant (i.e. prospective Resident) to develop a plan for an alternate track residency that is unique to that individual. The ECVECC® reserves the right to withdraw Residency Programme Director privileges from any Diplomate who, upon review and request for corrective action, continues to fail to meet these requirements.

3.3.3 Mentor

Each Resident must be assigned a Mentor by the Residency Programme Director prior to the start of the Residency Training Programme. The Residency Programme Director and Mentor may be the same individual. The Mentor must be an ECVECC® or ACVECC Diplomate and must be a member in good standing with the ECVECC® for the duration of a Resident's training. Resident Mentors must be legally authorized and permitted by the Residency Training Facility to practice in the facility where supervision will take place.

The Mentor must be available to the Resident on a continual basis and is responsible for the administration and evaluation of the specific Residency Programme Requirements for the Resident including:

- regular communication with and feedback for the Resident including discussions of case management to support satisfactory clinical progress.
- meeting formally with the Resident twice yearly to assess progress. Written reports signed by both the Mentor and the Resident should be kept for these meetings and made available to ECVECC® if requested.
- ensuring that the Resident is making adequate progress in the programme by: overseeing Emergency and Critical Care Immersion periods; reviewing the Resident's Experience and Skills log; and reviewing and critiquing Training Benchmark assignments with the Resident.

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A Mentor can have a maximum of two (2) Residents at any time. This does *not* include Candidates who have completed their Residency Training Programme but have not yet achieved Diplomate status and continue to work with their Mentor until they sit the Certifying Examination. However, it does include both standard and alternate track residents.
If a change to the programme occurs meaning that there will be greater than two (2) residents per mentor, such as loss or anticipated loss of a mentor, the Education Committee must be notified immediately. In exceptional cases an increased resident to mentor ratio can be allowed, when approved by the Education Committee, for a restricted time period.

Mentorship may be transferred to another ECVECC®/ACVECC Diplomate but cannot be shared with another Diplomate. The replacement of a Mentor must be approved in writing by the Education Committee before a new Mentor can accept responsibility for a Resident. The ECVECC® reserves the right to withdraw a Mentor's privileges from any Diplomate who, upon review and request for corrective action, continues to fail to meet these requirements.

3.3.4 Supervisor

Supervisors must be certified Diplomates in a specialty recognised by the European or American Board of Veterinary Specialisation. In circumstances where there are insufficient European specialists, a non-EBVS®/ABVS recognised specialist may co-supervise an ECVECC® Alternate Residency Programme under the condition that the Education Committee approves her/his curriculum vitae. The minimal requirements will be that:

- the person's training and expertise in the area in which they are supervising is equivalent to an EBVS®-recognised specialist;
- the person demonstrates a significant scientific output (publications, presentations, etc.) equivalent to an EBVS®-recognised specialist;
- the person passes the College's re-certification process;
- the programme is supervised by an EBVS® or ABVS-recognised specialist;
- during the five-year evaluation process of the training programme, the role of this supervisor will be re-evaluated.

Supervisors in specialities other than ECC are termed "External Supervisors". Supervisors must be certified Diplomates in a Specialty designated by the ECVECC® for training ECVECC® Residents and may only supervise rotations in their Specialty. In addition, Diplomates of a Specialty recognized by the American Board of Veterinary Specialties and Fellows of the Australian and New Zealand College of Veterinary Scientists can be External Supervisors. Supervisors of rotations in Human ECC medicine must be Medical Doctors. Supervisors must be legally authorized and permitted to practice in the facility where supervision will take place.

In circumstances where there are insufficient EBVS®/ABVS recognised specialists, a non-EBVS®/ABVS recognised specialist may act as an External Supervisor under the condition that the Education Committee approves her/his curriculum vitae. The minimal requirements will be that the person's training and expertise in the area in which they are supervising is equivalent to an EBVS®-recognised specialist.

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Supervisors can supervise a maximum of two Residents at one time (i.e. within the same week); however there is no limit to the number of residents a supervisor may supervise over a prolonged time frame.

The Supervisor needs to ensure that residents receive sufficient guidance and instruction to develop their skills, competences and knowledge to the specialist level. Supervisors are expected to support their residents in their preparation for the ECVECC® certifying Examination. The supervisor does not have to examine personally every patient seen by the Resident, but must provide frequent consultation and in depth case review of those cases which can contribute to the progress of the Resident's academic and clinical education. There is no limit to the number of Supervisors that can be involved in a Resident's training. When a Resident trains with a Supervisor that is board-certified in two or more Specialties, they may log weeks in *only one* of those Specialties and the Supervisor must be practising in that Specialty during the logged week.

3.3.5 Residency Training Plan

The Residency Training Plan should contain the minimum training requirements (core curriculum) established by the ECVECC® and specify how those requirements are to be met. This includes detailed description of the supervision that the Resident can expect during their training and information concerning the facility(ies) where the supervised clinical weeks (both ECC and Specialty rotations) will take place. A Residency Training Plan might also include additional requirements that the Residency Programme Director incorporates into a specific Residency Training Plan to ensure they are confident that the minimal requirements of the residency are fulfilled.

3.3.6 Residency Training Facilities

The supervised clinical ECC weeks of an ECVECC® Residency Training Programme must take place at an approved Residency Training Facility. Residency Training Facilities need to fulfil minimal standards as described in Appendix 1. A Residency Training Plan may include supervised clinical ECC weeks at more than one Residency Training Facility although the majority of the clinical ECC weeks must be undertaken at the Facility at which the Programme Director works. Experience of more than one clinical environment and more than one Supervisor may be beneficial in a Resident's development. The Programme Director is responsible for ensuring the Residency Training Plan and the Facilities it utilises are structured for the benefit of the Resident. Residency Training Facilities should be approved by the Education committee at the time of approval of the Programme.

3.4 Residency Training Plan requirements

3.4.1 Requirements for Standard and Alternate Residency Training Facilities

The minimum number of weeks during a standard and alternate residency to be spent on the following activities are

- 72 clinical weeks in VECC under the supervision of an ECVECC® or ACVECC Diplomate;
- 35 weeks independent VECC study or practice, of which 22 weeks must be working in clinical ECC;
- 22 weeks working in Specialities related to ECC (with supervision in surgery, internal medicine, anaesthesia, cardiology, neurology, diagnostic imaging, ophthalmology);
- 3 weeks of conference attendance/Continuing Professional Development.

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It is expected that these weeks will allow the Resident to be exposed to relevant Knowledge (see 3.4.5) and complete the Skills and Experience list (see 3.4.6). The resident is also expected to complete Training Benchmarks (see 3.4.7).

In addition the following requirements must be met and the Plan should demonstrate how these will be achieved.

- Completion of 50 continuing education (CE) hours or 50 hours graduate course work;
- Completion of 200 seminar hours;
- Completion of teaching requirements (6 hours lab teaching and 6 hours lectures).

In summary:

Residency Requirements	**Time**
Clinical work (weeks)	
Emergency / Critical Care	72
Surgery[1]	6
Internal Medicine	6
Anaesthesiology	2
Cardiology	2
Diagnostic Imaging	2
Neurology	2
Ophthalmology	2
Independent VECC Study or practice[2]	35
Didactic Learning[3] (hours)	
Continuing Education (average per year)	17
Course Work	50
Seminars	200
Teaching (hours)	
Laboratory Teaching	6
Didactic Teaching	6

1. Residents may substitute 2 weeks in human hospital emergency and/or critical care for 2 weeks of surgery. Exposure to the human hospital environment is encouraged but not required.
2. Of which 22 weeks must be working in clinical ECC.
3. Residents must provide written documentation that *two of the three* of these requirements (i.e., attendance at appropriate CE meetings, seminars, or course work in a graduate degree programme) have been satisfied.

3.4.2 Clinical work (ECC and ECC-related specialties)

The Residency Programme contains at least 116 weeks of clinical work related to VECC and related specialities (72 weeks VECC, 22 weeks independent or supervised practice and 22 weeks with related Specialities). As VECC clinical work often includes irregular hours, a clinical week is defined as a minimum of forty (40) hours of logged time occurring in no less than three (3) calendar days of one

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continuous seven (7) day period. Weeks are considered to begin on Monday and end on Sunday. Clinical weeks may not overlap.

Supervision of rotations in Emergency and/or Critical Care medicine

This clinical time is supervised by ECVECC® and ACVECC Diplomates only and has the highest training requirements for Resident participation. The Resident and Supervisor participate in clinical work concurrently managing cases for an average of 20 hours per week (minimum). Residents must have primary case responsibility (i.e., responsibility for diagnostic and therapeutic decisions). Residents must not be restricted to the role of an observer or consultant. Supervision in VECC must occur at an approved Residency Training Facility.

Supervision of core rotations by Diplomates of other specialties

Residents and Supervisors must work together in clinical practice in which the Resident is on duty and managing cases and the Supervisor is providing frequent consultation and in-depth case review of cases that can contribute to the progress of the Resident's education. Supervisors are encouraged to ensure the resident has a significant role in case management as either primary clinician or consultant, although it is recognised this will vary on an individual basis.

It is up to the Residency Programme Director, Mentor and the Supervisors to ensure the quality of supervision for each Resident in training. The ECVECC® reserves the right to establish and monitor standards for Supervisors and to review and report their performance and success in training, to place them on probation, and to withdraw their privileges if necessary.

Independent Study or Practice

Independent Study or Practice is intended to give flexibility to the Residency Training Programme and allow the Residency Programme Director and Resident to ensure all aspects of ECC medicine have been experienced during the Residency. Residency Programme Directors are responsible for designing this requirement to meet the needs of individual Residents and to complement the training and experience undertaken during the ECC weeks. These weeks may be used for further supervised or independent (i.e. unsupervised) clinical work in ECC medicine, focused study in specialised facets of ECC medicine, development of independent thought, staff supervisory and teaching skills, participation in research, further elective rotations, human medical interactions, or completion of Residency Training Benchmarks. At least 22 of the 35 weeks must be spent doing clinical ECC.

3.4.3 Didactic Learning Requirement

Residents are required to complete two (2) of the following three (3) Didactic Learning Requirements.

Continuing Education Requirement

Residents must attend a minimum of 50 hours of CE related to ECC medicine during their residency training. Eighty percent (80%) of this requirement must be met through participation in national or international specialty or multidisciplinary conferences such as IVECCS and EVECCS. Up to 20% of this requirement can be fulfilled through selected online courses.

The intent of this requirement is to ensure active participation in formal CE provided by experts outside of the Resident's training programme. Topics should cover a wide range of issues related to ECC medicine and cannot be accrued in less than 2 years. All CE must be clearly documented (i.e. title, date, location, speaker, audience, and length). General CE requirements may *not* be logged concurrently with Independent Study Time.

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Course Work for Graduate Degree Programme

A portion of the Didactic Learning Requirement can be met by completing a Graduate degree programme (degree not required) involving didactic courses and research experience in a discipline related to ECC medicine (e.g., physiology, pharmacology, cardiovascular studies, toxicology). If a post-graduate degree is not awarded, description and validation of the course work must be submitted to the Credentials Committee and documentation of a minimum of fifty (50) classroom lecture hours of course work must be available.

Seminars

Residents must accrue at least two hundred (200) hours of seminars over no less than 2 years. All seminars and conferences must be clearly documented (i.e. title, date, location, speaker, audience, and length) in Annual Progress Reports. Seminars can include medical seminars, clinical case conferences, morbidity/mortality rounds and Board Review sessions on a wide range of topics related to ECC medicine. The Resident must also receive mentored exposure to critical evaluation of the scientific literature (literature review or journal club). There should be heavy input into the seminar series by individuals other than the Resident.

3.4.4 Teaching Requirements

All Residents must document six (6) hours of laboratory and six (6) hours of lecture teaching on ECC topics to veterinary surgeons, veterinary students, and/or animal health technicians/nurses. The goal of this requirement is to allow the Resident to gain teaching experience in laboratory and formal lecture settings.

Laboratory Teaching Sessions

1. Are expected to be organized, requiring advanced notification and preparation;
2. Must involve at least 3 participants;
3. Are intended to be hands-on, requiring a physical skill component;
4. May be repeated once only for credit;
5. Are expected to challenge the Resident to prepare by researching and practising in advance of the session.

Lectures

1. Are to be formal presentations requiring advance notification and preparation;
2. Typically include development of PowerPoint Presentations and/or handouts;
3. May be given only once for credit;
4. May not be a repeat of a lecture developed and presented by someone else;
5. Do not include moderating a seminar, participating in problem-based learning courses or teaching in informal settings such as student rounds, hospital case rounds or lectures to lay audiences;
6. Challenge the Resident to prepare by researching and referencing the literature.

Documentation that the Resident has fulfilled the Teaching Requirements will include a signed statement from the Mentor. At their discretion, the Credentials Committee may request additional documentation including handouts, calendars and copies of presentations for clarification. Residents are expected to make regular progress in completing these teaching requirements. The Annual Report should reflect this progress.

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3.4.5 Knowledge Requirements

This component of the Residency Training requirements comprises a body of information that the Resident must assimilate. This information is, in part, detailed in the list of Required Reference Materials established annually by the Education Committee. All Residents are responsible for learning the material in the most current list of required material. Residency Training Facilities must provide the majority of the reference materials specified by the Education Committee on site and must maintain this library based on the annual updates. Training Facilities are also required to provide computer access to the common veterinary and human medical databases.

3.4.6 Skills and Experience Requirements

The Education committee will publish annually an updated list of required skills and experiences (see Appendix 2 for initial list). In addition it is expected the resident will achieve the Knowledge, Skills and Competencies at EQF level 8 as laid out by EBVS® (Appendix 3).

It is up to the Resident with the support of their Programme Director to ensure that all Skills and Experience Requirements are met within the term of the Residency. A signed Programme Director Statement confirming that the Resident has met the Skills and Experience Requirements is to be included in the Credentials Application. Case logs describing completion of Skills and Experience Requirements are strongly recommended. If a Residency Training Facility does not have the caseload to meet a certain requirement, it is expected that this will be highlighted in the Residency Training Plan with an alternate route to develop that skill (e.g. use of independent practice weeks at supervised time at another Residency Training Facility) clearly described and approved by the Education committee in advance.

Skills

These include clinical procedures or other aspects of patient management that are critical to the practice of ECC medicine.

- These skills are to be taught to the Resident through discussion and demonstration by a Supervisor.
- During the Residency, the Resident must learn each skill and the Programme Director/Supervisor must be confident that the Resident can perform this skill at or above a minimum level of competency.
- The Education Committee may designate that certain skills can be taught with cadavers, models or other methods that do not require the use of hospital patients.

Experience

This requirement includes observation and participation in specific clinical problems, procedures, or cases. Direct hands-on participation (rather than simple observation) is expected whenever possible.

3.4.7 Training Benchmarks

Training Benchmarks are tasks assigned by the Education Committee designed to verify and reinforce the knowledge and/or skills of a Resident. Training Benchmarks ensure regular and continuous progress toward completion of the Training Programme, preparation for examination, and provide Residents and Programme Directors examples of the depth and breadth of information pertinent to our Specialty. Training Benchmark assignments might include (but are not limited to) monographs on current topics, multi-part essay questions, multiple choice questions, short answer questions, and case reports.

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Training Benchmark assignments will be sent to Residents and Programme Directors on twice every year. The Resident must complete all Training Benchmarks during the Resident's training period using the following procedures.

1. Initial completion of the assignment by the Resident.
2. Assessment by the Mentor with appropriate corrections and additions discussed with the Resident.
3. Correction by the Resident.
4. Review and discussion by the Mentor and the Resident.
5. Approval by the Mentor when the assignment is complete.
6. Completed Training Benchmark assignments and Mentor Certification Statements must be electronically submitted to the ECVECC® Secretary. Completion is recorded by the Credentials Committee. All Training Benchmark assignments issued during the Resident's training period must be completed to fulfil Residency Training Requirements.

3.4.8 Alternate Residency

In some situations it may not be possible to develop a standard programme and in exceptional cases it will be possible to follow an Alternate Residency Training Programme. The general requirements of the Alternate Residency Programme are the same as for a Standard Residency Training Programme. The requirements must be fulfilled in no less than 3 years and no more than 6 years from the start of the programme. At least sixty per cent (60%) of the Resident's time must be spent in practising the speciality of veterinary emergency and critical care. In order to count towards the requirements of the Alternate Residency each rotation has to be at least 2 weeks in duration. For the Resident to show satisfactory progression towards achieving the requirements of the Alternate Residency Programme a minimum of 10 weeks of rotations has to be completed in each calendar year of the Alternate Residency.

An application for enrolment in an Alternate Residency Programme may occur for an individual already enrolled on an ECVECC® Standard Residency Training Programme. In this situation the prior experience gained by the student within the Standard Residency Programme can be carried over to the Alternate Track Residency Programme.

Applications for enrolment in an Alternate Residency must include the same information required for Standard Residency Training Programmes. Special emphasis should be placed on the detailed description on how all the requirements of the Residency Training Programme will be met. This must include a description of the purpose of time spend in other training centres and the extent of the involvement of the Resident in those training centres. **Alternate programmes must be approved by the Education Committee in advance and are for the Applicant (proposed Resident) in question only.** Applicants applying for an Alternate Residency must register with the ECVECC® Executive Secretary in the same manner as other Applicants.

3.5 Application and Evaluation of Residencies

3.5.1 Application for a new Residency Training Programme

Applications for standard and alternate Residency Training Programmes are due by March 1 (for programmes starting in July) or September 1 (for programmes starting in January). One signed paper

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copy and one complete electronic copy including signatures must be submitted to the ECVECC® Secretary by those dates. Incomplete applications will not be evaluated and late applications may not be considered until the next evaluation cycle. The Education Committee will evaluate each Programme Application and respond within 60 days of the submission deadline. The Education Committee will communicate any additional requirements for standard and alternate programme approval to the Programme Director.

All Residency Training Programmes must be approved by the Education Committee before beginning Resident training. ECVECC® Residencies must begin during the month of January (1-31) or during the month of July (1-31), unless otherwise approved by the Education Committee in writing. Residents can be accepted into a Residency Training Programme once the programme has been approved. Residents may also be accepted into existing ECVECC® approved standard Residency Training Programmes provided that any changes to the approved plan or facility are minor.

The application must be completed by a Programme Director who will be responsible for the programme. The application must include

- detailed Residency Training Plan clearly documenting how the Residency Training Requirements (see 3.4) will be met;
- a description of the Residency Training Facility(ies) where the Resident will undertake his/her supervised ECC time. These must attain the standards laid out in Appendix 1. Exemptions can be made by the Education Committee and ECVECC® Board of Directors.

It is possible for a specific Programme Director to train Residents under different Residency Training Plans; however, these are considered *different* Residency Training Programmes each requiring separate application and approval by the Education Committee.

3.5.2 Registration of a New Resident

Once an Applicant has commenced an approved Residency Training Programme, they must register as a Resident with ECVECC® via the ECVECC® website (ecvecc.org). Applicants are required to create an account within the member area and complete the online Resident Registration process, including submission of the relevant application documentation signed by the Programme Director. Detailed information on the registration process can be found here: https://www.ecvecc.org/resident-paperwork.

Resident Registrations are due by February 1 for programmes commencing in January and August 1 for programmes commencing in July for standard residency programmes. Alternate programmes may not commence until both the programme and the Resident Registration have been approved by the Education Committee and, where applicable, the Board of Directors.

Resident Registration is subject to payment of the applicable Resident Registration Fee. The Board of Directors reserves the right to deny approval of the Resident Registration if the requirements for entry into the Residency Training Programme have not been fulfilled.

3.5.3 Annual Updates and Re-Approval

Approved Residency Training Programmes (standard and alternate) are required to submit an Annual Update to the Education Committee, only if the programme is placed on probationary status subject to changes to the Residency Programme (see 3.5.4.). If requested, the Annual Update must list any deficiencies relating to the Residency Training Programme *or* changes from the original Programme Application. The Annual Update must also include changes that required immediate reporting that occurred during the preceding year. A programme placed on probationary status will be required to submit Annual Updates until approval is granted.

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Annual Updates are due by July 1 (for programmes starting in July) and Jan 1 (for programmes starting in January).
Re-Approval of all Programmes is required every 5 years from the date of acceptance. Forms should be submitted through the ECVECC® Secretary.

3.5.4 Changes to the Residency Training Programme

The Residency Programme Director is responsible for the immediate (or prior to if known ahead) reporting of any major changes in the Residency Training Programme. These include:

- loss or change of a Programme Director;
- a decrease in A/ECVECC® Diplomates to fewer than one per 2 residents;
- change to the location of the Training Facility(ies) including non-ECC rotations;
- changes to the standards of the pre-approved Training Facility(ies);
- any other significant changes to the Residency Training Plan;
- any major interruption to the progress of a Resident. In case of parental leave or illness, a prolongation/extension is granted by the Credential Committee in accordance with national/EU regulations. The Credentials Committee may also grant a prolongation for other circumstances.

The Secretary and Education Committee Chair must be notified as soon as any potential changes to the Residency Training Plan or Facility are identified. A Residency Training Programme may be placed on probationary status until the changes (and any proposed remedies) can be reviewed by the Education Committee (see also 3.5.3). The Education Committee reserves the right to request reapplication for any Residency Training Programme if changes are identified that might result in failure of the programme to meet the minimum standards. Questions regarding the significance and implication of programme changes should be directed to the Chair of the Education Committee.

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Chapter 4: Credentials

4.1 Annual Progress Reports

All Residents must submit an Annual Progress Report (note that these are distinct from the Annual Updates required for Residency Training Programmes (3.5.3)). Reporting periods for Annual Progress Reports are usually 52 weeks long but are occasionally 53 weeks to adjust for the calendar. The reporting period begins with the first Monday on or after January 1 (for programmes beginning in January) and the first Monday on or after July 1 (for programmes beginning in July).

All Annual Progress Reports must be completed and returned electronically to the ECVECC® Secretary (secretary@ecvecc.org). The deadlines for Annual Progress Report submission are March 1 (for programmes beginning in January) and September 1 (for programmes beginning in July). These deadlines are critical dates that ensure the ECVECC® can conduct its business in an efficient manner that is fair to all. All Residents, Supervisors, Mentors and any other persons interacting with the College in matters related to Residency Training should be familiar with these dates. Responsibility for submitting their Annual Progress Reports by the required deadline lies with the Residents. Submissions must be completed by 11.59 pm (Central European Time) on the deadline date. All activities must be logged and the Programme Director must have reviewed and signed the Progress Report prior to these deadlines. No submissions will be accepted after this date and credit will not be granted for requirements completed during the period of the Annual Progress Report in question.

Annual Progress Reports are evaluated by the Credentials Committee. Approval of each report and any recommendations and requirements are subsequently forwarded to the Resident and Programme Director. Approval to submit a Final Credentials Application will be given when the Annual Progress Reports demonstrate the Resident is expected to have completed all components of their Residency Training Plan by the following July 1st.

4.2 Final Credentials Application

4.2.1 Application process

A Resident must complete all Residency Training Requirements and submit final Credentials for the Certifying Examination within two (2) years after completion of an approved Residency. Failure to satisfy this requirement necessitates that the candidate goes through the credentials process again and additional periods of training and/or experience may be requested by the Credentials Committee. It is expected that the Resident will be continuing to work in VECC during the time period of completion of the approved residency and the submission of Credentials.

All Residents must apply to the Credentials Committee for acceptance of their final Credentials and receive approval to sit the Certifying Examination. The credentials process consists of three main steps as outlined below:

To be eligible to submit a Credentials Application, a Resident must

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1. have completed or be in the final stages of completing an ECVECC® approved Residency Training Programme and be up to date on all training requirements;
2. have received approval by the Credentials Committee to submit their Credentials Application in their most recent Annual Progress Report acknowledgement letter;
3. have two manuscripts (one of which must be as first author) submitted and accepted with no further revisions for publication in peer reviewed international journals.

The Credential Application Package must be submitted to the ECVECC® Secretary on the form provided on the ECVECC® college website; the Credentials Application Packet will include all instructions. The most current forms and instructions must be used for all submissions. One electronic copy of the completed application (*including signatures*) must be emailed to the ECVECC® Secretary by February 15 of the year that the Resident intends to sit the Examination. The application fee and completed ECVECC® Fee Remittance Form are due with the completed application.

Late, incomplete, or incorrectly formatted Credentials Applications will not be reviewed, and the Resident or Candidate will have to reapply the following year. Credential Application fees will not be refunded if the Resident or Candidate is determined ineligible to sit the Examination.

The Credentials Committee will review all Credentials Applications and respond with a status summary to Candidates by April 1. Each Credentials Application will either be denied with an explanation given, accepted as complete or accepted pending a list of requirements that must be completed and documented in the Final Progress Report submitted by July 1.

4.2.2 Final Progress Report

Following acceptance of their Credential Application Package, Residents who have not already done so must provide documentation that they have completed all outstanding Training Requirements by July 1 of the year in which they plan to sit the examination. One complete copy (*including signatures*) of the Final Progress Report must be received by the ECVECC® Secretary by July 1. The documentation must include:

1. a copy of the Residency Completion Certificate;
2. Final Progress Report documenting completion of all Residency Training and Credentialing Requirements;
3. Proof that the required publications are accepted for publication (if not already provided with the Credentials Application)

Final eligibility rulings are made by the ECVECC® Board of Directors upon recommendation by the Credentials Committee. Residents will be notified whether they are eligible to sit the examination by July 10 at the latest.

4.2.3 Requirements for Manuscripts

ECVECC® Residents must have had at least two (2) manuscripts accepted for publication with no further revisions in a peer-reviewed international journal before they can attain approval to sit the Certifying Examination. The topic of the articles should be relevant to ECC medicine. The first publication should be an original hypothesis-driven research or a prospective/retrospective study of which the Resident has to be the principal (first) author. The second publication can be a hypothesis-

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driven research, a prospective or retrospective study, a review article, case series or a case report of which the Resident is author or co-author. If a Resident is in any doubt about the suitability of an article or journal, they should contact the Chair of the Credentials Committee.

In order to be considered a journal must be international, double peer reviewed and have a well-defined review process in place. If the journal language is not English, the resident may be required to submit a certified translation of the article (at their own cost) to allow adequate review by the Credentials Committee. Manuscripts must be accepted for publication with no further revisions by July 1 of the year that the Candidate intends to sit the Certifying Examination. Residents and Candidates are strongly encouraged to submit manuscripts to journals for publication before November 1 of the year before expected examination. Delays in the review process are common and journals are under no obligation to fast-track submissions intended for credentialing purposes. Proof of manuscript submission must be included with the Credentials Application due January 15.

4.2.4 Re-Submission of Credentials

Individuals that have been denied permission to sit the Certifying Examination must reapply to the Credentials Committee to sit the examination the following year. The Credentials fee will need to be paid with re-submission of the Credentials Application Package.

For individuals reapplying, a complete Credentials Application Package must be submitted including: all correspondence from the Credentials Committee; documentation showing completion of all current Skills, Experience, and Training Benchmark Requirements; and a current signed Programme Director Statement. Credentials Application Packages must be received by the ECVECC® Secretary by January 15 of the year of intended examination.

The Credentials Committee will review all Credentials Reapplications and respond with a status summary to Candidates by April 1. Each Credentials Reapplication will either be denied with an explanation given, or accepted or accepted pending a list of requirements that must be completed and documented in the Final Progress Report.

Final eligibility rulings are made by the ECVECC® Board of Directors upon recommendation by the Credentials Committee. Residents will be notified whether they are eligible to sit the examination by July 10 at the latest.

4.3 Alternative routes to qualify to sit the College Examination

4.3.1 Internationally recognised veterinarian

The Applicant has to provide evidence that they are equivalent to, or exceed, the standard of a Candidate that has been approved to sit the College's examination after undergoing an approved Residency. In order to demonstrate this the following must be submitted.

- Curriculum Vitae (CV) that covers the entire professional career (university onwards).
- A complete list of published papers should be in the CV.
    - The quality of the papers shall be evaluated by members of the Credential and Board of Directors.

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- At least ten (10) papers should relate to the speciality of Veterinary Emergency and Critical Care and have been published within the preceding 7 years of application.
- There should be evidence of current activity in the speciality field demonstrated through recent publication in peer reviewed international journals.
- If these 10 papers are in a language other than English, an English translation, performed by the applicant, should be provided (if at least 10 papers are in English, any additional papers in another language do not need to be translated).
- Where papers are multi-author papers and the applicant is not first author, the applicant's role in the study should be explained.

- Two (2) Case Reports are required as an assessment of complex case management. These must describe cases managed by the applicant in the last 5 years. Published case reports are acceptable.
- A Case Log with hundred (100) cases. The cases must be of a complexity and type similar to that which would be expected of a Resident to gain satisfactory approval by the Credentials Committee. They must be cases managed by the applicant during the last 5 years.
- Evidence of any relevant postgraduate qualification in a related field should be submitted.
- A covering letter should be provided (3-5 pages) in support of the application. This should include the following
  - career highlights,
  - relevant experience (scholarly, clinical, legal, political),
  - contributions to the speciality (education, research) – the applicant select the five (5) most significant contributions to the veterinary speciality with a brief statement of impact (< 250 words each) supporting each contribution; contributions may be research (single paper or group of relate papers, or a systematic review), teaching (at national or international level) or service (e.g. contribution to a national or international organisation which could be governmental, or multinational),
  - the applicant should explain what she/he will bring to the membership of the College and how she/he intends to contribute to the development of the Speciality, for instance through Resident Training.
- The Applicant should not have followed an approved Residency Programme.
- The Applicant must demonstrate that she/he has spent a minimum of 60% of the time working in Veterinary Emergency and Critical Care during the last 10 years.
- The Applicant should be working in a setting that provides access to facilities of a sufficient standard to allow the practice of Veterinary and Critical Care at an appropriate level.
- The Applicant must submit a list of five (5) referees, from which a minimum of three (3) references will be sought. Where possible at least two (2) of these referees should be existing Diplomates of Speciality Colleges. Referees will be requested to comment specifically on the Applicant's
  - professional, ethical and legal conduct,
  - clinical abilities, and
  - contribution to the veterinary speciality.
- Letters of good standing from all licensing bodies with which applicant is licensed to practise.
- The Applicant from outside Europe will be considered, with the above requirement that two (2) EBVS® European Veterinary Specialists provide letters of support.

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The Application will be reviewed by the Credential Committee and an Evaluation Report will be submitted to the Board of Directors for final decision. With acceptance of the Application the Applicant is allowed to sit the ECVECC®'s Examination.

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Chapter 5: Examination

The Certifying Examination is prepared and administered by the ACVECC Examination Committee with the direct involvement of the ECVECC® Examination Committee (see paragraph 5.4). The Certifying Examination is given once annually on dates which are announced by the Executive Secretary or Examination Committee Chair of ACVECC. The ACVECC Executive Secretary will communicate these dates to the ECVECC® Secretary as soon as they are confirmed, allowing ECVECC® to inform ECVECC® candidates in a timely manner.

5.1 Application

Residents and Candidates that have received approval or provisional approval from the Credentials Committee and the ECVECC® Board of Directors to sit the Certifying Examination must submit an ECVECC® Fee Remittance Form accompanied by the appropriate payment. These must be received by the ECVECC® Secretary by May 1 of the year of intended examination. The Examination Administration Fees will not be refunded if the Resident or Candidate is determined ineligible to take the Examination (e.g. failing to complete all credentialing requirements). The Fee Remittance Form will be available on line. Individuals approved to sit the Certifying Examination and who have submitted the Examination Administration Fee but who wish to defer examination must submit a deferment request in writing to the ECVECC® Secretary at least 30 days prior to the examination. The request will be considered by the ECVECC® Board of Directors.

5.2 Examination

Candidates will be advised of any changes to the examination format no less than three months prior to examination. The Certifying Examination is divided into three (3) sections. Candidates may sit all three sections of the examination at one time or may choose to sit only one or two sections. The full Examination Administration Fees will have to be paid even if the Candidate only takes one or two sections of the examination. If all three sections are attempted, candidates that fail a single section of the Examination need only re-sit that section. Candidates that fail two or more sections must re-sit the entire Examination. If only two sections are attempted, candidates must re-sit both sections if they fail one of the two sections.
The Examination is intended to identify and certify individuals who have the skills and knowledge to be excellent VECC clinicians. Various question formats are used to test the depth and breadth of the candidate's knowledge as well as the ability to apply that knowledge in clinical scenarios and the ability to evaluate and analyse clinical information.

Candidates with disabilities may receive more time to complete the examinations provided the disability justifies the time extension. A request for additional time to take the examination must be submitted in writing to the Chair of the ECVECC® Examination Committee and must be submitted along with the exam registration. Requests received at a later point will be considered only if the disability arises after registration. The request must include a medical certificate from a physician.

Clinical Examination

This section of the examination tests is based on clinical scenarios. The clinical scenarios cover a variety of topics and are not all focused on one subject. The examination tests case-based clinical problem solving and clinical case management. Short clinical vignettes are presented with additional

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clinical information that may include imaging studies (including radiographs, ultrasonography images and advanced imaging), video clips, and laboratory results. Questions can be multiple choice, short answer, or short paragraph/essay in format. Calculations may be required for some answers.
The total number of points per examination lies typically between 500-600 points, but is not fixed. The number of clinical scenarios is eight (8), but may also vary between examinations. The total number of questions and the number of points per question depend on the question format and the complete setup of the clinical examination.
This portion of the Examination is typically conducted on the first day of the Examination and is comprised of two (2) four (4) hour sessions (i.e. morning and afternoon). The clinical examination is species-specific and there are separate examinations for Small and Large Animal Candidates.

General Multiple Choice Examination

This section of the examination includes questions covering (but not restricted to) the disciplines of anatomy, physiology, pathophysiology, pharmacology, microbiology, oncology, immunology, nutrition, and clinical aspects of the specialty. Knowledge and interpretation of relevant seminal human papers may be tested.
The general multiple choice examination consists of 150 multiple choice questions that are based on the reading lists contained within the Knowledge Requirements.
This portion of the examination is typically conducted on the morning of the second day of examination and is comprised of one (1) four (4) hour session. Both Small and Large Animal Candidates sit the same examination.

Species Specific Multiple Choice Examination

This section of the examination covers topics from the current (last 5 years) literature and relevant textbooks. Some questions are purely knowledge based whereas others are designed to test problem solving and analysis of clinical information.
The species specific multiple choice examination consists of 150 multiple choice questions that are based on the reading lists contained within the Knowledge Requirements.
This section of the examination is typically held on the afternoon of the second day of examination and is comprised of one (1) four (4) hour session. There are separate examinations for Small and Large Animal Candidates.
Passing scores for each section are proposed by the ACVECC Examination Committee on the basis of a prior agreed standard setting method. The methodology and passing scores are approved by the ECVECC® Board of Directors following the Quality Assurance outlined below (see chapter 5.4). To pass the Certifying Examination, the minimum passing score must be achieved for each section. The ACVECC Secretary will notify the ECVECC® Secretary of the results of ECVECC® candidates as soon as they are unblinded. All Candidates sitting the Certifying Examination will be notified of their results within 45 days of the date of the Examination and on the same date.

5.3 Reapplication to Sit the Certifying Examination

Failing Candidates must resubmit an ECVECC® Fee Remittance Form along with the Examination Fee as outlined above by May 1 of the year they intend to retake the examination. Candidates that fail all or a portion of the Certifying Examination are encouraged to remain current in their training requirements (i.e., continue working with a Programme Director, maintain current Knowledge Requirements, complete any new Skills or Experience Requirements, and complete ongoing Training Benchmarks).

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Candidates may apply to re-take all parts of the examination three (3) times (thereby taking each part a maximum of four (4) times). Candidates must pass all sections of the examination within eight (8) years after completion of their Residency Programme. They will be refused for further training and examination, unless exceptional circumstances have been approved by the College.
Failure to pass the College's Examination within eight (8) years necessitates that the Candidate goes through the credentials process again and additional periods of training and/or experience may be requested by the ECVECC® Education and Credentials Committee.

5.4 Quality Assurance of the Examination by ACVECC

5.4.1 Quality Assurance during the Examination

1. At the start of the Examination, an introduction is given on administrative aspects related to the examination, e.g. how to access the examination on the computer, timelines, examination conduct.
2. All candidates sign a confidentiality agreement before the examination not to disclose any information about the examination.
3. Supervisors are present at all times during the examination. They help with the initial check-in process, and ensure proper examination conduct, a quiet environment, make sure that examination guidelines are adhered to, and confidentiality is maintained. In addition, they assist the candidates with troubleshooting computer or software-related problems.
4. Special arrangements are made available for candidates with a disability.

5.4.2 Quality Assurance of the Examination Questions

1. The Examination Committee is made up of Diplomates who work in Academia as well as in Private Practice. Most of the members of the Examination Committee train Residents.
2. The Clinical Examination Questions are written by members of the Examination Committee and reviewed initially by another member of the Examination Committee. After the edition of the questions, they are reviewed by at least seven (7) members of the Examination Committee during a mid-year meeting.
3. The answer key to each of the questions needs to be supported by at least two (2) references from publications (published within the timeframe indicated in the instructions for examination candidates), or from textbooks listed on the reading list.
4. Once the questions are finalized they are sent to a number of reviewers, who are Diplomates of the College but not members of the Examination Committee, to assess among other things ambiguities in the formulation of the questions, and possible modifications that should be made to the answer keys. Their suggestions are sent to the members of the Examination Committee who have written the questions and the questions are modified, if appropriate.
5. The Multiple Choice Questions undergo a similar review process as do the Clinical Examination Questions.
6. All the questions (Clinical Examination Questions and Multiple Choice Questions) are then Angoff[1] scored by at least twenty (20) Diplomates of the College who assess for each question

[1] Angoff W. Scales, norms, and equivalent scores. In: Thorndike R, editor. Educational measurement. 2nd ed. Washington, DC: American council on education; 1971. p. 508–600.

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what percentage of minimally qualified candidates would be expected to answer the question correctly.

7. Based on the results of the Angoff scoring modifications to the Examination Key may be made, and controversial questions may be removed at that time.
8. After the Examination has been taken statistical analysis will demonstrate performance of the different questions. Questions that performed poorly may at that time be re-reviewed by the members of the Examination Committee and possibly removed in the process.

5.4.3 Additional Quality Aspects

1. The examination questions are related to certain ECC knowledge areas/topics. Information about the breakdown of questions on a specific knowledge area/topic are usually provided for the multiple choice examinations eight (8) weeks before the examination to the candidates.
2. As feedback, candidates who failed (part of) the examination receive information how they performed on the different knowledge areas/topics.
3. If a candidate fails one or more parts of the examination **twice**, a mentorship and educational plan will be discussed with each unsuccessful candidate.

5.5 Oversight of the Examination and Examination Process by ECVECC®

5.5.1 Levels of Participation and Involvement of ECVECC® Diplomates in the Creation, Administration and Evaluation of the Examination

- The Chair of the ECVECC® Examination Committee will function as a liaison between the ACVECC and ECVECC® Examination Committee. The Chair of the ECVECC® Examination Committee will be the "go to" person to assist in the resolution of all problems arising from ECVECC® using the ACVECC Examination.
- At least one (1) ECVECC® Diplomate will be a member of both the ACVECC Examination Committee and the ECVECC® Examination Committee.
- A member of the ECVECC® Examination Committee will be present at the examination in an observational function.
- At least three (3) ECVECC® Diplomates will participate in the Angoff Scoring and share informal feedback with the Chair of ECVECC® Examination Committee.
- The President of ECVECC® will participate in the conference call with the ACVECC Council of Regents when the Chair of ACVECC Examination Committee shares examination conduct, Angoff process and confidence intervals and gives ACVECC Examination Committee recommendations.

5.5.2 Evaluation of the Examination Process

The complete ACVECC examination process will be scrutinized by the ECVECC® Examination Committee based on, but not limited to, the following sources of information.

- Written current guidelines of the examination and examination process (ACVECC) available on the ECVECC® website.
- Feedback from ECVECC® Diplomates who participated in the Angoff Scoring of the ACVECC examination.
- Input from the President of ECVECC® regarding the results of the conference call with ACVECC Council of Regents when Chair of the ACVECC Examination Committee shares examination

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conduct, Angoff process and confidence intervals, and gives ACVECC Examination Committee's recommendations.

- Feedback from observer(s) (ECVECC® Diplomate) on behalf of ECVECC® Examination Committee (physical presence and direct observation to evaluate the practical aspects of examination and the examination process during the actual taking of the examination).
- Written report from Chair of ACVECC Examination Committee summarizing the entire examination process.

5.5.3 Decision on Continuation of the Use of the ACVECC Examination

Based on the information and feedback obtained from the Evaluation of the Examination Process, the Chair of the ECVECC® Examination Committee in collaboration with the members of the ECVECC® Examination Committee will produce a written report in December of the year of the examination, including the ECVECC® Examination Committee's recommendations concerning the use of the ACVECC examination by ECVECC®.

In January following the year of the examination that has been evaluated, the decision to continue the use of the ACVECC examination by ECVECC® is made by the ECVECC® Board of Directors based on, but not necessarily limited to, the information, conclusions, and final recommendations in the report of the Chair of the ECVECC® Examination Committee.

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Chapter 6: Recertification Process

In order to maintain EBVS® European Specialist in Veterinary Emergency and Critical Care status and to comply with the EBVS® requirements, recertification of Diplomates will be required every 5 years. The first recertification is due at the end of the 5th year following registration as a College member, e.g. "certified" Diplomate.
For Diplomates who are member of two Colleges, the recertification as a Diplomate can only recertify in one (1) specialty (their EBVS®-listed specialty).

Certified Diplomate status, and the resulting Specialist status, will only be granted to Diplomates who fulfil the Recertification requirements.
Recertification requirements in order to be registered as a certified Diplomate of the ECVECC®.

1. More than **60% of a "mean" working week (i.e. >24 hours a week)** should be spent in activities directly related to ECC; this may include clinical practice, practice management, College duties, teaching or research. The College reserves the right to deny credit points for activities that are not directly related to the specialty of Emergency and Critical Care Medicine.
2. All Diplomates must attend the Annual General Meeting of the College, **at least twice in the five year recertification period**, unless previous dispensation from the College has been granted.
3. **At least 100 Credit Points (CP)** have to be documented in the 5-year period. Credit Points may be gained by participation in continuing education, services to the College, publications, presentations, and by supervision of Residents, interns, and nurses (see credit point system below).
4. Personal statement of good standing within the profession by signing a self-declaration form.

The ECVECC® Recertification Committee provides the standardised form(s) and format for submission of the Diplomate's Recertification Application. The forms and guidelines will be published on the ECVECC® website and will be e-mailed by the ECVECC® to certified Diplomates due for recertification each year. This form and all associated materials will be due to the Recertification Committee by **May 1st** of the year of recertification and should be emailed to the Committee as a single PDF form including all required supporting documents.

Credit points that will be gained in the 5th year after **May 1st** can be included if documents of evidence are presented to the Recertification Committee before **November 1st**. Documents or other evidence submitted after this date will not be considered by the Recertification Committee. The Committee holds the right to make reasoned exceptions to the deadline.

If a Diplomate does not meet the requirements for recertification, they can be granted one (1) additional year to achieve recertification. If they succeed, they will be re-evaluated four (4) years from the end of the additional year.
If they do not succeed, or if the Diplomate does not submit all the required information necessary for completion of the Recertification Process, or if their application for Recertification is rated as insufficient, their status will be changed by the ECVECC® Board of Directors to "non-certified" Diplomate, allowing the Diplomate to only use the title "Diplomate", but not the title of "EBVS® European Veterinary Specialist in Emergency and Critical Care". Furthermore, a non-certified Diplomate is not allowed to act as Programme Director or Supervisor.
A non-certified Diplomate who had its certified status removed and is seeking to become a certified

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Diplomate will need to satisfy the requirements set by the Credentials Committee of the College. To recertify after a period of non-certification, the Diplomate must at least obtain the necessary number of points required for routine recertification and may be asked to supply additional supporting documents to verify their active status. A fee may be required.

Extensions of the 5-year evaluation period for re-certification are granted for maternity, paternity or adoption leave, serious health issues and exceptional circumstances. A Diplomate who wishes to extend the 5-year evaluation period, needs to submit a request, including the grounds for extension, to the Recertification Committee as soon as these grounds become known. The Diplomate needs to inform the Recertification Committee as soon as the grounds for extension do not apply anymore. Based on the information provided by the Diplomate, the Committee will decide if extension will be granted and determine the time period for extension. Cases will be considered on an individual basis. Any period of voluntary extension will be automatically added to the 5 years allowable to complete Recertification, provided a request has been communicated in advance and the time period does not exceed more than two years in total.

Publications or other activities that were part of the credentials submitted with the membership application or the credential application prior to the college examination cannot be used for recertification CP. Surplus CP cannot be transferred from one 5-year period to the next period.

The College only recognises scientific, evidence-based veterinary medicine, which complies with animal welfare legislation. Specialists or Colleges who/which practice or support implausible treatment modalities with no proof of effectiveness run the risk of withdrawal of their specialist status. No credit points can be granted for education or training in these so-called supplementary, complementary and alternative treatment modalities.

Appeals relating to the recertification process should be submitted and dealt with using the standard ECVECC® Appeal Processes as laid out in chapter 8 of these Policies and Procedures.

6.1 Credit Point system

One hundred (100) CP are needed for each 5-year Recertification Period and points have to be collected in at least 2 of the following categories: continuing education, research and college service activities. Evidence on how the CP are obtained needs to be documented.

Area	Sub-area		Example	Credit points
Continuing Education				
Attendance of congress/meeting	International meeting / college meeting	ECC	IVECCS, EVECCS	5/half day
		not primarily related to ECC	ACVIM, ECVIM-CA, BSAVA	4/half day
	National meeting	ECC		2/half day
		Non ECC		1/half day
	Other	ECC / non-ECC		1/half day
	Online CPD courses	ECC related		1/course

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Presentations	International meeting	ECC	Invited speaker	Lecture >45': 10 Lecture <45': 5 Abstract: 5 Poster: 2
	National meeting	ECC	Invited speaker	Lecture >45': 8 Abstract: 2 Poster: 1
	Others	ECC	Continuing Education	Lecture: 2
Research				
Publications (must be ECC related)	Peer reviewed, national or international journal	Original study	First or senior (last named) author	10
			Co-author	7
		Case report, case series, review, CE article	First or senior author	6
			Co-author	3
		Clinical communication, case of the month	First author	3
	Non-Peer reviewed journal	Original study, case report, case series, review, CE article	First or senior (last named) author	1
	Book chapters	ECC related	First author / Editor	10
			Co-author	5
College Services				
	Board of Directors and Committee service (including EBVS® committees)	Board of Directors member or Committee chair	Available on an annual basis	8 / year
		Committee member	Available on an annual basis	5 / year
	Resident work	Programme Director	Per Programme	1 / year
		Mentor	Per Resident	8 / year
		Listed Supervisor	Per *additional* Resident	4 / year
	JVECC	Editor / assistant editor	Available on an annual basis	8 / year

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		Manuscript review	Per review	1
	Exam Angoff Scoring	ACVECC, ECVECC®	Per year	1
	Exam questions	ACVECC / ECVECC®	Per approved question	2
Other	Journal other than JVECC	Reviewer		1 / year
	Mentoring interns, nurses, technicians	Vet / Nurse / Technician for specific qualification, e.g. VTS, CertECC	Per individual	2 / year

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Chapter 7: Data Protection, Titles, and Trademarks

7.1 General Data Protection Regulation (GDPR)

The European College of Veterinary Emergency and Critical Care is committed to correct processing of personal data in compliance with the EU General Data Protection Regulation (GDPR). As data controllers, the College will inform members at all times what personal data is collected, for what purpose, how it is used and stored and for how long it is stored. The college processes personal data for the purposes of administration of the members diplomate/title and status. Member data will not be shared with third parties without the member's consent.

7.2 Titles

7.2.1 Use of Specialist Titles by Diplomates

- EBVS® trademarked title
  The use of the European Veterinary Specialist Trademark (EUTM N°16440844 – Services Cl41, Cl44) with the EBVS® Logo is permitted to Diplomates who are registered as a European Veterinary Specialist for that specialisation by the EBVS®. Noncertified or retired Diplomates, associate members, and honorary members are not allowed to use the title or trademark of European Veterinary Specialists. The mark EBVS must always be used with the ® symbol, i.e. EBVS®. The mark must be in Times New Roman, and the descriptive terms following it. i.e. European Veterinary Specialist in Emergency and Critical Care, in Calibri font.
- Use of title and postnominals
  Veterinarians should not in any way imply they are EBVS®-recognised Specialists unless they are listed as such by the EBVS®. ECVECC® Diplomates listed with EBVS® as Specialists may use the title "EBVS® European Veterinary Specialist in Emergency and Critical Care" or "EBVS® European Specialist in Veterinary Emergency and Critical Care". Diplomates may use "Dipl. ECVECC®" or "Diplomate of the European College of Veterinary Emergency and Critical Care".
- Board eligible or qualified
  The use of the term "board eligible" or "board qualified", as an indication of special qualification, is potentially misleading to the public and therefore must not be used in any public communication or other solicitation.

7.2.2 Use of Titles by Residents

- Residents (standard or alternate track) are allowed to use the title of ECVECC® Resident (in Veterinary Emergency and Critical Care) or similar while enrolled in a training programme for the purposes of communication with the veterinary profession, including on veterinary reports and professional facing social media platforms. This status should not be used directly to market the Resident's clinical services to members of the public.
- Individuals following a flexible / modular pathway or those who are candidates following the completion of their formal training may not use this terminology or similar (e.g. residency trained/board eligible).
- Colleges may permanently prevent individuals from entering examinations who continue to misrepresent their status using the misconduct process.
- Residents may not use the EBVS® trademarked title or logo.

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7.3 Trademarks

- Use of abbreviation ECVECC® or ECVECC® Logo
  The ECVECC® logo and the abbreviation “ECVECC” are registered trademarks of the European College of Veterinary Emergency and Critical Care and may only be used by Diplomates of the ECVECC®. Use of these trademarks by other parties is strictly prohibited without prior written consent from the European College of Veterinary Emergency and Critical Care.
- Use of EBVS® Logo
  Use of the EBVS® logo by third parties (all other than EBVS® specialists and EBVS® recognised colleges) must be approved in writing by the EBVS® by contacting the EBVS® secretariat (info@ebvs.eu).

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Chapter 8: Appeals and Complaints

8.1 Appeals

8.1.1 Definition

Appeals are directed against an adverse decision of the College. Adverse Decisions by the College may include, but are not limited to:

1. denial of certification of an individual;
2. temporary or permanent suspension of certification;
3. failure of an examination or a part of an examination;
4. denial of adequacy of credentials;
5. denial of approval of a residency programme.

8.1.2 Grounds for Appeal

The College must provide for Appeals to be made on the following grounds.

1. Failure of the College to correctly apply its own or EBVS®' published rules, procedures or criteria relevant to the decision in question.
2. Non-compliance of the College's published rules, procedures or criteria with the Policies and Procedures of the EBVS®.
3. An imposed sanction of the College that was disproportionate to the gravity of the adverse decision against the Appellant.

8.1.3 Communication on the Right of Appeal

In the event of an adverse decision, the College shall notify the affected party (or parties) of the procedure for appealing against the adverse decision. This notification must be included with the communication that gives notice of the adverse decision itself. The Appeal Procedures must specify the address and Officer of the College to which an Appeal should be sent in the first place.

8.1.4 Appeals Committee

The Appeals Committee shall be made up of a minimum of three (3) Diplomates of ECVECC who are not Officers of the Board of Directors or members of the relevant committee whose decision is being questioned, who have had no prior involvement with the case, and who have no potential conflict of interest with the Appellant or the Committee whose decision is being questioned.

8.1.5 Appeal Procedure

1. Notice of Appeal. An Appeal must be made in writing, including a statement of the Grounds of Appeal, together with any supporting reasons and documents. An Appeal must be submitted in writing to the Secretary of the College.
2. If not stated specifically otherwise, the time frames related to the Appeal Procedures commence after the postmarked date of the Letter communicating a decision (or if sent by email the date on which the email was sent). If no time frame is stipulated, the letter or email must indicate a time frame if relevant. This suggested time frame is accepted by the receiving party if not objected against within seven (7) calendar days.
3. Appeals must be made within thirty (30) calendar days after the postmarked date of the Letter communicating the relevant adverse decision (or if sent by email the date on which the email was sent).

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In particular, an appeal against a decision of denying acceptance of the credentials may be submitted after a minimum of seven (7) calendar days and a maximum of twenty-one (21) calendar days following the official announcement of the decision of denying acceptance of the Credentials of a resident to sit the examination.

The College must acknowledge receipt of an Appeal within fourteen (14) calendar days.

4. Within twenty-eight (28) calendar days of its receipt by the College the Appeal must be considered by a nominated Executive Officer of the College, who shall have had no prior involvement with the case, and who has no potential conflict of interest with the Appellant or the Committee whose decision is being questioned. This Officer will decide whether a proper Ground for Appeal has been identified.

   If a proper Ground for Appeal has been identified, the College will convene an Appeals Committee to consider the Appeal.
5. Within twenty-one (21) calendar days after the decision by the Executive Officer has been made (subsection 10.3.4. of this article), the College must inform the Appellant whether or not the Notice of Appeal has been accepted as raising an arguable Ground of Appeal, and, if so, of the proposed membership of the Appeals Committee that will consider the Appeal.
6. Where the College makes a decision that no proper Ground of Appeal has been identified by the Notice of Appeal, the College may inform the Appellant that either:
   - it will take no further action (and explain the justification for this);
   - it will consider the Notice instead as a request for an informal review of an adverse decision by the College on non-appealable grounds.
7. Where the College accepts the Notice of Appeal the Appellant must, within seven (7) calendar days after the decision has been communicated by the Executive Officer, if any, raise concerns with or object to the membership of the Appeals Committee. The Executive Officer will respond to such concerns or objections within fourteen (14) calendar days. A change in the membership of the Appeals Committee will be communicated together with the response by the Executive Officer.
8. In any case where an Appeal is to be conducted, the procedure for convening an Appeals Committee to consider the Appeal must be completed no later than thirty (30) calendar days after the Appellant has been informed of the definitive membership of the Appeals Committee.
9. Within seven (7) calendar days of the appointment of the Appeals Committee, all the papers relating to the dispute shall be forwarded by the Officer of the College to whom the Appeal was sent to the members of the Appeals Committee.

8.1.6 Conduct of an Appeal Process

- All Appeals are conducted in all due confidence.
- The Appeals Committee must be able to request information relevant to its consideration of the Appeal from any relevant party.
- The Appeals Committee must be required to consider carefully the need or not for an oral hearing. Where an Appeals Committee decides not to hold an oral hearing in an Appeal against an adverse decision that arises from an allegation of impropriety against a candidate (or in other matters of similar gravity), reasons for that decision must be given. Where an oral hearing is held, a timetable must be devised which allows both parties reasonable opportunity to appear.
- An Oral Hearing must be attended by at least three (3) members of the Appeals Committee. Neither party will be represented by legal counsel. Oral hearings will be conducted in English. The

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Appellant may be accompanied by an individual ("representative"), who may assist in the presentation of the Appeal. The "representative" will not be allowed to participate in answering specific questions but, at the discretion of the Chair, may be allowed to provide necessary language translations and may, at the end, be allowed to make a statement on behalf of the Appellant.

- A transcript or detailed Minutes of the meeting must be kept. An Electronic Recording may be made with the prior consent of all parties. The minutes and, if it is made, the electronic recording, shall be made available to the meeting's participants on request.
- The Appeals Committee must have the discretion to reject or uphold the Appeal according to its independent view of the merits of the Appeal. Where the appeal is upheld, in whole or in part, the Appeals Committee may modify or reverse the previous decision or adjust the sanction.
- The decision of the Appeals Committee will be reached by a majority vote of the members of the Committee, the Chair to have the casting vote if necessary. In communicating the decision of the Appeals Committee, the Chair will give reasons for the decision.
- The Appeals Committee must deliver its decision on the Appeal to the nominated Executive Officer (see 8.1.5, point 4) of the College within ninety (90) calendar days of the date of receiving all the papers relating to the dispute (see 8.1.5, point 9).
- The Board of Directors of the College will check that the Appeals Committee has followed the procedures and, if these have been followed correctly, accept their recommendation.
- The Board of Directors of the College shall communicate the decision, via electronic means and in addition, if there is no satisfactory confirmation of receipt, via registered post, to the Appellant, within thirty (30) calendar days of receipt of the Appeal Decision.
- Submission of an Appeal to the College must be accompanied by a deposit of € 1,000.00 to ensure that the expenses of the Appeal will be covered. If the Appellant does not pay the deposit within twenty-eight (28) calendar days of receiving an invoice, then this will be deemed an admission of liability. The deposit is re-paid in full, in case the Appeal is accepted. In case of the Appeal's rejection, all the costs relating to the Appeal shall be made by the Appellant. Any remaining deposit will be re-paid to the Appellant together with an itemization of the costs retained.
- After completion of the appropriate procedure as described above the affected party, if not satisfied with the final decision rendered by the ECVECC® Appeals Committee, may consider an Appeal with the EBVS®. The Appeal should be submitted to the EBVS® within ninety (90) calendar days after receipt of the Appeal Decision by the affected party.
- The decision of the EBVS® is final.
- Changes that are made in the Appeal Procedures of the ECVECC® will be reported to the EBVS® as part of the Annual Report.

8.1 Complaints

8.1.1 Introduction

Misconduct by Diplomates or Residents may lead to sanctions or disciplinary actions where ECVECC® consider these necessary. This policy will usually only apply to conduct that impacts on the business operations of the College (e.g., but not limited to, conduct around examinations, supervision, credentialling or certification).

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Complaints about a Diplomate relating to their professional conduct will be referred to the national competent authority where that veterinarian is registered. Complaints will be directed to such authorities as appropriate.
The ECVECC® may impose sanctions, (as below) in the event that a national regulator suspends or removes an individual's right to practice their Specialty. Such sanctions will be made by the Board of Directors and will mirror action taken by the national regulator in terms of severity and duration.

8.1.2 Investigating Officer

The Investigating Officer is a Diplomate from any EBVS® college other than ECVECC® who is free of a conflict of interest but has experience of such investigations either through formal training in Human Resources or in academic misconduct.

8.1.3 Full Disciplinary Panel

The Disciplinary Panel will consist of three (3) members, drawing on relevant expertise from Diplomates of this or other colleges. They are not Officers of the Board of Directors and have had no prior involvement with the case, and have no potential conflict of interest with the Complainant or Defendant.

8.1.4 Complaint Procedure

1. Allegations regarding the general professional conduct of a Diplomate or Resident will not normally be considered by these procedures where the conduct falls under the remit of the national regulator for veterinarians in the relevant country.
2. Allegations that request anonymity will not normally be considered under these procedures.
3. Where the Board of Directors, or their delegates, consider that the matter should be investigated they will:
    a. appoint an individual Investigating Officer (see also 8.1.2);
    b. inform the Defendant of the nature of the allegations against them and outline the timescales and the name and contact details of the Investigating Officer.
4. The Investigating Officer should make an initial interview with the Defendant within ten (10) working days of their appointment.
    a. The Investigating Officer should update expected timescales based on the complexity of the case.
    b. The Investigating Officer may interview others to collect evidence and may re-interview the Defendant as required.
5. The Investigating Officer will report their findings to the Board of Directors including their initial recommendations to either:
    a. dismiss the allegations;
    b. consider the imposition of a warning;
    c. refer the matter to a Full Disciplinary Panel.
6. The Board of Directors, or their delegates, will consider the findings of the Investigating Officer and may:
    a. dismiss the allegation or issue a warning without sanction, without referring the matter to a full disciplinary panel;
    b. refer the matter to a full disciplinary panel, irrespective of the recommendations of the investigating officer. (Note this does not prevent the disciplinary panel from dismissal of the allegations or the use of a warning.)

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7. Where the matter is referred to a Disciplinary Panel the Defendant will meet the Complainant.
    a. The Complainant and Defendant will be given all evidence including witness statements at least 5 working days prior to a meeting of the Panel with the Defendant and Complainant.
    b. The Panel should consider all of the evidence of the basis of a civil burden of proof (i.e. on the balance of probabilities) without considering any mitigations.
    c. If the allegations are proven, the Panel should consider any appropriate sanction.
    d. Sanctions must be considered one by one, in order of severity, starting with the least severe.
8. All procedures, conduct and record keeping will follow EBVS® best practice guidelines that will be shared with the individual in the event of an investigation.

8.1.3 Conduct of Complaint Process

- Those representing the College (e.g. Committee Chairs, Supervisors) should report their concerns to the Board of Directors or their delegates through the Secretary of the college.
- Where an allegation relates to an Officer of the Board of Directors, that Officer must not be made aware of the allegation until reviewed by other Officers of the Board of Directors. The Board of Directors may delegate the decision making in such instances to an independent group.
- Where the Board of Directors considers that the matter should be investigated, the misconduct procedures should be initiated.
- Individuals accused of misconduct will be informed as soon as possible of the details of any allegations, including the identity of those making complaints. Anonymous allegations will normally not be considered by the College. Confidentiality regarding allegations will otherwise be maintained.
- The wellbeing of the individual will be considered at all times, and communication timed appropriately to ensure the individual has appropriate support structures in place.
- Sanctions/ warnings resulting from proven misconduct will be decided by the Board of Directors based on the advice of either an investigating officer or disciplinary panel.
- Sanctions will be considered in light of the conduct and should be considered one by one, in order of severity, starting with the least severe, until such time as the sanction is considered appropriate (Note: This process ensures that the least severe appropriate sanction is applied).
    1. A warning to the individual that there is evidence of misconduct, but not to the point requiring sanctions.
    2. Imposition of a sanction, beginning with the least severe the sanctions are:
        a. Undertakings
        b. Conditions
        c. Suspension
        d. Expulsion / Permanent exclusion from the College

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Chapter 9: Submissions, Deadlines and Glossary

9.1 Submissions

All mailed submissions should be made to the ECVECC® Secretary.

9.2 Deadlines

The deadlines listed in this document are critical dates that ensure that the ECVECC® can conduct its business in an efficient manner that is fair to all. All Diplomates, Residents, Candidates, Supervisors, Programme Directors and any other persons interacting with the College in matters related to Residency Training should be familiar with the listed dates. All mailed submissions must be *postmarked on or before the deadline*.

January	January cycle residencies begin
January 1	November Training Benchmark assignments are due
January 15	Applications due for recognition by ECVECC® for Diplomates of the American College of Emergency and Critical Care
February 1	New Resident registration is due for Residency programmes starting in January
February 15	Resident credentials applications due for residents hoping to sit the certifying examination in September the same year
February 28	Deadline for annual ECVECC® membership fees
March 1	Annual Progress Reports due for Residents on the January cycle
March 1	Applications due for Residency Training Programmes (Residency Training Plans and Facilities) on the July cycle
April 1	Candidates informed of credentials application outcome by this date
May 1	Exam registration deadline for candidates sitting the examination in September
May 1	Examination Fee due
May 1	Submission of all documentation for the recertification process
July 1	Annual Updates for Residency Training Programmes (Residency Training Plans and Facilities) due for programs on the July cycle
July 1	Last day to have manuscript accepted for publication (on the year that the Candidate intends to sit the Certifying Examination)
July	July cycle residencies begin
July 1	May Training Benchmark assignments are due
July 15	Final Progress Reports due for Candidates taking the Certifying Examination in September
August 1	New Resident registration is due for Residency programmes starting in July
September 1	Annual Progress Reports due for Residents on the July cycle
September 1	Applications due for Residency Training Programmes (Residency Training Plans and Facilities) on the January cycle
November 1	Final date for submission of additional documentation for the recertification process

9.2.1 Fee for Late Submissions

Documents that must be submitted within a clear deadline and related to submissions stipulated below, must be completed and returned electronically to the ECVECC® Secretary (secretary@ecvecc.org) if not clearly indicated otherwise. Submissions that are considered

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incomplete on close inspection and not corrected before the deadline will be considered a late submission. Completeness of the submission is the responsibility of the person submitting the documentation.
The deadline for submission will be clearly stated in the invitation to submit the documentation. This deadline is a critical date that ensures that ECVECC® can conduct its business in an efficient manner that is fair to all. All Resident and Diplomates, and any other persons interacting with the College in matters related to Residency Training or the Membership should be familiar with these dates. Responsibility for submitting the complete documentation by the required deadline lies with the person submitting the documentation. Submissions must be completed by 11.59 pm (Central European Time) on the deadline date. The submission of documentation will be accepted for three (3) days following the stipulated deadline, but submissions made during this 3-day grace period will incur a 100€ "Late Submission Fee", payable by the addressee together with the (delayed) submission of documentation. The addressee can contact the Treasurer or will receive payment instructions from the Treasurer regarding payment of the Fee. No submissions will be accepted after this period or when the Late Submission Fee is not paid on time.

The Late Submission Fee applies to the following documentation

- Annual Progress Reports by Residents.
- Credential Package by Residents.
- Recertification Submission by Diplomates.
- Any other documentation for which the Late Submission Fee is explicitly and clearly mentioned in the invitation and related reminders.

9.3 Glossary

Applicant

An applicant is an individual who wishes to be accepted onto a standard or alternate track Residency Training programme. An applicant must fulfil the requirements as laid out in Section 3.2 of this Guide if they are to be successful in becoming a Resident. They remain an Applicant until both they as an individual and their Programme has been approved by the Education Committee.

Resident

An Applicant who have been accepted into an approved Residency Training Programme by a Programme Director and have been approved by the ECVECC®. (See also section 3.3.1)

Candidate

A Candidate is a Resident who has had their Credentials (including Final Progress Report) accepted by the Credentials Committee and is thus permitted to sit the next Examination. Individuals are then termed a Candidate until they have passed the Certifying Examination and been granted Diplomate status by the ECVECC® Board of Directors.

Residency Programme Director

An EBVS® European Veterinary Specialist in Emergency and Critical Care or ACVECC Specialist who is responsible for the administration and continuity of a Residency Trainikng Programme and is responsible for oversight of all aspects of this Residency Training Programme. (See also section 3.3.2)

Mentor

An EBVS® European Veterinary Specialist in Emergency and Critical Care or ACVECC Specialist who is available to the Resident on a continual basis and is responsible for the administration and

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evaluation of the specific Residency Programme Requirements for the Resident. (See also section 3.3.3.)

Supervisor

A certified Diplomates in a specialty recognised by the European or American Board of Veterinary Specialisation, who supervises residents during their clinical rotations and ensures that the Resident receives sufficient guidance and instruction to develop their skills, competences and knowledge to the specialist level.

Supervisors in specialities other than ECC are termed “External Supervisors”. (See also section 3.3.4)

Sponsor

The sponsor is the institution that supplies the finances, staff, facilities and organization that is necessary for the organization of a Residency Training Programme.

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Appendix 1: Requirements for Residency Training Facilities

These requirements aim to allow provision of an acceptable level of training for an ECVECC® Resident. If the facility does not meet the requirements to become an ECVECC® Training Programme it will need to provide details of how it would ameliorate for this.

Staffing

During the specified hours of operation a licensed veterinarian should be on the premises at all times and sufficient staff must be available to provide expedient patient care. Staffing should be sufficient to allow:

- processing multiple patients;
- performance of a wide range of life-saving procedures to include but not be limited to cardiopulmonary resuscitation and emergency surgery. This requires at least three people, including one veterinarian and one veterinary technician/nurse.

There must be a mechanism to allow appropriate and timely consultation with other veterinary specialists as necessary. The Residency Training Facility must have a minimum of one ECVECC® Diplomate employed and working to allow appropriate supervision of the Resident according to the Residency Training Programme requirements. For example when there is only one ECVECC® Diplomate this will be a minimum clinical commitment of an average of 20 hours/week over the year to allow required supervision. A minimum of one Specialist in Veterinary Surgery and one Specialist in Veterinary Internal Medicine would also be expected at the facility, with an explanation of how surgical and internal medical cases are managed if this is not the case.

Case Load

A specific case load is not requested, however the number and variety of cases seen should allow sufficient case exposure for the Resident to be confident in dealing with a wide variety of emergency and critical patients and to be able to deal with multiple cases concurrently. The Programme Director must be able to justify that the caseload is sufficient for the Resident to meet the Knowledge and Skills Requirements. The facility should be a referral hospital, but the Resident may spend time also working with a first opinion case load as long as the referral case load is sufficient.

Communications

Good communications must be maintained to allow efficient transfer of patient information between the Residency Training Facility and primary care veterinarians. A report should be sent to the primary care veterinarian in a timely manner to ensure immediate continuity of care and for inclusion in the patient's permanent record.

Medical Records

A complete and thorough medical record on file for each patient should be kept at the Residency Training Facility either electronically or on paper

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The Medical record must include the following.

1. Client identification
2. Patient signalment
3. Presenting complaint(s)
4. History
5. Physical examination
6. Clinical pathology tests performed and results
7. Diagnostic imaging procedures and interpretation
8. Tentative diagnosis or rule/outs
9. All treatments including anaesthesia records and surgical procedures
10. Progress notes
11. Medications administered
12. Client instructions and other client communications including discharge forms
13. Client and referring veterinarian communications
14. All entries in the medical record should clearly identify the individual(s) responsible for administering care and entering data.

Continuing Education

Continuing education must be provided for all clinical staff and must allow both veterinary surgeons and nurses/technicians to comply with their national requirements for professional registration.

A system of ongoing, in-service training should be provided for veterinary surgeons and technical staff to assure teamwork and familiarity with current procedures and guidelines.

Library facilities

All facilities should maintain a library containing current textbooks and periodicals. Internet access is required.

Equipment and Operating Processes

Standard operating processes should be available for key procedures in the laboratory, pharmacy, operating room(s) and diagnostic imaging area. They should also be available for anaesthesia, medical procedures, infection control, and general clinic maintenance/cleanliness. These processes should all be consistent with currently accepted practice and procedures for a veterinary emergency and critical care facility and must also comply with any national or regional legislation. Instrumentation, pharmaceuticals, and supplies should be sufficient for the practice of medicine and surgery at a level of care consistent with that expected in the practice of veterinary medicine as directed by the individual country. Residency Training Facilities should have procedures in-place to quickly obtain specialist consults and to refer cases as appropriate.

All Residency Training Facilities should have the capacity to perform the following.

1. Diagnosis and management of life-threatening emergencies including cardiovascular, respiratory, and neurological problems to include: a) cardiopulmonary resuscitation. An electrical defibrillator is required. b) placement and maintenance of thoracostomy tubes, c) emergency tracheostomy

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and tracheostomy tube care, d) oxygen supplementation (with high-flow oxygen therapy recommended), e) assisted ventilation (with long-term mechanical ventilation expected).

2. Monitoring capabilities should include: a) electrocardiogram, b) indirect and direct arterial blood pressure, c) central venous pressure, d) pulse oximetry, e) capnography, f) point-of-care ultrasound.
3. Emergency surgery including: a) surgical haemostasis, wound debridement and application of wound dressings, b) stabilization of musculo-skeletal injuries, c) thoracic and abdominal surgery, or d) neurosurgery or be able to stabilise and refer on to another facility that in a timely manner.
4. Treatment of shock using crystalloids, colloids and blood products, as well as vasopressors and positive inotropes, and equipment such as infusion pumps and syringe drivers to allow accurate delivery of fluids and drugs. Facilities should have access to natural and/or artificial blood products and the capacity to type and cross match donor and patient blood.
5. Anaesthetic and analgesic therapy including the use of a variety of inhalational and injectable drugs to provide individualised treatment. Intra-operative monitoring should include an electrocardiogram, blood pressure monitor, capnography, and pulse oximetry when appropriate.
6. Be able to perform/serially monitor on site: a) PCV and refractometric total solids, b) blood glucose, c) urinalysis, d) point-of-care infectious disease testing, e) cytology, f) faecal examination (cytology and parvovirus antigen test), g) complete blood count, h) full biochemical profile, i) coagulation profiles, j) blood gas analysis. Additionally, a Residency Training Facility must have laboratory supplies to collect, prepare, and preserve samples for microbiological culture and histopathology.
7. Diagnostic imaging requirements: a) produce good quality radiographs while ensuring the safety of patient and staff, b) on-site ultrasonography, c) on-site CT expected, d) on-site MRI recommended.
8. Have access to endoscopy.
9. Have the ability to provide enteral and parenteral nutrition.

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Appendix 2: Skills and Experience Requirements

Each Programme Director will be responsible for finding the means to help the Resident gain proficiency in each task, including allowing the Resident time away from their primary Residency Training Facility to achieve the experience and training elsewhere if necessary.
For the requirements listed below, the terms “perform”, “demonstrate the technique”, and “understand” are often used. “Perform” indicates that the skill has been performed by the Resident on a clinical case. “Demonstrate” indicates that the skill has been performed or simulated in a laboratory setting at least. “Understand” indicates that the skill has been discussed adequately, including indications, complications, and techniques. For any technique/skill that “perform” or “demonstrate” is required, “understand” would obviously be indicated as well. The method used to simulate a “demonstrate” skill is at the discretion of the Programme Director.
This list does not include numerical requirements (i.e. perform 3 GDV surgeries). As such, there is no list for the Resident to maintain and submit for evaluation. However, the Resident and Programme Director should submit a signed statement with each annual update indicating that progress towards completion of the Skills and Experience List is occurring. Upon submission of credentials, the Resident and Programme Director will sign a statement indicating that completion of the Skills and Experience List has occurred.
This list should be evaluated by the Education Committee every 3 years to determine if new Skills should be added, or others removed.

History and Physical Examination

1. It will be assumed that each Resident will receive advanced experience and skill in performing triage, accurate history taking, physical examination, the development of problem lists and rule outs, financial estimate preparation, and client communication.

Cardiovascular/Fluid Therapy

1. ***Diagnostics and Monitoring***
   Be able to determine indications for diagnostic tests. Understand the benefits and limitations of diagnostic tests and be able to interpret results. Understand the categories and stages of shock.
   i. Perform serial physical examination and interpret trends.
   ii. Perform and interpret laboratory tests (to include serum [lactate], measured osmolality, colloid osmometry).
   iii. Assess fluid balance (including urine specific gravity and urine [sodium]).
   iv. Perform and interpret ECG.
   v. Perform direct blood pressure measurement and interpretation.
      a. Perform arterial catheterization.
      b. Analyse arterial pressure waveforms.
   vi. Perform indirect blood pressure measurement and interpretation.
      a. Doppler.
      b. Oscillometric.
   vii. Perform central venous pressure measurement and interpretation.
      a. Perform central venous catheterization.
      b. Analyse central venous pressure waveforms.
   viii. Perform echocardiography (diagnose pericardial effusion, calculate fractional shortening, and note gross cardiac abnormalities).

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ix. Demonstrate the technique for cardiac catheterization and measurement of cardiac output—understand methods and interpret results.
x. Demonstrate the technique to measure pulmonary capillary wedge pressure.
    a. Understand methods of pulmonary artery catheter placement.
    b. Understand methods of performing measurements.
    c. Interpret results.
xi. Understand non-invasive cardiac output monitoring.

2. ***Medical Procedures***
    i. Demonstrate the techniques to control massive bleeding from a major arterial injury.
    ii. Perform placement of an intraosseous catheter.
    iii. Perform placement of a catheter using Seldinger technique.
    iv. Perform cutdown and catheterization of central vein, peripheral vein, and artery.
    v. Perform pericardiocentesis.
    vi. Demonstrate the technique for cardiac pacing (external, temporary).
3. ***Therapy***
    i. Fluid therapy.
        a. Perform administration of crystalloids for
            (a) hypovolaemia;
            (b) deficit replacement;
            (c) maintenance;
            (d) diuresis;
            (e) electrolyte and acid/base disorders.
        b. Perform administration of colloids for
            (a) hypovolaemia;
            (b) maintenance.
    ii. Perform and demonstrate understanding of the appropriate use of antidysrhythmics.
    iii. Perform therapy for life-threatening congestive heart failure using diuretics, vasodilators, inotropes as indicated.
    iv. Perform therapy of severe hypertension.
    v. Perform therapy of aortic thromboembolism.
    vi. Calculate and perform administration of constant rate infusions (vasopressors, diuretics, etc.).

Cardiopulmonary-Cerebral Resuscitation

1. Medical Procedures
    i. Perform endotracheal intubation.
    ii. Perform manual positive pressure ventilation.
    iii. Perform closed chest compression CPR.
    iv. Assess compression efficacy (via digital pulse pressure, Doppler, $ETCO_2$ measurement).
    v. Perform interposed abdominal compression--understand indications and contraindications, possible complications, and technique.
    vi. Perform administration of drugs for resuscitation—intravenous, intraosseous, intratracheal.
    vii. Perform external defibrillation.
    viii. Perform simultaneous ventilation-compression—understand indications and contraindications, possible complications, and technique.
    ix. Demonstrate the technique of open chest cardiac massage.
        a. Demonstrate the technique of emergency thoracotomy.
        b. Demonstrate the technique of wound closure after emergency thoracotomy.
    x. Demonstrate the technique of internal defibrillation.

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xi. Demonstrate the technique to cross-clamp or Rumel tourniquet the descending aorta--understand indications and contraindications, complications, instruments and methods, and technique.
xii. Perform management of the post-resuscitative patient.

Metabolic/Acid-Base/Electrolyte

1. ***Diagnostics***
   Be able to determine indications for diagnostic tests. Understand the benefits and limitations of diagnostic tests and be able to interpret results.
   i. Interpret blood gases (arterial and venous), including traditional methods, anion gap, quantitative method, and Stewart method.
   ii. Interpret osmolality compared with calculated value.
2. ***Therapy***
   i. Perform therapy to correct acid-base derangements.
   ii. Perform therapy to correct electrolyte derangements (Na, K, Ca, Mg).

Gastrointestinal/Hepatic/Abdominal

1. ***Diagnostics***
   Be able to determine indications for diagnostic tests. Understand the benefits and limitations of diagnostic tests and be able to interpret results.
   i. Laboratory tests.
      a. Interpret blood ammonia concentration.
      b. Interpret bile acid serum concentrations.
      c. Interpret faecal Examination (direct, flotation, cytology, culture, and immunologic assays).
   ii. Interpret abdominal radiographs.
   iii. Interpret upper gastrointestinal contrast radiography.
   iv. Perform and interpret abdominal ultrasound.
   v. Perform FAST and T-FAST.
   vi. Perform ultrasound guided fluid/organ aspiration.
   vii. Demonstrate endoscopy and endoscopic foreign body extraction.
2. ***Medical Procedures***
   i. Perform abdominocentesis.
   ii. Understand diagnostic peritoneal lavage.
   iii. Perform intraabdominal pressure measurement.
   iv. Demonstrate technique to control massive abdominal bleeding via emergency laparotomy.
   v. Demonstrate the technique to control abdominal bleeding via external. Counter pressure—understand indications and contraindications, techniques.
3. ***Therapy***
   i. Perform the appropriate use of antiemetics and gastric protectants.
   ii. Perform the appropriate use of emetics.
   iii. Demonstrate the technique to manage traumatic and non-traumatic hemoabdomen.
   iv. Perform a complete exploratory celiotomy.
   v. Perform the incision and closure of a hollow abdominal organ (gastrotomy, enterotomy, colonotomy, cystotomy, etc.).
   vi. Perform an intestinal resection and anastomosis.
   vii. Perform the management of gastric dilation-volvulus.
      a. Perform gastric decompression.
      b. Perform gastric lavage.
      c. Demonstrate the technique for surgical derotation and gastropexy.

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viii. Demonstrate the technique to repair a diaphragmatic hernia.
ix. Demonstrate the technique to repair a body wall hernia.
x. Demonstrate the technique to perform a liver lobectomy.
xi. Demonstrate the technique to perform a total or partial splenectomy.
xii. Perform placement and management of an active drainage/suction device.
xiii. Understand open abdomen versus closed abdomen management of septic abdomen.
xiv. Understand the technique to remove an oesophageal foreign body surgically.

Respiratory

1. ***Diagnostics and Monitoring***

Be able to determine indications for diagnostic tests. Understand the benefits and limitations of diagnostic tests and be able to interpret results.

i. Perform physical examination and assessment (initial and serial) of the respiratory distress patient.
ii. Interpret pulse oximetry.
iii. Interpret co-oximetry.
iv. Analyse arterial and venous blood gases.
   a. Perform arterial puncture and catheter placement.
   b. Calculate A – a (alveolar – arterial) gradient, PaO_2:FiO_2, Shunt fraction, and use these techniques in serial patient monitoring.
v. Interpret thoracic radiographs and understand the basics of advanced imaging.
vi. Interpret capnography.
vii. Understand indications for mechanical ventilation.

2. ***Medical Procedures***

i. Understand bronchoscopy.
ii. Understand broncho-alveolar lavage.
iii. Demonstrate removal of tracheal/bronchial foreign body removal.
iv. Perform transtracheal and endotracheal wash.
v. Perform thoracocentesis.

3. ***Therapy***

i. Perform techniques of oxygen support via:
   a. bag, mask, or hood;
   b. nasal catheter;
   c. oxygen cage;
   d. mechanical ventilator.
ii. Perform the setup, management, and monitoring of a patient on a ventilator. Understand and be able to use appropriately:
   a. PEEP;
   b. CPAP;
   c. CMV/Asst. CMV;
   d. SIMV.
iii. Perform the proper technique and protocols for oral care.
iv. Demonstrate the technique to wean a patient off the ventilator.
v. Perform management of severe asthma.
vi. Perform management of severe pneumonia.
vii. Perform management of pleural effusion (hemothorax, chylothorax, pyothorax).
viii. Perform placement and management of a thoracostomy tube using continuous and intermittent pleural drainage.
ix. Demonstrate the technique to perform a tracheotomy with temporary tracheostomy tube placement.
x. Demonstrate the technique to repair a tracheal laceration.

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xi. Demonstrate the technique to stabilize a flail chest.
xii. Understand the technique to control massive thoracic bleeding – understand indications. and techniques for emergency thoracotomy.
xiii. Demonstrate lung lobectomy.

Urinary

1. ***Diagnostics and Monitoring***

   Be able to determine indications for diagnostic tests. Understand the benefits and limitations of diagnostic tests and be able to interpret results.

   i. Urine output measurement, and calculation of fluid balance.
   ii. Complete urinalysis.
   iii. Urine protein:creatinine.
   iv. Urine electrolyte and osmolality measurement and interpretation.
   v. Intravenous urography.
   vi. Cystourethrogram.
   vii. Microbiologic culture.

2. ***Therapy/Medical Procedures***

   i. Perform cystocentesis.
   ii. Demonstrate placement and verify function of a peritoneal dialysis catheter.
   iii. Understand concepts and techniques for haemodialysis, continuous renal replacement therapy.
   iv. Perform therapeutic management of acute renal failure, including oliguria/anuria.
   v. Perform relief of urethral obstruction via catheterization (cat, dog).
   vi. Perform placement and maintenance of an indwelling urethral catheter (cat, dog).
   vii. Demonstrate the technique to perform a cystotomy.
   viii. Demonstrate the technique to place a cystostomy tube.
   ix. Understand ureteral/urethral stenting.

Reproduction and neonatology

1. ***Diagnostics and Monitoring***

   Be able to diagnose and properly manage the following emergencies.

   i. Pyometra.
   ii. Dystocia.
   iii. Eclampsia.
   iv. Paraphimosis.
   v. Vaginal/Uterine prolapse.
   vi. Neonatal resuscitation.

2. ***Therapy***

   i. Perform an ovariohysterectomy.
   ii. Demonstrate the technique to perform a caesarian section.

Ophthalmology

1. ***Diagnostics***

   Be able to determine indications for diagnostic tests. Understand the benefits and limitations of diagnostic tests and be able to interpret results.

   i. Perform intraocular pressure measurement.
   ii. Perform fluorescein staining.
   iii. Perform Schirmer tear test.
   iv. Perform ophthalmoscopy, direct and indirect.

2. ***Therapy***

   i. Understand management of acute glaucoma.

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ii. Demonstrate management of proptosed globe.
iii. Understand management of acute anterior uveitis.
iv. Understand management of corneal ulcer/laceration.
v. Demonstrate an enucleation.
vi. Demonstrate a temporary tarsorrhaphy.

Endocrine

1. ***Diagnostics and Management***
   i. Perform management of diabetic ketoacidosis.
   ii. Perform management of hypoadrenal crisis.
   iii. Perform management of hypoglycaemic crisis.
   iv. Understand management of myxoedema coma.

Musculoskeletal

1. ***Therapy***
   i. Demonstrate the technique to perform the stabilization and management of fractures (spinal, pelvic, limb).
   ii. Understand wound care for contaminated and infected wounds.
   iii. Demonstrate the technique to reduce and stabilize luxations of
      a. elbow;
      b. hip;
      c. shoulder;
      d. tarsus.
   iv. Demonstrate the application of the following:
      a. half-cast or bi-valve cast;
      b. metasplint;
      c. spica bandage or splint;
      d. metal rod (lateral) splint;
      e. modified Robert Jones bandage;
      f. Ehmer sling.
   v. Perform the application of these wound dressings:
      a. non-adherent;
      b. wet-to-dry .
   vi. Perform wound cleaning and lavage.
   vii. Perform wound debridement.
   viii. Perform wound closure.
   ix. Perform wound closure with tension relieving procedures.
   x. Perform a wound closure with a suction drain.
   xi. Perform arthrocentesis.

Oncology

1. ***Therapy***
   i. Understand the indications for and adverse effects associated with chemotherapeutics and radiation therapy.

Environmental

1. ***Diagnostics and Management***

   Be able to diagnose and properly manage the following types of cases.
   i. Perform management of heatstroke
   ii. Perform management of hypothermia

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iii. Demonstrate the proper technique for management of envenomation
iv. Demonstrate the proper technique for management of smoke inhalation
v. Demonstrate the proper technique for management of burns
vi. Demonstrate the proper technique for management of drowning and near-drowning

Toxicology

1. ***Diagnostics***

   Be able to determine indications for diagnostic tests. Understand the benefits and limitations of diagnostic tests and be able to interpret results.

   i. Toxicologic tests (ethylene glycol, lead, illicit drug screens, etc.).
   ii. Other appropriate diagnostic tests (coagulation assays for anticoagulant rodenticides, comparison of measured and calculated osmolality for ethylene glycol, etc.).

2. ***Therapy***

   i. Perform the management of acute intoxications (ingested, topical, other).
   ii. Perform administration of activated charcoal, cathartics.
   iii. Perform selection and use of appropriate antidotes or specific therapies.
   iv. Perform gastric lavage.

Haematology/Coagulation

1. ***Diagnostics***

   Be able to determine indications for diagnostic tests. Understand the benefits and limitations of diagnostic tests and be able to interpret results.

   i. CBC.
   ii. Slide agglutination test.
   iii. Coombs test.
   iv. Coagulation profiles (ACT, PT and PTT, fibrinogen, FDP, d-dimers, platelet estimate, etc.).
   v. Platelet function tests and thromboelastography.
   vi. Blood typing.
   vii. Crossmatch.

2. ***Medical Procedures***

   i. Perform bone marrow aspirate and core biopsy.
   ii. Perform buccal mucosal bleeding time.
   iii. Perform transfusion therapy.
      a. Select and administer appropriate transfusion products (FWB, FFP, pRBCs, FP, cryoprecipitate, HBOC, etc.).
      b. Understand autotransfusion.
      c. Understand transfusion monitoring rationale and techniques.
      d. Manage transfusion reactions.
   iv. Perform management of IMHA.
   v. Perform management of ITP.
   vi. Perform management of DIC.
   vii. Perform management of severe coagulopathy.
   viii. Perform management of hypercoagulability.
   ix. Perform management of severe neutropenia.

Nutrition

1. ***Therapy***

   i. Perform calculation of nutritional requirements.
   ii. Perform placement of:
      a. naso-oesophageal or nasogastric tube;
      b. oesophagostomy tube;

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c. demonstrate placement of gastrostomy tube;
d. demonstrate placement of jejunostomy tube.

iii. Perform formulation and administration of parenteral nutrition.

Anaesthesia/Analgesia

1. ***Diagnostics***
   i. Perform pain assessment – localization and intensity.
2. ***Medical procedures***
   i. Perform designing and implementation of an anaesthetic protocol for both critical and non-critical patients.
   ii. Understand mechanism of action, indications/contraindications, and adverse effects.
   iii. Perform the administration and management of, as indicated:
      a. sedatives;
      b. analgesics;
      c. injectable anaesthetics;
      d. inhalant anaesthetics.
   iv. Perform administration of epidural anaesthesia and analgesia
   v. Perform intercostal nerve blocks
   vi. Perform intracavitary analgesia as indicated
   vii. Understand neuromuscular blockade and the technique of repetitive nerve stimulation (train of four) for patients under neuromuscular blockade

Infectious/Inflammatory

1. ***Diagnostics***
   Be able to determine indications for diagnostic tests. Understand the benefits and limitations of diagnostic tests and be able to interpret results.
   i. Microbiological culture (bacterial, fungal), interpretation of MICs / sensitivities.
   ii. Understand spectrum, indications, contraindications, method of action, and adverse effects of antimicrobials.
   iii. Interpret serologic testing (FeLV/FIV, heartworm, Parvo, rickettsial, etc.).
   iv. Perform blood culture collection.
   v. Perform cytologic interpretation of infectious exudate.
2. ***Therapy***
   i. Perform appropriate choice and administration of antimicrobials.
   ii. Perform diagnosis and management of septic shock, SIRS, MODS, and MOF.

Neurology

1. ***Diagnostics and Monitoring.***
   Be able to determine indications for diagnostic tests. Understand the benefits and limitations of diagnostic tests and be able to interpret results.
   i. Perform serial neurologic examinations.
   ii. Demonstrate CSF tap, lumbar and cervical.
   iii. Understand principles of intracranial pressure monitoring.
   iv. Understand principles of electroencephalography (BIS).
   v. Interpret skull radiographs and understand the basics of CT and MRI.
2. ***Therapy***
   i. Understand MOA, indications and contraindications, and adverse effects of anticonvulsants.
   ii. Perform the management of status epilepticus and refractory seizures.
   iii. Perform the management of head trauma.
   iv. Perform diagnosis and management of hepatic encephalopathy.

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Appendix 3: Knowledge, Skills and Competences of Diplomates of ECVECC®

Training of Veterinary specialists: EQF level 8 (doctoral degree)

The minimum 4-year Training Programme allows graduate veterinarians, who have completed a minimum of one year internship programme or its equivalent, as defined by the ECVECC® Credentials Committee, and a minimum of a 3-year College-approved Residency Training Programme to acquire in-depth knowledge of the scientific field of veterinary emergency and critical care and its supporting disciplines under the supervision and guidance of a Diplomate of the College.

This distinguishes the Specialist level from the first clinical degree (Masters) level, which is EQF level 7, and the "middle tier" or the "Advanced Practitioner".

Overall specialists will have the intellectual qualities, professional (including transferable) and technical skills necessary for successful employment in professional environments requiring the exercise of personal responsibility and largely autonomous initiative in professional or equivalent environments.

By his/her expertise, the specialist should have developed the self-confidence, self-criticism and sense of responsibility that are essential for the practice of the speciality.

A. In particular in relation to knowledge, specialists will be veterinarians who have demonstrated:

1. a systematic acquisition and understanding of a substantial body of facts, principles, theories and practices, which is at the forefront of their area of professional practice;
2. a high moral and ethical standard with regard to his/her contribution to the protection of animal health and welfare, human health and the environment;
3. willingness to maintain up to date knowledge through congresses and literature;
4. the ability to be acquainted with the structure, objectives, approaches and problems of the veterinary profession and specifically with regard to emergency and critical care medicine;
5. the ability to keep abreast of new developments in the speciality and become familiar with new methods, before applying these in practice;
6. understanding of the limitations of the speciality of emergency and critical care medicine;
7. understanding of the possibilities that other specialties may have to offer;
8. familiarity with the potential of multidisciplinary cooperation;
9. awareness of current E.U. and national regulations with regard to all aspects of emergency and critical care medicine;
10. the ability to conceptualise, design and implement research projects relevant to their own professional practice for the generation of new knowledge, applications or understanding at the forefront of emergency and critical care medicine;
11. a detailed understanding of applicable techniques for research and advanced professional enquiry to support all the above.

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B. In particular in relation to skills, specialists will be veterinarians who have demonstrated ability to:

1. perform at a high level of professional expertise in the speciality area of emergency and critical care medicine including the ability to make informed judgements on non-routine and complex issues in specialist fields, often in the absence of complete data;
2. use a full range of investigative procedures and techniques to define and refine problems in a way that renders them amenable to the application of evidence-based approaches to their solution;
3. use patient safety knowledge to reduce harm and complications;
4. communicate their ideas and conclusions clearly and effectively to specialist and non-specialist clients and audiences;
5. act professionally in the provision of customised and optimal solutions to problems with regard to animals, clients, colleagues, public health and the environment;
6. apply high level knowledge and skills at the forefront of the specialist area of emergency and critical care medicine to their own professional work;
7. approach problems in an analytic, scientific way and attempt to find solutions;
8. assign priorities to identified problems;
9. use modern standards of skills and equipment;
10. find required information quickly;
11. organise all aspects of his/her work efficiently and effectively.

C. In particular in relation to competences, specialists will be veterinarians who have demonstrated ability to:

1. perform at a high level of competency through teaching, research and practice in the speciality of emergency and critical care medicine;
2. carry out their responsibilities safely and ethically;
3. create, evaluate, interpret and apply, through clinical studies or original research, new knowledge at the forefront of their professional area, of a quality to satisfy peer review, and merit publication and presentation to professional audiences;
4. promote, within academic and professional contexts, technological, social or cultural advancement in a knowledge based society;
5. promote aptitude and proficiency in the field of emergency and critical care medicine.
6. continue to undertake research and/or clinical studies in the field of emergency and critical care medicine at an advanced level, contributing substantially to the development of new techniques, ideas or approaches in the speciality;
7. develop their professional practice and produce a contribution to professional knowledge;
8. maintain both professional expertise and research through advanced scholarship;
9. develop applied research relevant to their professional area and other scientific activities in order to contribute to the quality of the speciality of emergency and critical care medicine.

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Appendix 4: Reference Letter

Introduction

Evaluation of those becoming Diplomates of a College is an undoubtedly important part of maintaining the College's high standards. For quality assurance purposes, reference letters are a necessary part of the evaluation process in order to have third parties attest to a Diplomate's good standing within the profession, and his or her continued activity in the speciality.

The following Reference Letter form is to be used by two Referees in support of:

- de facto Diplomates;
- Diplomates of non-EBVS® recognised Colleges ("Diplomates by equivalent exam");
- veterinarians internationally recognised in the field of a College, when applying to sit the College's examination without prior completion of a Residency Programme.

This form below should be completed and returned by email to the College (for other categories; email College Secretary).

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EBVS® Reference letter

Evaluation of those becoming Diplomates of a College is an undoubtedly important part of maintaining the EBVS® Colleges' high standards. For quality assurance purposes, reference letters are a necessary part of the evaluation in order to have third parties attest to a Diplomate's good standing within the profession, and his or her continued activity in the speciality.

The following Reference letter form is to be used by two Referees in support of:

- Founding Diplomates
- De facto Diplomates
- Diplomates of non-EBVS® recognised Colleges ("Diplomates by equivalent exam").
- Veterinarians internationally recognised in the field of a College, when applying to sit the College's examination without prior completion of a Residency programme.

This form below should be completed and returned by email to the EBVS® Secretariat (for Founding diplomates; info@ebvs.eu) or to the College (for other categories; email College Secretary).

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Name of applicant:

Title of speciality:

Position for which applying:
Founding ☐ De Facto ☐ By equivalent exam ☐ Internationally recognised ☐

1. In what capacity do you know the applicant?
It is not allowed that the referee is a relative or partner (business or social) of the applicant. One referee should be an EBVS® - recognised Diplomate from the same country and of the same speciality. If there are no professionally qualified persons in the applicant's country or speciality, specialists in other disciplines or a senior colleague (e.g. Head of Department, Dean) may act as a referee. Only one academic colleague at the same institute may provide a reference.

2. How long have you known the applicant's work?
A referee must normally have known the applicant for the five-year period prior to application/re-application that the applicant is offering as experience in their speciality. A professional and not a personal reference is required.

I know the applicant
personally ☐
by reputation ☐

3. List the criteria by which, in your opinion, the applicant is maintaining their EBVS® Specialist status.
The EBVS® expects that all Specialists have:

- been practising (through practice, teaching and research) their speciality for at least 60% of their time (24 hours per week), for the last 5 years; ☐
- demonstrated satisfactory moral and ethical standing in the profession; ☐
- practised scientific, evidence-based veterinary medicine, which complies with animal welfare legislation. ☐
- promoted continuous improvement in the quality and standard of specialist practice ☐
- communicated effectively with the public and with professional colleagues. ☐
- I confirm that I have read the applicant's application form. ☐
- I signify below my whole-hearted support for this application for. ☐

Any other comment:

Signature:
Name (in capital letters):
Date:

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Appendix 5: MoU ECVECC® – ACVECC

Memorandum of Understanding between the American (ACVECC) and the European College of Veterinary Emergency and Critical Care (ECVECC®)

The purpose of this document is to record agreement between the ACVECC and the ECVECC® relating to use of the ACVECC examination for candidates whose credentials have been accepted by the ECVECC® following an ECVECC® standard or alternate track residency programme.

Part one: Examination

- ACVECC will allow candidates whose credentials have been accepted by the ECVECC® under their Interim Credential and Examination process to undertake either the whole examination or only the Small Animal/Large Animal Clinical Examination of the ACVECC examination.
- ACVECC will allow candidates whose credentials have been accepted by the ECVECC® following an ECVECC® standard or alternate track residency programme to undertake the ACVECC examination.
- The ACVECC Secretary will notify the ECVECC® Secretary of the dates of the Certifying Examination as soon as they are available.
- The ECVECC® Secretary will notify the ACVECC Secretary of any candidates for the examination by the same date that ACVECC candidates must notify the ACVECC Secretary.
- The examination will take place at a site chosen by ACVECC; it is understood that in future this may include multiple testing centres and possibly remote testing. The ACVECC Secretary will notify the ECVECC® Secretary of this site at least 6 months in advance.
- ACVECC will ensure there is at least one member of the ACVECC Examination Committee who is a member of ECVECC®. This person will likely be the Chair of the ECVECC® Examination Committee or a member of the ECVECC® Examination Committee.
- ACVECC will supply the ECVECC® Examination Committee of with the examination for review at the time it is finalised. ECVECC® will not have the ability to change the examination at this point.
- ECVECC® will supply at least three (3) members, who did an ACVECC or ECVECC® Residency and passed the ACVECC Examination, for the Angoff Scoring Committee, one of which will be an officer of the ECVECC® Examination Committee.
- Candidates presented through ECVECC® will be treated in an identical way to candidates presenting through ACVECC including using the same pass mark. Non-medical dictionaries and/or interpreters may be allowed if requested by an ECVECC® candidate.
- The ACVECC Secretary will inform the ECVECC® Secretary on the outcome of all the ECVECC® examination candidates as soon as the results are unblinded. Only the ECVECC® will communicate the results to their candidates.
- In the event of ECVECC® receiving an appeal, ACVECC will supply ECVECC® with whatever information is available as necessary for them to respond to the appeal.
- ACVECC will allow a member of ECVECC® to observe the administration of the examination. It is expected that this individual will be the ECVECC® member of the ACVECC Examination Committee, however in the event that this individual cannot participate ECVECC® may nominate another member of the ECVECC® to take their place. This individual will participate under supervision of the ACVECC Exam Committee Chair.
- ECVECC® reserves the right not to use the ACVECC examination.

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Part two: Any Other Business

- The ACVECC Secretary shares the Benchmark and answer keys with the Chair of the ECVECC® Education Committee at education@ecvecc.org. The ECVECC® Education Committee has responsibility for sharing the Benchmark with the ECVECC® Residents and Mentors, and the answer key with the Mentors. Mentors will review the Benchmark and answer key with the Resident and ensure that they are returned by the submission date to the ECVECC® Education Committee that will maintain records of this.

Part three: Fees

- ECVECC® will pay ACVECC fees equivalent to the fees paid by ACVECC candidates. ACVECC will inform ECVECC® of these fees 6 months in advance.
- ECVECC® will cover the costs of the ECVECC® member of the ACVECC Examination Committee attending any meetings as necessary.
- ECVECC® will cover the cost of an ECVECC® Diplomate attending the examination as an observer.

Part four: Administration

- ACVECC will undertake to inform ECVECC® of any significant changes planned to the examination process at the earliest possible opportunity.
- ACVECC will allow ECVECC® to post the current ACVECC guidelines of the examination and examination process on the ECVECC® website to make them available to ECVECC® residents and candidates.
- This Memorandum of Understanding can be made public by either ACVECC or ECVECC®, after mutual notification on how the College intends to do so.
- This Memorandum shall be reviewed periodically and not less than once every five years.

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