RESIDENCY STANDARDS

Joint Committee on Training and Certification

January 2013

The American College of
Veterinary Emergency and Critical Care

Residency Standards
For Individuals Seeking to Register for
a Residency or Fellowship Starting in January 2013
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INTRODUCTION

The Residency Training Program is the foundation for the training of future Diplomates in the American College of Veterinary Emergency and Critical Care (ACVECC). The critical components of a Residency Training Program are:

- Appropriate mentorship
- Residency Training Plan specifying how the requirements listed in this document are to be met
- Approved Residency Training Facility

The requirements described in this document are the minimum standards established by the ACVECC. However, an ACVECC Residency is more than simply meeting the requirements that are the letter of this document. An ACVECC Residency should also embody the spirit contained within these Standards; that is, to train highly capable Residents rather than minimally qualified Residents. All ACVECC Diplomates involved in Resident training are representatives of the ACVECC and must ensure that these standards are maintained.

A residency is an intimate partnership in learning that can only be accomplished with frequent, regular, and intense interaction and communication between a Mentor and their Resident. In addition to the specific requirements described in this document, Residents under the guidance of their mentor are expected to develop the following skills:

- A problem-based approach to patient care
- Clinical expertise
- Critical thought
- Awareness and critical appreciation of relevant literature
- Exceptional written and oral communication skills
- The ability to impart knowledge to others

Working to achieve these goals supports the spirit of the Residency Standards and the excellence that is expected of an ACVECC Residency Training Program.

Note: There is no guarantee, expressed or implied, that a Resident in completing the minimum requirements listed in this document will have met the spirit of their Residency Training Program. Nor is there a guarantee, expressed or implied that they will be able to pass the Certifying Examination. It is up to the Resident, under the guidance of their Mentor, 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 ACVECC.

Applicants, Residents, Fellows, and Candidates may NOT claim any affiliation with the ACVECC, 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.

These Training Standards are updated periodically. The requirements and governing rules set forth in the most current version of this document are intended to apply to all Residents, Mentors and Programs. In extenuating circumstances exceptions may be considered by committees and/or the Council of Regents.
OVERVIEW: THE STEPS TO BECOMING AN ACVECC DIPLOMATE

i. Apply for approval of a Residency Training Program (comprised of the Residency Training Plan and Residency Training Facility; *Mentor to complete*)

ii. Register Resident with the College (*Mentor to complete*)

iii. Complete Core Curriculum
   a. Complete Immersion Weeks
   b. Complete Teaching Requirements
   c. Fulfill Didactic Learning Requirements
   d. Fulfill Knowledge Requirements
   e. Complete Skills and Experience List
   f. Complete all Benchmark Assignments

iv. Complete all Annual Progress Reports

v. Complete Credentials Application

vi. Have manuscript accepted for publication

vii. Complete Final Progress Report

viii. Register for, take and pass Certifying Examination

ix. Receive approval of Diplomate’s status from Council of Regents

RESIDENCY TRAINING PROGRAM

The College expects Residency Training Programs to become cohesive, integrated, stable, ongoing, institutionalized programs that exemplify and promote the College’s standards. The key components of a Residency Training Program are the:

- Mentor
- Residency Training Plan
- Residency Training Facility

Residency Training Plan: The Residency Training Plan should contain the minimum training requirements established by the ACVECC and specify how those requirements are to be met. In addition, the Residency Training Plan should detail the supervision (see *Definitions and Requirements* for Mentor and Supervisor requirements) that the Resident can expect during their training. A Residency Training Plan might also include additional requirements that the Mentor and Residency Training Facility have incorporated into a specific Residency Training Program.

Residency Training Facility: The Residency Training Facility must comply with the minimum facility standards for a Veterinary Emergency and Critical Care Center. Current standards can be found at [http://acvecc.org/blog/residency-forms/](http://acvecc.org/blog/residency-forms/).

A Residency Training Facility must be affiliated with at least one (1) ACVECC Diplomate licensed and authorized to practice as a staff specialist in the facility, and who is in attendance “full time.” Full time, for this purpose, is defined as a minimum of 40 weeks per year. Within the Residency Training Program, this ACVECC Diplomate may serve as Mentor, Supervisor, or both (see *Terms and Definitions* for Mentor and Supervisor requirements). This is the minimum requirement for a Residency Training Facility. The *spirit* of this requirement is to create a culture of specialist-level Emergency and Critical Care practice to facilitate Resident training to the highest possible standards. This should be provided by the continual presence and guidance of one or more ACVECC Diplomates.

Residency Training Facilities are expected to participate in the clinical research mission of the ACVECC. This may include contributions to the Emergency and Critical Care literature, participation in multi-center clinical trials, or other educational projects as recommended or required by the Residency Training Committee (RTC) and the ACVECC.
**Application:** All Residency Training Programs (Residency Training Plans and Residency Training Facilities) must be approved by the Residency Training Committee (RTC) and the Council of Regents before beginning Resident training. Application for Approval of a Residency Training Program is to be completed by the Mentor (see Terms and Definitions for Mentor requirements). Current forms for Program Application can be found at [http://acvecc.org/blog/residency-forms/](http://acvecc.org/blog/residency-forms/) and should be submitted through the ACVECC Executive Secretary.

Residents can be accepted into a Residency Training Program once the program has been approved. Residents may also be accepted into existing ACVECC approved Residency Training Programs provided that any changes to the approved plan or facility are minor. However, if Residency training is to occur at a different facility or if the Residency Training Plan changes significantly (see below), the Mentor must submit an application for a new Residency Training Program. A specific Mentor at a specific Residency Training Facility can train Residents under different Residency Training Plans; however, these are considered different Residency Training Programs each requiring separate application and approval by the RTC.

Applications for Residency Training Programs are due by March 1 (for programs starting in July) or September 1 (for programs starting in January). One signed paper copy and one complete electronic copy including signatures must be submitted to the ACVECC Executive Secretary. Incomplete applications will not be evaluated and late applications may not be considered until the next evaluation cycle. The RTC will evaluate each Program Application and respond within 60 days of the submission deadline. The RTC will communicate any additional requirements for Program approval to the Mentor.

**Changes to the Residency Training Program:** The Mentor is responsible for immediately reporting any major changes in the Residency Training Program. These include but are not limited to:

- Loss or change of a Mentor
- Changes to the Residency Training Plan
- Change in the Residency Training Facility
- Any major interruption to the progress of a Resident

The RTC must be notified as soon as any potential changes to the Residency Training Plan or Facility are identified using the Major Change Form. Current forms to document Major Changes in the Residency Training Program can be found at [http://acvecc.org/blog/residency-forms/](http://acvecc.org/blog/residency-forms/) and should be submitted through the ACVECC Executive Secretary. All changes to the Residency Training Plan or Facility must also be documented in the Annual Updates (see below). A Residency Training Program may be placed on probationary status until the changes (and any proposed remedies) can be reviewed by the RTC. The RTC reserves the right to request reapplication for any Residency Training Program if changes are identified that might result in failure of the Program to meet the minimum standards. Questions regarding the significance and implication of Program changes should be directed to the Chair of the RTC.

**Annual Updates:** Approved Residency Training Programs are required to submit an Annual Update with the RTC. The Annual Update must list any deficiencies relating to the Residency Training Program or changes from the original Program Application. The Annual Update must also include changes that required immediate reporting that occurred during the preceding year. Annual Updates are due by June 1 (for programs starting in July) and December 1 (for programs starting in January). Current forms for Annual Updates can be found at [http://acvecc.org/blog/residency-forms/](http://acvecc.org/blog/residency-forms/) and should be submitted through the ACVECC Executive Secretary.
APPLICANT
To meet the ACVECC requirements for residency training in Emergency and Critical Care medicine, an applicant must:

- Have graduated from a college of veterinary medicine and be legally able to practice at the Residency Training Facility (i.e., hold the appropriate license and/or meet other state and/or federal requirements)
- Have completed a one-year rotating internship or have equivalent practice experience
- Be accepted into a Residency Training Program
- Be accepted by a Mentor who will head their training program
- Review these Residency Training Standards and verify their ability to comply with all requirements within these Standards
- Register with the ACVECC Executive Secretary by February 1 for training programs beginning in January and by August 1 for training programs beginning in July once accepted into a program

Applicants may apply directly to a Residency Training Program or be assigned through the Veterinary Internship and Residency Matching Program (VIRMP). If a Mentor anticipates that the new Resident will be unable to comply completely with the Residency Standards (this document), they may apply to the RTC for an exception.

The RTC reviews all registration materials and reserves the right to ask for supporting documentation. The RTC may withdraw approval of the Residency if all requirements have not been met.

Registration of a New Resident: Once an Applicant is accepted by an approved Residency Training Program, the Mentor must submit a completed ‘Registration Form for Residents and Fellows’ and the associated Resident Registration Fee. ACVECC Residencies must begin during the month of January (1-31) or during the month of July (1-31), unless otherwise approved by the RTC in writing. Resident Registrations are due by February 1 (for programs starting in January) and August 1 (for programs beginning in July). Current registration forms for Residents or Fellows can be found at http://acvecc.org/blog/residency-forms/ and should be submitted through the ACVECC Executive Secretary.

Within 60 days of an applicant’s registration, the RTC will acknowledge the start of the new Resident, ask for further information, or refuse to approve the applicant as a new Resident with the reasons explained in writing. Applicants not accepted by the RTC may appeal the decision to the Appeals Committee. The RTC will notify the ACVECC Council of Regents and the Credentials Committee of all newly registered Residents.

RESIDENT
Unless otherwise specified, use of the term ‘Resident’ in this document refers to both traditional Residents and Fellows (see Definitions and Requirements). Residents are, by definition, Applicants that have been accepted into an approved Residency Training Program by a Mentor and Residency Training Facility and approved by the ACVECC. Approval as a Resident is a privilege granted by the College to individuals who meet the requirements of the Residency Standards. Residents are trained at will by Mentors and Supervisors; nothing in these Standards shall prevent a Mentor or Supervisor from terminating their mentoring or training of a Resident at any time. In addition, the ACVECC 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 must be legally authorized (i.e., hold the appropriate license and/or meet other state and/or federal requirements) and permitted by the Residency Training Facility to practice in the facility where supervision will take place.

**Term of Residency Training:** A Resident must complete all Training Requirements and submit final Credentials for the Certifying Examination within six (6) years of beginning their Residency. At the end of that time, the Resident must either start afresh (receiving no credit for previous residency training) or apply to the ACVECC Executive Secretary for an extension. Extensions may be granted at the discretion of the Credentials Committee. If the request for an extension is denied, that decision may be appealed to the Appeals Committee.

All Residents (and Candidates) must notify the ACVECC Executive Secretary if their contact information (address, telephone number, e-mail address, etc.) changes, both during and after their training program, until they achieve ACVECC Board Certification.
TRAINING REQUIREMENTS

Core Curriculum: The Core Curriculum outlines the Training Requirements mandated by the ACVECC for residency training; this represents the minimum requirements for each of the training components. The Core Curriculum is established by the RTC and may be revised occasionally. Residents are expected to make regular progress in fulfilling these requirements that should be documented in the Annual Progress Reports.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Resident</th>
<th>Fellow¹</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Immersion Weeks</strong> (weeks)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency / Critical Care</td>
<td>72</td>
<td>60</td>
</tr>
<tr>
<td>Surgery</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Internal Medicine</td>
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<tr>
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<td>2</td>
</tr>
<tr>
<td>Neurology¹</td>
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<td>2</td>
</tr>
<tr>
<td>Ophthalmology</td>
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<td>2</td>
</tr>
<tr>
<td>Independent Study</td>
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<td>12</td>
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<tr>
<td><strong>Didactic Learning</strong></td>
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<td></td>
</tr>
<tr>
<td>Continuing Education (hours/year)</td>
<td>16</td>
<td>16</td>
</tr>
<tr>
<td>Course Work (total hours)</td>
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<tr>
<td>Seminars (total hours)</td>
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<tr>
<td><strong>Teaching</strong></td>
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<td></td>
</tr>
<tr>
<td>Laboratory Teaching (total hours)</td>
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<td>6</td>
</tr>
<tr>
<td>Didactic Teaching (total hours)</td>
<td>6</td>
<td>6</td>
</tr>
</tbody>
</table>

Immersion Week: These weeks, by definition, require immersion of the Resident within a clinical culture. Immersion time is logged as blocks of weeks under Emergency and Critical Care Supervision by an ACVECC Diplomate, Specialist Supervision by a Diplomate of an allied specialty (see Definitions and Requirements), or Independent Study. An Immersion Week is a minimum of forty (40) hours of logged time occurring in no less than three (3) calendar days of one continuous seven (7) day period. All Immersion Weeks begin on Monday and end on Sunday. Immersion Weeks may not overlap. Emergency and Critical Care Immersion must be completed as part of an approved Residency Training Program and supervised by an approved ACVECC Diplomate at an approved Residency Training Facility.

¹ Fellows may waive the Immersion in Specialty Practice requirement in their specialty only.
² Residents may substitute 2 weeks in human hospital emergency and/or critical care for 2 weeks of Surgery Immersion. Exposure to the human hospital environment is encouraged but not required.
³ Residents in large animal training may substitute an additional 2 weeks of Cardiology for this Neurology requirement.
⁴ Residents must provide written documentation that two of the three of these requirements (i.e., attendance at appropriate Continuing Education meetings, Seminars, or coursework in a Graduate degree or Fellowship program) have been satisfied. Fellows must provide written documentation that the Seminars and Continuing Education requirements have been satisfied.
Large Animal trainees may earn 50% of their Emergency and Critical Care Immersion in a small animal setting.

**Key Points:** Immersion weeks:
1. Minimum of **forty (40) hours** occurring in no less than **three (3) days** of a continuous **seven (7) day** period
2. Begin on **Monday** and end on **Sunday**
3. Immersion weeks must not overlap
4. Emergency / Critical Care Immersion must occur in an approved Residency Training Facility and be supervised by an approved ACVECC Diplomate

**Independent Study or Practice:** Independent Study or Practice is intended to allow development of independent thought, staff supervisory and teaching skills, participation in research, focused study in specialized facets of Emergency and Critical Care medicine, further elective rotations, further supervised or independent rotations in Emergency and Critical Care medicine, human medical interactions, or completion of Residency Training Benchmarks. Mentors are responsible for designing this requirement to meet the needs of individual Residents. General Continuing Education requirements may **not** be logged concurrently with Independent Study Immersion time.

**Didactic Learning Requirement:** Residents are required to complete **two (2)** of the following **three (3)** Didactic Learning requirements.

1. **Continuing Education Requirement:** Residents and Fellows must average a minimum of 16 hours of Continuing Education related to Emergency/Critical Care medicine for each year of 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, ACVIM Forum or ACVS Symposium. No more than **10%** of this requirement can be met through online courses. The intent of this requirement is to ensure active participation in formal Continuing Education provided by experts outside of the Resident’s Training Program. Topics should cover a wide range of issues related to emergency / critical care medicine and cannot be accrued in less than 2 years (Fellows: not less than 1 year). All Continuing Education must be clearly documented (i.e., title, date, location, speaker, audience, and length). General Continuing Education requirements may **not** be logged concurrently with Independent Study Immersion time.

2. **Course Work for Graduate Degree or Fellowship Program (Residents only):** A portion of the Didactic Learning Requirement can be met by completing a graduate degree or fellowship program (degree not required) involving didactic courses and research experience in a discipline related to Emergency and Critical Care 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 50 classroom lecture hours of course work must be available.

3. **Seminars:** Residents must accrue at least 200 hours of seminars over no less than 2 years. Fellows must accrue at least 100 hours of seminars over no less than 1 year. 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 Emergency and Critical Care 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. This training may be received at a veterinary or human teaching hospital.

**Teaching Requirement:** All Residents and Fellows must document six (6) hours of laboratory and six (6) hours of lecture teaching on Emergency and Critical Care topics to veterinarians, veterinary students, and/or animal health technologists. The goal of this requirement is to allow the Resident to gain teaching experience in laboratory and formal lecture settings:

1. **Laboratory Teaching Sessions:**
   a. Are expected to be organized, requiring advanced notification and preparation
   b. Must involve at least 3 participants
   c. Are intended to be hands-on, requiring a physical skill component
   d. May be repeated once only for credit
   e. Are expected to challenge the Resident to prepare by researching and practicing in advance of the session

2. **Lectures:**
   a. Are to be formal presentations requiring advance notification and preparation
   b. Typically include development of PowerPoint Presentations and/or handouts
   c. May be given only once for credit
   d. May not be a repeat of a lecture developed and presented by someone else
   e. 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
   f. 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 acknowledging that the exercise met both the letter and spirit of the requirements. 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.

**Knowledge Requirements:** This component of the 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 RTC. The RTC will publish an updated list of required references by October 1 each year. All Residents are responsible for learning the material in the most current list of required references. Residency Training Facilities must provide all the reference materials specified by the RTC on site and must maintain this library based on the annual updates. Residency Training Facilities are also required to provide computer access to the common veterinary and human medical databases.

**Skills and Experience Requirements:** The RTC has established a combined Skills and Experience Requirements List.

**Skills:** These include clinical procedures or other aspects of patient management that are critical to the practice of Emergency and Critical Care medicine.

- These skills are to be taught to the Resident through discussion and demonstration by a Supervisor.
• The Resident must learn each skill and then demonstrate it to or above a minimum level of competency to the Supervisor.
• Once completed to an acceptable standard, the skill may be logged by the Resident with the signature of the Supervisor to verify competency.
• The RTC 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*. Each Experience must be logged. Direct hands-on participation (rather than simple observation) is expected when meeting Experience requirements whenever possible and is highly encouraged.

The RTC will publish an updated list of required Skills and Experiences by October 1 each year. All Residents must complete the most current list of Skills and Experience requirements as updated annually in order to meet Credentials requirements.

The Mentor and the Residency Training Facility must provide the caseload for the Resident to receive adequate exposure to specific clinical problems, procedures, and cases that can be logged under the Skills and Experience requirement. If a Residency Training Facility does not have the caseload to meet a certain requirement, the Resident will have to meet that requirement at another ACVECC approved Residency Training Facility.

It is up to the Resident with the support of their Mentor to ensure that all Skills and Experience Requirements are met and logged within the term of the Residency. Residents are expected to make regular progress in completing these requirements and this should be reflected in Annual Progress Reports. A signed Mentor Statement acknowledging that the Resident has met both the *letter and spirit* of this requirement is to be included in the Credentials Application.

**Training Benchmarks:** Training Benchmarks are tasks assigned by the RTC 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 Program, preparation for examination, and provide Residents and Mentors 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.

Training Benchmark assignments will be sent to Residents and Mentors on May 1 and November 1. The Resident must complete ALL assigned Training Benchmarks using the following procedure:
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

Completed Training Benchmark assignments and Mentor Certification Statements must be electronically submitted to the ACVECC Executive Secretary by July 1 (for the May Benchmark) and January 1 (for the November Benchmark). Completion is recorded by the Credentials Committee. ALL Training Benchmark assignments must be completed to fulfill Training Requirements.
ANNUAL PROGRESS REPORTS
All Residents and Fellows must submit an annual progress report (note that these are distinct from the Annual Updates required for Residency Training Programs). 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 programs beginning in January) and the first Monday on or after July 1 (for programs beginning in July).

All Annual Progress Reports must be submitted via the online Resident Database found at http://RTP.ACVECC.org. Instructions for submissions are posted at http://acvecc.org/blog/residency-forms/. The deadlines for Annual Progress Report submission are March 1 (for programs beginning in January) and September 1 (for programs beginning in July). By these dates: all activities must be logged; all Supervisors must have signed off on the reported activities; and the Mentor must have reviewed and sealed the Progress Report. Late submissions may not be evaluated until the next submission date and the Resident may be deemed inactive during that period (i.e., credit may not be granted for completed requirements).

Annual Progress Reports are evaluated by the Credentials Committee. Recommendations and requirements are subsequently forwarded to the Resident and Mentor.

CREDENTIALS PROCESS
All Residents and Candidates (see Definitions and Requirements) 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 two main steps as outlined below:

1. **Credentials Application**: To be eligible to submit a Credentials Application, a Resident must:
   a. Have completed or be in the final stages of completing an ACVECC approved Residency Training Program
   b. Be current on all training requirements as detailed in the most current version of the Residency Standards
   c. Have received approval by the Credentials Committee to submit their Credentials Application in their most recent Annual Progress Report acknowledgement letter
   d. Have submitted a first-authored manuscript for publication in an approved journal

The Credential Application Package must be submitted to the ACVECC Executive Secretary on the form provided on the College website (http://acvecc.org/blog/residency-forms/; the Credentials Application Packet includes all instructions, a checklist, the Application form, and Standard Referral form). 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 Executive Secretary (armelle.delaforcade@tufts.edu) and also attached to the database by January 15 of the year that the Resident intends to sit the examination. The application fee and completed ACVECC 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, or accepted with a list of requirements that must be completed and documented in the Final Progress Report (if not yet completed).
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 14 of the year in which they plan to sit the examination. One complete electronic copy (including signatures) of the Final Progress Report must be received by the ACVECC Executive Secretary by July 15. The documentation must include:

   a. A copy of the Residency Certificate
   b. Final Progress Report documenting completion of all Residency Training and Credentialing Requirements
   c. Proof that their first-authored manuscript was accepted for publication by June 30 of the year of intended examination (if not already provided with the Credentials Application)

Online Final Progress Reports must be completed, signed off and sealed by the Mentor by **July 15**.

Residents and fellows should refer to the most current Credentials Application package ([http://acvecc.org/blog/residency-forms/](http://acvecc.org/blog/residency-forms/)) for detailed instructions including all deadlines. Any questions or clarifications should be directed to the current Chair of the Credentials Committee.

Final eligibility rulings are made by the Council of Regents upon recommendation by the Credentials Committee. Residents and Candidates will be notified whether they are eligible to sit the examination no less than 4 weeks before the scheduled examination dates.

**Requirements for Manuscripts**: ACVECC Residents/Candidates must have had at least one (1) first-authored manuscript accepted for publication in an approved journal before they can attain approval to sit the Certifying Examination. The topic of the article should be relevant to Emergency and/or Critical Care medicine and can be hypothesis-driven research, a prospective or retrospective study, a review article, or a case report. If a Resident or Candidate is in doubt about the suitability of an article or journal, they should contact the Chair of the Credentials Committee.

The list of acceptable journals will be reviewed annually by the Credentials Committee and a current listing of acceptable journals will be maintained on the ACVECC website. The Credentials Committee may be petitioned to add a journal to the list at any time. In order to be considered, a journal must be peer reviewed and have a well-defined review process in place. It is expected that reviewers are specialists recognized by the AVMA or the European Board of Veterinary Specialization although occasionally reviewers with specialist status granted by other organizations may be considered acceptable. Other factors that might be considered include the journal’s reputation, its instructions to reviewers and its relative acceptance rate of submitted manuscripts. A ruling on the acceptability of a journal will be made within 30 days of receipt of the petition.

Manuscripts must be accepted for publication by **June 30** 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. Additional details about publication requirements and the Credentials Application process can be found in the Credentials Application Packet at: [http://acvecc.org/blog/residency-forms/](http://acvecc.org/blog/residency-forms/)
Reapplication to Sit the Certifying Examination (Re-Submission of Credentials): Candidates that have been denied permission to sit the Certifying Examination must reapply to the Credentials Committee to sit the examination the following year. Candidates must maintain an Active Status (see Definitions and Requirements) to be eligible to reapply for permission to sit the Certifying Examination. The Credentials fee will need to be paid with re-submission of the Credentials Application Package.

For Candidates reapplying, a complete Credentials Application 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 Mentor Statement. Credentials Application packages must be received by the ACVECC Executive 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 with a list of requirements that must be completed and documented in the Final Progress Report (if not yet completed).

Final eligibility rulings are made by the Council of Regents upon recommendation by the Credentials Committee. Residents and Candidates will be notified whether they are eligible to sit the examination no less than 4 weeks before the scheduled examination dates.

Appeal of Ineligibility to Sit the Certifying Examination: Residents and Candidates ruled ineligible to sit the Certifying Examination by the Credentials Committee may appeal the decision within 30 calendar days of receiving notification of their ineligibility:

- The appeal must be made in writing to the ACVECC Executive Secretary and must include the grounds for reconsideration and be accompanied by all relevant documentation
- Upon receipt, the ACVECC Executive Secretary will notify the chair of the Appeals Committee
- The complete application will be provided to the Appeals Committee for review and the Chair of the Credentials Committee will submit a written statement indicating the reasons for rejecting the application
- The Appeals Committee will render its recommendation(s) to the Council of Regents within 30 calendar days of committee activation
- The Council of Regents will render a decision on the appeal and notify the petitioner of the decision within 15 calendar days of receiving the Appeals Committee’s recommendation(s).

CERTIFYING EXAMINATION
The Certifying Examination is prepared and administered by the Examination Committee. The Certifying Examination is given once annually on dates that are announced by the ACVECC Executive Secretary or the Examination Committee Chair.

Application: Residents and Candidates that have received approval or provisional approval from the Credentials Committee and the Council of Regents to sit the Certifying Examination must submit an ACVECC Fee Remittance Form accompanied by the appropriate payment. These must be received by the ACVECC Executive 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 may be found at http://acvecc.org/blog/residency-forms/. Individuals approved to sit the Certifying Examination and who have submitted the Examination Administration Fee but who wish to defer examination must petition the Council of Regents.
Examination: Residents and 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. Credentialed Candidates (Definitions and Requirements) sitting the examination for the first time must sit all three (3) sections. Credentialed Candidates that have failed a single section of the examination need only to re-sit that section. Credentialed Candidates that have failed two or more sections must re-sit the entire examination.

1. Clinical Examination: This section of the examination includes short clinical vignettes, imaging studies (including radiographs and ultrasonograms), video clips, and laboratory results to test the ability to manage clinical cases. Questions can be multiple choice, short answer, or short paragraph/essay in format. 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). There are separate Small and Large Animal examinations.

2. 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. 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 Credentialed Candidates sit the same examination.

3. Species Specific Multiple Choice Examination: This section of the examination covers topics from the current literature and relevant textbooks. 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 Small and Large Animal examinations.

Passing scores for each section are proposed by the Examination Committee and approved by the ACVECC Council of Regents. To pass the Certifying Examination, the minimum passing score must be achieved for each section. All Credentialed 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. Credentialed Candidates who fail all or part of the examination have 30 days after receiving e-mail notification of their results to request written clarification from the ACVECC Executive Secretary. Clarification of Credentialed Candidate’s deficiencies will be provided within 45 days of receipt of the request.

Reapplication to Sit the Certifying Examination: Failing Credentialed Candidates must resubmit an ACVECC Fee Remittance Form along with the Examination Fee as outlined above by May 1 of the year they intend to retake the examination. Credentialed 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 Mentor, maintain current Knowledge requirements, complete any new Skills or Experience requirements, and complete ongoing Training Benchmarks).

Appeal Following Failure of the Certifying Examination: Credentialed Candidates that fail all or a section of the Certifying Examination may appeal this decision within 30 calendar days of receipt of the Examination Committee’s letter of clarification.

- The appeal must be made in writing to the ACVECC Executive Secretary and must include the grounds for reconsideration and be accompanied by any relevant documentation
- Upon receipt, the ACVECC Executive Secretary will notify the Chair of the Appeals Committee
- The Chair of the Examination Committee will submit a written statement explaining the examination process, the scores of the Credentialed Candidate, a complete list of scores of all
Credentialed Candidates that sat the examination, and a statement describing the criteria used to determine pass marks

- The Appeals Committee will determine if the Credentialed Candidate received due process and that the examination was written, administered, graded and the pass point determined fairly
- The Appeals Committee will review the appeal and render its recommendation(s) to the Council of Regents within 30 calendar days of committee activation
- The Council of Regents will render a decision on the appeal and notify the petitioner of the decision within 15 calendar days of receiving the Appeals Committee’s recommendation(s).

The American College of Veterinary Emergency and Critical Care (ACVECC) complies with the American Disabilities Act of 1990. To ensure equal opportunities for all qualified persons, the ACVECC will make reasonable accommodations for Credentialed Candidates when appropriate. If you require special accommodations related to a disability you must complete a Request For Special Accommodations for the ACVECC Certification Examination form and return it with your examination application.

SUBMISSIONS, DEADLINES AND LATE FEES
Submission: All mailed submissions should be made to the ACVECC Executive Secretary:
Dr. Armelle deLaforcade
Cummings School of Veterinary Medicine at Tufts University
200 Westboro Road
North Grafton, MA 01536
armelle.deaforcade@tufts.edu

All submissions must be postmarked on or before the deadline date to be accepted. The ACVECC requires that the Resident and/or Mentor obtain written proof of the postmarked date from the postal carrier or courier service in case any questions arise regarding submission date. The College also suggests that Residents obtain signature confirmation of delivery to provide outside verification of delivery.

Database entries such as Annual Progress Reports should be entered into the ACVECC Training Database (http://rtp.ACVECC.org).

Deadlines: The deadlines listed in this document are critical dates that ensure that the ACVECC can conduct its business in an efficient manner that is fair to all. All Residents, Fellows, Candidates, Supervisors, Mentors, Administrators, and any other persons interacting with the College in matters related to Residency Training should be familiar with the listed dates. Database and electronic submissions must be completed by 11:59 pm (US Eastern Time Zone) on the deadline date. All mailed submissions must be postmarked on or before the deadline.

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<th>January</th>
<th>January cycle residencies begin</th>
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<td>January 1</td>
<td>November Training Benchmark assignments are due</td>
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<td>Last day to have manuscript accepted for publication (on the year that the Candidate intends to sit the Certifying Examination)</td>
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<td>July</td>
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**Late Fees:** The June 30 deadline for gaining manuscript acceptance for publication is a hard deadline and no exceptions will be made. Late fees do not apply to Training Benchmarks. All other submissions listed above will be accepted for 3 days following the published deadline. Submissions made during this 3 day grace period will incur a $250 late fee. No submissions will be accepted after this period.

**DEFINITIONS AND REQUIREMENTS**
The following section contains Definitions and Requirements for Terms used in this document requiring further detail or clarification.

**Active Status/ Inactive Status:** 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 Immersion Weeks per year (except in their final year when fewer than 10 weeks might be required to fulfill requirements)
- Maintain the most current Knowledge requirements
- Maintain the most current Experience and Skills requirements
- Complete all assigned Training Benchmarks with their Mentor
- 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 program.

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.

**Administrator:** An Administrator must be chosen at each Residency Training Facility to handle the non-clinical and non-educational administrative aspects of a Residency Training Program. These administrative tasks can be performed by a Mentor or they may be transferred to somebody at the Residency Training Facility with other administrative duties. In the case that the Administrator is not a Mentor, the Administrator may not sign documents on the behalf of Mentors, Supervisors, or Residents.

**Allied Specialty:** An Allied Specialty is a specialty recognized by the ACVECC Council of Regents whose Diplomates are eligible for residency training as Fellows. These specialties include the following:
- American and European Colleges of Veterinary Surgeons (ACVS and ECVS)
- American College of Veterinary Anesthesiologists (ACVA) and the European College of Veterinary Anesthesia and Analgesia (ECVAA)
- American College of Veterinary Internal Medicine - Neurology
- American and European Colleges of Veterinary Internal Medicine (ACVIM and ECVIM)
  - Internal Medicine
  - Cardiology
  - Oncology

**Candidate:** A Resident who has completed their Residency Training Program (verified by the Mentor and the Residency Training Facility) is termed a **Candidate** until they have:
- Completed all outstanding requirements
- Had their Credentials Application accepted by the Credentials Committee and been given permission to sit the Certifying Examination

A **Credentialed Candidate** is a Candidate that has had their Credentials accepted by the Credentials Committee and been given permission to sit the Certifying Examination is termed a **Credentialed Candidate** until they have:
- Passed the Certifying Examination
- Been granted Diplomate status by the ACVECC Council of Regents

**Diplomate:** An ACVECC Diplomate has completed all training requirements, passed the Certifying Examination, and has been granted Diplomate status by the ACVECC Council of Regents. A certificate is issued to new Diplomates by the ACVECC Executive Secretary following approval by the ACVECC Council of Regents.

**Fellow and Fellowship:** A Fellow is a Resident who has applied and been accepted into an approved Residency Training Program by a Mentor, the Residency Training Facility, and the ACVECC and is a Diplomate of an Allied Specialty (see above). A Fellowship is a Residency that is undertaken by a veterinarian who is already a Diplomate of an Allied Specialty. Within this document, the term ‘Resident’ includes both Residents and Fellows and the term ‘Residency’ includes both Residencies and Fellowships except where specific distinctions exist. There are significant differences between the training requirements for Residents and Fellows (see Core Curriculum). Fellows may waive the Immersion in Specialty Practice in their specialty. Applicants applying for a Fellowship must register with the ACVECC Executive Secretary in the same manner as other Applicants.
A temporary contingency (2011-2016) allows for Large Animal Residents who have previously completed a Residency in an Allied Specialty to transition to a fellowship if they successfully pass all credentialing requirements for that Allied Specialty during the first year of their residency in Emergency and Critical Care. Application for this transition must be made within 1 month of successfully passing the credentialing examination for the allied specialty. Application includes submitting a Major Change Form signed by both Resident and Mentor to the Chair of the RTC along with an updated Progress Report, plan for completion of the Fellowship, and proof of certification in the Allied Specialty. The Residency Training Facility must have an approved Fellowship Training Program in place.

**Mentor:** A Mentor must be a Diplomate of the ACVECC and is the College’s representative within a Residency Training Program. The Mentor has a fiduciary responsibility to represent the interests of the ACVECC within the Residency Training Program. Mentors must be members in good standing with the ACVECC for the duration of a Resident’s training. Mentors must be legally authorized (i.e., possess a license or meet other state and/or federal requirements) and permitted by the Residency Training Facility to practice in the facility where supervision will take place. The Mentor is responsible for oversight of all aspects of the Residency Training Program, including:

- Designing and implementing the Residency Training Program
- Coordinating all clinical and educational aspects of the Residency Training Program
- Ensuring that the Resident is making adequate progress in the program 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
- Ensuring timely completion of administrative tasks and for all communication with the ACVECC

A Mentor must be available to the Resident on a continual basis and 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 Program. At the completion of a Training Program, the Mentor will be asked to attest that the Resident has successfully completed both the letter and the spirit of the Residency Training requirements.

An ACVECC Diplomate may mentor a maximum of three (3) Residents at any time. This does NOT include Candidates who have completed their Residency Training Program but have not yet achieved Diplomate status and are continuing working with a Mentor until they sit the Certifying Examination. A Mentor may supervise the training of any number of Residents at any time (see below). Mentors are required to act as the Supervisor for at least 25% of their Resident’s Emergency and Critical Care Immersion.

The Resident-Mentor relationship must be reported and approved by the ACVECC prior to the start of a Residency Training Program. Mentorship may be transferred to another ACVECC Diplomate but cannot be shared with another Diplomate. The replacement of a Mentor must be approved in writing by the RTC before a new Mentor can accept responsibility for a resident.

The ACVECC reserves the right to withdraw Mentor privileges from any Diplomate who, upon review and request for corrective action, continues to fail to meet these requirements.

**Key Points:** Mentors to ACVECC Residents must:
1. Be an ACVECC Diplomate in good standing with the College
2. Not mentor more than three (3) Residents
3. Be available to the Resident on a continual basis
4. Supervise at least 25% of their Resident’s Emergency and Critical Care Immersion Training
**Supervisor:** Supervisors must be board-certified Diplomates in a specialty recognized by the American Board of Veterinary Specialties or the European Board of Veterinary Specialties. In addition, Supervisors must be board-certified in a specialty designated by the ACVECC for training ACVECC Residents and may only supervise rotations in their specialty. Supervisors of rotations in Human Emergency and/or Critical Care medicine must be Medical Doctors. A Supervisor must be approved by and remain in good standing with the RTC. Supervisors must be legally authorized (i.e., possess a license or meet other state and/or federal requirements) and permitted to practice in the facility where supervision will take place.

A Supervisor may supervise any number of Residents as long as the requirement for contact time during Immersion Weeks is met. However, it is important that Resident supervision is not diluted by a Supervisor trying to oversee too many Residents. It is expected that, during the **40 hours** logged by a Resident as an Immersion Week, the Supervisor is on site and immediately available to the Resident for **at least 20 hours of that time**. This requirement applies to both ACVECC Supervision Immersion Weeks and Immersion Weeks with other specialists. When a Resident trains with a Supervisor that is board-certified in two or more specialties, they may log Immersion Weeks in **only one** of those specialties and the Supervisor must be actively practicing in that specialty during the Immersion Week(s).

**ACVECC Supervision:** Supervision of rotations in Emergency and/or Critical Care medicine. This Immersion time is supervised by ACVECC Diplomates only and has the highest training requirements for Resident participation. Residents must have primary case responsibility (i.e., responsibility for diagnostic and therapeutic decisions) for a significant number of cases. Residents must not be restricted to the role of an observer or consultant.

**Specialist Supervision:** Supervision 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. Residents must have a significant role in case management as either primary clinician or consultant. Residents must not be restricted to the role of an observer.

Supervisors need not personally examine each patient seen by the Resident but must provide frequent consultation and in-depth case review of those cases that can contribute to the progress of the Resident’s education.

It is up to the Mentor and the Supervisors to ensure the quality of supervision for each Resident in training. The ACVECC 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.

**Key Points:** Supervisors to ACVECC Residents must:

1. Be an ACVECC Diplomate or board-certified in a specialty designated by the ACVECC for training ACVECC Residents (See list above)
2. Be immediately available to the Resident for at least 20 hours of every 40 hour Immersion Week
COMMITTEES

Committee members including Committee Chairs and Vice Chairs are appointed by the ACVECC President. Committee Chairs serve for two (2) years and are expected to complete a written status summary at the end of their terms. Committee Vice Chairs serve renewable one (1) year terms and are considered apprentices for the Chair position.

Joint Committee on Training and Certification: The Joint Committee on Training and Certification is a standing committee of the ACVECC that:

- Is comprised of the Chair, Vice Chair, most recent past Chair, and a fourth member from each of the Residency Training, Credentials and Examination committees (note that the Chair of this committee may not serve concurrently as Chair of one of the three training committees)
- Monitors the activities of the Residency Training, Credentials and Examination Committees to ensure they are acting in a manner consistent with the Residency Standards
- Coordinates the activities of the three committees
- Updates the Residency Standards (this document)

Residency Training Committee: The RTC is a standing committee of the ACVECC that:

- Establishes the detailed standards for Residency Training Programs (Residency Training Plans and Facilities) consistent with the Residency Standards (this document)
- Processes applications for approval of Residency Training Programs (Residency Training Plans and Facilities):
  - Evaluates, approves, and reviews Residency Training Plans such that all are in compliance with the Residency Standards and meet the requirements of the ACVECC and the AVMA
  - Evaluates, approves, and reviews Residency Training Facilities
  - Establishes the specific criteria for monitoring and reporting Residency Training Programs (Residency Training Plans and Facilities) so that prospective Residents are well informed about the Programs to which they apply
- Approves changes or exceptions to a Residency Training Program
- Provides, through the Executive Secretary of the ACVECC, information and application/registration forms to Residency Training Facilities for prospective Residents
- Evaluates and verifies eligibility of Applicants who have registered with approved Residency Training Facilities or Mentor to begin Residency Training
- Maintains a list of approved Residency Training Programs, Supervisors, and Mentors
- Publishes (in print or via internet) information about Residency Training Programs including:
  - Information on the Training Facilities
  - Names of ACVECC Mentors and Supervisors on-site
  - Names of other board-certified Supervisors on-site
- Establishes the specific requirements for the Core Curriculum including the Knowledge, Immersion, and Experience and Skills requirements and provides this information, through the Executive Secretary, to all that request it
- Develops the specific requirements for the Training Benchmarks and provides this information, through the Executive Secretary, to all active Residents and Residency Training Facilities
- Annually updates the list of Required References and Experience and Skills requirements
- Provides guidance and support to Mentors, Supervisors, and Administrators according to Residency Standards and the standards and procedures adopted by the ACVECC and the AVMA
Credentials Committee: The Credentials Committee is a standing committee of the ACVECC that:

- Establishes the specific criteria for monitoring the performance of Residents and Candidates consistent with the Residency Standards including:
  - Reviewing and evaluating Annual Progress Reports
  - Tracking performance of Mentors, Residents and Candidates
  - Maintaining a list of approved Mentors, Residents and Candidates
- Establishes the specific criteria for monitoring and reporting the performance of Mentors so that prospective Residents are well informed about the Programs to which they apply including:
  - The number of active Residents and Candidates for each Mentor
  - Successful credentialing and completion rates
  - Pass rates for the Certifying Examination
  - The number of inactive Residents and Candidates for each Mentor
- Reports to the Resident, Mentor, Residency Training Facility, and the Council of Regents any deficiencies in training or any concerns about the progress of a Resident.
- Provides guidance and support to Residents, Candidates, and Mentors according to Residency Standards and the standards and procedures adopted by the College and AVMA
- Receives and evaluates credentials from Residents and Candidates applying to sit the Certifying Examination
- Notifies the Council of Regents and Executive Secretary of individuals who are deemed ineligible to sit the Certifying Examination and delineates the areas of deficiency to the Resident or Candidate and the Mentor

Examination Committee: The Examination Committee is a standing committee of the ACVECC that:

- Maintains and updates the database of examination questions
- Writes, administers, scores, validates, and determines the pass point for the Certifying Examination
- Reports to the ACVECC Council of Regents the results of the Certifying Examination and makes recommendations regarding the pass point
- Provides a written summary of deficiencies in a letter of clarification for Credentialed Candidates following failure to pass the Certifying Examination
- Upon appeal of a Credentialed Candidate, provides relevant information to the Appeals Committee

Appeals Committee: The Appeals Committee is a standing committee of the ACVECC that may be activated from time to time by the President of the ACVECC to act on any appeals.