

RESIDENCY STANDARDS & GUIDELINES

Joint Committee on Training and Certification
November, 2007

**The American College of
Veterinary Emergency and Critical Care**



**Residency Standards
for individuals seeking to register for
a Residency or Fellowship starting in January 2008**

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INTRODUCTION

A residency in emergency and critical care is the joint responsibility of the American College of Veterinary Emergency and Critical Care (ACVECC) and an ACVECC Diplomate acting as a representative of the College and as a Mentor. A residency also requires the support of a Residency Training Facility and board-certified Supervisors who participate in training the Resident.

A residency is an intense, 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 completing the Core Curriculum and other residency requirements listed in this document (Residency Standards and Guidelines), it is the responsibility of the Resident under the guidance of the Mentor to achieve the following goals:

- critical thought
- a problem-based approach to patient care
- clinical expertise
- literature awareness and informational research skills
- oral communication skills
- written communication skills
- teaching skills
- high ethical standards

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 completed both the letter and 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.

RESIDENCY TRAINING PROGRAM

The Residency Training Program is the foundation for ACVECC training of future Diplomates in the American College of Veterinary Emergency and Critical Care.

The components of a Residency Training Program are:

- the Mentor
- the Residency Training Facility
- the Residency Training Plan that specifies where, how, and with what supervision the requirements listed in this document are to be met. The Training Plan includes the minimum training requirements established by ACVECC in this document and any additional requirements that the Mentor and Residency Training Facility may include in a specific Program.

The standards contained in this document are minimum requirements for facilities, mentors, supervisors, residents, and the educational and experience components of the residency. However, an ACVECC Residency is more than simply logging the requirements that are the “letter” of this document. An ACVECC Residency embodies the “spirit” within these standards - to train highly capable residents rather than just minimally qualified residents.

The College expects Residency Training Programs to become cohesive, integrated, stable, ongoing, institutionalized programs that demonstrate the ability to amplify the ACVECC standards.

Amplification of ACVECC standards may include, but is not limited to:

- the full-time presence of two or more ACVECC Diplomates
- the full-time presence of other specialists (internal medicine, surgery, etc.)
- an expanded library of reference material
- an expanded equipment list that will provide expanded options for training
- additional immersion experience in other specialties or in human emergency and critical care
- additional educational requirements (research program, masters degree program, etc.)
- multiple residents at different stages of training who can reinforce each others knowledge

NOTE: The list above is NOT a required list. These are ways to enhance training beyond the minimal requirements of this document.

Application

All Residency Training Programs must be pre-approved by the Residency Training Committee prior to the start of any Resident training in the program. All Mentors must complete the Application for Approval as a Residency Training Program (see Appendices for Applications and detailed instructions). This application brings together a Mentor, a Residency Training Plan, and a Residency Training Facility where the residency will be based.

A Mentor may continue to accept new Residents into an existing ACVECC-approved Residency Training Program if the Resident is to be trained using the same Residency Training Plan at the same Residency Training Facility. This also applies if there are only minor changes in a Facility or Training Plan as long as these changes are reported in the annual Facility and Program updates and are accepted by the College.

If the training is to occur at a different Facility or if the training is at the same Facility but the Training Plan has changed significantly, then the Mentor must make new application for what is a new Residency Training Program. A specific Mentor at a specific Residency Training Facility may train Residents under

different Residency Training Plans, but these are considered to be different Residency Training Programs and each requires a separate application and approval by the College.

Applications are due by March 1st (for Programs starting July 15th) or September 1st (for Programs starting January 15th). Applications will not be evaluated unless they are complete. The Residency Training Committee will respond to the Application within 60 days of these dates. Late applications will automatically be evaluated at the next evaluation cycle.

One signed paper copy and one complete electronic copy including signatures must be submitted to the ACVECC Executive Secretary:

Dr. Armelle deLaForcade
Executive Secretary – ACVECC
Tufts University School of Veterinary Medicine
200 Westboro Road
N. Grafton, MA 01536
armelle.delafordade@tufts.edu

The Residency Training Committee will evaluate each proposed program and make recommendations for requirements. Individual programs that meet required standards must be approved by both the Residency Training Committee and the Board of Regents before the training of any Resident begins.

Changes to Residency Training Program

The program Mentor is responsible for IMMEDIATELY reporting any major change in the Program. This includes:

- loss of a Mentor
- change of Mentor
- termination of a Resident
- change of Residency Training Facility
- any major interruption to the ongoing progress of a Resident

The Residency Training Committee must be notified as soon as any potential changes are identified. The Residency Training Program may be placed on probationary status until the changes and any proposed remedies can be reviewed by the Residency Training Committee.

The Residency Training Committee reserves the right to require complete reapplication and review of any Residency Training Program at any time there is a change in the Program that may cause it to fall below the minimum standards.

Annual Updates

Once a Residency Training Program is approved, the Mentor will be required to ANNUALLY update the information on file with the College that was originally submitted with the Application for Approval as a Residency Training Program (see Appendices). This update must include any changes or deficiencies that relate to the ACVECC Residency Training Standards & Guidelines or that differ from the original application, including any change in Mentor, Supervisors, Training Plan, etc. The annual update should also include changes which required immediate reporting during the preceding year.

Annual Updates are due by June 1st (for Programs starting July 15th) and December 1st (for programs starting January 15th), and must be submitted to the AVECC Executive Secretary as detailed above for initial applications.

RESIDENCY TRAINING FACILITY

A Residency Training Facility must be affiliated with at least one (1) ACVECC Diplomate licensed and authorized to practice in the facility as a staff specialist who is in attendance “full time”. Full time for this purpose is defined as a minimum of 40 weeks per year. This ACVECC Diplomate may serve in the Residency Program as a Supervisor, a Mentor, or both. This is the minimum requirement.

The “spirit” of this requirement is to train Residents to the highest standard possible by providing a culture of specialist-level emergency and critical care practice. This is to be provided by a Residency Training Facility through the sustained presence and significant influence of one or more ACVECC Diplomates. All ACVECC Diplomates who are involved in the training of Residents at a Residency Training Facility are required to act as representatives of the College to ensure these standards are maintained.

A Residency Training Facility is expected to participate in the clinical research mission of the ACVECC. This may include contributions to the emergency/critical care literature, participation in multi-center clinical trials, or other educational projects as recommended or required by the Residency Training Committee and the College.

Application

All Residency Training Facilities must be pre-approved by the Residency Training Committee prior to the start of any Residency training in the facility.

All Residency Training Facilities must complete the Application for Approval as a Residency Training Facility.

All Residency Training Facilities must comply with the minimum facility standards for a Veterinary Emergency and Critical Care Center established by the ACVECC (*currently available as the Guidelines for Veterinary Emergency and Critical Care Facilities published in the Oct-Dec 2001 issue of JVECC (vol.11, No. 4) (Appendix 1).*

Residency Training Facilities must provide, on site, the required reference materials specified by the Residency Training Committee and must maintain this library based on the Residency Training Committee’s annually updated list. Residency Training Facilities are also required to provide computer access to the common veterinary and human medical databases.

Applications are due by March 1st (for Programs starting July 15th) or September 1st (for Programs starting January 15th). Applications will not be evaluated unless they are complete. The Residency Training Committee will respond to the Application within 60 days of these dates. Late applications will automatically be evaluated at the next evaluation cycle.

One signed paper copy and one complete electronic copy including signatures must be submitted to the ACVECC Executive Secretary:

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Executive Secretary – ACVECC
Tufts University School of Veterinary Medicine
200 Westboro Road
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armelle.delaforgade@tufts.edu

The Residency Training Committee will evaluate each Facility application and make recommendations for requirements. Individual Facilities that meet required standards must be approved by both the Residency Training Committee and the Board of Regents before the training of any Resident begins.

Changes to or within the Residency Training Facility

The program Mentor is responsible for IMMEDIATELY reporting any major change in the Training Facility that may cause it to fall below the minimum standards.

The Residency Training Committee must be notified as soon as any potential changes are identified. The Residency Training Facility may be placed on probationary status until the changes and any proposed remedies can be reviewed by the Residency Training Committee.

The Residency Training Committee reserves the right to require complete reapplication and review of any Residency Training Facility at any time there is a change in the Facility that may cause it to fall below the minimum standards.

Annual Updates

Once approved, a Residency Training Facility will be required to ANNUALLY update the information on file with the College that was originally submitted with the Application for Approval as a Residency Training Facility (see Appendices). This update must list any changes or deficiencies that relate to the ACVECC facilities standards, or that differ from the original application. The annual update should also include changes which required immediate reporting during the preceding year.

Annual Updates are due by June 1st (for Programs starting July 15th) and December 1st (for programs starting January 15th), and must be submitted to the AVECC Executive Secretary as detailed above for initial applications.

Administrator

A Residency Training Facility Administrator must be chosen at a Residency Training Facility to handle the non-clinical and non-educational administrative functions of the Residency Training Program. A Mentor may perform these administrative tasks or they may be transferred to someone at the Residency Training Facility who is responsible for other administrative functions, except that this person may not sign documents for Mentors, Supervisors, or Residents. In any case, the Mentor is ultimately responsible for the timely completion of administrative tasks and for all communication with the ACVECC.

MENTOR

The Mentor is the ACVECC representative embedded in a Residency Training Program. The Mentor has a fiduciary responsibility for representing the interests of the ACVECC within the Residency Training Program.

Mentorship is a privilege granted by the College to all ACVECC Diplomates who meet the requirements of established by the College and who maintain excellence in training and certifying Residents.

The Mentor must be a Diplomate of the American College of Veterinary Emergency and Critical Care. A Mentor must be a member in good standing of the ACVECC for the duration of their Residents' training.

The Mentor is responsible for oversight of all aspects of the Residency Training Program, including design of the Program, and monitoring that the Resident is achieving adequate progress in the Program. A Mentor must be available to the Resident on a continuing basis and must coordinate all clinical and educational aspects of their Residency. The Mentor is responsible for ensuring that both the Core Curriculum (minimum requirements) and the "Spirit" of the Residency (high standards) are accomplished.

The Mentor is also responsible for reviewing any necessary emergency/critical care Immersion, Experience, and Skills logs and for reviewing and critiquing progress reports with the Resident.

An ACVECC Diplomate may Mentor a maximum of 3 Residents at any time. The Resident-Mentor relationship must be reported and approved by the ACVECC at the start of any residency. The limit of 3 Residents per Mentor does NOT include Candidates who have completed their Residency Training Program but have not yet achieved Diplomate status and continue working with a Mentor for the next examination.

The Mentor must maintain a one-to-one relationship and responsibility for each Resident. Mentorship may be transferred to another ACVECC Diplomate but mentorship cannot be shared with another Diplomate. The replacement of a Mentor must be approved in advance and in writing by the Residency Training Committee before a new Mentor can accept responsibility for a resident.

A Mentor may be involved in the training of any number of Residents at any time when acting in the role of Supervisor. The Mentor is not required to act as a Supervisor, but is ultimately responsible for the quality of the clinical and educational functions of the Residency, including the quality of ALL supervision by other Diplomates.

The Mentor will be asked annually to sign affidavits of satisfactory progress for each of their Residents. When a Resident applies to have their final credentials accepted and to sit for examination, the Mentor will be asked to attest that the Resident has successfully completed both the "letter" and the "spirit" of their residency training requirements.

Residents are trained "at will" by Mentors and nothing in these Standards and Guidelines shall prevent a Mentor from terminating their mentoring or training of a Resident at any time.

The ACVECC reserves the right to establish and monitor standards for Mentors and to review and report their performance and success in training, credentialing, examining, and certifying Residents and Candidates, to place them on probation, and to withdraw their privileges if necessary.

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.

SUPERVISOR

Acting as a Supervisor for an ACVECC Resident is a privilege granted by the College to Diplomates of ACVECC and other specialties who meet the requirements of the Residency Standards and Guidelines and maintain the standards for training and certifying Residents established by the Residency Training Committee and the College.

A Supervisor must be legally authorized (license or other state and/or federal requirement) and locally authorized (by the appropriate Residency Training Facility) to practice in the facility where supervision takes place.

A Supervisor 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 academic and clinical education.

A Supervisor may supervise any number of Residents as long as the requirement for contact time during a Training Week is met. It is important that Resident supervision is not diluted by a Supervisor trying to oversee too many Residents. It is up to the Mentor and the Supervisors to ensure that supervision is quality time for each Resident in training.

Supervisors must be a board-certified Diplomate 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 supervise only rotations in their specialty.

When a Resident trains with a Supervisor that is board-certified in two or more specialties, they may log a training week in only one of the specialties.

A Supervisor must be approved by and remain in good standing with the Residency Training Committee.

ACVECC Supervision is the term applied to supervision of rotations in emergency/critical care. This Immersion time is supervised by ACVECC Diplomates only and has the highest training requirements for Resident participation. A Resident must be legally authorized (license or other state and/or federal requirement) and locally authorized (by the appropriate Residency Training Facility) to practice in the facility where ACVECC Supervision takes place. The Resident must have primary case responsibility (responsibility for diagnostic and therapeutic decisions) for a significant number of cases. The Resident must not be restricted to the role of an observer or consultant.

Specialist Supervision is the term applied to supervision by Diplomates of other specialties. During this Immersion time, the Resident and the Supervisor 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 those cases that can contribute to the progress of the Resident's academic and clinical education. The Resident must have a significant role in case management as either primary clinician or consultant. The Resident must not be restricted to the role of an observer.

It is expected that during the 40 hours of time logged by the Resident as a Training Week the Supervisor is on site and immediately available to the Resident for at least 20 hours of that time.

During periods of Supervision for which the Resident is logging Immersion time, they may also log Experience requirements or Skills requirements when appropriate.

Residents are trained “at will” by Supervisors and nothing in these Standards and Guidelines shall prevent a Supervisor from terminating their training of a Resident at any time.

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.

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

THE STEPS TO BECOMING AN ACVECC DIPLOMATE

Definitions:

Applicant – a veterinarian who is in the process of applying for a Residency Training Program until the time he/she is accepted by a Mentor and a Residency Training Facility, is registered with the ACVECC, and receives notification that their residency is accepted by the ACVECC.

Resident – an Applicant who is accepted for residency training by the ACVECC until the time they have completed all requirements for their Residency Training Program and have received both a certificate of completion from their Residency Training Facility and a signed letter from their Mentor that they have completed the “letter” and the “spirit” of their residency training requirements.

Fellow – a Resident who applied and has been accepted for residency training by the ACVECC, as a Diplomate of a specialty designated by the ACVECC as an Allied Specialty. Within these Standards and Guidelines, “Resident” will include both Residents and Fellows, except where specific distinctions exist.

Candidate – a Resident who has completed their Residency Training Program (verified by the Mentor and the Residency Training Facility) until the time they have completed all additional requirements, have had their Credentials accepted for examination, have passed the Certifying Examination, and have been granted Diplomate status by the Council of Regents of the ACVECC.

Diplomate – a Candidate who has completed all requirements, has passed the examination, and has been granted Diplomate status by the Council of Regents of the ACVECC.

Applicant

Applicants must:

- be a graduate of a college of veterinary medicine accredited or approved by the AVMA, or hold a certificate from the Educational Commission for Foreign Veterinary Graduates (ECFVG). (Other veterinarians who wish to apply, particularly foreign graduates who will be training outside the United States, may obtain a determination of their eligibility by contacting the Residency Training Committee.)
- complete a one-year rotating internship or equivalent practice experience.
- be accepted by a Residency Training Program.
- be accepted by a Mentor who will head their training program.
- be legally able to practice at the Residency Training Facility (license or other state and/or federal requirement).
- review the Residency Training Requirements and verify ability to comply.
- register with the ACVECC Executive Secretary prior to or within 30 days after starting the residency.

An Applicant who cannot comply with all requirements must apply to the Residency Training Committee for exception prior to beginning their residency training.

The Residency Training Committee reserves the right to review the registration materials, ask for supporting documentation, and possibly withdraw approval of the Residency if all requirements have not been met.

Registration of a new Resident or Fellow

An ACVECC Residency must begin January 15th or July 15th, unless otherwise approved in writing by the Residency Training Committee.

Applicants apply to a Residency Training Program at a Residency Training Facility, either directly to the Facility Administrator or through their future Mentor.

Once the Applicant is accepted, the Applicant's Mentor must register the Applicant with the ACVECC Executive Secretary either before or within 30 days after the start of training:

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The Mentor must submit a completed ACVECC Resident/Fellow Registration form, including the Resident Registration Fee (see Appendices).

If a Mentor anticipates that the new Resident cannot comply completely with the Residency Requirements, they may apply to the Residency Training Committee for exception.

Within 60 days of the Applicant's registration, the Residency Training Committee will either 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 may appeal to the ACVECC Appeals Committee.

The Residency Training Committee will notify the ACVECC Council of Regents and the Credentials Committee of all newly registered Residents.

Resident

A Resident is an Applicant who is accepted for training in an approved Residency Training Program by a Mentor, a Residency Training Facility, and the ACVECC. Approval as a Resident is a privilege granted by the College to Applicants who meet the requirements of the Residency Standards and Guidelines.

A Resident must be legally authorized (license or other state and/or federal requirement) and locally authorized (by the appropriate Residency Training Facility) to practice in the facility where supervision takes place.

Residents are trained "at will" by Mentors and Supervisors and nothing in these Standards and Guidelines shall prevent a Mentor or Supervisor from terminating their mentoring or training of a Resident at any time.

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 these requirements.

Fellows and Fellowships

A Fellow is a Resident who applied and has been accepted for training in an approved Residency Program by a Mentor, a Residency Training Facility, and the ACVECC, as a Diplomate of a specialty designated by the ACVECC as an Allied Specialty. Approval as a Fellow is a privilege granted by the College to Applicants who meet the requirements of the Residency Standards and Guidelines.

A Fellowship is a Residency that is undertaken by a veterinarian who is already a Diplomate of an Allied Specialty.

Applicants applying for a Fellowship must register with the ACVECC Executive Secretary in the same manner as other Applicants (detailed on the previous page).

Fellows complete all residency application, training, and credentialing requirements except:

- A Fellow is required to complete 60 weeks of Emergency/Critical Care Immersion (Other Residents = 72 weeks)
- A Fellow is required to complete 12 weeks of Independent Study (Other Residents = 35 weeks)

A Fellow may waive the Immersion in Specialty Practice in their specialty only.

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 from among the American veterinary specialty colleges:

- American College of Veterinary Surgeons (ACVS)
- American College of Veterinary Anesthesiologists (ACVA)
- American College of Veterinary Internal Medicine (ACVIM)
 - Internal Medicine
 - Cardiology
 - Neurology
 - Oncology

AND the following from among the European veterinary specialty colleges:

- European College of Veterinary Internal Medicine (ECVIM)
 - Internal Medicine
 - Cardiology
 - Oncology
- European College of Veterinary Surgery (ECVS)
- European College of Veterinary Anesthesia (ECVA)

Active Status

A Resident is considered to be Active or Inactive. A Resident is considered to be Active if he/she is making satisfactory progress toward the completion of the Residency requirements. To remain Active a Resident must complete at least 10 Training Weeks per year (except in the final year when the Resident may have fewer than 10 weeks to complete their requirements) and continue to log any outstanding Experience or Skills requirements until all training weeks and log requirements are completed.

To remain Active a Resident must maintain the most current Knowledge requirements.

To remain Active a Resident must maintain the most current Experience and Skills requirements, and must complete any incomplete requirements.

To remain Active a Resident must complete all assigned Training Benchmarks with their Mentor.

To remain Active a Resident must submit (and receive approval for) annual reports to the Credentials Committee.

Inactive Status

A Resident is considered to be Inactive when, by choice or by action, he/she is not making satisfactory progress toward completion of the Residency requirements.

A Resident may be placed on Inactive status by applying to and receiving approval from the Credentials Committee. The Credentials Committee must also approve the Resident restarting their program.

A Resident may be placed on Inactive status by action of the Credentials Committee upon determination that the Resident is not continuing to make satisfactory progress towards completion of the Residency, or that the Resident is failing to meet deadlines and other reporting requirements for their Residency.

To be reinstated to Active Status, Residents must apply in writing to the Credentials Committee. The Credentials Committee will determine what requirements (Skills, Experience, Training Benchmarks, etc.) must be fulfilled for reinstatement to Active status, depending on the circumstances that caused the Resident to be placed on Inactive status.

The amount of time a Resident may be on inactive status is limited by the requirement that a Residency must be completed within a 6-year time span.

Term of Residency Training

A Resident must complete all training requirements and submit final credentials for the Certifying Examination within 6 years of starting their Residency. At the end of that time, the Resident must either start over (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. Appeals are reviewed by the Appeals Committee.

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, i.e. "resident in emergency/critical care at ABC institution", or "residency training program completed at ABC institution".

Training Week

A Training Week is defined as a minimum of forty (40) hours of logged Immersion time that occur in no less than three (3) calendar days of one continuous 7-day period - i.e. a calendar week.

The Mentor and Resident may specify the start and end dates for any calendar week that is logged, but no week may overlap any part of any other logged week.

(For example, one week may be logged from Monday thru Sunday, January 7-13 and the next week logged as Thursday thru Wednesday, January 17-23. Each is a calendar week, they do not overlap, but the second week does not have to begin immediately after the first week ends.)

Core Curriculum

The Core Curriculum is the foundation of the training requirements that ACVECC mandates for residency training. The Core Curriculum is established and revised from time to time by the Residency Training Committee.

The Core Curriculum represents the *minimum* requirements to be achieved for each of the training components:

1. **Knowledge Requirements**

- Knowledge requirements include a list of *required reference materials* that comprise a body of information that the Resident must learn with retention and comprehension. The required reference list is established annually by the Residency Training Committee and may be supplemented by a list of suggested references.
- The Residency Training Committee will publish an updated list of required references by October 1st each year. All Residents are accountable for learning the material in the most current list of required references.
- Residency Training Facilities must provide, on site, the required reference materials specified by the Residency Training Committee and must maintain this library based on the Residency Training Committee's annual update. Residency Training Facilities are also required to provide computer access to the common veterinary and human medical databases.

2. **Immersion Requirements** (Residents = 129 weeks, Fellows ≤ 94 weeks)

The Immersion requirement is one of *time* to be immersed in a clinical culture. Immersion is logged as blocks of Training Weeks under ACVECC Supervision by an ACVECC Diplomate, Specialist Supervision by a Diplomate of another specialty, or Independent Study.

• **Emergency/Critical Care Immersion with ACVECC Supervision**

RESIDENTS: 72 weeks of ACVECC Supervision by immersion in emergency/critical care practice supervised by an ACVECC Diplomate.

FELLOWS: 60 weeks of ACVECC Supervision by immersion in emergency/critical care practice supervised by an ACVECC Diplomate.

ACVECC Supervision for emergency/critical care Immersion must be done as part of an approved Residency Training Program by an ACVECC Diplomate who is approved by the

Residency Training Committee at a Residency Training Facility that is approved by the Residency Training Committee.

• **Immersion in Specialty Practice with Specialist Supervision**

RESIDENTS: 22 weeks of immersion in specialty practice:

Internal Medicine - 6 weeks

Surgery - 6 weeks

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 of emergency and/or critical care is encouraged but not required.

Anesthesia - 2 weeks

Cardiology - 2 weeks

Diagnostic imaging - 2 weeks

Neurology - 2 weeks

Residents in Large Animal training may substitute an additional 2 weeks of Cardiology for this Neurology requirement

Ophthalmology - 2 weeks

FELLOWS: Same as for Residents (22 weeks of immersion in specialty practice) except:

- A Fellow may waive the Immersion in Specialty Practice in their specialty only.

- Supervision for Immersion in Specialty Practice must be done by an approved board-certified Diplomate in a specialty designated by ACVECC for training ACVECC residents. Supervisors must be a board-certified Diplomate in a specialty recognized by the American Board of Veterinary Specialties or the European Board of Veterinary Specialties and supervise residents only in their specialty.

- When a Resident trains with a Supervisor that is board-certified in two or more specialties, they may log a training week in only one of the specialties.

- During periods of Supervision for which the Resident is logging Immersion time, they may also log Experience requirements or Skills requirements when appropriate.

• **Independent Study or Practice**

RESIDENTS: 35 weeks of Independent Study of topics related to emergency/critical care and/or independent immersion in emergency/critical care practice.

FELLOWS: 12 (twelve) weeks of Independent Study of topics related to emergency-critical care and/or independent immersion in emergency/critical care practice.

Note: 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, further elective rotations, further supervised or independent rotations in emergency/critical care, human medical interactions, or completion of Residency Training Benchmarks. The Mentor is responsible for designing this requirement to meet the needs of the individual Resident. This time may represent additional rotation weeks in emergency/critical care at the Residency Training Facility. Continuing Education that is intensely focused on a specialized facet of emergency/critical care (e.g. hemodialysis) may be logged

concurrent with the Independent Study requirement on an individual basis at the discretion of the Credentials Committee; however, general CE requirements may not be logged concurrently with Independent Study Immersion time.

- It is up to the Resident with the support of their Mentor to ensure that all Immersion Training Week requirements are met and logged within the required term of the Residency. Residents are expected to make regular progress in completing these requirements. The annual report should reflect this progress.

3. **Experience Requirements**

The Experience requirement is for observation and participation in *specific clinical problems, procedures, or cases*. Each Experience is logged.

- Experience is achieved by the Resident's intimate observation and participation in the experience. (Specific skills and procedures that the Resident must learn and demonstrate represent a higher level of training and are logged under the Skills requirement below). However, direct hands-on participation (rather than simple observation) when meeting the Experience requirements is expected whenever possible and is highly encouraged.
- The list of required clinical problems, procedures, and cases to be experienced and logged is determined by the Residency Training Committee.
- The Residency Training Committee will publish an updated list of required Experiences by October 1st each year. All Residents must complete the most current list of Experience requirements as updated annually by the Residency Training Committee in order to meet Credentials requirements. The updated experience list ensures Residents in all training programs are current.
- 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 Experience requirement.
- It is up to the Resident with the support of their Mentor to ensure that all Experience requirements are met and logged within the required term of the Residency. Residents are expected to make regular progress in completing these requirements. The annual report should reflect this progress.
- If a particular Residency Training Facility does not have the caseload to meet a certain requirement, the Resident will have to meet the requirement at another ACVECC approved Residency Training Facility.

4. **Skills Requirements**

- The Residency Training Committee will establish the Skills Requirements that is a *list of skills critical to the practice of emergency and critical care*.
 - The skills must to be taught to the Resident through discussion and demonstration by a Supervisor.
 - The Resident must learn each skill and demonstrate competency to the Supervisor who will sign the Resident's log once the skill has been completed to the standards established by the Residency Training Committee.
 - Skills are required clinical procedures or other aspects of patient management that must be:
 - taught by a Supervisor,
 - demonstrated to or above a minimum level of competency by the Resident,
 - graded as acceptable by the Supervisor, and
 - logged by the Resident with the signature of the Supervisor to verify competency.

- The Residency Training Committee will publish an updated list of required Skills by October 1st each year. All Residents must complete the most current list of required Skills as updated annually by the Residency Training Committee in order to meet Credentials requirements. The updated skills list ensures Residents in all Training Programs are current.
- The Residency Training Committee may designate certain skills that may be taught with cadavers, models, or other methods that do not require the use of hospital patients.
- It is up to the Resident with the support of their Mentor to ensure that all Skills requirements are met and logged within the required term of the Residency. Residents are expected to make regular progress in completing these requirements. The annual report should reflect this progress.
- If a particular Residency Training Facility does not have the caseload to meet a certain requirement, the Resident will have to meet the requirement at another ACVECC approved Residency Training Facility.

5. Training Benchmarks

- Training Benchmarks are tasks assigned during the year by the Residency Training Committee to be:
 - performed by the Resident,
 - graded and discussed with the Resident by their Mentor,
 - corrected by the Resident,
 - reviewed and discussed by the Mentor and the Resident,
 - approved by the Mentor when the task is determined to be complete,
 - submitted to the ACVECC Executive Secretary,
 - evaluated by the Credentials Committee, and
 - if acceptable, recorded as completed by the Resident and the Credentials Committee.
- Training Benchmarks are designed to reinforce and verify knowledge and/or skill of a Resident.
- Training Benchmarks also are designed to ensure regular and continuous progress toward completion of the Training Program, preparation for examination, and to give Residents and Mentors feedback on their progress.
- Training Benchmarks may include, but are not limited to:
 - monographs on current topics (to demonstrate knowledge and writing skills)
 - multi-part essay questions (to demonstrate knowledge and writing skills)
 - multiple choice questions (to demonstrate knowledge and to learn examination format)
 - short answer questions (to demonstrate knowledge and to learn examination format)
 - case reports (to demonstrate knowledge, writing skills, and organization of thought in a problem-oriented format)
 - skills to be demonstrated and possibly videotaped (to demonstrate competency)
 - lectures on medical topics to be delivered and possibly videotaped (to demonstrate speaking skills)
- ALL assigned Training Benchmarks must be completed, submitted, evaluated, and recorded by the Credentials Committee for the Resident to complete their requirements.
- Training Benchmarks will be sent to Mentors on May 1st and November 1st, and must be completed and returned to the ACVECC Executive Secretary within 30 days.
- Unacceptable or incomplete Training Benchmarks may be returned to the Resident and the Mentor for further amplification, and may not be recorded as complete until deficiencies have been corrected and reviewed by the Resident, the Mentor, and the Credentials Committee.

6. Additional Requirements

The Resident must provide written documentation that *two of the three* criteria listed below have been satisfied; Fellows must provide written documentation that (a) and (b) listed below have been satisfied:

(a) That the Resident has actively participated in 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 (see Appendices). 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. This experience must comprise at least 200 hours of seminars, accrued over not less than 2 years (Fellows-at least 100 hours, accrued over not less than 1 year). All seminars and conferences must be clearly documented (title, date, location, speaker, audience, length; see Appendices).

(b) That the Resident has participated in a minimum of 50 hours (Fellows = 25 hours) continuing education and/or course work related to emergency or critical care medicine such as would be sponsored by local, state, and national veterinary or human medical organizations. This category is differentiated from "a" above in that "a" is a regularly scheduled, ongoing seminar series in a hospital setting while "b" is a sporadically offered veterinary conference. Monthly local veterinary association meetings would, however, fall into this category if the subject is appropriate to this discipline. Topics should cover a wide range of issues in emergency/critical care medicine (see Appendices) and cannot be accrued in less than 2 years (Fellows-not less than 1 year). The course work may be associated with paramedical and nursing courses related to critical care or emergency medicine. The course work requirement cannot be fulfilled by a one time enrollment in a comprehensive intensive continuing education program. The intent of the requirement is to ensure a continuum of active participation in formal continuing or graduate education. All continuing education must be clearly documented (title, date, location, speaker, audience, length; see Appendices). Continuing Education that is intensely focused on a specialized facet of emergency/critical care (e.g. hemodialysis) may be logged concurrent with the Independent Study requirement on an individual basis at the discretion of the Credentials Committee; however, general CE requirements may not be logged concurrently with Independent Study Immersion time.

(c) That the Resident has participated in a graduate degree or fellowship program (degree not required) in an allied biomedical science (e.g., physiology, pharmacology, cardiovascular studies, toxicology) involving didactic courses and research experience that is associated with the discipline of emergency/critical care. 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.

7. Lectures and Teaching

All residents must document both 6 hours of didactic lecture *and* 6 hours of laboratory teaching on emergency and/or critical care topics to veterinary students, animal health technologists, faculty, or veterinary audiences during their course of training. This teaching requirement CANNOT be met in an informal setting such as Problem-Based Learning courses, student rounds, cage rounds, or lectures to lay audiences.

Residents are expected to make regular progress in completing these additional experience requirements. The annual report should reflect this progress.

REPORTING

All Residents and Candidates are required to notify the ACVECC Executive Secretary:

Dr. Armelle deLaForcade
 Executive Secretary – ACVECC
 Tufts University School of Veterinary Medicine
 200 Westboro Road
 N. Grafton, MA 01536
 armelle.delafordade@tufts.edu

whenever a change in contact information (address, telephone number, e-mail address, etc.) occurs during or after their training program, up to the time when they achieve ACVECC Board Certification.

Annual Progress Reports

All Residents and Fellows must file an annual progress report. One signed paper copy and one complete electronic copy, including signatures, must be submitted to the ACVECC Executive Secretary.

Deadlines for report submission are March 1st (for Programs beginning in January, and covering the period of the previous January through December 31st) and September 1st (for programs beginning in July, and covering the period of the previous July through June 30th). Late submissions will not be evaluated until the next submission date, and the Resident may be deemed inactive during that period. (Credit may not be granted for completed requirements.) Incomplete reports will not be reviewed and will be returned to the Resident, to be re-submitted at the next submission date. No credit will be granted for that reporting period.

The annual progress report will be evaluated by the Credentials Committee, and recommendations and requirements will be forwarded to the Resident and their Mentor.

The annual report must utilize the format provided by ACVECC, and must include:

1. A completed ACVECC Annual Report form signed by the Resident and the Mentor.
2. A completed Progress Report documenting Training Weeks and other requirements completed by the Resident (see Appendices for forms and instructions). All Supervisors must sign attesting to satisfactory completion of individual Immersion Training Weeks, Experience, and Skills requirements in order for credit to be granted. The Resident and the Mentor are responsible for ensuring that the report is complete and correctly formatted.

Interim Progress Reports

If the Resident intends to submit final credentials in January and they have not completed their Residency Training Program, an interim report must be included with their Credentials Application. This report must provide documentation of all requirements completed since the prior reporting period through December 31st of the current year, as well as plans to complete all training requirements by the deadline established for that Resident by the Credentials Committee in the calendar year of intended examination. A final report detailing completion of all training requirements by June 30th must be received by the ACVECC Executive Secretary by July 15th of the year of intended examination.

The Credentials Committee will notify the Resident, the Executive Secretary, and the Examination Committee of the acceptability of this final report at least 4 weeks prior to the examination.

CANDIDATE

A Candidate is a Resident who has completed their Residency Training Program (verified by the Mentor and the Residency Training Facility) until the time they have completed all additional requirements, have had their Credentials accepted for examination, have passed the Certifying Examination, and have been granted Diplomate status by the Council of Regents of the ACVECC.

Active Status

To remain on Active status, all Candidates must maintain and complete the most current Knowledge, Experience, Skills, and Training Benchmark requirements, and must continue to work with a Mentor. This includes Candidates that have not had their final Credentials accepted for examination, those that had Credentials accepted but have not yet taken the Certifying examination, and those that have failed one or more parts of the Certifying examination.

Candidates may NOT claim 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, i.e. "Residency Training Program completed at ABC institution".

THE CREDENTIALS PROCESS

All Residents and Candidates must apply to the Credentials Committee for acceptance of final credentials and approval to take the Certifying Examination. The credentials fee, one hard copy, and one complete electronic copy of the completed application, including signatures, must be received by the Executive Secretary by January 15th of the year in which the Resident or Candidate wishes to take the examination.

Dr. Armelle deLaForcade
Executive Secretary – ACVECC
Tufts University School of Veterinary Medicine
200 Westboro Road
N. Grafton, MA 01536
armelle.delafordade@tufts.edu

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 not eligible to take the examination.

Eligibility

All Residents and Candidates submitting final credentials for examination must have completed or be in the final stages of completing an ACVECC approved Residency Training Program, must be current on all training requirements as detailed in the most current version of the Residency Standards and Guidelines, and must have received approval by the Credentials Committee to submit their final credentials application.

In addition, the Resident or Candidate must have published or have received final acceptance for publication one (1) first-authored article in a quality peer-reviewed journal approved by the ACVECC (see Appendices). The topic of the article should be relevant to emergency medicine or critical care 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 at least 90 days prior to the deadline for receipt of the Credentials Application for a ruling.

Application

Residents and Candidates should refer to the Credentials Application Checklist and associated Appendices for detailed, specific instructions.

The Resident or Candidate must complete the Credentials Application Form and submit the Credentials Application fee.

The Resident or Candidate must include a copy of their Residency Certificate. Individuals who have not completed their Training Program may omit the Residency Certificate at this time (see below).

The Resident or Candidate must include three letters of recommendation, one of which must come from their Mentor.

The Resident or Candidate must provide five (5) correctly formatted multiple choice questions with submission of their credentials.

The Resident or Candidate must provide the signed Mentor Statement of Certification attesting that the Resident has successfully completed (or is expected to successfully complete) both the “letter” and the “spirit” of their residency training requirements (Appendix _).

The Resident or Candidate must provide the signed Waiver, Release, and Indemnity Agreement.

The Resident or Candidate must provide a copy of their first-authored publication. If the article has not been published by the deadline for Credentials Application, the Resident or Candidate must include a letter from the editor documenting that the article is in review and/or has been accepted for publication. Proof of final acceptance for publication by June 30 must be received by the Chair of the Credentials Committee by July 15th.

Eligibility rulings are made by the Council of Regents upon recommendation by the Credentials Committee, and Residents and Candidates will be notified of acceptance or provisional acceptance to take the Certifying Examination by April 1st of the year in which they have applied.

A final “annual” report for Residents still completing their Training Program or other requirements such as Training Benchmarks must be received by the Credentials Committee by July 15th. These individuals must also provide a copy of their Residency Certificate at this time.

Final eligibility rulings are made by the Council of Regents upon recommendation by the Credentials Committee, and Residents and Candidates will be notified whether they are eligible for examination no less than 4 weeks preceding the scheduled examination date.

Reapplication

Upon failure to have their final credentials approved, a Candidate remains a Candidate and must remain current in their training requirements to be eligible to retake the examination. These requirements include:

- Continue working with a Mentor
- Remain on Active Status
- Maintain the current Knowledge base
- Complete any new Experience requirements
- Complete any new Skills requirements
- Complete ongoing Training Benchmarks

The Candidate must reapply to the Credentials Committee to take the Certifying Examination the following year, and must re-submit the Credentials fee (see Appendices).

For Candidates reapplying to the Credentials Committee, the Application must include all portions of the previous application that were not previously accepted, along with previous correspondence from the Credentials Committee. The Candidate must include signed documentation of completion of all current skills, experience, and training benchmark requirements. A current signed Mentor Statement must be included (see Appendices for specific instructions). These reapplications must be received by the ACVECC Executive Secretary by June 15th of the year of intended examination.

Final eligibility rulings are made by the Council of Regents upon recommendation by the Credentials Committee, and Candidates will be notified whether they are eligible for examination no less than 4 weeks preceding the scheduled examination date.

THE CERTIFYING EXAMINATION

Application

Residents and Candidates that have received approval or provisional approval from the Credentials Committee and the Council of Regents to take the Certifying Examination must submit an Application to take the Certifying Examination along with the Examination fee. This application must be received by the ACVECC Executive Secretary by May 1st of the year of intended examination. Examination application fees will not be refunded if the Resident or Candidate is determined not eligible to take the examination.

Individuals approved to take the Certifying Examination who wish to defer examination for medical reasons must petition the Council of Regents.

Examination Format

Residents and Candidates will be advised of any amendments to the examination format no less than three months prior to examination.

The Certifying Examination will be given once annually.

The Certifying Examination will be prepared and administered by the Examination Committee. Passing scores on each section will be proposed by the Examination Committee and approved by the Council of Regents.

Candidates will take all parts of the examination the first time. Failure to complete the initial examination due to illness or family emergency at the time of examination will result in voiding of any parts completed.

There will be a separate examination for small animal and large animal Candidates. The examinations may share questions that are not species-specific.

The examination shall be divided into two parts.

- Part I - Multiple Choice Examination covering topics important to emergency and critical care. The questions will include but not be restricted to the disciplines of anatomy, physiology, pathophysiology, pharmacology, microbiology, immunology, nutrition, and clinical aspects of the specialty.
- Part II - Clinical Examination: Slides, videotapes, tissues, radiographs, and other laboratory or audiovisual devices will be used to supplement questions on clinical cases. Questions will be multiple choice or short answer in a written format.

A minimum passing score, as proposed by the Examination Committee and approved by the Council of Regents, must be achieved on both parts.

- All Candidates sitting for an examination will be notified of the results of the examination on the same date, within 45 days of the date of the examination.
- Candidates failing both parts must retake the entire examination. Candidates failing a single part of the examination only need to retake that portion.
- Candidates who have failed all or part of the examination will have 30 days after notification of their examination results to request written clarification from the ACVECC Executive Secretary. The clarification of deficiencies will be provided to the Candidate within 45 days of receipt of the Candidate's request.

Certifying Examination Failure

Upon failure of the Certifying Examination, a Candidate remains a Candidate and must remain current in their training requirements to be eligible to retake the examination. These requirements include:

- Continue working with a Mentor
- Remain on Active Status
- Maintain the current Knowledge base
- Complete any new Experience requirements
- Complete any new Skills requirements
- Complete ongoing Training Benchmarks

Reapplication

The candidate must reapply to the Credentials Committee to take the Certifying Examination the following year, and must re-submit the Credentials Fee and the Examination Fee, if approved for re-examination (see Appendices).

For Candidates that failed the Certifying Examination and are reapplying to the Credentials Committee, the Application must include previous correspondence from the Examination Committee. The Candidate must include signed documentation of completion of all current skills, experience, and training benchmark requirements. A current signed Mentor Statement must be included (see Appendices for specific instructions). These reapplications must be received by the ACVECC Executive Secretary by June 15th of the year of intended examination.

Final eligibility rulings are made by the Council of Regents upon recommendation by the Credentials Committee, and Candidates will be notified whether they are eligible for examination no less than 4 weeks preceding the scheduled examination date.

CERTIFICATION AS AN ACVECC DIPLOMATE

A Candidate must pass the Certifying Examination AND be approved by the ACVECC Council of Regents to receive Diplomate status in the ACVECC. A certificate will be issued to the Diplomate by the Executive Secretary upon approval by the Council of Regents.

Appeals

Appeal upon denial of eligibility to sit for the certifying examination

Residents and Candidates denied eligibility to sit for the Certifying Examination may appeal this decision within 30 calendar days of receipt of the letter of notification.

- The appeal must be made by written petition to the Executive Secretary and shall include a statement of the grounds for reconsideration along with appropriate documentation.
 - Upon receipt of an appeal, the Executive Secretary shall notify the Chair of the Appeals Committee.
 - The Chair of the Credentials Committee shall submit to the Appeals Committee a written statement indicating the reasons for rejecting the applicant. The complete application file of the applicant will be provided for the Appeal Committee to review.
 - The Appeals Committee shall review the appeal(s) and render the recommendation(s) to the Regents within 30 calendar days from the date the committee was activated.
 - The Council of Regents will render a decision on the appeal upon consideration of the recommendation(s) of the Appeals Committee and notify the petitioner of the decision within 15 calendar days after receipt of the recommendation(s) of the Appeals Committee.

Appeal upon failure of the certifying examination

Candidates failing to pass the Diplomate Certification Examination may appeal this decision within 30 calendar days of receipt of the Examination Committee's letter of clarification.

- The request for appeal must be made by written petition to the Executive Secretary and shall include a statement of the grounds for reconsideration along with appropriate documentation.
- The Executive Secretary shall notify the Chair of the Appeals Committee. The Chair of the Examination Committee shall submit to the Appeals Committee a letter explaining the examination process, the scores of the Candidate, a complete list of scores of all Candidates on that examination, and a statement as to the criteria used for the Committee's recommendation for success or failure.
- The Appeals Committee shall determine if the Candidate received due process and that the examination was written, administered, graded and the pass point determined fairly.
- The Appeals Committee shall review the appeal(s) and render the recommendation(s) to the Regents within 30 calendar days from the date the committee was activated.
- The Council of Regents will render a decision on the appeal upon consideration of the recommendation(s) of the Appeals Committee and notify the petitioner of the decision within 15 calendar days after receipt of the recommendation(s) of the Appeals Committee.

THE AMERICAN COLLEGE OF VETERINARY EMERGENCY & CRITICAL CARE (ACVECC)

Joint Committee on Training & Certification

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

- is comprised of the chair, the co-chair, and a third member from each of the Residency Training, Credentials, and Examination committees
- monitors the activity of the Residency Training Committee, the Credentials Committee, and the Examination Committee to ensure they are acting in a manner consistent with the Residency Standards & Guidelines.
- coordinates the activities of the three committees
- updates the Residency Standards and Guidelines (*this document*)

Residency Training Committee

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

- establishes the detailed standards for Residency Training Facilities consistent with the Residency Standards and Guidelines.
- processes application for approval from Residency Training Facilities
- evaluates, approves, and reviews Residency Training Facilities
- establishes the detailed requirements for Residency Training Programs consistent with the Residency Standards and Guidelines.
- processes application for approval from Residency Training Programs
- evaluates, approves, and reviews Residency Training Programs such that all are in compliance with the Residency Standards and Guidelines and meet the requirements of the College and the AVMA.
- approves changes or exceptions to a Residency Training Program
- provides through the Executive Secretary of the College information and application/registration forms to Residency Training Facilities for prospective Residents or Fellows
- evaluates and verifies eligibility of Applicants who have registered with approved Residency Training Centers to begin residency training.
- maintains a list of approved Residency Training Programs, Supervisors, and Residency Training Facilities
- Establishes the specific criteria for monitoring and reporting Residency Training Programs and Residency Training Facilities so that prospective Residents or Fellows are well informed about the Programs to which they apply.
- publishes (in print or via internet) information about Residency Training Programs and Facilities including:
 - facilities information
 - ACVECC Diplomate Mentors on-site
 - ACVECC Diplomate Supervisors on-site
 - other board-certified Supervisors on-site
- establishes the the specific requirements for the Core Curriculum including the Knowledge, Immersion, Experience, and Skills requirements of the Residency Standards and Guidelines. Provides this information through the Executive Secretary to all active Residents and Fellows, to all Residency Training Facilities, and to all prospective Applicants and institutions requesting such.
- develops the specific requirements for the Training Benchmarks of the Residency Standards and Guidelines. Provides this information through the Executive Secretary to all active Residents and Fellows, and to all Residency Training Facilities

- annually updates the list of Required References, Experience requirements, and Skills requirements
- provides guidance and support to Mentors, Supervisors, and Administrators according to Residency Standards and Guidelines and the standards and procedures adopted by the College 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, Fellows, and Candidates consistent with the Residency Standards and Guidelines, including:
 - reviews and evaluates annual Resident progress reports
 - evaluates completed Training Benchmarks submitted by Residents for quality
 - evaluates completed Training Benchmarks for Mentor assessment and feedback
- tracks performance of Mentors, Residents, and Candidates
- maintains a list of approved Mentors, Residents, and Candidates
- Establishes the specific criteria for monitoring and reporting the performance of Mentors so that prospective Residents or Fellows are well informed about the Programs to which they apply. Report this performance, including:
 - active Residents and Candidates for each Mentor
 - successful completion rates
 - successful credentialing rates
 - pass rates for the Certifying examination
 - inactive Residents and Candidates for each Mentor
- reports to the Resident or Fellow, Mentor, Residency Training Facility, and the Regents any deficiencies in training or any concerns about the progress of a Resident or Fellow.
- provides guidance and support to Residents, Candidates, and Mentors according to Residency Standards and Guidelines and the standards and procedures adopted by the College and the AVMA.
- receives and evaluates credentials from Residents and Candidates applying to take the Certifying Exam.
- notifies the Board of Regents and Executive Secretary of individuals who are not deemed eligible for examination and delineate 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 Council of Regents results of such examinations and makes recommendations based on the proposed passing point.
- provides a written summary of deficiencies in a letter of clarification for candidates following failure to pass the certifying examination.
- upon appeal of a candidate, provides 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 College to act on any appeals.