



**INFORMATION BROCHURE FOR
DIPLOMATES AND RESIDENTS
Internal Medicine**

September 2022 - September 2023

Important Note

This document serves as the Information Brochure for Internal Medicine within the College. No information in this document supersedes the Constitution or General Bylaws of the ECVIM-CA.

TABLE OF CONTENTS

1.	INTRODUCTION	- 3 -
1.1.	Background	- 3 -
1.2.	Titles	- 3 -
1.3.	Objectives	- 3 -
2.	SUMMARY OF REQUIREMENTS FOR ADMISSION	- 4 -
3.	INTERNSHIPS	- 5 -
3.1.	Description of internship programmes	- 5 -
3.2.	Period of Training	- 5 -
3.3.	Conditions of training	- 5 -
3.4.	Documentation of Training	- 5 -
4.	RESIDENCY PROGRAMMES	- 6 -
4.1.	Definition	- 6 -
4.2.	Aims and Objectives of Residency Programmes and Description of a Specialist	- 6 -
4.3.	General features of an ECVIM-CA residency programme	- 8 -
4.4.	Direction and supervision of ECVIM-CA residency training	- 10 -
4.5.	Roles and Responsibilities within an ECVIM-CA Residency Programme	- 11 -
4.6.	Alternative programme	- 13 -
5.	RESIDENCY PROGRAMMES – DOCUMENTATION OF TRAINING	- 13 -
5.1.	Case Log	- 15 -
5.2.	Resident Presentation Log	- 16 -
5.3.	Case Summaries	- 16 -
5.4.	Research	- 17 -
5.5.	Publications	- 17 -
6.	APPLICATIONS AND EXAMINATIONS	- 18 -
6.1.	GENERAL OVERVIEW	- 18 -
6.2.	GENERAL EXAMINATION	- 20 -
6.3.	CERTIFYING EXAMINATION	- 21 -
6.4.	EXAMINATION FEES	- 24 -
6.5.	EXAMINATION RESULTS	- 24 -
6.6.	REPEAT EXAMINATIONS	- 25 -
6.7.	CANDIDATE MALPRACTICE	- 25 -
7.	Professional Misconduct of ECVIM-CA Diplomates	- 28 -
7.1.	DEFINITION OF PROFESSIONAL MISCONDUCT	- 28 -
7.2.	COMPLAINTS AGAINST A DIPLOMATE OF THE COLLEGE	- 28 -
7.3.	POSSIBLE SANCTIONS IF COMPLAINT UPHELD	- 29 -
7.4.	RIGHT TO APPEAL	- 29 -
8.	APPEALS	- 30 -
8.1.	ADVERSE DECISIONS BY THE COLLEGE	- 30 -
8.2.	GROUNDINGS FOR AN APPEAL	- 30 -
8.3.	INITIATION OF AN APPEAL	- 30 -
8.4.	COLLEGE'S PROCEDURE FOLLOWING RECEIPT OF AN APPEAL	- 30 -
8.5.	APPELLANT'S RECOURSE IF DISSATISFIED WITH COLLEGE'S RESPONSE	- 32 -
9.	INFORMATION FOR DIPLOMATES	- 33 -
9.1.	MAINTAINING DIPLOMATE STATUS	- 33 -
9.2.	RE-EVALUATION	- 34 -
9.3.	CONTACT DETAILS	- 35 -
9.4.	DE FACTO DIPLOMATES	- 35 -
9.5.	DIPLOMATES OF NON-EBVS ACCREDITED COLLEGES	- 35 -
9.6.	PROCEDURE FOR ECVIM-CA DIPLOMATES TO ACQUIRE ADDITIONAL RECOGNITION IN ANOTHER ECVIM-CA SPECIALTY	- 36 -

1. INTRODUCTION

The following information is contained within this chapter:

- The history of the College
- The use of titles bestowed by the College
- The objectives of the College

1.1. Background

The European College of Veterinary Internal Medicine - Companion Animals (ECVIM-CA) is a veterinary specialty organisation recognized by the European Board of Veterinary Specialisation (EBVS) in 1994. The ECVIM-CA was developed by the European Society of Veterinary Internal Medicine (ESVIM) as the result of initiatives in the late 1980s to respond to a growing demand for better specialist veterinary services for companion animals and harmonization of certification in this area for better consumer information. The first private initiatives were later coordinated and supervised by the Advisory Committee for Veterinary Training (ACVT) of the European Community (EC). European legislation of veterinary specialisation may be enacted in future. The term 'companion animal' that is used here refers to dogs and cats and does not include equine, avian or other companion species.

1.2. Titles

The ECVIM-CA includes the specialties of internal medicine, cardiology, and oncology. In the future the European College of Veterinary Internal Medicine - Companion Animals may adopt further specialties.

Obtaining a Diploma of the European College of Veterinary Internal Medicine – Companion Animals (Dipl. ECVIM-CA) entitles the holder to use the title 'Diplomate' or 'EBVS® European Veterinary Specialist in Small Animal Internal Medicine' by the European Board of Veterinary Specialization (EBVS) which acts as a holder of the European Specialist Register. Diplomates may use "Dipl. ECVIM-CA" as postnominals. Residents undergoing a formally recognized training programme and registered as such by the ECVIM-CA may call themselves ECVIM-CA Resident. No other titles are recognized by the ECVIM-CA or the EBVS. Terms such as Board-Eligible or Board-Qualified are not recognized titles and their use is misleading. One can only be Board Certified when a holder of the Dipl. ECVIM-CA. All ECVIM-CA members and Residents must abide by the use of appropriate titles.

1.2.1 EBVS trademarked title: The use of the European Veterinary Specialist Trademark (EUTM N°16440844 – Services CI41, CI44) with the EBVS Logo is permitted to Diplomates who are registered as a European Veterinary Specialist by the EBVS. Non-certified or retired Diplomates, associate members, and honorary members are not allowed to use the title or trademark of European Veterinary Specialists. The mark EBVS must always be used with the ® symbol, i.e., EBVS®. The mark must be in Times New Roman, and the descriptive terms following it in Calibri font. The approved title for internal medicine is EBVS® European Veterinary Specialist in Small Animal Internal Medicine.

1.3. Objectives

The primary objectives of the ECVIM-CA are to advance companion animal internal medicine in Europe and increase the competence of those who practise in this field by:

- Establishing guidelines for post-graduate education and training to become a Diplomate of the ECVIM-CA.
- Examining and authenticating veterinarians as Specialists in order to serve companion animals, their owners and the public in general.
- Encouraging research and other contributions to knowledge relating to pathogenesis, diagnosis, therapy, prevention, and control of medical diseases in companion animals, and promoting the communication and dissemination of this knowledge.

2. SUMMARY OF REQUIREMENTS FOR ADMISSION

The following information is contained within this chapter:

- **An outline of the conditions that should be met for an individual to be admitted as a Diplomate of the College including *de facto* membership.**

To become certified as a Diplomate of the ECVIM-CA an applicant must:

- 2.1.** Be licensed to practise veterinary medicine and surgery in the countries of the Council of Europe, unless relieved of this obligation by the Executive Committee.
- 2.2.** Have obtained a primary veterinary qualification from a European Association of Establishments for Veterinary Education (EAEVE) approved establishment or equivalent unless relieved of this obligation by the Education Committee.
- 2.3.** Have a satisfactory moral and ethical standing in the profession. Evidence of professional or legal misconduct, such as misrepresentation or criminal convictions, may be sufficient reason for an application to be rejected.
- 2.4.** Have devoted at least four years, by the time the Certifying examination is to be taken, to specific education, training, and practice in companion animal internal medicine after the date of graduation from veterinary school. This 4-year period should be divided as follows:
 - a) A first period (the 'internship') of at least one-year duration must be a rotating internship, or its equivalent. The Programme Director must assess this period at the time of enrolment of the Resident.
 - b) A second period (the 'residency') of at least three-years of a postgraduate training programme under the direct supervision of Diplomates of the ECVIM-CA or its equivalent. The ECVIM-CA Education Committee must approve this programme. This period is designed to educate the Resident primarily in the art and science of companion animal internal medicine.
 - c) As an alternative to (b) above an individual may undertake an alternate residency programme spread over a longer period providing that the internship (or equivalent) has been completed (see 4.6).
- 2.5.** Have successfully passed the General and Certifying examinations of the College.
- 2.6** In exceptional instances and as an alternative to the above criteria, an individual may, on application, be awarded *de facto* membership of the College. The award of membership in this instance is made at the absolute discretion of the College. Individuals should as a minimum, be internationally recognized in the field of companion animal internal medicine and have made a significant contribution to companion animal internal medicine, as demonstrated by publications and a high standard of proficiency in the speciality.

3. INTERNSHIPS

The following information is contained within this chapter

- **Description of internship programmes**
- **How internship programmes are assessed**
- **What clinical experiences are potentially equivalent to completion of an internship programme**

3.1. Description of internship programmes

Prospective Residents will be required to have broad training and experience in clinical companion animal medicine and surgery and their supporting disciplines, which is normally attained by participation in a rotating internship of at least 12 months duration beyond the professional degree. This should provide practical experience in applying knowledge gained during formal professional education and offers an opportunity for recent graduates to obtain additional training in the clinical and basic sciences. An internship is composed of a broad range of clinical assignments across the major divisions of companion animal veterinary medicine. This year of comprehensive broad postgraduate training and experience prepares a veterinarian for high-quality service in practice or for training in an area of specialisation.

The value of clinical experience gained through a minimum of 2 years working in first opinion practice will also be recognised by the College. It is entirely within the remit of the Programme Director to judge whether the clinical experience already gained by a candidate Resident is sufficient to allow him/her to undertake a residency, whether that experience be gained via an internship, working in first opinion practice, or some combination thereof.

As a guide to Programme Directors, internship programmes should meet the requirements in each of the three categories (3.2 to 3.4) listed below.

3.2. Period of Training

The programme should include a minimum of 12 months clinical experience. Clinical experience is defined as at least full time (40-hour work week) effort in managing clinical cases in an animal hospital setting. Standard vacations are included in this 12-month period.

3.3. Conditions of training

Apart from internal medicine (including cardiology and oncology), the programme should include additional time devoted to other appropriate areas (e.g. general soft tissue surgery, orthopaedics, reproduction, anaesthesia, radiology, clinical pathology, ophthalmology, dermatology, animal behaviour and emergency medicine). It is important that an internship be truly a rotation, involving a wide range of clinical activities as well having direct responsibilities for cases. It should be perceived as a training programme for the intern rather than as a service benefit for the clinic. Internships may be undertaken in private or academic clinical practices and may be combined with other academic studies, but the time spent engaged in clinical internship activities must still be a minimum of 1 year.

3.4. Documentation of Training

The programme should document for each intern the dates on which the period of training commenced and ended, and the name of the supervisor. A certificate of internship and/or a cover letter signed by the supervisor are sufficient. The ECVIM-CA does not formally approve internship programmes. The responsibility for assessing a particular internship programme therefore lies principally with the residency Programme Director. The Credentials Committee requires the residency Programme Director to confirm that an individual's internship has been completed satisfactorily or that the individual has otherwise gained equivalent clinical experience (see above) before starting the residency programme.

4. RESIDENCY PROGRAMMES

The following information is contained within this chapter

- **Definition of a residency programme**
- **Overview of the intended learning objectives of a residency programme**
- **Definition of a Specialist**
- **General features of an ECVIM-CA approved residency training programme**
 - **Length of training and clinical rotations**
 - **Facilities, services and necessary equipment for a residency programme**
 - **The roles of the Programme Director, Resident Advisor, Resident and description of what clinical supervision entails.**
 - **Arrangements for leave of absence**
- **Description of Alternative Programmes**

4.1. Definition

An ECVIM-CA Residency Programme is a training programme that has been approved by the Education Committee. The programme should allow a graduate veterinarian (Resident) to acquire in-depth knowledge of the specialty in which he/she is being trained and its supporting disciplines under the direction of a Diplomate of the ECVIM-CA.

4.2. Aims and Objectives of Residency Programmes and Description of a Specialist

The general aims of the Residency Programme are:

- To promote aptitude and clinical proficiency in the diagnosis, treatment, and management of internal medical diseases of companion animals.
- To instruct the Resident in the science and practice of companion animal internal medicine.
- To provide the Resident with the opportunity to pursue career goals in teaching, research, and/or specialty practice.
- To develop a culture which recognizes the importance of continuous professional development.

The specific objective of the residency is to train the veterinarian to be an EBVS™ European Veterinary Specialist in Small Animal Internal Medicine, thus it is useful to define what a 'Specialist' is. The following list is not exhaustive but gives a broad outline.

4.2.1. Knowledge and skills concerning professional contacts and transfer of knowledge

The Specialist should be able to:

- express thoughts clearly, in oral as well as written form
- approach problems in an analytic, scientific way and attempt to find solutions
- assign priorities to identified problems
- organise work efficiently
- find required information quickly
- develop clinical research and other scientific activities contributing to the quality of companion animal internal medicine.

4.2.2. Knowledge and skills concerning companion animal internal medicine

The Specialist shall:

- be acquainted with the current theories, principles and problems of the specialty
- maintain up to date knowledge through congresses and literature
- be acquainted with the structure, objectives, approaches and problems of the veterinary profession that are relevant to internal medicine
- be acquainted with the social role of the Specialist and specifically the responsibilities of the Specialist with regard to animals, clients, colleagues, public health and the environment
- use modern standards of skills and equipment

4.2.3. Knowledge and skills concerned with obtaining help for problems that lie outside of the specialty and/or facilities

The Specialist shall:

- keep abreast of new developments in the specialty and become familiar with new methods, before applying these in practice
- understand the limitations of their own specialty
- understand the possibilities that other specialties may have to offer
- be familiar with the potential of multidisciplinary cooperation.

4.2.4. Knowledge and skills concerned with working as a professional specialist

By their expertise, the Specialist should have developed the self-confidence, reflective skills and sense of responsibility that are essential for the practice of the specialty.

4.2.5. Knowledge and skills concerned with the general practice of companion animal medicine

The Specialist shall be able to:

- recognise and investigate problems as they occur in patients in general practice in companion animal internal medicine
- handle emergencies in companion animal internal medicine
- take actions in larger groups of animals (kennels, catteries) on the basis of knowledge of preventive medicine, zoonoses, nutrition and housing.

4.2.6. Knowledge and skills with regard to practising their specialty (general overview)

The Specialist shall be able to:

- recognise and investigate problems of companion animal internal medicine
- establish indications for, and perform and interpret, diagnostic procedures
- establish indications for, and apply the results of, imaging procedures
- perform therapeutic measures
- have a sound knowledge of basic statistics and the setup, performing and interpretation of clinical research

4.2.7. Specialty specific clinical skills

The Specialist shall be able to:

- recognise and investigate problems of companion animal internal medicine (such as: anorexia, polyphagia, polydipsia/polyuria, vomiting, diarrhoea, coughing, dyspnoea, exercise intolerance, obesity, anaemia, icterus, urinary incontinence, episodic weakness, seizures, paralyses)
- establish indications for, and perform and interpret results of diagnostic procedures (such as ECG, fine needle aspiration, bone marrow aspiration and biopsy, CSF collection,

arthrocentesis, abdominocentesis, thoracocentesis, pericardiocentesis, lavage techniques, bronchoscopy, gastroscopy and cystoscopy)

- establish indications for and interpret results of additional investigations (such as: immunologic tests and endocrine tests).
- establish indications for and apply the results of imaging procedures (such as: cystography, excretory urography, gastrointestinal contrast studies, angiography, myelography, ultrasound and nuclear imaging) and other investigations such as histopathology and electromyography.
- perform therapeutic measures (such as: treatment of diabetes mellitus, administration of blood transfusion, treatment and monitoring of patients at the level of intensive care, and removal of foreign bodies from the nose, pharynx, oesophagus and trachea).

These examples within parentheses are given for illustrative purposes only and will be adapted as necessary by the Education Committee (Internal Medicine) of the College.

4.3. General features of an ECVIM-CA Residency Programme

A training programme will only be approved if it provides supervised training, postgraduate education, and clinical experience in the science and practice of companion animal internal medicine and their supporting disciplines.

4.3.1. Length of training

An ECVIM-CA approved Residency Programme (hereafter referred to as the "Programme") in Internal Medicine shall consist of a minimum period of three (3) years (36 months). Completion of an approved Programme, however, does not guarantee that a Resident will necessarily meet the requirements of the Credentials Committee. The Credentials/Education committee can allow training to take place on a part-time basis (alternate programme) as long as the total time of supervised training is equivalent to at least 3 years and the total time of the alternate programme does not exceed 6 years.

4.3.2. Graduate degree studies

Graduate degree studies may be included in the Programme; however, a minimum of 60% of the time in that combined graduate degree-residency programme must be allocated to clinical case responsibility. There is no reduction in any requirement for certification as a Diplomate for individuals who combine their residency with a graduate degree programme.

4.3.3. Rotations

4.3.3.1. Clinical Rotations

Companion animal internal medicine service rotations facilitate the development of knowledge and practical skills by exposure to a wide variety of medical diseases. These rotations should be undertaken with the guidance and collaboration of ECVIM-CA Diplomates.

- At least 60% of the 3-year programme and a minimum of 4 months/year must be spent in a companion animal internal medicine service under the direction of a Diplomate
- Residents must be directly supervised when engaged in clinical duties (see below for definition of clinical supervision)
- The degree of responsibility assumed by the Resident shall be appropriate to the nature of the procedure and training experience. The Resident shall be responsible for:
 - Receiving clinic appointments
 - Supervising daily management of hospitalized animals.
 - Participation in clinical teaching

- Providing optimal clinical service and prompt professional communications.
- 4.3.3.2.** The residency training programme should include exposure to the following 8 sub areas of companion animal internal medicine: cardiology, endocrinology, gastroenterology/hepatology, haematology (including clinical immunology), nephrology/urology, neurology (including behaviour problems), oncology, and pulmonology.
- 4.3.3.3.** During the residency the Resident must spend the equivalent of at least 1 month (160 hours) in direct contact with a Diplomate or other suitably qualified person in Veterinary Diagnostic Imaging interpreting radiographs and ultrasonography, learning and evaluating the results of special imaging techniques, and attending radiology rounds and/or seminars. This can be taken as an externship if required.
- 4.3.3.4.** During the residency the Resident must spend the equivalent of at least 1 month (160 hours) in direct contact with an appropriately qualified veterinary clinical pathologist or pathologist evaluating clinical pathologic findings, reviewing cytology slides and biopsies, and attending clinical pathologic conferences and/or seminars. This can be taken as an externship if required.
- 4.3.3.5.** Emergency duty: the resident must participate in a veterinary medical emergency service.
- 4.3.3.6.** If the Education Committee (EC) considers that there are deficiencies in staffing or activities in a programme, the Committee may recommend externships to address these deficits. Where the deficiencies are substantive and deemed by the EC likely to impact significant on the quality of the residents learning opportunities, the EC may deem it essential that the resident complete these externships prior to being accepted to sit the Certifying Examination (in other words, completion of these additional externships becomes essential to the resident's training).
- 4.3.3.7.** It is recognised that a Resident may not gain full case responsibility during such externships, but their case log can indicate that they assisted in relevant cases. Final approval of residency programmes requires an indication of where these externships will be carried out. They must be supervised by a Diplomate or other similarly qualified person in the relevant discipline. If not required or obligated, experiential externships are still encouraged to broaden experience. They may be undertaken in other disciplines, in medical or research facilities, or in other schools with an approved programme. Experiential externships should be for a minimum of two (2) weeks unless indicated otherwise by Education Committee.

4.3.4. Non-clinical activities

Residents must spend a minimum of 15 % of their programme in any or all of the following ways:

- Research or clinical investigation.
- Preparation of scientific manuscripts.
- Graduate degree studies.

There should be adequate provision for vacation time.

4.3.5. Conferences

During their time on clinics and otherwise when possible, the Resident is required to attend "in house" Residents' conferences and ward rounds. The Resident should also attend veterinary and human conferences at an appropriate level for a Specialist.

4.3.6. Teaching responsibilities

The Resident is required to participate in the clinical education of graduate veterinarians and/or veterinary students, or veterinary nurses assigned to the companion animal medicine rotations.

This may include formal lectures to students.

4.3.7. Leave of absence

During the residency, parental leave, illness or in other exceptional circumstances a prolongation is possible. An absence of three or more months would require notification of the respective Education Committee highlighting how the training programme will be modified to account for the absence. The full equivalent minimum three (3) year training programme must be completed within six (6) years. Any further prolongation of the programme must be ratified by the respective Education Committee but will only be awarded in exceptional circumstances.

4.3.8. General facilities, services, and equipment required for an ECVIM-CA approved Residency Programme

4.3.8.1. Medical library

A library containing relevant recent textbooks and current journals relating to the broad field of companion animal internal medicine and its supporting disciplines must be readily and easily accessible to the Programme participants.

4.3.8.2. Medical records

A complete medical record must be maintained for each individual case and those records must be retained and retrievable.

4.3.8.3. Diagnostic Facilities

The programme should offer routine access to adequate diagnostic facilities relevant to the specialty of internal medicine. These routine clinical facilities must include standard radiographic, ultrasonographic and electrocardiographic equipment. Ultrasound equipment suitable for cardiac imaging and Doppler examinations must be available. Access to endoscopic equipment for rhinoscopy, bronchoscopy, colonoscopy, and upper GI tract studies is essential. Access to advanced imaging (computerized tomography (CT), and magnetic resonance imaging (MRI)) is strongly recommended as is access to C-arm or other fluoroscopic equipment for oesophageal and similar studies.

4.3.8.4. Treatment facilities

The programme should offer routine access to treatment facilities relevant to internal medicine.

4.3.8.5. Pathological Services

Clinical pathology: a clinical pathology laboratory for haematological, clinical chemistry, microbiologic, and cytological diagnosis must be available.

Morphologic pathology: facilities for gross and histopathologic examination must be accessible.

4.4. Direction and supervision of ECVIM-CA residency training

4.4.1. Programme Director

The Programme Director of the residency programme is responsible for the administration and continuity of the programme and must be a Diplomate of the ECVIM-CA (any specialty). It is the responsibility of the Programme Director to inform the Education Committee of any changes in the programme. ABVS specialists may be programme director or supervisor of a European Residency programme, subject to approval by the Education Committee. A contribution to the

discipline in terms of scientific output (publications, presentations, etc) is essential, and the ABVS specialist must pass the re-certification process of ECVIM-CA. Programme Directors resigning from the programme must inform the Education Committee prior to their leaving date and provide details of the new Programme Director or a revised Residency Programme.

4.4.2. Resident Advisor

The Programme Director must assign each resident a Resident Advisor within the first three months of his or her programme. The Resident Advisor is responsible for the administration and evaluation of the general and specific programme requirements for the Resident and must be an ECVIM-CA Diplomate (Internal Medicine). The Programme Director and Resident Advisor may be the same individual. One Diplomate may concurrently act as Resident Advisor for not more than two (2) residents, unless under exceptional circumstances.

4.4.3. Clinical Supervisor

Each Resident must be directly supervised when engaged on clinical activity by at least one (1) Diplomate of the ECVIM-CA or of the American College of Veterinary Internal Medicine (ACVIM) of the specialty in which the Resident is being trained. For example, an Oncology resident completing training in internal medicine should be supervised by an internal medicine Diplomate during that time. Residents should be directly supervised when engaged in clinical duties. In this context 'direct supervision' indicates that the Diplomate must be present on site. It is, however, not necessary for the Diplomate to examine every case and this will depend on the level of expertise of the Resident. Diplomates may only be 'off site' (e.g. attending a congress, holidays) for at most two (2) weeks continuously without arranging another Diplomate to act as a supervisor in their place. Diplomates of one specialty can temporarily supervise residents of another specialty to provide short-term cover for their colleagues (maximum of 2 weeks for any specific period). In this situation, one Diplomate may concurrently supervise up to three (3) residents.

4.4.4. Evaluation of the Resident

Residents must meet with their Resident Advisor biannually for evaluation of performance and progress. The Resident Advisor should keep written records of these meetings that have been signed by both the Advisor and the Resident. These records should be made available to the ECVIM-CA on request.

4.5. Roles and Responsibilities within an ECVIM-CA Residency Programme

The Programme Director, Resident Advisor, and Resident each have separate responsibilities for the documentation and verification of satisfactory training of each resident.

4.5.1. The Programme Director is responsible for:

- Obtaining approval of the training programme by the Education Committee before any Resident begins training. A proforma for the application is available on the website (<https://www.ecvim-ca.org/program-director-s-form>).
- Verification of adequacy of pre-residency training.
- Prompt transference of any relevant communications from the ECVIM-CA to each Resident within their programme.
- Submission of an annual report to the Administrative Assistant (secretariat) by December 1st on the progress of the programme, the initial one due after the first full year following approval of the programme. A proforma for this report is available on the website. This report should include any changes in the programme that were originally approved by the Education Committee, including personnel changes. The report should also summarise the

Residents still registered on the programme and those who have completed the programme but have yet to submit their credentials. Even if there have been no changes the Programme Director must still provide a report to the College. If the Programme Director fails to provide a report, the College may suspend approval of the programme until such time as the report is provided. This may result in prolongation of the programme by the length of time of the suspension. In order to facilitate the assessment of the annual report the Programme Director must use track changes to each annual update.

- Enrolment of Residents: All individuals who wish to undertake an ECVIM-CA approved residency training programme must be enrolled with the College. Their enrolment must be agreed with the Programme Director at the start of their residency and an enrolment form (available on the website) must be received by ECVIM-CA secretariat within two months of that start date, together with an administrative fee of €150. Proof of payment needs to be submitted to the ECVIM-CA secretariat before enrolment is finalised. Following enrolment, a Resident will receive a registration number. This number is important, and will be required for credentials, case summary submission and examinations. A completed enrolment form must be received by the ECVIM-CA secretariat within 2 months of the Resident commencing their programme. If the enrolment form is not received within that time, the program will be prolonged by the period of time elapsed (beyond the initial two months) until the completed form is received.
- Verification of the Case Log and procedures undertaken.
- Verification of the Resident Presentation Log.
- The Programme Director must notify the Education Committee if there are deficiencies in the training programme, and how these are being addressed. This includes changes in supervision, for example periods when the residency advisor is on leave or otherwise unavailable to supervise the resident for protracted periods of time.
- The Programme Director must ensure that all residency programmes at their centre provide adequate guidance and instruction to prepare residents for their examinations and for their work as specialists.

4.5.2. The Resident Advisor is responsible for:

- Ensuring that residents receive sufficient guidance and instruction to develop their skills, competences and knowledge to the specialist level. Supervisors are expected to support their residents in their preparation for the College examinations.
- Undertaking biannual progress and performance evaluations of the resident.
- Writing an annual report on the Resident verifying the programme descriptions in this Information Brochure have been undertaken, signed by both the Resident and the Resident Advisor.

4.5.3. The Resident is responsible for:

- Enrolling within the College at the start of their residency programme. This responsibility is shared with the Program Director. Enrolment is valid for a period of 8 years after which time a new enrolment and payment is required.
- Maintenance of the Case Log as provided on the website.
- Maintenance of the Resident Presentation Log.
- Documentation of any external training.
- Submission of copies of the updated Case Log, Resident Activity and Resident Presentation Log to the Resident Advisor annually.
- Updating their contact details via the ECVIM website, so that these are always current. The College will usually communicate with the Resident by email.

4.6. Alternative programme

Alternative programmes will only be considered in exceptional cases and if not possible to undertake a conventional residency. A veterinarian whose circumstances do not permit enrolment in a standard residency programme may submit an application for the approval of an alternate programme to the College, in conjunction with their supervisor, outlining the resources available to them. The alternate programme is not approved for anyone other than the (aspiring) Resident in question. The precise form of each alternate programme is at the discretion of the Credentials/Education Committee. Programme length should be equivalent to 3 years, as per a conventional residency programme and Residents must spend the equivalent of at least 60 % of that time practising their speciality under direct supervision. If the residency programme is not continuous, the clinical training must be arranged so as to cover a minimum of 4 months per year. The roles of Programme Director, Resident Advisor and Clinical Supervisor remain as for the conventional programme. The Education Committee must approve the proposed programme BEFORE training can be started. The proposed Programme Director and prospective Resident should jointly submit the application. All the requirements for a conventional residency programme must be met, including the annual report by Programme Director, publications, case log, and presentation log. It is stressed that alternative programmes are only approved for an individual, and not for an institution. Alternative programmes must be completed within six (6) years.

4.7 Rules for other routes to sit the ECVIM-CA Examinations

Internationally recognised specialists: Application to take a European Specialist EBVS approved College examination without having previously undertaken an approved residency (criteria to be regarded as "internationally recognised").

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

1. Curriculum vitae-to cover entire professional career (university onwards)
2. Published papers: a complete list should be in the CV.
 - The quality of the papers shall be evaluated by members of the relevant College's Credentials Committee.
 - At least 10 papers should relate to the speciality of the College and have been published within the preceding 7 years.
 - There should be evidence of current activity in the speciality field demonstrated through recent publication in peer reviewed international journals.
 - If these 10 papers are in a language other than English, an English translation, performed by the applicant, should be provided (if at least 10 papers are in English, any additional papers in another language do not need to be translated).
 - Where papers are multi-author papers and the applicant is not first author, the applicant's role in the study should be explained.
3. Case reports (2) -required as an assessment of complex case management. These must describe cases managed by the applicant in the last 5 years. Published case reports are acceptable.
4. Case log (100 cases): Cases must be of a complexity and type similar to that which would be expected of a resident to gain satisfactory approval by the credentials committee. They must be cases managed by the applicant during the last 5 years.
5. Evidence of any relevant postgraduate qualification in a related field should be submitted.
6. A covering letter should be provided (3-5 pages) in support of their application. This should include the following

- career highlights,
- relevant experience (scholarly, clinical, legal, political),
- contributions to the speciality (education, research) -applicant to select 5 most significant contributions to the veterinary speciality with a brief statement of impact (< 250 words each) supporting each contribution. Contributions may be research (single paper or group of related papers, or a systematic review), teaching (at national or international level) or service (e.g. contribution to a national or international organisation which could be governmental, or multinational).
- applicants should explain what they will bring to the membership of the college and how they intend to contribute to the development of the speciality, for instance through resident training.

7.Applicants should not have followed an approved residency programme

8.Applicants must demonstrate that they have spent a minimum of 60% of their time working in the speciality during the last 10 years

9.The applicant should be working in a setting that provides access to facilities of a sufficient standard to allow the practice of the speciality at an appropriate level.

10.Applicant must submit a list of suggested up to five referees, from which a minimum of three references will be sought. Where possible at least two of these referees should be existing Diplomates of ECVIM-CA. Referees will be requested to comment specifically on the applicant's

- professional, ethical and legal conduct,
- clinicalabilities, and
- contribution to the veterinary speciality.

11.Letters of good standing from all licensing bodies with which applicant is licensed to practice

12.Applicants from outside Europe will be considered (with the above requirement that 2 ECVIM-CA Diplomates are required to provide letters of support).

5. RESIDENCY PROGRAMMES – DOCUMENTATION OF TRAINING

The following information is contained within this chapter

- Documentation of training of internal medicine residency programmes
- Requirements for case logs, procedures logs, presentations, case summaries, research and publications as pertinent to internal medicine

Note: The documentation of training described below forms part of an examination candidate's 'credentials'. These credentials must be submitted to, and formally approved by, the Credentials Committee for the Resident to become eligible to sit the Certifying Examination (see Chapter 6 for further information)

5.1. Case Log

The Resident must maintain a Case Log listing the date, case number, signalment, diagnosis, procedures and follow up using the template available on the webpage. Each case should be designated as elective or emergency, referred or first opinion, and the responsibility of the Resident as assistant or primary clinician. The Resident may be considered to be the primary clinician when that individual can document a significant role in all of the following aspects of management: determination or confirmation of the diagnosis (including specialised work-up), selection and (when appropriate) performance of appropriate treatment and obtaining sufficient follow-up to be acquainted with the course of the disease and the outcome of any treatment. The follow up should be specific and detailed.

The case log must be accurate, complete and comprehensible, aligned with the example on the website, and prepared to the standard expected of a veterinary specialist. Case logs that do not meet these criteria will be rejected.

Only unique cases should appear in the case log. Revisits for the same condition should not be included. Examinations of healthy animals (e.g. for screening purposes) should not be included.

The case log MUST be sufficient at the time of submission of credentials. The number of cases seen may vary among training sites and also may vary depending on the species, kinds of problems, and depth of study. Emphasis should be on diversity and quality rather than quantity, although a sufficient caseload of sufficient complexity must be available. The absolute minimum total number is 400 cases as primary clinician. If that number is not met, the application will be rejected outright. The minimal caseload per sub-area is approximately 50 cases as primary or assistant clinician although a small degree of compensation (up to five cases) between sub-areas is allowed.

Cases may only be classified in one sub-area and this classification should reflect the major final diagnosis rather than the presenting problem (therefore a porto-systemic shunt is a gastro-enterology/hepatology case even if it presents initially with neurological signs). Solitary neoplasms are generally classified according to the sub-area of origin, however metastatic or disseminated tumours or those whose origin does not fit neatly into one of the sub-areas are classified as oncology.

The first page of the case log should include the number of cats and dogs seen, respectively and an analytical table summarizing the number of the cases included in each of the 8 internal medicine disciplines listed above including the total number of cats and dogs seen. An example is shown:

Discipline	Primary		Assistant		Total
	Referral	Other	Referral	Other	
Cardiology	40	2	8	2	52
Neurology/Behaviour	48	1	27	0	76
Pulmonology	51	0	11	0	62
Endocrinology	33	1	13	3	50
Gastroenterology/Hepatology	81	1	13	0	95
Haematology/Immunology	45	1	10	0	56
Nephrology/Urology	43	0	9	1	53
Oncology	32	1	20	1	54
Others	25	0	2	0	27
Total	398	7	113	7	525

5.2. Resident Presentation Log

The Resident must maintain a Resident Presentation Log, listing presentations given at companion animal conferences and other professional meetings. The log should include the date, location, length and title of the presentation and the name of the meeting at which it occurred. The Resident must undertake the following:

- a. A minimum of 2 presentations at national or international congresses, one of which must be an oral research presentation within the specialism of internal medicine. The same presentation at two separate conferences/professional meetings will only count as one presentation. One of the presentations may be a poster providing it is peer-reviewed and at an international conference with a designated poster session. Presentations at congresses up to 3 years prior to the start of training are acceptable. Joint presentations are discouraged, but if a joint presentation is included in the Presentation Log, the Resident must provide evidence that their contribution was equivalent to a solo presentation.
- b. A minimum of 6 seminars during the Programme. For the purposes of the programme a seminar is defined as a scientific presentation to veterinarians, which is followed by a discussion period. Short presentations of single cases to fellow Residents are not sufficient. These 6 seminars are in addition to the 2 presentations at national or international congresses.
- c. Regular case presentations at companion animal internal medicine Residents' conferences or comparable meetings

5.3. Case Summaries

The website provides guidelines for preparation of the case summaries and how they will be assessed.

5.4. Multiple choice questions

At the time of application for the Certifying Examination, four (4) multiple choice questions must be submitted. Guidelines on MCQ writing are available on the website.

5.5. Research and Publications

The Resident must complete an investigative project that contributes to the advancement of companion animal internal medicine.

The Resident must publish two scientific papers in the peer reviewed literature. The first of these must feature original research relevant to internal medicine. The Resident must be the first author of this paper. Joint first authorship is not acceptable.

The second paper may be either:

- An original research article (the resident does not necessarily need to be first author)
- A review article on a subject relevant to companion animal internal medicine with the Resident being first author.
- A case report relevant to companion animal internal medicine with the Resident being first author.

Proof must be provided by the editor of the journal that it is a peer reviewed internationally distributed journal. If any of the papers are published in a language other than English, then an English abstract must be available.

6. APPLICATIONS AND EXAMINATIONS

The following information is available within this chapter

- Purpose of the examinations
- Conditions of the examinations
- Postponing examinations
- Illness before or during the examination
- Candidates with special requirements
- How to apply for the general and certifying examinations
- Format of the general and certifying examinations
- Examination fees
- Communication of results
- Procedures for repeating / reattempting the examinations
- Malpractice during the examination
 - Definition
 - How it is reported
 - How it is investigated
 - How a decision is reached
 - Penalties
 - Options to appeal

6.1. General Overview

The examination process of the ECVIM-CA is intended to identify and certify internal medicine specialists. To this end, multiple choice questions are used to define the breadth of knowledge, written answers are used to define the depth of knowledge, and case management questions are used to define the clinical problem-solving skills of candidates. All companion animal internal medicine specialists need a sound working knowledge of general internal medicine to function effectively as specialists. The General Examination is intended to assure that Specialists have the required level of knowledge in general internal medicine. Candidates are recommended to take and pass the General Examination before proceeding to the Certifying Examination in internal medicine. Candidates may elect to take the General and Certifying Examinations in the same year provided the criteria for each of these examinations are met. If the candidate passes the Certifying Examination but fails the General Examination in the same year, the result of the Certifying Examination is carried forward until the General Examination is passed.

6.1.1. Language

While it is not intended that English language skills should provide an unfair advantage, successful candidates are likely to be sufficiently proficient in English to be able to read, write, and understand veterinary publications and examination questions written in English. In all parts of the examination a (non-medical) translation dictionary is allowed.

6.1.2. Plagiarism

The College takes any evidence or allegation of plagiarism very seriously. Copying other people's answers, case summaries or excerpts from textbooks or articles is cheating. Confirmed incidences of plagiarism will have serious repercussions (including permanent exclusion from College examinations).

6.1.3. General format of all applications

- a) All applications are now online using a stepwise form.
- b) All candidates must complete the online form of the College together with other required documents and application / examination fees.
- c) The responsibility for accuracy and availability of all required credentials rests with the applicant.
- d) No additional materials (e.g. additional papers) should be included.

- e) Applications where the relevant application forms are incomplete and/or where the relevant fees have not been paid on time, will not be processed or reviewed.
- f) All the requirements must be met at the time the application is due although additional time to complete some elements of the Credentials may be allowed (see paragraph 6.3).

6.1.4. Postponing examinations

Candidates accepted by the Credentials Committee to take the General Examination must take the examination within 3 years of acceptance. The candidate must pass the General Examination within 8 years of completion of the residency. In the event that the candidate does not take the General Examination within 3 years of acceptance of the application, he/she will have to resubmit another application (including the fees) to the Credentials Committee in order to take the examination. See below for the procedures regarding fees for postponed examinations.

Candidates accepted by the Credentials Committee to take the Certifying Examination must take the examination within 3 years of acceptance. The candidate must pass all parts of the certifying examination within 8 years of completion of the residency. In the event that the candidate does not take the Certifying examination within 3 years of acceptance of the credentials, he/she will have to resubmit a full application (including the fees) to the Credentials Committee in order to take the examination. See below for the procedures regarding fees for postponed examinations.

Candidates postponing the examination must re-apply to take the examination on or before the 15th of June the year before they intend to sit the exam. Late applications will not be accepted.

6.1.5. Illness before or during the examination

If a candidate sits the examination, then they are declaring themselves to be in sufficient physical and mental health to sit the examination without compensation by the examiners. Illness, injury or personal issues before or during an examination cannot be used as grounds for appealing the result. If a candidate suffers an injury or illness in the weeks preceding the examination which makes it difficult for them to complete the examination without some non-academic support mechanism (e.g. special seating or lighting requirements) they must communicate this problem as soon as possible to the administrative assistant who will contact the chairperson of the examination committee. The college will provide as much help as is feasible but cannot guarantee that all necessary help will be available. Candidates with special needs will be given consideration if their requirements/ requests are notified in advance to the administrative assistant (who will pass on the request to the chairperson of the examination committee). Candidates with special needs that might entitle them to additional time in other examinations are generally not allowed additional time during ECVIM-CA examinations. This is because the examinations are not designed to be time limited (i.e. there should be more than sufficient time for candidates to demonstrate their knowledge).

6.2. General Examination

6.2.1. General examination overview

The General Examination Committee prepares the general examination. Representatives of all specialties within the College are members of this committee. The general examination will usually consist of multiple-choice type questions with further details provided via the Examination Committee by 15th June of the year preceding the examination. The format of the examinations may change but only after prior notification of all relevant candidates.

6.2.2. Applying for the General Examination

A person who has not previously been enrolled on a training programme approved by the appropriate Specialty Education Committee will not be allowed to take the general examination. **Residents must submit the following materials to the Administrative Secretariat before 22:00hrs Central European Time on the 15th June in the year preceding that of the proposed sitting of the General Examination. Late applications will not be accepted.**

6.2.2.1. Application Form (this will be completed online as part of the application process)

6.2.2.2. Photograph: One passport photograph of the candidate (as a digital file in JPG or TIF format).

6.2.2.3. One PDF (with the correct filename as specified on the online application) containing the following:

Curriculum Vitae detailing the candidate's contact details and career to date. A model curriculum vitae is available on the website.

Programme Director Letter. A signed letter from the Programme Director attesting to the following:

- i. The training programme has previously been approved by the Education Committee.
- ii. The Resident has been enrolled for, and has successfully completed, at least 12 months of the approved residency programme by the time of examination.
- iii. There is no evidence of misconduct of which the Programme Director is aware that would affect the commitment of the applicant to the constitutional objectives of the ECVIM-CA or the moral or ethical standing of the applicant within the veterinary profession. A model reference letter is provided on the website.

Previous Correspondence. All previous correspondence pertinent to the individual Resident's training programme and application should be included.

6.2.2.4. Case summary.

One case summary containing all relevant images, laboratory results, etc. in the correct format must be submitted for formative assessment. The Programme Director or Advisor may provide a reasonable amount of assistance for this (first) case only. Guidelines are available on the website.

The application must be submitted electronically. Case summary files must be pdf files but remain anonymous and therefore the document properties must be set to 'blank' to maintain anonymity. Applications received after the 15th June will not be accepted.

6.3. Certifying Examination

6.3.1. Overview

The Specialty Examination Committee prepare the certifying examinations. Residents are only permitted to sit for the Certifying Examination after having satisfactorily completed 3 years (36 months) of training by 31st March in the year of examination. The number of attempts for the examination is limited to four.

Information about the Certifying Examination including Assessment and Award regulations is available on the website. The format of the examinations may change but only after prior notification of all relevant candidates.

6.3.2. Applications for Certifying Examination (“Submission of Credentials”)

The purpose of the credentials submission process is to verify the successful completion of a standard residency or alternate training programme and to demonstrate eligibility to sit the certifying examinations. At the time of submission, the credentials must be complete although additional time may be given to complete publications and scientific presentations, and planned rotations/externships. The Information Brochure used for the application can be the Information Brochure applying at the time of first registration (as a resident) of the candidate unless subsequent changes were favourable to the candidate.

The following materials must be submitted. The material must be saved in a format that can be checked using anti-plagiarism software.

Applicants must submit their application electronically as follows:

6.3.2.1 Application Form (this will be completed online as part of the application process)

6.3.2.2 Photograph: A passport photograph of the candidate (as a digital file in JPG or TIF format).

6.3.2.3 One complete pdf file of their application in the correct order:

Proof of passing the General Examination.

If the candidate has previously passed the General Examination, he/she must supply proof of passing the examination as well as the information listed below. If he/she wishes to take both examinations at the same time he/she will be required to submit an online application for General examination as well as for the Certifying examination.

Programme Director Letters.

A scanned copy of the original signed letters from the Programme Director and any supervisor(s) of other institutions (e.g. those providing externship training) involved in the Training Programme. All letters must be from persons familiar with the Resident's training programme. Requests by the applicant for these reference letters from supervisors should be made early. A letter may also be mailed directly to the Administrative Assistant by any of the supervisors with any confidential comments before 15th June. The Credentials Committee is responsible for absolute discretion and confidentiality regarding the reference letter(s). After approval of the candidate to sit the examination all reference letter(s) will be kept on file until 3 months after the candidate has passed the examination and then they will be destroyed. Reference letters must document the following:

- a) Verification of Training Programme and level of supervision. A residency programme must be completed by the time of examination or by 31st March of that year.
- b) The applicant's proficiency, judgement, and competence as a specialist and academic readiness to sit the examination.
- c) Certification of the case log summary and presentation log. The case log must be sufficient at the time of application. Candidates who fail to fulfil this will be asked to re-submit the following year.
- d) Any evidence of misconduct of which the Programme Director is aware that would affect the commitment of the applicant to the constitutional objectives of the ECVIM-CA or the moral or ethical standing of the applicant within the veterinary profession.

A model reference letter is provided on the website.

Verification of training in Diagnostic Imaging and Clinical Pathology/Pathology.

A scanned copy of the original signed letters verifying the amount of time spent in any additional rotations and additional time which was spent in direct contact with suitably qualified persons in Veterinary Diagnostic Imaging (e.g. diagnostic imaging rounds) and suitably qualified persons in Clinical Pathology/Pathology over the course of the residency programme must be included in the application. Model reference letters are available on the website. Candidates may be given additional time (up to 15th January of the year of the examination) to provide these letters.

Verification of completion of externships deemed to be 'essential' by the Education Committee.

In the event that the Education Committee have deemed it mandatory that the resident complete any other externships (see paragraph 4.3.3.6), signed letters from Diplomates and/or suitably qualified people supervising these rotations verifying the amount of time the resident has spent in those rotations must also be included in the application.

Previous Correspondence.

All previous correspondence pertinent to the individual Resident's training programme and application should be included.

Signed case log summary and presentation log:

These forms verified with the signature of the Programme Director must accompany the application:

- a) Case log summary (signed by Programme Director).
- b) Presentation log (signed by Programme Director). Candidates may be given additional time (up to January 15th of the year of the examination) in which to fulfil the requirements for presentations.

Written case summaries previously submitted.

Copies of the case summary evaluation letters of the Credential Committee should be submitted as proof of the written case summaries.

6.3.2.4. Case summary

One individual case summary as a pdf file, with images included in the pdf file and the file clearly identified. Candidates should note that these must remain anonymous and therefore that the document properties be set to 'blank' to maintain anonymity. The case summaries must reflect the Resident's own work and candidates should not obtain any direct assistance or comments from anyone on the medical content of the text of the case summaries.

6.3.2.5. Publications

The types of publications that are acceptable are detailed in Chapter 5. Candidates may be given additional time (up to January 15th of the year of the examination) in which to fulfil the requirements for publications.

6.3.2.6. MCQs

Four multiple choice (single best answer) questions should be provided with the application. These questions **MUST** be based on information contained within the reading list. Guidance for writing MCQs is given on the website.

6.3.2.7 Case Log.

One separate Excel file containing the full case log.

These files must be received by the Administrative Secretariat before 22:00 Central European Time on the 15th June in the year preceding that of the proposed sitting of the examination. Applications received after this date will not be accepted so the resident will not be able to enter the examination the following March.

6.3.3. **After submission of the application**

If the credentials are accepted by the Credentials Committee and approved by the Executive Committee, the applicant will be notified by the Executive Secretary by early November. The Administrative Assistant will notify successful applicants of the dates and procedure of examination. Unsuccessful applicants will be notified at the same time. They will also be sent a letter explaining the deficiencies in their credentials. Copies of these letters are sent to the Programme Directors and the Education Committee.

All correspondence regarding application procedure and notification should be addressed to the Administrative Assistant.

6.3.4. **Reapplications**

Candidates whose applications to take the Certifying Examination are rejected by the Credentials Committee **must reapply by 15th June of the year preceding the year of the proposed examination. Late applications will be rejected.** The application materials must be presented electronically in the manner previously described. These applications should include:

- a) Online application form.
- b) Addendum that reflects the training and experiences that have been directed towards correcting the deficiencies noted by the report from the Executive Secretary (form available on the website).
- c) One passport photograph of the candidate (as a digital file in JPG or TIF format).
- d) Resubmission of the items that were found to be deficient in the previous application suitably revised. If case summaries were rejected then new cases should be used.
- e) All pertinent correspondence should be provided. This should include a list of all dates of previous applications and appropriate correspondence.
- f) A scanned copy of an updated letter with an original signature from the Resident's supervisors (if the Resident has not completed their residency programme), or any ECVIM-CA Diplomate who knows them (if the Resident has completed their residency programme), attesting to the following:
 - i. The applicant's proficiency, judgement, and competence as a specialist and academic readiness to sit the examination.

- ii. Any evidence of misconduct of which the Programme Director is aware that would affect the commitment of the applicant to the constitutional objectives of the ECVIM-CA or the moral or ethical standing of the applicant within the veterinary profession.
- iii. The candidate's completion of any training and experiences directed toward correcting the deficiencies as noted by the report from the Executive Secretary.

6.3.5. Reapplication fees

Reapplications for re-evaluation of credentials, which include review of one or more case summaries, are charged at the normal price. Re-evaluation of previously incomplete or insufficient applications (e.g. case log, presentation log, publications) will be charged at 50% of the full credential fee.

6.4. Examination fees

The fees may be changed at the discretion of the Executive Committee. The fees and dates that are due are as follows:

- General examination 700 Euro – due on/before 15th June of the year preceding the examination.
- Application for evaluation of credentials 250 Euro - due on/before 15th June of the year preceding the examination.
- Certifying examination 1200 Euro - due on/before January 15th of the year of the examination.

No application will be evaluated or processed, and no examination entry will be permitted if the fee has not been paid to the college.

Note that both the application and the examination fees are non-refundable; however, should the candidate choose to postpone the examination attempt (and provided this is communicated to the Secretariat prior to 15th January of the year of the exam) further payment will not be required for their next attempt.

If a candidate cancels after 15th January (deadline for examination fee payment) 50% of that fee will be retained as a penalty unless there are extenuating circumstances. The remaining fee will be carried forward to the next examination.

If a candidate fails to attend the examination without notification, the entire examination fee will be forfeited. If there is no valid excuse for a failure to attend the examination following submission and acceptance of intent to sit the examination, that examination may be considered as a failed attempt.

6.5. Examination results

The integrity of the examinations will be maintained by the ECVIM-CA who ensure the validity of scores awarded to candidate.

The Chairperson of the examining committee will forward details of candidates' performance to the President. The President will inform each candidate of the pass mark and whether they have passed or failed the examination.

All candidates who fail an examination will normally get feedback within 60 days although failure to provide this will not constitute *prima facie* grounds for an appeal. However, the candidate will have a further 30 days from receiving this feedback to make an appeal (i.e. a total of 90 days after the adverse decision). Feedback will also be provided to the Programme Director.

6.6. Repeat Examinations

6.6.1. Candidates wishing to repeat examinations

Candidates who wish to repeat any sections of the examination must submit the following by the 15th June of the year preceding the examination. Late applications will be rejected.

Applications should consist of:

- a) Online application form.
- b) All pertinent correspondence. This should include a list of all dates of previous applications and appropriate correspondence.
- c) One passport sized photograph (or digital files in JPG or TIF format)
- d) General and/or certifying examination fee. No application will be evaluated or processed, and no examination entry will be permitted if the fee has not been paid to the College.
- e) A scanned copy of an original signed letter from the Resident's Programme Director (if the Resident has not completed their residency programme), or any ECVIM-CA Diplomate who knows the Resident (if the Resident has completed their residency programme), attesting to the following:
 - i. The applicant's readiness to sit the examination.
 - ii. There is no evidence of misconduct of which the Programme Director is aware that would affect the commitment of the applicant to the constitutional objectives of the ECVIM-CA or the moral or ethical standing of the applicant within the veterinary profession

6.6.2. Repeat examination fees

Each part of the examination that has to be repeated has to be paid in full by 1st December preceding the year of the examination. If the general examination and/or the whole certifying examination are to be repeated then the fee is 100% of the current fees for these examinations. If only one Section of the certifying examination is to be repeated then the fee is 50% of the current certifying examination fee. The fees may be changed at the discretion of the Executive Committee.

6.7. Candidate malpractice

Malpractice is deemed to be those actions and practices, which threaten the integrity of the examination. The following are examples of malpractice by candidates. The list is not exhaustive and other instances of malpractice will, at the discretion of the ECVIM Examination Committees, also be considered:

- Introduction of unauthorised material into the examination room (including but not limited to notes, textbooks or study guides; personal organisers; mobile phones; or other similar electronic devices).
- Obtaining, receiving, exchanging or passing on of examination information by means of talking, written papers/notes, mobile phone or other electronic devices both inside and outside the examination room.
- Attempting to solicit information about the examination from candidates from an earlier time slot.
- Copying from another candidate.
- Collusion.
- Disruptive behaviour in the examination room.
- Failing to abide by the instructions of an invigilator and/or examiners in relation to the examination rules and regulations.
- Impersonation: pretending to be someone else, arranging for a third party to take the candidate's place in an examination.
- Passing or attempting to pass examination material to a third party after the examination.
- Bribing or attempting to bribe an examiner.
- Behaving in such a way as to undermine the integrity of the examination.

6.7.1. Reporting Allegations of Malpractice

Allegations of malpractice can be reported to the Chair of the Examination committee by examiners, invigilators or candidates. The Chair of the Examination committee then needs to inform the Executive committee.

6.7.2. Reporting malpractice during or immediately after the Examination

If malpractice is discovered during or immediately after the examination, a full report must be submitted immediately after the event to the President and College Secretary via the ECVIM secretariat by the Chair of the Examination Committee. In most circumstances, the candidate will be permitted to complete the examination provided that their behaviour causes no disturbance to other candidates and does not jeopardise the security or conduct of the examination, in which case he/she should be removed and their examination terminated.

The candidate will, in all instances, be informed of the nature of the alleged malpractice in front of an independent witness. The candidate should be advised that the matter will be subject to an investigation. Any material illegally introduced into the examination room should be temporarily confiscated (including electronic equipment) and a receipt given. If the candidate refuses to permit the material or equipment to be confiscated, this fact will be recorded.

6.7.3. Reporting malpractice after the Examination

If malpractice is alleged after the examination, full details of the alleged malpractice will be reported to the invigilator or supervising examiner at the examination centre and he/she will be asked to comment in writing on the report which will then be forwarded to the President and College Secretary via the ECVIM secretariat by the Chair of the Examination Committee.

6.7.4. Details to be included in the reporting of malpractice

Reports should include:

- A statement of the facts giving a detailed account of the circumstances and of any investigation carried out.
- A written statement(s) from the invigilators or other staff concerned.
- Any mitigating factors.
- Unauthorised material found in the examination room.
- Any work of the candidate and any associated material or equipment which is relevant to the investigation.

6.7.5. Investigation of Malpractice

If sufficient evidence is gathered to suggest misconduct, the President shall write a letter to the Candidate explaining their concerns and invite the Candidate to respond via a meeting (face-to-face or electronically). The Candidate will have 30 days to respond, otherwise the matter will be referred to the Investigation Committee (IC); see below.

If the President still believes there is evidence of misconduct after the meeting, the matter will be discussed with the Investigation Committee (see below).

The complaint will then be addressed by the Investigation Committee.

6.7.6. Communications to Candidate and Candidate Response

In all cases a candidate accused of malpractice must be sent full details of the allegations and evidence against him/her and be given the opportunity to respond in writing to allegations made. The candidate will be given a period of up to 30 days, following written receipt of the allegations and supporting evidence to reply to the allegations.

6.7.7. Candidate Access to Evidence of Malpractice

The Executive Committee will ensure that individuals subject to an investigation have access to all evidence against them.

6.7.8. Informing the Candidate of Possible Consequences of Misconduct

In following up the receipt of a formal report of allegation of misconduct, the Chair of the Examination committee should write to the candidate to inform him/ her of the possible consequences should malpractice be proven and of the avenues for appealing should a judgment be made against him/her.

6.7.9. Informing the Candidate of Course of Action

Once the candidate's response to the allegation contained in the report has been received, the President, in consultation with the Investigation Committee will consider the case and decide upon a course of action. The Investigation Committee will be composed of the College President, the Chair of the respective Specialty, and the Secretary. The committee will be appropriately balanced and will include a neutral observer. The Investigation Committee will decide on the possible sanctions. This course of action will be communicated to the candidate within 30 days of receipt of their response.

6.7.10. Candidate's Options for Response

In most cases the events will be considered on the basis of documentary evidence alone and candidates will respond to allegations in writing. However, candidates will have the right to appear in front of the Investigation Committee to present their case and in such cases, they will be offered the opportunity to be accompanied or represented by a legal adviser or other representative or supporter.

6.7.11. Sanctions and Penalties Applied Against Candidates

The Investigation Committee will consult with the Executive Committee, and following this consultation may, at their discretion, impose any of the following sanctions and penalties against candidates found guilty of malpractice:

1. Formal warning
2. Result of a part of the exam annulled or withheld
3. All results for exams to date annulled/withheld
4. Barred from entry to examinations for set period
5. Barred from entry to examinations permanently

6.7.12. Communication of the decision

The candidate will be informed of any decision in writing within 14 days after decision has been reached.

6.7.13. Option to Appeal and Appeals procedure

If the complaint is upheld, the Candidate has the right to appeal. If this appeal is unsuccessful, the Candidate has the right to appeal to the EBVS.

7. Professional Misconduct of ECVIM-CA Diplomates

The following information is available within this chapter:

- Definition of professional misconduct
- How it is reported
- How it is investigated
- How a decision is reached
- Penalties
- Right to appeal

7.1. Definition of professional misconduct

The term professional misconduct can be applied to a variety of activities and behaviours. Professional misconduct is any behaviour that negatively impacts the practice of veterinary medicine or impairs a person's ability to practise competently. Examples of what would be considered professional misconduct include but are not limited to:

- Practising without a licence or helping someone else to do so.
- Unethical use of animals
- Falsifying test results.
- Falsifying or falsely amending patient records.
- Failing to follow established standards of practice, regulations, and procedures.
- Failing to report results and/or keep required records.
- Breaching client confidentiality.
- Divulging private information on social media.
- Failing to divulge a criminal conviction.
- Practising under the influence of drugs or alcohol.
- Misrepresentation of credentials.
- Practising under an assumed name.
- Inappropriately behaving while representing the profession in a public venue.
- Verbal, physical, or sexual abuse of a client or colleague.
- Discrimination.
- Stealing
- Refusal to cooperate with the College's rules and regulations.

This list is not exhaustive as potential scenarios of professional misconduct are numerous and varied.

7.2. Complaints against a Diplomat of the College

A complaint against a Diplomat can be made by the College, another Diplomat, a resident, another veterinarian or a member of the public. As mentioned above, complaints can be related to non-professional or unethical conduct or other actions against the best interests of veterinary specialisation.

Complaints should be made to the Executive Committee of the ECVIM-CA.

Procedure if a complaint is received:

The complaint should be referred to the President of the ECVIM-CA via the secretariat. The President and the Secretary will investigate the complaint maintaining confidentiality as far as is possible by ascertaining if there is any objective evidence of misconduct such as:

- Disciplinary proceedings by the professional body in the country where the Diplomat is practising
- Court proceedings.

- Documented serious complaints by members of the public or work colleagues that are being investigated.

If sufficient evidence is gathered to suggest misconduct, the President shall write a letter to the Diplomate explaining the Board's concerns and invite the Diplomate to respond via a meeting (face-to-face or electronically).

If the President still believes there is evidence of misconduct after the meeting, the matter will be discussed with the Investigation Committee (IC) (see below).

The complaint will then be addressed by the Investigation Committee composed of the College President, the Chair of the respective Specialty and the Secretary. The committee will be gender balanced and will include a neutral observer. The Investigation Committee will decide on the possible sanctions, and also the actions required, if any, that a Diplomate could undertake to be relieved of the sanction.

The role of the Investigation Committee will be to:

- Obtain legal or other professional advice if necessary.
- Interview the complainant and any other party involved in the complaint.
- Decide on possible sanctions.
- Inform the Executive Committee of ECVIM-CA.

The Executive Committee will consider the decision of the Investigation Committee and will inform both the candidate and EBVS separately of their decisions and any sanctions.

7.3. Possible sanctions if complaint upheld

The sanctions applied will relate to the severity of the professional misconduct. These can include but are not limited to:

- Formal warning
- Requirement for specific remedial action
- Temporary change from certified to non-certified status
- Permanent change from certified to non-certified status
- Temporary cessation of ECVIM-CA membership
- Permanent cessation of ECVIM-CA membership

7.4. Right to appeal

If the complaint is upheld, the Diplomate has the right to appeal. If this appeal is unsuccessful, the Diplomate has the right to appeal to the EBVS.

8. APPEALS

The following information is available within this chapter:

- **Definition of adverse decisions**
- **Grounds for appeal**
- **Appeal procedure**

8.1. Adverse decisions by the College

Adverse decisions by the ECVIM-CA include, but are not limited to:

- a) denial of approval of a training (residency) programme
- b) denial of adequacy of an individual's credentials
- c) denial of certification of an individual
- d) temporary or permanent suspension of certification
- e) failure of an examination or part of an examination

In the event of an adverse decision by the College, the Secretary of the College shall advise the affected person or the Dean (or other relevant official) of the organisation in which the affected training programme is located, of the procedure for appealing the adverse decision when requested to do so.

8.2. Grounds for an Appeal

The grounds for appeal are very broad but appeals are most likely to be successful when they are made against the 'process' rather than the 'result'. If the ECVIM-CA has not followed its own rules, or the rules are deemed unreasonable, then the appeal stands a good chance of success. If the appeal is against the result, then it is unlikely to be successful. Appeals do not generally provide more information to appellants on the reasons for the College's adverse decision. If appellants wish to know more than they have already been told then they are advised to write to the Secretary who will then pass the request on to the Chairperson of the relevant college committee, including if needed the Executive Committee.

8.3. Initiation of an Appeal

Any individual who or organisation that wishes to appeal a decision made by the ECVIM-CA must do so within a set period after the postmarked date of their notification (or if sent by email the date on which the email was sent).

- An appeal against a decision of denying acceptance of the credentials may be submitted after a minimum of one week and a maximum of three weeks following the official announcement of the decision of denying acceptance of the Credentials of a resident to sit the examination. This is to allow time for resubmission.
- Any other appeal must be made within 90 days of notification.

The request for appeal must be made in writing to the Secretary of the College and shall include a statement of the grounds for reconsideration and documentation in support of the petition. The person who is most directly affected by the decision must make the appeal. Supporting letters from other affected individuals are permissible. All correspondence will be addressed to the main appellant. The College will levy a fee. This fee is currently set at €250. This fee may be returned if the appeal is successful.

8.4. College's procedure following receipt of an Appeal

The College must acknowledge receipt of an Appeal within 10 working days. Following the receipt of an appeal, the Secretary will notify the President of the College and the Chairperson of the relevant College Committee. The President, within 20 working days, must consider whether an

official Appeal is warranted. If a proper Ground for Appeal has been identified, the College will convene an Appeals Committee to consider the Appeal. Within 15 working days of this decision, the College must inform the Appellant whether or not the Notice of Appeal has been accepted as raising an arguable Ground of Appeal, and, if so, of the proposed membership of the Appeals Committee that will consider the Appeal. The Appeals Committee will comprise a minimum of three Diplomates who are not serving as members of the Executive Committee or the Committee whose decision is being questioned, have had no prior involvement with the case, and who have no potential conflict of interest with the Appellant or the Committee whose decision is being questioned. Diplomates from other EBVS Colleges may be asked to take part in an Appeals Committee. The Appellant then has an opportunity to raise concerns or object to the membership of the Appeals Committee. Sufficient evidence of their concerns or objections must be provided. A complete dossier will be provided for Appeals Committee to review containing all the documents supplied by the appellant and the College's reasons for the adverse decision including, where relevant, the examination marks of all the candidates of an examination and the criteria for evaluating candidates' work. All the papers relating to the dispute shall be forwarded to the members of the Appeals Committee within 5 working days of the appointment of the Appeals Committee. The procedure for convening an Appeals Committee to consider the Appeal must be completed no later than 30 days after the date the College has informed the Appellant of the proposed membership of the Appeals Committee.

The Appeals Committee shall meet and make a decision within 60 days of appointment of the Committee. The President of the ECVIM-CA may give an opinion to the members of this Appeal Committee but no other official of the College should do so unless requested by the Appeal Committee. The Appeal Committee will inform the President of their decision and the President will inform the appellant and the relevant Credentials Committee.

8.5 Procedure for an Appeal Process

Appeals will be conducted in all due confidence.

8.5.1. Information: The Appeals Committee can request and be given access to information relevant to its consideration of the Appeal from any relevant party.

8.5.2. Hearing: The Appeals Committee will carefully evaluate the need for a hearing. When an Appeals Committee decides not to hold a hearing in an Appeal regarding an allegation of impropriety against a candidate (or in other matters of similar gravity), reasons for that decision will be given. When a hearing is held, attendees will be given sufficient choice of dates/times to allow them to attend. A hearing must be attended by at least three members of the Appeals Committee. Neither party may be represented by legal counsel, although the provisions of the law in the country where the College is registered must be taken into consideration. Hearings will be conducted in English. The Appellant may be accompanied by an individual ("representative"), who may assist them to present the appeal. The "representative" will not be allowed to participate in answering specific questions but, at the discretion of the Chairperson, may be allowed to provide necessary language translations and may, at the end, be allowed to make a statement on behalf of the Appellant.

8.5.3. Minutes and recordings: A transcript or detailed minutes of the meeting will be kept. An electronic recording may be made with the prior consent of all parties. The minutes and, if applicable, the electronic recording, shall be made available to the meeting's participants on request.

8.5.4. Decisions: The Appeals Committee has the discretion to reject or uphold the appeal according to its independent view of the merits of the Appeal. Where the appeal is upheld, in whole or in part, the Appeals Committee may modify or reverse the previous decision or adjust the sanction. The decision of the Appeals Committee will be reached by a majority vote of the members of the Committee, the Chairperson to have the casting vote if necessary. In communicating the decision of the Appeals Committee, the Chair will give reasons for the decision.

8.5.5. Timelines: The Appeals Committee will deliver its decision on the Appeal to the President within 90 days of the date of receiving all the papers relating to the dispute. The Executive Committee of the College will check that the Appeals Committee has followed the procedures and, if these have been followed correctly, accept their recommendation. The Executive Committee of the College shall communicate the decision, via electronic means and in addition, if there is no satisfactory confirmation of receipt, via registered post, to the Appellant, within 30 days of receipt of the Appeal decision.

8.6. Appellant's recourse if dissatisfied with College's response

After completion of the appropriate procedure by the steps described above, if the affected party is not satisfied with the final decision rendered by the ECVIM-CA Appeals Committee, he/she may request mediation by the official Appeal Committee of the European Board of Veterinary Specialisation. The decision of the EBVS is final.

9. INFORMATION FOR DIPLOMATES

The following information is contained within this chapter:

- Annual fees
- Definition of certified, non-certified and retired Diplomates
- Cessation of registration
- Re-evaluation, including procedures for Diplomates of more than one Speciality
- Contact details for Diplomates
- De-facto Diplomates
- Reciprocal recognition of Diplomates of other colleges, including the ACVIM
- Procedure for ECVIM Diplomates to achieve Diplomat status in another discipline

9.1. MAINTAINING DIPLOMATE STATUS

9.1.1. Annual fees

These are payable (in Euros) each year. Annual fees are due by 1st January of that year, with the annual amount determined by the preceding year's annual general meeting (AGM). Any member who fails to pay the annual fee for two years in succession will have their membership of the College revoked subject to a vote at the AGM.

9.1.2. Certified Diplomat

The definition of "certified" is important as only certified Diplomates are entitled to represent themselves as European Specialists. This is important with respect to the College's role in providing information to consumers on the availability of specialist veterinary services for companion animals (see Chapter 1).

Specific details need to be provided with re-evaluation. To maintain certified status, a person needs to pay the annual fee, be actively practising the speciality for 60% of their time, with a minimum of 24 hours per week (based on a normal working week of 40 hours) over the past five years, and successfully complete the re-evaluation process every 5 years. A certified Diplomat may represent themselves as a European Specialist to members of the public.

9.1.3. Non-certified Diplomat

A Diplomat who is not spending sufficient time working as a clinician within their Speciality maintain active status can become a non-certified Diplomat. They may continue to use the relevant post-nominal letters (DipECVIM-CA) but cannot represent themselves as a European Specialist to members of the public. A non-certified Diplomat must still pay the annual fee. Non-certified Diplomates are valuable and active members of the College and enjoy all the rights of other members with the exceptions that they cannot act as Programme Directors, Resident Supervisors or Resident Advisors.

9.1.4. Retired Diplomat

A retired Diplomat is a person who has declared themselves permanently and irrevocably of non-certified status. This requires notice in writing to the College Secretary and will only come into force after the 31st December of the year of retiring. Retired Diplomates maintain all the privileges of non-certified diplomates, except the right to vote at the AGM or hold office. They are authorized to use the designation: Retired DipECVIM-CA. Once retired, a person cannot convert back to certified or non-certified status.

9.1.5. Voluntary cessation of registration

This requires notice in writing to be received by the College Secretary twelve months prior to the College's Annual General Meeting and will be published at the Annual General Meeting. Conversion back to certified or non-certified status is not possible.

9.2. Re-evaluation

The ECVIM-CA is required by the European Board of Veterinary Specialisation to re-evaluate every Diplomat every 5 years. This process ensures that the College has documentary evidence of the continuing commitment of the Diplomat to maintaining their knowledge and skills.

The process relies on the honesty of the Diplomat; however, the Board of the college reserves the right to require Diplomates to provide documentary proof of their activities that are relevant to re-evaluation and does not have to provide a reason for this request. Random spot checks may be made. Failure to provide the Board with sufficient documents when requested will make the Diplomat liable for cessation of registration. Such Diplomates will then be assigned as non-certified Diplomates.

Re-evaluations should be submitted on the relevant forms that are maintained on the ECVIM-CA website. Sufficient details should be included to allow the college to assess both the breadth and depth of the experience. Diplomates are required by EBVS to show a satisfying degree of activity during the last 5 years to keep their level of competences at a specialist level.

Points for re-evaluation can be obtained by participation in research, educational or service activities and points must be collected in at least 2 of these 3 categories, with no more than 90% of the points being obtained from any single category.

Non-certified Diplomates are not required to re-evaluate every 5 years. It is possible that non-certified Diplomates can return to certified status by:

- Presenting details of their clinical activity in the previous 12 months to the relevant Credentials Committee in order to satisfy that they are actively practising and sufficiently up-to-date.
- Submit a statement to explain their situation and undertakings as well as why a status change back to certified status should be authorized.

The Credentials Committee will decide if the submission of additional documentation, supplementary activity or sitting an examination is required.

Diplomates considering a status change should ideally inform the College about the career break beforehand especially if the break is to be more than 2 years.

9.2.1. Publications

Any paper of which a Diplomat is an author may be included in this section. A maximum of 8 points per paper or 4 points per case report can be applied. If the contribution of the Diplomat is less (e.g. he or she is not the first named or senior (usually second or last author) then the number of points that are awarded by the Diplomat should be reduced according to the contribution. The award of maximum points when the Diplomat is not the first or senior author, is not acceptable without specific justification. A high degree of personal honesty is expected.

9.2.2. Attendance at the Annual General Meeting of ECVIM-CA

EBVS rules state that Diplomates must attend the AGM of their College at least twice in 5 years, unless previous dispensation from the College has been granted.

9.2.3. Congress attendance

Only the ACVIM, ECVIM-CA, ESVONC and ESC annual congresses may be included in the international internal medicine congresses. This is a reflection of their breadth of coverage and quality. Other congresses should be recorded as national congresses.

9.2.4. Membership of committees

Memberships of ECVIM-CA committees (e.g. Education, Examination and Credentials Committees) can be recorded in other activities. Diplomates can be awarded 4 points per year up to a maximum of 20 points in 5 years for committee contribution.

9.2.5. Further information

Inevitably the range of activities of all the Diplomates in the College means that no simple form can cover all eventualities. Diplomates are encouraged to contact the college to discuss their particular situation well in advance of re-evaluation deadlines.

9.2.6. Leave of absence

Over a 5-year re-evaluation period, extensions will be granted for maternity or paternity leave, serious health issues and exceptional circumstances subject to review by the Re-evaluation Committee. However, a Diplomat must have practised the speciality for at least three continuous years or the equivalent of three years during the preceding five-year period.

9.2.7. EBVS Reference letter

For quality assurance purposes, EBVS has stated that two reference letters are a necessary part of the re-evaluation process in order to have third parties attest to a Diplomat's good standing within the profession, and his/ her continued activity in the specialty.

9.2.8. Failure to re-evaluate

Diplomates who fail to accumulate the required number of points for re-evaluation will be given one extra year to accumulate these points. Re-evaluation will next be due five (5) years later. If a diplomate does not succeed in meeting the requirements above, or if for any other reason a Diplomat does not re-certify, they will be removed from the EBVS specialist register, and may use the title of 'Diplomat', but not the title of "EBVS® European Specialist in Veterinary ...". A non-certified Diplomat is not allowed to act as programme director or supervisor.

9.3. Contact details

Diplomates are responsible for maintaining their correct contact details (addresses, telephone numbers etc.) via the College website (www.ecvim-ca.org).

9.4. De Facto Diplomates

During the early years of each specialty within the College a *de facto* procedure is used to develop the college membership. For further information see Chapter 1.

9.5. Diplomates of non-EBVS accredited colleges

The ECVIM-CA and ACVIM recognise each other's qualifications for the purposes of training Residents. The ECVIM-CA also recognises that individuals who are Diplomates of the American College of Veterinary Internal Medicine (DipACVIM) and who are licensed to practise within Europe require the Diploma of the ECVIM-CA in order to practice as European Specialists whilst training Residents. Possession of a DipACVIM is recognised by the ECVIM-CA as part evidence of completion of a training programme and examination process sufficient to satisfy the requirements laid out in Chapter 2, sections 2.3 and 2.5 above. Therefore, the holders of the DipACVIM may apply for membership of the ECVIM-CA providing that they fulfil the requirements laid out in sections 2.1, 2.2 and 2.4 and any other additional training requirements as laid down by the specific specialty. This application should be submitted in electronic form to the Administrative Assistant for eventual evaluation by the relevant Credentials Committee and should include copies of the relevant Diploma and a CV as well as verifiable documents that provide sufficient evidence that

the candidates fulfil sections 2.1, 2.2 and 2.4. Diplomates of other institutions are not so recognised and therefore must undergo an approved or alternative residency programme. Members of the ECVIM-CA who are also Diplomates of the ACVIM are still required to undergo re-evaluation every 5 years (see Chapter 7). It should be emphasised that the principal reason for this recognition of the ACVIM by the ECVIM-CA is the role that ACVIM Diplomates play in the training of Residents. Diplomates who do not regularly attend the ECVIM-CA annual congress or otherwise play a significant role in the affairs of the college may be registered as non-certified by the college and therefore would be unable to supervise Resident training. Diplomates of ACVIM who are not Diplomates of ECVIM-CA may not be Programme Directors or Resident Advisors but may supervise Residents in clinics. A checklist for application is provided on the website and a fee similar to the certifying application fee will be charged.

A Diploma awarded to a Diplomat of a non-EBVS recognised College without sitting ECVIM-CA examinations is not valid when the conditions under which the Diploma was awarded no longer exist.

9.6. Procedure for ECVIM-CA Diplomates to acquire additional recognition in another ECVIM-CA specialty

ECVIM-CA Diplomates who want to acquire additional recognition in another ECVIM-CA specialty will have to apply to the Education Committee of that specialty for an alternative training programme. Evidence of prior training (e.g. clinical rotation in internal medicine, cardiology, or oncology; training in clinical pathology or diagnostic imaging; research; emergency duties; conferences or seminars) may be retrospectively applied. An additional publication in the new specialty or additional presentations may be needed if the specific requirements of that specialty are not yet met. If a publication is pertinent to two disciplines, then it may be used for re-evaluation in both specialties. A full application for the certifying examination is required.

It is important to note that the EBVS does not recognise dual Specialists and therefore a Diplomat cannot be registered as 'certified' in more than one specialism

Diplomates recognised in more than one sub-specialty of ECVIM need only re-evaluate in one chosen specialty but not in both specialties. They should, however, ensure they cite publications in both specialties.