

# **POLICIES AND PROCEDURES OF THE EUROPEAN BOARD OF VETERINARY SPECIALISATION**

**April 2009**

## **PREFACE**

This manual of policies and procedures is designed to improve communications and understanding between the European Board of Veterinary Specialisation (EBVS), veterinary specialty Colleges, private and public veterinary organisations in Europe, and the general public. Specialty Colleges seeking EBVS recognition will be particularly interested.

The Policies section of the Manual includes the current official description of the European Board of Veterinary Specialisation (EBVS) and the guidelines for the establishment, recognition, and supervision of veterinary specialty Colleges.

The procedures section of the manual describes the general operations of the EBVS. This section may be particularly helpful to new members of the EBVS.

Suggestions on how this manual can be improved are solicited by the EBVS.

# **POLICIES OF THE EUROPEAN BOARD OF VETERINARY SPECIALISATION**

## **I. Description of the EBVS**

### **A. Background to the formation of the EBVS**

The European Board of Veterinary Specialisation (EBVS) was formed in 1993 by five speciality groups: the European Society of Veterinary Internal Medicine (ESVIM), the European College of Veterinary Surgeons (ECVS), The European College of Veterinary Dermatology (ECVD), the European College of Veterinary Ophthalmology (ECVO), and the European Association of Veterinary Diagnostic Imaging (EAVDI). The EBVS was initially titled the Interim Board of Veterinary Specialisation (IBVS), but was renamed during the first official meeting of the Board.

The EBVS succeeded a working party that had been set up in 1989 at Harrogate to discuss specialisation in veterinary medicine. The work of this group resulted in the document "Veterinary Specialisation in Europe: Companion Animals", which was published in 1990. This document was adopted by the Advisory Committee on Veterinary Training (ACVT) of the European Community (EC) as a framework for the recognition and registration of veterinary specialists in Europe. Based on the structure described in this document, European veterinary speciality groups, should be governed by two umbrella organisations: the "Board of Veterinary Specialisation (BVS)" and the "Coordinating Committee on Veterinary Specialisation" (CC).

Both the BVS and the CC were supposed to be instituted by the EC, but the EC has not yet set up the structure of these umbrella organisations. The EBVS functions as the Board of Veterinary Specialisation and the European coordinating committee for veterinary training (ECCVT) acts as Co-ordinating Committee on Veterinary Specialisation.

The EBVS is registered by the Chamber of Commerce of Utrecht, the Netherlands as a non-profit organisation. The registration number is V483272.

### **B. Objectives and duties of the EBVS**

1. Recognise and coordinate veterinary speciality Colleges in Europe. (hereafter referred to as "Colleges")
2. Maintain a register of veterinary specialists in Europe.
3. Assure the quality of specialists by monitoring the Colleges and their standards.
4. Encourage and promote the enhanced utilisation and availability of speciality services to the public and the veterinary profession.

To achieve these objectives the EBVS will:

5. Establish and evaluate criteria for determining whether a proposed College fills a recognisable need and represents a distinct area of specialisation in veterinary medicine in Europe. The EBVS also determines whether a sufficient body of qualified and interested specialists exist to form a new College.
6. Furnish advice and assistance to those groups submitting applications for establishment and recognition of Colleges.
7. Review applications to ensure that requirements established by the EBVS for recognition of Colleges are fulfilled.

8. Receive and review annual reports from all Colleges recognised by the EBVS, and evaluate a detailed review of each organisation at five-year intervals.
9. Award the title “European Veterinary Specialist” to Practising Diplomates of recognised Colleges.
10. Function as a mediator in disputes between veterinarians and recognised Colleges.

### **C. Representation on the EBVS**

Membership and voting privileges are accorded to one representative from each of the recognised Colleges. An alternative representative should be designated by each College to attend EBVS meetings if the representative is unavailable. The presence of a College representative or alternative representative at EBVS meetings is mandatory for all Colleges. Each College must have one contact person who acts as liaison between the College and the EBVS and who has the responsibility to distribute documentation received to the relevant persons within their College.

### **D. Observers to the EBVS**

One representative from the European Association of Establishments for Veterinary Education (EAEVE), the Federation of Veterinarians of Europe (FVE) and the American Board of Veterinary Specialisation (ABVS) are invited to attend meetings of the EBVS as non voting delegates at their own expense.

### **E. Appointment and tenure of representatives**

Appointments to EBVS are made by the Colleges represented. Appointments are usually for a maximum of 6 years, beginning at the annual general meeting of the EBVS.

### **F. Organisation and Officers**

The Officers from the Executive Committee of the EBVS are elected annually. The Officers are the President, a Past President, the Vice-President, the Secretary and the Treasurer. The President has no vote within the Annual Meeting and the maximum term of office is two years. The Past President, usually the immediate Past President, succeeds to the past-presidency immediately after his/her term of office as President. The Vice-President performs the duties of the President in his/her absence or inability to serve. The maximum term of office is two years. The maximum term of office of the Secretary and the Treasurer is six years. The Executive Committee reviews policy and procedures, develops recommendations for EBVS review, serves as a long-term strategic planning committee, helps develop the agenda for the Annual General Meeting, and deals with other such matters as are referred to it by the EBVS or the President, between annual meetings.

### **G. EBVS meetings**

The Annual Meeting is held in the spring. An additional meeting may be held each year if necessary. The invitation and relevant documentation for EBVS meetings is distributed to the EBVS members at least 6 weeks before the respective meeting.

Travel expenses of the representatives or the alternative representatives are the responsibility of the Colleges represented on the EBVS. Other expenses, such as the cost of accommodation for meetings and secretarial costs will be covered by the EBVS.

Draft Minutes of an Annual Meeting will be electronically distributed to all College representatives for comments within 30 days of the finish of the annual meeting. An electronic vote on accepting the Minutes will then take place within one month of distribution. All Colleges are obliged to take part in the vote. Failure to do so will incur a penalty of 10% of the value of the following year's invoice. Once accepted, the Minutes will be published on the restricted section of the EBVS website.

## **H. Fees**

- (i) An annual levy, with an additional fee for each Diplomate, will be charged to all Colleges represented on the EBVS to cover the expenses of the Board. This subscription fee is due by April 30 each year and will be subject to annual increases. The minimum increase will be the Belgian inflation figure for the preceding year, as published by Eurostat. This will be announced at the Annual Meeting the year before the increase takes effect. If the subscription fee has not been received by the due date, or if the bank charges are not paid by the College, the treasurer of the EBVS will invoice the College for any additional expenses on the outstanding fee and bank charges at the rate agreed annually by the EBVS. The College will also receive a 10% penalty on the annual fee the following year. No fees are payable for retired diplomates or honorary members.
- (ii) A fee will also be charged for the processing of applications for recognition of new Colleges. This application fee will be set on an annual basis during the Annual Meeting. The invoice for this fee will be sent together with a letter acknowledging receipt of the letter of intent. The letter of acknowledgement explains the appointment of Liaison Officers after payment of application fee. If additional costs for extra meetings have to be made this has to be paid by the applicant College.
- (iii) In case of mediation by the EBVS in a dispute on a complaint against a Diplomate or an adverse decision of a College the party requesting mediation will be responsible for the actual cost of travel, food and lodging for the President or President-elect and the Secretary of the EBVS. A deposit of EURO 1,000 is required to ensure that the expenses will be covered. A fixed fee, available from EBVS, for a mediation request plus the hourly costs of the secretariat in working on the request will be deducted from the EURO 1,000 deposit made. If the appeal decision is made against the College, this College will be responsible for all mediation costs.

## **II. Guidelines for the establishment, recognition and supervision of Colleges**

The Constitution and Bylaws of a College must not be in conflict with the EBVS Policies and Procedures.

Failure of a College to comply with any of the Policies and Procedures of the EBVS may lead to the withdrawal of provisional or full recognition.

### **A. Criteria for Colleges recognised by the EBVS**

To be recognised by the EBVS a College must:

1. Intend to ensure that improved veterinary medical services will be provided to the public.
2. Fill a clearly demonstrable need within the profession.
3. Have a sufficient body of potential Diplomates to form a College.
4. Represent a distinct and identifiable speciality of veterinary medicine that is supported by a base of scientific knowledge and practice.
5. Establish and abide by clearly stated standards for admission to membership.
  - a. The College must only certify veterinarians who have demonstrated fitness and ability to practise the speciality by meeting the established training and/or experience requirements and by attaining acceptable scores on comprehensive examinations administered by the College.
  - b. The College must only examine veterinarians who:
    - i. Are licensed to practise in a European country. Applicants may be relieved from this requirement in exceptional cases.
    - ii. Meet the educational, training, and experience requirements established by the College.
    - iii. Have demonstrated satisfactory moral and ethical standing in the profession.
    - iv. Have met the minimal publication requirements as defined by the College (at least 2 peer reviewed articles in international refereed journals).
    - v. Practice scientific, evidence-based veterinary medicine which complies with animal welfare legislation.
  - c. During the initial phase when the College is being formed it may accept Specialists without examination. These Specialists are designated Founding Diplomates and must meet the following criteria:
    - i. Have at least 10 years experience in the speciality, and have contributed significantly to the development of the speciality by teaching, research, or practice.
    - ii. Have advanced training in the speciality and have demonstrated competency through teaching, research or practice in the speciality to which the individual devotes most of his or her professional time.
    - iii. Be the author of significant publications resulting from research or practice in the speciality.
6. Ensure that all training and/or experience requirements and all prerequisites for examination eligibility are relevant to the assessment of the candidates' qualification.
7. Promptly report to candidates details concerning any deficiencies in credentials or examination results that prevent their certification by the College
  - a. A time limit for such communications must be established and published by the College.
  - b. The results of the examination must be announced to all candidates on the same date.
8. Establish a standard route through education, training, and experience that provides the most time-efficient pathway to qualify for examination. An alternative route must be provided for candidates unable or unwilling to enrol in standard training programmes.
9. Ensure that any specified experience requirement is clearly defined, relevant to the objectives of the speciality, and amenable to evaluation.
10. Establish a formal appeal procedure for candidates in case of an adverse decision by the College. The appeal procedure must appear in the constitution or bylaws of the organisation, and must be made known to all candidates.
11. Encourage special training beyond the professional veterinary degree to enhance the ability of candidates to meet certification requirements and to update the competence of specialists.
12. Only accept candidates that practise the speciality for more than 50 % of their time, based on a normal working week of 40 hours.
13. Only accept candidates that received their veterinary qualification from an EAEVE-approved establishment unless relieved of this obligation by the Education Committee.

14. Establish a standard diplomate recertification procedure for membership of the College. Membership must be evaluated every five years. The College is responsible for this re-evaluation. After re-evaluation the successful Diplomates are registered for another five years in the EBVS Directory. With effect from 2010.
15. Avoid contracts or agreements leading to activities outside the scope of the stated objectives of the College.
16. Notify the EBVS of all changes in the constitution and bylaws at the time of the next annual report. All changes should show previous and newly accepted wording.
17. Assure that the Constitution and Bylaws of the College are in accordance with the Policies and Procedures of the EBVS. If there are differences than precedence goes to the EBVS Policies and Procedures
18. Be legally incorporated as non-profit organisation within a European country.

## **B. Policy on obtaining EBVS recognition as a College**

1. Veterinarians forming a College and seeking EBVS recognition must submit a letter of intent to the EBVS at an early stage. Upon receipt of such a letter of intent:
  - a. An invoice for the application fee will be sent with a letter acknowledging receipt of the letter of intent and explaining that Liaison Officers will be appointed after payment has been made.
  - b. After payment of the application fee the Executive Committee of the EBVS will assign two members of the EBVS to act as Liaison Officers with the group and to advise the group on preparing an application for recognition.
  - c. The Liaison Officers will report annually to the EBVS,, on the progress the group has made towards developing an application for recognition.
2. An application for EBVS recognition of the College must be submitted by the College to the secretary of the EBVS together with the appropriate fee by November 1.
3. All applications will be reviewed by the EBVS Executive Committee before being sent to the members of the EBVS. The Executive Committee will undertake to solicit information and opinion from the profession concerning EBVS recognition of the proposed College.
4. The Executive Committee will review the information and opinions gathered and determine if the application is complete. Once the Executive Committee is satisfied, the application will be forwarded to the full EBVS for comments. The comments are sent to the Liaison officers
5. Two representatives of the applicant College will be invited to attend, at their own expense, the annual meeting of the EBVS at which their application is considered.
6. The EBVS will review the application and the revisions and may suggest appropriate amendments to the representatives of the applicant College.
7. When the material presented is found to meet all of the criteria of the Policies section, part II.A. and II.D., the EBVS will grant provisional recognition. If the review is not favourable, the application is returned to the College with a statement of the deficiencies found.
8. After provisional recognition has been granted by the EBVS, the College must take all necessary steps to complete formalisation of its structure and should function according to its constitution and bylaws. The College organisation may examine and certify candidates, collect dues, send a representative to EBVS meetings, and conduct other business as specified in its constitution and bylaws.
9. After a minimum of four years, but not more than ten years, under provisional recognition, a College must submit to the EBVS a request for full recognition. The application for EBVS full recognition of the College must be submitted by the College to the EBVS Secretariat by November 1. Extensions to the ten year time limit may be granted by the EBVS on a yearly basis and for no longer than 5 years, provided the request is made in writing. If at the end of

this 5-year extension, a full recognition cannot be granted, provisional recognition will be automatically removed. A request for full recognition should be organised in the format described under the guidelines for detailed reviews (See the Procedures section, part B. and Appendix 3), and should indicate that the organisation is fully functional and fulfilling its stated objectives.

10. The EBVS will appoint 2 reviewers following a request for full recognition and these reviewers will make appropriate suggestions to the College concerning any necessary additions or corrections. Reviewers for a full recognition application are normally chosen from among the EBVS Board members representing fully recognised Colleges.
11. If the documentation indicates that the organisation satisfies all of the criteria stated in Section II, part A. and the College is functioning effectively, the EBVS will vote to grant it full recognition.
12. At any point in the review process for recognition of a College as described in the Policies section part II.B.3 through II.B.11, adverse decisions may be made. The College under review will be informed within 30 days of the adverse decision. The College will also be informed of its rights of appeal. Any appeal against an adverse decision will be brought before the full Board.

### **C. Policy on obtaining EBVS recognition of subspecialty within a College**

1. Veterinarians planning the formation of a subspecialty under an existing EBVS recognised College should submit a letter of intent to the EBVS at the earliest opportunity. The representative of the parent College will act as liaison officer with the subspecialty and report to the EBVS on the progress of the subspecialty application for recognition.
2. A subspecialty seeking recognition under the auspices of an existing EBVS recognised College:
  - a. Can be recognised by the EBVS under the policy described in the Policies section part II.B with the following exceptions.
    - i. A subspecialty need not be incorporated separately.
    - ii. A subspecialty is represented on the EBVS by the representative of the parent College.
  - b. Should define an organising committee for the subspecialty, which is limited in number to those essential to conduct the business of the subspecialty and achieve provisional recognition.
  - c. May admit Founding Diplomates, provided that they are members of the subspecialty organising committee. Each Founding Diplomat must have demonstrated competency through teaching, research and practice of the subspecialty and meet the criteria for members of an organising committee as specified in section D. 1.
3. An application for recognition of the subspecialty must be submitted to the EBVS by November 1. The application must include a statement of approval from the parent College. The application will need to contain the same elements as a full application (Section II, part D.)
4. After a subspecialty is fully recognised, its activities are included in reports by its parent College.

### **D. Contents for an application for a new College**

1. A College seeking EBVS recognition should designate an organising committee limited in numbers to those essential to conduct the business of the speciality and to achieve provisional recognition. Members of the organising committee should be veterinarians who meet the following criteria:

- a. Have at least 10 years experience in the specialty, and have contributed significantly to the development of the specialty by teaching, research, or practice.
- b. Have advanced training in the specialty and have demonstrated competency through teaching, research or practice in the specialty, to which the individual devotes most of his or her professional time.
- c. Be the author of significant publications resulting from research or practice in the specialty.
- d. Practise scientific, evidence-based veterinary medicine which complies with animal welfare legislation.

The application must contain a curriculum vitae, following the format of Appendix 4, for each member of the organising committee.

2. There must be documentation that the organisation meets the criteria for Colleges recognised by the EBVS as specified in the Policies section, part II.A. There should be a response and documentation to each item in part A.  
It will also be necessary to provide evidence of a sufficient body of potential Diplomates for the specialty. The organisation must document the number of potential Diplomates available and convince the Board that the specialty will be viable within a reasonable period of time. The organisation must justify its role in fulfilling a recognisable need and demonstrate that its existence is acceptable to the profession and the public. The organisation must identify the base of scientific knowledge and practice that distinguishes it from all existing Colleges. It will be necessary to:
  - i. Define the science.
  - ii. Identify where the science fits in current professional and postgraduate curricula.
  - iii. Describe how Diplomates will be employed.
  - iv. Describe current or proposed training programmes.
3. There should be a description of relations with existing Colleges.
4. There should be a justification for the existence of a new College.
5. A copy of the proposed constitution and bylaws should be submitted, which shall contain:
  - i. The name of the organisation.
  - ii. The incorporation of the organisation.
  - iii. A statement of objectives.
  - iv. A description of membership categories, including duties, privileges, and method of selection for each.
  - v. A description of the bodies of the organisation.
  - vi. Titles, election procedures, and duties of Officers.
  - vii. A description of the scope and nature of certifying examinations.
  - viii. A statement of prerequisites for an approved residency training programme, including education, experience, publications, teaching, research, nature of supervision, and qualifications of supervisors that may be required.
  - ix. A description of the prerequisites for the alternative training programme.
  - x. Cause and procedure for censuring or suspending Diplomates or cancelling certification.
  - xi. Procedures for appeal of adverse decisions.
  - xii. Procedures for conducting business and meetings.
  - xiii. Procedures for amending the constitution and bylaws.
6. There should be a description of how the College plans to organise and initiate its functions, e.g. how examinations will be prepared, administered, and monitored, and how training programmes will be approved and monitored.
7. There should be evidence that facilities and programmes are available for the advanced training of veterinarians that will lead to certification in the specialty. A description of existing educational programmes should be given, including the identification of established postgraduate educational programmes and the number of people in these programmes. The objectives, measures of competence, expected contributions and measurements of the success of such programmes should be determined. Provision of adequate educational

training experience should be documented. Evidence for the continued existence and growth of educational programmes should be provided.

8. There should be a list of current and past Officers of the organising agency, if applicable, and again if applicable, a list of proposed founding Diplomates of the College.
9. If the application is for a subspecialty, the relationship must be explained between the subspecialty and the parent College regarding matters of credentials, titles designation, and examinations required.
10. There should be a description of how the College will perform the re-evaluation process and this should follow the re-evaluation guidelines of the EBVS (see appendix 7).

## **E. Residency Programmes**

1. Colleges requiring residency training for certification eligibility are requested to develop residency programme criteria in sufficient detail, according to a standard format, to enable a candidate, with the assistance of training institutions, to meet the requirements for Diplomate certification in that specialty.
2. A candidate should follow the guidelines of the particular College with which he or she is planning to undertake a programme that will fulfil the requirements for certification in that specialty.
3. A candidate whose circumstances do not permit enrolment in a standard residency programme may submit an alternative program to the College, in conjunction with his/her supervisor, outlining the resources available to them, for advanced study and experience. The alternative programme should be approved by the College before the candidate embarks on it, and the total length of this programme cannot be shorter than the standard residency programme.
4. The programme criteria format for residency programmes will be as follows:
  - i. Requirements for entry to the programme, including internships.
  - ii. Detailed objectives of the programme.
  - iii. Anticipated total time requirements.
  - iv. The minimum requirements for facilities, equipment, and diagnostic laboratory capabilities.
  - v. A synopsis of the number and type of patients that will be required and the emphasis and anticipated (or required) depth of study for each patient.
  - vi. A synopsis of the level and frequency of interactions between the candidate and Diplomate(s) and others deemed necessary for the programme.
  - vii. Study and Education
    - a. Formal course work
      - i. Course description
      - ii. Available locations
      - iii. Importance (essential or recommended)
    - b. Independent study
      - i. Resources required
      - ii. Time
      - iii. Library resources
      - iv. Self assessment
    - c. Other requirements
  - viii. Evaluation of Programme Reports by:
    - a. Candidate
    - b. Supervisor
    - c. Institution
    - d. College

5. Approval of veterinary residency programmes, like the certification of individual specialists, is the responsibility of the recognised College concerned and all residency programmes must be approved by the relevant committee before they start. Recognition of Colleges is the responsibility of the EBVS.

#### **F. Policy on Examination Procedures**

- Before sitting an examination, the candidate's credentials must be evaluated by the credentials committee.
- The examination must be held in the English language. Non-medical dictionaries and/or interpreters may be allowed.
- Confidentiality must be maintained throughout the entire examination.
- The examination may consist of written, oral or practical parts.
- The parts of the examination may be taken separately and do not need to be taken all at the same time.
- It must be made known to the candidates in advance in what way the different parts and levels will be evaluated.
- All parts of the examination must be held at all times under the direct supervision and physical presence of members of the Examination Committee.
- Examination questions must be kept confidential by all Colleges, with the exceptions being the publication of model questions as a guideline to candidates and during an appeal procedure as outlined in a College's Constitution and Bylaws.
- Candidates must be informed that they may apply to retake the examination a maximum of three times and that the examination must be passed within 8 years of the completion of the residency programme.
- Any change in the procedure of the examination should be notified to the EBVS.

#### **G. Policy on the use of non-EBVS recognised Diplomates as residency programme supervisors**

The EBVS accepts that in some European Colleges there is a problem in setting up recognised residency programmes because of a lack of European Diplomates. This is especially true for some of the smaller clinical Colleges. In some cases there are national specialists in that particular speciality, who could be available to fill in this gap. This gap could also be filled in some circumstances by US Diplomates who are resident in Europe, or who may conduct EBVS Colleges approved training programmes in their own country. However, the Policies and Procedures of the EBVS do not allow formal residency-training programmes if they are not supervised by a European Diplomat (Policies and Procedures, Appendix 1: 27: Residency: An approved residency programme must be conducted under the supervision of a Diplomat). In order to help create a sufficient number and distribution of European Diplomates, the EBVS proposes the following:

In principle the use of non-EBVS recognised Diplomates as an approved residency training programme supervisor is not allowed, however, for a transitional period a College may waive this requirement provided:

- That the Committee of the College responsible for the residency programmes approves the CV of the national specialist who is supervising the programme (not only should the person's training and expertise be equivalent to a European Diplomat, but they should also have contributed to the discipline in terms of publications, presentations, etc).

- That the Committee of the College responsible for the residency programmes approves the training programme and ensures that it conforms to the requirements of the College for a specified residency programme in a designated training institute.
- That the programme is co-supervised by a European Diplomat (i.e. they monitor the progress of the candidate with the national specialist to ensure that the training is of an adequate standard throughout)
- That the supervisor should be allowed to sit the College Diplomat examination at the same time as their resident;
- That the intention of the College is for the residency programme to be supervised by a European Diplomat after this transitional period;
- That the College understands why the P&P should be waived in this respect.

After 5 years both the training programme and the supervisors will be re-evaluated. For each residency programme the ultimate goal should be that a European Diplomat would become the programme director and direct supervisor.

To incorporate the above proposal each College that wants to use non-EU Diplomates as residency programme supervisors should change their Constitution or Bylaws or Information Brochure. It is not the intention of the EBVS to force Colleges to incorporate this alteration, just to give them the opportunity to do so if they feel it necessary.

**In respect of national specialists from countries of the EU, this will only apply to those who gained specialist status prior to 2003.**

## **H. Policy on re-registration**

As is stated in the Policies IIA art 13 of the EBVS, a standard procedure has to be established in which the prerequisites for re-evaluation of the Diplomates for membership of the College are described. This re-evaluation has to be done under the responsibility of the College.

This standard procedure will be performed according to a credit point system. In this credit point system the following items can be included:

- publications
- presentations at national congresses or Continuing Education
- presentations at international congresses
- attendance at national or international congresses
- preparing exam questions
- supervision of residents
- membership of Board or College committees

For each item a maximum number of points can be given. A total minimum amount of points has to be collected during a five year period. Each College has its own responsibility in creating such a 100 credit point system, but it has to be sent to and approved by the EBVS.

If a Diplomat does not meet the required number of points, they can be given one year extra in which to achieve this. If they do not succeed, or if any Diplomat does not submit re-evaluation documents, they will be made non-practising Diplomates by their College, removed from the EBVS specialist register, and may only use the title of Diplomat (non-practising) . A non-practising Diplomat seeking to revert to full Diplomat status needs to satisfy the Credential Committee of the College.

The veterinary profession received the prerogative for diagnosis and treatment of animal

diseases based on the assumption that veterinarians are guided by scientific methods. The EBVS therefore only recognises scientific, evidence-based veterinary medicine which complies with animal welfare legislation. Specialists or Colleges who practise or support implausible treatment modalities with no proof of effectiveness run the risk of withdrawal of their specialist status. No credit points can be granted for education or training in these so-called supplementary, complementary and alternative treatment modalities.

## **I. Policy on Non-Europeans**

Colleges should ordinarily restrict membership to those who have a connection to Europe although nationality of an applicant is irrelevant and the credentials of the applicant and their activity in the College are more important than the place of residence. A College should ordinarily require that:

- an applicant be licensed or be eligible to be licensed to practice in a European country;
- all Diplomates attend the College's annual meetings regularly and contribute to the aims of the College.

## **J. Reports of EBVS recognised Colleges**

1. Annual Reports: each recognised College (including those on provisional recognition) is required to make an annual report to the EBVS. A form for the annual report is provided (Appendix 2). Reports are necessary to gather current statistical data and to identify issues and potential problems. Annual Reports are due by January 15.  
If a College submits its annual report after January 15 or does not submit it in the correct form as provided by EBVS, then it will incur a 10% surcharge on its subscription invoice to EBVS.
2. Annual Update Report: Each provisionally recognised College is required to submit an annual 2-page report of its status to the EBVS. Annual Update Reports are due by January 15.
3. Five-year detailed reports: Each College is required to submit a detailed report of its status and activities to the EBVS at five-year intervals following granting of full recognition. The detailed reports must be organised as outlined in Appendix 3. Detailed reports are necessary to gather current information and to assess compliance with the criteria in the Policies section part II.A. Detailed Reports are due by December 15.

## **K. Disciplinary actions by the EBVS**

1. As a result of findings following review of an annual or five-year report of a recognised College, or after appropriate investigation of a complaint by a third party, the EBVS may withdraw recognition of a recognised College. Cause for withdrawal of recognition or change of status shall be failure to meet the criteria listed in the Policies section part A., actions by a College considered detrimental to the veterinary profession or the public interest, or failure to submit written reports when formally requested.
2. The following procedures shall apply in any consideration of disciplinary action by the EBVS:

- a. Notice of the proposed consideration of disciplinary action will be delivered to the President and the Secretary of the recognised College involved not less than 30 days prior to the scheduled annual or extraordinary meeting of the EBVS at which the matter is to be considered. This notice will include a detailed outline of the complaint(s) received or alleged deficiencies.
- b. Two-thirds of the members of the EBVS must be present throughout the meeting where the disciplinary action is to be considered.
- c. Representatives of the College will be given an opportunity to present relevant information and their views on the matter. Travel costs for the representatives of the College other than the representative to the EBVS will be at other than EBVS expense.
- d. In executive session, and in the absence of all representatives of the College, the EBVS will discuss the appropriate action to be taken. Possible actions include:
  - i. Dismissal of the complaint.
  - ii. Warning and advice on remedial measures.
  - iv. Withdrawal of recognition of the College.
- e. Any decision must be approved by a two-thirds majority of the voting members of the EBVS.
- f. Any decision must include a full description of the reason for the action.

## **L. Advertising and Directory Listings**

1. Veterinarians should not in any way imply they are European Veterinary Specialists unless they are certified by the EBVS. Certified specialists may use the title “European Veterinary Specialist in.... (see Appendix 1.13.)” and “Dip. of...” or “Diplomate of ... (the applicable College)”. Diplomates of a College that is no longer recognised by the EBVS will be removed from the EBVS Directory and are not allowed to use the title “European Veterinary Specialist”. (*See Appendix 5 for list of approved titles – no others may be used*).
2. The use of the term “board eligible” or “board qualified”, as an indication of special qualification, is potentially misleading to the public and therefore must not be used in any public communication or other solicitation.
3. Individual Colleges are encouraged to provide guidance to their members in matters pertaining to advertising, directory listing, etc.
4. The use of the European Veterinary Specialist Trade Mark is permitted to Diplomates who are registered as a European Veterinary Specialist for that specialisation by the EBVS, only after reading and acknowledging by signature the content of the Regulations for the EBVS European Veterinary Specialist Logo.
5. Non-practising or retired Diplomates, associate members, and non-Diplomate honorary members are not allowed to use the title or trade mark of European Veterinary Specialist.

# **PROCEDURES OF THE EUROPEAN BOARD OF VETERINARY SPECIALISATION**

## **I. Procedures for EBVS**

### **A. EBVS Meetings**

#### **1. Annual Meeting**

- i. Routinely, EBVS holds one meeting per year at which the representative or designated alternative representative from each EBVS recognised College is in attendance with a maximum of 2 attendees per College.
- iii. A second, extraordinary meeting may be held, but only in exceptional cases.
- iv. Each College that is represented on the Board has one vote.
- v. The quorum required for holding a meeting is two-thirds of the voting members. Voting must be in person. Votes can be yes or no. Members abstaining are considered as having no opinion and are counted as non-voting. Amendments to the constitution require a two-thirds majority of the voting members present. For all other decisions, a simple (absolute) majority of the voting members is sufficient.
- vi. The agenda for the annual meeting will be developed by the EBVS Executive Committee. Normally matters pertaining to the recognition of Colleges, detailed reviews, approval of annual reports can only be acted on at the annual meeting.

#### **2. Executive Committee Meetings**

The Executive Committee may meet at the call of the President between annual meetings.

### **B. Executive Committee**

See Constitution and Policies I.F.

### **C. Other Committees**

#### **1. Nomination Committee:**

A Nomination Committee is elected by the annual meeting. The Nomination Committee consists of two members who are not EBVS officers. The term of office of the Nomination Committee is two years. After a call for nominations, the Committee shall receive from the membership suggestions of members to be elected as officers and shall provide a recommended slate of candidates to the annual meeting. Nominees must be contacted to obtain their consent before final nomination to the Board. The proposal shall be made available to the members at least 30 days before the annual meeting.

#### **2. Auditing Committee:**

Auditors are elected by the Annual Meeting. The Auditors review the EBVS accounts and relevant correspondence once a year and report their findings back to the Annual Meeting. The term of office is 2 years.

#### **3. Appeals Committee:**

The Appeals Committee reviews appeals made against a member of the EBVS Executive Committee and is elected by the annual meeting. The Appeals Committee consists of five members from different Colleges, whose representatives are not EBVS Executive Committee Members. The term of office of the Appeals Committee is two years. The Committee shall

receive details of any complaint made against an EBVS Executive Committee member, it shall contact both parties, review the documentation and present its findings at an extraordinary meeting of the EBVS.

#### **D. Procedure for dealing with complaints against an Executive Committee Member**

Any complaint registered against an EBVS Executive Committee member must be signed by three or more Colleges and sent to the EBVS Secretariat. The complaint will be immediately referred to the Appeals Committee, composed of five non-executive members of EBVS who represent five different Colleges. These representatives cannot be a Diplomate of a College making the complaint. If this occurs then an elected substitute(s) will replace this (these) individual(s). The complaint will be considered by the Appeals Committee for a period of not longer than three months from the date of receipt. The Appeals Committee must:

- a. contact the Officer against whom the complaint has been made with details of the complaint, giving 30 days in which to respond
- b. contact the Colleges making the complaint with the Officer's responses, giving 30 days in which to respond
- c. review all responses within the following 30 days and come to a majority decision. In the event that no decision can be agreed upon, the complaint is automatically settled in favour of the Executive Committee Member.

## **II. Procedures for the establishment, recognition and supervision of Colleges**

### **A. Applications for a new specialty or subspecialty College: review and approval.**

1. Two Liaison Officers are designated by the President to assist the prospective group with their application. Applicant organisations should consult with their liaison representative in the preparation of the application.
2. Prior to submission to the EBVS, the applicant organisation should supply the Liaison Officers with the entire application for their review of the format and content of the application. This should be done in a timely manner to permit the Liaison Officers to review the application, to communicate their comments to those applying, and allow time for revision of the application should that prove necessary. While the applicant organisation is not bound to accept the comments of the Liaison Officers, and the acceptance of any such comments does not ensure that the EBVS will accept the application, it is likely that cooperation at this level will be of benefit to the applicant organisation.
3. Once Liaison Officers request changes, amended documents should be sent back to the Liaison Officers, who should respond to documentation within one month.
4. 30 copies of completed applications must be received by the EBVS not later than 1 November in order to be discussed at the next Annual Meeting.
5. The Liaison Officers will prepare a commentary. The application and the commentary will be distributed to the EBVS. The criteria (see section II. parts A and C of the Policies section of this manual) are the basis for evaluating the application. The commentary is due at the EBVS by February 1.
6. The applicant organisation will receive a copy of the commentary from the EBVS.
7. The Liaison Officers initiate and lead discussions and question the representatives of the applicant organisation at the EBVS meeting.
8. One of the Liaison Officers should be prepared to present a motion to the EBVS concerning the application.

### **B. Applications for full recognition.**

#### **Full Recognition Applications: Review and Approval**

- i. Each College is required to submit a full recognition application between 4 and 10 years after it has received provisional recognition. In exceptional circumstances, applications for full recognition may be delayed 1-5 years after year 10 (see Section B.9 of the Policies). Full recognition applications must be submitted by November 1 in order to be discussed at the next Annual Meeting.
- ii. The President designates two EBVS representatives to review each full recognition application prior to the annual meeting.
- iii. The reviewers prepare a one or two page summary report for distribution to the EBVS. The criteria listed in the Policies section part II.A. are the primary basis for assessment of the completeness, clarity, and adequacy of the application. The summary report is due by February 1.
- iv. The reviewers initiate and lead discussions, and questioning of the representatives of the College under review at the annual Meeting.
- v. One of the reviewers should be prepared to present a motion to EBVS concerning the recognition status of the College concerned.
- vi. A request for full recognition should be organised in the format described under the guidelines for detailed reviews (See the Procedures section, part B. and Appendix 3), and should indicate that the organisation is fully functional and fulfilling its stated objectives.

## C. Residency Programmes

1. The EBVS recommends these guidelines for the approval of residencies by those recognised Colleges that have a residency component in their requirements for certification.

The suggested procedure is as follows:

- i. The College receives (in quadruplicate) a report of self-evaluation from the residency programme director. This report will state the objectives of the residency and describe how the programme meets those objectives and the standards established by the College.
- ii. A residency-approval committee appointed by the College will review the self-evaluation report. Each member of the committee will report in writing to the chairperson of the committee any deficiency found in the report.
- iii. The Chairperson of the committee will write to the dean of the veterinary school or the chief executive officer of any other institution within which the residency programme is being conducted, with a copy to the director of the residency, requesting clarification of any points that are unclear and further information on any apparent deficiencies.
- iv. The committee will meet and consider all the available information about the residency programme, and develop a recommendation for action by the College.
- v. The College will approve or disapprove the residency.

## D. Reports

### 1. Annual Reports: Review and Approval

- i. Annual Report forms are to be received by the EBVS not later than *January 15*. If an Annual Report is received after January 15, the report may not be discussed that year (in which case it will automatically be included in the agenda of the GA of the following year) and the College will receive a 10% penalty fee.
- ii. A compilation of all Annual Reports, including statistical information, is developed prior to the annual meeting of the EBVS and is part of the agenda for that meeting.
- iii. During the annual meeting, the annual report of each recognised College, including those on provisional recognition, is reviewed by the EBVS. Questions are answered or clarifications are provided by the appropriate representatives. Each report is approved or returned to the College for additional information and clarification.
- iv. A copy of the Annual Report Form is contained in Appendix 2 of this manual.
- v. A “tick box” Annual Update must be submitted by provisionally recognised Colleges along with their Annual Report, providing information on issues such as the status of legal incorporation of the College, the functioning of the various committees, the setting up of residency programmes and the organisation of examinations.

### 2. Detailed Reports: Review and Approval

- i. Each College is required to submit a detailed report of its status and activities to the EBVS at five-year intervals. The EBVS reminds each organisation of its pending detailed review at least six months before it is due. Detailed reports must be submitted by December 15.

- ii. The President designates two EBVS Board members to review each five-year detailed report prior to the annual meeting. Reviewers for a detailed report are normally chosen from among the EBVS Board members representing fully recognised Colleges.
- iii. The reviewers prepare a one or two page summary report for distribution to the EBVS. The criteria listed in the Policies section part II.A. are the primary basis for assessment of the completeness, clarity, and adequacy of the report. The summary report is due by February 1.
- iv. The reviewers initiate and lead discussions, as well as question the representatives of the College under review at the annual meeting.
- v. One of the reviewers should be prepared to present a motion to EBVS concerning the future recognition status of the College concerned.
- vi. An outline format for five-year detailed reports is contained in Appendix 3 of this manual.

## **E. Appeals Procedures**

Each EBVS recognised College must have a published procedure to ensure due process for appeal of adverse decisions.

The specific format of an acceptable appeal procedure is to be determined by the College. The EBVS provides the following suggested format for consideration:

### Suggested Appeal Procedure

Procedure for appeal of adverse decision by a College

Adverse decisions by the College may include, but are not limited to:

- Denial of certification of an individual.
- Denial of adequacy of credentials.
- Denial of approval of a residency programme.
- Suspension of certification.

In the event of an adverse decision by the College, the College shall advise the affected person or the dean of the veterinary school in which the affected residency programme is located, of the procedure for appealing against the adverse decision. An affected party desiring to appeal against the College's adverse decision must adhere to the following procedure:

1. Grounds for reconsideration or review: The affected party may petition for reconsideration or review of the College's decision on the grounds that the College has ruled erroneously by:
  - a. Disregarding the established College criteria for certification or approval
  - b. Failing to follow its stated procedures; or
  - c. Failing to consider relevant evidence and documentation presented.
2. Application for reconsideration:
  - a. An affected party may, at his or her option, petition the College to reconsider its decision by filing with the College a written petition for reconsideration which shall include a statement of the grounds for reconsideration and documentation, if any, in support of the petition.
  - b. Such petition must be received in the College office within 90 days of the date the College announces its adverse decision.
  - c. The affected party may, at the discretion of the College, be invited to appear at the next regular meeting of the governing board of the College.
  - d. The College will meet in executive session to reach a final decision. This decision will be delivered in writing by registered post to the affected person or veterinary school not more than 30 days after it is made. The recommended appeal procedure for the College allows 60 days for the Appeal Committee to return their verdict.
  - e. Upon completion of steps (a) through (d) above, if the affected party is not satisfied with the final decision, he or she may request mediation by the EBVS. A 1,000 EURO deposit must

accompany the request to ensure that expenses of the mediator will be covered. A fixed fee, available from EBVS, for a mediation request plus the hourly costs of the secretariat in working on the request will be deducted from the 1000 EURO deposit made.

- f. The president of the EBVS may call a meeting of the parties in dispute or their representatives. The place of the meeting will be determined by the EBVS and the meeting will be chaired by the president of the EBVS. The parties in dispute will be at other than EBVS expense.
- g. Changes in appeal procedures should be reported to the EBVS in response to the Annual Report.
- h. The appeal procedure must be a part of the constitution or the bylaws of the College.
- i. Recognised Colleges are responsible for the full implementation of their appeal procedures to ensure due process. These procedures and decisions should be fair and reasonable for all parties, in keeping with the objectives of the Colleges and the goals of EBVS.

## **F. Complaints against a Diplomat of a College**

When a professional complaint is registered against a Diplomat of a College, the complaint will be referred to the secretary of the appropriate College, and the person making the complaint will be notified of such referral. The complaint will be considered by the governing Board or appropriate committee of that College. The College will respond directly to the person issuing the complaint, with a copy of the response sent to the EBVS. A tally of the number of complaints will be a part of the annual report of the College. Only those grievances not resolved by the College will be considered through the EBVS appeals procedure.

## **G. EBVS Mediation and Appeal meeting procedures and implementation**

1. In situations where an appeal against an adverse decision by a College has not been resolved by the procedures detailed in sections E and F of this document, the matter may be referred to the EBVS, by either the affected party or the College concerned, for initial **Mediation** and, if mediation is unable to achieve resolution of the dispute, **Appeal**.
2. **Mediation** is the process of intervention by EBVS between the parties involved in dispute to bring about agreement. The outcome of mediation is therefore resolution of the dispute by reconciliation and agreement of the parties involved in the dispute. The role of EBVS is to act as the mediator and serve as the medium by which the two parties reach agreement through discussion.
3. **Appeal** to EBVS is the process that may be followed if mediation through EBVS mediation is unable to reach resolution of the dispute. An appeal is the process of making an application to EBVS for EBVS to review the case, reach a decision and make a ruling on the case. The outcome of an appeal is therefore a final judgment on the case by EBVS. The role of EBVS is to act as arbiter.
4. Parties wishing to refer a dispute to EBVS for mediation should submit a request to the EBVS Secretariat who will act as the coordinator of the mediation process.
5. The matter will be referred to a Mediation Panel which shall be appointed by the Executive Committee of the EBVS and shall be made up of Board Members of EBVS who shall not be serving members of the Executive Committee. The Mediation Panel shall consist of three members, one of whom shall act as Chair. No members of the Mediation Panel should be Diplomates, or hold any other category of membership, of the College involved in the dispute.
6. The Chair and members of the Mediation Panel, having received the papers relating to the dispute from the EBVS Secretariat, shall review the case, request further information (if

- required), and reply to both parties in writing with a proposed resolution of the dispute within 60 days of receipt of the request for mediation by the Secretariat.
7. Both parties must reply to the Chair of the EBVS Mediation Panel, via the Secretariat, to indicate whether the proposed resolution of the dispute is acceptable within 60 days of receipt of the letter from the EBVS Mediation Panel. If both parties do not agree to the proposed resolution, the Chair of the Mediation Panel may request a mediation meeting between the parties in dispute and the Mediation Panel at a location determined by the Mediation Panel at a mutually agreed date and time. Alternatively, either of the parties involved in the dispute may make a request to the Chair of the Mediation Panel that the dispute be referred directly to the EBVS for appeal. The Chair of the Mediation Panel shall have the final decision in this matter.
  8. The Chair of the Mediation Panel will conduct the mediation meeting. The meeting shall be attended by the Chair and two members of the Mediation Panel and a maximum of two representatives of each party in dispute. Neither party will be represented by legal counsel. Detailed minutes of the meeting will be kept by the EBVS Secretariat. An audiotape record may be made with the prior consent of all parties. The minutes and audiotape, if recorded, shall be made available to the meeting's participants on request.
  9. Each party in the dispute will have up to one hour to present its position at the mediation meeting. General discussion, questions, clarification, and eventually a search for an agreement between the two parties will follow. The meeting will be concluded not later than two hours after the general discussion has begun. The total length of the meeting shall therefore not exceed four hours.
  10. If it has not been possible to reach an agreement between the two parties at the mediation process the dispute will be referred by the Chair of the Mediation Panel, through the EBVS Secretariat, to the EBVS Executive Committee for appeal and a final judgment.
  11. The Executive Committee of the EBVS shall review the case and communicate its decision within 60 days of receipt of the request for an appeal. The Secretariat shall supply the Executive Committee with all papers relating to the dispute and, if a mediation meeting took place, the minutes of that meeting. The President of the EBVS will conduct the appeal unless the dispute involves his or her College, in which case the meeting will be conducted by the Vice-President. The President, or Vice-President, shall continue to conduct the appeal in the event that their term of office has come to an end, provided that they are still members of the EBVS Board. The President of the EBVS (or Vice-President if conducting the appeal in the place of the President) shall normally conduct the appeal via correspondence between the Executive Committee but shall have the discretion to conduct the appeal via correspondence and a meeting of not less than three members of the Executive Committee, including the President/Vice-President, if deemed necessary to reach a final decision.
  12. The decision of the EBVS Executive Committee in relation to the appeal is final and shall be the final judgment on the case.
  13. The EBVS shall not be responsible for any of the costs incurred in the mediation or appeal processes. All costs, including travel and subsistence, incurred by the parties in dispute are entirely the responsibilities of those parties. Any expense-sharing agreement between the parties will be independent of the EBVS. All administrative costs incurred by the EBVS in the mediation process must be met equally by the parties requesting mediation; if the case goes to appeal, all administrative costs incurred by the EBVS in the appeal process must be met by the losing party. A EURO 1,000 deposit (EURO 500 from each party) must accompany the initial mediation request to act as security against expenses incurred by EBVS during the mediation and appeal processes. Fixed fees, available from EBVS, for the mediation process, plus hourly charges for the Secretariat's time in working on the mediation procedures will be deducted from the EURO 1000 deposit made. If a Mediation Meeting is held the costs of travel and subsistence for the members of the Mediation Panel shall be the equal responsibility of the two parties in dispute. If mediation is successful, any remaining deposit will be divided equally and returned to the two parties in dispute. If mediation is

unsuccessful and the case is referred to appeal by the Chair of the Mediation Panel, further fixed fees, available from EBVS, for the appeal process plus hourly charges for the Secretariat's time in working on the appeal procedure shall be paid by the party which loses the appeal and shall be deducted from the losing party's share of the EURO 1000 deposit. If the President or Vice President of the Executive Committee decides that it is necessary to convene an Appeal Meeting in order to reach a final decision on the case, the travel and subsistence costs of the Executive Committee members attending that meeting shall be met by the losing party.

## **H. EBVS Directory Listing**

- 1) Each year the secretaries of EBVS recognised Colleges are required to update the information to be included in the EBVS Directory. It should be submitted to the EBVS office in an approved format as soon as possible after an Annual Meeting and a change of College officers and in all cases, must be submitted before 15 January.
- 2) These listings include:
  - i. Name of College
  - ii. Name and address, telephone, e-mail address and fax numbers of the College Officers and the EBVS representative and alternate representative
  - iii. Any changes in the Constitution & bylaws
- 3) A listing of Diplomates, honorary members and associate members including:
  - i. Name
  - ii. Business address
  - iii. Diploma or membership title
  - iv. Current Status (retired, active or non-practising) and area of employment
  - v. Specialist title and area(s) of special expertise (see Appendix 5)
- 4) If the deadline for the annual report is not met then the College will be subject to a penalty of an additional 10% on their annual subscription invoice. Every effort should be made to ensure that current and accurate information is provided.
- 5) The EBVS will maintain a register of European Veterinary Specialists. Only titles approved by the EBVS may be used (see Appendix 5). The information supplied for the EBVS Directory will be used to keep this list up to date.
- 6) The EBVS will maintain a register of all Diplomates and Associate and Honorary Members from EBVS Colleges. The information supplied for the EBVS Directory will be used to keep this list up to date.
- 7) Advertising of specialties. EBVS will maintain a website on the www. This will display in general
  - i. Name & business address of specialist
  - ii. Specialist title
  - iii. Area of special interest
  - iv. Name of CollegeHowever, an individual specialist may decide on how they want to be listed on the EBVS website.

## APPENDIX 1

### Definitions of terms applied to veterinary specialisation

1. Academy - An exclusive body of learned persons having promotion of scholarship as a chief objective. Membership is based on scientific or scholastic achievement or interest. An academy ordinarily has no examining or certifying function.
2. Affiliate - An affiliate College is the structure in which the subspecialty Diplomate is organised, which is part of the parent College. An affiliate establishes standards, examines and certifies specialists in a subspecialty, and reports to the EBVS through, and in compliance with the constitution and bylaws of the recognised College of which it is a part. The recognised College is referred to as the parent organisation.
3. Alternate qualifying route - An alternate to a standard residency or degree programme for obtaining knowledge and experience which enables one to qualify for certification examination in a specialty. The total length of this programme cannot be shorter than a standard residency programme. An alternate route programme has to be approved by the College in advance.
4. Area of interest/expertise- A subject designated by the Diplomate of a College which the Diplomate has included in the Registry to inform the public of his/her special interest or area of competence. See Appendix 6.
5. Associate Members - Scientists who have contributed significantly to research in veterinary medicine can become Associate Members of a College. Admission criteria for Associate Members are defined by the Board of the College. These criteria have to ascertain that only scientists of international repute who are active in the field covered by the respective College are admitted as Associate Members.
  - a) Associate Members are not conferred any diplomas and are not entitled to use the designation of Diplomate.
  - b) Associate Members are encouraged to participate in the training of residents together with Diplomates of the respective College. Associate Members are not entitled to act as resident supervisors without a Diplomate responsible for the training programme,
  - c) Associate Members are not allowed to hold office within the College or to vote at the Annual Business Meeting. They can be co-opted to College committees as advisors.
  - d) Associate Members are encouraged to participate in scientific meetings and workshops organised by the College.
  - e) Associate Members are not allowed to advertise their title.
6. Founding Diplomate - A Diplomate who is not required to submit to examination. Founding diplomate status may be granted to a small number of individuals at the time a specialty College is established. This distinction should be reserved for only the most distinguished and experienced members of the field. A Founding Diplomate must:
  - a. Be a member of the organising committee.
  - b. Have achieved distinction in the field, and have qualifications far exceeding those proposed as necessary for candidates to take the certifying examination of the organisation.
  - c. Be recognised as a qualified specialist by peers, and
    - i. Have at least ten years experience in the specialty and by teaching, research, or practice have contributed significantly to the development of the specialty, or
    - ii. Have advanced training (PhD or equivalent) in the specialty; have demonstrated competency through teaching, research of practice in the specialty to which the individual devotes most of his or her professional time, and
    - iii. Be an author of significant publications resulting from research or practice in the specialty.

7. College - An organisation of veterinarians that has as its objectives the establishment of standards for the education and experience necessary for qualification as a specialist, and the examination and certification of veterinarians in the specialty.
8. De facto-recognised Specialist - A Founding Diplomate appointed by the Invited Specialists. De Facto-recognised Specialists are not required to submit to examination to become a Diplomate. The fact recognition is possible up to five years after the EBVS has granted provisional recognition. To be appointed one must:
  - a. Have at least seven years of experience in the specialty.
  - b. Spend at least 60 per cent of his or her time in the specialty.
  - c. Have published at least three original articles in refereed journals as first author and at least three additional articles as co-author excluding reviews and proceedings abstracts.
9. Degree Programme - A degree programme is an educational programme, which may or may not be combined with residency training that leads to MS, PhD, or an equivalent degree.
10. Diplomate - A veterinarian who is certified as a specialist in a particular discipline by one of the certifying organisations recognised by the EBVS.
11. Discipline - A field of study or expertise, definable as a distinct area of veterinary medicine.
12. European Veterinary Specialist - Title awarded by the EBVS to Diplomates of recognised Colleges. Indicates the specialty within a College's jurisdiction in which the specialist is designated a specialist. Registration as a European Veterinary Specialist is limited to one specialty from the EBVS, however, diplomate status at more than one College is allowed. See Appendix 5 for approved titles.
13. European Veterinary Specialists Register - Register of European Veterinary Specialists of recognised specialty Colleges maintained by the EBVS. See Appendix 6.
14. Expertise - an area of special competence/expertise within a Specialty which the Diplomate can have placed in the Registry Part 2 to inform the public of the availability of the Diplomate for consultation in this area. Examples are: Zoological medicine/marine mammals; Small animal medicine /genetic diseases of dogs; Toxicology/rat liver pathology. See Appendix 6.
15. Fellow - A member of a literary, learned, or scientific society.
16. Full recognition - A classification assigned to a College that meets or exceeds all of the established criteria.
17. Honorary Member - A status conferred to a person who has made an exceptional contribution to the specialty. A nomination for Honorary Member status requires the proposal of two Diplomates in good standing and an election with a two-thirds majority at an Annual General Meeting. A College can have up to 5% of its membership composed of Honorary Members.
18. Internship - An internship shall be a minimum of a one year term of flexible rotating clinical training in veterinary medicine beyond the professional degree. It provides 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 within one of the major divisions of veterinary medicine. This year of comprehensive broad postgraduate training and experience prepares a veterinarian for high-quality service in practice or for a decision on an area of specialisation. It is important that an internship be truly a rotation, involving a wide range of clinical activities. It should be conceived as a training programme for the intern rather than a service benefit for the clinic.
19. Invited Specialist - A founding Diplomate who is not required to submit to examination to become a Diplomate. Invited Specialist status is only granted to a small number of individuals at the time the College is being established. The honour is reserved for only

the most distinguished and experienced veterinarians in the specialty. To comply Invited Specialists must:

- a. Be initiators in their field.
  - b. Have achieved distinction in their field.
  - c. Have contributed significantly to the development of the specialty by research, publications and lectures.
  - d. Have at least 10 years of experience in the specialty.
  - e. Spend at least 75 per cent of their time in the specialty, based on a normal working week of 40 hours.
  - f. Be uncontroversial to the majority of the membership
  - g. Be practising in Europe.
20. Non-Practising Diplomat - A diplomat who (i) has not practised the specialty for two continuous years or the equivalent of two years during the previous five years, (ii) or has not fulfilled the requirements for the re-evaluation procedure, (iii) or has not attended an Annual General Meeting for three years without previous dispensation from the College. A non-practising Diplomat is not allowed to use the title European Specialist nor Diplomat but may use the title Diplomat (non-practising). A non-practising Diplomat seeking to revert to full diplomat status needs to satisfy the Credential Committee of the College.
22. Provisional Recognition - A classification assigned to a new organisation that has not been in existence for more than ten years, and has not applied for full recognition and/or has not met all the criteria pertaining to complete formalisation of its structure and objectives. In exceptional circumstances, provisional recognition can be extended for 1 to 5-year period, subject to a yearly written request and approval by the EBVS.
23. Recognised College - An organisation that has been recognised by the EBVS to establish standards for a specialty and certify veterinarians who meet those standards.
24. Re-evaluation – Each Diplomat will have to be re-evaluated by their College every five years, starting 5 years after they first became a Diplomat. In order to obtain re-registration they will have to fulfil the requirement of practising the specialty for more than 50% of their time, based on a normal working week of 40 hours, and the requirements of the standard procedure according to a credit point system as described in the Policies and Procedures under II.H.
25. Residency - A residency shall be advanced training in a specialty of veterinary medicine which may or may not lead to certification by the College. Colleges establish guidelines for those residencies that are approved as appropriate training for candidates seeking specialty certification. An approved residency programme must be conducted under the supervision of a Diplomat. A residency is usually narrowly confined to a specific discipline. Residents are often involved, as lecturers or instructors, in the professional instructional efforts of a College. A residency may in some instances be related to an advanced degree programme. The minimal length of a residency programme is 2,5 years,
26. Retired Diplomat - A Diplomat who is permanently and irrevocably of non-practising status. A Retired Diplomat is not allowed to use the title European Specialist nor Diplomat but may use the title Diplomat (Retired).
27. Society - An organisation of veterinarians and others having a common interest in a discipline of veterinary medicine. A Society usually has as its objective the encouragement of scholarship, through educational programmes, among those interested in the discipline. A Society is not a specialty certifying organisation.
28. Specialty
- a. System Specialty - A field that has its primary emphasis on a specific organ or body system within veterinary medicine, e.g. Ophthalmology or Neurology. This field may involve different species, and may involve different medicine and/or surgical

- disciplines within the representative body system or organ which is the primary area of specialisation.
- b. Discipline Specialty - A field that has its primary emphasis on a particular discipline within veterinary medicine, e.g. Surgery, Pathology, Preventive Medicine and Public Health. This field may involve different species, and may involve different body systems or organs within the representative discipline which is the primary area of specialisation.
  - c. Species Specialty - A field that has its primary emphasis on a particular species or group within a species of veterinary medicine, e.g. Laboratory Animal Medicine Avian Medicine and Surgery or Bovine Health Management.
29. Specialist - See §12.
30. Standard Residency or Route - The minimum and most time efficient education and/or training under appropriate supervision that will qualify a candidate for examination. Any experience requirements must be clearly defined, relevant to the objectives of the specialty and amenable to evaluation.
31. Subspecialty - Defines the area within a Specialty in which a specialist works and which is recognised as such by the EBVS.
32. Waiting Period - A waiting period is defined as a period of time between completion of a standard residency or alternate route of training and candidate eligibility to sit for the certifying examination that cannot be justified as necessary and relevant to the objectives of the College. A waiting period is not allowed by the EBVS.

## APPENDIX 2

**Annual Report (submitted via www.ebvs.org)**

**CONFIDENTIAL**

- |  |           |
|--|-----------|
| 1. Specialist College  | Automatic |
| Year of provisional recognition  | Automatic |
| Year of full recognition   | Automatic |
| 2. Month of annual meeting.<br>(where new officers are elected and new Diplomates announced) |           |

### **Information About Diplomates**

- |  |           |
|--|-----------|
| 3. Number of Active Diplomates at the start of 2008. | Automatic |
| Change in number of active Diplomates:               | Added     |
|  | Lost      |

Number of active Diplomates at the end of 2008.

- |  |                |
|--|----------------|
| 4. Number of non-practising or retired Diplomates: | Non-practising |
|  | Retired        |
|  | Total          |

- |                                   |           |
|-----------------------------------|-----------|
| 5. Total number of all Diplomates | Automatic |
|-----------------------------------|-----------|

6. Total number of Diplomates by College exam:  
Total number of Diplomates by de facto recognition (including Founding Diplomates and Invited Specialists) :  
Total number of Diplomates accepted due to national standing and equivalent qualifications:

- |   |                  |
|---|------------------|
| 7. Number of Honorary members               |                  |
| 8. Number of Associate members              |                  |
| 9. Number of active Diplomates employed in: | Academia         |
|   | Industry         |
|   | Government       |
|   | Private Practice |

- |  |                             |
|--|-----------------------------|
| 10. Diplomates Re-Evaluated in the year 2008 | Total Number                |
|  | Number Passed               |
|  | Percentage Passed Automatic |

### **College Information**

#### **11. STANDARD RESIDENCY CANDIDATES**

a. Number of STANDARD RESIDENCY candidates examined this year:

	Number Examined or Reviewed	Number Accepted or Passed	Percent Accepted or Passed
Credentials (Exam)			Automatic
Exam - written			Automatic
Exam - oral			Automatic
Exam - practical			Automatic

b. How many STANDARD RESIDENCY candidates passed at their first attempt?:

Written  
  
Oral  
Practical

c. How many STANDARD RESIDENCY candidates passed all sections of the exam at the first attempt?

## 12. ALTERNATIVE RESIDENCY CANDIDATES

a. Number of ALTERNATIVE RESIDENCY candidates examined this year:

	Number Examined or Reviewed	Number Accepted or Passed	Percent Accepted or Passed
Credentials (Exam)			Automatic
Exam - written			Automatic
Exam - oral			Automatic
Exam - practical			Automatic

b. How many ALTERNATIVE RESIDENCY candidates passed at their first attempt?:

Written  
  
Oral  
Practical

c. How many STANDARD RESIDENCY candidates passed all sections of the exam at the first attempt?

13. If your procedures are not adequately reflected, please attach a separate sheet.

Optional

14. How many residency programmes are available in your specialism?

How many individuals follow these programmes?

How many individuals are involved in alternative programmes?

15. Have there been any changes in your constitution or

Default 'no'

bylaws this year?

If yes, please provide a copy in which the changes are clearly marked.

16. Have there been any complaints against Diplomates of your College?

Default 'no'

If yes, please provide details in a separate document.

17. Have there been any appeals made against College decisions?

Default 'no'

If yes, please provide details in a separate document.

18. Is the information provided in the EBVS Directory concerning your College correct?

Default 'yes'

If no, please provide a document containing the corrections.

19. Please record below any notable events of the past year

20. Problems perceived or anticipated by your College regarding veterinary specialisation now, or in the future:

21. Please attach a list of your current officers.

Obligatory

22. Please provide a list of Diplomates/Honorary members/Associate members and their contact details in the approved spreadsheet format.

Obligatory

23. Name of your EBVS representative for the next EBVS AGM

Name

Email

College position:

## APPENDIX 3

### Detailed Report

- A. History and progress of the Speciality College
  - 1. Summarise the history of the College
  - 2. State how the specialty organisation:
    - a. Assures improved veterinary medical services to the public.
    - b. Continues to fill a clearly demonstrable need within the profession
    - c. Represents a distinct and identifiable specialty of veterinary medicine.
  - 3. Other aspects of the history and progress of the College
- B. Candidate education, qualification, and evaluation
  - 1. Describe the critical standards for admission to membership including:
    - a. Education, training, and/or experience
    - b. The standard residency or route for qualification
    - c. Alternate route for qualification
    - d. Required publications
    - e. A summary of credentials that have led to denial of qualification for examination
    - f. How unsuccessful candidates are advised of deficiencies
    - g. The time limit for notifying candidates of the acceptance or denial of credentials of qualification for examination
    - h. Other guidelines used to assess candidate qualifications
  - 2. Describe the educational programmes available to potential candidates and indicate how these activities are supported and encouraged by the organisation.
  - 3. Examination Procedures and Policies
    - a. Describe the nature and the scope of the examination(s)
    - b. Describe how you assure that the examination questions reflect the professional activities expected of Diplomates
    - c. Describe how examination questions are developed, reviewed, graded, and evaluated.
    - d. Indicate if and how consultative resources are utilised.
    - e. Describe the procedure used for establishing the pass point.
    - g. List the primary reasons why candidates fail
    - h. List the time limit (in days) for reporting scores to candidates after the examination is administered.
    - i. If you use oral examinations, describe how they are structured and evaluated, and how you strive to avoid unfairness or personality conflicts.
    - j. Describe how unsuccessful candidates are advised of deficiencies on examination.
    - k. Describe other relevant aspects of your testing programme.
  - 4. Appeal procedures
    - a. Include the formal appeal procedure used for candidates who received adverse decisions.
    - b. Include a complete application packet as it is sent to prospective Diplomates.
    - c. Include up to three examples of correspondence to and from unsuccessful candidates or applicants.
- C. Statement concerning incorporation and liability insurance.
- D. Current employment distribution of Diplomates.
- E. Major changes in concepts or policies in the last five years.
- F. Problems perceived and proposed solutions.
- G. Describe any activities outside the scope of the stated objectives of the College, including contracts and agreements.
- H. Future plans.

- I. Reactions of the profession and the public to the College.
- J. Financial report.
- K. Copy with current constitution and bylaws, with noted changes, if any, since the last annual report.

Please return detailed reports by December 15 to:

European Board of Veterinary Specialisation  
Avenue du Guéret 1  
B - 1300 Limal

*The EBVS will remind each College when this report is due. The first will be due five years after the date that the College successfully applied for full recognition.*

## APPENDIX 4

### Model CV for members of an Organising Committee

Name  
Address  
Date of Birth  
Education  
Colleges  
Dates  
Degrees  
Professional Activities  
Scientific Organisations  
Honours  
Professional  
Public Service  
Bibliography  
Most relevant (not to exceed one page)

## APPENDIX 5

### European Veterinary Specialist Titles

#### I. List of approved titles

College	Specialist titles
ECAMS	European Veterinary Specialist in Avian Medicine and Surgery
ECAR	European Veterinary Specialist in Animal Reproduction
ECBHM	European Veterinary Specialist in Bovine Health Management
ECEIM	European Veterinary Specialist in Equine Internal Medicine
ECLAM	European Veterinary Specialist in Laboratory Animal Medicine
ECPHM	European Veterinary Specialist in Porcine Health Management
ECPVS	European Veterinary Specialist in Poultry Veterinary Science
ECSRHM	European Veterinary Specialist in Small Ruminant Health Management
ECVAA	European Veterinary Specialist in Anaesthesia and Analgesia
ECVBM-CA	European Veterinary Specialist in Behavioural Medicine (Companion Animals)
ECVCN	European Veterinary Specialist in Comparative Nutrition
ECVCP	European Veterinary Specialist in Clinical Pathology
ECVD	European Veterinary Specialist in Dermatology
ECVDI	European Veterinary Specialist in Diagnostic Imaging
ECVIM-CA	European Veterinary Specialist in Small Animal Internal Medicine
	European Veterinary Specialist in Small Animal Cardiology
	European Veterinary Specialist in Small Animal Oncology
ECVN	European Veterinary Specialist in Neurology
ECVO	European Veterinary Specialist in Ophthalmology
ECVS	European Veterinary Specialist in Small Animal Surgery
	European Veterinary Specialist in Large Animal Surgery (Equine)
	European Veterinary Specialist in Large Animal Surgery (Food animals)
ECVP	European Veterinary Specialist in Pathology
ECVPH	European Veterinary Specialist in Population Medicine
	European Veterinary Specialist in Food Science
ECVPT	European Veterinary Specialist in Pharmacology and Toxicology
	European Veterinary Specialist in Pharmacology
	European Veterinary Specialist in Toxicology
EVDC	European Veterinary Specialist in Dentistry
EVPC	European Veterinary Specialist in Parasitology

#### II Register held on EBVS Website

Name & business address of Specialist	Part 1 Specialist title	Part 2 Area of special expertise	Part 3 Name of College
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## **APPENDIX 6**

Representatives on the EBVS 2009 (College officers) may be found on the EBVS website

## APPENDIX 7

### Guideline figures for re-evaluation

	LOW	HIGH	MEDIAN		MEAN	STDEV
<b><u>Publications or published works</u></b>						
Scientific papers /international journal/ first author or last author	8	25	10	10	12.44	6.45
Scientific papers / international journal / co-author	4	15	6.5	7	7.75	3.69
Reviews / international journal	4	20	6	6	14.45	23.83
Case reports first author	4	12	6	6	6.00	3.10
Case reports second author	3	6	5	5	4.21	1.52
Text book chapter	4	25	12	12	12.19	7.37
<b><u>Presentations/communications</u></b>						
At College/Society annual meeting/author	2	20	7.5	8	7.15	4.27
International congress /author	4	20	9.5	10	8.13	4.08
National congress / author	1.5	10	4	4	4.86	2.94
Posters (author)	2	6	3	3	3.33	1.50
Continuing education (international)	8	12	10	10	9.00	2.65
Continuing education (national)	1	12	5	5	5.50	3.62
Meeting organisation (research)	0	20	7	7	10.20	9.18
Continuing Education course	0	20	2.5	3	5.17	7.36
<b><u>Attendance of congresses/meeting</u></b>						
International congresses/meetings (per half day)	3	12	4	4	5.14	3.79
National congresses/meetings (per half day)	1.5	12	2	2	3.92	3.30
non-specialised congresses (per half day)	1.5	6	2	2	2.39	1.38
College congress	5	10	8	8	7.29	3.09
College Workshops	0	8	4	4	4.43	1.81
Attending advanced training courses	4	50	9	9	7.75	4.79
PhD			20	20	22.67	4.62
<b><u>Involvement in College activities</u></b>						
Supervisor (per resident per year)	2	16	8	8	8.16	4.43
Member of the College Board	3	16	5.5	6	7.40	5.02
Examination committee/examiner/exam supervisor	3	20	8	8	9.60	6.72
Member of other College Committee	2	12	5	5	6.36	4.39
Questions for exam sessions	0.5	3	2	2	2.53	1.41
<b><u>Other boards &amp; committees</u></b>						
National editorial board	0	4	3	3	8.13	11.30
Examination committee for national panellists	0	3	3	3	3.00	
Advisory boards	0	4	8	8	8.00	
Member of professional society	0	3.5	3.5	4	3.50	
International editorial board	2.5	25	6	7	9.50	9.11

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