

GUIDELINES FOR ADMISSION TO THE CERTIFICATION EXAMINATION OF THE EUROPEAN COLLEGE OF VETERINARY NEUROLOGY

(Approved by the Executive Committee, 16 February 2009)

Fees

A guide to the fees for approval of a Residency Programme and for submission of a candidate's credentials is set annually by the Executive Committee of the ECVN and is published on the ECVN website along with the Examination details.

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1 Introduction

These guidelines detail the requirements of the candidate, host institution and training programme (Residency Training Programme) in order for a veterinarian to achieve the entry credentials to sit the certification examination of the European College of Veterinary Neurology (ECVN). An ECVN approved Residency Training Programme is a postgraduate veterinary training of at least three years duration in veterinary neurology and neurosurgery.

2 DEFINITIONS OF APPROVED RESIDENCY TRAINING PROGRAMMES

In order for a veterinarian to achieve the entry credentials to sit the certification examination of the ECVN they must have completed a training programme (Residency) in veterinary neurology approved by the Education Committee of the ECVN.

2.1 Types of Residency Training Programmes:

2.1.1 Conforming Residency

This is run in a veterinary faculty, college or referral veterinary clinic with an ECVN approved training programme in veterinary neurology. It takes place under the supervision of an ECVN or ACVIM (Neurology) Diplomate employed and working for at least four days a week within the institution. The institution should also employ Diplomates of European Board of Veterinary Specialisation (EVBS) or American Board of Veterinary Specialization (ABVS) recognised Colleges in at least 4 of the following disciplines: Anaesthesia, Clinical Pathology, Diagnostic Imaging, Internal Medicine (Companion Animals), Ophthalmology, Pathology and Surgery.

2.1.2 Non-Conforming Residency

This is as for a Conforming Residency, but where the number of Diplomates in related disciplines is insufficient to allow recognition as a Conforming Residency.

2.2 Duration of the Residency Training Programme

The minimum duration for a Residency Training Programme is three years.

Where the veterinarian undertaking an ECVN approved Residency Training Programme is simultaneously also undertaking training leading to other European or American Diploma qualifications or a PhD degree, then the minimum duration of the Residency Programme is increased to 5 years.

2.3 Residency Training Programme Supervisor

The Residency Training Programme must be supervised by an ECVN or ACVIM (Neurology) Diplomate employed and working for at least four days a week within the institution.

The total number of Residents should not exceed 3 per supervisor (comprising conforming and non-conforming Residents, or a combination thereof not exceeding 3 in total).

2.4 Institution Hosting the Residency Training Programme

The minimum case load of the Institution hosting the Residency Training Programme must be 250 new neurological cases per year if the Institution has a single Resident, and 150 additional new neurological cases per year per additional Resident.

The Institution should have the appropriate facilities in place to allow the Resident to achieve the training requirements of the Residency Training Programme. If the facilities are judged to be insufficient to meet the training requirements of the Residency Training Programme then the Education Committee may decline to approve the

Residency Training Programme or the Education Committee may require that the Resident spend additional time at an institution where the Resident can achieve the training requirements of the Residency Training Programme (ensuring that these additional requirements are met is the responsibility of the Residency Programme Supervisor).

The institutional clinic must maintain complete medical records for each patient and such records must be retrievable.

The institution should also have a 24-hour a day emergency and inpatient care service.

3 Residency Training Programme and Candidate Approval

Both the Residency Training Programme and the Candidate must be approved by the Education Committee of the ECVN. The application for approval of the Residency Training Programme and candidate is usually made in advance of the start date of the Residency Training Programme (to a maximum of six-months prior to the start date of the Residency Training Programme).

Following receipt of the appropriate documents by the Chairperson of the Education Committee, the decision on whether the Residency Training Programme and Candidate have been approved or rejected will be communicated to the Residency Training Programme Supervisor. It is usually expected that the decision will be communicated within 60 days of receipt of the complete documents, but the process may take longer if clarification of details in the Residency Training Programme Registration Form or the Curriculum Vitae of the Candidate is required.

The Residency Training Programme can be approved in advance of the selection of the Candidate, or an application for approval of the Residency Training Programme and the Candidate can be made at the same time.

3.1 Approval of a Residency Training Programme

In order to approve a Residency Training Programme the Residency Training Programme Supervisor must submit a completed and signed ECVN Residency Training Programme Registration Form for each Resident. The ECVN Residency Training Programme Registration Form must be accompanied by proof of payment of the appropriate fee for approval of a Residency Training Programme. A separate fee is required for each Resident.

3.1.1 Deadline for Approval of a Conforming Residency Training Programme

Approval of a Conforming Residency Training Programme should be sought in advance of the commencement of the programme (to a maximum of six-months prior to the start date of the Residency Programme). However, Conforming Residency Training Programmes may start prior to approval being granted, with up to three months retrospective approval of the programme. The date of approval of the Residency Training Programme shall be deemed the date of submission of the complete documents, provided these documents are subsequently approved by the Education Committee. If the documents are rejected by the Education Committee then a new approval process must be started.

3.1.2 Deadline for Approval of a Non-Conforming Residency Training Programme

Approval of a Non-Conforming Residency Training Programme must be sought at least 90 days prior to the start date of the Residency Training Programme. There is no retrospective recognition for this type of programme.

3.2 Approval of the Candidate

In order for a Candidate to be approved for a Residency Training Programme they must have a recognised veterinary degree and have completed a one-year internship or equivalent clinical experience of at least two-year duration (detailed in section 4.1). The Residency Training Programme Supervisor must submit the following documents to the Chairperson of the Education Committee in order for a candidate for a Residency Training Programme to be approved:

- Completed Candidate's Curriculum Vitae Form, signed by the Candidate and the Residency Training Programme Supervisor.

The time limits for approval of Candidates in Conforming or Non-Conforming Residency Training Programmes are the same as those for approval of the Residency Training Programmes.

4 Candidate Requirements

4.1 Candidate requirements prior to starting the Residency Training Programme

Prior to starting the Residency Training Programme, the Candidate should have completed a one-year, rotating veterinary internship in medicine and surgery within a University or referral clinic with a substantial case load, or have equivalent broad-based veterinary clinical experience of at least two-years duration. The suitability of the internship programme or clinical experience is assessed by the Residency Training Programme Supervisor at the time of selection of the Candidate. Confirmation that the candidate has met the entry criteria for an ECVN approved Residency Training Programme is confirmed by the Residency Training Programme Supervisor as part of the Candidate's Curriculum Vitae Form.

4.2 Candidate requirements during the Residency Training Programme

All candidates must be members of the European Society of Veterinary Neurology (ESVN) for the entire duration of their Residency Training Programme. Proof of membership of the ESVN for the entire duration of the Residency Training Programme must be included as part of the submission of credentials to sit the certifying examination of the ECVN. If the candidate is not an ESVN member for part, or all, of their Residency Programme then this period of non-membership will not be recognised as part of their Residency Training Programme.

5 The Residency Training Programme

5.1 OBJECTIVES

5.1.1 Objective of the Residency Training Programme

The Resident will receive a sound academic and clinical training in veterinary neurology in a suitable clinical environment providing suitable educational opportunities. The primary aim of the Residency Training Programme is to train and educate the candidate in veterinary neurology. However, the candidate should become familiar with medical and surgical entities that may secondarily involve the nervous system or may mimic neurological problems. In addition, the candidate should gain thorough knowledge in basic neurological sciences and should develop skills in order to evaluate the current literature critically.

5.1.2 Objectives for the Resident

The Resident shall develop expertise and clinical proficiency in neurology, as well as a detailed understanding of the related disciplines.

The Resident should learn through experience in clinics, surgery, laboratories, departmental or external elective courses, and professional conferences and seminars.

The expectation is that the Resident should, by the end of the Residency Training Programme, satisfy the credentials required in order to allow entrance to the ECVN examination.

5.2 DESCRIPTION OF THE PROGRAMME

5.2.1 Residency training

Following completion of the Residency Training Programme, the candidate should:

- Have a broad understanding of internal medicine.
- Have a comprehensive knowledge of neuroanatomy, neurophysiology, neuropathology and neuropharmacology.
- Have a comprehensive knowledge of the principles of anaesthetic management of neurological patients.
- Have a broad knowledge of the principles and interpretation of radiographs and myelograms, CT images, MR images, ultrasound images and scintigraphy.
- Have an in depth knowledge of the principles and interpretation of biological potential recordings relevant to clinical neurology (for example electromyography and motor, sensory and mixed nerve conduction velocity).
- Given a clinical case with a neurological problem, be able to:
 - Make an anatomical diagnosis.
 - List the probable aetiologic or pathologic diagnoses.
 - List the appropriate tests needed to confirm or refute each of the possible diagnoses.
 - Perform and interpret ancillary diagnostic tests, including CSF collection and analysis, current electrodiagnostic procedures and current imaging modalities.
 - Make a presumptive diagnosis based on the data obtained.
 - Offer a prognosis with and without appropriate treatment.

- Understand the principles and be able to prescribe the appropriate routinely performed surgical and medical treatments for diseases affecting the nervous system.
- Critically review the scientific literature.
- Communicate clearly and effectively with both referring veterinarians and owners of pets.
- Keep clinical case and activity records.

5.2.2 Case load

The number of cases seen by the resident may vary depending on the institution, species and case load. A minimum case load is required within the institution (see previously), but emphasis should be on quality rather than on quantity. Residents should have primary responsibility for their cases. Cases under the care of the resident should be reviewed regularly by Diplomates of the ECVN or ACVIM (Neurology).

Small animal neurology is emphasized, but contact with large animal as well as with comparative neurology should be arranged through clinical rotations or exposure to large animal neurology clinical cases. A two week (70 hours) rotation in a Large Animal Service with a significant large animal neurology case load OR large animal cases comprising at least 10% of the credentials case log is a requirement for approval of the credentials in order to sit the ECVN examination.

5.2.3 Study and education

Residents will be expected to be knowledgeable of the veterinary neurology literature (current and past), as well as the most relevant human neurology literature in order to manage clinical cases appropriately and to prepare the resident for the ECVN certifying examination.

Attendance and participation in regularly scheduled seminars, case conferences and meetings is required. Over the course of the Residency Training Programme this should comprise the equivalent of a minimum of one hour a week.

It is a requirement that Residents have a suitable period of time free from clinical duty in order to: do library research, pursue clinical investigations, study, take courses or perform externships at other institutions. The minimum period of time free from clinical duty over the course of the Residency Training Programme should be the equivalent of one day per 5-day working week. The Residency Training Programme Supervisor should provide regular feedback to, and evaluation of, the Resident during case rounds, consultations, conferences and research projects.

5.2.4 Clinical Neurology

The Resident must complete a minimum of 75 weeks working in a clinical neurology service. These weeks should include 50 weeks of direct supervision and up to 25 weeks of indirect supervision.

Direct Supervision: The Residency Training Programme Supervisor must be physically readily available to supervise cases under the care of the Resident. The Residency Training Programme Supervisor retains primary responsibility for the clinic.

Indirect Supervision: The Residency Training Programme Supervisor must be physically readily available to contribute and give advice to the Resident on the management of clinical cases on at least 4 days per week, should the Resident request.

During these periods, the Resident should be exposed to a wide variety of cases reflecting all aspects of veterinary neurology and all levels of complexity. A proportion of the caseload must consist of emergency care of medical and surgical neurological patients. The degree of responsibility assumed by the Resident will be proportional to his/her expertise and knowledge level and appropriate to the training experience. During the last year of training, the Resident is expected to make primary decisions for most neurology cases.

The Resident will be expected to:

- Consult and communicate with the Residency Training Programme Supervisor and clinical staff: this should remain the principal teaching support.
- Attend seminars and case discussions on neurology and related areas.
- Perform library searches.
- Present cases or case series.
- Attend journal clubs.
- Participate in existing continuing education programs.
- Perform clinical teaching (case supervision, daily rounds, etc.) of interns and/or veterinary students assigned to the Resident's service (where applicable).
- Supervise interns and/or students in the operation of the hospital emergency service.

The Resident will be responsible, along with the Residency Training Programme Supervisor, for receiving clinical appointments, supervising day-to-day care of animals admitted to the hospital, coordinating clinical teaching and providing optimal client service and prompt, professional communications with referring veterinarians.

5.2.5 Basic sciences

The Resident should receive at least 10 hours of complimentary teaching in:

- Neuroanatomy
- Neurophysiology
- Clinical pathology
- Neuropharmacology

Teaching can be arranged in the form of lectures, seminars, practical sessions, or formal training programs.

5.2.6 Neurosurgery

The credentials case log should contain a minimum of 20% of neurosurgically treated patients. If the Residency Training Programme is non-surgical, then the Resident should assist in at least 40 neurosurgical cases during the Residency Training Programme. The Resident does not have to be the primary surgeon in these cases.

5.2.7 Clinical sciences

The Resident must spend at least 70 hours (2 weeks) in clinical rotations, seminars and case discussion sessions in each of the following areas:

- **Internal Medicine.** The Resident should participate in an Internal Medicine service and become familiar with the most common diseases and problems in the field, as well as with the diagnostic procedures and therapeutic measures applied. Participation in rounds, journal clubs, seminars and conferences is encouraged.
- **Diagnostic Imaging.** The Resident should spend the required amount of time with an experienced Diagnostic Imaging specialist interpreting radiographs, myelograms, CT studies, MR studies, attending seminars and participating and evaluating the results of all diagnostic imaging tests performed.
- **Anaesthesia and Critical Care.** The Resident should participate in an Anaesthesia and Critical Care service and become familiar with current analgesic protocols, anaesthetic protocols and anaesthetic risks and reduction of these risks, relevant to neurological patients. The Resident should understand the mechanisms of action of current anaesthetic agents, analgesics and sedatives, as well as their effects on the nervous system.

In addition, the resident must spend at least 35 hours (1 week) in clinical rotations, seminars, rounds and case discussion sessions in each of the following areas:

- **General pathology.** The Resident should participate in rounds and regular review sessions of general pathological samples, with the emphasis on neuropathology, under the supervision of a pathologist. Attendance of courses, lectures, seminars and other formative sessions is also recommended.
- **Ophthalmology.** The resident should participate in an ophthalmology service and acquire a basic knowledge of common ophthalmic problems and an in depth knowledge of neuro-ophthalmic problems and diseases.

6 Required Publications

The resident should write, submit and provide proof of publication or full acceptance for publication of two articles pertaining to clinical veterinary neurology as first author. The minimum impact factor for both publications is 0.3. The first publication can be either a case report or a retrospective or prospective scientific study. The second publication must be a prospective or retrospective scientific study or a more basic research study. Both manuscripts must be accepted for publication without further amendment (In Press) or published in order to have the credentials accepted.

Publications with acceptance pending minor changes will be provisionally accepted at the time of submission of the credentials file, provided proof of full acceptance without further amendment is received by the Chairperson of the Education Committee before the next deadline for notification of the Chairperson of the Examination Committee of intention to sit an examination session. Publications with acceptance pending major changes will not be provisionally accepted. If full acceptance is not received by this deadline then the credentials will be considered as not accepted and the candidate will need to resubmit the entire credentials file.

7 Progress Evaluation of the Residency Training Programme

7.1 Evaluation by the Residency Training Programme Supervisor

Regular and formal reviews should be performed every six months: the Resident should meet with Residency Training Programme Supervisor and have his/her progress

reviewed, critiqued and planned. These reviews should be recorded by the Residency Training Programme Supervisor and be available to the Education Committee if requested.

7.2 Annual Evaluation by the Education Committee

A completed Annual Report Form, signed by both the candidate and Residency Training Programme Supervisor, must be submitted for evaluation and approval by the Education Committee at the end of each year of the Residency Training Programme. Accepted file formats include PDF and Word files that include the relevant signatures and must be submitted from the Supervisor's e-mail address to the Chairperson of the Education Committee. Paper copies are no longer accepted. The deadline for submitting the Annual Report Form is not later than 3 months after the end of the Residency year to which the forms pertain. If the Annual Report Form is not submitted by the deadline or are not approved, then the Education Committee may request remedial action, including increasing the minimum duration of the Residency Training Programme or not recognising the period of training to annual report of case log refer.

The Resident will be notified about the decision of the Education Committee regarding their Annual Report Form, and any required remedial action (if applicable), within 60 days of the date of receipt of the forms.

If a candidate has submitted his credentials to sit the certifying examination of the ECVN then there is no requirement to submit an additional Annual Report Form at the end of that year of the Residency Programme, provided the credentials are accepted.

8 Submission of Credentials to Sit the Certification Examination of the ECVN

Credentials cannot be submitted before completion of a minimum of 2.5 years of the Residency Programme, or a minimum of 4.5 years in the case of a Residency Programme occurring in conjunction with training leading to other European or American Diploma qualifications or a PhD degree.

Candidates must have completed a minimum of three-years of their Residency Programme, or a minimum of 5 years in the case of a Residency Training Programme occurring in conjunction with training leading to other European or American Diploma qualifications or a PhD degree, prior to notifying the Chairperson of the Examination Committee of their intention to sit an examination session. If credentials are submitted before the completion date of the Residency Training Programme (at least three-years for a standard programme), then before candidates are allowed to notify the Examination Committee chairperson of their intention to sit an examination session, the Supervisor of the Residency Training Programme must send a letter to the Chairperson of the Education Committee certifying that the minimum requirement (at least three-years for a standard programme) of the Residency Training Programme has been completed. This letter must be received by the Chairperson of the Education Committee before the deadline for notification of the Examination Committee chairperson of intention to sit a specific examination session.

The maximum time period from the start of an approved Residency Training Programme to submission of a candidates credential file is 8-years, or 10-years in the

case of a Residency Training Programme occurring in conjunction with training leading to other European or American Diploma qualifications or a PhD degree.

Credential files should be sent to the Chairperson of the Education Committee.

8.1 Payment

The credentials submission fee is set annually by the Executive Committee of the ECVN and is published on the ECVN website along with the Examination details (this fee is only paid once). This fee should be paid prior to submission of the credential file and confirmation of payment must be included in the submitted credential file.

8.2 Application deadline

The complete credentials file must be received by the Chairperson of the Education Committee before the submission deadline of the 15th of January.

8.3 Credentials file content (electronic format only)

The credentials file must include:

- Completed and signed Candidate's Curriculum Vitae Form.
- An Education Programme Form signed by the Residency Programme Supervisor.
- A signed evaluation by the Residency Programme Supervisor of the level of training and knowledge reached by the Resident and whether the Resident has fulfilled the training criteria of the Residency Guidelines (this should be emailed separately to the Chairperson of the Education Committee by the Residency Training Programme Supervisor).
- A case log of at least 200 cases and a maximum of 300 cases, presented in a condensed tabular form (see Case Log Form). At least 20% of the cases must be neurosurgically managed cases. If the Residency Training Programme is non-surgical, then the resident must document in their case log that they have assisted in at least 40 neurosurgical cases during the Residency Training Programme.
- Where the requirements for exposure to large animal neurology are met through completing a two week (70 hours) rotation in a Large Animal Service with a substantial large animal neurology case load, then the credential file must include a scanned original signed letter from the Supervisor of this rotation. The rotation supervisor must be a Diplomate of a European Board of Veterinary Specialisation (EVBS) or American Board of Veterinary Specialization (ABVS) recognised College in Neurology, Equine Medicine or Surgery or Production Animal Medicine or Surgery.
- Scanned original signed letter(s) for each of the disciplines of a) Internal Medicine, b) Diagnostic Imaging, c) Anaesthesia and/or Critical Care, d) Pathology and e) Ophthalmology, from Diplomates of European Board of Veterinary Specialisation (EVBS) or American Board of Veterinary Specialization (ABVS) recognised Colleges, or full University Professors, within those respective disciplines. The letters should certify that the Resident has undertaken the required period of training within those disciplines.
- Evidence as part of the Education Programme Form signed by the Residency Training Programme Supervisor of completion of the required training in the basic sciences (Neuroanatomy, Neurophysiology, Clinical Pathology and Neuropharmacology) as detailed in the Residency Guidelines.

- Evidence of publication or full acceptance of publication of two first author publications pertaining to veterinary neurology. For publications in press, the credentials file should include a copy of the final accepted manuscript and figures.
- Evidence of payment of the credentials file submission fee.
- Evidence of membership of ESVN for the full duration of the Residency Training Programme.
- Contact email and address for the Resident, preferably the Resident's normal place of work.

Please submit all documents as PDF files (or if this is not possible then as Microsoft Word documents) by email to the Chairperson of the Education Committee (educom@ecvn.org).

8.4 Follow-up

The candidate will normally be notified by email of file receipt within 2 weeks. If the candidate has not received email confirmation within this timeframe then it is the responsibility of the candidate to contact the Chairperson of the Education Committee to confirm receipt of the credential file.

Complete files received prior to the submission deadline will be reviewed by the Education Committee and a decision on acceptance of the credentials file will be made on the basis of whether the credential file meets the guidelines for admission to the certification examination of the ECVN as detailed in this document and the Constitution and Bye Laws of the College.

The candidate will be notified about the decision of the Education Committee regarding their credentials file within 60 days of the closing date for credential file submission (by March 31st of the same year). The Education Committee may decide to:

1. Accept the candidate's credential file.
2. Defer making a decision on the candidate's credential file subject to clarification of perceived deficiencies in the credential file. In this case the Chairperson of the Education Committee will ask the candidate to clarify queries from the Education Committee before making a decision on whether to accept or reject the candidate's credential file.
3. Reject the candidate's credential file. If the candidate's credential file is rejected then the Education Committee may make recommendations to the candidate on how the candidate's credential file may be improved.

The Chairperson of the Education Committee will inform the Chairperson of the Examination Committee about which candidates have had their credentials files accepted and are therefore eligible to sit the certifying examination of the ECVN.

9 Conflict of Interest

Members of the Education Committee that have been directly involved in the education of a candidate should withdraw from the decision process for that particular candidate. If a member of the Education Committee feels for any other reason that his/her contribution to the decision process for a particular candidate may represent a conflict of interest, then he/she should inform the Chairperson of the Education Committee. If a

majority decision can not be made about a particular candidates credentials file, then the Chairperson of the Education Committee may ask an additional Diplomat of the ECVN to participate in the decision making process.

10 Appeals Process

Adverse decisions by the Education Committee include, but are not limited to:

- (a) Non-approval of a Residency Training Programme.
- (b) Rejection of an individual's credentials.

Following an adverse decision by the Education Committee pertaining to non-approval of a Residency Training Programme or Rejection of an individual's credentials then an appeal against the decision can be made to the Secretary of the ECVN. In the event of non-approval of a Residency Training Programme, this appeal must be made by the named Residency Training Programme Supervisor. In the event of rejection of an individual's credentials, this appeal must be made by the candidate themselves.

Requests for appeal must be made in writing to the Secretary of the ECVN within 60 days of the postmarked date or email date of their notification and shall include a statement of the grounds for reconsideration and documentation in support of the petition. The ECVN Secretary shall notify the President of the College and the Chairperson of the Education Committee. The President shall appoint a committee of three Diplomates who are neither Officers nor members of the Education Committee to serve as an Appeals Committee, indicating the reason(s) for rejecting the candidate. The complete dossier of the candidate will be provided for the Appeals Committee to review. The Appeals Committee shall meet and make a decision within 180 days of its appointment.

11 Examination

Candidates must have completed a minimum of three-years of their Residency Training Programme prior to notifying the Chairperson of the Examination Committee of their intention to sit an examination session. Accepted candidates must sit the examination within five years of being notified that they have satisfied the credentials process. Candidates must pass the examination within 8 years of being notified that they have satisfied the credentials process. The candidate may sit the examination on three (3) occasions only. Failure to satisfy either of these requirements necessitates that the candidate undertakes the credentials process again and additional periods of training and/or experience may be required by the Education Committee. Candidates are required to inform the Examination Committee chairperson of their intention to sit an examination session before the 15th of July of the year of the examination.

12 Candidate's Curriculum Vitae Form

PART 1: TO BE COMPLETED BY THE CANDIDATE (Sections expand automatically to fit the text)

Full Name:

Date of Birth:

Sex (Male or Female):

Contact Address:

Phone:

E-mail:

Current Post:

Qualifications:

Veterinary Degree (University):

Date Awarded:

Have you completed an Internship?
If yes: host institution

If no: do you have broad-based canine and feline clinical experience of at least two-years duration (please detail, including host institution)?

Candidate's signature:

Date

PART 2: TO BE COMPLETED BY PROGRAMME SUPERVISOR

Supervisor's Name:

Residency Programme

Host Institution:

Does the candidate's training fulfil the ECVN requirements for entry into a Residency Programme (yes or no)?

Supervisor's signature:

Date

13 ECVN Residency Training Programme Registration Form

PART 1 – DETAILS OF THE RESIDENCY TRAINING PROGRAMME HOST INSTITUTION

Application Date:
 Residency Start Date:

Residency Programme Supervisor:
 Supervisor's current post and qualifications

Residency Programme Supervisor's Contact Information:

Work Phone:
 Fax:
 E-mail:
 Mailing Address:

1. Location of Residency Training Programme:

Primary Site:

Secondary Site (If applicable):

Other Sites (Off-site, if applicable):

2. Length of Residency Training Programme:

3. Is the Resident studying towards an advanced degree during the period of the Residency Training Programme:

	Yes	No	Optional
Masters:	<input type="text"/>	<input type="text"/>	<input type="text"/>
PhD:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Diploma:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Comments:	<input type="text"/>		

4. Please list all **Diplomates of European or American Colleges** or specialists (experienced persons) directly associated with residency training (e.g. internal medicine, diagnostic imaging, pathology, clinical pathology, surgery, ophthalmology, anaesthesiology and emergency/critical care). If off-site, please

explain the situation, and the method of providing direct contact with the resident. If not Diplomates, please specify degree of experience and expertise in the field.

Name	Specialty	Qualifications and Comments	On-site

5. Does the resident participate in clinical rounds on a daily basis while on clinical rotations? Is a supervising Diplomate available for the majority of rounds? If no, please describe how rounds are attended and supervised.

Yes	No
Comments:	

6. Are formal conferences, journal clubs or seminars held on a regular basis? If yes, specify frequency

Yes	No
Comments:	

7. Is the resident required to give one or more formal presentations at a conference or in an educational setting on a yearly basis?

Yes	No
Comments:	

8. How many major veterinary medical or medical meetings is each resident able to, or expected to, attend during his/her Residency Training Programme?

None	One	Two	> Two
Comments:			

9. Does the training program require a research project? Please indicate the number of research projects that are planned. If available, describe the topic of the research project and tentative schedule.

Yes	No	Optional	Number
Comments:			

10. Please indicate the availability of the following facilities or equipment. Indicate if these are available at the primary training site, or at a different location. (In the Location column, indicate on-site for primary location or the name of the facility where the equipment is located if off-site). For facilities that are not on-site, please describe the situation and availability in the space at the end of this section.

	Available?		Location of equipment? (On-site or list site name)
	Yes	No	
a) Standard radiological equipment			
b) Ultrasonographic equipment			
c) Color flow/Doppler equipment			
d) Endoscopy equipment			
e) Clinical Pathology capabilities: (includes CBC, serum chemistries, blood gases, urinalysis, cytology, parasitology, microbiology, and endocrinology)			
f) Serum osmolality measurement			
g) Colloid oncotic pressure measurement			
h) Electrocardiography			
i) Blood Pressure Measurement			
j) Electromyography/Nerve conduction/Evoked potentials			
k) Brainstem Auditory Evoked Response Equipment			
l) Electroencephalography			
m) Nuclear Medicine			
n) Computed Tomography			
o) Magnetic Resonance Imaging			
p) Radiation Therapy Facility			
q) Veterinary Library with Literature Searching Capabilities			
r) Computerised Searchable Medical Records			
s) Medical Library with Literature Searching Capabilities			
t) Intensive Care Facility – 24 hours			
v) Rehabilitation facilities			
w) Post-mortem examination facilities/Pathology lab			
x) Advanced ophthalmology equipment (ERG or slit lamp)			

If any of the above equipment or facilities are available off-site, please explain how the resident can access them for case management, research or study.

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11. Please list the residents who have completed an ECVN-approved Residency Training Programme at your host institution within the last five years, including the year that each individual's training program ended. Indicate whether the individual has completed the ECVN certification process.

Name	Program End Date	Diplomate (Yes or No)

PART 2 – DETAILS OF THE RESIDENCY TRAINING PROGRAMME

1. Please list neurology Residents currently enrolled in a Residency Training Programme at your host institution or under your supervision at a different host institution.

Resident	Start Date	ECVN Supervisor

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****Please note, any candidate that significantly changes or alters their Residency Training Programme before completion must notify in writing and receive approval from the ECVN Education Committee before the changes are made, to ensure that the proposed changes are approved. Significant changes could include, but are not limited to, transferring from one programme to another, alterations in programme duration or enrolling in an institutional graduate programme.**

2. Length of training program at your institution.

3 years	4 years	> 4 years

Comments:

3. Approximate annual neurology case load:

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4. The ECVN requires that the Resident be assigned to a clinical neurology service and be supervised by the Diplomate neurologist for not less than 75 weeks. The 75 weeks should include at least 50 weeks of direct supervision (see definition below) and up to 25 weeks of indirect supervision (see definition below).

Direct supervision: The Residency Programme Supervisor must be physically readily available to supervise cases under the care of the Resident. The Residency Programme Supervisor retains primary responsibility for the clinic.

Indirect supervision: The Residency Programme Supervisor must be physically readily available to contribute and give advice to the Resident on the management of clinical cases on at least 4 days per week, should the Resident request.

Does your programme fulfil these requirements for resident supervision?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If not, please explain.

--

5. The ECVN requires that the Resident spend at least 70 hours (2 weeks) during the Residency Training Programme with each of the following (please describe how each phase of the required training is completed):

Diagnostic Imaging specialist (ECVDI) (interpreting radiographs, attending seminars and participating in and evaluating the results of special radiographic procedures). Please specify type of procedures and imaging modalities performed.

--

Internal Medicine specialist (ECVIM-CA) (acquiring knowledge about general internal medicine and neurology-related problems in internal medicine through clinical rotations under an internal medicine specialist supervision, rounds, seminars, attendance to journal clubs).

Anaesthesia/Critical Care training (specific description of the type of participation [i.e. observation, performance of anaesthetic procedures], and credentials of those providing the training [i.e. ECVA, ACVECC]).

6. The ECVN requires that the Resident spend at least 35 hours (1 week) during the Residency Training Programme in each of the following (please describe how each phase of the training is completed):

General pathology training (specific experience in gross pathology and histopathology relating to veterinary disorders, in particular of the nervous system). This time may be spent in lecture series, seminars or a formal training programme recognised and approved by the College).

Ophthalmology training (acquiring knowledge about diseases with neurologic and ocular manifestations, and learning how to perform specific ophthalmologic procedures [e.g. fundoscopic examination, ERG]).

7. The ECVN requires that the Resident spend at least 10 hours during the Residency Training Programme with each of the following (please describe how each phase of the training is completed):

Board-certified (ECVP or ECVCP) or Full University Professor in Pathology or Clinical Pathology (evaluating clinical pathologic findings, attending clinicopathologic conferences and examining surgical sections and CSF cytological preparations).

Neurophysiology training (which may include experience in performing and interpreting EMG, NCV studies, F waves, motor and somatosensory evoked potentials, auditory evoked potentials, electroretinograms, visual evoked potentials and electroencephalograms).

Neuroanatomy training (In depth knowledge of structural and functional domestic animal neuroanatomy).

Neuropharmacology training (knowledge of mechanisms of action and main pharmacological properties of drugs commonly used in veterinary neurology [i.e. anticonvulsants, anti-inflammatory drugs, analgesic-anaesthetic drugs, others], as well as of drugs or substances potentially toxic to the nervous system)

8. The ECVN requires that training in Large Animal Neurology is achieved through clinical rotations or exposure to large animal neurology clinical cases. How will this be accomplished? Please specify the length of rotation, site and supervising specialist (ECVN or ECEIM).

9. The ECVN requires that training in Neurosurgery is achieved through clinical cases or exposure to neurosurgical cases as an assistant surgeon. How will this be accomplished?

10. The ECVN requires that the Resident be able to critically review the scientific literature. Please explain the way by which this will be accomplished.

11. The ECVN recommends that the advisor meet with the Resident at the end of each six months so his/her progress may be reviewed, critiqued, and planned. Will this be done?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If not, please explain.

12. The ECVN requires that the Resident complete a significant research or clinical investigative project. Will this be done?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If not, please explain.

13. The ECVN requires that the Resident initiates a record of their individual Residency Training Programme within the first six months of the programme. The record will include a case log. Will this be done?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If not, please explain.

Supervisor:

Signature:

Date

14 Annual Report Form

Resident:	
Work Phone:	
Fax:	
E-mail:	
Mailing Address:	

Residency Start Date:	
-----------------------	--

Supervisor:	
Work Phone:	
Fax:	
E-mail:	
Mailing Address:	

STUDY AND EDUCATION

Has a reading list been provided?

YES	NO

List the seminars, case conferences, meetings or other educational events attended:

EVENT	Event(s) Title, Date, Venue and Duration in hours.
Seminars	
Case conferences	
Meetings	
Other	

Describe and quantify other non-clinical activities (including library research, research projects, study or externships at other institutions):

Duration:	What was the time allocated for:

CLINICAL NEUROLOGY (minimum 75 weeks over the course of the Residency)

Please provide the following information:

Number of weeks on clinics under direct supervision	
Number of weeks on clinics under indirect supervision	
Approximate annual case load of the clinic	
Approximate annual case load you as Resident were involved in:	
Large animal cases seen or large animal	

rotation performed. If rotation, specify number of weeks, institution and case load during rotation	
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BASIC SCIENCES (minimum 10 hours over the course of the Residency)

Please provide the number of hours dedicated to each of the following disciplines:

DISCIPLINE	HOURS	FORMAT (Seminars, lectures, etc.)
Neuroanatomy		
Neurophysiology		
Clinical Pathology		
Neuropharmacology		

NEUROSURGERY (minimum 40 neurosurgical cases over the course of the Residency)

Are you in a surgical or a non-surgical residency program?

SURGICAL	NON-SURGICAL

Please provide the following information:

SURGICAL PROGRAM			NON-SURGICAL PROGRAM	
	Primary Surgeon	Assistant	Rotations performed (weeks)	
Number of surgeries performed			Number of neurosurgical cases managed	
			Number of surgeries assisted	

CLINICAL SCIENCES (minimum 70 hours [2 weeks] each over the course of the Residency)

Please specify the number of hours and the activity (seminars, rotations, case discussion sessions, etc.) for each of the following disciplines:

DISCIPLINE	HOURS	ACTIVITY	SUPERVISOR (with qualifications)
Internal Medicine			
Diagnostic Imaging			
Anaesthesia and Critical Care			

GENERAL PATHOLOGY (minimum 35 hours [1 week] over the course of the Residency)

Please specify the number of hours spent in each of the following:

ACTIVITY	HOURS
Review pathology/neuropathology samples	
Courses	
Lectures	
Seminars	
Other (specify)	

Rotation supervisor(s) (with qualifications)	
---	--

OPHTHALMOLOGY (minimum 35 hours [1 week] over the course of the Residency)

Please specify the number of hours spent in each of the following:

ACTIVITY	HOURS
Clinical Ophthalmology	
Courses	
Lectures	
Seminars	
Other (specify)	

Rotation supervisor(s) (with qualifications)	
---	--

REQUIRED PUBLICATIONS

Check boxes below:

	SUBMISSION TO JOURNAL		ACCEPTANCE BY JOURNAL	
	YES	NO	YES	NO
Publication 1 (Case Report or Scientific Study)				
Publication 2 (Scientific Study)				

SUPERVISOR EVALUATION

Are formal reviews performed and documented, in order to review, critique and plan the progress of the Resident every six months?

YES		NO	
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If no, please justify.

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Resident:

Signature:

Date

Supervisor:

Signature:

Date

15 Case Log File

Resident's Name:		
Resident's Signature		Date:

Supervisor		
Supervisor Signature:		Date:

Host Institution		
Residency Start Date:		

Guidance for Completion of the Case Log File:

Signalment key: Male: M, Female: F, Entire: E, Neutered: N. Age in years (fractions represent parts of years). For example a Female Neutered 6 month old animal = FN/0.5).

Localisation key: classify the localisation into one of the following regions and then provide further details: Brain – Supratentorial, Brain – Infratentorial, Spinal Cord, Neuromuscular, Multifocal. Candidates must ensure that the cases included in their case log are distributed evenly over these anatomical neurolocalisation regions.

Investigation key: describe the investigation under the following subheadings (where appropriate to the case): Radiography; Myelography; CT; MRI; CSF; Electrodiag.; Clinical path; Histopath; Other. Candidates must ensure that all the investigative categories listed above are represented in their case log.

Treatment: candidates must indicate whether the cases were managed medically or surgically. In surgically managed cases, candidates must indicate whether they were the primary surgeon, assistant surgeon, observing the surgery or not involved in the surgery.

#	Date (dd/mm/yy) ID and Signalment	Neurological Examination	Localisation	Investigation	Diagnosis	Treatment	Outcome
1	22/02/09, 123123, Canine, Boxer, FN/6.5	Gradual progression of circling to the left, altered behaviour and epileptic seizures	Brain – Supratentorial: Left Forebrain	Clinical pathology: normal routine blood tests. Radiography: thoracic radiographs normal. MRI: contrast enhancing mass, left forebrain.	Left forebrain mass, confirmed as a glioma following post mortem.	Phenobarbitone for seizures, Prednisolone to control peri-tumour oedema.	Euthanased due to progression of the clinical signs.

2	23/02/09, 124561, Canine, Labrador Retriever, ME/4	Acute onset non painful left pelvic limb monoparesis. Intact segmental spinal reflexes. Left cutaneous trunci reflex cut-off.	Spinal cord: left-sided L1-L3 lesion.	MRI: focal T2-weighted spinal hyperintensity over the left L1-L3 spinal cord. No compression. CSF: slight elevation of total protein (50mg/dl), normal total cell count and cytology	Left L1-L3 fibrocartilaginous embolism (FCE)	Physiotherapy.	Good return to normal function over following 6-weeks.
3							

16 Sample Letter for Evidence of Completion of Other Rotations

For Attention: The Chairperson of the ECVN Education Committee

Rotation in Canine and Feline Internal Medicine

Resident's Name:	
Rotation:	Internal Medicine
Host Institution:	
Rotation Supervisor:	Dr An Other
Qualifications:	BVSc DipECVIM

The ECVN Resident named detailed above has successfully completed a two week (70 hour) rotation in Internal Medicine and has been exposed to a variety of different canine and feline internal medicine cases.

Rotation Signature:	Supervisor		Date:	
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17 Education Programme Form

PART 1 – DETAILS OF THE HOST INSTITUTION DURING THE PERIOD OF THE RESIDENCY TRAINING PROGRAMME

Application Date (*today's date*):

Resident:
Work Phone:
Fax:
E-mail:
Mailing Address:

Original Residency Start Date:

Supervisor:
Work Phone:
Fax:
E-mail:
Mailing Address:

1. Location of Residency Training Programme:

Primary Site:

Secondary Site (If applicable):

Other Sites (Off-site, if applicable):

2. Length of Residency Training Programme Completed by Application Date (see above):

[A minimum of 2.5 years of the Residency Training Programme must be completed prior to submission of this form, or 5 years in the case of a Residency Training Programme that is combined with a PhD or other Diploma. If the credential file is passes then the entire 3-years Residency Training Programme (or 5-years in the case of a programme combined with a PhD or other Diploma) must be completed prior to application to sit the ECVN examination.]

3. Did the Resident study towards an advanced degree during the period of the Residency Training Programme:

Masters:

Yes	No
<input type="text"/>	<input type="text"/>

PhD:

--	--

Other Diploma:

--	--

Comments:

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4. Please list all **Diplomates of European or American Colleges** or specialists (experienced persons) who were directly associated with the Residency Training Programme (e.g. internal medicine, diagnostic imaging, pathology, clinical pathology, surgery, ophthalmology, anaesthesia and emergency/critical care). If off-site, please detail the site and the method of providing direct contact with the resident. If not Diplomates, please specify degree of experience and expertise in the field.

Name	Specialty	Qualifications and Comments

5. Did the Resident participate in clinical rounds on a daily basis while on clinical rotations? Was a supervising Diplomat available for the majority of rounds? If no, please describe how rounds were attended and supervised.

Yes No

--	--

Comments:

--

6. Were formal conferences, journal clubs or seminars held on a regular basis? If yes, specify frequency

Yes No

--	--

Comments:

--

7. Did the Resident give a formal presentation at a conference or in an educational setting on a yearly basis?

Yes No

--	--

Comments:

--

8. How many major veterinary medical or medical meetings did the Resident attend during his/her training program?

None One Two > Two

--	--	--	--

Comments:

--

9. Did the training program include a research project? Please indicate the number of research projects that were completed and provide the topic and schedule of the research project.

Yes	No	Number
Comments:		

10. Please indicate the availability of the following facilities or equipment during the Residency Training Programme. Indicate if these were available at the primary training site, or at a different location. (In the Location column, indicate on-site for primary location or the name of the facility where the equipment was located if off-site.) For facilities that were not on-site, please describe the situation and availability in the space at the end of this section.

	Available?		Location of equipment? (On-site or list site name)
	Yes	No	
a) Standard radiological equipment			
b) Ultrasonographic equipment			
c) Color flow/Doppler equipment			
d) Endoscopy equipment			
e) Clinical Pathology capabilities: (includes CBC, serum chemistries, blood gases, urinalysis, cytology, parasitology, microbiology, and endocrinology)			
f) Serum osmolality measurement			
g) Colloid oncotic pressure measurement			
h) Electrocardiography			
i) Blood Pressure Measurement			
j) Electromyography/Nerve conduction/Evoked potentials			
k) Brainstem Auditory Evoked Response Equipment			
l) Electroencephalography			
m) Nuclear Medicine			
n) Computed Tomography			
o) Magnetic Resonance Imaging			
p) Radiation Therapy Facility			
q) Veterinary Library with Literature Searching Capabilities			
r) Computerised Searchable Medical Records			
s) Medical Library with Literature Searching Capabilities			
t) Intensive Care Facility – 24 hours			
v) Rehabilitation facilities			
w) Post-mortem examination facilities/Pathology lab			
x) Advanced ophthalmology equipment (ERG or slit lamp)			

If any of the above equipment or facilities were available off-site, please explain how the Resident accessed them for case management, research or study.

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11. Please list the other Residents who have completed the training program at this institution within the last five years, including the year that each individual's training program ended. If at all possible, please indicate whether the individual has completed the ECVN certification process.

Name	Program End Date	Diplomate (Yes or No)

PART 2 – DETAILS OF THE RESIDENCY TRAINING PROGRAMME

1. Please list other Residents currently training in this programme.

Resident	Start Date	ECVN Supervisor

2. Length of training programme at your institution.

3 years	4 years	> 4 years

Comments:

3. Approximate annual neurology case load over the course of your Residency:

--

4. The ECVN requires that the Resident be assigned to a clinical neurology service and be supervised by the Diplomate neurologist for not less than 75 weeks. The 75 weeks should include at least 50 weeks of direct supervision (see definition below) and up to 25 weeks of indirect supervision (see definition below).

Direct supervision: The Residency Programme Supervisor must be physically readily available to supervise cases under the care of the Resident. The Residency Programme Supervisor retains primary responsibility for the clinic.

Indirect supervision: The Residency Programme Supervisor must be physically readily available to contribute and give advice to the Resident on the management of clinical cases on at least 4 days per week, should the Resident request.

Did your programme fulfil these requirements for Resident supervision?

Yes	No

If not, please explain.

--

5. The ECVN requires that the Resident spent at least 70 hours (2 weeks) during the Residency Training Programme with each of the following (please describe how each phase of the required training was completed):

Diagnostic Imaging specialist (ECVDI) (interpreting radiographs, attending seminars and participating in and evaluating the results of special radiographic procedures). Please specify types of procedures and imaging modalities performed.

--

Internal Medicine specialist (ECVIM-CA) (acquiring knowledge about general internal medicine and neurology-related problems in internal medicine through

clinical rotations under an internal medicine specialist supervision, rounds, seminars, attendance to journal clubs)

Anaesthesia/Critical Care training (specific description of the type of participation [i.e. observation, performance of anaesthetic procedures], and credentials of those providing the training [i.e. ECVA, ACVECC).

6. The ECVN requires that the resident spent at least 35 hours (1 week) during the Residency Training Programme in each of the following (please describe how each phase of the training is completed):

General pathology training (specifically experience in gross pathology and histopathology relating to veterinary disorders, in particular of the nervous system). This time have comprised a combination of lectures, seminars or a formal training programme recognised and approved by the ECVN.

Ophthalmology training (acquiring knowledge about diseases with neurologic and ocular manifestations, and learning how to perform specific ophthalmologic procedures [e.g. fundoscopic examination, ERG]).

7. The ECVN requires that the resident spent at least 10 hours during the Residency Training Programme undertaking each of the following (please describe how each phase of the training is completed):

Board-certified (ECVP or ECVCP) or Full University Professor in Pathology or Clinical Pathology (evaluating clinical pathologic findings, attending clinicopathologic conferences and examining surgical sections and CSF cytological preparations).

Neurophysiology training (experience in performing and interpreting a variety of techniques, which may include: EMG, NCV studies, F waves, motor and somatosensory evoked potentials, auditory evoked potentials, electroretinograms, visual evoked potentials and electroencephalograms).

Neuroanatomy training (In depth knowledge of structural and functional domestic animal neuroanatomy)

Neuropharmacology training (knowledge of the mechanisms of action and main pharmacological properties of drugs commonly used in veterinary neurology [e.g. anticonvulsants, anti-inflammatory drugs and analgesic-anaesthetic drugs], as well as of drugs or substances potentially toxic to the nervous system).

--

8. The ECVN requires that training in Large Animal Neurology is achieved through clinical rotations or exposure to large animal neurology clinical cases. How is this accomplished? Please specify length of rotation, site and supervising specialist (ECVN or ECEIM).

--

9. The ECVN requires that training in Neurosurgery was achieved through clinical cases or exposure to neurosurgical cases as an assistant surgeon. How was this accomplished?

--

10. The ECVN requires that the resident be able to critically review the scientific literature. Please explain the way by which this was accomplished.

--

11. The ECVN requires that the Supervisor met with the Resident at the end of each six months so his/her progress could be reviewed, critiqued and planned. Was this performed?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If not, please explain.

--

12. The ECVN requires that the resident completed a significant research or clinical investigative project. Was this performed?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If not, please explain.

--

13. The ECVN requires that the resident kept a record of their Training received as part of their Residency Training Programme. This record includes a case log. Was this performed?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If not, please explain.

--

Resident:

Signature:

Date

Supervisor:

Signature:

Date
