



**European College of Veterinary Surgeons**

**Book of Procedures**

Modified July 2017

# ECVS Book of Procedures

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### 1. PURPOSE OF THE BOOK OF PROCEDURES

The guidelines in the Book of Procedures were developed by the Board of Regents (BOR) to assist the Officers, Regents and Committee Members in carrying out the functions and responsibilities of the respective committees or office. The Book of Procedures is an evolving document. One of the functions of the Officers, Regents and Committee Members should be to report to the BOR any changes to the document required to reflect changes in the constitution, and executive decisions of the BOR or the Annual Meeting concerning the office and/or committees, and make recommendations to improve the efficiency of the committee or office.

In case of conflicts between the constitution and the Book of Procedures, the latter is subservient to the constitution.

Sections relating to the Board of Regents, Miscellaneous items, and the Awards will be monitored by the Board of Regents, led by the Chair. Sections related to individual committees will be monitored by their respective Chairs, and proposals for change forwarded to the Board of Regents by these individuals.

In the **Annual Business Cycle**, the Chair of the Board of Regents and the Chairs of the Committees will flag up required changes to the Book of Procedures or any other documentation such as the Training Brochure, Examination Guidelines etc. for discussion to the Board of Regents (or indicate that none is required) in time for the September Board meeting. Changes should be indicated by sending the original version with tracked changes. If these are accepted and have no constitutional implications, the changes will take immediate effect, unless there is a reason for delay, in which case, the time of introduction will be specified. **If any change has constitutional implications, the revised constitution will be presented to the next Annual Business Meeting.** If passed at that stage, the change will be handled in the same way. It will take immediate effect after the Business Meeting vote, unless otherwise specified.

### 2. MEMBERSHIP

**Article V:** Section 1 of the Constitution states:

In order to become a member of the College an individual must:

- a) Have a satisfactory ethical standing in the profession and practise scientific, evidence-based veterinary medicine, which complies with animal welfare legislation.
- b) Be a graduate of a veterinary college of a European country, unless relieved of this obligation by the Board of Regents and
- c) Be licensed to practise in a European country unless relieved of this obligation by the Board of Regents and
- d) Have devoted a minimum of four years after graduation from veterinary school to special training and experience in veterinary surgery. The training programme should meet the requirements of the College as described in the Training Brochure and
- e) Have successfully passed the qualifying examination of the European College of Veterinary Surgeons and be certified by the Board of Regents of the European College. The criteria for certifying members shall be specified in the Training Brochure and Examination Guidelines of the College, in line with the Policies and Procedures of the EBVS.

Each Diplomate shall fulfil the re-certification requirements of the College. No credit points can be granted for education or training in non-scientific or non-evidence-based medicine.

Each Diplomate shall be required to keep records of his/her patients and procedures undertaken.

### **3. THE BOARD OF REGENTS**

#### **3.1. CHAIR OF THE BOARD OF REGENTS**

##### **A. OFFICER**

The immediate Past President of the College shall be the CHAIR OF THE BOARD OF REGENTS. The term of office is one year. He/she shall make recommendations to the Board of Regents regarding appointment to all the standing Committees of the College. The Chair shall oversee the conduct of all business of the College during his/her term of office.

##### **B. RESPONSIBILITIES**

The Chair is responsible throughout the year of his/her term of office for all matters involving the BOR and committees reporting to the Board.

### 3.II. PRESIDENT

#### A. OFFICER

The PRESIDENT shall preside at the meetings of the College, preserve order, regulate debates, appoint Committees not otherwise provided for, announce results of elections and perform all other duties legitimately appertaining to his/her office. The President of the College shall be a member of the Board of Regents and Chair of the Fiscal Committee.

#### B. RESPONSIBILITIES

1. The President is responsible throughout the year of his/her term of office for all matters directly involving the Diplomates of the College. This includes addressing the ACVS at their Annual Business Meeting, following a written invitation from the ACVS President. Registration shall be free and free tickets (maximum 2) shall be given for all social functions. This arrangement is based on reciprocity between the ECVS and the ACVS. Travel expenses and accommodation, however, will be paid by ECVS.
2. The President shall forward the contact details and presentation titles of the winning ECVS SA and LA resident presentations to Ann Loew at ACVS for her programme committee to include them in their October Surgical Summit and so she can arrange conference registration for them.

The President shall try to meet the two winners of the resident session at the ACVS Congress and formally invite them to present at ECVS the following year and make sure that the ECVS Programme Committee have their details and presentation titles.

3. The President has overall responsibility for the development and organisation of the ANNUAL MEETING including the Annual Business Meeting and the Annual Scientific Meeting.
  - a) For the planning and organization of the Annual Scientific Meeting, refer to **5: Annual Scientific meeting**
  - b) **PROTOCOL FOR THE ANNUAL BUSINESS MEETING (ABM)**
    1. New Diplomates are introduced and welcomed.
    2. New Officers - During the meeting, the results of the elections are announced and the new officers are congratulated and asked to stand to be recognised. They may be called forward for a photograph to be taken for promotional purposes.

3. Penultimate agenda item – the President thanks retiring officers and awards plaques and gifts.
4. Last agenda item – Presidential seal and gavel are handed to the new President. He/she congratulates and welcomes the new Chair of the Board and closes the meeting.
5. The President of the ACVS shall be invited to the meeting in writing by the President. Travel expenses and accommodation will not be paid. However, registration shall be free and free tickets (maximum 2) shall be given for all social functions. This arrangement is based on reciprocity between the ECVS and the ACVS.

### Aide memoire for President

<b>BEFORE THE MEETING</b>	
Prepare a PPT of the Agenda	
Ask CC if they need to address the membership	
Ask the EC if they need to address the membership	
Acknowledge committee members who are leaving (CC, EC and PC)	
Ask the local organisers of next year's meeting if they wish to address the membership	
Include extra slides into the PPT (CC, EC, local organisers)	
Treasurer has his/her own presentation	
Make sure the President's medal and gavel are in the room	
Make sure signature sheets are in the room	
<b>DURING THE MEETING</b>	
Count the attendees roughly to ensure a quorum	
Welcoming the new diplomates: applause after LA and after SA, photo after the meeting	
Accept the minutes: "All in favour", "against", "abstentions"	
At the end, hand-over to new president as described in the BOP	

### C. AWARDS CEREMONY

1. The President conducts the Awards Ceremony at the end of the Joerg Auer lecture.
2. The President:

- a) Announces the runners up and winners of the Resident Awards. Each will receive a Certificate confirming their award. There are three categories: SA orthopaedic, SA soft tissue and large animal. The winners of the three categories receive €350.

Informs the relevant SA and LA resident they have been awarded the honour of presenting their winning talks at the ACVS Surgical Summit in the following October.

- b) Announces the runner up and the winners of the best posters. They will receive an envelope with a prize in Euros.
  
- d) Announces any recipient of the Distinguished Service, Outstanding Career Achievement or Merit Award, and makes the presentation.
  
- e) Recognizes the office staff.

### **D. BANQUET**

1. The format of the banquet shall be decided by the BOR in collaboration with the Local Organising Committee and the Operations Manager.
2. The President shall welcome any special guests, and thank the local organisers if the opportunity exists.
3. (In collaboration with the Programme Committee) the President will thank the corporate sponsors in an appropriate way.
4. Makes arrangements ahead of time if slides are to be shown.
5. If appropriate, in collaboration with the Office, makes arrangements ahead of time for a table-setting, paying attention to invited guests and invited ACVS speakers.



### **3.III. PRESIDENT ELECT**

#### **A. OFFICER**

The PRESIDENT ELECT shall succeed to the Presidency one year after the Annual Business Meeting at which he/she was elected. He/she shall perform the duties of the President in his/her absence or inability to serve. He/she shall be a standing member of the Programme Committee for the Annual Meeting of the College. He/she shall be a member of the Board of Regents.

#### **B. RESPONSIBILITIES**

1. The President-Elect is responsible for attending all meetings of the BOR and participating as a voting member of the BOR. He/she shall observe and learn the duties of the President in preparation for the following year.
2. The President-Elect will oversee the entire SA and LA programmes of the Annual Congress.
3. The President-Elect shall be a member of the Programme Committee, and act as the main liaison between the committee and the BOR.
4. The President-Elect shall remind Diplomates wishing to stand for election to the post of Regent they should send their curriculum vitae, including ECVS committee experience, together with the names of their proposer and seconder, to the Executive Secretary for consideration by the BOR at their February meeting.

#### **C. REPORTING**

The President-Elect reports to the Chair of the BOR and the BOR regarding his/her College responsibilities.

### 3. IV. EXECUTIVE SECRETARY

#### A. OFFICER

The EXECUTIVE SECRETARY shall be a member of the Board of Regents, and member of the Fiscal Committee. He/she is registered at the Register of Companies. The term of office is three years, but he/she may be re-elected for one further term. He/she shall attend to the correspondence of the College and the Board of Regents; oversee notification of members of the Board of Regents and new members of their election; and assist in keeping the minutes of the College and the Board of Regents in books which shall be the property of the College, and accessible at all reasonable times and places. He/she shall oversee the receipt of date and list the applications of all candidates for examination for membership, showing date of application, age, address, certification of residency sponsors and endorsers. He/she shall send invitations and programmes to guests invited to attend the Annual Meeting at the request of members. He/she shall conduct such routine executive tasks as may be required by the Board of Regents.

#### B. RESPONSIBILITIES

1. Serves as a voting member of the BOR.
2. Co-ordinates the business activities of the BOR.
3. On behalf of the BOR, co-ordinates the activities of the standing committees of the College.
4. Develops new policy issues for BOR consideration.
5. Implements directives and policies established by the BOR.
6. With the assistance of the OPERATIONS MANAGER supervises the preparation and safekeeping of the minutes of the BOR and the Annual Business Meeting. Attends the annual Fiscal Committee meeting.
7. Notifies newly elected officers and members of the BOR of their election.
8. Notifies new committee members of their assignments.
9. Maintains custody of the Seal of the College and affixes it, when ordered by the BOR, to papers, documents, and with the President, signs all official papers.
10. Co-ordinates and performs other tasks as may be required by the BOR.
11. Supervises the general office of the ECVS and the office staff.

13. Communicates with the President and President Elect, and with the Programme Committee for ASM/ABM preparations.
14. Ancillary duties performed by the Executive Secretary:
  - a) Oversees production and distribution of Diplomate certificates. Signs them together with the Chair of the BOR.
  - b) Oversees production and distribution of award certificates. He/she shall include details of the awards winners in the newsletter.
  - c) Serves as spokesperson for enquiries from the public and the media.
  - d) Assists with contract negotiations and answers enquiries from the publisher of "Veterinary Surgery".
  - e) Assists with city and hotel selection for the Annual Meeting.
  - f) Answers enquiries of members, committee members, and others relating to ECVS policies and issues.

### **C. REPORTING**

The Executive Secretary reports to the Chair of the BOR, the President and the BOR with respect to ECVS business matters.

### **D. STIPEND AND REIMBURSEMENT**

See Budget Preparation and Reimbursement Protocol.

### **E. DISABLED DIPLOMATES**

Any Diplomate who is permanently disabled or otherwise impaired, at any age, and is no longer gainfully employed as a surgeon, may apply in writing to the Executive Secretary for a waiver of annual membership and Annual Meeting registration fees. The disabled or impaired Diplomate shall remain a Diplomate in full standing in the ECVS.

### 3. V. TREASURER

#### A. OFFICER

The TREASURER shall be a member of the Board of Regents and the Fiscal Committee. The term of office is three years, but he/she may be re-elected for one further term. He/she is registered at the Register of Companies. He/she shall be the custodian of all the monies of The College. He/she shall approve the books of monies paid by the Operations Manager upon order of the Board of Regents. He/she shall keep full and accurate books of account, containing a record of all monies received and expended, which books shall be the property of the College and open to the inspection of the authorised officials at all reasonable times and places. He/she shall oversee collection of application, examination and membership fees, as promptly as possible, and report all members in arrears. He/she shall submit a written financial report to the Board of Regents annually. A summary of this report shall be submitted to the College.

#### B. RESPONSIBILITIES

##### 1. MEMBERSHIP FEES:

- a) The Treasurer oversees collection, deposit and accurate record keeping of yearly membership fee payments by each active Diplomate. Each active Diplomate of the College will be billed during the month of January/February by the ECVS Office.
- b) Membership fees are considered overdue if not paid by April 1 of the year to which they apply. Diplomates who are overdue in paying fees will have to pay a surcharge, as established by the BOR. Diplomates who have not paid their fees by April 1 receive a reminder during the month of April, with their new invoices reflecting the surcharge.
- c) A letter is sent following the summer meeting of the BOR to all Diplomates who have not paid their membership fees, notifying them that their membership privileges may terminate if all outstanding membership payments and the surcharge are not paid by January 1 of the following year.
- d) The names of the Diplomates who have not paid their fees from the previous year and who have not responded to reminder letters from the office, will be reported to the February BOR meeting, at which time membership benefits may be suspended.
- e) The names of the Diplomates who have not paid their fees from the previous year, and who have been reported to the February BOR meeting, will be confirmed at the summer ABM, where, subject to a majority vote, they will be officially expelled from the College.

- f) The total number of retired diplomates who are non-paying members shall be reported to the membership at the ABM without mentioning names.
- g) The total number of disabled diplomates who are non-paying members shall be reported to the membership at the ABM without mentioning names.

### 2. BUDGET PROPOSAL:

- a) The Treasurer oversees and assists with the development of an initial budget proposal for the subsequent fiscal year. The Treasurer sends the budget proposal to each member of the BOR before the February Board meeting. The fiscal year budget is approved annually by the BOR at the February meeting. Following approval of the budget, the Treasurer sends copies of the approved budget to all members of the BOR. The Treasurer also forwards a copy of the relevant section(s) of the budget to each respective committee Chair with an accompanying explanation.

### 3. INVESTMENTS:

- a) The Treasurer may invest or oversee the investment of College funds to achieve the financial goals of the College as approved by the BOR. The Treasurer acts as agent for the College when placing investments. The "Prudent Person Principle" shall govern the Treasurer's actions.

### 4. FEDERAL INCOME TAX RETURNS:

- a) The Treasurer oversees the submission of the annual tax report to the Swiss Federal Government.

### 5. YEARLY INDEPENDENT FINANCIAL REVIEW:

- a) The Treasurer works with the services of a Certified Public Accountant to perform a yearly audit of the financial records of the College. A written report from the accountant of the annual review is submitted to the BOR at the summer meeting and to the Annual Meeting.

### 6. RECEIPTS OF DEBTS:

- a) The Treasurer oversees the maintenance of accurate records of all monetary income and of the payment of all debts incurred by the College, which have been authorised by the BOR through approval of the annual budget, by a vote of the BOR, or by authorisation from the chair of the BOR.

### 7. OFFICER, REGENT, AND AUTHORISED COMMITTEE CHAIR/MEMBER EXPENSE REIMBURSEMENT:

- a) The Treasurer oversees the timely reimbursement of allowable expenses incurred by Officers, Regents and authorised committee members. The Treasurer authorises all committee Chair/member expense reimbursement in advance of incurring said expenses. Reimbursement levels shall comply with the protocols of the College.

## C. PROTOCOL

### 1. TREASURER'S CALENDAR

- a) February
  - Attends the Fiscal Committee meeting and the BOR meeting. Submits all year-end investment records to the ECVS Office for year-end financial statements.
  - Presents the provisional financial report (including year-end report and current fiscal year report). Reports names of Diplomates who are a year or more in arrears in paying their annual membership fees.
  - Presents the budget proposal.
- b) July
  - Attends BOR meeting and the Annual Meeting and presents the final financial report (including a review of the current year's budget), and draft year-end audit.
  - Ensures money is available at the Annual Meeting to pay various bills (e.g. resident awards).
- c) September
  - Oversees and assists with preparation of a budget proposal and distributes this proposal to the BOR prior to the February Board meeting.

### 2. BUDGET

- a) Ensures appropriate changes are made to the budget proposal, in accordance with the budget approved by the BOR. Oversees mailing of copies of appropriate individual budget sections to each respective committee Chair with explanation.

### 3. OFFICER, REGENT, AND AUTHORISED COMMITTEE CHAIR/MEMBER EXPENSE REIMBURSEMENT:

- a) The Treasurer oversees the process of expense reimbursement. All requests for reimbursement are submitted directly to the ECVS Office.
- b) **Administrative Expenses:** The Office administrative expense budget is to be used for telephone, I.T., secretarial administrative, copying, postage and other expenditures required to conduct College business. Officers, Regents and committee Chairs/members should act prudently and efficiently when utilising the services of the ECVS Office. Restraint should be used in incurring expenses in general, and expenses may not exceed the respective budget, without approval of the BOR. All requests for changes in budgets should be made to the Chair of the BOR.
- c) **Travel Expenses:** Officers, Regents, and authorised committee Chairs/members are entitled to reimbursement for travel to and from official BOR or committee meetings. Officers, Regents, and authorised committee Chairs/members may travel by air (coach class or lowest fare possible) or ground transportation. Private automobile is acceptable as well, and reimbursement is at the current per kilometre rate decided by the BOR (which includes fuel costs and toll charges).
- d) **Other Meeting Expenses:** Officers, Regents and authorised committee Chairs/members are entitled to reimbursement for hotel, meals and miscellaneous travel expenses for each day the BOR or committee meets, including BOR or committee meeting days held in conjunction with the Annual Meeting. Reimbursement shall be equal to actual expenses, as supported by original receipts. Individuals should maintain individual expense receipts while on ECVS business and must submit original receipts to the ECVS Office with requests for reimbursement.

## D. REPORTING

### 1. TREASURER'S REPORTS:

- a) The Treasurer shall make three financial reports during the fiscal year, which begins January 1 and ends December 31. These reports shall be presented at the September, February and Summer meetings of the BOR, and at the Annual Meeting.
- b) Each report will contain the total receipts and expenditures of each programme and administrative activity, plus the total net worth of the College.

- c) The report at the Annual Meeting shall include the year-end report, which includes all financial transactions during the previous fiscal year, and an up-to-date report from the beginning of the present fiscal year.
- d) Detailed financial reports, including long-term trends in income and expenditure, shall be presented to the BOR annually or as requested by the BOR.

**E. REIMBURSEMENT**

1. EXPENSE REIMBURSEMENT:

- a) Official expenses: The annual budget shall contain an appropriate amount of money to be used for telephone, secretarial and bookkeeping assistance, copying, postage, office supplies, professional management accountancy services and insurance premiums. The Treasurer may not exceed the approved budget without consent from the BOR.

**F. WORK SHEET TO ASSIST COMMITTEE BUDGET PREPARATION  
EUROPEAN COLLEGE OF VETERINARY SURGEONS**

<u>Committee Name:</u>	<u>Date of Submission</u>

Please reply by September 1.

<u>Item or Category Requested</u>	<u>Amount</u>
Travel	_____
Secretarial Assistance	_____
Local support @ ..... /hour	_____
Telephone	_____
Office Supplies	_____
Reproduction/Copying	_____
Printing/Publishing	_____
Postage/Mailing/Shipping	_____
Photographic Services	_____
Honoraria	_____
Special Contractual Agreements	_____



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Awards/Certificates	_____
Hotel/Meeting Services	_____
Rooms	_____
Meals/Receptions	_____
Refreshments/Breaks	_____
Audio visual Aids /Equipment	_____
Miscellaneous (                    )	_____
Miscellaneous (                    )	_____
Total	_____

(Not all of these categories are applicable for every committee. Consult the Treasurer regarding applicability.)

Reasonable effort has been made to assure value for money in the preparation of this committee budget.

\_\_\_\_\_

Signature Committee Chair

### 3. VI. OPERATIONS MANAGER

#### A. OFFICER

The OPERATIONS MANAGER is elected by the membership for a term of office of three years. This is an employed position and the candidate will usually be appointed by a subcommittee of the Board of Regents, including the Executive Secretary. The operations manager will be registered at the Register of Companies in Switzerland. The usual term of office will be three years but he/she may be re-appointed indefinitely according to Swiss employment law. He/ she shall be a non-voting member of the Board of Regents and shall attend all Board meetings.

The role of the OPERATIONS MANAGER is primarily to direct, manage and maintain the executive office of the ECVS. However, he/she is also encouraged to develop initiatives and produce proposals to the BOR for approval.

Executive office responsibilities include:

- Work with the BOR sub committee on employment of any new staff, establishing staffing needs and informing the BOR of changes in requirements
- Direct and train office staff to fulfil the functions of the ECVS Office by use of staff development, delegation of key skills and team building
- Manage employment contracts, staff development and appraisals by liaising with University HR where staff are on University contracts (currently University of Zurich) or with the BOR subcommittee where appropriate
- Manage and organise the office facilities, including IT and website technology including liaison with the office providers (currently University of Zurich) and website hosts (Ambrose Fox).

ECVS responsibilities:

- All aspects of running the ECVS executive shall be the primary responsibility of the Operations Manager, including examinations, credentials, membership, annual meeting, finances and publicity
- Develop an annual timeline and deadlines for all office tasks and ensure maintenance of the schedule every year
- Monitor and maintain efficiency of the ECVS functions
- Develop and maintain a marketing, sponsorship and public relations policy and work with the BOR to arrange for the implementation of these policies
- Ensure that all external enquiries directed to the ECVS Office are forwarded to the relevant BOR member efficiently and without undue delay

Financial and legal responsibilities:

- He/she shall approve and pay (or arrange to have paid) all bills for expenses of the College
- He/she shall keep full and accurate books of account, containing a record of all monies received and expended, which books shall be the property of the College and open to the inspection of the authorised officials at all reasonable times and places

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- He/she shall collect applications, examination and membership fees, dues as promptly as possible, and report all members in arrears
- He/she shall arrange for signatories to the Bank accounts to be updated when required
- Arrange for the President Elect to be registered with the Notary as required by Swiss law
- He/she shall arrange for the Treasurer to discharge the Board's responsibilities at the AGM each year and for the relevant annual accounting returns to be made according the requirements of Swiss law
- He/she shall arrange for the finances of the College to be audited annually
- He/she shall ensure that all ECVS records and activities are recorded and stored so as to be compliant with any aspect of Swiss law that relates to the College.

### Specific requirements:

- Maintain Company and ECVS records in such a way that reference and back up data are available both to the Swiss Authorities as required in Swiss law, or to officers of the College should they need to access them. This includes establishing and maintaining an efficient filing system of hard and electronic data
- Provide the information required for the Treasurer and the Executive Secretary to complete their reports
- He/she shall be the custodian of the records of attendance at all meetings of the College, of members and guests in special registers for each.
- Arrange for all venue bookings, meeting room and hotel bookings, examination facilities to be booked and confirmed, check and sign all contracts with the same, and liaise with the local organisers regarding any changes in availability and organise alternative venues.
- Attend Fiscal Committee Meetings as a non-voting member.

### 3. VII. REGENTS

#### A. CONSTITUTION

The Board of Regents shall consist of the Chair of the Board of Regents, the President, the President Elect, the Executive Secretary, the Treasurer, the Operations Manager and six Regents. An attempt should be made to establish an appropriate distribution of Board members among the various European countries, large and small animal surgeons, as well as academicians and practitioners.

##### Section 1:

The term of office of the Chair of Regents, the President and the President Elect is each for one year. They are registered at the Register of Companies. They hold an honorary post and only get reimbursed for their reasonable expenses.

The Executive Secretary, Treasurer and Operations Manager are registered at the Register of Companies. The term of office of the Executive Secretary, and the Treasurer is each of three years. They can be re-elected for one additional term. The initial term of office of the Operations Manager will be three years but he/she may be re-appointed indefinitely according to Swiss employment law.

The six Regents are elected for terms of three years each. Generally two Regents are elected every year. A Regent may be re-elected for one further three-year term.

##### Section 2:

The Board of Regents shall be the executive body of The College and shall consider all the business and policies pertaining to the affairs of the College. It, or its designated Committees, shall receive all applications, conduct examinations and make recommendations for membership to the College. It shall consider and act upon charges against Diplomates for alleged offences against the Constitution of the College or charges of unprofessional conduct and shall have the authority to recommend the expulsion of a Diplomat for grievous offences. It shall appoint standing Committees, select the time and place of meetings and determine the fees for examinations, registration and other activities requiring fee income.

It shall direct the management of funds held by the College. A meeting of the Board of Regents shall be held at the time and place designated for the Annual Business Meeting of the College. There shall be at least two more scheduled meetings of the Board of Regents each year. Special meetings may be called at any time by the Chair of the Board of Regents and shall be called by him/her at the written request of not less than six members of the Board of Regents. Not less than 21 days' notice of the time and place of any special meeting shall be given by email, regular mail, telephone or telefax, addressed to each Regent at his/her address as it appears on the books of the College.

Six members of the Board with voting privileges shall constitute a quorum for the transaction of any business, which may come before the meeting.

### Section 3:

Vacancies occurring on the Board shall be filled by election of a member at the next Annual Business Meeting. Any member elected to fill a vacancy shall hold the office until expiration of the term in which the vacancy occurred.

### **B. RESPONSIBILITIES**

1. All Regents are expected to attend all meetings of the BOR. If an individual is unable to attend, the Chair of the BOR shall be notified as soon as possible.
2. New Regents will be informed of the dates of the September Board meeting at the time they are nominated as candidates. These will be confirmed to them following their successful election, and thus the September meeting will be their first Board Meeting.
3. Regents are appointed to certain committees mandated by the Constitution.
4. All newly elected Regents must sign a 'Confidentiality Declaration' before commencing their duties. See 4. I. 2 on page 31 for wording.

### **C. EXPENSES AND REIMBURSEMENT**

1. Regents are entitled to reimbursement for travel to and from all official meetings of the BOR including travel to the Annual Meeting of the College.
2. Regents can travel by air (coach/economy class fares) or overland transport, whichever is less. Private automobile is acceptable, and reimbursement is at the current per kilometre rate decided by the BOR (which includes fuel costs and toll charges). For air travel, Regents are encouraged to obtain the lowest fare possible on convenient flights.
3. Regents are entitled to reimbursement for hotel, meals, and miscellaneous travel expenses for each day the BOR meets, including the meeting at the Annual Meeting. Accommodation for the night before and the night after a scheduled committee meeting will be reimbursed. Reimbursement is payable only by submission of travel (original copy of ticket), hotel, and meal receipts to the Operations Manager.
4. Regents shall receive complimentary registration for the annual Congress.

### 4. COMMITTEES

#### 4.1. CREDENTIALS COMMITTEE (Including PROGRAMME RECERTIFICATION)

##### A. CONSTITUTION

This Committee shall evaluate all applications from candidates applying to sit the examination of the College and recommend qualified candidates to the Board of Regents. It shall also submit a list of applicants who do not qualify, with reasons for their rejection.

Additionally this Committee shall evaluate residents and alternate trainees and residents in training and advise them on fulfilling the requirements in the training brochure. It shall also evaluate the credentials of those ACVS Diplomates wishing to become ECVS Diplomates and advise the Board of Regents of their findings.

In case of conflicts between the Training Brochure and the Book of Procedures, the latter is subservient to the former.

##### B. MEMBERSHIP

The CREDENTIALS COMMITTEE shall consist of seven members appointed by the Board of Regents. The term of office shall be three to four years with 0 to 2 members being replaced each year. A senior member shall be Chair. A Vice Chair will be appointed in the opposite species discipline to that of the Chair.

##### C. RESPONSIBILITIES

1. To evaluate all applications from candidates applying to sit the examination of the College and recommend qualified candidates to the Board of Regents. It shall also submit a list of applicants who do not qualify, with reasons for rejection of each.
2. To evaluate residents and alternate trainees on an annual basis and advise them on fulfilling the requirements in the training brochure.
3. To determine an applicant's qualification for active member status in the European College of Veterinary Surgeons as specified in the Constitution. Requirements for admission, guidelines for resident programmes and the application procedures are specified in the Training Brochure which shall be available on the unrestricted part of the College's website.  
Candidates must provide written documentation from the regulatory body for the veterinary profession of the European country in which they wish to practise, or documentation from the regulatory body that they satisfy the requirements to be licensed to practise.

Documentation must be submitted prior to commencing a residency programme.

4. To determine the depth and quality of the candidate's credentials material as specified under APPLICATION PROCEDURE in the College's Training Brochure.
5. To review the Resident and Alternate Training Guidelines and recommend changes to these guidelines to the BOR.
6. To review and to evaluate Resident and Alternate Training programmes. A new programme must be fully approved by the Credentials Committee prior to starting a resident in the programme. The Credentials Committee will not accept any training performed prior to the date of the acceptance of the programme.
7. To enrol eligible trainees in appropriate training programmes, to keep track of registered trainees during their surgical training; to evaluate their progress; and/or to identify deficiencies by sending written communication at least once a year to the trainee with a copy to their named Supervisor.
8. To evaluate also the credentials of those ACVS Diplomates wishing to become ECVS Diplomates and advise the Board of Regents of their findings. ACVS diplomates wishing to apply for ECVS status will be considered as exceptional cases by the Board of Regents.
9. To review new Programme Applications and advise the Board of Regents whether these meet the guidelines as specified in the Training Brochure and should be accepted.
10. To evaluate all applications of Residency Programmes applying for re-certification by the College and recommend qualified Programmes to the Board of Regents. It shall also submit a list of Programmes who did not pass the requirements for re-certification, with reasons for rejection of each. This function is delegated to a subcommittee of the Credentials Committee – as described in the Training Brochure.

### **D. INTERNAL ORGANISATION OF THE COMMITTEE**

1. The Credentials Committee shall meet bi-annually prior to the September and February BOR meeting to finalise their recommendations to the BOR. There will be an additional short meeting of the Credentials Committee at the Annual Scientific Meeting each year.
2. The Credentials Committee is subdivided into small animal and large animal groups to better accommodate and distribute the workload. Communications and queries regarding small animal candidates and

programmes shall be directed to the Chair of the small animal group; queries about large animal candidates and programmes shall be directed to the Chair of the large animal group. The SA and LA chairs (who will be the Chair and Vice Chair of the Credentials Committee) will decide whether the communication needs to be directed to all members of the Committee before an answer is provided.

### **E. PROTOCOL – CREDENTIALS EVALUATION**

1. The complete credentials of each applicant should be received by the ECVS Office by July 31<sup>st</sup> so that the files can be uploaded to the CredEv website and made available to all members of the Credentials Committee in August. This portfolio of information must include:
  - a) All files specified under APPLICATION PROCEDURE in the current ECVS Training Brochure.
    - Evaluation form (covering form of the complete credentials file)
    - Application form for review of credentials
    - Programme supervisor statement
    - Curriculum vitae
    - Programme log summary
    - Surgery Case Log(s)
    - Activity Log
    - Documentation of specialty training in Anaesthesia/Diagnostic Imaging/Pathology/Internal Medicine if not previously submitted
    - Presentation Log
    - Accepted first authored paper
    - Accepted second authored paper / first authored case report
    - Three letters of reference, which should be confidential and mailed by the referee directly to the ECVS Office for distribution. All pertinent correspondence submitted by the applicant.
  - b) Copies of all previous correspondence between the applicant and/or their Supervisor and the Office, will be routinely reviewed by all members of the Credentials Committee.
  - c) Documentation of completion of a Surgical Residency Programme or an Alternate Training Programme signed by the Programme Director or Supervisor(s).
  - d) No supervisor shall concurrently supervise more than two Residents, other than in exceptional circumstances and for a limited period of time.



- e) Residents must submit their credentials for approval within 2 years of completion of their training programme.
2. Each applicant is independently evaluated by all members of the Credentials Committee in reference to the objectives stated above.
    - a) Any member of the Credentials Committee is required to abstain from evaluating an applicant who has received postgraduate training under his / her supervision.
    - b) The method of evaluation, and the relative impact of each part of the application on the final rating, is the individual responsibility and judgement of each Committee member, but must include:
      - All required application materials with an assessment of their completeness and accuracy.
      - A final rating of each applicant as qualified or non-qualified.

The Chair of the Credentials Committee shall prepare a report of the individual results of the credentials evaluation for the September BOR meeting. The report shall list any questionable applicants and must include the reasons for rating any applicant as non-qualified.

The Committee meets prior to the September BOR meeting to compile a rating for each applicant. A minimum of 3 committee members must review the credentials of each applicant.

3. If an applicant is approved by a majority of the members of the Credentials Committee, the applicant shall be recommended to the BOR as a candidate for examination.
4. If an applicant is rejected by a majority of the members of the Credentials Committee, the applicant shall be recommended to the BOR as not eligible for examination with written justification.
5. Criteria for acceptance of publications by the Credentials Committee: Note that the following information is detailed in the “Residency Programme Guidelines” and the “Alternate Training Programme Guidelines” in the Training Brochure.
  - a) An applicant must present a minimum of two publications. Of those, one has to be a first-authored study, published in a refereed, scientific journal. The study shall be an original contribution to the veterinary literature. The publication must be beyond the level of a single case report. A multiple case study (prospective or retrospective), that has significant conclusions, which have not been documented previously, may count as such publication. Alternatively, the publication may

document the development of a new surgical technique or the results of original biomedical research. The conclusions must be based on data of more than one case. Neither review papers, single case reports nor textbook chapters qualify for this publication.

- b) The second is a major publication in which the trainee must be named as either the first or the second author as described above. Review articles, doctoral theses, textbook chapters, case reports that are not first authored and short communications do not qualify as a contribution to the publication requirements, although in certain cases, a short communication of exceptional scientific merit may be accepted as second publication.

The Committee will encourage trainees enrolled in ECVS-training programmes to submit their manuscripts, for assessment as early in their training programme as possible in order to receive confirmation that the intended publication is compatible with ECVS publication guidelines (as detailed in the Training Brochure).

- c) Publications shall not be older than 5 years at the date of application.
- d) Manuscripts should have been accepted in writing by the editor of an acceptable journal (see above) at the time of application (July 31<sup>st</sup>). A manuscript is considered accepted when the author receives a final letter of acceptance from the editor and further review by a reviewer is not required. Editorial changes affecting sentence structure are acceptable.
- e) A copy of the accepted version of the manuscript (including the title page with author information and all images, tables and figures) OR, if in print, a copy of the published manuscript showing the date of publication must be submitted with the annual report, or credentials application as appropriate.

### 6. MAINTENANCE OF CREDENTIALS MATERIALS

- a) All credentials material and supporting correspondence shall be retained by the ECVS Office for a minimal time of:
- One year, for each successful candidate who has been accepted into active membership status in the College.
  - Five years, following the last rejected credentials application.
- b) Written reports (consisting of the agenda and minutes of any Credentials Committee meeting) shall be retained by the Chair for 5 years following tenure on the committee.

- c) The ECVS Office shall retain indefinitely all minutes of the Credentials Committee and the BOR meetings, recording the actions taken in regard to Credentials Committee reports and activities.
- d) The Chair shall maintain the work sheet on all non-approved candidates and check the resubmitted packet to assure that it and other appropriate letters are enclosed.

### 7. CORRESPONDENCE

- a) All pertinent correspondence between any trainee or applicant and any member of the Credentials Committee must be shared with all members of the Credentials Committee and the ECVS Office, and uploaded to the CredEv website by the Chair/Vice Chair of the Committee, or the ECVS Office.

## F. RESIDENCY AND ALTERNATE TRAINING PROGRAMME ANNUAL EVALUATION

### 1. RESPONSIBILITIES AND PROTOCOL

- a) The entire Committee shall review and recommend changes in the Veterinary Surgical Residency Programme Guidelines when necessary or advisable. All changes shall be reported to the BOR at the September and February meeting to be acted on by Diplomates at the ABM, or, if Diplomate approval is not necessary, approved by the BOR and introduced on 1 July.
- b) A file shall be maintained in the ECVS Office of the annual Residents' logs and verification documents.
  - The ECVS Office places the documents at the CC's disposal on the dedicated web page no later than 2 weeks prior to the CC meeting.
  - Forms are updated annually by August 1.
- c) The Committee shall evaluate each resident's progress and either approve it, give provisional approval pending additional information or deny approval and note areas of deficiencies remaining.
- d) The named Resident Supervisor shall be contacted with the yearly status reports. This will be done, with the approval of the BOR by 15 October.
- e) Evaluation of programmes of residents who have completed their final year of training (6 years for both a Standard Programme, and an Alternate track programme) shall be done at the September and February meeting and the results reported immediately to the BOR.

- f) Specific attention shall be paid by the Committee to the regular evaluation of Alternate Training Programmes, tailored to individual trainees. Overall, the Alternate track trainee has to devote a minimum of 60% of their professional time to the discipline of surgery. Supervision of surgical training by the named Supervisor (normally a Diplomate of the ECVS but, with prior approval from the CC and BOR, supervision may be shared with a Full Professor of Surgery) or another Diplomate of the ECVS is necessary and must be documented so as to allow periodic verification by the Committee.
- g) For such surgical training to be considered “supervised” it has to consist of direct interaction between the Supervisor and Trainee. This requires that both be physically present at the premises where diagnostic, treatment, and follow-up procedures on patients are performed. The interaction between supervisor and trainee must involve (but should not be limited to) guidance through clinical and surgical procedures, case related discussions and knowledge exchange. The actual time spent on “supervised surgical activity” in this manner must be recorded clearly and must fulfil the agreed minimum requirements. The amount of supervised training shall be commensurate with the surgical skill, experience and knowledge of the individual trainee as agreed with the CC prior to starting the trainee, and assessed continuously through the programme by the Supervisor and the Committee. The absolute minimum time of supervision is defined in the Training Brochure. Additional means of interaction during the remainder of the time, such as case discussions and knowledge exchange by telephone and other electronic means of communication exchange shall take place on a regular basis, and should be documented in summarised form.
- h) The Committee shall evaluate new programme applications by:
  - 1. Reviewing the completed Supervisors statement.
  - 2. Reviewing a full programme description based on Elements 1-13 as specified in the Training Brochure, including details of the buildings and facilities

### **G. REPORTING**

- 1. The CC reports on all evaluations to the Candidate and their named Supervisor or Co-supervisors. The chair of the CC also reports to residents-in-training and their supervisors at an informational session at the Annual Scientific Meeting in July.
- 2. The Chair of the Credentials Committee, or their representative, will present an oral report to the BOR at the September and February meetings for the purpose of:

- a) Clarifying, substantiating, or defending the written report and rating of residents/trainees and advising on any problems that have been identified with specific individuals.
  - b) Submitting problems of procedure or interpretation encountered by the Credentials Committee that require action or clarification by the BOR.
3. Candidates who have submitted credentials and are approved by the Board of Regents after the September meeting to sit the examination are notified in writing by the ECVS Office no later than October 31st:
- a) The Chair of the Examination Committee is provided with a list of approved candidates with current addresses no later than October 31st.
  - b) The Chair of the Examination Committee in collaboration with the ECVS Office notifies these candidates in regard to the dates and procedure of the examination.
4. Candidates who have submitted credentials but are not approved by the BOR to sit the examination are notified in writing by the ECVS Office no later than October 31st. Such notification, which is written by the Chair or Vice Chair of the Credentials Committee must include a summary of the reasons for rejection.
- a) Upon inquiry by an applicant, the Chair of the Credentials Committee has the responsibility to interpret the position and action of the Credentials Committee and action of the BOR and encourage or discourage reapplication.
  - b) Appeals must be made within 30 days after a candidate has received notification of a decision.
  - c) Extenuating circumstances may require further evaluation of a particular applicant after the September meeting of the BOR and before the date of examination. Correspondence and/or conference calls involving the Chair of the Credentials Committee and the BOR and the ECVS Office may be used to establish the status of such an applicant. (Since late or incomplete applications shall not be processed or reviewed, such circumstances should be infrequent).
5. The Chair of the Credentials Committee or a designated substitute shall prepare a written report to the membership of the College at the ABM. The report shall include the total number of credentials applicants, the number approved to sit the examination, information regarding the number of

annual reports and new programme applications reviewed, and a summary of Committee activity and current thoughts. The Chair may instruct Diplomates regarding the supervision of Residency Training Programmes and the completion of a satisfactory application. The Chair of the CC might be asked to give a short oral presentation on pertinent or important information at the ABM.

- a) The Chair of the Credentials Committee shall submit copies of a written annual report to the Operations Manager for the MINUTES of the Annual Meeting, inclusion in the spring and autumn newsletter and to the ECVS Office for the Archives.

### **H. REIMBURSEMENT**

1. OFFICE EXPENSES: Office expenses must be approved by the board (BOR September meeting) in advance.
2. TRAVEL EXPENSES: Committee members who must travel away from home in order to carry out the duties of his/her Committee are allowed a travel budget. Committee members may travel by air or ground transportation and must purchase coach class fares. Private automobile is acceptable, and the College will pay the current km rate decided by the Board. Each Committee member may receive reimbursement for hotel and meals. Receipts for travel (original copy of ticket), hotel, and meals must be submitted to the ECVS Office before reimbursement is granted.
3. Members of the Committee shall receive complimentary registration for the annual Congress. Accommodation for the night before and the night after a scheduled committee meeting will be reimbursed

### **I. NOMINATION OF NEW COMMITTEE MEMBER**

1. It is the responsibility of the Credentials Committee to propose new Committee members to the BOR for ratification.
2. All newly elected Regents must sign a 'Confidentiality Declaration' before commencing their duties.

*Declaration of Duty of Confidentiality*

*I, the undersigned, understand, accept and agree in perpetuity to abide by, a duty to treat all information and material that I become aware of, by whatever means, in the course of my duties performed as a Board Regent and/or Committee Member of the ECVS, in strict and absolute confidence.*

*Signed*

*Print Name*

*Date*

### 4. II. EXAMINATION COMMITTEE

#### A. CONSTITUTION

This Committee shall annually prepare and administer a qualifying examination to candidates approved by the Board of Regents. It shall work under the direction of, and report its findings to, the Board of Regents.

In case of conflict between the Examination guidelines and the Book of Procedures, the latter is subservient to the former.

#### B. MEMBERSHIP

The EXAMINATION COMMITTEE shall consist of eight members, four LA and four SA ECVS Diplomates, appointed by the Board of Regents. The term of office shall be four years, with an additional part year acting as an observer. Two members are replaced each year. Tenure on the committee is observer for part of year one followed by three years as a Committee member and one year as outgoing Chair. The two new members proposed for nomination by the BOR are invited to act as observers at the examination immediately preceding their appointment as a full Committee member and attend one preparation meeting of that examination in the previous Autumn.

Examiners should have received training in examination techniques. One Examining Committee Member in each section should be from an English speaking country to ensure language correctness. Additionally, a SA and a LA Examination Committee member of the ACVS are added to the committee. Preferably, the ACVS members leaving the ACVS Examination Committee are selected. The outgoing Chairs of the Exam Committee will assist, act as Advisors and attend a maximum of two preparatory meetings after their term, to help provide continuity. The Committee shall elect a Chair annually.

#### C. RESPONSIBILITIES

1. Examinations set by the Examination Committee shall conform to the College's requirements.
2. The Examination Committee assumes that a candidate for Diplomate status possesses a basic working knowledge of all aspects of surgery in all species as well as special competence in certain more restricted areas identified in the candidate's application as areas of major interest. The examinee must choose to be examined in either small or large animal surgery.
3. The Examination is composed of three sections: parts one, two and three. The Examination Guidelines describes the examination in detail.



a) **Part 1** is the case based part of the examination. The examination will assess the candidate's ability to progress through cases, interpreting results and making decisions based on the information available prior to, during and after surgery. The candidate will be expected to answer questions covering all areas of surgical practice, either in small animals or large animals. Candidates will have their own question/answer booklet. Associated images will relate to the questions on each page. The case based examination is progressive and some answers may become more obvious as the examination evolves. At times the answer to an earlier question may be given on the following page. ***It is therefore imperative that candidates understand that in the case-based examination, they may not turn the pages until instructed to do so.*** The candidate also may not alter their answers after the page has been turned – i.e. ***the candidate is not allowed to turn back in the booklet.*** If a candidate is seen to persistently turn the pages either forward or backwards, despite being warned, the examiners ***will disqualify*** the candidate from the examination. In order not to disrupt the other candidates, the offending candidate will not be informed they have been disqualified until after the examination is complete. There will be no appeal. Scripts are scored blind by multiple Examination Committee members according to preset marking guidelines.

b) **Part 2** (former practical examination); this section of the exam is designed to test interpretive skills and the questions are based on slides on computer screens of surgically related diseases or conditions. Images of any relevant clinical information will also be employed. Free navigation over the 25 sets of slides will be allowed for candidates to answer the questions asked on the answer sheet. There will be no break, but candidates will be allowed to take a drink and a snack when entering the room. In case a toilet visit is needed or more drinks / snacks are required candidates should seek the assistance of one of the invigilators.

The questions will not be read to the candidate. The candidate will be asked to give information regarding: diagnosis, method of treatment, interpretation of radiographs and other diagnostic images, identification of instruments or equipment. Short written answers of a few words to a sentence or a small sketch/drawing are expected. Sample questions will be provided to every applicant after his/her credentials are approved.

New questions are prepared each year by members of the Examination Committee to correspond to the topic areas in the examination blueprint. Examination Committee members review all questions and visual materials for clarity and fairness. This part of the examination is scored blindly by multiple Examination Committee Members, according to pre-set scoring guidelines.

c) **Part 3** (former written section) consists of 170 multiple-choice questions each with one correct answer. This part of the examination

consists of questions about surgical biology; general surgery; gastrointestinal, cardiovascular, respiratory, musculoskeletal, urogenital, neurological (including special senses) and integumentary surgery. Of these questions 42 are of a general nature and the remaining 128 questions are of a more specific nature. Separate question sets are given to large and small animal examinees. The questions will be divided among the above mentioned topics. Furthermore, in each organ system, questions will be asked on the basic sciences (anatomy, physiology, pathology), pharmacology/anaesthesia, surgical techniques, diagnosis, surgical treatment, and postoperative management. Sample questions will be provided to every applicant after his/her credentials are approved.

New written questions are developed each year by a large group of ECVS Diplomates recruited by the Examination Committee members. These items are reviewed for relevance to the examination blueprint, clarity, and importance for competent practice.

#### 4. STATUTE OF LIMITATIONS

- a) Each examination candidate is allowed to take the examination four (4) times within an 8 year period after acceptance of their credentials.
- b) Candidates must state their intent to sit the examination in any particular year(s) by submitting a completed application form and appropriate fees to the ECVS Office by July 31<sup>st</sup> of the previous year.
- c) Candidates requiring extra time or special allowances during the examination must notify the examination committee via the ECVS Office at least 30 days prior to the date of the examination. The examination committee may request documentation of the underlying reason for the request

#### 5. GRADING OF THE EXAMINATIONS

- a) The Examination Committee shall grade the examination and submit the results and their recommendations to the BOR within 2 days of completion of the examination at the concurrent BOR meeting. The Examination Committee sets the pass mark, using an accepted validity scoring system. This system will even out unfair or obscure questions.
- b) The College, through the BOR, makes the final selection of Diplomates. To attain Diplomate status, a candidate must pass all three sections of the examination and receive the endorsement of the BOR.
- c) Results of the ECVS examination shall be sent to the respective candidates within four weeks after completion of the examination.

The results shall indicate whether the candidate passed or failed each component of the exam (i.e. Part 1, Part 2 or Part 3). The results of the examination shall not be discussed with others who are not members of the Examination Committee or the BOR.

- d) Unsuccessful candidates will receive a report from the Chair of the EC regarding relative strengths and weaknesses. Information regarding specific examination questions or answers, the pass mark or scores will not be available. It is the responsibility of the candidate to contact their supervisor or the EC if they want to discuss further assistance regarding the examination. The outgoing Chair of the EC will invite an independent Diplomate of the ECVS to provide assistance for candidates who have failed three times and who have asked for a mentor/advisor to assist their preparation for their fourth attempt. Copies of correspondence with unsuccessful candidates will be kept at the ECVS Office.
- e) Immediately following the examination, the Chair shall forward to the ECVS Office each candidate's oral and practical examination. The office shall maintain possession of this material (see C7 below).

### 6. EXAMINATION FAILURE AND RE-EXAMINATION

- a) The ECVS Office shall notify unsuccessful candidates of the procedure for re-examination.
- b) A candidate must be re-examined in any section not completed successfully. An application shall be made to the ECVS Office by the advertised date and shall be accompanied by payment of the appropriate fee. Candidates who have been successful in one or more section of the examination do not need to be re-examined in these sections.
- c) Should a candidate fail all sections of the examination in the first year, then the entire examination must be repeated in a subsequent examination period in compliance with the above-mentioned statute of limitations.
- d) Candidates have a total of 4 attempts to pass all three sections of the examination within 8 years (see 4a).
- e.) Candidates must not give or receive assistance of any kind during the examination. Any cheating, any attempt to cheat or assisting others to cheat will result in disqualification from the examination. In order not to disrupt the other candidates, the offending candidate will not

be informed that they have been disqualified until after that part of the examination is complete. There will be no appeal.

### 7. EXAMINATION RECORDS

- a) The ECVS Office shall be responsible for safe storage of the examination materials according to the following schedule:
- Examination score sheets of unsuccessful candidates are stored for 6 years.
  - An unmarked copy of questions of both written and practical sections and the answer keys are stored for 6 years.
  - A summary of performance of all candidates is stored for 6 years.
  - Examination Committee members shall not store examination results on their computers beyond the period of appeal after an examination. All previous members of the EC should destroy results and examination data once their tenure has ceased.

## D. PROTOCOL

### 1. GENERAL RESPONSIBILITIES

- a) The Examination Committee shall meet twice a year to prepare the examination. A liaison committee member from the BOR may if required attend one of these meetings (usually the second). The Committee may liaise by teleconference/email/Skype with the ACVS examiners appointed for that year. The entire examination should be finalised by January 5th for proof reading before onward transmission to the ECVS Office by January 15<sup>th</sup>. The Committee shall then meet to administer the examination in February of that year.
- b) New Examination Committee members are appointed by the BOR, in consultation with the Examination Committee. The Examination Committee will strive to nominate Diplomates with examination experience:
- to promote an equal number of small and large animal surgeons,
  - who had previously expressed interest in the Committee,
  - to maintain a balance of orthopaedic and soft tissue surgeons.
- c) The Examination Committee may request from the BOR that additional examiners be recruited if circumstances require this.
- d) Examiners should either have examination experience or examination training.
- e) All newly elected Committee members must sign a 'Confidentiality Declaration' before commencing their duties. See 4. I. 2 on page 31 for wording.

2. The CHAIR OF THE EXAMINATION COMMITTEE shall oversee and correlate activities of the Examination Committee
  - a) Each year, he/she shall ensure that:
    - suitable topics for Parts 1 and 2 are divided amongst the Examination Committee members for preparation of questions.
    - the Examination Committee members meet twice during the year to finalise these questions.
    - the multiple choice question paper is updated and that all proposed questions submitted by the membership are reviewed and either accepted, rewritten, or replaced.
    - An invitation is sent to the ACVS external examiner to assist with the ECVS exam.
    - the audio-visual materials and questions for the case based and practical are reviewed and either accepted, revised, or replaced.
    - The entire examination should be finalised by January 5th for proof reading by two native English speaking Regents (one LA & one SA) before onward transmission to the ECVS Office by January 15<sup>th</sup>.
    - appropriate answer sheets, score sheets and computer spreadsheets for recording results are prepared before the examination.
    - ensure, in collaboration with the BOR or the Executive Secretary, that the necessary space and equipment are available to administer the examination.
    - all the necessary preparations are made for administering, scoring and reporting the results of the examination given in February.
    - a description of the examination procedure, a reading list, and an examination timetable for the upcoming examination are provided to the Executive Secretary for subsequent distribution to examination candidates.
    - the Examination Committee members are kept informed of the timetable for preparation and delivery of the examination and that they make provision to attend the entire examination process.
  - b) At the Annual Examination the Chair shall:
    - supervise the administration of the examination.
    - supervise the grading of the examination answers, the collation of marks and the setting of the pass marks for each paper.
    - prepare an examination report for the BOR (see E: Reporting).
    - hold a meeting of the newly constituted Examination Committee to prepare plans for the coming year and to elect a new Chair.

- c) Subsequent to the Examination:
- all working papers, question and answer sheets should be given to the ECVS Office for safe storage or destruction as appropriate.
  - the outgoing Chair shall oversee the preparation and mailing of the appropriate letter informing candidates of the results of their examination.
  - the outgoing Chair should submit a full report of the examination (including individual scores) to the Chair of the Credentials Committee within 30 days of the examination.
  - the outgoing Chair should make suggestions for new Examination Committee members in collaboration with the current Examination Committee members and seek final approval from the BOR before any official invitation is made.
  - The outgoing Chair should obtain an external examiner's audit report from the ACVS examiner (template, see appendix C).
  - the new Chair should prepare reports for each of the BOR meetings and the Annual Meeting (see E. Reporting).
  - the new Chair should notify the new examination committee members of their responsibilities.
  - The new Chair should respond to the comments raised in the external examiner's audit report.
- c) Correspondence
- the Chair shall correspond with the general membership of the College, when appropriate with regard to the functions of the Examination Committee.
  - records should be kept of all correspondence with candidates.
  - The Board liaison officer should be kept informed of all important Committee decisions and meetings.
- d) The outgoing Chair shall serve an additional year as the "Adviser to the Examination Committee". During this year he/she is expected to help with question and audiovisual preparation and examination preparation/delivery/marking. The Examination Committee Adviser is expected to attend all Examination Committee meetings and the examination itself.

### **Detailed Job description for the Examination Chairs**

#### **A) Preparation of the examination:**

1. Ensure that the Examination Committee members are made aware of their responsibilities for the following year.

2. Determine which multiple choice questions need to be removed from the Qant database:

- those questions that will fall outside the reading list
- those questions answered correctly by more than 80% of the candidates
- those questions answered incorrectly by more than 80% of the candidates
- any question thought to be unsuitable/unclear/misleading/not suitably relevant

Match the exam blueprint to the questions available in the quant database (this information can probably be provided automatically. The following information is needed:

Qant code	N° of questions needed according to blueprint	N° of Q's in quant	N° of Q's in quant not used previous year
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Based on the previous table, and with the goal to obtain a 70-80% replacement of the MCQ questions each year, a list of “missing codes” is made.

3. Allocate these “missing codes” to members for question submission, taking into consideration their areas of interest. As a guide 3 or 4 diplomates should be asked to write a new question for each topic that requires a replacement as the return of good quality questions is relatively low. A current list of members and their areas of interest is available on the website.

The list of allocated codes/diplomates should be sent to the Operations Manager in the form of an Excel database *by end of April*. Deadline for submission of multiple choice questions *mid September*.

Continued work on the MCQ questions:

September: all new questions submitted by the diplomates are distributed by the Chair to the exam committee members for content / language correction. Questions where too much correction would be needed or whose content is not relevant enough should be deleted.

October/November: The Chair checks whether (after correction) enough questions for the different codes of the blueprint are available. If not, the exam committee members should write new questions.

November/December: the Chair gives the final acceptance or rejection to all the questions in the quant database after content and language correction. Afterwards, he/she composes the exam in the quant system. For each code of the blueprint, a question is chosen from the quant database taking into account:

- To aim for 70-80% of the questions being different from the previous year
- To obtain a good variation of the questions (avoid asking several questions from the same article or specific topic)

4. Identify suitable topics for Parts 1 and 2 of the examination and divide them amongst the Examination Committee members so they can begin preparation of questions (**by end of March**). Provide the Committee members with a list of the case subjects that have been used in previous years.

5. Arrange the dates for the two Examination Committee meetings where these questions can be finalised. The ECVS Office and Board Liaison Officer should be informed of these dates. The Board Liaison Officer will usually attend one of these meetings.

**Meeting 1/ Case based: September.**

**Meeting 2/ Practical: November**

These meetings may be held either in Zurich, or where possible/practical and in an effort to reduce costs, they may be hosted by one of the examiners.

6. Ensure that all Examination Committee members are familiar with the QANT database system and how to access/utilise it.

7. Liaise closely with the Examination Committee to ensure that they are making progress with their question preparation leading up to the September/November meetings. The examiners should bring near-complete questions to these meetings for final editing. All question material stored or transmitted electronically should be password protected.

8. Liaise with the ECVS Office to ensure an official approach is made to the outgoing chair of the ACVS examination committee inviting them to act as an external examiner. The ACVS examiner does not attend the preparation meetings, but should be present throughout the entire examination process. This approach should be made as soon as the date for the examination is fixed, as they will need plenty of notice. Ideally confirmation should be included in the EC report to the Board for the July meeting. If required, this examiner may be asked to contribute questions, but this must be done as soon as the question topics have been chosen (ie March) They may also be asked to review suggested questions for Parts 1 and 2 of the ECVS examination

9. Ensure all parts of the examination are finalised by January 5<sup>th</sup> and ensure proof reading is completed by January 15<sup>th</sup>.

10. Ensure, in collaboration with the ECVS Office that:

- a description of the examination procedure, a reading list, and an examination timetable for the upcoming examination are provided to the Executive Secretary for subsequent distribution to examination candidates (**deadline end of September**)
- appropriate answer sheets and score sheets/computer spreadsheets are prepared by the Office before the examination



- the necessary space and equipment are available to administer the examination.
- all the necessary preparations are made for administering, marking and reporting the results of the examination given in February.

**11.** Ensure that the Examination Committee members are kept informed of the timetable for preparation and delivery of the examination and that they make provision to attend the entire examination process.

**12.** Ensure that the Board Liaison Officer is kept informed of the progress of the examination preparation, the dates of meetings, any important decisions made and any relevant correspondence between the examiners or candidates.

**13.** The Chair or the outgoing Chair should review this Job Description as well as the Examination Guidelines relating to the examination each year to check that it is accurate. If there are any changes to be made, you must notify the Board Liaison Officer before the Board of Regents' meeting in September as this is the time that annual revisions are made.

### **B) Annual examination:**

**1.** Welcome the Observer and ensure that he/she has the opportunity to witness all parts of the examination. The current examiners should take time during the examination to train the Observer for their subsequent role on the Committee. Remind all examiners and the observer of their obligation regarding confidentiality of examination content and case details. Details of the forthcoming academic calendar should be explained.

**2.** Prepare and deliver a talk to the candidates the night before the examination.

- a) Introduce the examiners including the overseas observers from ACVS
- b) Run through the format of the case based exam and show the candidates the folder. Remind them that if they turn back they will be disqualified, and persistent attempts to turn forward will be disqualified. Remind them that they will not be told until the end
- c) Remind the candidates of the format of the practical (6 minutes plus review time of one minute per question at the end.
- d) Remind them of the confidentiality and non-disclosure rules of the examination. The consequence of cheating is disqualification from the entire examination.

**3.** Oversee the administration of the examination. Allocate tasks to Committee members.

**4.** Supervise the grading of the examination, the collation of the marks and the setting of the pass mark for each part of the exam.

5. Ensure that all working paper, question and answer sheets are given to the ECVS Office for safe storage or destruction as appropriate. Keep a record of any incidents, or grievances voiced by candidates during the examination procedure and the response given to them.

6. Write and present a report for the Board meeting that immediately follows the examination (in Zurich) using the Examination Report Template.

7. Discuss the plans for the forthcoming year with the Examination Committee before they depart and to hand over to the new Chair.

8. Identify at least two suitable candidates for the new "Observer" position. These names should be put to the Board for final approval as part of the Examiner's report. The examiners should indicate their preference. Once approved, a formal approach should be made by the Chair of the next year's exam.

9. The outgoing Chair should write the letters to all failed candidates within 30 days of the examination outlining their areas of weakness (by subject) and what parts were failed. Specific marks should not be given. Suitable phrases to be used are "well below average", "below average", "average", "above average", "well above average". The outgoing Chair (Adviser) should also respond to any requests for further assistance from a local Diplomate or complaints about the examination. Third time failed candidates should be informed they have the right to ask for a mentor/advisor for their fourth attempt.

10. The outgoing Chair becomes the "Adviser" to the examination committee and acts as a fourth examiner, until the subsequent examination. He/She should attend all meetings, help with question preparation and provide assistance to the new Chair. This ensures that the examination process is consistent and provides some experience when grading papers, setting the pass marks and making decisions on borderline candidates.

### **C) Reporting:**

1. The outgoing Chair (Adviser) of the Examination Committee should prepare a short written report of the year's activities to be presented at the Annual Business Meeting in July. This includes details of everyone who passed; a concise breakdown of numbers of candidates; remind members to support those candidates who need to retake, remind members to contribute MCQ and inform on any changes to the examination. He/she should present this report in person and be prepared to answer questions on it.

2. Immediately following the examination the Chair shall, in conjunction with the Examination Committee, prepare and present a report for the Board of Regents (using the Examination Report Template provided). The results should initially be presented graphically and in a format that does not reveal the identity of the candidates. This allows unbiased review of the results so that any areas of discussion can take place without any potential bias. The descriptive (first) part of the report does not need to be long, but should contain enough information to satisfy the Board that the examination was prepared and delivered and marked in a fair and consistent fashion. Once the anonymous results have been accepted then the identity of the candidates can be made known (second part of the report form) The BOR is then able to finally approve the admission of the successful candidates as members of the ECVS. The results should then be forwarded to the ECVS Office.

3. A report of the examination including individual scores should be submitted to the Chair of the Credentials Committee within 30 days of the examination. This information is useful for them when assessing training programmes. The examination report presented to the Board may form the basis of this report.

### **D) Points to consider during the delivery of the examination**

The timetable for the exam is as follows:

Monday:	08:00	11:30	SA case-based group 1
	11:30	15:00	SA case-based group 2
	15:30	19:00	LA case based (or 16:00 till 19:30)
Tuesday	08:00	12:00	SA practical
	13:00	17:00	LA practical
Wednesday	08:00	12:00	MCQ part 1 SA/LA
	13 :00	17 :00	MCQ part 2 SA/LA
	18:00		reception

For students with dyslexia 10% extra time should be granted

Monday:	08:00	11:50	SA case-based dyslectic
	15:10	19:00	LA case based dyslectic
(these students take the case-based exam in a separate room)			
Tuesday	08:00	12:30	SA practical dyslectic
	13:00	17:30	LA practical dyslectic
Wednesday	08:00	12:30	MCQ part 1 SA/LA dyslectic
	13 :00	17 :30	MCQ part 2 SA/LA dyslectic
	18:00		reception

If all the SA candidates for the SA case-based examination can be examined in one group, the LA case-based examination can be advanced.

Plan for allocation of tasks during examination:

DAY ONE: The day before the examination:

- Chair and one other examiner to review all images for clarity in the computer room
- Observer and examiner to proof read all the exam papers and check that they have 3 versions with the answers in a secure place
- Observer and examiner to check that all the marking sheets are ready
- One examiner to take responsibility for security, locking the doors and transferring all paperwork to the Operations Manager's office overnight
- Allocate one examiner from LA and one from SA to run the rota of invigilators for the MCQ.
- All examiners to have practice run on the case based procedure
- Chair to explain double marking procedure on case based and practical
- Chair to explain security – non disclosure policy and confidentiality with examiners. Also, that they will not know the final collated marks at the end – only the Chief examiner and the Operations Manager have this information.

### DAY TWO: First day of the examination

- All examiners should be involved in the delivery of the case based exam.
- Remaining examiners and Chair to start allocating questions for grading and start marking during the practical exam. Usually the person who wrote the question marks it first and then any second examiner double marks it.
- Observer to collect up all practical question papers and to dismantle them in preparation for marking. Making sure that all papers are labelled with the candidate number.

### DAY THREE: Second day of the examination

- The SA practical will be held in the computer room in the morning and the LA practical in the afternoon.
- Several examiners are needed throughout the practical. The Observer may be used for this.
- Candidates may freely navigate over the slides placing their answers in the booklet provided. There will be no break, but candidates are allowed to take a drink and a snack when entering the computer room and use it while doing the exam. In case a toilet visit is needed or more drinks / snacks are required they can ask one of the invigilators for assistance.

### DAY FOUR

- Chair and one examiner present for first half hour of each MCQ paper. Thereafter just one SA and one LA necessary.
- Remaining examiners mark papers.
- Where there is too much inconsistency between 2 examiners, Chair usually reviews the question as the third marker (if possible).
- Agreed marks for each question to go into database.

### DAY FIVE:

- Mark papers – all examiners.
- Chair to set pass mark for MCQ and collate list of passed candidates for the Operations Manager.
- Complete marking and draw up a graph for determining the pass mark.
- Examiners to blind-review the papers around the proposed pass mark and discuss until pass mark agreed. (For both the Case based and Practical).
- The Board would like the Chair or Board Liaison to hand out the papers for blind review, allowing the ACVS observer to participate in the standard setting process.
- Chair finalises and rechecks all the final marks.
- Candidate numbers and results list given to the Operations Manager.

Chair prepares the examiners' report for the BOR while other examiners clear up / re-collate all the exam papers, storage etc.

3. THE EXAMINATION COMMITTEE MEMBERS shall:
  - a) attend the scheduled meeting of the Committee and be active in preparing and administering the examination.
  - b) prepare the three parts of the examination. The particular areas of expertise of the examiners should not be over-emphasised in the examination.
  - c) Regents shall receive complimentary registration for the annual Congress.assist in the grading and evaluation of the examination.
  - d) assist with the general conduct of the business of the Examination Committee.
  
4. REGENT LIAISON to the Examination Committee
  - a) Two members of the Board of Regents shall be appointed by the Chair of the BOR to serve as liaisons to the Examination Committee (one Large Animal and one Small Animal). The appointed Regents should preferably have served previously on the Examination Committee.
  - b) Responsibilities:
    - To facilitate communication between the BOR and the Examination Committee.
    - To enhance continuity of Examination Committee policies, standards and procedures over time.
    - To assist the Chair of the Examination Committee in co-ordination of Regent participation (proctors, monitors, observers) during the annual examination if required. To report on behalf of the Examination Committee at BOR meetings not attended by a member of the Examination Committee.
    - To review the new examination questions and suggest amendments where appropriate.
    - To provide clarification and assistance to the Examination Committee as required.
  
5. THE ECVS OFFICE shall:
  - a) send examination information, pamphlets, application forms and examination schedules to eligible examination candidates.
  - b) accept and record completed applications, fees and other required materials

- c) arrange for appropriate examination facilities, sleeping quarters, audiovisual equipment, and refreshments for the administration of the examination.
- d) prepare pass/fail letters for each category for signing by the Chair of the BOR following the examination.
- e) copy and send the pass/fail letters to the respective candidates.
- f) store tapes and examination materials based on current procedures - see C7 above.

### 6. EXAMINATION ASSEMBLY AND ADMINISTRATION PROCEDURES.

- a) All three parts of the examination should be prepared and reviewed by all members of the Examination Committee. Suitable topics should be distributed between the examiners with enough notice for them to bring draft questions and images to their preparation meetings for review, revision and final editing as required. The written questions for Part 3 may be prepared and finalised on the secure (password-protected) QANT system.
- b) As much of the examination preparation as possible is completed at the pre-examination meetings to avoid unnecessary mailing.
- c) Mailing of the examination questions should be limited to an absolute minimum. Material should be uploaded on the pass word protected Committee File Sharing Area of the website. Questions to be included in any section of the examination shall not be reviewed with anyone outside the Examination Committee.
- d) A sufficient number of Examination Committee Members shall be assigned to the examination room during the three parts of the examination to ensure the smooth running of the examination and to discourage fraud.

### E. REPORTING

- 1. The Chair of the Examination Committee shall prepare a written report (see appendix a) of the year's activities to be presented at the Annual Business Meeting. The Chair should present this report in person and be prepared to answer questions at the Annual Meeting.
- 2. Following the examination and before the February meeting of the BOR, the Chair shall, in conjunction with the Examination Committee, prepare a report using the designated template to include relevant

details of the examination, any changes introduced, any complications encountered and any formal complaints received. The report should include the average, median and cut-off scores for each part of the examination, After verification of the examination and approval of the results and cut-off scores, the Examination Committee shall present the names of passing and failing candidates for BOR approval. This part of the report should include a table including candidates' names, nationalities, the number of times they have sat the exam and which parts of the exam have been passed. This report shall be reviewed by the BOR and a decision rendered regarding certification of examinees. The results shall be forwarded to the ECVS Office.

### **F. EXPENSES AND REIMBURSEMENT**

1. OFFICE EXPENSES: Office expenses must be approved by the board (BOR September meeting) in advance
2. TRAVEL EXPENSES: Committee members who must travel away from home in order to carry out the duties of his/her Committee are allowed a travel budget. This budget is given to the Committee Chair who is responsible for informing his/her Committee members of its use. Committee members may travel by air or ground transportation and must purchase coach class fares. Private automobile is acceptable, and the College will pay the current km rate decided by the Board. Each Committee member may receive reimbursement for hotel and meals. Receipts for travel (original copy of ticket), hotel, and meals must be submitted to the ECVS Office before reimbursement is granted.
4. Members of the Committee shall receive complimentary registration for the Annual Congress. Accommodation for the night before, the night after a scheduled committee meeting will be reimbursed.

### **G. SUMMARY-DUTIES OF THE EXAMINATION COMMITTEE CHAIR**

A) Preparation of the examination:

1. Organise the EC and communicate with the Board Liaison Officer
2. Construct the multiple choice paper (Part 3) on the QANT system according to the guidelines in the Job Description
3. Together with the examination committee, prepare the Practical and Case Based examination papers
4. Arrange and coordinate examination committee meetings
5. Invite the ACVS external examiners to assist at the examination
6. Finalise the examination papers before January 15 in the year of the examination
7. Arrange delivery of the examination in February each year



8. Keep appropriate records of correspondence and ensure confidentiality from all people involved in organizing the examination.

### B) Annual examination

1. Introduce and ensure training of the observer
2. Review the examination venues and projected images
3. Prepare and deliver candidates' talk the night before the examination and introduce all the examiners
4. Oversee the administration of the examination and receive queries from the candidates
5. Supervise grading and collation of marks
6. Ensure all papers are transferred securely to the ECVS Office for storage
7. Make arrangements to hand over to the new Chair including ensuring that they have copies of all documentation regarding their responsibilities
8. Arrange for the names of suitable candidates to be put forward as observers for the following year

### C) Reporting

1. Report to the Board of Regents within 48 hours of the end of the examination
2. Report to the Credentials Committee within 30 days of the examination
3. Report to the failed candidates within 30 days of the examination
4. Report to ECVS members at the AGM

### D) Fourth year

The outgoing Chair acts as an Advisor to the examination committee in terms of examination content, procedural issues and marking/grading

### 4. III. FISCAL COMMITTEE

#### A. CONSTITUTION

This Committee shall consist of the President, the Treasurer, the Chair of the Board, the Operations Manager and the Executive Secretary. It shall prepare an annual budget for the College, review the Treasurer's books for the annual audit and advise the Board of Regents on the financial affairs of the College with the help of the professional auditors and the College office.

#### B. MEMBERSHIP

The FISCAL COMMITTEE shall consist of four members of the Board. The President shall serve as Chair, and the Chair of the Board, the Treasurer and the Executive Secretary will be members. The Operations Manager is a non-voting member.

#### C. RESPONSIBILITIES

This Committee shall prepare an annual financial report for The College, prepare the Treasurer's books for the annual audit and advise the Board of Regents on the financial affairs of The College with the help of the professional auditors and the ECVS Office.

#### D. TIMETABLE

This Committee will meet immediately before the February Board Meeting

### 4. IV. PROGRAMME COMMITTEE

#### A. CONSTITUTION

This Committee will be responsible for the development of the SA and LA scientific programmes of the Annual Congress and submit a speakers' list for final approval by the Board of Regents.

#### B. MEMBERSHIP

The Programme Committee (PC) has two subdivisions: a Small Animal (SA) Committee and a Large Animal (LA) Committee.

The SA Committee should consist of SIX (6) members, two of which should have a specialist interest in soft tissue and two should have a specialist interest in orthopaedics/neurology. The LA Committee consists of FOUR (4) members with at least one member with a special interest in orthopaedics and one in soft tissue surgery. Each PC should contain at least one native English speaker.

A Diplomate of the country in which the meeting is to be held should be appointed as an additional member of EACH Programme Committee, but some flexibility is acceptable depending on the venue/location in question.

The minimum expected term of office for each PC member should be 3 years, with a maximum of 5 years, unless otherwise agreed by the Board of Regents.

The composition of each committee (SA and LA) is approved at the February board meeting (year X) and it is decided who will serve as the chair of the programme for the meeting in year X+1 and who will start preparing and become the chair of the programme in year X+2. The longest serving member is the chair for X+1, whereas the second longest serving member is the chair for X+2, unless otherwise approved by the Board of Regents. The position of Chair may be held for a maximum of TWO years unless otherwise approved by the Board of Regents.

The task of the chair is to coordinate the programme construction, abstract marking, abstract selection and abstract editing for Veterinary Surgery. If pre-congress courses are to be held, they should also be coordinated by the chair in close collaboration with a diplomate of the country in which the meeting is to be held. The LA and SA chairs shall report through skype/videoconference at the February and September board meeting on their progress in the design and elaboration of the programmes. The Chairs of the SA and LA committee shall meet the Board in person at the July board meeting.

The President Elect will oversee the SA and LA Committees and the programme for the Annual Scientific Conference.

The chairs of the PC should be kept informed of all communication between the office and the invited speakers (e.g. they should be in cc to the official invitations and follow up mail).

*Protocol for the Annual Scientific Meeting, Timetable of Responsibilities, Payment of speakers, Responsibilities of Local Organizers, and Wetlabs:*

See **5: Annual Scientific Meeting**

### **C. RESPONSIBILITIES**

See above

### **D. EXPENSES AND REIMBURSEMENT**

Members of the Committee shall receive complimentary registration for the Annual Congress including accommodation up to two nights.

### 4. V. DIPLOMATE RECERTIFICATION COMMITTEE

#### A. Recertification of ECVS Diplomates

In order to remain 'practising' and to comply with requirements of the European Board of Veterinary Specialisation (EBVS), ECVS Diplomates must undergo the recertification process every five years. A Diplomate is considered 'practising' for 5 years from the date of initial ECVS Board certification and thereafter for 5 year increments, depending on fulfilment and timely documentation of recertification criteria. Failure to comply with these criteria will render a Diplomate 'non-practising'. Non-practising Diplomates are no longer registered with the EBVS and are not allowed to use the title "European Specialist". Furthermore, they may not establish a new ECVS residency programme or be the named supervisor for a resident in a Standard VSRP or an Alternate VSTP. However, residents/trainees may log (in bold) a non-practising ECVS Diplomate as supervisor in their Surgery Case Logs.

Non-practising Diplomates cannot be nominated as members of the Examination Committee, the Credentials Committee or the Recertification Committee. The title ECVS Diplomate and all other active and passive rights of an ECVS Diplomate, such as the right to vote, eligibility to offices within the college other than the ones listed above and participation in the Annual Business Meeting remain unaffected by the recertification status. Non-practising Diplomates are still required to pay an Annual Membership Fee.

ECVS Diplomate recertification can either be obtained by sitting and passing the Practical Part of the Annual Certifying Examination for residents as the sole criterion or by documentation of activity in the field of Veterinary Surgery using a credit point system. Credit points towards recertification can be obtained by a combination of supervision of residents, preparation of exam questions, membership of selected ECVS committees, attendance to annual ECVS or ACVS meetings or other recognised national or international meetings, scientific publications, acting as a reviewer for *Veterinary Surgery*, documentation of case reports or surgical procedures using the residents' *Surgery case log* form. A minimum of 100 credit points has to be accumulated for successful recertification. To apply, the *ECVS Diplomate Recertification Form* has to be completed and submitted online together with a ZIP file containing the supporting evidence, as indicated on the form, on the ECVS website via "Your ECVS".

For quality assurance purposes, two reference letters are a necessary part of the recertification process in order to have third parties attest to a Diplomate's good standing within the profession, and his or her continued activity in the speciality.

A reference template can be downloaded from the website and, when completed, included in the recertification documents zip file to be uploaded via 'Your ECVS'.

If a Diplomate does not meet the required number of points, they can be given one year extra in which to achieve at least the number of missing points. If they succeed, they will then be re-evaluated four years from the end of the extra year. Thus, diplomates must make up the deficit in the subsequent 4 year period. For example, if a diplomate

has 80 points in the relevant 5 year period, in the following year they need 80 + 20 = 100 points, and in the subsequent 4 years they need 100 points to make up the shortfall.

If they do not succeed, or if any Diplomate does not submit re-certification documents, they will become non-practising Diplomates, removed from the EBVS specialist register, and may only use the title of Diplomate (non-practising).

Should there be a query whether a diplomate is practising for  $\geq 60\%$  of their time, the recertification committee may ask for the diplomate's surgical log. This would not be part of the standard submission unless a diplomate was seeking points under "case logs".

### **B. CONSTITUTION**

This Committee shall evaluate the submissions of all Diplomates applying for re-certification by the College and recommend qualified candidates to the Board of Regents. It shall also submit a list of Diplomates who did not satisfy the requirements for re-certification, with reasons for their rejection.

### **C. MEMBERSHIP**

The RECERTIFICATION COMMITTEE shall consist of 2 members appointed by the Board of Regents. The Chair of the Committee shall not be a member of the BOR. The Committee shall evaluate all applications of Diplomates applying for re-certification by the College and recommend qualified candidates to the Board of Regents. It shall also submit a list of Diplomates who did not pass the requirements for re-certification, with reasons for rejection of each. The term of office for the Committee members shall be 3 years with the possibility of re-election for a further 3 years.

### **C. RESPONSIBILITIES**

1. To determine an applicant's qualification for 'practising' status in the European College of Veterinary Surgeons as specified in the Constitution.
2. To determine the number of points accrued and submitted by the applicant as specified under the APPLICATION PROCEDURE.
3. To recommend qualified Members to the Board of Regents.
4. To submit a list of Diplomates to the Board of Regents who did not pass the requirements for re-certification, with reasons for rejection of each.
5. To recommend to the Board of Regents the reinstatement of suitably qualified *lapsed or non-recertified Diplomates*.

6. To submit a list of *lapsed or non-recertified Diplomates* to the Board of Regents who did not pass the requirements for re-certification, with reasons for rejection of each.
7. To submit to the Credentials Committee a list of lapsed Diplomates and non-Diplomate programme supervisors who have failed to recertify.

### **D. PROTOCOLS**

1. To determine an applicant's qualification for 'practising' status in the European College of Veterinary Surgeons as specified in the Constitution.
2. To determine the number of points submitted by the applicant that are deemed relevant, as recommended by the Board of Regents.
3. To review the presentations at National and International Meetings to determine their suitability for inclusion in the application.
4. To check the attendance record at ECVS and ACVS Congresses to determine their suitability for inclusion in the application.
5. To review the papers and case reports to determine their suitability for inclusion in the application.
6. The required points must be collected during the consecutive 5-year period that is concurrent with the period of recertification.
7. Applicants may choose to take the practical component of the examination to maintain their 'practising' status in the European College of Veterinary Surgeons. Those passing the examination will be deemed to be 'practising' members from January 1<sup>st</sup> of the year they sat it. Those failing it will be required to retake it the following year.
8. Diplomates who have paid their membership fees but who fail the recertification process shall be asked to take the practical examination if they wish to maintain their 'practising' status. Those failing the examination will be expected to retake it or withdraw their application.

### **E. TIMETABLE OF RESPONSIBILITIES**

1. The Committee will convene early in August in order to report its findings to the September BOR meeting.
2. The Operations Manager and Executive Secretary shall ensure that all relevant documentation is available on line for the Committee Meetings.

### **F. NOMINATION OF NEW COMMITTEE MEMBERS**

1. It is the responsibility of the Recertification Committee to propose new Committee members to the BOR for ratification.

### **G. EXPENSES AND REIMBURSEMENT**

1. OFFICE EXPENSES: Office expenses must be approved by the Board (BOR July meeting) in advance.
2. TRAVEL EXPENSES: Committee members who must travel away from home in order to carry out the duties of his/her Committee are allowed a travel budget. This budget is given to the Committee Chair who is responsible for informing his/her Committee members of its use. Committee members may travel by air or ground transportation and must purchase coach class fares. Private automobile is acceptable, and the College will pay the current km rate decided by the Board. Each Committee member may receive reimbursement for hotel and meals. Receipts for travel (original copy of ticket), hotel, and meals must be submitted to the ECVS Office before reimbursement is granted.
3. Members of the Committee shall receive complimentary registration for the Annual Congress. Accommodation for the night before, the night after a scheduled committee meeting will be reimbursed.



### 4. VI. RESIDENT RESEARCH GRANT COMMITTEE

#### A. CONSTITUTION

This Committee shall receive and evaluate all requests for College funds, allocated to the "Resident Research Grant" and shall make recommendations to the Board of Regents regarding distribution of funding.

#### B. MEMBERSHIP

The Resident Research Grant Committee shall consist of three members of the College. The term of office shall be 3 years, which may be extended, with one member being appointed by the Board of Regents every year. The senior member shall be the Committee Chair.

#### C. DUTIES

1. The Committee shall receive and evaluate all requests for College funds, allocated to the "Resident Research grant". The Committee will score each application out of 100 in the following categories:
  - a. Overall quality of proposal (40 pts)
  - b. Potential impact of study (20 pts)
  - c. Ability to carry out the investigation and likelihood of timely completion (20 pts)
  - d. Appropriateness of budget (10 pts)
  - e. The care and use of experimental animals using the principles of replacement, reduction and refinement (10 pts)

The scores will be used to rank the applications in two separate categories – small animal and large animal. The top scoring application in each category will be put forward to the Board of regents for approval of funding. If the Committee believes that no application is considered worthy of funding in one of these categories, the Committee can recommend to the Board to award two grants in the same category.

#### D. DEADLINES

Completed Resident Research Grant applications must be received in the ECVS Office by December 1st and forwarded to the Committee. The Resident Research Grant Committee is expected to finalize proposal evaluation by February 1<sup>st</sup> in time for the February Board meeting, where potential awardees are proposed; immediately thereafter, awards can be distributed.

**E. GRANT REVIEW PROCEDURE**

SEE "Resident Research Grant" description.

### 4. VII. APPEALS COMMITTEE

#### B. CONSTITUTION

This Committee will consider and evaluate appeals made by Resident candidates against a decision on their credentials application or against their result in an examination.

The Committee will evaluate such appeals and report in writing to the Board of Regents on their merit, with recommendations as to the action to be taken.

It is not the duty of the Appeals Committee to consider requests for the discretionary relaxing of procedures, rules, regulations or College policy in individual cases. Nor is it its duty to make recommendations as to such. Its function is to consider Appeals that contend that the procedures, rules or regulations relating to a Credentials evaluation or an examination have been applied or interpreted incorrectly or unfairly leading to a wrong or unjustifiable decision or result.

This Committee will also investigate any allegations of a breach of Examination Security as described in the Examination Guide.

#### C. MEMBERSHIP

The Appeals Committee shall consist of four Diplomates appointed by the Board of Regents. The term of office shall be at the discretion of the Board, with members replaced as needed to maintain a full Appeals Committee. Members of the Committee shall not be current members of the Board of Regents.

#### C. DUTIES

The Committee will appoint a Chair and consider and evaluate appeals made by Resident candidates (the appellant) against a decision on their credentials application or against their result in an examination.

The Committee will evaluate such appeals and report in writing to the Board of Regents on their merit, with recommendations as to the action to be taken.

It is not the duty of the Appeals Committee to consider requests for the discretionary relaxing of procedures, rules, regulations or College policy in individual cases. Nor is it its duty to make recommendations as to such. Its function is to consider Appeals that contend that the procedures, rules or regulations relating to a Credentials evaluation or an examination have been applied or interpreted incorrectly or unfairly leading to a wrong or unjustifiable decision or result.

### 1. CONFLICT OF INTEREST

If a Committee member believes there is a conflict of interest, he/she shall inform the Chair of the Board of Regents who will determine whether they withdraw from evaluating that appeal.

## F. APPEALS AND REVIEW PROCEDURES

The College will only consider appeals against decisions made by the Credentials Committee or against examination results from Resident candidates. Candidates may appeal if they believe that a decision or a result has been wrongly or unfairly arrived at.

1. **TIME OF APPEAL:** Candidates who wish to appeal the results of credentials evaluation or examination results must do so in writing to the ECVS Office within 30 days of the date of the written notice of the decision or result in question from the Board of Regents.
2. **CONTENT OF APPEAL:** The appellant must make it clear what decision is being appealed against and the grounds claimed i.e. what procedure, rule or regulation has been incorrectly applied or interpreted so as to lead to a wrong or unjust outcome. Any evidence or documents supporting the Appeal must be provided at the same time.

NB Appeals that do not contend that rules regulations or procedures have been wrongly or unfairly applied (e.g. those that in fact amount to a plea for leniency in view of special or extenuating circumstances) will not be referred to the Appeals Committee, but may, at the discretion of the Chair of the Board of Regents, be submitted for review by the full Board of Regents.

3. The Executive Secretary will record the date of receipt of the Appeal and within 7 days of that date send an acknowledgement to the appellant. The Executive Secretary will file the original Appeal and ensure that a copy is forwarded to the Chair of the Board of Regents.
4. The Chair of the Board of Regents, at his/her discretion, or in consultation with other members of the Board of Regents, will determine for each Appeal received whether:
  - (i) The Appeal is made against a relevant rule, regulation or procedure to the effect that a wrong or unjust result has been arrived at, in which case the Appeal Procedure proper will be invoked; or
  - (ii) The Appeal is not made against a relevant rule, regulation or procedure, in which case the Appeal Procedure proper will not be invoked, but the Appeal amounts to a potentially reasonable request for leniency or relaxation of a rule, regulation or procedure because

of special or extenuating circumstances, in which case the matter will be referred to the full Board of Regents for review; or

- (iii) The Appeal is not made against a relevant rule, regulation or procedure, in which case the Appeal Procedure proper will not be invoked, nor does the Appeal amount to a potentially reasonable request for leniency or relaxation of a rule, regulation or procedure because of special or extenuating circumstances, in which case the matter will be closed.
5. No later than 30 days of the date of receipt of an Appeal the Executive Secretary will send written confirmation to the appellant indicating which of 4(i) – 4(iii) above applies. In the event that the matter has been referred to the Appeals Committee or to the Board of Regents for review, the Executive Secretary will give an indication to the appellant of when a decision on the Appeal or Review can be expected. Alternatively, when an Appeal is not accepted for consideration by the Appeals Committee or for Review, the Executive Secretary will send written confirmation of this to the appellant, stating the reasons.
6. No later than 30 days after the date of receipt of the Appeal, the Executive Secretary will collate all Information needed for the review of each Appeal and distribute it to members of the Appeal Committee or the Board of Regents (whichever is relevant according to paragraph 4 above). This information will include:
- (i) All documents submitted by the appellant in support of the Appeal (which must be in writing);
  - (ii) The reasons given to the appellant indicating which of 4(i) – 4(iii) above applies (see paragraph 5 above) (including copies of all relevant correspondence and documents);
  - (iii) Copies of the written procedures, rules and regulations that governed the credentials decision or examination result in question;
  - (iv) Copies of the appellant's submitted credentials or examination results/scripts.
  - (v) Such further information that may subsequently be reasonably required by the Committee or the Board of Regents.
  - (vi) Additionally, in the event of an Appeal against an examination result that is referred to the Appeals Committee or to the Board of Regents for Review, a report from the Chair of the Examination Committee (requested by the Chair of the Board of Regents) explaining the method used to score the practical and oral examinations, and any other information pertinent to the conducting and grading of the examination.

7. The Appeals Committee will consider the Appeal and, no later than 30 days after receiving all necessary information in order to consider the Appeal, the Chairman of the Committee shall report in writing to the Executive Secretary on its findings, reasons and recommendations.
8. The appeal Committee's decision will be determined by simple majority vote, the Chair to have a casting vote in the event of no simple majority being reached.
9. The Executive Secretary, within 30 days of the date on which a decision is reached will send the written decision of the Appeals Committee to the appellant.

### **E. REPORTING AND CONFIDENTIALITY**

1. All appeals and grievances shall remain confidential within the level of necessary disclosure. The recording of appeals and reviews in the Appeal Committee's minutes shall name the appellant and reflect the nature of the problem, summary of discussion points and recommended action.
2. Following an Appeal against or a Review of an examination result each Appeal Committee member shall erase each tape and destroy all written material pertaining to the examination in his or her possession. Each Appeal Committee member shall send a letter to the Chair of the Board of Regents stating that all materials have been so destroyed.

### **F. EXPENSES**

1. Administration expenses for the production and distribution of material pertaining to the review will be borne by the budgets of the College.
2. The College will reimburse members of the Appeal Committee any reasonable expenses in respect of evaluating an Appeal.

### **G. GRIEVANCE PROCEDURES**

1. Although the initial grievance may be verbal, a plaintiff must submit a written grievance to the Chair of the BOR. The plaintiff's correspondence must include:
  - a) the identity of the plaintiff
  - b) the identity of the accused individual or group
  - c) the specific grievance(s) with appropriate documentation
  - d) the action requested by the ECVS.

2. **TIMETABLES OF EVALUATION AND RESPONSE:** The Appeals Committee shall respond to written grievances against persons or bodies governed by the ECVS Constitution within a reasonable period of time and after appropriate consultation.
3. **METHOD OF EVALUATION:** The Chair of the BOR shall make the initial determination if the matter should be reviewed by the full BOR.
4. **RESPONSES AND BOR CONFIDENTIALITY:**
  - a) The Chair of the BOR shall respond to the plaintiff without consulting the BOR when the grievance does not relate to individuals or groups governed by the ECVS Constitution.
  - b) The numbers and types of such complaints shall be made known to the BOR at its next scheduled meeting; however, the identity of the plaintiff and the accused individual shall not be disclosed to the BOR.

### **H. APPEALS INVOLVING DENIAL OF APPROVAL OF A RESIDENCY PROGRAMME, TEMPORARY OR PERMANENT SUSPENSION OF CERTIFICATION, OR DENIAL OF RECERTIFICATION.**

1. **TIMETABLE OF EVALUATION AND RESPONSE:** The Appeals Committee shall respond to such written appeals within a reasonable period of time and after appropriate consultation.
2. **METHOD OF EVALUATION:** The Chair of the BOR shall make the initial determination if the matter should be reviewed by the full BOR or referred to the Appeal Committee.

### 5. ANNUAL SCIENTIFIC MEETING (ASM)

#### A. CONSTITUTION

The Scientific Meeting of the College will be held annually, the host city and the dates of the meeting being decided by the Board of Regents. Local organizers in cooperation with the Operations Manager suggest congress location and social functions.

The scientific programme will consist of a General session with invited speakers, an Open Communication session, a Resident Forum and a Poster session. The small animal programme will have a soft tissue and orthopaedic stream. Pre-Congress courses may also be organized.

The format of a meeting may be changed by the Board of Regents.

The Programme Committee will present a proposal for the scientific programme, with subjects for sessions, topics for lectures and names of speakers, for final decision by the Board of Regents. The committee should take into account previous programmes and the continuing education needs of the diplomates.

Abstracts for the open communication, Resident forum and poster sessions will be evaluated by the Programme Committee.

#### B. GUIDELINES

1. The Scientific Session will have 4 sections: General Session with invited speakers, Open Communications, Resident Forum and Poster Session. This format may change at the discretion of the Board of Regents
2. Abstract Selection for Open Communications, Residents Forum and Poster Session.
  - a) Abstracts for the Open Communication and Poster Sessions may be submitted by surgeons and scientists world-wide. Abstracts for the Residents' Forum may be submitted only by Residents and Alternate Trainees training under the guidelines of the ECVS.
  - b) The College shall only accept abstracts that comply with the Statement on Humane Care and Use of Animals.
  - c) Submitted abstracts must not have been submitted for presentation at any other meeting that takes place prior to the next ECVS meeting. Submitted abstracts must not have been published in any journal or meeting proceeding prior to the next ECVS meeting.
  - d) Abstracts must be submitted online via the ECVS website and the guidelines on abstract content and length as available on the website must be respected.  
Long blinded abstracts for evaluation and short abstracts for publication are required for all categories - Open Communications,



Resident Forum and Poster Session. The Programme Committee should not have access to the identity of the authors or institution when reviewing, scoring and accepting submitted papers.

- e) Residents may only submit one abstract for the Residents' Forum. However, they may submit other abstracts for the Open Communications and the Poster Session. Abstracts not accepted for the Residents' Forum may be considered for the Open Communications and the Poster Session.
- f) Multiple submissions are allowed for the Open communication and Poster session. For Open communications authors should indicate their first choice for oral presentation.
- g) All long abstracts shall be blindly reviewed by the Programme Committee on-line. The Programme Committee chairs will notify the Executive Secretary and the president-elect of the outcome of their review **no later than January 15th**.
- h) If a delegate is unable to present his/her abstract (either as an oral presentation or as a poster) at the ASM, and an alternate presenter is unavailable, the abstract shall be removed from the programme and the proceedings where possible. Abstracts that are not presented at the ASM shall not be forwarded for publication in Veterinary Surgery.
- i) Winners of the poster competition receive € 250 each. Winners of the resident forum receive € 350. Residents selected to present their papers at the ACVS Surgical Summit receive € 1500 (hotel and travel expenses). ACVS will waive the registration fee and a reciprocal arrangement for the registration fee exists for ACVS Residents presenting at ECVS.

### 3. Faculty

- a) In the SA programme, up to 10 invited ACVS or non-ECVS speakers from outside the organizing country and up to 2 invited ECVS speakers from outside Europe may be included in the main programme as paid speakers.
- b) In the LA programme up to 5 invited ACVS or non-ECVS speakers from outside the organizing country and up to 2 invited ECVS speakers from outside Europe may be included in the main programme as paid speakers.
- c) The programme committee must utilise invited speakers (ACVS or non-ECVS from outside the organizing country) fully, i.e. for multiple contributions to the programme (e.g. more than one lecture, master classes, panel discussions, and pre-Congress courses).
- d) The costs of any additional invited speakers must be covered by sponsorship secured for that specific purpose.

## D. TIMETABLE OF RESPONSIBILITIES IN PLANNING OF THE ASM

### 1. *Minus 2 years (July board meeting)*

The host city and dates for the meeting should be decided by the BOR at the July BOR meeting two years in advance of the proposed Annual Meeting.

2. ***Minus 18 months (February board meeting)***

The programme committee provides the BOR with a preliminary programme for the meeting of the following year (+18 months). This includes the topics of the main sessions, the names of the main invited speakers and the pre-congress courses that will be organised and/or the companies that will be addressed for a pre-congress course. Any changes or suggestions made by the Board should be communicated by the president-elect to the PC **before the end of February**. In the absence of any changes from the Board, the proposed programme will be taken for granted. At this time **provisional invitations** should be sent by the chairs to the speakers to check their availability and willingness to participate to the programme. All speakers should be informed that an abstract for the Proceedings is required by April 1<sup>st</sup> of the relevant year, and of the standard of presentation expected.

3. ***Minus 12 months (July board meeting)***

The Chairs of the Programme Committee will meet the Board at this meeting and propose a draft version of the programme. This includes the titles of the lectures in the different sessions, the names of the invited speakers (+ their response to the provisional invitation) and the list of pre-congress courses and resident training sessions that will be organised. For each pre-congress course a financial plan is presented using the "financial plan pre-congress" template available from the Office. If more speakers than the allowed quota are listed, their specific sponsorship should be detailed. Any changes should be communicated by the president-elect to the PC **before the end of July**. In the absence of any changes from the Board, the proposed programme will be taken for granted.

The Operations Manager provides, in collaboration with the local diplomates, a provisional budget for the ASM and presents a list of sponsors to the Board .

**In July** a general mailing should be made by the Operations Manager to all Diplomates, Residents and university clinical departments to request abstracts for the Short Communication, Resident Forum and Poster Sessions. **The firm deadline for submission of abstracts is November 15th.** Authors are requested to submit long blinded abstracts for evaluation and short abstracts for publication in Veterinary Surgery .

4. ***Minus 9 months (September board meeting)***

A definitive version of the programme is provided to the Board. This includes the definitive titles of all lectures and the names of the invited speakers, the timing of the lectures and the breaks, the titles and speakers for the resident lecture, meet the expert sessions, opening and closing lecture. A detailed outline of the content of pre-congress courses and resident training sessions is provided for publication on the ECVS website and a proposal is made for the fee to be charged, to be approved by the

BOR. Any changes should be communicated by the president-elect to the programme committee **immediately after the Board meeting.**

**In September, official invitations are sent by the Operations Manager to all invited speakers.** The chairs of the PC are kept informed about all communication between the office and the invited speakers. Speakers should be reminded that an abstract for the Proceedings Book is required by April 1<sup>st</sup> together with a digital head and shoulders photograph. All speakers are informed of the honorarium, if any, and costs that will be reimbursed. They are also reminded of the expected standard of their lecture.

**In the first week of October, the first advertisement for the ASM is placed on the website by the office.** Other appropriate sites should also be considered. The topics of the main programme are outlined and the names of the invited speakers are presented. Each pre-congress course is also advertised including a short description of their content and the list of instructors.

5. ***Minus 6 months (February board meeting)***

**The Chairs of the PC should ensure evaluation of all abstracts has been completed on-line by 15<sup>th</sup> January.** A definitive version of the full programme is presented to the board, including the titles of the abstracts selected for the Open communications and Poster session and the names of the presenting authors. This requires breaking of the code after approval by the president-elect between January 15<sup>th</sup> (dead-line of selection) and the board meeting. The definitive programme should also include the names of the chairs of all sessions and the names of the discussants for the resident forum. The definitive programme is approved by the board.

**The week after the February board meeting,** the list of the abstracts that are accepted for oral presentation and for poster presentation is placed on the website, and a general mail is sent by the Operations Manager to spread this information.

6. **By March 1st,** a personal mail is sent to all authors presenting at the Open communications indicating the slot where they will present and the timing. Authors presenting at the Poster sessions receive a mail with the instructions for their poster.

7. ***0 months: Annual scientific meeting***

The chairs of the PC should **attend the ASM** and meet with the invited speakers (e.g. during the dinner on Wednesday evening). They should ascertain that the pre-congress courses have run well and determine if sponsors and delegates are happy. They should ensure that the chairs of the sessions are well informed on

their tasks. They are encouraged to meet with sponsors and exhibitors to check for possible future participation in pre-congress courses.

The PC chair should, on the last day of the annual congress, go to the ECVS Office on site and collect the feedback forms filled out by the session chairs. They should look at this information, summarize it and report back to the board.

The PC Chair should forward to the Credentials Committee the names of the poster presenters who were selected to give an oral presentation.

A meeting with the other PC members who attend the ASM should be held to discuss the progress of the following year's programmes.

**Within two weeks of the ASM**, the chairs should write a mail to thank the invited speakers for their contribution to the meeting. They also provide feedback to the new president-elect on the course of the past ASM and give ideas for improvement in the future.

**The finalized programme (main programme and pre-congress courses) is put on the website by March 1st.** The responsibility rests with Executive Secretary and the Operations Manager in cooperation with the Chairs of the Programme Committee

### D. PAYMENT OF SPEAKERS & EXPENSES

	Congress registration incl. social events	Free social events partner	Travel expenses	Hotel accomm.	Payment honorarium
<b>Main programme</b>					
Free communication speaker	No	No	No	No	0
Speaker at resident forum	No (resident fee)	No	No	No	0
Chair persons / Discussant	No	No	No	No	0
Invited speaker non ECVS	Yes	Yes	Yes	Night before and after presentation	100€/hr lecture
Invited speaker ECVS	Yes	Yes	No, except for ECVS residing outside the	No	100€/hr lecture

			EU (up to 1000€)		
Invited speaker ACVS	Yes	Yes	Yes	Night before and after presentation	100€/hr lecture
<b>Pre-congress programme</b>	<b>Congress registration incl. social events</b>	<b>Free social events partner</b>	<b>Travel expenses</b>	<b>Hotel accommodation</b>	<b>Payment honorarium</b>
Invited speaker non ECVS	Yes	Yes	Yes	Night before and after pre-congress	100€/hr lecture 50€/hr lab instructor
Invited speaker ECVS	Yes	Yes	Up to 100€ for locals, 600€ for EU and 1500€ for non EU	Only required extension of accommodation	100€/hr lecture 50€/hr lab instructor
Invited speaker ACVS	Yes	Yes	Yes	Night before and after pre-congress	100€/hr lecture 50€/hr lab instructor
<b>Board and commission members attending the annual scientific meeting</b>	<b>Congress registration , including social events</b>	<b>Free social events partner</b>	<b>Travel expenses</b>	<b>Hotel accommodation</b>	<b>Payment honorarium</b>
Board, CC- and Programme-Committee combined with a meeting only	yes	no	yes Up to 100€ for locals, 600€ for EU and 1500€ for non EU	up to Friday - additional nights for meeting and working commitments	no

## G. RESPONSIBILITIES OF LOCAL ORGANISERS

The role of the local organisers consists of:

1. Coming forward with a proposal that contains a choice of 2 venues (hotel and/or congress centre with large enough rooms) and a price for each of those.
2. Making a proposal for 2 social functions with price: the welcome reception on Thursday and the Farewell party with (standing) dinner on Saturday. A third social function on Friday may only be proposed if sponsored.

3. Taking part in the preparation of the scientific programme via a SA and a LA representative on the Programme Committee. The local organisers propose speakers for the opening State of the Art and closing Joerg Auer lectures.
4. Addressing local sponsors.
5. Developing a list of local helpers (students, interns, residents 2-4 each SA/LA).

### F. PRE-CONGRESS COURSES

The Board of Regents of the ECVS has specific requirements of Programme Committees involved in its Annual Scientific Meeting. A particular area of difficulty has been pre-Congress wet- or dry labs, where two main issues arise. These are:

- a) ethical and legal, relating to the content and design of the wetlab, and
- b) organisational, relating to the delivery of the wetlab in terms of procuring the necessary equipment and funding (including sponsorship).

#### a) Ethical and Legal

The ECVS is the international leader in education and the setting of standards in the discipline of veterinary surgery. No other organisation dedicated to surgery embraces such a range of cultures and scientific traditions, or operates successfully across so many national boundaries. The College wishes to continue to foster this spirit of collaboration and inclusiveness, which means that all its members should feel able to participate in and support College-branded activities without breaking any national laws or offending the ethical codes of the veterinary authorities in their home countries.

The ECVS does not wish to make any judgements on the laws of independent nation states or to pronounce on well-thought ethical frameworks affecting groups of Diplomates and individual colleagues in the countries where they practise. However, it is important that Programme Committees remember that veterinarians are the important animal welfare custodians of our world, and that there are particular sensitivities around the use of live animals for procedural training in pre-Congress courses. Therefore, whenever Programme Committees are considering the use of live animals, they must contact the Board of Regents immediately to seek advice over whether it will be possible to run the proposed wet-lab alongside and under the banner of the Annual Scientific Meeting. ECVS may not be prepared to run a wetlab even if the laws of the country in which the Meeting is scheduled to take place would permit the proposed training procedures to be undertaken.

Two types of pre-Congress courses may be held.

**3. Labs organised by commercial companies at a fee to the ECVS.** ECVS will provide the opportunity and a room at a price to be determined; the companies

should run the entire organisation of the lab but ECVS will maintain the final say on scientific content. Where novel materials are concerned, ECVS will expect a minimum of one peer reviewed publication before agreeing to the lab. Companies will have complete autonomy financially and invite speakers themselves. The programme committee is able to use these speakers in the main programme. The lab must be organised with the Meeting Committee so that they are aware of all arrangements.

The Company organising and running the lab must sign a contract that clarifies all responsibilities and payments. The ECVS Office will not proceed with advertising, venue deposits etc until they have received the deposit as stated in the contract.

It is the responsibility of the ECVS committee member organising the lab and liaising with The Company to ensure that the Contract (appendix D) has been issued, signed and the deposit paid before instructing the ECVS Office to proceed, or making any bookings themselves.

The organiser and ECVS Office must keep a record of all expenses (including ECVS Office staff time) relating to the lab organisation in the event of either cancellation or for verified final accounts for the Lab.

The Deposit is calculated according to the table below:

Basic sum for organization of a pre Congress lab (part or whole day)	3000 €
Additional sum for work with cadavers (wet –lab)	1000 €
Additional sum for each whole or part day over one day	1000 €

**2. Labs organised by ECVS diplomates** and the College, for which the financial organisation is the responsibility of the College and the profits return to the College.

The Programme Committee may wish to propose other models, but if a different arrangement is being put forward, this must be discussed with the ECVS Office at the earliest opportunity and must be presented to the board according to the time schedule detailed above.



### 6. MISCELLANEOUS

#### 6. I. VALIDITY OF WEB BASED FORMS

Web based forms are considered to be the valid and current forms to be used for communication within the College.

#### 6. II. NEWS RELEASES

##### A. PROTOCOL

Accurate and timely news releases from the ECVS to the veterinary and non-veterinary communities reporting College events, awards, new members, and important decisions have great promotional value to the College and its individual members.

##### 1. WHEN AND WHAT TO REPORT?

- a. Immediately following the Annual General Meeting
  - Attendance.
  - Programme highlights.
  - Election of new officers, outgoing officers, list of officers and Regents for coming year.
  - Honorary lecture and sponsor( if applicable).
  - Winners of Resident awards.
  - Distinguished Service Award (if applicable).
  - Newsworthy decisions by BOR.
  - Date and location of next annual meeting.
  - Photographs of officers and award recipients.
  - Names of new Diplomates.
  - Date and location of next examination.

##### 2. WHERE TO REPORT

- a. Newsletter
- b. Veterinary Surgery
- c. Other journals as appropriate
- d. Newspapers as indicated

##### 3. WHO REPORTS?

- a. The Executive Secretary will solicit newsworthy items from the Programme Committee Chairman, Chair of BOR, President, and President-Elect
- b. The Executive Secretary will write and disseminate releases.

### 6. III. DEATH OF DIPLOMATES

#### A. PROTOCOL

The Exec. Sec. should email an obituary to all diplomates if one is provided. A list of Diplomates who have died since the last Annual Meeting of the College shall be announced by the President of the College, followed by a minute's silence.

### 6. IV. EUROPEAN ASSOCIATE EDITOR OF VETERINARY SURGERY

#### A. OFFICER

1. The European Associate Editor is appointed by the Board of Regents for a term of three years.
2. Remuneration of the post of European Associate Editor is determined by the BOR in conjunction with the BOR of the ACVS.
3. The BOR is responsible for providing an appropriate employment contract.
4. The function of the European Associate Editor shall be to advise the Journal Editor.

He/she shall read the manuscripts selected by the Journal Editor, identify reviewers, and interpret the reviewers' comments. The European Associate Editor is not involved in the management of the Journal or in political issues.

### 6. V. ACVS DIPLOMATES WISHING TO OBTAIN ECVS DIPLOMATE STATUS

Members of the ACVS can apply to the Board of Regents for temporary membership of ECVS. The list of requirements and procedures is detailed below. Once accepted for membership with the ECVS, ACVS Diplomates are subject to the same rules and regulations that apply to all ECVS Diplomates, including the requirement for recertification every 5 years.

**The application of a Dip. ACVS wishing to obtain Dip. ECVS status should contain the following:**

*If the Dip. ACVS has been a Diplomate for less than 5 years:*

- A letter of intent.
- An updated CV.
- Two letters of reference that attest to a satisfactory moral and ethical standing in the profession.
- Copy of a graduation certificate from a European Veterinary School, unless relieved of this obligation by the Board of Regents.
- Be licensed to practise in a European country unless relieved of this obligation by the Board of Regents.
- ACVS diplomates should note that two peer reviewed publications, a first authored research paper and a first authored case report/second authored research paper, as set out in the Training Brochure, are required by ECVS residents submitting credentials prior to sitting the qualifying examination, and will be required for ACVS diplomates qualified less than 5 years applying for ECVS status.

**If the Dip. ACVS has been a Diplomate for more than 5 years:**

- A letter of intent.
- An updated CV.
- Two letters of reference that attest to a satisfactory moral and ethical standing in the profession.
- Copy of a graduation certificate from a European Veterinary School, unless relieved of this obligation by the Board of Regents.
- Be licensed to practise in a European country unless relieved of this obligation by the Board of Regents.
- ACVS diplomates who have been boarded for five or more years must also fulfil the recertification requirements for ECVS Diplomates. Recertification requires the accumulation of 100 credit points over a period of 5 years. Points are awarded for, supervision of residents, participation in committees associated with the college, presentation and/or attendance at international and national surgery meetings, and peer reviewed publications.
- A recertification application form and the required documents as per the recertification guidelines can be found on the ECVS website.

## ECVS Book of Procedures

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A signed hard copy of the documents in addition to a CD or flash drive containing the electronic version (PDF) of all the documents must be mailed to the ECVS Office. Applications from ACVS Diplomates wishing to obtain ECVS Diplomate status are reviewed three times a year; i.e. during the February, July (at the Annual Scientific Meeting) and September meetings.

ECVS Diplomate status will be granted to a Dip. ACVS if the following criteria are met:

- A satisfactory moral and ethical standing in the profession.
- A graduate of a veterinary college of a European country, unless relieved of this obligation by the Board of Regents.
- Licensed to practise in a European country unless relieved of this obligation by the Board of Regents.
- Devotion of a minimum of four years after graduation from veterinary school to special training and experience in veterinary surgery i.e. have completed the equivalent of a one year rotating internship followed by a three year full time residency training programme which should meet the requirements of the European College as described in the current training brochure including a minimum of two peer reviewed publications as set out in the training brochure.
- Have successfully passed the qualifying examination of the American College of Veterinary Surgeons and be certified by the Board of Regents of the American College of Veterinary Surgeons.
- If five years or more from attaining ACVS Diplomate status: fulfil the requirements for ECVS diplomate recertification.
- Pay an application fee of: € 100.

It is important to note the following:

- To establish a new ECVS residency programme, an ACVS Diplomate must be registered with the ECVS prior to becoming a Programme Director and/or a Resident Supervisor.
- ACVS Diplomates who do not fulfil the recertification criteria, may be granted 'non-practising' ECVS Diplomate status. A non-practising ECVS Diplomate may not establish a new ECVS residency programme or be the named supervisor for a resident in a Standard VSRP or an Alternate VSTP. However, residents/trainees may log (in bold) the ACVS Diplomate with non-practising ECVS Diplomate status as supervisor in their Surgery Case Logs.

ACVS Diplomates wishing to obtain ECVS Diplomate status should in the first instance be asked to view the relevant page on the ECVS website.

### 6. VI. RETIRED DIPLOMATES

Diplomates who have attained 65 years of age shall be termed Retired Diplomates and shall no longer be required to pay a Membership fee. Retired diplomates may, nevertheless, obtain *Veterinary Surgery* by payment of an appropriate fee.

The College is not required to pay EBVS an annual fee for retired diplomates.

A Retired Diplomat is not allowed to use the title European Specialist nor Diplomat but may use the title Diplomat (Retired).

If diplomates eligible to attain retired status wish to remain active as practising diplomates and remain on the EBVS Specialist list they need to continue paying their annual dues and satisfy the recertification criteria.

### **7. AWARDS**

#### **7.1. AWARD FOR OUTSTANDING CAREER ACHIEVEMENT**

##### **A. CONSTITUTION**

The ECVS Award for Outstanding Career Achievement is the most prestigious of the ECVS' family of honours. It was established by the Board of Regents to recognise ECVS Diplomates who have distinguished themselves in the pursuit of surgery by making significant contributions to the development of surgical techniques and methodology, and disseminating knowledge to colleagues, residents and students. This award will consist of a plaque and will be bestowed at the Annual Business Meeting.

##### **B. PROTOCOL**

1. Conferring the Award for Outstanding Career achievement is intended to recognise and to honour the recipient for his/her outstanding contributions to the science related directly or peripherally to veterinary surgery or veterinary medicine. Outstanding contributions to the veterinary profession may also be honoured.
2. The Award for Outstanding Career Achievement shall be conferred on Diplomates only.
3. Not more than one Award for Outstanding Career Achievement may be elected at a given Annual Business Meeting and the award will not necessarily be given annually.
4. Nominations should be made by submitting a completed ECVS Award for Outstanding Career Achievement Nomination Form, together with supporting letters from two Diplomates. Six (6) copies of these three documents will be required. These will be screened by an ad hoc Awards Committee which will make a recommendation to the Board of Regents. If two-thirds of the members of the ECVS Board of Regents support the proposals, the recommendation will be submitted to the membership for approval by electronic ballot. The award will be made if two-thirds of those voting are in favour.

##### **C. REPORTING**

A list of recipients of the Award for Outstanding Career Achievement is published on the ECVS website.

### 7. II. MERIT AWARD

#### A. CONSTITUTION

The ECVS Merit Award allows the ECVS to acknowledge contributions to the progress of veterinary surgery made by an individual from outside the College. This award is given to an individual who has a career dominated by major and ongoing contributions to the general field of veterinary surgery. Only non-ECVS Diplomates are eligible, and only one award can be given each year.

#### B. PROTOCOL

##### 1. GUIDELINES FOR NOMINATION

- a) Conferring a Merit Award recognises and honours recipients for outstanding contributions related directly or peripherally to the general field of veterinary surgery.
- b) A candidate for a Merit Award is nominated by at least two Diplomates of the ECVS. The nomination should include the Candidate's curriculum vitae and any additional information requested by the BOR. The nomination is submitted to the BOR at the September Meeting. The BOR elects a recipient among the nominations by a two-thirds majority.
- c) Selection of an individual(s) for the Merit Award(s) does not have to be an annual affair. Awards shall be limited to no more than three annually.

##### 2. THE RECIPIENTS WILL RECEIVE:

- a) Complimentary registration at that Annual Meeting.
- b) Two complimentary social function tickets.
- c) An introduction (not longer than five minutes) recognising their contribution to veterinary surgery and the awarding of an appropriate plaque after the Joerg Auer lecture at the Annual Meeting.

#### C. REPORTING

A list of Merit Award recipients is published on the ECVS website.

### 7. III. DISTINGUISHED SERVICE AWARD

#### A. CONSTITUTION

Distinguished Service Award candidates shall be nominated by the membership and elected by the BOR. The nominees must have demonstrated unusual service to the ECVS.

#### B. PROTOCOL

##### 1. GUIDELINES FOR NOMINATION

- a) Conferring a Distinguished Service Award recognises and honours recipients for outstanding contributions related directly or peripherally to the functions of the ECVS.
- b) A candidate for a Distinguished Service Award is nominated by at least two Diplomates of the ECVS. The nomination should include the Candidate's curriculum vitae and any additional information requested by the BOR. The nomination is submitted to the BOR at the September Meeting. The BOR elects a recipient among the nominations by a two-thirds majority.
- c) Selection of an individual for the Distinguished Service Award does not have to be an annual affair. Awards shall be limited to no more than three annually.

##### 2. THE RECIPIENTS WILL RECEIVE:

- a) Complimentary registration at that and subsequent Annual Meetings.
- b) Two complimentary social function tickets.
- c) An introduction (not longer than five minutes) recognising their contribution to ECVS and the awarding of an appropriate plaque after the Joerg Auer lecture at the Annual Meeting.

#### C. REPORTING

A list of Distinguished Service Award receivers is published on the ECVS website.



### 7. IV. RESIDENT AWARD

#### A. CONSTITUTION

1. OBJECTIVE: The recognition of outstanding presentations by Residents and Alternate Trainees by the ECVS should encourage the continued development of clinically important research. Only Europeans i.e. Residents and Trainees who are training under the guidelines of the ECVS and enrolled postgraduate students are eligible.

2. CATEGORIES:

a) Awards for the outstanding presentation by surgical residents and trainees will be made each year. Three presentations (one large and two small animal [one Ortho and one Soft Tissue]) will be selected from those given in the Residents Forum in the large- and small animal sections at the Annual Meeting of the College.

Two of the award winners (one SA and one LA) shall be entitled to present their papers at the October Surgical Summit of the ACVS. They will receive free conference registration from ACVS and €1500 from ECVS for hotel and travel expenses.

The small animal award will alternate between orthopaedic and soft tissue presentations commencing with the orthopaedic presentations in 2016.

b) In addition three presentations (one large and two small animal [one Ortho and one Soft Tissue]) may be selected for “highly commended” or runner up.

c) Residents may present only one abstract at the Residents Forum.

d) There shall be no differentiation between “Clinical Presentations” and “Research Presentations” unless the number and/or the quality of the presented papers would point toward this.

3. GENERAL GUIDELINES:

a) The presentation must represent the original work of the Resident. The Resident shall be the author.

b) Studies may be prospective or retrospective clinical studies or appropriate laboratory research.

c) Literature review papers that do not include original work are not eligible.

- d) Members of the judging committee shall not have been a co-worker or involved in the development of the presentation.
- e) A Resident who has won the first prize previously, will not be eligible to enter the competition.

### **B. PROTOCOL**

1. **RESIDENT EVALUATION PANEL:** Three Panels are formed each year (one large animal and two small animal) by the discussants that are selected by the Programme Committee. They will be selected on the grounds of their expertise in the subject of the presentation. The Chairman of each panel will be a BOR member or a previous Board member and is assisted and supervised by the President Elect.
2. **CRITERIA FOR SELECTION:** The presentation shall be a well-organised original study. Preference shall be given to either prospective or retrospective clinical studies or to a laboratory study that makes significant contributions to the practice and art of veterinary surgery. Individual points should include:
  - a) **Hypothesis:** Is it clear, concise, and clinically relevant?
  - b) **Experimental design and method:** Does the experiment appropriately evaluate the hypothesis?
  - c) **Results:** Are the results well organised and effectively presented?
  - d) **Interpretation and clinical implications:** Are the interpretations and conclusions appropriate to the study? What is the impact of the study on the discipline of clinical surgery?
3. **ANNUAL MEETING PRESENTATION:** Eligible papers should be verified when abstracts are submitted to the Programme Committee. The abstract shall be reviewed for acceptance before the meeting and the Resident Evaluation panel appointed by the Programme Committee shall evaluate the oral presentations.
4. **DETAILS OF AWARD:**
  - a) The winner of each specialty group shall receive a cash award of €350 and a certificate. Additionally, one presentation in each category will be "highly commended" and awarded a certificate.

- b) Award presentations after the Joerg Auer lecture at the Annual meeting will be made by the President and the Chairs of the Resident Evaluation Panels.

### **C. REPORTING**

1. The Chairs of the Panels will provide a written list of award recipients (including: full name(s), titles, addresses and title of the presentation) to the Executive Secretary.
2. The Executive Secretary shall include details of the awards winners in the newsletter.

### 7. V. RESIDENT RESEARCH GRANT

#### A. OBJECTIVES

In keeping with the objectives of the European College of Veterinary Surgeons, whereby ECVS encourages Diplomates and prospective members to pursue original investigations and to contribute to the veterinary literature, ECVS has established a research grant programme. Surgically related clinical and basic research proposals will be considered for funding.

#### B. ELIGIBILITY

Resident Research Grants shall be available to trainees registered with ECVS and enrolled in an ECVS-approved European Surgery Residency Programme or Alternate Training Programme. It is expected that eligible trainees will substantially participate in developing and writing the proposal. Trainees are encouraged to apply during the first half of their programmed training time, as the projects should be completed at the end of the training period. It is expected that results of such funded studies will be published within one year after completion of the study. If applicable, manuscripts of ECVS-funded studies shall be submitted to Veterinary Surgery.

#### C. FUNDS

At the discretion of the Board of Regents and the Resident Research Grant Committee, the amount to be granted will be determined annually. Grants will be up to Euro 7500 (seven thousand five hundred); more than one start-up grant per year may be awarded to winning proposals of different investigators in different fields of specialization. Usually one grant for a small animal candidate and one for a large animal candidate will be awarded. Depending on funds available, grants might only be sufficient to complete single smaller research projects or might be viewed and used as seed money for starting-up larger research programmes. In the latter, proof of full funding for a project only partially fundable with ECVS support shall be received within 6 months. Payment of the ECVS research grant will only be executed when full funding of a study is assured. Credit to the ECVS Resident Research Grant shall be given in resulting publications, regardless whether full or partial funding has been obtained.

#### D. APPLICATION

1. APPLICATION FORMS may be obtained by the ECVS Office or downloaded from the ECVS web site ([www.ecvs.org](http://www.ecvs.org)). – see Appendix B
2. APPLICATION DEADLINE  
To be considered for funding at the September BOR meeting, completed grant applications must be received at the ECVS Office by December 1st. The Resident Research Grant Committee will finalize proposal evaluation,

proposing potential awardees to the Board of Regents for the February Board Meeting; shortly thereafter, grants can be distributed.

### 3. FUNDING CONSIDERATIONS

Funds may be used only for direct expenses of the project. Travel, consultative fees, publication fees, personnel costs, and institutional overhead will not be funded by the grant. If the proposed length of the study is greater than one year, partial payments may be granted at the discretion of the Board of Regents and the Resident Research Grant Committee. A time limit of two years is suggested for completion of the research, although the Board of Regents may grant exceptions.

### 4. COMPLIANCE WITH HUMANE CARE AND USE OF ANIMALS

Each proposal must include written and supervisor-signed proof of compliance with the "Humane Care and Use of Animals" as outlined in the ECVS Training Guidelines.

### 5. GUIDELINES FOR SUBMISSION OF PROPOSALS

- a) Proposals (6 copies) are sent to the ECVS Office by December 1st, and the receipt of each proposal is acknowledged.
- b) Proposals are forwarded to the Resident Research Grant Committee by the ECVS Office. The Resident Research Grant Committee consists of three Diplomates elected by the Board of Regents.
- c) The Committee will score each application out of 100 in the following categories:
  - Overall quality of proposal (40 pts)
  - Potential impact of study (20 pts)
  - Ability to carry out the investigation and likelihood of timely completion (20 pts)
  - Appropriateness of budget (10 pt)
  - The care and use of experimental animals using the principles of replacement, reduction and refinement (10 pt)

The name of the applicant and of the institution should not appear in the body of the proposal (Form G). Once the proposals are scored using the criteria on this form, the members of the Research Award Committee are provided with information (Forms A – F) regarding the Investigator(s) and facilities. The score for the final category is then based on the ability to carry out the investigation and likelihood of timely completion. Each Resident Research Grant Committee member will grade each proposal. Scores are averaged and a list of those proposals with scores of 70 or greater is submitted to the ECVS Board of Regents in rank order. During its February meeting, the Board of Regents, based on the Resident Research Grant Committee's recommendations, will decide which proposal(s) will be

funded, based upon monies available. The ECVS Board of Regents notifies the Resident Research Grant Committee and the recipients for final ratification. All applicants will be notified of the Board of Regents' action by the end of February.

d) If funded, a Memorandum of Agreement must be completed by the applicant's institution or a non-institutional individual Diplomate and returned to the ECVS Office. The ECVS Executive Secretary will then sign the Memorandum of Agreement, and payment will be initiated as determined by the Board of Regents.

e) An educational critique will be sent to all unsuccessful candidates.

### 6. REPORTING

A yearly report on the progress and results of the study must be submitted to the Resident Research Grant Committee Chair via the ECVS Office Zurich by December 1, each year, until the project is completed. A report of the publication of the manuscript shall be submitted in two copies; one to the Chair of the Resident Research Grant Committee, the other to the ECVS Office who will publish pertinent information in the ECVS Newsletter.

### 7. REGENT LIAISON to the ECVS Resident Research Grant Committee

a) A member of the Board of Regents may be appointed by the BOR to serve as liaison to the Resident Research Grant Committee.

b) Responsibilities:

- To facilitate communication between the BOR and the Resident Research Grant Committee.
- To provide clarification and assistance to the Resident Research Grant Committee as required.

## APPENDIX A EXAMINATION REPORT TEMPLATE

### (SA/LA) Examination Report

Chair of the (SA/LA) Examination Committee:     *name*

Date

#### Committee members:

*(Chair), (Advisor), (2nd year), (1<sup>st</sup> year), (Observer), (ACVS representative)*

#### 1. Preparation of the Exam

*Any relevant matters such as:*

- *Meetings: dates/venues/comments*
- *Matters arising during question preparation*
- *Any changes to how the examination was prepared compared to last year*
- *Matters from Residents (if any)*
- *Other*

#### 2. Delivery of the Exam

##### 2a) Administrative matters

*Relevant comments relating to the facilities available to the ECs.*

*Any changes from the preceding year?*

*Any deficiencies or difficulties?*

*Points of consideration: candidates/examiners/administration/unforeseen difficulties*

##### 2b) Pre-examination information sessions

*Relevant comments on the welcome session, signing-in of candidates, introduction to examiners, explanation of procedures, practice sessions etc.*

##### 2c) Part 1 (case-based): date, venue

*E.g. Relevant comments on the delivery of this part of the examination:*

- *any changes to how the exam was delivered compared to last year?*
- *comments on venue and facilities*
- *any technical difficulties encountered?*
- *any irregularities in the delivery of the exam?*
- *any particular difficulties experienced by individual candidates worthy of note?*
- *quality/visibility of image projection: was this checked from all parts of the room by the EC?*
- *was the time allowed for answering questions appropriate?*
- *any complaints by candidates?*

##### 2d) Part 2: Practical: date, venue

*As Part 1*

### 2e) Part 3: (written examination): date, venue

*Relevant comments on the delivery of this part of the examination:*

- *number of new questions prepared for this year/number of re-used questions*
- *any changes to how the exam was delivered compared to last year?*
- *QANT: any comments?*
- *comments on venue and facilities*
- *any technical difficulties encountered?*
- *any irregularities in the delivery of the exam?*
- *any particular difficulties experienced by individual candidates worthy of note*
- *was the time allowed for each paper appropriate?*
- *any complaints by candidates?*
- *any questions that had to be discounted due to errors in question setting?*

### 3. Grading of the exam papers and setting the pass-mark

*How were the papers marked?*

*What was the involvement of the ACVS observer and incoming ECVS examiner (observer)*

*How was the pass mark determined for each of the 3 Parts?*

### 4. Any other comments:

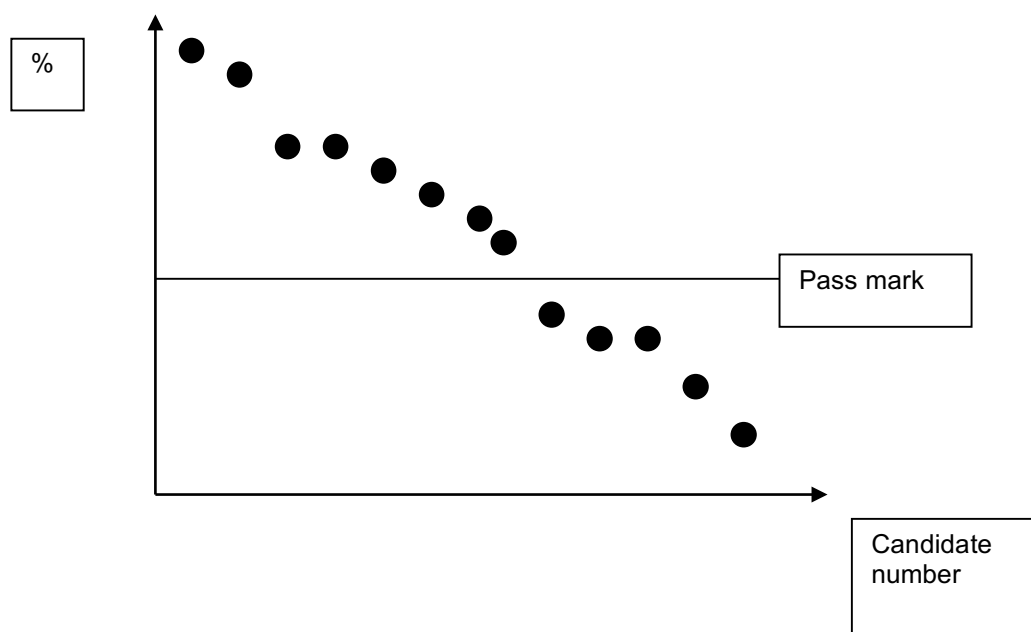
*Comments from candidates.*

*Comments from the EC*

*Comments from the Office*

*Recommendations for change/improvement*

**INSERT GRAPH TO SHOW THE DISTRIBUTION OF MARKS AND THE PASSMARK BUT USING ONLY CANDIDATE NUMBERS. THE IDENTITY OF THESE NUMBERS SHOULD NOT BE MADE KNOWN TO THE BOARD AT THIS POINT.**





**SA/LA EXAMINATION RESULTS**

<b>PART 1 (CASE BASED)</b>	<b>Current year</b>	<b>Preceding year</b>	<b>Two years preceding</b>
Number of candidates			
Average mark (%)			
Pass mark (%)			
<b>N<sup>o</sup> (+ %) of candidates passed</b>			
N <sup>o</sup> (+ %) of candidates failed			
N <sup>o</sup> (+ %) failing 1 <sup>st</sup> attempt			
N <sup>o</sup> (+ %) failing 2 <sup>nd</sup> attempt			
N <sup>o</sup> (+ %) failing 3 <sup>rd</sup> attempt			
N <sup>o</sup> (+ %) failing 4 <sup>th</sup> attempt			

<b>PART 2 (PRACTICAL)</b>	<b>Current year</b>	<b>Preceding year</b>	<b>Two years preceding</b>
Number of candidates			
Average mark (%)			
Pass mark (%)			
<b>N<sup>o</sup> (+ %) of candidates passed</b>			
N <sup>o</sup> (+ %) of candidates failed			
N <sup>o</sup> (+ %) failing 1 <sup>st</sup> attempt			
N <sup>o</sup> (+ %) failing 2 <sup>nd</sup> attempt			
N <sup>o</sup> (+ %) failing 3 <sup>rd</sup> attempt			
N <sup>o</sup> (+ %) failing 4 <sup>th</sup> attempt			

<b>PART 3 (MULTIPLE CHOICE)</b>	<b>Current year</b>	<b>Preceding year</b>	<b>Two years preceding</b>
Number of candidates			
Average mark (%)			
Pass mark (%)			
<b>N<sup>o</sup> (+ %) of candidates passed</b>			
N <sup>o</sup> (+ %) of candidates failed			
N <sup>o</sup> (+ %) failing 1 <sup>st</sup> attempt			
N <sup>o</sup> (+ %) failing 2 <sup>nd</sup> attempt			
N <sup>o</sup> (+ %) failing 3 <sup>rd</sup> attempt			
N <sup>o</sup> (+ %) failing 4 <sup>th</sup> attempt			

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*Insert and annotate the candidate table from the ECVS Office as illustrated below:*

Red = failed

Green = passed

	N°	Name	Year of acceptance	N° times taken exam	Nation.	Part 1 : Case-based Pass mark (%)	Part 2 : Practical Pass mark (%)	Part 3 : Multiple choice Pass mark (%)
SA	11		2007	3	SE	%	%	%
SA	42		2010	1		%	%	%
SA	54		2008	2	IE	%		
SA	29		2010	1		%	%	%
SA	92		2010	1	FR	%	%	%
SA	52		2009	2	IT	%	%	%
SA	91		2006	4	BE/IT	%	%	%
SA	78		2007	3	AT			%
SA	22		2009	2	ES/GB			%
SA	97		2010	1	GR	%	%	%
SA	43		2009	2	GB			%
SA	18		2009	2	DE			%
SA	66		2010	1	IT	%	%	%
SA	26		2009	2	FR	%	%	%
SA	80		2010	1	DE	%	%	%
SA	70		2005	4	DE	%	%	

*Note 1: in the above example, Candidates SA91 and SA70 have failed the exam 4 times and unless there are extenuating circumstances which are put to the Board, they will not be able to sit the exam again (hence the box with their name has been filled in with red).*

*Note 2: the actual marks (%) obtained by each candidate should be put in the columns for Parts 1, 2 & 3.*

Summary	Number (+ %) passed
First attempt	
Second attempt	
Third attempt	
Fourth attempt	

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List of candidates who have passed the examination and who are being put forward for approval as new diplomates:

Name	Nationality
------	-------------

### RECOMMENDATIONS FROM THE EXAMINATION COMMITTEE

#### New exam committee

Chair

2° year

1° year

Adviser (past-chair)

Observer

Date of the next examination committee meeting:

*Signature of the Chair of the SA/LA Examination Committee*

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### APPENDIX B ECVS EXTERNAL EXAMINER'S REPORT

External examiner name: \_\_\_\_\_

Year of exam: \_\_\_\_\_

SA or LA (circle appropriately)

Category for comment	ECVS response
The programme – e.g. comments on the overall standard of the examination	
The standard of candidates – e.g. comments on the overall standard of the candidates with respect to previous years (if appropriate) or ACVS	
Assessment process – e.g. how the examination was conducted	
Assessment procedures – e.g. issues with respect to marking, setting of the cut score	

**APPENDIX C APPLICATION FORMS FOR RESIDENT RESEARCH GRANT**

**A. COVER PAGE GRANT APPLICATION**

(to be completed by the investigator(s))

**1. Title of Proposal:**

**2. Investigators:**

*Diplomate Supervisor:*

Name, degree

Title

Signature

Mailing address: (Include dept., service or laboratory)

Phone

email:

*Resident applying for Research Grant*

Name, degree

Title

Signature

Mailing address: (Include dept., service or laboratory)

Phone

email:

**3. Biography**

(Complete for Diplomate or Diplomate Supervisor, Resident requesting Research grant, other Co-Investigators)

**Name:**

**Title:**

Year ECVS Board-Certified:

Year starting ECVS-endorsed training (Resident only):

**Education** (begin with veterinary studies and include Postdoctoral):

Institution and Location

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Degree  
Year Conferred  
Scientific Field

**Honours:**

**Major Research Interest:**

**Role in Proposed Project** (be specific):

**Previous and Current Research Support** (Study title and funding amount in €):

### **Research and/or Professional Experience**

(Starting with the present position. List training and experience relevant to area of this project. List publications, if any (not abstracts or proceedings) of applicant that are relevant to this project. An additional page may be used.)

**4. Location where study will be performed:**

### **TO BE COMPLETED BY ADVISOR OR INSTITUTIONAL REPRESENTATIVE**

**a. Applicant Organization:**

**b. Name, title, and phone number of official(s) signing for Applicant Organization:**

**c. Type of Organization:**

EU-government       non-EU government  
 private               Other (specify): \_\_\_\_\_

**d. Name, title, address, and phone number (e-mail) of official(s) in Business Office who should be contacted as to where funds should be sent:**

**e. Organization to receive credit for the Grant:**

**f. Name of the Institution to which payment shall be made payable:**

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5. **Dates of Proposed Project:** From: \_\_\_\_\_ To: \_\_\_\_\_

6. **Total Budget:** € \_\_\_\_\_ **Amount Requested:** € \_\_\_\_\_

**Name, official Title, Department, project responsibilities and time commitment of all professional personnel engaged in project:**

### 7. Humane Care and Use of Animals

**Title of proposal:**

**Investigators:**

Pursuant to policy established by the Regents of the European College of Veterinary Surgeons and published in the ECVS training guidelines (Residency Programme Guidelines and Alternate Training Guidelines), *I certify* that the above described protocol follows the guidelines set forth by the Regents of the European College of Veterinary Surgeons, as published in the ECVS training guidelines, and that the conduct of the study is in compliance with the pertaining laws and regulations of the European Community and the country where the research is conducted.

Chairman, Institutional Animal Care and Use Committee and/or Supervising Diplomate (Professor of Surgery)

Name of Institution

Date

NOTE: This completed form must be sent to the ECVS Office by December 1<sup>st</sup> for evaluation by the Board of Regents in the following February. Proposals from private practice (Alternate Training Programmes) must seek local/regional institutional approval and must be signed by the supervising Diplomate. Notification of the outcome of the application will be sent by the end of February following the Board of Regent's deliberations.

Date received: \_\_\_\_\_

**Facilities Statement:** (not to exceed one typed double-spaced page)  
Describe the facilities and equipment available for use in this project.

### RESEARCH PROPOSAL – GRANT APPLICATION

**NOTE:** *The names of investigators or of their Institutions should not appear in this portion of the grant application to ensure it can be evaluated blindly.*

All pages must be typed double-spaced.

#### **Title of Project:**

Use this space to describe your Proposed Research.

- **Hypothesis:** (Not to exceed 1/2 page)  
Concisely state your hypothesis as a statement or series of related statements that can be tested by experiment. The statement(s) should be followed by a brief explanation of how the hypothesis would be tested.
- **Specific aim:** (Not to exceed 1/2 page)  
Describe what the proposed research is intended to accomplish within the one-year funding period.
- **Background and Significance/Preliminary Studies:** (Not to exceed 2 pages)  
Briefly discuss the background of the proposal by critical evaluation of existing knowledge and by identification of gaps which would be addressed by the proposed research. State concisely the importance of the proposed research by relating the specific aims to the broad, long-term objectives of the proposed investigation and the field of veterinary surgery. Applicants may also use this section to describe preliminary studies that are pertinent to the application or to provide other information that will help establish the competence of the investigator to undertake the proposed research.
- **Experimental approach:** (Not to exceed 4 pages)  
The experimental design and procedures should be described in detail. Include the means by which data will be collected. Discuss potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the stated aim (Section 2 above). Provide a tentative sequence or timetable for the investigation.
- **Statistical methods:** (Not to exceed 1 page)  
Describe how the data will be analysed and interpreted. State the statistical methods to be used. Specify the number of observations required to yield statistically significant results at a particular confidence level (e.g., 0.05).



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- **References:** (Not to exceed 2 pages)  
List appropriate articles in order cited according to the format of Veterinary Surgery.

**Facilities Statement:** (not to exceed one typed double-spaced page)  
Describe the facilities and equipment available for use in this project.

**Dates of Proposed Project:** From: \_\_\_\_\_ To: \_\_\_\_\_

**Total Budget:** € \_\_\_\_\_ **Amount Requested:** € \_\_\_\_\_

### DETAILED BUDGET FOR 12-MONTH PERIOD (IN EURO) – GRANT APPLICATION

**Equipment** (Describe and give cost of each item over € 100)

Total:

**Supplies** (Describe and give cost by group or category only)

Total:

### Miscellaneous expenses

- List other **available** support for this project (source and amount)
- List other **requested** support for this project (source and amount)

Total:

FINAL TOTAL: Euro €

AMOUNT REQUESTED OF ECVS: €

## APPENDIX D TEMPLATE FOR PRE-CONGRESS LAB CONTRACT

### CONTRACT

This contract is made between the parties named below:

1. The European College of Veterinary Surgeons  
c/o Vetsuisse Faculty, University of Zurich  
Winterthurerstrasse 260  
CH 8057 Zurich

[hereinafter referred to as 'ECVS']

and

2. .... (name of company)  
..... (address)

[Hereinafter referred to as 'The Company']

### WHEREAS:

Subject to the terms and conditions listed below: ECVS agrees to provide the facility for The Company to run the following 'Teaching Lab' [hereinafter referred to as the 'Lab'] within the ECVS annual congress, and The Company agrees to be responsible for the running of the Lab.

Title of Lab: .....

Lab type: ..... (dry / wet /....)

Date(s): .....

Duration: .....

Location: .....

### Definitions:

Teaching lab: a one or two-day practical course including small group teaching and usually practical skills

### TERMS AND CONDITIONS

#### Obligations of ECVS:

1. Teaching Lab lecture space

ECVS will be responsible for locating and negotiating a rental fee for the Lab. ECVS will propose to the The Company a lab lecture space within or close to the location of the ECVS annual scientific meeting. This will include an appropriate space to run the lab and a space for catering that can also be used by The Company for exhibitions, promotional material or stands. ECVS will provide an estimate of the rental cost of this location to The Company at the latest by January 1<sup>st</sup> in the year in which the Lab will be run. The final confirmed rental cost of the location will be charged by ECVS to The Company within 2 weeks after completion of the Lab or on receipt of a final invoice, whichever is the sooner.

### 2. Local Organization

2.1 ECVS will provide The Company with the name of one local contact person who can help The Company in the preparation of the lab. This includes help in the assembling, preparing and disposal of cadavers (if applicable), in providing basic lab supplies (gowns, gloves, covers), radiography (if applicable) and any other fees (as specified, see Annex 1). ECVS will provide at latest by January 1<sup>st</sup> an estimate of the cost related to this provision (basic cost + cost per participant) according to requirements of The Company and information from the local provider. The final confirmed cost will be charged by ECVS to The Company within 2 weeks after completion of the Lab or on receipt of a final invoice, whichever is the sooner.

2.2 Catering will be provided by a local provider to be proposed by ECVS with the initial estimates, according to the catering requirements requested by The Company. Catering costs will be invoiced to The Company together with all other invoices. If The Company wishes to provide their own catering facility, this must be agreed in advance at the time of booking the course.

#### 2.3 Advertisement of the Lab

ECVS undertakes to advertise and promote the lab on behalf of The Company through:

- Email: to the entire ECVS database including residents, ECVS diplomates and attendants at 3 former ECVS congresses
- The ECVS website, including providing a website link to the company for additional event PR

The promotion will be purely in digital format and will take the form of a promotional document provided to ECVS by The Company, to include details of the Lab (title, location, date(s) and time(s), registration fee, content of the course, name of the instructors,.) as well as the logo of The Company running the teaching lab . ECVS reserves a right of approval of content of the document before its publication.

#### 2.4 Accommodation

ECVS will provide a list of hotels at the venue with a negotiated group rate and booking code for use by The Company in arranging accommodation for Lab instructors/lecturers.

### 3. Registration Administration

3.1 ECVS will administer the registration process and will receive the payments of the participants to the lab. Normally only registrants who are attending the ECVS congress will be accepted to attend the lab course. If registrants not attending the ECVS congress are to be accepted, then this must be negotiated with the ECVS Office in advance of course organization and ECVS registrants will take priority.

3.2 ECVS will maintain registrations online and will enable The Company to see day by day the number of registrants. On simple request from The Company, ECVS will provide the names of the registrants to The Company.

3.3 ECVS will credit The Company's account with the registration fees received in respect of the Lab. The balance of the account, after subtraction of all costs

mentioned under paragraphs 1 and 2, will be notified to The Company within 2 months after the end of the ECVS annual meeting in which it was run, along with a final invoice (if the account balance is in debit) or a final payment (if the account balance is in credit)

- 3.4 For the avoidance of doubt ECVS will not be responsible for failure of attraction of registrants or failure to cover The Company's costs of running the Lab.
4. ECVS will offer the Company a 25% discount on Exhibitors' fees at the ECVS Annual Scientific Meeting for the year in which they organise a teaching Lab, subject to that Lab taking place and running in accordance with The Company's obligations under this contract.

### **Obligations of the Company**

5. The Company will invite/recruit the Lab instructors and agree with them a lecturing fee. All costs for Lab instructors (including but not necessarily limited to any instructor/lecture fee, travel costs, hotel costs from the night before until the night after the lab dates, food and beverage from the night before until the night after the lab dates) will be paid by The Company directly to the Lab instructors. The Company will notify ECVS of the Instructors/Lecturers who have appointed for the teaching of the Lab as soon as this is known and at the latest by January 1<sup>st</sup> of the year in which the Lab will be run. The Company agrees that ECVS is entitled to invite Lab instructors to speak at the ECVS Annual Scientific Meeting within which the Lab is to be held.
6. The Company will set the registration fee for the Lab and communicate this to ECVS at least 4 months before the date of the Lab.
7. The Company is responsible for providing the digital advertisement page for the lab to ECVS for promotional purposes (see paragraph 2.3 above).
8. The Company will also advertise the lab using their own resources and direct potential registrants to the ECVS website for online registration.
9. The Company will set a minimum participant number. If the set number is not reached by a mutually agreed dead-line .....(*insert date*)....., the Lab will be cancelled.
10. The Company is responsible for the final practical organization of the course. The Company will provide adequate corporate support, provide and ship the Lab materials and equipment (instrumentation, implants, educational support materials).
11. The organizing company will pay ECVS a deposit of ..... Euros. This sum will be paid to ECVS at least 4 months before the Lab date of ..... or within 4 weeks of date invoicing (whichever is the earlier). This payment serves as notice to the ECVS Office that The Company wish to proceed with the teaching lab and the ECVS Office

## ECVS Book of Procedures

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will then proceed with advertising, registration, confirmation of location bookings and other organizational and administration tasks as required.

12. In the event of cancellation of the lab, this deposit will be refunded to The Company *less* the costs incurred by ECVS up to and including the date that they are notified that the lab has been cancelled.

Signed (The Company):

Name:

Company:

Date:

Signed (ECVS)

Name:

Position in ECVS:

Date:

### APPENDIX E EUROPEAN COLLEGE OF VETERINARY SURGEONS ECVS INVESTMENT REGULATIONS

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### 1. Principles

#### 1.1 Constitution

The name of the organisation is European College of Veterinary Surgeons, hereinafter referred to as "the College" (constitution article 1).

#### **Article IX: BOARD OF REGENTS**

The Board of Regents shall consist of the Chair of the Board of Regents, the President, the President Elect, the Executive Secretary, the Treasurer, the Operations Manager and six Regents.

The Board of Regents shall be the executive body of the College and shall consider all the business and policies pertaining to the affairs of the College.

The Board of Regents shall direct the management of funds held by the College.

#### 1.2 Investment Organisation

The OPERATIONS MANAGER shall propose investments in collaboration with a financial institution and the Board of Regents has the power to decide based on these proposals and within these guidelines.

#### 1.3 General framework and investment strategy

According to article 9, the investment of the College funds is the responsibility of the Board of Regents (the Board). The Board can assign third parties, such as banks and asset managers, with the management of the funds.

The Board decides the regulation of the investments. It defines therein the investment strategy and the principles.

The investment guidelines have to be defined so that the assets of the College are used as safely as possible.

The Board defines the broad strategy for the investments, in which diversification is a key aim.

### 2. Objectives

#### 3.1 Framework of asset management

The 'investment regulations' document is the binding framework for investments in order to optimize the management of the College's capital.

Where the asset management is delegated, the 'investment regulations' document forms an integral part of the contract terms in the legal relationship between the College and the banks/institutions/persons responsible for that asset management / investment advice.

### **2.2 Safety**

Investment safety is the main target. It shall be achieved by purchasing high quality funds with adequate risk diversification.

### **2.3 Yield**

The target of investment is a reasonable Yield in EURO, taking into account the safety of the College funds.

## **3. Organisation**

### **3.1 Board**

The Board charges the Operations Manager, with advice from the Treasurer, with the preparation and implementation of investment business conducted with banks and asset managers.

### **3.2 Operations Manager**

The Operation Manager is responsible for

- communication with banks (client advisor or external portfolio manager), in collaboration with the Board.
- placement of instructions to buy and sell securities or assets
- the cash management of College funds

## **4. General principles of asset management**

The bank and asset manager shall take appropriate organizational and personal measures to avoid conflicts of interest between the College and the bank or other officer or take necessary steps to avoid a conflict of interest that would disadvantage the College. The involved parties shall always act within the spirit and in the interest of the College.

## **5. Investment strategy**

### **5.1 Investment objective and investment policy of the mandates**

The funds will be invested according to the principles of diversification in securities and other investments as described thereafter. The target of the investment is to achieve a reasonable Yield in EURO, taking into account the safety of College funds.

Assuming that no conflicting policies are defined in section 6, investments have to comply with the investment strategy in section 5.

### **5.2 Currency**

The investment and reporting Currency is EURO.



### 5.3 Investments

The funds shall be invested in bonds and other interest bearing securities with fixed or variable terms (including zerobonds), in liquid assets and in other approved investments according to section 6.1

Investments in shares and similar like investment companies are not allowed.

Investments can be done either in individual, single issue bonds or in collective investments.

Investments are 100% in Euro and/or CHF or are 100% hedged against one of those currencies. Investments in bonds and other interest bearing securities with fixed or variable term are limited to good quality (single bonds) with at least an A rating (Standard & Poor's or Moody's) or similar quality. If the rating of an existing investment is downgraded below A, this investment must be sold within a reasonable term.

For assets with collective investments, single bonds may have lower ratings, but must remain in the range of "investment-grade" (Standard & Poor's AAA-BBB-, Moody's Aaa-Baa3).

Taking into account the main target of safety of College funds, the Board should chose primarily a short investment horizon and ongoing yield. Temporary minor fluctuations of assets are acceptable.

## 6. Investment policy

### 6.1 Investments

For investments the following rules have to be followed:

The following asset classes are allowed:

- a) liquid assets: Demand deposits or callable investments with maturities no longer than 12 months with banks domiciled in Switzerland
- b) bonds: Securities and money market instruments traded at Stock exchange or other regulated market places, accessible to the public.

### 6.2 Investment Restrictions

- a) The maximum cumulative percentage per issuer (bonds and money market investments) shall not exceed 15%. Exemption under b)
- b) In deviation of a) the board can decide that up to 50% of liquid assets can be deposited in a fully callable current account of the same issuer if no adequate investments can be made.

### **7. Commissions and costs**

The Board requires that all information regarding the costs and commission levied by a third party in the management of the College's funds be presented in both a transparent and easily understandable format.

### **8. Duration and resolution**

#### **8.1 Mandate**

In case a mandate is allocated to a third party (e.g. investment manager) this will generally be for an indefinite period. However, this period can be terminated at any time after 3 months without prior notice. A pure investment advisory contract can be cancelled at any time

### **9. Reporting to the Board**

A portfolio report, including bond ratings, shall be available to the Board for the February and September meetings. The portfolio report shall be presented to the board by the treasurer at both meetings.

### **10. Approval Investment Regulations**

The Board has approved the present investment regulations at its meeting on TT.MMM.YYYY. This 'investment regulations' document reflects the investment strategy –since the beginning and formally enters into force on TT.MMM.YYYY.

date and place     Zurich, TT.MMM.YYYY

President Board of Regents

Signature

President Elect

Signature

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