



## **POLICIES AND PROCEDURES**

**2016**

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

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## **PREFACE**

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

The Policies section of the Manual includes the current official description of the EBVS and the guidelines for the establishment, recognition, and supervision of veterinary speciality Colleges.

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

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

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

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

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

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

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

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

The EBVS is listed in the register of associations held by the Dutch Chamber of Commerce as a non-profit organisation. The registration number is 40483272.

#### **B. Mission/Objective/Resources**

##### **1. Mission**

The Organisation is committed to leading and promoting veterinary specialist professional training and certification in Europe to advance animal health and wellbeing and public health.

##### **2. Objectives**

- a. Create and continually develop frameworks for training and qualifications, “professional specialist diplomas”, not directly related to the academic system, focussed on services provided by the veterinary profession to the public.

Each veterinary specialist college represents a key discipline that spearheads advances in veterinary medicine and science, through a diverse group of certified specialists working in different areas of the veterinary profession such as education, practice, government, research and industry.

- b. Work with other veterinary organisations to ensure national and EU recognition of the need for specialist knowledge and expertise, as part of the range of veterinary professional services available to and protecting the public.
- c. Grant permission to use the title “European Veterinary Specialist in (name of the speciality)” to veterinary specialists who comply with the EBVS’ guidelines.
- d. Maintain a register of specialists recognised by the EBVS.
- e. Provide information on veterinary specialisation in Europe to government bodies, private organisations, veterinarians and animal owners.
- f. Apply the proper methods, which assure the quality of all its procedures, but also those of its recognised Colleges (see Appendix 7).
- g. Employ all resources, which may contribute to the realisation of the organisation’s objectives.

### 3. Resources

- a. The EBVS is a non-profit organisation and does not pursue any commercial interests.
- b. Financial resources may only be committed in accordance with the Articles of Association and accompanying rules.
- c. No member of the Board, the Executive Committee or any other body belonging to the organisation shall receive any payment from the organisation’s funds, with the exception of expenses payments.
- d. The EBVS may enlist the services of a chief executive officer (CEO) and a secretariat who will be responsible for implementation and communication of the EBVS-approved mission, strategic goals and objectives, as well as the operational management for the Executive Committee and support of the Board.

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

Membership and voting privileges are accorded to one representative from each of the recognised Colleges. A deputy representative must be designated by each College to attend EBVS meetings if the representative is unavailable. The presence of a College representative or deputy representative at EBVS meetings is mandatory for all Colleges.

Each College must have one contact person who acts as liaison between the College and the EBVS and who has the responsibility to distribute documentation received to the relevant persons within his/her College.

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

One representative from other organisations such as the Federation of Veterinarians of Europe (FVE), the European Association of Establishments for Veterinary Education (EAEVE), and the American Board of Veterinary Specialisation

(ABVS) are invited to attend meetings of the EBVS as non-voting delegates at their own expense. The term of office is three years and commences at the first Annual General Meeting of the Board following their selection. Normally the term of office can be extended only once.

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

Appointments of College representatives to EBVS are made by the Colleges represented.

Appointments are normally for a maximum of three years, and commence at the first Annual General Meeting following their selection. The term can normally be extended once, and in exceptional cases twice.

The EBVS's Board consists of the Executive Committee (EC), members and observers. The members are organisations of veterinary specialists recognised by the EBVS ("Colleges"). Each of these organisations must delegate one representative and one deputy representative to the Board. The College which supplies the President is entitled to delegate a second deputy representative.

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

The Officers of the Executive Committee of the EBVS are elected annually. The Officers are the President, the Senior Vice-President, the Vice-President, the Secretary and the Treasurer.

The President has no vote within the Annual General Meeting and the maximum term of office is normally two years.

The Senior Vice-President, usually the immediate Past President, succeeds to the senior vice-presidency immediately after his/her term of office as President. The maximum term of office is normally two years.

The Vice-President performs the duties of the President in his/her absence or inability to serve. The maximum term of office is normally two years.

The maximum term of office of the Secretary and the Treasurer is normally six years.

The Executive Committee may co-opt additional members on a year-by-year basis. These co-opted members do not have voting rights. The maximum term of office of a co-opted member is normally five years.

The Executive Committee reviews policies and procedures, develops recommendations for EBVS Board review, serves as a long-term strategic planning committee, helps develop the agenda for the Annual General Meeting, and deals with other such matters as are referred to it by the Board or the President, between annual meetings.

The EBVS may enlist the services of a chief executive officer and a secretariat who will be responsible for implementation and communication of the EBVS-approved mission, strategic goals and objectives, as well as the operational management for the Executive Committee and support of the Board.

## **G. EBVS meetings**

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

In the event that voting by College representatives is required between the annual meetings, this may take place electronically on the forum (at the request of the EC) so long as a minimum four-week notice period for the deadline of voting is provided. College representatives will be notified of any impending EBVS vote via the forum. It is each College's responsibility to ensure its contact details are kept current.

Travel expenses of the representatives or the deputy representatives are the responsibility of the Colleges represented on the EBVS Board. Other expenses, such as the cost of meeting rooms and secretarial costs will be covered by the EBVS.

Draft Minutes of an AGM will be electronically distributed to all College representatives for comments normally within 30 days of the finish of the annual meeting. Following the incorporation of the comments, an electronic vote on accepting the Minutes will then take place within 15 days of distribution of the corrected text. All Colleges are obliged to take part in the vote. Once accepted, the Minutes will be published on the restricted section of the EBVS website and a non-confidential summary of the minutes will be published on the EBVS website.

## **H. Fees**

1. An annual levy, with an additional fee for each Diplomate, will be charged to all Colleges represented on the EBVS to cover expenses related to EBVS activities. This subscription fee is due by April 1 each year and will be subject to annual review taking into account the needs of the business of the EBVS and Euro-zone inflation of the preceding year as published by Eurostat. If the subscription fee has not been received by the due date, or if the bank charges are not paid by the College, the Treasurer of the EBVS will invoice the College for any additional expenses on the outstanding fee and bank charges at the rate agreed annually by the Board. The College will also receive a 10% penalty on the annual fee the following year. No fees are payable for non-practising and retired Diplomates or honorary and associate members.
2. A fee will also be charged for the processing of applications for recognition of new Colleges. This application fee will be set on an annual basis during the AGM. If additional costs for extra meetings have to be made this has to be paid by the applicant College.

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

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

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

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

To be recognised by the EBVS a College must:

1. Intend to ensure that improved veterinary medical services will be provided to the public.
2. Fill a clearly demonstrable need within the profession.
3. Have a sufficient body of potential Diplomates to form a College.
4. Represent a distinct and identifiable speciality of veterinary medicine that is supported by a base of scientific knowledge and practice.
5. Establish and abide by clearly stated standards for admission to membership.
  - a. The College must only certify veterinarians who:
    - I. Have demonstrated fitness and ability to practise the speciality by meeting the established training and/or experience requirements and by attaining acceptable scores on comprehensive examinations administered by the College.
    - II. Are licensed to practise or are eligible to be licensed to practise in a European country. Applicants may be relieved of this requirement in exceptional cases.
    - III. Meet the educational, training and experience requirements established by the College.
    - IV. Have demonstrated satisfactory moral and ethical standing in the profession.
    - V. Have met the minimal publication requirements as defined by the College (at least two peer-reviewed publications in international refereed journals).
    - VI. Practise scientific, evidence-based veterinary medicine, which complies with animal welfare legislation.
    - VII. Have gained their veterinary degree at least 48 months previously.
  - b. During the initial phase when the College is being formed, it may accept a small number of Specialists without examination. These specialists are the members of the Interim Executive Committee and designated "Founding Diplomates". The Interim Executive Committee of the College should normally exist for a period of up to five years and members must meet the following criteria:
    - i. Be initiators in their field;
    - ii. Have achieved distinction in the field, and have qualifications, achieved by

- training and experience, far exceeding those proposed as necessary for candidates to take the certifying examination of the organisation;
- iii. Be internationally recognised as a qualified specialist by peers, and
    - a) have at least ten years experience practising the speciality, and by teaching, research, and practice have contributed significantly to the development of the speciality, and
    - b) have advanced training (at European Qualifications Framework (EQF) level 8) in the speciality; have demonstrated competency through teaching, research and practice in the speciality to which the individual devotes most of his or her professional time, and
    - c) be author of at least ten significant publications in peer-reviewed journals resulting from the research or practise in the speciality;
  - iv. Be uncontroversial to the majority of the membership;
  - v. Spend at least 60 per cent of their time practising the speciality, based on a normal working week of 40 hours, for the last at least 10 years;
  - vi. Be practising in Europe;
  - vii. Practise scientific, evidence-based veterinary medicine, which complies with animal welfare legislation;
  - viii. Display the willingness to contribute to the growth of the College (e.g. by training residents).
- c. During the first five years following provisional recognition of the College, the Interim Executive Committee may appoint a small number of additional *de facto* Diplomates who are also “Founding Diplomates” and are expected to contribute to the running of the College and must meet the general criteria described above for the members of the Interim Executive Committee, including two letters of support.
6. Ensure that all training and/or experience requirements and all prerequisites for examination eligibility are relevant to the assessment of applicant’s qualification.
  7. Promptly report to applicants or candidates details concerning any deficiencies in credentials or preliminary examination results that prevent them from sitting the examination or being certified by the College.
    - a. A time limit for such communications must be established and published by the College.
    - b. The results of the examination must be announced to all candidates on the same date.
    - c. Candidates should be informed prior to the examination of the passing point, or, if this is not determined in advance, the method of setting the passing point.
  8. Establish a standard route through education, training, and experience that provides the most time-efficient pathway to qualify for examination. An alternate route must be provided for residents unable to enroll in standard

training programmes.

9. Ensure that any specified experience requirement is clearly defined, relevant to the objectives of the speciality, and amenable to evaluation.
10. Establish a formal appeal procedure for candidates in case of an adverse decision by the College. The appeal procedure must appear in the Bylaws and/or the Policies and Procedures of the organisation, and must be made known to all applicants/candidates.
11. Encourage special training beyond the professional veterinary degree to enhance the ability of candidates to meet certification requirements and to update the competence of specialists.
12. Only accept candidates that have been practising the speciality for more than 60% of their time, based on a normal working week of 40 hours.
13. Only accept Residents that received their veterinary qualification from an EAEVE-approved establishment unless relieved of this obligation by the Education Committee.
14. Establish a standard Diplomate re-certification procedure for membership of the College. Membership must be evaluated every five years. The College is responsible for this re-certification. After re-evaluation the successful Diplomates are registered for another five years in the EBVS Directory.
15. Avoid contracts or agreements leading to activities outside the scope of the stated objectives of the College.
16. Notify the EBVS of all changes in the Constitution, Bylaws, and Policies and Procedures at the time of the next annual report. All changes should show the previous and the newly accepted wording.
17. Be legally incorporated as a non-profit organisation within a European country.
18. While not a requirement, the EBVS highly recommends that Colleges carry liability insurance.
19. Establish the required procedures to assure the quality of its Diplomates across all European countries at the highest possible level so as to ensure that optimal veterinary services will be provided to the public.

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

1. Veterinarians forming a College and seeking EBVS recognition must submit a letter of intent to the EBVS Secretariat at an early stage. Upon receipt of such a letter of intent, an invoice for the application fee will be sent with a letter acknowledging receipt of the letter of intent and explaining that the proposed members of the Organising Committee will be approved and the Liaison Officers appointed by the Board at the next AGM, provided that the decision of the Board is to proceed to the formation of a separate College or a sub-speciality under an existing College, and that payment has been made at least two months beforehand.

The procedures to be followed after the appointment of the Liaison Officers until

the application is discussed at an AGM and the College is granted provisional recognition are described in Procedures section II, part A (pages 21-22).

2. After provisional recognition has been granted by the EBVS, the College must take all necessary steps to complete formalisation of its structure and should function according to its Constitution, Bylaws and Policies and Procedures.
3. After a minimum of four years, but normally not more than ten years, under provisional recognition, a College must submit to the EBVS a request for full recognition. The procedures to be followed are described in Procedures section II, part B (pages 22-23).
4. At any point in the review process for recognition of a College, adverse decisions may be made. The College under review will be informed within thirty days of the adverse decision. The College will also be informed of its rights of appeal. Any appeal against an adverse decision will be brought before the Board, which will appoint an appeals committee comprised of three past members of the EBVS Board.

### **C. Policy on obtaining EBVS recognition of sub-speciality within a College**

1. Veterinarians planning the formation of a sub-speciality under an existing EBVS-recognised College should submit a letter of intent to the EBVS at the earliest opportunity. The representative of the parent College will act as liaison officer with the sub-speciality and report to the EBVS on the progress of the sub-speciality application for recognition.
2. A sub-speciality seeking recognition under the auspices of an existing EBVS recognised College:
  - a. Can be recognised by the EBVS under the policy described in the Policies section II, part B with the following exceptions.
    - i. A sub-speciality need not be incorporated separately.
    - ii. A sub-speciality is represented on the EBVS Board by the representative of the parent College.
  - b. Should define an Organising Committee for the sub-speciality, which is limited in number to those essential to conduct the business of the sub-speciality and achieve provisional recognition.
  - c. May admit Founding Diplomates, provided that they are members of the sub-speciality organising committee. Each Founding Diplomate must have demonstrated competency through teaching, research and practice of the subspeciality and meet the criteria for Founding Diplomates as specified in Policies section II, part A.5.b.i-viii (pages 6-7).
3. An application for recognition of the sub-speciality must be submitted to the EBVS Secretariat by October 1. The application must include a statement of approval from the parent College. The application must contain the same elements as a full application (Policies Section II, part D, pages 10-11).
4. The relationship must be explained between the sub-speciality and the parent

College regarding matters of credentials, titles designations, and examinations required.

5. After a sub-speciality is provisionally recognised, its activities are included in reports by its parent College.

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

1. A College seeking EBVS recognition should propose an Interim Executive Committee limited in numbers to those essential to conduct the business of the speciality after provisional recognition is achieved. Members of the Interim Executive Committee should be veterinarians who meet the criteria for Founding Diplomates as specified in Policies section II, part A.5.b.i-viii (pages 6-7).

The application must contain a *curriculum vitae*, following the format of Appendix 4, for each member of the Interim Executive Committee.

2. There must be documentation that the organisation meets the criteria for Colleges recognised by the EBVS as specified in the Policies section II, part A. There should be a response and documentation to each item in part A.

It will also be necessary to provide evidence of a sufficient body of potential Diplomates for the speciality. The organisation must document the number of potential Diplomates available and convince the Board that the speciality will be viable within a reasonable period of time. The organisation must justify its role in fulfilling a recognisable need and demonstrate that its existence is acceptable to the profession and the public. The organisation must identify the base of scientific knowledge and practice that distinguishes it from all existing Colleges. It will be necessary to:

- a. Define the science.
  - b. Identify where the science fits in current professional and postgraduate curricula.
  - c. Describe how Diplomates will be employed.
  - d. Describe current or proposed training programmes.
3. There should be a description of relations with existing Colleges.
  4. There should be a justification for the existence of a new College.
  5. A copy of the proposed Constitution, Bylaws and Policies and Procedures should be submitted, which shall contain:
    - a. The name of the organisation.
    - b. The incorporation of the organisation.
    - c. A statement of objectives.
    - d. A description of membership categories, including duties, privileges, and method of selection for each.
    - e. A description of the bodies of the organisation.
    - f. Titles, election procedures, and duties of Officers.

- g. A description of the scope and nature of certifying examinations.
  - h. A statement of prerequisites for an approved residency training programme may be required.
  - i. A description of the prerequisites for the alternate training programme.
  - j. The causes and procedures for censuring or suspending Diplomates or cancelling certification.
  - k. The procedures for appeal of adverse decisions.
  - l. The procedures for conducting business and meetings.
  - m. The procedures for amending the Constitution, Bylaws and Policies and Procedures.
6. There should be a description of how the College plans to organise and initiate its functions, e.g. how examinations will be prepared, administered, and monitored, and how training programmes will be approved and monitored.
  7. There should be evidence that facilities, services and programmes are available for the advanced training of veterinarians that will lead to certification in the speciality. A description of existing educational programmes should be given, including the identification of established postgraduate educational programmes and the number of people in these programmes. The objectives, measures of competence, expected contributions and measurements of the success of such programmes should be determined. Provision of adequate educational training experience should be documented. Evidence for the continued existence and growth of educational programmes should be provided.
  8. There should be a list of current and past Officers of the organising agency, if applicable, and a list of the proposed members of the Interim Executive Committee of the College.
  9. There should be a description of how the College will perform the re-certification process and this should follow the re-certification guidelines of the EBVS (see appendix 9).

## **E. Residency Programmes**

1. Colleges are requested to develop residency programme criteria in sufficient detail, according to a **standard format**, to enable a Resident, with the assistance of training institutions, to meet the requirements for Diplomat certification in that speciality.
2. The minimal length of a residency programme is three years. The period can be taken consecutively. The Credentials/Education committee can allow the training to take place on a part time basis as long as the total time is equivalent to at least three years, and the total time does not exceed six years.

In case of maternity (leave), illness or under exceptional circumstances a prolongation is possible. The duration of the prolongation is agreed with the Credentials/Education committee.

3. A Resident should follow the guidelines of the particular College with which he or she is planning to undertake a programme that will fulfill the requirements for certification in that speciality.
4. A veterinarian whose circumstances do not permit enrolment in a standard residency programme may submit an **alternate programme** to the College, in conjunction with his/her supervisor, outlining the resources available to them, for advanced study and experience. The alternate programme is not approved for anyone other than the Resident in question. The alternate programme must be approved by the College before the Resident embarks on it, and the total length of this programme cannot be shorter than the standard residency programme. The precise form of each individual programme is at the discretion of the Education Committee. The total time of an alternate programme must not exceed six years. A resident on an alternate training programme must spend the equivalent of at least 60% of 3 years working in the practice of his/her speciality, under direct supervision of a Diplomate of the College.
5. Residency programmes should aim at training specialists who will have the qualities, professional and technical skills necessary for successful employment in professional environments, with self-confidence, self-criticism and sense of responsibility that are essential for the practise of the speciality (Appendix 6). Moreover, residency programmes must aim at the development of a culture, which recognizes the importance of continuous professional development.
6. Residents must spend at least 60 per cent of their time practising the speciality, based on a normal working week of 40 hours.
7. A supervisor shall have no more than two (2) residents following standard residency programmes; in exceptional cases three (3) such residents can be allowed, for a restricted time period.
8. The **programme criteria** format for residency programmes will be as follows:
  - a. Requirements for entry to the programme, including an obligatory at least one-year internship period or equivalent.
  - b. Detailed objectives of the programme.
  - c. Anticipated total time requirements (at least 3 years, with a minimum of 4 years including internship or equivalent).
  - d. The minimum requirements for facilities, services, equipment, and diagnostic laboratory capabilities.
  - e. A synopsis of the number and type of patients that will be required and the emphasis and anticipated (or required) depth of study for each patient.
  - f. A synopsis of the level and frequency of interactions between the resident and Diplomate(s) and others deemed necessary for the programme.
  - g. Percentage of time residents must spend on activities other than practical work, include research, preparation of scientific manuscripts, graduate degree studies, external rotations, clinical education of graduate veterinarians and/or veterinary medical students, attendance at conferences and “in house” Residents’ seminars, and presentation of papers.

#### h. Study and education

- i. Formal course work
  - a) Course description
  - b) Available locations
  - c) Importance (essential or recommended)
- ii. Independent study
  - a) Resources required
  - b) Time
  - c) Library resources
  - d) Self assessment
- iii. Other requirements

#### i. Evaluation of Programme Reports by:

- i. Resident
- ii. Supervisor
- iii. Institution
- iv. College

j. Details on how the College will work with the Institution to support a resident if his/her supervisor leaves the centre and there is no immediate internal replacement.

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

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

1. Any examination candidate must have their veterinary degree at least 48 months prior to the final examination.
2. Before sitting an examination, the applicant's credentials must be evaluated by the credentials committee.
3. The examination must be held in the English language. Non-medical dictionaries and/or interpreters may be allowed.
4. Confidentiality must be maintained throughout the entire examination.
5. The examination may consist of written, oral and/or practical parts.
6. The parts of the examination may be taken separately and do not need to be taken all at the same time.
7. It must be made known to the candidates in advance in what way the different parts and levels will be evaluated.
8. Judgment must be incorporated into examinations-assessing not just what the candidates know but what they would do with that knowledge.

9. All parts of the examination must be held at all times under the direct supervision and physical presence of members of the Examination Committee or trained invigilators. In line with modern best practice, an invigilator must not be otherwise occupied during the examination and must not leave the room during the examination without another invigilator replacing him/her.
10. Candidates should be informed prior to the examination of the passing point, or, if this is not determined in advance, the method of setting the passing point.
11. Examination questions must be kept confidential by all Colleges, with the exceptions being the publication of model questions as a guideline to candidates, and during an appeal procedure, as outlined in a College's Bylaws and/or Policies and Procedures.
12. Candidates must be informed that they may apply to re-take all parts of the examination three times and that all parts of the examination must be passed within 8 years of completion of the residency programme.
13. The time between final credentials decisions and the examination date must be sufficient to permit consideration of possible appeals against a decision of denying acceptance of credentials.
14. Any change in the procedure of the examination should be notified to the EBVS.

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

EBVS recognises that, in some non-European countries there are nationally recognised specialists who could contribute to training.

In circumstances where there are insufficient European Diplomates, if a College so wishes, a non-EBVS recognised Diplomat may co-supervise a European Residency programme under the condition that the Committee of the College responsible for the residency programmes approves the *c.v.* of the non-EBVS recognised specialist who is co-supervising the programme. The minimal requirements will be:

1. The person's training and expertise, in the area in which they are supervising should be equivalent to a European Diplomat, and they should also have contributed to the discipline in terms of publications, presentations, etc.
2. That the person passes the College's re-certification process.
3. That the Committee of the College responsible for the residency programmes approves the training programme and ensures that it conforms to the requirements of the College for a specified residency programme in a designated training institute.
4. That the programme is supervised by an EBVS-recognised Diplomat (i.e. they do not have to provide day to day direct supervision but will monitor the progress of the resident to ensure that the training is of an adequate standard throughout).

After 5 years both the training programme and the co-supervisors will be re-

evaluated.

For each residency programme the ultimate goal should be that an EBVS-recognised Diplomate would become the programme director and direct supervisor.

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

As is stated in the Policies section II, part A.14 of the EBVS, a standard procedure has to be established in which the prerequisites for re-certification of the Diplomates for membership of the College are described. This re-certification has to be done under the responsibility of the College.

This standard procedure will be performed according to a credit point system. In this credit point system the following items can be included (Appendix 9):

1. Publications
2. Presentations at national congresses or Continuing Education
3. Presentations at international congresses
4. Attendance at national or international congresses
5. Online/distance learning
6. Preparing examination questions
7. Supervision of Residents
8. Membership of Board or College committees
9. Two letters of reference (Appendix 8)

For each item a maximum number of points can be given. A total minimum amount of points has to be collected during a 5 year period. Each College has its own responsibility in creating such a 100 credit point system, but it has to be sent to and approved by the EBVS.

If a 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. If they do not succeed, or if any Diplomate does not submit re-certification documents, they will be made non-practising Diplomates by their College, removed from the EBVS specialist register, and may only use the title of Diplomate (non-practising). A non-practising Diplomate seeking to revert to full Diplomate status needs to satisfy the Credentials Committee of the College.

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

## I. Policy on Diplomates of non-EBVS recognised Colleges

EBVS recognises that, in some non-European countries or areas, the training and examinations of specialists is equivalent to that provided by EBVS-affiliated Colleges. EBVS colleges should ordinarily restrict membership to those who have a connection to Europe. The credentials of the applicant and their activity in making a major contribution to the EBVS college are more important than the place of residence or nationality. Under such circumstances, an EBVS college may, if it so wishes, temporarily grant Diplomate status of their College, provided that the applicant can meet the following minimum conditions:

1. Has credentials, in relation to training, publications and contributions to the subject, equal to those required to sit for the examination of European Diplomate;
2. has passed an examination of equal rigor, and covering the same material as that of the equivalent European Diplomate;
3. passes the European College's re-certification process;
4. is practising in a European country, and intends to remain so for the foreseeable future. Applicants may be relieved of this requirement in exceptional cases.

Colleges may impose more stringent requirements if they so wished.

A Diploma which is awarded to a non-EBVS recognised Diplomate without sitting the College's examination is not valid when the conditions under which the Diploma was awarded do not exist anymore.

## J. Reports of EBVS recognised Colleges

1. **Annual reports:** Each recognised College (including those on provisional recognition) is required to submit an annual report to the EBVS. Reports are necessary to gather up-to-date statistical data and to identify issues and potential problems. Annual Reports are due by **January 15**.

If a College submits its annual report after January 15 or does not submit it in the correct form as provided by EBVS, then it will incur a 10% surcharge on its subscription invoice to EBVS (see also Procedures section II, part D.1, page 24).

2. **Five-year detailed reports:** Each College is required to submit a detailed report of its status and activities to the EBVS at five-year intervals following granting of provisional recognition. The detailed reports must be organised as outlined in Appendix 2. Detailed reports are necessary to gather comprehensive information on the ongoing activities of the College and to assess compliance with the criteria in the Policies section II, part A. Detailed Reports are due by **November 15** (see also Procedures section II, part D.2, pages 24-25).

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

1. As a result of findings following review of an annual or five-year report of a recognised College, or after appropriate investigation of a complaint by a third party, the EBVS may withdraw recognition of a recognised College. Cause for withdrawal of recognition or change of status shall be failure to meet the criteria listed in the Policies section II, part A, actions by a College considered detrimental to the reputation of the veterinary profession or against the public interest, or failure to submit written reports when formally requested.
2. The following procedures shall apply in any consideration of disciplinary action by the EBVS:
  - a. A complaint against a College may be made by another College, a Diplomat or a member of the public. When a complaint is received by the EBVS Secretariat against a College, the complaint will be referred to the Executive Committee of the EBVS, and the person making the complaint will be notified of such referral. The EBVS Executive Committee may request further information, if required, and also seek an explanation from the College. Unless a compromise is reached and the complaint is withdrawn, the decision may be either dismissal of the complaint or its referral, via the EBVS Secretariat, to the EBVS Board.
  - b. Notice of the proposed consideration of disciplinary action will be delivered, via the EBVS Secretariat, to the President and the Secretary of the recognised College involved not less than 30 days prior to the scheduled annual or extraordinary meeting of the EBVS Board at which the matter is to be considered. This notice will include a detailed outline of the complaint(s) received or alleged deficiencies.
  - c. Two-thirds of the members of the Board (excluding the representative of the College involved) must be present throughout the meeting where the disciplinary action is to be considered.
  - d. Representatives of the College will be given an opportunity to present relevant information and their views on the matter. Travel costs for the representatives of the College will be at other than EBVS expense.
  - e. In executive session, and in the absence of all representatives of the College, the EBVS Board will discuss the appropriate action to be taken. Possible actions include:
    - i. dismissal of the complaint
    - ii. warning and advice on remedial measures
    - iii. downgrading of the status of a fully recognised College to a provisional recognition
    - iv. withdrawal of recognition of the College
  - f. Any decision must be approved by a two-thirds majority of the voting Board members present.
  - g. Any decision must include a full description of the reason for the action.

- h. The decision will be communicated, in writing, via the EBVS Secretariat, within 30 days of the time the decision was made.

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

1. Veterinarians should not in any way imply they are European Veterinary Specialists unless they are listed as such by the EBVS. EBVS listed specialists may use the title “European Veterinary Specialist in.... (see Appendix 1.11 and Appendix 5)” and “Dip. ECVX” or ‘Dipl. ECVX” or “Diplomate of ... (the applicable College)”. Diplomates of a College that is no longer recognised by the EBVS will be removed from the EBVS Directory and are not allowed to use the title “European Veterinary Specialist”. (*See Appendix 5 for list of approved titles – no others may be used*).
2. The use of the term “board eligible” or “board qualified”, as an indication of special qualification, is potentially misleading to the public and therefore must not be used in any public communication or other solicitation.
3. Individual Colleges are encouraged to provide guidance to their members in matters pertaining to advertising, directory listing, etc.
4. The use of the European Veterinary Specialist Trade Mark is permitted to Diplomates who are registered as a European Veterinary Specialist for that specialisation by the EBVS, only after reading and acknowledging by signature the content of the Regulations for the EBVS European Veterinary Specialist Logo.
5. Non-practising or retired Diplomates, associate members, and honorary members are not allowed to use the title or trade mark of European Veterinary Specialist.

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

### **I. Procedures for EBVS**

#### **A. EBVS Meetings**

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

- a. Routinely, EBVS holds one Annual General Meeting (AGM) per year at which the representative or designated deputy representative from each EBVS-recognised College is in attendance with a maximum of two attendees per College.
- b. A second, extraordinary meeting may be held, but only in exceptional cases.
- c. Each College that is represented on the Board has one vote.
- d. The quorum required for holding a meeting is two-thirds of the entire Board membership. Voting must be in person. Votes can be yes or no. Members abstaining are considered as having no opinion and are counted as non-voting. Amendments to the Policies and Procedures require a two-thirds majority of the voting members present. For all other decisions, a simple majority of the voting members present is sufficient.
- e. The agenda for the AGM will be developed by the EBVS Executive Committee. Normally matters pertaining to the recognition of Colleges, detailed reviews or approval of annual reports can only be acted on at the AGM. College representatives may submit topics to be included on the agenda at least 10 weeks prior to the AGM.
- f. In the event that voting by College representatives is required between the annual meetings this may take place electronically on the forum (at the request of the EC) so long as a minimum four week notice period for the deadline of voting is provided. College Representatives will be notified of any impending EBVS vote via the forum. It is each College's responsibility to ensure its contact details are kept current.

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

The Executive Committee may meet at the call of the President between Annual General Meetings.

#### **B. Executive Committee**

See Constitution (Article 5) and Policies section I, part F.

#### **C. Other Committees**

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

The Nomination Committee consists of two members who are not EBVS officers. The term of office of the Nomination Committee is two years, which may be extended normally only once. After a call for nominations, the Committee shall

receive from the membership suggestions of members to be elected as officers and shall provide a recommended slate of candidates to the AGM. Nominees must be contacted to obtain their consent before final nomination to the Board. The proposal shall be made available to the members at least 30 days before the AGM.

#### 2. Auditing Committee:

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

#### 3. Complaints Committee:

A Complaints Committee reviews complaints made against a member of the EBVS Executive Committee. A Complaints Committee consists of a minimum of three members from different Colleges, whose representatives are not EBVS Executive Committee Members and have no conflict of interest in relation to the nature of the complaint. The term of office of the Complaints Committee is the duration of the resolution of the complaint. A Complaints Committee will be appointed by the Board via an electronic vote, within 30 days of a complaint being received by the Secretariat. The Complaints Committee shall then receive details of any complaint made against an EBVS Executive Committee member, it shall contact both parties, review the documentation and present its findings at an extraordinary meeting of the EBVS.

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

Any complaint registered against an EBVS Executive Committee member must be authorised by three or more Colleges and sent to the EBVS Secretariat. The Complaint will be considered by the Complaints Committee immediately after their appointment for a period of not longer than three months from the date of receipt, during which time the accused Executive Committee member abstains from his/her duties. The Complaints Committee must:

1. Contact the Officer against whom the complaint has been made with details of the complaint, giving 30 days in which to respond;
2. Contact the Colleges making the complaint with the Officer's responses, giving 30 days in which to respond;
3. Review all responses within the following 30 days and come to a majority decision. In the event that no decision can be agreed upon, the complaint is automatically settled in favour of the Executive Committee Member;
4. Inform the Board members of its decision via the Secretariat.

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

### **A. Applications for a new speciality or sub-speciality College: review and approval.**

1. After submitting a letter of intent and payment of the appropriate fee (see Policies section II, part B.1, page 8), the Executive Committee will undertake to solicit information and opinion from the profession concerning EBVS recognition of the proposed College. Then, the case will be discussed at the AGM, and if the decision is to proceed to the formation of a separate College or a sub-speciality under an existing College, the EBVS Board will assign two of its members, generally from fully recognised Colleges, to act as Liaison Officers with the Organising Committee for the proposed new College or sub-speciality, and to advise the group on preparing an application for recognition. Applicant organisations should consult with their liaison representative in the preparation of the application.
2. The Liaison Officers will report annually to the EBVS, on the progress the group has made towards developing an application for recognition.
3. Prior to submission to the EBVS, the applicant organisation should supply the Liaison Officers with the entire application for their review of the format and content of the application. This should be done in a timely manner to permit the Liaison Officers to review the application, to communicate their comments to those applying, and allow time for revision of the application should that prove necessary. While the applicant organisation is not bound to accept the comments of the Liaison Officers, and the acceptance of any such comments does not ensure that the EBVS will accept the application, it is likely that cooperation at this level will be of benefit to the applicant organisation.
4. Once Liaison Officers request changes, amended documents should be sent back to the Liaison Officers, who should respond to documentation within one month.
5. An application for EBVS recognition of a College must be received by the EBVS Secretariat, electronically, not later than 1 October in order to be discussed at the next Annual General Meeting.
6. All applications will be reviewed by the EBVS Executive Committee before being sent to the members of the Board.
7. The Executive Committee will review the information and opinions gathered and determine if the application is complete. Once the Executive Committee is satisfied, the application will be forwarded to the EBVS Board for comments. The comments are sent to the Liaison Officers.
8. The Liaison Officers will prepare a commentary. The application and the commentary will be distributed to the EBVS Board. The criteria (see section II, parts A, C and D of the Policies of this manual) are the basis for evaluating the application. The commentary is due at the EBVS Secretariat by January 15.

9. The applicant organisation will receive a copy of the commentary from the EBVS Secretariat.
10. Two representatives of the applicant College will be invited to attend, at their own expense, the AGM of the EBVS at which their application is considered.
11. The Liaison Officers initiate and lead discussions and question the representatives of the applicant organisation at the AGM.
12. One of the Liaison Officers should be prepared to present a motion to the Board concerning the application.
13. The Board will review the application and the revisions and may suggest appropriate amendments to the representatives of the applicant College.
14. When the material presented is found to meet all of the criteria of the Policies section II, parts A, C, and D, the EBVS will grant provisional recognition. If the review is not favourable, the application is returned to the College with a statement of the deficiencies found.
15. At any point in the review process for recognition of a College as described above, adverse decisions may be made. The College under review will be informed within 30 days of the adverse decision. The College will also be informed of its rights of appeal. Any appeal against an adverse decision will be brought before the EBVS Board, which will appoint an appeals committee comprised of three past members of the EBVS Board.

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

### Full Recognition Applications: Review and Approval

1. After a minimum of four years, but not more than ten years, under provisional recognition, a College must submit to the EBVS a request for full recognition. By the end of January of the year it intends to apply for full recognition, the College must notify the EBVS Secretariat in order to be discussed and reviewers to be appointed at the next AGM. Reviewers for a full recognition application are usually chosen from among the Board members representing fully recognised Colleges.
2. The application for EBVS full recognition of the College must be submitted by the College to the EBVS Secretariat by November 1. Extensions to the ten-year time limit may be granted by the EBVS on a yearly basis and for no longer than five years, provided the request is made in writing. If at the end of this five-year extension, full recognition cannot be granted, provisional recognition will automatically be removed.
3. The applications will be crosschecked by the CEO for any missing documentation or inappropriate format before being sent to the reviewers.
4. The reviewers may ask the College, via the EBVS Secretariat, for any additional information they need, will complete the template used for the detailed 5-year reports (Appendix 3) and prepare a one to a two page summary report for distribution to the Board members. The criteria listed in the Policies section II,

part A are the primary basis for assessment of the completeness, clarity, and adequacy of the application. The report will also contain any appropriate suggestions to the College, and is due by 15 January of the next year. Upon receipt of the reviewers' report, the EBVS Secretariat will send it to the College concerned for comments by February 15. The College's comments will be sent to the reviewers. The College's application, the reviewers' summary report, and the College's comments are then distributed to the EBVS Board members.

5. The reviewers will initiate and lead discussions, and questioning of the representatives of the College under review at the AGM.
6. One of the reviewers should be prepared to present their comments on a few slides at the AGM in order to simplify matters for the members. Proposals on how to overcome any problems should be stated. However, it should be stated if the College meets the requirements and if not, then the reviewers are expected to offer clear proposals to the Board to vote on what should be done along with a clear timeline the Colleges have to implement the changes.
7. A request for full recognition should be organised in the format described under the guidelines for detailed reviews (see the Procedures section II, part D.2 and Appendix 2), and should indicate that the organisation is fully functional and fulfilling its stated objectives.
8. If the documentation indicates that the organisation satisfies all of the criteria stated in the Policies section II, part A, and the College is functioning effectively, the Board will vote whether to grant it full recognition.
9. At any point in the review process for recognition of a College as described above, adverse decisions may be made. The College under review will be informed within 30 days of the adverse decision. The College will also be informed of its rights of appeal. Any appeal against an adverse decision will be brought before the EBVS Board, which will then appoint an Appeals Committee comprised of three past members of the EBVS Board.

### **C. Residency Programmes**

The EBVS recommends these guidelines for the approval of residencies.

The suggested procedure is as follows:

1. The College receives electronically a report of self-evaluation from the residency programme director. This report will state the objectives of the residency and describe how the programme meets those objectives and the standards established by the College.
2. The Education Committee will review the self-evaluation report. Each member of the committee will report in writing to the chairperson of the committee any deficiency found in the report.
3. The Chairperson of the committee will write to the director of the residency, requesting clarification of any points that are unclear and further information on any apparent deficiencies. If there are issues that remain he/she will write to the Dean or Head of the Veterinary School or the chief

executive officer of any other institution within which the residency programme is being conducted, with a copy to the director of the residency.

4. The committee will meet and consider all the available information about the residency programme, and develop a recommendation for action by the College.
5. The College will approve or disapprove the residency.

## **D. Reports**

1. **Annual Reports:** Review and Approval (see also Policies section, part II.J.1, page 16)
  - a. Annual Report Forms are to be completed on the EBVS website not later than **January 15**. If an Annual Report is completed after January 15, the report may not be discussed that year (in which case it will automatically be included in the agenda of the AGM of the following year) and the College will receive a 10% penalty fee.
  - b. A compilation of all Annual Reports, including statistical information, is developed prior to the AGM of the EBVS and is part of the agenda for that meeting.
  - c. During the AGM, the annual report of each recognised College, including those on provisional recognition, is reviewed by the Board. Questions are answered or clarifications are provided by the appropriate representatives. Each report is approved or returned to the College for additional information and clarification.
2. **Detailed Reports:** Review and Approval (see also Policies section, part II.J.2, page 17)
  - a. Each College is required to submit a detailed report of its status and activities to the EBVS at five-year intervals. The EBVS Secretariat reminds each organisation of its pending detailed review at least six months before it is due. Detailed reports must be submitted by **November 15**.
  - b. At each EBVS AGM, the Colleges that have to submit a detailed 5-year report on the following year are set, and reviewers to review each report are designated. Reviewers for a detailed report are normally chosen from among the EBVS Board members representing fully recognised Colleges.
  - c. The reports are crosschecked by the CEO for any missing documentation or inappropriate format before being sent to the reviewers.
  - d. The reviewers may ask the College, via the EBVS Secretariat, for any additional information they need, will complete the purpose made template (Appendix 3), and prepare a one or two page summary report and submit it to the EBVS Secretariat for distribution to the Board. The criteria listed in the Policies section II, part A are the primary basis for assessment of the completeness, clarity, and adequacy of the report.

- e. The summary report is due by January 15, and upon receipt the EBVS Secretariat will send it to the College concerned for comments by February 15. The College's comments will be sent to the reviewers. The College's report, the reviewers' summary report and the College's comments are then distributed to the EBVS Board members.
- f. The reviewers initiate and lead discussions, as well as question the representatives of the College under review at the AGM.
- g. One of the reviewers should be prepared to present their comments on a few slides at the AGM in order to simplify matters for the members. Proposals on how to overcome any problems should be stated. However, it should be stated if the College meets the requirements and if not then the reviewers are expected to offer clear proposals for the Board to vote on what should be done along with a clear timeline the Colleges have to implement the changes.
- h. An outline format for five-year detailed reports is contained in Appendix 2 of this manual.

## **E. Complaints against a Diplome of a College**

A complaint against a Diplome may be made by a College, another Diplome, a resident, another veterinarian or a member of the public. Complaints can be related to non-professional or unethical conduct or other action against the best interests of veterinary specialisation.

Complaints must be made to the College for which the Diplome is registered. If submitted to the EBVS, the complainant will be asked to make the complaint to the College first, and if not satisfied with the outcome he/she may send it to the EBVS. Complaints received by the EBVS Secretariat and will be referred to the Executive Committee of the appropriate College, and the person making the complaint will be notified of such referral.

The complaint will be considered by the Executive Committee or other appropriate committee of that College. The College will respond directly to the person issuing the complaint, with a copy of the response sent to the EBVS Secretariat. A tally of the number of complaints should be included in the annual report of the College.

Only those complaints not resolved by the College and a subsequent College appeal will be considered through the EBVS appeals procedure.

## **F. Appeals Procedures**

### **1. Suggested Appeals Procedures for the Colleges**

Each College must have a published procedure that sets out due process for the lodging and consideration of an Appeal against adverse decisions.

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

- Denial of certification of an individual.
- Temporary or permanent suspension of certification.
- Failure of an examination or a part of an examination.
- Denial of adequacy of credentials.
- Denial of approval of a residency programme.

The Appeals Procedures must be a part of the Bylaws and/or the Policies and Procedures of the College.

Each College is responsible for the full implementation of its appeals procedures to ensure due process. These procedures and decisions should be fair and reasonable for all parties, in keeping with the objectives of the College and the goals of EBVS.

Changes in appeals procedures should be reported to the EBVS as part of the Annual Report.

This section describes the minimum requirements that a College must incorporate into its Appeals Procedures. Nothing in this section prevents a College from making provisions in its Appeals Procedures beyond the minimum requirements, except to the extent that any such provision might compromise the intended effect of a minimum requirement, or might compromise the principles of fairness and natural justice generally.

### **I. Appeals Committee**

The College's Procedures will provide for the appointment of an Appeals Committee.

The Appeals Committee shall be made up of a minimum of three Diplomates of the College who shall not be serving as members of the Executive Committee of the College or members of the relevant committee whose decision is being questioned, who shall have had no prior involvement with the case, and who have no potential conflict of interest with the Appellant or the Committee whose decision is being questioned.

### **II. Communication of the right of Appeal**

In the event of an adverse decision, the College shall notify the affected party (or parties) of the procedure for appealing against the adverse decision. This notification must be included with the communication that gives notice of the adverse decision itself. The Appeals Procedures must specify an address and Officer of the College to which an Appeal should be sent in the first place.

**III. Grounds of Appeal:** the College must provide for Appeals to be made on the following grounds:

1. That the College failed correctly to apply its own or EBVS's published rules, procedures or criteria relevant to the decision in question.
2. That the College's published rules, procedures or criteria were not compliant with the Policies and Procedures of the EBVS.

or

3. That the College imposed a sanction that was disproportionate to the gravity of the adverse decision against the Appellant.

#### **IV. Commencing an Appeal Process**

1. The College must require an Appeal to be made in writing, including a statement of the grounds of Appeal, together with any supporting reasons and documents.
2. The College must allow Appeals to be made for at least 60 days but no greater than 90 days after the postmarked date of the letter communicating the relevant adverse decision (or if sent by email the date on which the email was sent). In particular, an appeal against a decision of denying acceptance of the credentials may be submitted after a minimum of one week and a maximum of three weeks following the official announcement of the decision of denying acceptance of the Credentials of a resident to sit the examination.

Submission of an appeal to the College must be accompanied by a deposit of € XXXX (the amount to be decided by the College) to ensure that the expenses of the Appeal will be covered. If the Appellant does not pay his/her deposit within four weeks of receiving an invoice then this will be deemed an admission of liability. The deposit is re-paid in full, in case the appeal is accepted. In case of the appeal's rejection, all the costs relating to the appeal shall be made by the appellant. Any remaining deposit will be re-paid to the appellant together with an itemization of the costs retained.

3. The College must acknowledge receipt of an Appeal within 10 working days.
  - (i) Within 20 working days of its receipt by the College the Appeal must be considered by a nominated Executive Officer of the College, who shall have had no prior involvement with the case, and who has no potential conflict of interest with the Appellant or the Committee whose decision is being questioned. This Officer will decide whether a proper Ground for Appeal has been identified.
  - (ii) If a proper Ground for Appeal has been identified, the College will convene an Appeals Committee to consider the Appeal.

4. Within 15 working days of step 3(i), the College must inform the Appellant whether or not the Notice of Appeal has been accepted as raising an arguable Ground of Appeal, and, if so, of the proposed membership of the Appeals Committee that will consider the Appeal.
5. The College must:
  - (i) provide a reasonable opportunity and procedure for the Appellant to raise concerns with or object to the membership of the Appeals Committee, and
  - (ii) provide a reasonable procedure by which any such concerns or objections are considered and responded to.
6. In any case where an Appeal is to be conducted, the procedure for convening an Appeals Committee to consider the Appeal must be completed no later than 30 days after the date the College has informed the Appellant of the proposed membership of the Appeals Committee, under paragraph 4 above.
7. Within 5 working days of the appointment of the Appeals Committee, all the papers relating to the dispute shall be forwarded by the Officer of the College to whom the Appeal was sent to the members of the Appeals Committee.
8. Where a College makes a decision that no proper Ground of Appeal has been identified by the Notice of Appeal, the College may inform the Appellant that either:
  - (i) It will take no further action (and explain the justification for this), or
  - (ii) It will consider the Notice instead as a request for an informal review of an adverse decision by the College Board on non-appealable grounds (e.g. extenuating circumstances of personal difficulty etc.).

## **V. Conduct of an Appeal Process**

1. A College must within its Appeals Procedures provide a process by which the Appeals Committee will conduct the Appeal. A College must require all Appeals to be conducted in all due confidence.
2. The Appeals Committee must be able to request information relevant to its consideration of the Appeal from any relevant party.
3. The Appeals Committee must be required to consider carefully the need or not for an oral hearing. Where an Appeals Committee decides not to hold an oral hearing in an Appeal against an adverse decision that arises from an allegation of impropriety against a candidate (or in other matters of similar gravity), reasons for that decision must be given. Where an oral hearing is held, a timetable must be devised which allows both parties reasonable opportunity to appear.
4. An Oral hearing must be attended by at least three members of the Appeals Committee. Neither party may be represented by legal counsel, although the

provisions of the law in the country where the College is registered must be taken into consideration. Oral hearings will be conducted in English. The Appellant may be accompanied by an individual (“representative”), who may assist them to present the appeal. The “representative” will not be allowed to participate in answering specific questions but, at the discretion of the Chairperson, may be allowed to provide necessary language translations and may, at the end, be allowed to make a statement on behalf of the Appellant.

5. A transcript or detailed minutes of the meeting will be kept. An electronic recording may be made with the prior consent of all parties. The minutes and, if it is made, the electronic recording, shall be made available to the meeting’s participants on request.
6. The Appeals Committee must have the discretion to reject or uphold the appeal according to its independent view of the merits of the Appeal. Where the appeal is upheld, in whole or in part, the Appeals Committee may modify or reverse the previous decision or adjust the sanction.
7. The decision of the Appeals Committee will be reached by a majority vote of the members of the Committee, the Chairperson to have the casting vote if necessary. In communicating the decision of the Appeals Committee, the Chair will give reasons for the decision.
8. The Appeals Committee must deliver its decision on the Appeal to a nominated Executive Officer of the College within 90 days of the date of receiving all the papers relating to the dispute under ‘IV.7’ above. The Executive Committee of the College will check that the Appeals Committee has followed the procedures and, if these have been followed correctly, accept their recommendation. The Executive Committee of the College shall communicate the decision, via electronic means and in addition, if there is no satisfactory confirmation of receipt, via registered post, to the Appellant, within 30 days of receipt of the Appeal decision.

## **2. EBVS Appeals Procedures and Implementation**

1. Upon completion of steps F.1.IV and F.1.V above, if the Candidate or Appellant is not satisfied with the outcome, he/she may appeal to the EBVS against the decision of the College.
2. Appeals to the EBVS must be made in writing to the EBVS Secretariat, which will act as the main point of contact and coordinator of the appeal process.
3. The adverse decisions of a College against which an affected party may Appeal to the EBVS are those specified in Section F.1 above, as well as a decision of a College not to conduct an Appeal under F.1.IV.8 above. The grounds for Appeal are those specified in Section F.1.III above.

4. An Appeal must be submitted to the EBVS Secretariat within 60 days of the date on which the outcome of an Appeal was communicated to the Appellant by the College, and shall include a clear statement of the grounds for Appeal of the decision.
5. The Notice of Appeal must provide all appropriate documentation being relied upon in support of the Appeal, indexed and arranged chronologically, and which must include correspondence details of the Appellant in both forms (e-mail address and mailing address). One hard copy of each document must be submitted via registered mail, as well as copies of all documents electronically to the EBVS Secretariat.
6. Submission of the Appeal to EBVS must be accompanied by a deposit of €1500 to ensure that the expenses of the Appeal will be covered.
7. Within 5 working days of receipt of the submitted documentation EBVS will acknowledge its receipt to the Appellant and inform the College that an appeal has been received.
8. Alongside the Notification to the College of the receipt of an Appeal, the College will be invited to submit any documentation they consider necessary to support their decision. Any such documentation must be received by EBVS within 15 days of the date of receipt of the EBVS letter. Correspondence between the EBVS and the two parties will be via the EBVS Secretariat and via electronic means.
9. No other information should be submitted to the EBVS, unless requested by the Appeals Committee.
10. On receipt of all the documentation from both parties, the Secretariat will forward them within 5 working days to the EBVS President, who will review the case and decide whether the Appellant has identified a proper ground of Appeal.
11. If no proper ground of Appeal is identified the case will be considered as a **Complaint**. A Complaint will be handled by the President or another member of the Executive Committee designated by the President. The President or his/her nominee (who shall not be from the College involved in the Appeal or have no potential conflict of interest) may request further information (if required) from either party, or call a meeting of the parties in dispute. At the conclusion of the complaint process the EBVS may make a recommendation to its resolution. This may be that the complaint is not upheld and so no further action is necessary, or by way of Advice to the College as to how the complaint should be resolved fairly and proportionately. This Advice is not considered binding on the College. The whole process of handling a complaint may not last for more than 60 days.
12. If the decision of the EBVS President was that the matter be dealt with as an **Appeal**, an Appeals Committee will be appointed by the Executive Committee of the EBVS within 30 working days of the time the members of the Executive Committee are informed by the President that the matter will be dealt with as

an appeal. The Appeals Committee shall be made up of EBVS Board Members, who shall not be serving members of the Executive Committee, and shall consist of three members, one of whom shall act as Chair, nominated by the EBVS Executive Committee. Wherever possible the Appeals Committee members will be members of fully recognised Colleges and will have served as EBVS Board members for at least two years. No member of the Appeals Committee should be a Diplomate, or hold any other category of membership, of the College involved in the dispute. Any conflict of interest statement must be submitted by all members to the EBVS Secretariat in writing.

13. The two parties will be informed of the proposed membership of the Appeals Committee and will be given an opportunity to raise any concerns with the EBVS Secretariat before the Appeals Committee's membership is confirmed. Any concerns must be submitted in writing to the Secretariat within 7 working days of receipt of the proposed membership together with the reasons for any concerns/objections.
14. The EBVS Executive Committee will consider any objections to the composition of the Appeals Committee. The Executive Committee will make a decision as to whether the member in question should be asked to stand down from the Appeals Committee. The decision will be communicated in writing to the parties in dispute, and the proposed members of the Appeals Committee. The decision of the Executive Committee will be final.
15. If a proposed member of the Appeals Committee is to be replaced, the Executive Committee will seek to appoint another member to the Appeals Committee as soon as possible. The two parties will be notified of the individual who is proposed as the replacement member of the Appeals Committee and the process set out above will apply.
16. Within 5 working days of the confirmation of the Appeals Committee's appointment, the EBVS Secretariat shall forward to the members of the committee all the papers relating to the dispute.
17. The Appeals Committee will conduct the Appeal, with administrative support from the EBVS CEO to ensure consistency. Having received all the papers relating to the dispute from the EBVS Secretariat, the members of the Appeals Committee shall review the case, request further information, if required, and, at their discretion, call a hearing of either party or both parties, giving at least 14 days notice. The EBVS Secretariat will supply both parties with the grounds for Appeal and supporting evidence at least 10 days in advance of the hearing.
18. The Appeals Committee will reach a decision on the Appeal within 90 days of receipt of the original documentation relating to the dispute. The decision of the Appeals Committee will be reached by a majority vote of the members of the Committee, the Chair will have the casting vote if necessary, and will be

announced as the decision of the Committee. Individual Committee members' views will be treated as confidential.

19. The EBVS Appeals Committee may reject or uphold the appeal. Where the Appeals Committee upholds the appeal, the Committee may modify or reverse the decision of the College, and/or adjust any sanction.
20. The Chairperson of the Appeals Committee will submit their decision in writing to the President of the EBVS via the Secretariat not more than 15 days after the decision is made. In communicating the decision of the Appeals Committee, the Chairperson will indicate the reasons for the decision.
21. The EBVS Executive Committee will check that the Appeals Committee has followed the procedures and, if these have been followed correctly, accept their recommendation.
22. The decision of the EBVS Executive Committee in relation to the Appeal is final.
23. The EBVS Executive Committee shall communicate the decision to the parties via the EBVS Secretariat within 15 days of receipt of the recommendation of the EBVS Appeals Committee.
24. The whole process of complaint/appeal must be handled in due confidence.
25. All documents relating to an appeal must be archived for at least 7 years.

#### **26. Financial aspects**

- a. The EBVS shall not be responsible for any of the costs incurred by any party in the handling of a Complaint or an Appeal process. All costs, including travel and subsistence, incurred by the parties in dispute are entirely the responsibilities of those parties. Any expense-sharing agreement between the parties will be independent of the EBVS.
- b. Apart from the initial Euro 1500 deposit from the Appellant, a Euro 1500 deposit will be invoiced by the EBVS to the other party, to act as security against expenses incurred by EBVS in handling of a complaint and/or an Appeal. If either party does not pay their deposit within 30 days of receiving an invoice then this will be deemed an admission of liability.
- c. If at the conclusion of a complaint process the recommendation by EBVS is accepted by both parties, any administrative costs incurred by the EBVS in handling the case shall be met equally by the two parties. If a case goes to appeal, all administrative costs incurred by the EBVS in handling of a complaint and/or an appeal, including any travel and subsistence costs of the Appeals Committee members and the Secretariat attending an oral hearing, shall be met by the losing party. Any remaining deposit will be re-paid to either party together with an itemisation of the costs retained.

## **G. EBVS Directory Listing**

1. Each year the Secretaries of EBVS recognised Colleges are required to update the information in the EBVS Directory kept on its website.
2. These listings must include:
  - a. Name of College/speciality.
  - b. Name and address, e-mail address, telephone number(s) of the College Officers and the EBVS representative and deputy representative.
  - c. Any changes in the Constitution, Bylaws, and Policies and Procedures.
3. A listing of Diplomates, honorary members and associate members will include:
  - a. Name and address, e-mail address, telephone number(s), and qualifications
  - b. Business address
  - c. Diploma or membership title
  - d. Current Status (active, non-practising, or retired)
  - e. Specialist title (see Appendix 5)
  - f. Employment
  - g. Country of residence
  - h. Country (School) of first (veterinary) degree
  - i. Country (centre) of residency programme followed
  - j. Type of programme (standard or alternate) followed
4. Every effort should be made to ensure that current and accurate information is provided.
5. The EBVS will maintain a register of evidence-based veterinary subjects. Only titles approved by the EBVS may be used (see Appendix 5). The information supplied for the EBVS Directory will be used to keep this list up-to-date.
6. The EBVS will maintain a register of all Diplomates and Associate and Honorary Members from EBVS Colleges. The information supplied for the EBVS Directory will be used to keep this list up to date. However, only specialists will appear in the Directory available for the public. Only the EBVS Administrator can add or update a specialist title.

## APPENDIX 1

### Definitions of terms applied to veterinary specialisation

1. Alternate qualifying route - An alternate to a standard residency for obtaining knowledge and experience which enables one to qualify for the diploma examination in a speciality. The total length of this programme cannot be shorter than a standard residency programme. An alternate route programme has to be approved by the College in advance.
2. Approved centre - An institution that provides satisfactory evidence proving that they offer sufficient facilities, services and a programme that fulfils the necessary criteria to be approved as a training centre offering a standard residency training programme. Approval is granted for a five year period, and re-approval is necessary every five years thereafter.
3. Associate Members - Scientists who have contributed significantly to research in veterinary medicine can become Associate Members of a College. Admission criteria for Associate Members are defined by the Executive Committee of the College. These criteria have to ascertain that only scientists of international repute who are active in the field covered by the respective College can be admitted as Associate Members.
  - a. Associate Members are not conferred any diplomas and are not entitled to use the designation of Diplomate.
  - b. Associate Members are encouraged to participate in the training of Residents together with Diplomates of the respective College. Associate Members are not entitled to act as resident supervisors without a Diplomate responsible for the training programme.
  - c. Associate Members are not allowed to hold office within the College or to vote at the Annual General Meeting
  - d. address, e-mail address, telephone number(s). They can be co-opted to College committees as advisors.
  - e. Associate Members are encouraged to participate in scientific meetings and workshops organised by the College.
  - f. Associate Members are not allowed to advertise their title.
4. Candidate - A Resident who has completed his/her residency and his/her credentials have been approved by the Credentials Committee, therefore he/she may sit for the certifying examination.
5. College - An organisation of veterinarians that has as its objectives the establishment of standards for the education and experience necessary for qualification as a specialist, and the examination and certification of veterinarians in the speciality.
6. Degree Programme - A degree programme is an educational programme, which may or may not be combined with residency training that leads to the degree of MSc, PhD or an equivalent degree.

7. Diplomate - A veterinarian who is certified as a specialist in a particular discipline by one of the Colleges recognised by the EBVS.
8. Diplomate *de facto* - A Founding Diplomate appointed by the Interim Executive Committee of a College. De facto-recognised Diplomates are not required to submit to examination to become a Diplomate but they are expected to contribute to the running of the College and the training of residents. *De facto* recognition is possible up to five years after the EBVS has granted provisional recognition. To be appointed one must meet the same criteria as the Founding Diplomates.
9. Diplomate Founding - A Diplomate who is not required to submit to examination. Founding Diplomate status may be granted to the members of the Interim Executive Committee and the limited number of *de facto*-recognised Diplomates appointed by the Interim Executive Committee. This distinction should be reserved for only the most distinguished and experienced members of the field. For the criteria that Founding Diplomates should meet see Policies section II, part A.5.b.i-viii (pages 6-7).
10. Discipline - A field of study or expertise, definable as a distinct area of veterinary medicine.
11. European Veterinary Specialist - Title awarded by the EBVS to practising Diplomates of recognised Colleges. Indicates the speciality within a College's jurisdiction in which the specialist is designated a specialist. Registration as a European Veterinary Specialist is limited to one speciality from the EBVS; however, Diplomate status at more than one College is allowed. See Appendix 5 for approved titles.
12. European Veterinary Specialists Register - Register of European Veterinary Specialists of recognised speciality Colleges, maintained on the EBVS website. See Appendix 5.
13. Expertise - an area of special competence/expertise within a Speciality which the Diplomate can have placed in the Registry, Appendix 5, to inform the public of the availability of the Diplomate for consultation in this area. Examples are: Zoological medicine/marine mammals; Small animal medicine/genetic diseases of dogs; Toxicology/rat liver pathology.
14. Full recognition - A classification assigned to a College that meets or exceeds all of the established criteria.
15. Honorary Member - A status conferred to a person who has made an exceptional contribution to the speciality. A nomination for Honorary Member status requires the proposal of two Diplomates in good standing and an election with a two-thirds majority at an Annual General Meeting. A College can have up to 5 per cent of its membership composed of Honorary Members.
16. Interim Executive Committee - A limited number of veterinarians, proposed by a College seeking EBVS provisional recognition, whose task is to conduct the business of the College after provisional recognition is achieved and for a period of up to five years. The members of the Interim Executive Committee are

appointed by the EBVS Board at the time a College is provisionally recognised. To be appointed as member of the Executive Committee he/she must meet the criteria for the Founding Diplomates.

17. Internship - An internship shall be a minimum of a one-year term of flexible rotating clinical training in veterinary medicine beyond the professional degree. It provides practical experience in applying knowledge gained during formal professional education, and offers an opportunity for recent graduates to obtain additional training in the clinical and basic sciences. An internship is composed of a broad range of clinical assignments within one of the major divisions of veterinary medicine. This year of comprehensive broad postgraduate training and experience prepares a veterinarian for high-quality service in practice or for a decision on an area of specialisation. It is important that an internship be truly a rotation, involving a wide range of clinical activities. It should be conceived as a training programme for the intern rather than a service benefit for the clinic.

18. Non-Practising Diplomate - A Diplomate who (i) has not practised the speciality for two continuous years or the equivalent of two years during the previous five years or (ii) has not fulfilled the requirements for the re-certification procedure or (iii) has not attended an Annual General Meeting for three years without previous dispensation from the College.

A non-practising Diplomate is not allowed to use the title European Specialist nor Diplomate but may use the title Diplomate (non-practising). A non-practising Diplomate seeking to revert to full Diplomate status needs to satisfy the Credential Committee of the College.

19. Organising Committee - A small number of veterinarians, proposed by a College seeking EBVS recognition, whose task is, in cooperation with the Liaison Officers, to prepare the application to be submitted to the EBVS Secretariat to achieve provisional recognition of the College. The members of the Organising Committee may be included among the proposed members of the Interim Executive Committee of the College.

20. Provisional Recognition - A classification assigned to a new organisation that has not been in existence for more than ten years, and has not applied for full recognition and or has not met all the criteria pertaining to complete formalisation of its structure and objectives. In exceptional circumstances, provisional recognition can be extended for a one to a five-year period, subject to a yearly written request and approval by the EBVS.

21. Recognised College - An organisation that has been recognised by the EBVS to establish standards for a speciality and certify veterinarians who meet those standards.

22. Re-certification - Each Diplomate will have to be re-evaluated by their College every five years, starting five years after they first became a Diplomate. In order to obtain re-certification they will have to fulfil the requirement of practising the speciality for more than 60 per cent of their time, based on a normal working week of forty hours, and the requirements of the standard procedure according to a credit point system as described in the Policies and Procedures,

Policies section II, part H (page 15).

23. Residency - A residency shall be advanced training in a speciality of veterinary medicine which may or may not lead to certification by the College. Colleges establish guidelines for those residencies that are approved as appropriate training for candidates seeking speciality certification. An approved Residency Programme must be conducted under the supervision of a European Diplomate or an international counterpart as defined in Policies section II, part G, and is usually narrowly confined to a specific discipline. Residents are often involved, as lecturers or instructors, in the professional instructional efforts of a College.

A residency may in some instances be related to an advanced degree programme. The minimal length of a residency programme is three years.

24. Resident - A veterinarian who, after completing an internship, has enrolled in a standard or alternate residency programme that fulfills the requirements for certification in a speciality within the jurisdiction of an EBVS-recognised European Speciality College.
25. Retired Diplomate - A Diplomate who is permanently and irrevocably of non-practising status. A Retired Diplomate is not allowed to use the title European Specialist nor Diplomate but may use the title Diplomate (Retired).
26. Society - An organisation of veterinarians and others having a common interest in a discipline of veterinary medicine. A Society usually has as its objective the encouragement of scholarship, through educational programmes, among those interested in the discipline. A Society is not a speciality certifying organisation.
27. Specialist - See §11.
28. Speciality
- a. System Speciality - A field that has its primary emphasis on a specific organ or body system within veterinary medicine, e.g. ophthalmology or neurology. This field may involve different species, and may involve different medicine and/or surgical disciplines within the representative body system or organ, which is the primary area of specialisation.
  - b. Discipline Speciality - A field that has its primary emphasis on a particular discipline within veterinary medicine, e.g. Surgery, Pathology, Preventive Medicine and Public Health. This field may involve different species, and may involve different body systems or organs within the representative discipline, which is the primary area of specialisation.
  - c. Species Speciality - A field that has its primary emphasis on a particular species or group of species within veterinary medicine, e.g. Laboratory Animal Medicine, Avian Medicine and Surgery or Bovine Health Management.
29. Standard Residency or Route - The minimum and most time efficient education and/or training under appropriate supervision that will qualify a candidate for examination. It takes place in an approved centre. Any experience requirements must be clearly defined, relevant to the objectives of the speciality and amenable to evaluation.

30. Sub-speciality - Defines the area within a Speciality in which a specialist works and which is recognised as such by the EBVS.
31. Waiting Period - A waiting period is defined as a period of time between completion of a standard residency or alternate route of training and candidate eligibility to sit for the certifying examination. Candidates must submit their credentials for approval within 2 years of completion of an approved Residency, and must pass all parts of the examination within 8 years of the completion of their Residency programme. Failure to satisfy any of these requirements necessitates that the candidate goes through the credentials process again and additional periods of training and/or experience may be requested by the Credentials Committee.

## APPENDIX 2

### Detailed Report template for all Colleges

*The criteria listed in the Policies section II, part A are the primary basis for assessment of the completeness, clarity, and adequacy of the report.*

#### A. History and progress of the Speciality College

1. Summarise the history of the College
2. State how the speciality organisation:
  - a. Assures improved veterinary medical services to the public.
  - b. Continues to fill a clearly demonstrable need within the profession.
  - c. Represents a distinct and identifiable speciality of veterinary medicine.
3. Other aspects of the history and progress of the College

#### B. Resident education, qualification, and evaluation

1. Describe the critical standards for admission to membership including:
  - a. Education, training, and/or experience.
  - b. The standard residency or route for qualification.
  - c. Alternate route for qualification.
  - d. Required publications.
  - e. A summary of credentials that have led to denial of qualification for examination.
  - f. How unsuccessful candidates are advised of deficiencies (provide sample letters).
  - g. The time limit for notifying candidates of the acceptance or denial of credentials of qualification for examination.
  - h. Other guidelines used to assess applicant qualifications.
2. Describe the educational programmes available to potential residents and indicate how these activities are supported and encouraged by the organization
3. Examination Procedures and Policies
  - a. Describe the nature and the scope of the examination(s).
  - b. Describe how you assure that the examination questions reflect the professional activities expected of Diplomates.
  - c. Describe how examination questions are developed, reviewed, graded, and evaluated.
  - d. Indicate if and how consultative resources are utilised.
  - e. Describe the procedure used for establishing the pass point.
  - f. List the primary reasons why candidates fail.

- g. List the time limit (in days) for reporting scores to candidates after the examination is administered.
  - h. If you use oral examinations, describe how they are structured and evaluated, and how you strive to avoid unfairness or personality conflicts.
  - i. Describe how unsuccessful candidates are advised of deficiencies on examination.
  - j. Describe other relevant aspects of your testing programme.
  - k. In the detailed five-year report of provisionally recognised Colleges, details on the procedures followed and results of *de facto* recognition must be included.
4. Appeal procedures
- a. Include the formal appeal procedure used for candidates who received adverse decisions.
  - b. Include a complete application packet as it is sent to prospective Diplomates.
  - c. Include up to three examples of correspondence to and from unsuccessful candidates or applicants.
- C. Statement concerning legal registration and liability insurance
- D. Current employment distribution of Diplomates
- E. Major changes in concepts or policies in the last five years
- F. Problems perceived and proposed solutions
- G. Describe any activities outside the scope of the stated objectives of the College, including contracts and agreements
- H. Future plans
- I. Reactions of the profession and the public to the College
- J. Financial report
- K. Copy with current Constitution, Bylaws, and Policies and Procedures with noted changes, if any, which had not been included in the last annual report, including any information on residency programmes and examinations as well as the Re-evaluation Form.

Please return detailed reports by November 15 to EBVS Secretariat at [info@ebvs.org](mailto:info@ebvs.org)

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

**APPENDIX 3:** Template for reviewers of 5-year detailed reports

**To be completed by the reviewers of the Colleges 5-year detailed Reports**

***Please reply to all points, and  
comment separately on those that the answer is negative***

**I. Please check if the College has addressed the following items adequately, and, when applicable, are in line with the EBVS 2015 Policies & Procedures**

	<b>Yes</b>	<b>No</b>
<b>A. History and progress of the Speciality College</b>		
1. Summarise the history of the College	<input type="checkbox"/>	<input type="checkbox"/>
2. State how the speciality organisation:	<input type="checkbox"/>	<input type="checkbox"/>
a. Assures improved veterinary medical services to the public	<input type="checkbox"/>	<input type="checkbox"/>
b. Continues to fill a clearly demonstrable need within the profession	<input type="checkbox"/>	<input type="checkbox"/>
c. Represents a distinct and identifiable speciality of veterinary medicine	<input type="checkbox"/>	<input type="checkbox"/>
3. Other aspects of the history and progress of the College	<input type="checkbox"/>	<input type="checkbox"/>
<b>B. Resident education, qualification, and evaluation</b>		
1. Describe the critical standards for admission to membership including:	<input type="checkbox"/>	<input type="checkbox"/>
a. Education, training, and/or experience	<input type="checkbox"/>	<input type="checkbox"/>
b. Standard residency or route for qualification (see also II.5, p.4)	<input type="checkbox"/>	<input type="checkbox"/>
c. Alternate route for qualification (see also II.5, p.4)	<input type="checkbox"/>	<input type="checkbox"/>
d. Required publications (see also II.1.e, p. 3)	<input type="checkbox"/>	<input type="checkbox"/>
e. Summary of credentials that have led to denial of qualification for examination	<input type="checkbox"/>	<input type="checkbox"/>
f. How unsuccessful candidates are advised of deficiencies (provide sample letters)	<input type="checkbox"/>	<input type="checkbox"/>
g. Time limit for notifying candidates of acceptance or denial of credentials of qualification for examination	<input type="checkbox"/>	<input type="checkbox"/>
h. Other guidelines used to assess applicant qualifications	<input type="checkbox"/>	<input type="checkbox"/>
2. Describe the educational programmes available to potential residents and indicate how these activities are supported and encouraged by the organization (see also II.5, p. 4)	<input type="checkbox"/>	<input type="checkbox"/>
3. Examination Procedures and Policies		
a. Describe the nature and the scope of the examination(s)	<input type="checkbox"/>	<input type="checkbox"/>

- b. Describe how you assure that the examination questions reflect the professional activities expected of Diplomates (see also II.3, p. 3 & II.6, p.4)
- c. Describe how examination questions are developed, reviewed, graded, and evaluated
- d. Indicate if and how consultative resources are utilized
- e. Describe the procedure used for establishing the pass mark (see also II.4.c, p.4)
- f. List the time limit (in days) for reporting scores to candidates after the examination is administered (see also II.4, p.3)
- g. If you use oral examinations, describe how they are structured and evaluated, and how you strive to avoid unfairness or personality conflicts
- h. Describe how unsuccessful candidates are advised of deficiencies on examination
- i. Describe other relevant aspects of your testing programme
- j. In the detailed five-year report of provisionally recognised Colleges, details on the procedures followed and results of *de facto* recognition must be included (see also II.2, p.3)
- k. In the detailed five-year report of provisionally recognised Colleges, details on the procedures followed and results of *de facto* recognition must be included (see also II.2, p.3)
4. Appeal procedures (see also II.7, p. 4)
- a. Include the formal appeal procedure used for candidates who received adverse decisions
- b. Include a complete application packet as it is sent to prospective Diplomates
- c. Include up to three examples of correspondence to and from unsuccessful candidates or applicants
- d. If applicable, include a letter to an unsuccessful candidate/applicant who appealed against an adverse decision and his/her appeal was rejected
- e. Have the new appeal procedures been incorporated?
- C.** Statement concerning legal registration and liability insurance
- D.** Current employment distribution of Diplomates
- E.** Major changes in concepts or policies in the last five years
- F.** Problems perceived and proposed solutions
- G.** Describe any activities outside the scope of the stated objectives of the College, including contracts and agreements (see also II.12, p. 4)
- H.** Future plans
- I.** Reactions of the profession and the public to the College
- J.** Financial report (see also II.12, p. 4, and attached Table)

- K. Copy with current Constitution, Bylaws, and Policies and Procedures with noted changes, if any, which had not been included in the last annual report, including any information on residency programmes and examinations as well as the Re-evaluation Form

**II. Please check that the College continues to meet the criteria for Colleges recognised by EBVS (P&P, Policies II.A)**

Please check whether or not the College:

1. Only certifies veterinarians who:

- a. Have demonstrated fitness and ability to practise the speciality by meeting the established training and/or experience requirements and by attaining acceptable scores on comprehensive examinations administered by the College, except as defined in EBVS Policies section II, parts G.1 and G.2, p. 14-15.
- b. Are licensed to practise or are eligible to be licensed to practise in a European country, unless Applicants may be relieved of this requirement in exceptional cases.
- c. Meet the educational, training and experience requirements established by the College
- d. Have demonstrated satisfactory moral and ethical standing in the profession.
- e. Have met the minimal publication requirements as defined by the College (at least two peer-reviewed publications in international refereed journals) (see also I.B.1.d, p.1)
- f. Practise scientific, evidence-based veterinary medicine, which complies with animal welfare legislation
- g. Have gained their veterinary degree at least 48 months previously

2. Applies the criteria for appointment of de-facto Diplomates, as specified in the new (2015) EBVS P&P (for Colleges still under provisional recognition, see also I.B.3.k, p. 2) (NB. Not compulsory until the end of 2016)

3. Ensures that all training and/or experience requirements and all prerequisites for examination eligibility are relevant to the assessment of applicant's qualification (see also I.B.3.b, p.2)

4. Promptly reports to applicants or candidates details concerning any deficiencies in credentials or preliminary examination results that prevent them from sitting the examination or being certified by the College (see also I.B.3.g, p. 2)

- a. A time limit for such communications must be established and published by the College
- b. The results of the examination must be announced to all candidates on the same date
- c. Candidates should be informed prior to the examination of the passing point, or if

this is not determined in advance, the method of setting the passing point  
(see also I.B.3.e, p.2)

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 5. Establishes a standard route through education, training, and experience that provides the most time-efficient pathway to qualify for examination. An alternate route must be provided for residents unable to enroll in standard training programmes (see also I.B.2, p. 1)   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Ensures that any specified experience requirement is clearly defined, relevant to the objectives of the speciality, and amenable to evaluation (see also I.B.3.b, p. 2)  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Establishes a formal appeal procedure for candidates in case of an adverse decision by the College. The appeal procedure must appear in the Bylaws and/or the Policies and Procedures of the organisation, and must be made known to all applicants/candidates. Any recipient of an adverse decision must be informed that they can appeal against the decision (see also I.B.4.a-e, p. 2) | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Encourages special training beyond the professional veterinary degree to enhance the ability of candidates to meet certification requirements and to update the competence of specialists  | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Only accepts candidates that practise the speciality for more than 50% of their time, based on a normal working week of 40 hours   | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Only accepts Residents that received their veterinary qualification from an EAEVE-approved establishment unless relieved of this obligation by the Education Committee  | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Establishes a standard Diplomate re-certification procedure for membership of the College   | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Avoids contracts or agreements leading to activities outside the scope of the stated objectives of the College (see also I.G & J p. 2-3)  | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Carries liability insurance (although not a requirement)  | <input type="checkbox"/> | <input type="checkbox"/> |

## **APPENDIX 4**

Model CV for members of a Member of the Interim Executive Committee

Name

Address

Date of Birth

Education

Colleges

Dates

Degrees

Professional Activities

Scientific Organisations

Honours

Public Service

Bibliography

Most relevant (not to exceed one page)

## APPENDIX 5

### European Veterinary Specialist Titles

#### List of approved titles

College	Specialist titles
ECAAH	European Veterinary Specialist in Aquatic Animal Health
ECAR	European Veterinary Specialist in Animal Reproduction
ECAWBM	European Veterinary Specialist in Behavioural Medicine (Companion Animals) European Veterinary Specialist in Welfare Science, Ethics and Law
ECBHM	European Veterinary Specialist in Bovine Health Management
ECEIM	European Veterinary Specialist in Equine Internal Medicine
ECLAM	European Veterinary Specialist in Laboratory Animal Medicine
ECPHM	European Veterinary Specialist in Porcine Health Management
ECPVS	European Veterinary Specialist in Poultry Veterinary Science
ECSRHM	European Veterinary Specialist in Small Ruminant Health Management
ECVAA	European Veterinary Specialist in Anaesthesia and Analgesia
ECVCN	European Veterinary Specialist in Comparative Nutrition
ECVCP	European Veterinary Specialist in Clinical Pathology
ECVD	European Veterinary Specialist in Dermatology
ECVDI	European Veterinary Specialist in Diagnostic Imaging European Veterinary Specialist in Diagnostic Imaging and Radiation Oncology
ECVECC	European Veterinary Specialist in Emergency and Critical Care
ECVIM-CA	European Veterinary Specialist in Small Animal Internal Medicine European Veterinary Specialist in Small Animal Cardiology European Veterinary Specialist in Small Animal Oncology European Veterinary Specialist in Small Animal Oncology and Radiation Oncology
ECVN	European Veterinary Specialist in Neurology
ECVO	European Veterinary Specialist in Ophthalmology
ECVP	European Veterinary Specialist in Pathology
ECVPH	European Veterinary Specialist in Population Medicine European Veterinary Specialist in Food Science
ECVPT	European Veterinary Specialist in Pharmacology and Toxicology
ECVS	European Veterinary Specialist in Small Animal Surgery European Veterinary Specialist in Large Animal Surgery (Equine) European Veterinary Specialist in Large Animal Surgery (Food animals)
ECZM	European Veterinary Specialist in Zoological Medicine (Avian) European Veterinary Specialist in Zoological Medicine (Herpetology) European Veterinary Specialist in Zoological Medicine (Wildlife Population Health) European Veterinary Specialist in Zoological Medicine (Small Mammal) European Veterinary Specialist in Zoological Medicine (Zoo Health Management)
EVDC	European Veterinary Specialist in Dentistry European Veterinary Specialist in Equine Dentistry
EVPC	European Veterinary Specialist in Parasitology

## APPENDIX 6

### Knowledge, Skills and Competences

#### Training of Veterinary specialists: EQF level 8 (doctoral degree)

The minimum 4-year Training Programme allows graduate veterinarians, who have completed a minimum of one year rotating internship programme, to acquire in-depth knowledge of their scientific field and its supporting disciplines under the supervision and guidance of a Diplomate of the respective College, in a College-approved Residency Training Programme of at least 3 year duration, taking place in a College-approved centre.

This distinguishes the Specialist level from the first clinical degree (Masters) level, which is EQF level 7, and the “middle tier” or the “Advanced Practitioner”.

The EBVS outline for specialist level knowledge and skills is intended as a reference point for any professional level veterinary qualification provided by an EBVS-recognised European College.

Overall specialists will have the qualities, professional and technical skills necessary for successful employment in professional environments requiring the exercise of personal responsibility and largely autonomous initiative in professional or equivalent environments.

By his/her expertise, the specialist should have developed the self-confidence, self-criticism and sense of responsibility that are essential for the practice of the speciality.

#### **A. In particular in relation to knowledge, specialists will be veterinarians who have demonstrated:**

1. A systematic acquisition and understanding of a substantial body of facts, principles, theories and practices, which is at the forefront of their area of professional practice;
2. a high moral and ethical standard with regard to their contribution to the protection of animal health and welfare, human health and the environment;
3. willingness to maintain up to date knowledge through congresses and literature;:
4. the ability to be acquainted with the structure, objectives, approaches and problems of the veterinary profession and specifically with regard to their speciality;
5. the ability to keep abreast of new developments in the speciality and become familiar with new methods, before applying these in practice;
6. understanding the limitations of their own speciality;
7. understanding the possibilities that other specialties may have to offer;
8. familiarity with the potential of multidisciplinary cooperation;
9. awareness of current E.U. and national regulations with regard to all aspects of their field;
10. the ability to conceptualise, design and implement research projects relevant to their own professional practice for the generation of new knowledge, applications or understanding at the forefront of their discipline;
11. A detailed understanding of applicable techniques for research and advanced clinical enquiry to support all the above.

**B. In particular in relation to skills, specialists will be veterinarians who have demonstrated ability to:**

1. Perform at a high level of clinical expertise in their speciality area including the ability to make informed judgements on non-routine and complex issues in specialist fields, often in the absence of complete data;
2. use a full range of investigative procedures and techniques to define and refine problems in a way that renders them amenable to the application of evidence-based approaches to their solution;
3. use patient safety knowledge to reduce harm and complications;
4. communicate their ideas and conclusions clearly and effectively to specialist and non-specialist clients and audiences;
5. act professionally in the provision of customised and optimal solutions to problems with regard to animals, clients, colleagues, public health and the environment;
6. apply high level knowledge and skills at the forefront of the specialist area to their own professional work;
7. approach problems in an analytic, scientific way and attempt to find solutions;
8. assign priorities to identified problems;
9. use modern standards of skills and equipment;
10. find required information quickly;
11. organise all aspects of their work efficiently and effectively.

**C. In particular in relation to competences, specialists will be veterinarians who have demonstrated the ability to:**

1. Perform at a high level of competency through teaching, research or practice in their speciality;
2. carry out their responsibilities safely and ethically;
3. create, evaluate, interpret and apply, through clinical studies or original research, new knowledge at the forefront of their professional area, of a quality to satisfy peer review, and merit publication and presentation to professional audiences;
4. promote, within academic and professional contexts, technological, social or cultural advancement in a knowledge based society;
5. promote aptitude and proficiency in their field;
6. continue to undertake research and/or clinical studies in their field at an advanced level, contributing substantially to the development of new techniques, ideas or approaches in the speciality;
7. develop their professional practice and produce a contribution to professional knowledge;
8. maintain both clinical expertise and research through advanced scholarship;
9. develop clinical research and other scientific activities in order to contribute to the quality of their speciality.

## APPENDIX 7:

### Quality Assurance

*The **mission** of the EBVS (among others) is to contribute significantly to the maintenance and enhancement of the quality of European Veterinary Specialists across all European countries at the highest possible level so as to ensure that improved optimal veterinary medical services will be provided to the public.*

Towards achieving this goal, EBVS has:

1. established a policy and associated formal mechanisms for the approval, periodic review and monitoring for the assurance of the standards and quality of the programmes and awards the EBVS-approved European Veterinary Specialist Colleges are offering;
2. publicly available the strategy, policies and procedures, and all major documents; summaries of the Executive Committee Meetings are also publicly available on EBVS website;
3. established a system of collection, analysis and use of relevant information for the effective management of the training programmes and other activities of the EBVS-approved Colleges;
4. established a clear policy and the procedures, including a re-evaluation form, for re-certification of the Diplomates for membership of the Colleges every five years;
5. conflict of interest avoidance mechanisms in place on all levels, e.g. reviewers, liaison officers, members of complaints/appeals committees and so on;
6. established a policy and the procedures for complaints or appeals, and disciplinary actions against Colleges or members of its Executive Committee members.
7. Moreover, EBVS organises workshops and other educational seminars for Diplomates, members of the Colleges, and
8. undertakes quality assurance activities on a regular basis. These activities involve, but are not limited to, review of annual reports of all specialist Colleges, necessary to gather up-to-date statistical data and to identify issues and potential problems, as well as review of detailed reports, and assessment of all the activities of each College every five years.
9. As the umbrella Organisation of all European Specialist Colleges, EBVS also contributes to its goals by ensuring that:
10. the EBVS-approved Colleges commit themselves to the development of a culture, which recognises the importance of quality, and quality assurance, in their activities, and to achieve this, Colleges should develop and implement a strategy for the continuous enhancement of quality;
11. the interests of society and veterinary profession in the quality and standards of specialist education and training are safeguarded;
12. the strategy, policy and procedures, and all major documents of the Colleges are publicly available;
13. residents are assessed using published criteria, regulations and procedures which are applied consistently;
14. staff involved with the training of residents are qualified and competent to do so;

15. the resources available for the support of resident learning are adequate and appropriate for each programme offered;
16. the Colleges collect, analyse and use relevant information for the effective management of their programmes of study and other activities;
17. the Colleges regularly submit to the EBVS up to date, impartial and objective information, both quantitative and qualitative, about the programmes and awards they are offering;
18. conflict of interest avoidance mechanisms are well in place on all levels, e.g. examiners, reviewers, members of complaints/appeals committees and so on.

### **Accountability procedures**

EBVS has in place its own procedures which include the following:

- i. a published policy for the assurance of the quality of the agency itself, made available on its website
- ii. documentation which demonstrates that:
  - a. the processes and results reflect its mission and goals of quality assurance;
  - b. enforces, a no-conflict-of-interest mechanism in its own activities or in the activities of its approved Colleges;
  - c. has reliable mechanisms that ensure the quality of any activities and material produced by the EBVS-approved Colleges.

In accordance with its objective to function as an Organisation developing and enhancing standards, and guidelines on quality assurance in the area of veterinary specialisation, and to maintain and develop co-operation with other appropriate European stakeholder organisations, EBVS is committed to a continuing cooperation with partner organisations in Europe. These mainly include the Federation of Veterinarians of Europe (FVE), the European Association of Establishments for Veterinary Education (EAEVE) and the Union of European veterinary Practitioners (UEVP).

## APPENDIX 8: Reference letter

### EBVS Reference letter

Evaluation of those becoming Diplomates of a College, as well as re-certification of all Diplomates, is an undoubtedly important part of maintaining the EBVS Colleges' high standards. For quality assurance purposes, reference letters are a necessary part of the evaluation/re-certification process in order to have third parties attest to a Diplomat's good standing within the profession, and his or her continued activity in the speciality.

The following Reference letter form is to be used by two Referees in support of:

- Founding Diplomates
- De facto Diplomates
- Re-certification of Diplomates
- Diplomates of non-EBVS recognised Colleges ("Diplomates by equivalent exam").
- Veterinarians internationally recognised in the field of a College, when applying to sit the College's examination without prior completion of a Residency programme.

This form below should be completed and returned by email to the EBVS Secretariat (for Founding diplomates; [info@ebvs.eu](mailto:info@ebvs.eu)) or to the College (for other categories; [email College Secretary](#)).

Name of applicant:

Title of speciality:

Position for which applying:

Founding  De Facto  Re-evaluation  By equivalent exam  Internationally recognised

1. In what capacity do you know the applicant?

*It is not allowed that the referee is a relative or partner (business or social) of the applicant. One referee should be an EBVS - recognised Diplomate from the same country and of the same speciality. If there are no professionally qualified persons in the applicant's country or speciality, specialists in other disciplines or a senior colleague (e.g. Head of Department, Dean) may act as a referee. Only one academic colleague at the same institute may provide a reference.*

2. How long have you known the applicant's work?

*A referee must normally have known the applicant for the five-year period prior to application/re-application that the applicant is offering as experience in their speciality. A professional and not a personal reference is required.*

I know the applicant

personally

by reputation

3. List the criteria by which, in your opinion, the applicant is maintaining their EBVS Specialist status.

*The EBVS expects that all Specialists have:*

- been practising (through practice, teaching and research) their speciality for at least 60% of their time (24 hours per week), for the last 5 years;
- demonstrated satisfactory moral and ethical standing in the profession;
- practised scientific, evidence-based veterinary medicine, which complies with animal welfare legislation.
- promoted continuous improvement in the quality and standard of specialist practice
- communicated effectively with the public and with professional colleagues.

I confirm that I have read the applicant's application form.

I signify below my whole-hearted support for this application for.

Any other comment:

Signature:

Name (in capital letters):

Date:

## APPENDIX 9

### Guideline figures for re-evaluation

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

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