

# Policies and Procedures

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## Preliminary notes on the website of the ECVAA

### Registration to the ECVAA website

For Diplomates, Residents, and persons interested in applying for a Residency, it is essential to register on the ECVAA website (BECOME A RESIDENT). Diplomates of the ACVAA applying for temporary status should contact the ECVAA Secretary ([ecvaa.secretary@gmail.com](mailto:ecvaa.secretary@gmail.com)). Currently, Diplomates from the ACVAA applying only for supervision of Residents of the ECVAA are not registered on the website.

Please, make sure that your personal information is always updated as this will be used by the ECVAA for correspondence. You also need to actively agree to the privacy policy of the ECVAA and allow for information to be transmitted by email.

Once registration is performed (name and email), fill out the online form to update your status. You will then be able to submit further forms (enrolment, credentials, recertification etc).

### Submission of documents through the ECVAA website

Most documents that must be submitted to the ECVAA can be downloaded from a dedicated page on the website (ADMINISTRATION / HOW TO), generally as Microsoft word or Excel file. The documents can then be completed and signed on your own computer, and then be submitted to the ECVAA from your individual personal profile, as a PDF document.

Make sure that the title of the file which you want to submit is explicit for its content.

Only PDF files can be submitted. When several documents must be submitted together (for example at enrolment), it is highly recommended to join all documents in one single PDF document file for submission.

When a form is due to be submitted, the website will allow for a document to be uploaded from your computer (CHOOSE A FILE) and submitted via the SUBMIT button. If submission is successful, an automatic message should mention that the submitted document is under review. Otherwise, read details for the file of interest or contact the ECVAA web administrator ([website.ecvaa@gmail.com](mailto:website.ecvaa@gmail.com)).

It is recommended to submit from a computer (instead of a smart phone or a tablet) to improve the functionality.

### Notification of due fee on the ECVAA website

All fees must be paid by Bank Transfer at your own expense. There is no online payment system on the ECVAA website.

If your personal profile mentions that a fee is due to be paid (Annual fee, Credential fee...), you will find details of how to pay the fee via the link on the website and you must confirm on the website that the fee has been paid (before deadline) such that the Treasurer is informed, reminders are stopped and late fees are not automatically charged. It will then take several days for the payment to be confirmed.

A list of all payable fees and bank transfer details are available on the website (ADMINISTRATION / USEFUL INFORMATION).

## Links to documents on the ECVAA website

### ECVAA Website / [Homepage](#)

- Link to register
- Link to Enrol as a Resident

### ECVAA Website / LOGIN (top right)

- Access to user profile (status and deadlines)
- Access to personal information (to be kept updated)

### ECVAA Website / ABOUT

- List of Diplomates
- List of Training Centres

### ECVAA Website / ADMINISTRATION / REGULATIONS

- ECVAA Constitution
- ECVAA Bylaws
- ECVAA Policies and Procedures
- ECVAA Privacy Policy
- EBVS Policies

### ECVAA Website / ADMINISTRATION / HOW TO

Most forms to be completed/submitted by Residents or Diplomates

### ECVAA Website / ADMINISTRATION / USEFUL INFORMATION

- General information on forms
- Payable fees
- Syllabus / Curriculum of the residency training
- Resident training tool
- List of relevant deadlines
- Model of anaesthetic record
- Marking schemes for credentials and for examinations
- Examples of a case report

### ECVAA Website / EXAMINATIONS

- Date of next examinations
- Guide for exam questions to be submitted by Diplomates
- Examples of exam questions to be practiced by Residents

# Chapter 1. FOUNDATION AND OBJECTIVES OF THE ECVAA

## Foundation of the ECVAA

The European College of Veterinary Anaesthesia and Analgesia (ECVAA) is a veterinary specialty organisation originally recognised by the E.U. Advisory Committee for Veterinary Training (ACVT). It is subject to the rulings of the European Board of Veterinary Specialisation (EBVS). The EBVS recognises ECVAA members to be designated as “*Diplomate of the European College of Veterinary Anaesthesia and Analgesia*” (Dipl. ECVAA), and Certified Diplomates to be registered as and to use the title of “*EBVS® European Specialist in Veterinary Anaesthesia and Analgesia*”.

The EBVS was established as result of initiatives in the late eighties/early nineties in Europe in response to a growing demand for better veterinary services for companion animals through specialisation, and a need to harmonise certification in this area for better consumer information.

The foundation of the ECVAA was an initiative of the Association of Veterinary Anaesthetists (AVA, <http://www.ava.eu.com>), based on their Constitution.

## Objectives of the ECVAA

Veterinary Anaesthesia as a specialty covers all aspects of anaesthesia, analgesia and perioperative care in all domestic and non-domestic species.

The ECVAA aims to improve:

- the quality of health care, by making available specialised knowledge and skills in Veterinary Anaesthesia, Analgesia and Perioperative<sup>1</sup> care for the benefit of animals, including within biomedical and veterinary research settings
- the awareness of the quality of general practice through the contacts of general practitioners with registered specialists
- the quality of specialist service to the public
- the animal health care, thereby improving its perception and understanding by owners, veterinarians and those interested in animal health, ensuring the quality of personnel in veterinary clinics
- the development of Veterinary Anaesthesia, Analgesia and Perioperative care.

The primary objectives of the ECVAA shall therefore be to advance veterinary anaesthesia, analgesia and perioperative care in Europe and increase the competence of those who practise in this field by:

- establishing guidelines for post-graduate education and training prerequisites to become a Specialist in Veterinary Anaesthesia and Analgesia.
- examining and authenticating veterinarians as Specialists in Veterinary Anaesthesia and Analgesia.
- encouraging research and other contributions relating to Veterinary Anaesthesia, Analgesia and Perioperative care and promoting the communication and dissemination of this knowledge.

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<sup>1</sup> Note that the term **perioperative** care has been chosen instead of perianaesthetic care throughout this document, and also includes care for patients that have been anaesthetised for non-surgical procedures.

## Quality assurance

The ECVAA imposes special training beyond the professional veterinary degree to enhance the ability of candidates to meet certification requirements and to update the competence of specialists in Veterinary Anaesthesia and Analgesia.

Therefore, the ECVAA has established:

- a policy (and associated formal mechanisms) for the approval, periodic review and monitoring of the Programmes and awards;
- a system of collection, analysis and use of up-to-date, impartial, objective, relevant information on management of the training Programmes as well as other activities of the College, to be regularly submitted to the EBVS;
- a policy (and associated procedures) for re-certification of the Diplomates every five years;
- mechanisms to avoid conflicts of interest (e.g. applications for enrolment as a Resident, approval of Residency Programmes, approval of credentials, examinations, appeals procedures);
- a policy (and associated procedures) for complaints, appeals and disciplinary actions against Diplomates or Residents/Candidates.

Working under the umbrella of the EBVS, the ECVAA also ensures:

- development of a culture, which recognises the importance of quality (and quality assurance) in its activities;
- defence of the interests of society and the veterinary profession in the quality and standards of specialist education and training;
- characterisation of any specified experience requirement relevant to the objectives of the specialty, and amenable to evaluation;
- establishment of a global strategic plan (every ten years);
- availability of the strategy plan, constitution, bylaws, policies and procedures, and all major documents of the College;
- assessment of Residents using published criteria, regulations and procedures;
- staff involved with the training of Residents are qualified and competent;
- availability of the resources for the support of Resident learning;

The ECVAA has in place its own procedures which include the following:

- a policy for the assurance of the quality of the agency itself and its documentation contained within the ECVAA report sent to the EBVS every 5 years, which demonstrates that the processes and results reflect its mission and goals of quality assurance;
- documentation which demonstrates that the processes and results enforces a no-conflict-of-interest mechanism in its own activities or in the activities of its Diplomates and Residents/Candidates;
- has reliable mechanisms that ensure the quality of any of its activities and material produced;

In accordance with its objective to function as an organisation developing and enhancing standards and guidelines on quality assurance in the area of Veterinary Anaesthesia, Analgesia and Perioperative care<sup>1</sup>, and to maintain and develop co-operation with other appropriate European stakeholder organisations, the ECVAA is committed to a continuing cooperation with partner organisations in Europe and beyond. These mainly include the other EBVS-recognised Colleges, the respective Associations in Europe and specialist Colleges in other parts of the world (e.g. North America, and Australasia).

A member of the ECVAA is appointed as representative at the EBVS Board (see policies of the EBVS). The appointment is suggested by the Executive Committee of the ECVAA and generally holds for a maximum of 3 years, with possible extension.

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<sup>1</sup> Note that the term **perioperative** care has been chosen instead of perianaesthetic care throughout this document, and also includes care for patients that have been anaesthetised for non-surgical procedures.

## Chapter 2. MEMBERSHIP FOR DIPLOMATES OF THE ECVAA

The constitution of the ECVAA has established requirements for certified membership status. Appointment of *de-facto* specialist status ceased in 1998.

### Categories of Diplomat Status

New members registered by the College are **certified Diplomates**, currently working in the field of Veterinary Anaesthesia, Analgesia and Perioperative<sup>1</sup> care. Should a Diplomat no longer meet the requirements for recertification, they will become a **non-certified** member until such requirements are met ([Constitution](#) 4.9). Once permanently retired, a Diplomat becomes a **retired** member ([Constitution](#) 4.7), is no longer active in any aspect of the College, pays no fees and cannot vote on College matters. The College may confer **Honorary Member** status to persons who have made exceptional contributions to Veterinary Anaesthesia, Analgesia or Perioperative care<sup>1</sup>. Honorary Members pay no fee and shall have all the rights and privileges of Diplomates except the right to vote or hold office in the College ([Constitution](#) 4.8).

The certification status of each Diplomat is available on their individual [personal profile](#) on the ECVAA website, and on the [List of Diplomates](#) (restricted access). Only the certified Diplomates (henceforth named Diplomat) may be registered as ‘Specialists’.

### Criteria for Membership

A veterinarian wishing **to become a Diplomat** of the ECVAA must: ([Constitution](#) 4.3 & Bylaws 6.1)

- Have been graduated for at least four years from an EAEVE approved Veterinary School (listed at <http://www.eaeve.org>). Degrees granted from non-EAEVE approved Veterinary Schools will be considered at the discretion of the Education and Recertification Committee.
- Have undergone training for at least 4 years ([See below](#)); This generally includes at least 1 year of general training (Internship), and at least 3 years of specialist training (Residency) in Veterinary Anaesthesia, Analgesia and Perioperative care<sup>1</sup>.
- Have passed the examinations ([Chapter 9](#)) and received certification ([Chapter 2](#)) from the ECVAA.
- Be licensed to practise veterinary medicine and surgery in Europe. The Executive Committee may allow dispensation from this requirement upon request of the candidate to the Education and Recertification Committee.
- Have a high moral and ethical standing in the profession. Evidence of professional or legal misconduct may be reason for disqualification.
- Contribute significantly to Veterinary Anaesthesia / Analgesia / Perioperative care<sup>1</sup>, as represented by publications and demonstrated by a high standard of proficiency in the specialty. In keeping with the constitutional objectives of the ECVAA, each applicant must demonstrate willingness to contribute to the literature ([Chapter 2](#)).



## Specialised training to become eligible for Membership

In order to become eligible for Membership, the following sequence of training is required: (I+II, or III), ([Bylaws](#) 6.1):

- I. A first period of 1 – 2 year(s) prior to beginning the Residency (**pre-Residency training**) which shall consist of either, a rotating internship (or equivalent) beyond the professional degree, or a minimum of 2 years in general practice. It is important that an internship be truly a rotation, involving a wide range of clinical activities, composed of broad clinical assignments within the major divisions of veterinary medicine. A period in general practice or other institution will be subject to approval by the Education and Recertification Committee and must attest of a comprehensive broad postgraduate clinical training and experience.

AND

- II. A second period of at least three years called a **Residency** constituting a postgraduate training Programme under the supervision of Diplomates of the ECVAA, or Diplomates of the ACVAA, as defined by the ECVAA Education and Recertification Committee. An alternate Residency Programme, at least as long as the standard Residency Programme can be approved for an individual candidate. The precise form of the Programme is at the discretion of the Education and Recertification Committee, and must be approved before the training begins.

OR

- III. Be internationally recognised in the field of Veterinary Anaesthesia, Analgesia and Perioperative care, at the discretion of the Credentials Committee. The candidate must also provide evidence of training. The standard normally used to define such recognition would be that originally applied to de-facto Diplomates ([Constitution](#) 4.2).

Diplomates of the ACVAA may petition the ECVAA Credentials Committee to be allowed to take the certifying examinations without providing further evidence that they fulfil the credential requirements. The petition must be submitted with a copy of the ACVAA diploma by email to the Chairperson of the Credentials Committee (creduc.ecvaa@gmail.com) before March 1st of the year of the examination.

## Knowledge, Skills and Competences of the Diplomates

The required specialised training targets European Qualifications Framework of level 8 (doctoral degree). It allows graduate veterinarians, who have completed a minimum of one year internship Programme, or its equivalent, and a minimum of a 3-year Residency training Programme to acquire in-depth knowledge of the scientific field of Veterinary Anaesthesia, Analgesia and Perioperative care<sup>1</sup>, and its supporting disciplines under the supervision and guidance of a Diplomate of the College.

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

Overall, specialists will have the intellectual qualities, professional (including transferable) and technical skills necessary for successful employment in professional environments requiring the exercise of personal responsibility and largely autonomous initiative.

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

In particular, in relation to knowledge, specialists will be veterinarians who have demonstrated:

- 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;
- a high moral and ethical standard with regard to their contribution to the protection of animal health and welfare, human health and the environment;
- willingness to maintain up to date knowledge through congresses and literature;
- the ability to be acquainted with the structure, objectives, approaches and problems of the veterinary profession and specifically with regard to Veterinary Anaesthesia, Analgesia and Perioperative care<sup>1</sup>;
- the ability to keep abreast of new developments in the specialty and become familiar with new methods, before applying these in practice;
- understanding of the limitations of the specialty of Veterinary Anaesthesia, Analgesia and Perioperative care<sup>1</sup>;
- understanding of the possibilities that other specialties may have to offer;
- familiarity with the potential of multidisciplinary cooperation;
- awareness of current E.U. and national regulations with regard to all aspects of Veterinary Anaesthesia, Analgesia and Perioperative care<sup>1</sup>;
- 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 Veterinary Anaesthesia, Analgesia and Perioperative care<sup>1</sup>;
- a detailed understanding of applicable techniques for research and advanced professional enquiry to support all the above.

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<sup>1</sup> Note that the term **perioperative** care has been chosen instead of perianaesthetic care throughout this document, and also includes care for patients that have been anaesthetised for non-surgical procedures.

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

1. perform at a high level of professional expertise in the specialty area of Veterinary Anaesthesia, Analgesia and Perioperative care<sup>1</sup> 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 knowledge of patient safety 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 of Veterinary Anaesthesia, Analgesia and Perioperative care<sup>1</sup> 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.

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

1. perform at a high level of competency through teaching, research and practice in the specialty of Veterinary Anaesthesia, Analgesia and Perioperative care<sup>1</sup>;
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 the field of Veterinary Anaesthesia, Analgesia and Perioperative care<sup>1</sup>.
6. continue to undertake research and/or clinical studies in the field of Veterinary Anaesthesia, Analgesia and Perioperative care<sup>1</sup> at an advanced level, contributing substantially to the development of new techniques, ideas or approaches in the specialty;
7. develop their professional practice and produce a contribution to professional knowledge;
8. maintain both professional expertise and research through advanced scholarship;
9. develop applied research relevant to their professional area and other scientific activities in order to contribute to the quality of the specialty of Veterinary Anaesthesia, Analgesia and Perioperative care<sup>1</sup>.

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<sup>1</sup> Note that the term **perioperative** care has been chosen instead of perianaesthetic care throughout this document, and also includes care for patients that have been anaesthetised for non-surgical procedures.

## Duties of Diplomates

Certified Diplomates will work in an academic setting, a research institution, a primary or referral practice, or in any other settings where animal anaesthesia, analgesia or perioperative care is performed and adequate facilities are available. When the Specialist is practising in more than one location, there should be at least one location with adequate facilities.

Certified Diplomates who are registered as Specialists should be actively working in the field of Veterinary Anaesthesia, Analgesia or Perioperative care<sup>1</sup> for at least 60% of their working activity. They are expected to maintain their knowledge at Specialist level by attendance at, and contributions to, suitable meetings of Specialists. They are expected to advance the subject of Veterinary Anaesthesia, Analgesia and Perioperative care<sup>1</sup> by high quality practice, by research and/or by contributing to training as outlined below.

Certified Diplomates are expected to contribute actively to the affairs of the College ([Constitution 4.5](#)). They must attend an ECVAA General Meeting at least once every 3 years ([Bylaws 2.1](#)) and must provide written apologies for absence to the Secretary of the College if not attending a General Meeting. Should a Diplomate not attend a General Meeting in 3 years without prior dispensation, the Executive Committee may assign non-certified status. They should be willing to assist in the examination process by marking work submitted for credentials and examination papers, and/or by assisting in the examinations as requested. They must contribute to the examination questions ([See next section](#)). Repeated unexcused failure to contribute actively to the affairs of the College may render a member subject to disciplinary action by the College ([Constitution 4.5](#)).

Certified Diplomates must contribute to training Programmes as relevant to their practice. Diplomates working in suitable establishments may apply for these to be recognised as Approved Training Centres and for their Programmes to be recognised as Standard Residency Programmes ([See Chapter 4 and Appendix I](#)). Those working elsewhere may supervise or contribute to Alternate Programmes, which MUST be approved in advance by the Education and Recertification Committee, and should apply to be recognised as Satellite Training Centres. Contributions may also be made at training courses, including those run in conjunction with the AVA/ECVAA meetings.

## Maintenance of Diplomate status

Diplomates may be voted for **removal from membership** of the College (suspension of certification as Diplomate of the ECVAA) if they have failed to pay their [annual dues](#) for two consecutive years ([Constitution 4.6](#)). Annual dues must be paid between 1<sup>st</sup> January and 1<sup>st</sup> March of each year by bank transfer according to details provided on the [ECVAA website](#). Your individual fee status is available on your [personal profile](#).

If annual dues are not paid by 1<sup>st</sup> March, a first reminder will be sent (to your email as registered on the website) on behalf of the Executive Committee which will include a warning that, if the fee remains unpaid by 1<sup>st</sup> April, then an additional [administration fee](#) of €50 will also become payable. One last additional reminder may be sent approximately in June. The list of members with remaining dues may be communicated to the membership at the autumn General Meeting.

The EBVS demands that the Colleges **evaluate and recertify** the status of their Diplomates at 5-year intervals (See [EBVS Policies & Procedures](#)). Each Diplomat can check their year of recertification on their [personal profile](#) on the ECVAA website. The current standard requirements for recertification are detailed in the [Diplomate re-certification form](#). Other evidence of certified status may be considered by the Education and Recertification Committee.

The [Diplomate re-certification form](#) must be submitted online before the deadline of 1<sup>st</sup> May (following the 5-year period under evaluation). At this point, Diplomates must submit proof that, in the past 5 years, they have submitted a sufficient number of ECVAA examination questions that were approved by the Examination Committee. Although these questions may be submitted to the Examination Committee at any time, **please note** that when a Diplomat is due for recertification only questions submitted before 1<sup>st</sup> February of the recertification year can be considered. This allows time for constructive feedback and revision (where necessary), such that the questions may be approved before the recertification deadline. A general reminder to submit exam questions will be sent to all Diplomates at the beginning of each year.

The certified Diplomat of the ECVAA cannot be a certified Diplomat in another College, and must be **actively practising Veterinary Anaesthesia, Analgesia and/or Perioperative care**<sup>1</sup> for at least 60% as a mean over the 5-years period under evaluation. Years where practice was less than 60% must be compensated for over the other years. Typically, 100% of practice is based on a 40h/week, ca. 47 working weeks/year.

Extensions of the 5-year period will be granted for maternity or paternity leave, serious health issues and exceptional circumstances (the latter at the discretion of the Education and Recertification Committee).

In case of marginal failure to meet the required number of points for recertification, an extension of 1 year may be provided at the discretion of the Education and Recertification Committee, in order for the Diplomat under evaluation to achieve at least the number of missing points/specifications. If following this extra year, the Diplomat is then successful at maintaining their certified status, the next evaluation will be four years from the end of the extra year. The points/specifications accrued during the extension period will not be considered for the subsequent re-evaluation.

The certified Diplomat status ceases by default when the specialty has not been practised for at least 60% of the 5-year period, and/or should the applicant not meet the requirements for the quinquennial recertification ([Constitution](#) 4.9). Such Diplomates will become non-certified Diplomates and be removed from the EBVS Specialist register.

The non-certified Diplomat may use the title 'Diplomat', but not the title of "Specialist". Non-certified Diplomates must pay the [fee](#) for yearly membership and can act as a co-Supervisor in a Residency Training Programme, but may not be an Officer (President, Vice-president, Secretary, Treasurer) of one of the main ECVAA Committees, nor represent the College on the EBVS Board. Exceptions are allowed for membership of the Credentials, Education and Recertification, and Examination Committees.

## Temporary ECVAA Diplomat status for ACVAA Diplomat

Diplomates of the ACVAA practising in Europe can apply to be temporarily certified as a Diplomat of the ECVAA. The application is made through the certification process, that is, the ACVAA Diplomat must 1) Register on the ECVAA website, and 2) submit the completed, signed [Diplomat re-certification form](#) demonstrating that all requirements are fulfilled. For any questions, contact the Chairperson of the Education and Recertification Committee of the ECVAA ([education.ecvaa@gmail.com](mailto:education.ecvaa@gmail.com)).

While a minimum of 60% (as a mean) of the past five years must have been spent **actively practising Veterinary Anaesthesia, Analgesia and/or Perioperative care**<sup>1</sup>, it does not have to be spent in Europe. Moreover, attendance at past ECVAA general meetings is not required for first certification of ACVAA diplomates.

The temporary certified Diplomat status ceases by default when the specialty is not practised anymore in Europe, and/or should the applicant not meet the requirements for the quinquennial recertification ([Constitution](#) 4.9). Such Diplomates will be removed from membership of the College (suspension of certification as temporary Diplomat of the ECVAA).

Diplomates granted temporary certified status must pay the full [fee](#) for yearly membership (certified) on the year of approval. They then have all the rights and duties of other ECVAA Diplomates, but are not allowed to vote, or act as officer of the College.

## ACVAA Diplomates acting as Resident Supervisor

Diplomates of the ACVAA acting as ECVAA Resident Supervisor but without temporary ECVAA status must also undergo certification from the ECVAA Education and Recertification Committee, followed by quinquennial recertification. The ACVAA Diplomat must contact the Chairperson of the Education and Recertification Committee of the ECVAA ([education.ecvaa@gmail.com](mailto:education.ecvaa@gmail.com)) to receive the [Diplomat recertification form](#). After approval, a (re)certification [fee](#) of €100 will be requested (bank transfer as described in the document) and is compulsory for the supervision to be recognised.

**Attendance at AVA meetings, ECVAA General Meetings, and submission of questions for the ECVAA examinations are not required.**

## Award for Lifetime Achievement

The College may confer the Award for Lifetime Achievement on ECVAA Diplomates who have made exceptional contributions to Veterinary Anaesthesia, Analgesia and Perioperative care and/or to the working of the College. The Award is a distinction and does not provide any particular right within the College. Nominations for the Award shall be made through the sponsorship of two Diplomates of high standing. The sponsors shall communicate their nomination to the Executive Committee and provide suitable information to the Executive Committee. Election of the award will require a two-thirds majority vote of the Executive Committee and a two-thirds majority vote of the Diplomates attending the Annual General Meeting of the College or participating in an electronic vote. No more than one award can be conferred per calendar year.



## Chapter 3. OFFICIAL RECOGNITION OF CENTRES FOR ECVAA TRAINING PROGRAMME

### Different types of Centres for training Programmes

All institutions willing to contribute to training of Residents must be approved by the Education and Recertification Committee.

- ECVAA Training Centres
  - o Training Centres which fulfil the majority of requirements to run a full Standard Residency Programme will be designated as a **Standard Training Centre**. The validation is provided to the Centre for 5 years.
  - o Training Centres which fulfil only specific aspects of veterinary anaesthesia allowing for contribution to Residents' training by offering regular rotations in their institutions under Diplomate supervision may be designated as a **Satellite Training Centre**. The validation is provided to the Centre for 5 years.
- All other Centres where Residents may rotate occasionally (e.g. zoo) or without providing Diplomate supervision will be approved on a case-by-case basis. The approval is granted only under the conditions of the application (location, duration) and a new application is required for each Resident (see [Appendix I](#)).

### Requirements to register as ECVAA Training Centre

Approved Standard and Satellite Training Centres are required to provide a minimum standard of facilities, services and equipment. Availability of such facilities must be documented at the time of Centre approval.

Basic Centre requirements include:

1. Medical library: a library containing recent textbooks, current journals relating to veterinary and medical anaesthesia and its supporting disciplines, and internet must be accessible.
2. Medical records: a complete medical and anaesthetic retrievable record must be maintained for each individual case. The anaesthetic and intensive care records used must be approved by the Education and Recertification Committee. Further details on important features which are expected to appear on the record are given in [Appendix II](#).
3. Full anaesthetic facilities must be available to the Resident, including breathing systems, compressed gases, a range of monitors and facilities for perioperative<sup>1</sup> care. Facilities must be available for a wide range of surgical procedures and species.
4. Diagnostic imaging facilities: separate rooms and appropriate equipment for comprehensive diagnostic imaging must be available.
5. Cardiology: ECG facilities must be available, and cardiac ultrasound is desirable.
6. A clinical pathology laboratory for haematological and clinical chemistry, including blood gas analysis, must be available. Clinical pathology reports must be retained and retrievable.

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<sup>1</sup> Note that the term **perioperative** care has been chosen instead of perianaesthetic care throughout this document, and also includes care for patients that have been anaesthetised for non-surgical procedures.

## Application to register as ECVAA Training Centre

ECVAA or ACVAA Diplomates seeking full (Standard Centre) or partial (Satellite Centre) approval of their institution to become a Resident Training Centre must provide satisfactory evidence proving that they offer sufficient facilities.

The Programme must fulfil the necessary criteria for approval as a Training Centre offering a standard Residency Training Programme. The **Programme Director** must download the [Diplomate Training Centre \(re-\)approval form](#) from the ECVAA website, which should be completed, signed and returned electronically as a scanned PDF document to both the Secretary ([ecvaa.secretary@gmail.com](mailto:ecvaa.secretary@gmail.com)) and the Chairperson of the Education and Recertification Committee ([education.ecvaa@gmail.com](mailto:education.ecvaa@gmail.com)). It is important to state clearly who is taking the roles of **Programme Director**, and **Resident Supervisor(s)**.

Approval is granted for a 5 year period, and re-approval is necessary every 5 years thereafter. An [example](#) of a successfully submitted re-approval can be found on the ECVAA website.

For first approval of a new Training Centre, the [Diplomate Training Centre \(re-\)approval](#) form can be submitted at any time to be evaluated by the Education and Recertification Committee at their next meeting. Upon approval by the Education and Recertification Committee, the Executive Committee will consider the application at its next meeting. If the proposed Programme is approved, the Centre will be designated as a Standard Training Centre to run Standard Residencies or, if applicable, a Satellite Training Centre to contribute to Residents' training in respect of some specific aspects of Veterinary Anaesthesia. Processing of the requests until a Centre is approved to start a Residency Programme may take several months.

**Approved Training Centres** will enable the Residents to gain familiarity with anaesthesia, analgesia and perioperative care of animals such that the Resident will be able to submit a logbook with fewer than 100 anaesthetic records collected in other institutions.

In **Satellite Training Centres**, training of Residents is limited to a smaller number of species (e.g. only zoo animals) or to specific aspects of anaesthesia (e.g. laboratory animal anaesthesia). Approval of a Satellite Training Centre applies only for the species mentioned in the form and does not allow running of a standard Residency Programme. Residents on a Standard Residency Programme based elsewhere are allowed to visit Satellite Training Centres without seeking prior approval from the Education and Recertification Committee. In the event of Residents on an alternate Programme visiting that Centre, approval is necessary prior to the visit – this is usually submitted at the time of enrolment when the entire Programme is approved. It is the Resident's responsibility to collect and submit all the relevant information beforehand (See [Appendix I](#)).

The **Programme Director** must be a certified ECVAA Diplomate (full or temporary) approved by the Education and Recertification Committee. They are responsible to the ECVAA for the smooth running of the Residency Programme according to the content of the Programme itself, facilities, rotations, etc. They are responsible for sending the documents requested for approval/re-approval of the Programme to the ECVAA, and for communicating any modification of the Programme to the Chairperson of the Education and Recertification Committee.



The **Resident Supervisor** must be a certified ECVAA or ACVAA Diplomate. Note that ACVAA Diplomates acting as ECVAA Resident Supervisors must undergo the (re)certification process (see [Chapter 2](#)). They are responsible for the Resident's Programme, defining the details and structures, and have an educational role providing supervision for research projects, logbook and case reports. The Resident Supervisor is responsible for the official communication to the ECVAA regarding the Resident(s). The Resident Supervisor is responsible for the content and accuracy of the [annual report](#) submitted by their Resident, as well as for the provision of a **recommendation letter** as part of the credentials submission.

## Re-approval of ECVAA Training Centre

Re-approval of Training Centres and Programmes is necessary every 5 years through submission of the [Diplomate Training Centre \(re-\)approval form](#).

The Programme Director must download the form and return it completed and signed by email to the Chairperson of the Education and Recertification Committee ([education.ecvaa@gmail.com](mailto:education.ecvaa@gmail.com)) as a scanned PDF document. Submission deadline are either 1<sup>st</sup> February or 1<sup>st</sup> September in the year following the five 5 year period. Late submission will be charged an administrative [fee](#).

Approval applies to the Programme at the named institution supervised by the named Programme Director. Any changes in the structure of the Programme or in Diplomates working at the institution must be notified as soon as they happen to the Secretary of the College and the Chairperson of the Education and Recertification Committee. The approval of the Programme ceases immediately if the above-mentioned changes are not communicated to the College within a month of occurring.

## Chapter 4. TRAINING PROGRAMME TO ACHIEVE ECVAA DIPLOMATE STATUS

### Definition of the Training Programme

The European requirements for specialisation emphasise the importance of evidence of training as well as success in examinations. It is thus essential that each Resident undergoes an approved Training Programme.

An ECVAA Training Programme allows a graduate veterinarian (Resident) to acquire in-depth knowledge of Veterinary Anaesthesia, Analgesia and Perioperative care<sup>1</sup>, and of supporting disciplines under the supervision of a Diplomate of either the ECVAA or the ACVAA.

The Residency Training Programme is normally provided by approved Centres (Standard Residency Programme, See [Chapter 3](#)), but more flexible arrangements for those working elsewhere can also be arranged (Alternate Programme), subject to preliminary approval by the Education and Recertification Committee. Details on such Programmes are given in [Appendix I](#).

### Objectives of the Training Programme

- To promote clinical proficiency in Veterinary Anaesthesia, Analgesia and Perioperative<sup>1</sup> care.
- To provide instruction of the Resident in the science and practice of Veterinary Anaesthesia, Analgesia, Perioperative care<sup>1</sup> and supporting disciplines.
- To provide an opportunity to follow career goals in teaching, research, clinical service, and/or specialty practice.

### Outline of core curriculum / syllabus material / required knowledge to become a specialist.

The core curriculum for the Diplomate ECVAA examinations is available on the website. To qualify as a Specialist, the Resident will be expected to demonstrate knowledge and understanding of the listed topics.

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<sup>1</sup> Note that the term **perioperative** care has been chosen instead of perianaesthetic care throughout this document, and also includes care for patients that have been anaesthetised for non-surgical procedures.

## Chapter 5. ENROLMENT FOR TRAINEES IN AN ECVAA TRAINING PROGRAMME

To become a candidate eligible for Diplomate status at the ECVAA and sit the examinations, the applicant must enrol in a Training Programme named “Residency”. The applicant must fulfil preliminary criteria, and obtain individual validation of their Training Programme (Residency) from both the Secretary and the Chairperson of the Education and Recertification Committee before the starting date can be officially recognised. Details are provided in [Appendix I](#).

### Criteria to enrol in an ECVAA Training Programme

A period of 1 - 2 year(s) of training is necessary prior to beginning the Residency. See details on the [pre-residency training](#), as well as [further relevant requirements](#) in Chapter 2.

### Procedure to enroll in an ECVAA Training Programme

Read carefully [Appendix I](#) for details.

#### *Registration on the ECVAA website*

Applicants to a Residency Programme must first register on the ECVAA website. Read [Preliminary notes](#). Please, complete your personal information including a valid email address and a portrait photograph.

#### *Enrolment in a Standard Residency*

For enrolment in a Standard Residency, applicants must submit the [Resident enrolment form](#) **before the next deadline following the starting date of their Programme**. The enrolment form can be downloaded from the ECVAA website. Deadlines to send the application are 1<sup>st</sup> February and 1<sup>st</sup> September each year. See [Appendix I](#).

Applicants are encouraged to submit their application as soon as possible. After each deadline, the received applications are then evaluated by the Education and Recertification Committee at their next meeting. Upon approval by the Education and Recertification Committee, the Executive Committee will consider the application at its next meeting.

#### *Enrolment in an Alternate Residency*

Applicants must apply for enrolment in an Alternate Residency as well as for approval of their Programme, **before their training begins**. Therefore, an Alternate Residency can start only after full approval by the Executive Committee of the ECVAA.

Applicants must [submit](#) the **Resident enrolment** form, the **Alternate Residency Plan** (Microsoft excel table) and a **Resident non-approved Centre evaluation** form (one form for each visited Centre which is not already recognized) before the 1<sup>st</sup> February or 1<sup>st</sup> September to be considered and processed at the next meeting of the ECVAA Education and Recertification Committee. All documents (except the Alternate Residency Plan) should be joined and submitted as one single PDF file. See [Appendix I](#).

#### *Enrolment fee*

The **enrolment fee** can be paid at any time during the application process but must be paid within two weeks of official approval of the Residency Programme. It is recommended that the **enrolment fee** is paid when the enrolment application is submitted.

#### *Maximal number of Residents per Centre / Supervisor*

A certified ECVAA or ACVAA Diplomate can act as main Supervisor of a maximum of 3 ECVAA Residents; no more than two 2 of the Residents can be enrolled in a Standard ECVAA Training Programme.

## Chapter 6. APPLICATION PROCEDURE FOR VALIDATION OF CREDENTIALS

This chapter presents the general frame of credential submission. Details are available in [Appendix II](#). A practical checklist as well as a table with all relevant deadlines for submission can be found on the [ECVAA website](#).

The maximum duration of Standard and Alternate Residencies is 4 and 5 years, respectively ([Appendix I](#)). The Resident must submit their credentials within 24 months of completion of the Residency ([Bylaws](#) 5.2). Credentials documenting completion of the Residency training must be submitted even if the required publications have not been accepted and/or the Resident does not wish to take the examinations in that year. If the candidate knows in advance that they do not intend to sit the qualifying examination on the same year, this can be indicated within the forms.

Exceptions to any of these rules must be requested in due time and following the appropriate procedure, as described in the relevant paragraphs ([Appendix I, II](#)). Failure to submit credentials within 24 months of completion of the Residency may require additional periods of Residency training.

### Procedure to submit credentials

All the following points must be fulfilled in order to be allowed to sit the qualifying examinations:

1. A minimum training period of 3 years must have been **completed by 1<sup>st</sup> March** of the year the candidate wishes to sit the examinations.
2. The [Resident application to \(re-\)submit credentials form](#) can be sent **any time before the deadline, but must be submitted before 1<sup>st</sup> March. Late or incomplete applications (even if received prior to the deadline) will be rejected.**
3. All required documents (with the exception of the published papers) AND the relevant [fee](#) must be received before 1<sup>st</sup> March. All documents must be submitted via the website. A checklist of how to format credentials is available on the ADMINISTRATION / HOW TO page of the website.
4. Published papers or a letter/email from the editor of an internationally refereed scientific journal certifying their FINAL acceptance (subject to minor editorial modifications before printing), must be **received** by the **Chairperson of the Credentials Committee** ([creduc.ecvaa@gmail.com](mailto:creduc.ecvaa@gmail.com)) **before 1<sup>st</sup> July** of the year the candidate wishes to sit the examinations. Full acceptance of the submitted credentials is conditional until this point.
5. Those who fail to **submit** their credentials within the required timeframe (24 months from the end of the Residency) may be asked to provide additional evidence of training in Veterinary Anaesthesia, Analgesia and Perioperative<sup>1</sup> care.
6. A request to extend the credentials deadline by one year can be evaluated at the discretion of the Credentials Committee if the Resident can prove extenuating circumstances. If a further extension is required, a renewed request should be sent annually to the **Chairperson of the Credentials Committee**.

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<sup>1</sup> Note that the term **perioperative** care has been chosen instead of perianaesthetic care throughout this document, and also includes care for patients that have been anaesthetised for non-surgical procedures.

Please follow the “[Checklist for submission of ECVAA credentials](#)” (available on ECVAA website) carefully for how to format and submit credentials. It is the responsibility of the Resident to keep copies of all material submitted to, and correspondence with, the College. Such material may be required as evidence of completion of credentials. The ECVAA is not responsible for any material not received or not acknowledged. The responsibility for accuracy and availability of all required credentials rests with the applicant.

### **In case of credential refusal**

If any of the submitted work is considered to be of inadequate standard, the applicant will not be allowed to proceed with the examinations. The Chairperson of the Credentials Committee will send unsuccessful applicants a notification letter, explaining the deficiencies in the credentials. A subsequent reapplication must include resubmission of the credentials found deficient, a written outline of the actions taken to correct these deficiencies, a new application form, an updated curriculum vitae, all pertinent correspondence, and any further application fee required. The application material must be presented as previously described.

The procedure for appeal of an adverse decision is described in [Appendix IV](#).

## Chapter 7. APPLICATION PROCEDURE TO SIT THE QUALIFYING EXAMINATIONS

Read carefully the details in [Appendix III](#).

### Postpone application to examinations

If the candidate decides not to sit the qualifying examination in the same year as acceptance of credentials, the candidate simply shall not submit the application to sit the examinations, and withdrawal of attendance will be automatic. Read carefully [Appendix III](#) for details.

If a fee has already been paid when the candidate decides (before 1<sup>st</sup> July deadline) not to sit the examinations, the fee can be refunded at the candidate's request (with charges for bank transfer paid by the candidate and an additional administrative fee of €10), or it can be rolled over until the following year (no interest will be refunded).

### Application to sit the examinations

In order to apply to sit the qualifying examinations, the candidate **MUST** complete, sign and submit, via the website, the [Resident application to sit examinations](#) form **before 1<sup>st</sup> July**. See details in [Appendix III](#).

Candidates, who submitted credentials, but did not submit their application to sit the examinations in due time (i.e. before 1<sup>st</sup> July) will not be contacted and will be considered as withdrawn from the examination. There will be no penalty applied but the candidate will **NOT** be allowed to sit the examinations that year.

### Late cancellation (after 1<sup>st</sup> July)

If the Candidate has submitted an application to sit the examinations and decides after 1<sup>st</sup> July to withdraw, the fee will not be refunded unless the candidate has evidence of extenuating circumstances (i.e. medical evidence of being unfit) approved by the Chairperson of the Examination Committee. Read carefully [Appendix III](#) for details.

## Chapter 8. APPLICATION PROCEDURE TO RE-SIT THE QUALIFYING EXAMINATIONS

Approved credentials remain valid for 8 years after the end of the Residency (See [Bylaws 5.2](#)) and during this time, Candidates may re-sit each part (1. written, 2. oral/practical) of the examinations three (3) times:

- no more than 4 attempts at the written examination
- no more than 4 attempts at the oral examination

These regulations shall also apply to the new style examinations to be introduced in March 2025 and November 2026, respectively:

- no more than 4 attempts at the Part I examination
- no more than 4 attempts at the Part II examination

In case an exception should be requested by the candidate to the Credentials Committee, resubmission of the credentials will be necessary and an additional period of training may be required (up to an equivalent of a full Residency).

For Candidates who have failed part or all of the examinations but whose credentials are still valid, the procedure follows the same conditions as mentioned in [Chapter 7](#) for the first attempt. The Resident does not need to re-submit credentials. The [Resident application to sit examinations](#) form must be submitted **before 1<sup>st</sup> July** of the year they wish to re-sit the examinations, **stating which part (written/oral) they are required to re-sit**, together with the relevant [fee](#) and evidence of passing the credentials (relevant correspondence, acceptance letter).

Read details in [Appendix III](#).

## Chapter 9. QUALIFYING EXAMINATIONS

The examinations will test all aspects of Veterinary Anaesthesia, Analgesia, and Perioperative<sup>1</sup> care, including aspects of intensive care, and is composed of written and oral/practical sections. Guidelines and details of the format of the examinations and pass marks will be provided each year by the Examination Committee, and can be found in [Appendix III](#) (updated annually). The examinations test both theoretical and practical application of knowledge.

The examination process is continually reviewed to uphold the quality and standard of Diplomate status.

At the time of writing (2023), both the written and the oral/practical examinations are held remotely, i.e. entirely on computer. The Examination Committee will ensure that future changes in examination format will be communicated to the Examination Candidates at least 3 months before the examination dates.

The candidate will be asked to acknowledge receipt of any communication regarding the exam.

The general format of the examinations is as follows:

1. The written part consists of multiple choice, short answer and essay questions.
2. Only those candidates who pass the written part of the examination can proceed to the oral/practical examinations.
3. The oral/practical examinations consist of a 'spots' examination and two oral examinations (a small animal session and a large animal session).
4. Both parts (written and oral/practical) of the examinations must be successfully completed to qualify as a Diplomate of the European College of Veterinary Anaesthesia and Analgesia.

Introduction of the new style examinations will take place from March 2025 onwards. Information on the format of these examinations will be circulated to Residents and Supervisors during 2023.

The new style examinations will replace the old style examinations.

Both styles of examinations will run concurrently until 2031 or until all Candidates wishing to take the old style examinations have passed the exams; however no old style examinations will be organised after 2031.

Further extensions to this timeline may be discussed with the Chairperson of the Examination Committee e.g. if an extension to the 8-year deadline for successful completion of the examinations has been granted.

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<sup>1</sup>Note that the term **perioperative** care has been chosen instead of perianaesthetic care throughout this document, and also includes care for patients that have been anaesthetised for non-surgical procedures.



## APPENDIX I – TRAINING PROGRAMME

Please read [Preliminary note](#) and chapters [2](#), [3](#), [4](#) and [5](#) for a general overview. Note that in addition to the "General description of Training Programmes:" described in the first section below, there are also important "Additional requirements common to both Training Programmes" mentioned in the following section.

### General description of Training Programmes:

A Residency Training Programme in Veterinary Anaesthesia and Analgesia must take place in Approved Centres to guarantee adequate facilities and case load, and consists of a period of at least 3 years of supervised training, postgraduate education, and clinical experience in the science and practice of Veterinary Anaesthesia, Analgesia and Perioperative<sup>1</sup> care, as well as supporting disciplines. On acceptance of their enrolment, Residents will be notified of the expected completion date of their Residency. The Resident is continuously under the supervision of at least one certified ECVA or ACVA Diplomat who participates actively in that Programme.

Based on a 3-year or 4-year Programme, the Resident must respectively allocate at least 94 or 120 weeks (approximately 60%) but not more than 124 or 166 weeks (approximately 80%) of the total time of the Residency to **clinical activity**, that is provision of anaesthesia, pain management and perioperative<sup>1</sup> care (including critical/intensive care) in animals. Mandatory rotations in veterinary intensive care, veterinary cardiology, and veterinary diagnostic imaging must also be completed during the Training Programme. The equivalent of two (2) weeks spent in anaesthesia of animals in a research setting is strongly suggested. *One week is expected to include at least 40 hours of working time.*

The degree of responsibility assumed by the Resident for their cases during clinical activity shall be appropriate to the nature of the procedure and training experience, but must include daily management of anaesthetised animals, provision of perioperative analgesia and the necessary postoperative care. The Resident must participate in a veterinary anaesthesia out-of-hours service.

### Definition of direct supervision

The Resident must spend a large part (see below for specific requirements) of their **clinical activity** under **direct supervision** of a certified ECVA or ACVA Diplomat. **Direct supervision** means that a Supervisor is present on site and contactable at short notice. Physical presence in the same room would be expected at earlier stages of training, varying with Resident progression, case complexity, etc. There should be clear communication between Supervisors and Residents regarding expectations for stage of training, including when to provide or ask for help. It is accepted that for out-of-hours work, a Supervisor may not be present on site, but the timing of when this transition occurs should be based on Resident proficiency rather than an arbitrary timeline, and availability of the Supervisor by phone would be expected.

The Residency Programme can be either a Standard Residency, or an Alternate Residency approved specifically for the individual Resident.

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<sup>1</sup> Note that the term **perioperative** care has been chosen instead of perianaesthetic care throughout this document, and also includes care for patients that have been anaesthetised for non-surgical procedures.

## Specifications for a Standard Residency Programme

A Standard Veterinary Anaesthesia Residency Programme mainly takes place in one Standard (home) Centre, and does not last more than 4 years. Rotations at other Approved Centres (Standard or Satellite) may be arranged in order to gain additional experience. Time spent in **clinical activity** must be **under direct supervision** (see definition above) and must lie between 60 and 80% of the total time (see number of weeks above).

Before enrolment, read [Chapter 5](#) for registration and pre-requisites. Applicants MUST then submit the [Resident enrolment form](#) for enrolment in a Standard Residency **before the next deadline following the starting date of their Programme**. Deadlines to send the application are 1<sup>st</sup> February and 1<sup>st</sup> September. Applicants are encouraged to submit their application as soon as possible. After each deadline, the received applications are evaluated by the Education and Recertification Committee at their next meeting. Upon approval by the Education and Recertification Committee, the Executive Committee will consider the application at its next meeting. The Resident should first register with the ECVAA website ([‘BECOME A RESIDENT’](#)), complete the webform, including a photograph, and then submit the PDF from their personal profile on the website. This must include signatures of both Supervisor and Resident.

External rotations (externships) to perform Veterinary Anaesthesia, Analgesia and Perioperative<sup>1</sup> care in another place than the home Centre are allowed following approval by the Resident’s Supervisor. If the externship takes place in a Centre recognized by the ECVAA (Standard or Satellite), no prior approval is needed. The Resident is responsible for collecting a [Resident externship evaluation](#) form after each period of externship (See [Meeting with supervisors](#)). Part one of the form is compulsory and must be joined to the Annual Trainee report. It will also be required at the time of approval of credentials. Part two can remain at the discretion of the Supervisor.

If an externship is planned in another Centre that is not approved, it is the resident’s responsibility to submit a [Resident non-approved Centre evaluation form](#) and collect all the relevant information beforehand. The form must be sent by the Resident **by email** to the Chairperson of the Education and Recertification Committee ([education.ecvaa@gmail.com](mailto:education.ecvaa@gmail.com)) as a signed PDF file. **Approval must be granted prior to the externship.**

## Specifications for an Alternate Residency Programme

A veterinarian whose circumstances do not permit enrolment in a Standard Residency Programme may submit an Alternate Programme to the College. The requirements for the training are comparable but it may take a longer time to complete an Alternate Programme compared to a Standard one as there will be periods of time spent without direct supervision by a Certified Diplomate of the ECVAA/ACVAA.

The total length of this Programme is between 3 and 5 years. A main Supervisor (Diplomate of the ECVAA/ACVAA) responsible for the entire Programme MUST be specified and will follow the Resident through the entire Residency Programme. The Alternate Residency Programme must be arranged and approved BEFORE the Resident begins training. The Resident must spend variable

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periods of training **under the direct supervision** (see definition above) **of different Diplomates of the ECVAA/ACVAA at recognized Training Centres (Standard or Satellite), accumulating at least 65 weeks.**

The Alternate Residency Programme should be tailored to the specific conditions of each Resident, and will be evaluated and approved by the Education and Recertification Committee. Programme approval is specific to the Resident named on the application form.

The Residents work mostly in Centres approved by the Education and Recertification Committee (Standard or Satellite). If a Centre, which is not already approved, is scheduled to be visited for an occasional externship (occasional rotation or without diplomate supervision), it necessarily requires approval through the [Resident non-approved Centre evaluation](#) form (one form per Centre).

**Over the first 3 years**, the Resident must allocate at least **94 weeks** (approximately 60%) but not more than **124 weeks** (approximately 80%) of the total time of the Residency to **clinical activity** (see definition above). **During the fourth and the fifth years**, the Resident must allocate at least **26 weeks** per year (but not more than 41) to **clinical activity**. **If training extends to 4 or 5 years, the required clinic time would increase to 120 and 146 weeks, respectively. However, the number of directly supervised weeks (Diplomate of ECVAA/ACVAA at recognized Training Centres (approved or satellite)) remains at 65 weeks over 3/4/5 years.**

#### Application procedure for an Alternate Residency Programme:

Application for enrolment in an alternate training Programme requires submission of **several forms**: **Resident enrolment** form, **Alternate Residency plan**, and **Resident non-approved Centre evaluation** form (for this last form, submit one document per visited institution which is not already recognized). The **Resident enrolment** form and **Resident non-approved Centre evaluation** form(s) must be joined all together in one single PDF document.

The Resident should first register with the ECVAA website ('BECOME A RESIDENT') completing the registration form online, including a photograph, and then submit the PDF from their [personal profile](#) on the ECVAA website.

Additional notes:

- a. **Resident enrolment** form / Section 12: **The main Supervisor's agreement** (ECVAA or ACVAA Diplomate). This main Supervisor will assist the Resident during the preparation of the Programme and ensure its smooth running. They will be the direct contact for the College regarding matters concerning the Alternate Residency Programme;
- b. **Alternate Residency Plan: A detailed Programme** that will demonstrate how all the requirements of the Residency are met. Please complete the tab pages 'Cover' and 'Programme Description', and using the tab page 'Summary', verify that all requirements are met. An example of this document can be found on the ECVAA website;
- c. **Non-approved Centre evaluation** form: **Details for each institution** where the Resident will work and that is not approved by the ECVAA as either Standard or Satellite Training Centre (N.B. 1 form per institution). Approval by the Education and Recertification Committee of the facilities and case load of the institution(s) for the purpose of training a Resident will be valid for that Resident only, and only for the specified part of the training. In such institutions which are not Approved Training Centres (Standard or Satellite), the Resident may use the anaesthetic and intensive care records of one of the Approved Centres in their Programme, or may ask for approval of the anaesthetic records used in the institution by the Education and Recertification Committee. Such approval can only be granted prospectively, with deadlines for submission to

the Education and Recertification Committee of 1<sup>st</sup> February and 1<sup>st</sup> September (for evaluation by the Education and Recertification Committee at their next upcoming meeting);  
The precise details and venue(s) will depend on the Resident's specific requirements. On acceptance of their enrolment, Residents will be notified of the expected completion date of their Residency. Any change to the initially agreed Programme must be approved by the Education and Recertification Committee before implementation.

## Additional requirements common to both Training Programmes

### *Activity unrelated to clinical anaesthesia (Non-clinical activity)*

Residents must spend at least 20% (at least 32 weeks for a 3-year Programme) of their time within their Programme on other than clinical activity.

This includes annual leave but also:

- Studying in the specialty, Graduate degree studies.
- Research or clinical investigation, as well as preparation of scientific manuscripts. The Resident must meet the requirements for credentials as specified in the [Appendix II](#).
- Mandatory rotations must be completed as follows:
  - a. 2 weeks in veterinary intensive care – this must be supervised by an appropriate Specialist (ECVAA, ECVECC, ECVIM, ECEIM or ABVS equivalents), but other Supervisors will be considered at the discretion of the Education and Recertification Committee (e.g. ECVS or non-EBVS/ABVS recognised Specialists as described in the EBVS Policies and Procedures). Where other Supervisors are considered, the rotation must be approved **BEFORE** it is undertaken. This does not need to be performed in a dedicated ICU unit, and can be undertaken within a normal hospital environment. The ICU rotation can be small animal or large animal or a combination of both.
  - b. 1 week in veterinary cardiology – supervised by a Specialist in Veterinary Cardiology (ECVIM-CA (cardiology), DACVIM (cardiology)) but other Supervisors will be considered at the discretion of the Education and Recertification Committee (e.g. ECEIM or non-EBVS/ABVS recognised Specialists as described in the EBVS Policies and Procedures). Where other Supervisors are considered, the rotation must be approved **BEFORE** it is undertaken.
  - c. 1 week in veterinary diagnostic imaging - supervised by a Specialist in Veterinary Diagnostic Imaging, but other Supervisors will be considered at the discretion of the Education and Recertification Committee (non-EBVS/ABVS recognised Specialists as described in the EBVS Policies and Procedures). Where other Supervisors are considered, the rotation must be approved **BEFORE** it is undertaken.

Rotations can be performed over consecutive days, or on an ad hoc daily basis e.g. 1 day per month. For each mandatory rotation, a rotation form must be completed, signed by the supervising Specialist, and submitted at the time of credentials submission.

A **mandatory rotation form** must be completed for each of the mandatory rotations. The form can be downloaded from the ECVAA website and **must be signed** by the rotation Supervisor. These forms are submitted at the time of credentials submission.

- Other rotations in Neurology, Internal Medicine, Clinical Pathology, Ophthalmology and human anaesthesia are encouraged but not mandatory. Forms are not required.  
A 2-week or longer rotation in Laboratory Animal Anaesthesia is strongly recommended but not mandatory. Attendance at Laboratory Animal Science courses is encouraged to gain knowledge in study design, regulations, animal care and anaesthesia in research settings. Forms are not required.
- The Resident is required to participate in the clinical education of: graduate veterinarians, veterinary medical students assigned to the veterinary anaesthetic rotations, and veterinary nurses or technicians.
- Residents must attend relevant conferences on (veterinary) anaesthesia, perioperative care and related subjects including human medical conferences. During veterinary anaesthesia rotations, the Resident is required to attend "in house" Residents' seminars and ward rounds as well as scientific journal clubs and other scientific presentations. Residents must provide a list of all lectures, conferences and seminars attended (at their place of work as well as external meetings), as well as all papers presented at conferences and other professional meetings. This list will be submitted to the ECVAA Education and Recertification Committee by the Resident's main Supervisor in the Annual Trainee Report (see [Meeting with supervisor](#)).
- It is mandatory to deliver 2 presentations during the Residency Programme. Presentations can be any of the following: scientific research abstract or poster, educational talk delivered to veterinary surgeons or veterinary nurses/technicians or both, Resident seminar, mortality & morbidity rounds, or undergraduate lectures. Presentations;
  - a. must be on the subject of veterinary anaesthesia, analgesia or anaesthesia-related intensive care.
  - b. can be delivered virtually e.g. webinars.
  - c. must be delivered to an audience wider than the Resident's immediate team.
  - d. cannot be delivered twice for inclusion in credentials.
  - e. cannot be 2 posters, even if the posters are different.

If the presentation is an undergraduate lecture and/or an educational talk delivered to referring veterinary surgeons or veterinary nurses or technicians, the Supervisor or other ECVAA Diplomate must attend.

The Supervisor **must sign** the appropriate section of the Annual Resident Trainee Report form to attest that a presentation has been delivered satisfactorily. Any doubts as to what constitutes a presentation suitable for credentials should be checked with the Education and Recertification Committee.

### ***Logbook of case records***

During a Residency Programme the Resident must maintain a complete record of each anaesthetic. At least three hundred (300) anaesthetic records must be collected for approval of credentials. **Anaesthetic records which are not previously approved (see *Approval of format of records*), incomplete, illegible or judged of poor quality will not be considered.** Details on rules for the logbook are in [Appendix II](#).

Note – The logbook will be evaluated based on the detailed spreadsheet, and an electronic copy of 30 selected anaesthetic records will be requested (see details in [Appendix II](#)).

### *Meeting with Supervisors, Reports*

Residents must meet with their Supervisor at least twice yearly for evaluation of performance and progress. One of these meetings should happen in January in association with the [Resident Annual Trainee Report](#). For the first report, the Resident can download a new form from the website. This first report may cover only a few weeks or months if the Residency started later than January during the first year. For subsequent reports, the Resident uses the same document and enters the additional information from January 1<sup>st</sup> to December 31<sup>st</sup> each year. This form **must be submitted before 1<sup>st</sup> February** each year, and detail information on the previous year (from January to December). The Supervisor must provide comments on the Resident's progress and these must be discussed with the Resident. These comments and the details within the form are audited by the Education and Recertification Committee each year in order to keep track of each Resident's progress. **The Resident and Supervisor must sign the form each year otherwise the form will be returned.**

**It is the responsibility of the Resident to collect all relevant information and confirmation from their main Supervisor to ensure that the form is submitted accurately and by the deadline.**

Completion of the Annual Report is an opportunity for the Resident to identify parts of the Residency Programme which may require more attention and planning.

The front page(s) of all **externship evaluation forms** (part 1) collected during the past year must be submitted with the annual report, all joined together as one PDF file. Externship evaluation forms **must be signed** by the evaluator.

The last Annual report submitted after completion of the Residency Programme will be part of the credentials evaluation.

### *Duration of the Residency Programme, application deadlines*

The **maximum duration** of Standard and Alternate Residencies will be 4 and 5 years, respectively. If circumstances demand an **extension of the Residency** (maternity leave, illness, exceptional circumstances out of Resident's control, etc.), this may be granted at the discretion of the Education and Recertification Committee. The Resident must submit a request with all the pertinent documentation both to the Secretary and to the Chairperson of the Education and Recertification Committee by email ([education.ecvaa@gmail.com](mailto:education.ecvaa@gmail.com)). The request should be accompanied by a letter from their Supervisor supporting the application.

The Resident must submit their **credentials** (See [Appendix II](#)) **within 24 months of the end of the Residency** ([Bylaws](#) 5.2) to be eligible to sit the examinations for the Diploma. Credentials documenting completion of the Residency training must be submitted even if the required publications have not been accepted and/or the Resident does not wish to take the examinations in that year.

The Resident must pass the examinations within 8 years of the end of the Residency. Those who fail to do so for any reason are deemed to have withdrawn their candidacy. Should such a Resident wish to continue, and have mitigating circumstances for their failure to meet the targets, they must apply by email to the Chairperson of the Credentials Committee ([creduc.ecvaa@gmail.com](mailto:creduc.ecvaa@gmail.com)).



Application to extend the period between end of Residency and examination should be accompanied by:

- a. A written outline of the re-applicant's self-evaluation and their remedies to correct these deficiencies, and of any mitigating circumstances.
- b. An updated curriculum vitae (use the [Resident CV template](#) available on the website). An addendum should reflect training and experiences directed towards correcting the deficiencies noted in the self-evaluation or in the examination feedback, in the case of multiple examination failures.
- c. An updated logbook as proof of continued experience in the field of Veterinary Anaesthesia, Analgesia and Perioperative care<sup>1</sup>. This must contain at least 100 records of anaesthetics given during the previous 3 years, and of these 100, at least 30 must be horses and 30 cats and dogs.
- d. At least one letter of reference not older than 3 months. These letter(s) must specifically address the efforts taken by the applicant to correct the deficiencies of previous examinations.
- e. At least one publication (additional to those required for the first submission) in the field of Veterinary Anaesthesia, Analgesia and/or Perioperative care<sup>1</sup> with the applicant being the first author. The publication must have been published or finally accepted for publication (proof must be provided) by an internationally refereed scientific journal. The publication must be less than five years old at the date of the current application deadline.
- f. All pertinent correspondence must be provided. This must include a list of all dates of previous applications and appropriate correspondence.

## Documentation and verification of the Training Programme

The Supervisor, the Resident and the ECVAA have responsibilities for documentation and verification of satisfactory training for each Resident.

*The Supervisor is responsible for:*

1. The presence of suitable veterinary anaesthesia facilities, equipment, and supplies and ensuring that the educational facilities required for the Resident are available (See [Chapter 3](#)).
2. Being aware of all the details regarding Training Programmes described within the present Policies and Procedures.
3. Full evaluation of progress and performance once yearly, including quality of anaesthetic records, conference attendance, and presentations. The Resident Annual Trainee Report for each supervised Resident (Standard and Alternate Programme) must be completed and signed for submission in due time (See [Meeting with Supervisors](#)).
4. For the Programme Director: Applying for re-approval of the Training Centre and Programme every 5 years (See [Chapter 3](#)).
5. Completing the Resident **externship evaluation** form, for visiting Residents (See [specifications for Standard Programmes](#)).
6. Maintaining their certified Diplomate status (quinquennial revalidation, see [Chapter 2](#)). ACVAA Diplomates who act as Supervisor of ECVAA Residents must also pass the ECVAA's recertification process (See [Chapter 2](#)).

*The Resident is responsible for:*

1. Enrolment as a Resident (See [Appendix I](#)).
2. Maintenance of case records, documentation of conference attendance, and presentations (See [Appendix I](#)).
3. Ensuring documentation and submission of external training on the **externship evaluation** form together with Externship Supervisor and the main Residency Supervisor (See [specifications for Standard Programmes](#)).
4. Ensuring timely update/submission of the yearly **Resident Annual Trainee Report** (See [Meeting with Supervisors](#)).
5. Submitting the **application for approval of credentials** within 24 months of the completion date of the Residency. Credentials must be submitted even if the required publications have not been accepted and/or the Resident does not wish to take the examinations in that year (See [Appendix II](#)).
6. **Application to sit the Diploma examinations** so as to enable them to pass the examinations within 8 years of completion of the Residency (See [Appendix III](#)).

*The ECVAA is responsible for:*

1. Evaluation of each Resident's progress and communication of deficiencies to the Resident and Supervisor.
2. Acknowledgment of receipt of all necessary documents



## APPENDIX II - REQUIREMENTS FOR CREDENTIALS EVALUATION

In general, this is the approximate timeframe for credentials and examinations:

- Final **Resident Annual Trainee Report** before 1<sup>st</sup> February (and added to Credential submission);
- **Credential submission** before 1<sup>st</sup> March;
- **Credential approval** by 1<sup>st</sup> May;
- Letter of **paper final acceptance** AND **application to sit the examinations** before 1<sup>st</sup> July;
- **Written examinations** end of August/beginning of September;
- **Results** in October;
- **Oral examinations** end of November;
- **Final results** in December.

**Reminder** ([Appendix I](#)): The maximum duration of Standard and Alternate Residencies will be 4 and 5 years, respectively. The Resident must then submit their credentials within 24 months of completion of the Residency (See [Bylaws 5.2](#)), **even if the required publications have not been accepted and/or the Resident does not wish to take the examinations in that year**. The credentials deadline may be extended by one year upon request, and at the discretion of the Credentials Committee if the Resident can prove extenuating circumstances. If further extension is required the request should be made annually to the Credentials Committee.

### List of material to submit for credentials

A **checklist** for submission of Credentials can be downloaded [from the ECVAA website](#). This indicates how to format and submit all documents and fees.

Receipt of credentials will be acknowledged by email. If submission is not acknowledged within 3 days, please contact the website administrator ([website.ecvaa@gmail.com](mailto:website.ecvaa@gmail.com)) immediately and keep a copy of all communications. Residents must keep the original copy of all documents and send photocopies/scans of good quality. All documents submitted become property of the ECVAA; they will be destroyed after the full credentials have been approved.

The following material must be submitted for approval of Credentials.

1. Complete **Resident application to (re-)submit credentials** form.
2. Curriculum Vitae. The **Resident CV template** provided on the ECVAA website should be used.
3. A series of case records (**logbook**) as detailed [in the next section](#). Case records and logbooks not complying with the guidelines will not be considered. Cases listed in the logbook should reflect a diverse caseload (varying procedures, case management and anaesthetic protocols).
4. The **signed** final **Resident Annual Trainee Report** covering the whole duration of the Residency Programme. It is the responsibility of the Supervisor to verify this information and to **sign** the appropriate areas of the form. The final **Resident Annual Trainee Report** must document 'in house' seminars, and conferences, and of any presentations given, and be attached to:
  - a. the **signed** front page from each **Resident externship evaluation** forms, if applicable.
  - b. the **signed** **Resident Mandatory Rotation** forms for each mandatory rotation (intensive care, cardiology and diagnostic imaging – 1 form for each mandatory rotation).
  - c. The 2 **signed** **Oral Presentation for Credentials** forms for the 2 mandatory presentations.

5. Previous correspondence pertinent to the Training Programme and application, if relevant.
6. Application fee ([Appendix J](#)). The application will not be considered if the **application fee** has not been paid. The application fee is non-refundable. If any part of the application has to be resubmitted, an administrative fee will be charged.
7. A **reference letter** from the applicant's Programme Supervisor. The Supervisor must send the letter by email directly to the Chairperson of the Credentials Committee ([creduc.ecvaa@gmail.com](mailto:creduc.ecvaa@gmail.com)) before 1<sup>st</sup> March. It is the applicant's responsibility to ensure that the reference letter is sent on time by the Supervisor. The ECVAA committees are responsible for absolute discretion and confidentiality regarding the reference letter(s).

Reference letters must document the following:

- a. Part one
  - i. Verification of Veterinary Anaesthesia Training Programme and level of supervision.
  - ii. The applicant's proficiency, judgment, knowledge and competence, in view of their readiness for sitting the examinations and, when successful, to work as a Specialist.
  - iii. The commitment of the applicant to the Constitutional objectives of the ECVAA.
- b. Part two (on a separate page of the reference letter)
  - i. Confirmation that the anaesthetic case records were personally handled by the applicant, except for some exceptions as noticed in the next section.
  - ii. Approval from the Supervisor of the submission of the case logbook in its current format.

*After approval of the credentials allowing the candidate to sit the examinations, the reference letter(s) will be destroyed.*

8. **Two papers** on the subject of Veterinary Anaesthesia, Analgesia, or Anaesthesia-related Intensive Care. **Both papers must be either published or accepted for publication** in a peer-reviewed international journal. Articles without peer-review or only editorial editing will not be considered. Published papers or a letter/email from the editor certifying FINAL acceptance (subject to minor editorial modifications), must be **received** by the **Chairperson of the Credentials Committee** ([creduc.ecvaa@gmail.com](mailto:creduc.ecvaa@gmail.com)) by 1<sup>st</sup> July. Full acceptance of the submitted credentials is conditional until this point. If the paper(s) is/are in a language other than English, the candidate should also provide an extensive summary in English. Responsibility for evaluating the quality of publications and case records remains with the Credentials Committee.
  - a. The first paper must be an original paper, and the applicant first author.
  - b. The second paper can be a case report or a review of which the applicant is first author, or an original scientific paper of which the applicant is first or second author. (**For Residents that started the Residency before 1<sup>st</sup> January 2016**, non-peer-reviewed publications such as CPD articles, letters or any contribution in a non-peer-reviewed journal may be considered at the discretion of the Credentials Committee.)

**Notes on review articles** – review articles that aim to answer a specific targeted question, or lead to new knowledge, may be used as the first author original research paper as described in a. above. This would include meta-analyses and systematic reviews. Review articles that aim to answer a very broad question or identify gaps in existing knowledge e.g. scoping review, or those that explore current knowledge e.g. narrative or literature review, would not be considered as original research but may be used as the second paper described in b. **Review articles that are planned as the Resident's original research paper should be confirmed as suitable by the Chairperson of the Credentials Committee** ([creduc.ecvaa@gmail.com](mailto:creduc.ecvaa@gmail.com)), **prior to embarking on the research.** It is the Supervisor's responsibility to ensure that any research publication planned as part of a Resident's credentials is appropriate. Failure to do this may result in rejection of publications at the time of Credentials submission.

**Notes on historical publications** - publications related to anaesthesia, analgesia or critical care, published in peer reviewed journals within the 2 years prior to enrolment with the ECVAA may be accepted. Both mandatory publications can be historical, although further research, scientific writing and publishing is encouraged during the Residency by the Supervisor. **These publications must be approved by the Chairperson of the Credentials Committee at the time of enrolment.** Failure to do this may result in rejection of publications at the time of Credentials submission.

## Collection and submission of the logbook (CASE RECORDS)

During their Residency Programme the Resident must maintain a complete record of each anaesthetic given. Exactly three hundred (300) anaesthetic records must be submitted for approval of credentials. **The submitted cases are expected to reflect a diverse caseload.**

### *Approval of format of records*

This applies for all Residents. **Only records with a format approved by the ECVAA Education and Recertification Committee will be considered.**

The language of the record is preferably English; other languages are allowed, but if the language used is such that the marking process cannot be carried out, the Credentials Committee will request the Resident to annotate the record in English.

Residents are advised to ensure that, at the start of their Residency, the record templates (anaesthetic records) they use have been approved by the Education and Recertification Committee. If the form of the records changes during the Residency, approval must be sought before these can be used. Residents undertaking an Alternate Programme must submit for approval the records that they will use at the time of their initial application for enrolment. If, when undertaking a rotation at an Approved Centre, the Resident wishes to use that Centre's record (instead of their own approved version), it is the Resident's responsibility to ensure that the Centre's record has been approved.

Electronic records may be considered by the committee. The record must have been generated by the Resident inputting the data, rather than automatic generation from the monitor. The output of the record must comply with the requirements detailed herein regarding the level of detail and extent of information provided, and be presented in a graphical format where trends can be followed and interventions appreciated.

An anaesthetic record should represent a legal record of significant events and illustrate recognition of trends in monitored parameters. It is expected that the case records presented can be used as evidence should a medico-legal problem arise. The records submitted must be copies of good quality and easily legible. Illegible and incomplete records will not be considered, and they may lead to failure of approval of the credentials.

The **minimum** information that should be recorded is (each piece of information listed below must be included in the anaesthetic record):

1. Date of anaesthetic
2. Signalment (including species, breed, age, sex, body weight, body condition score).

3. Details of preanaesthetic examination (physical examination), including any information that affected the choice of a specific anaesthetic protocol (e.g. presence of concurrent disease, results of blood tests, or other diagnostic investigations).
4. Physical condition according to the American Society of Anaesthesiologists (ASA) classification system, and notification if emergency (“E”).
5. Procedure to be performed.
6. Details of venous and arterial vascular access (location).
7. Details of the drugs administered as preanaesthetic medication (drug, dose, route, time of administration, effect).
8. Details of the drugs used to induce anaesthesia (drugs, doses, route, time).
9. Details of the drugs used to maintain anaesthesia (drugs, doses, route, time).
10. Size of endotracheal tube (if used) and quality of intubation.
11. Monitoring modalities used (e.g. non-invasive vs invasive blood pressure, peripheral nerve stimulation during neuromuscular block).
12. Breathing system used.
13. Ventilator settings (e.g. mode, peak inspiratory pressure, tidal volume, frequency, PEEP) if appropriate.
14. Fluids administered and rates.
15. Blood loss, if applicable.
16. Beginning and end of the anaesthetic period, and procedure.
17. Monitored parameters should be recorded on a regular basis of a minimum of 10-minute intervals and consist at least of the essential clinically obtainable cardio-respiratory parameters and signs of anaesthetic depth.
18. Details of locoregional anaesthesia e.g. type, drugs, time, equipment.
19. Details of postoperative care and postoperative analgesia (if desired, these details can also be recorded on a separate, dedicated sheet).
20. Time of extubation.
21. Notes on quality of recovery.

It should be emphasized that even if a record template has been approved, potentially some of the details mentioned above are not explicitly requested by the form itself, but the Resident is still expected to mention all of them and provide the proof of a complete and appropriate management (pre-, peri-, and post-anaesthetic). The records will be evaluated for this and missing information may lead to loss of marks.

**The arrangement and individual components of the record can be varied, but only approved records can be used (not retrospectively).**

### *Details on case record collection*

During the training period, Residents should collect the paper record, its copy or a scanned version (PDF format) of 300 cases they anaesthetise.

As general rule (see possible exceptions below):

- The Resident must be the primary anaesthetist
- The procedure must be performed during the Resident’s Training Programme at an Approved Training Centre in which there is an ECVAA or an ECVAA certified ACVAA Diplomate as a Supervisor.
- These cases should have undergone general anaesthesia exceeding 15 minutes duration.

The 300 case records must include at least 50% (150 cases) of clinical cases (i.e. not from a research setting), **reflect the range of ASA categories and the range of your skills** (for example mechanical ventilation, cardiovascular support, inhalant and total intravenous anaesthesia, neuromuscular blockade, locoregional techniques, advanced vascular access etc.), and be ordered according to the species including:

- a. at least 50 records in domestic small animals (dogs and cats)
  - b. at least 50 records in equidae (horses, ponies, domesticated donkeys and mules)
  - c. at least 25 minor species to include:
    - at least 5 cases must be domestic ruminants, pigs and/or small camelids\* and cannot be all research animals from the same project i.e. they should reflect a variety of species and techniques.
    - at least 5 cases must be ‘other species’ (for example rabbits, rodents, birds, fish, amphibians, reptiles, wild/feral and zoo species, primates, camelids\*).
- \* Please note that small camelids (llamas, alpacas, guanacos and vicuñas) can be included in both categories above, but the number should be limited, such that a variety of other species can still be included.

Within each species they must be organised according to the ASA category.

At least 60% of records should provide details of post-operative care and analgesia (at least in the form of a plan or in the Resident electronic logbook).

Within the 300 records, a number of case records may be exempted from the general rules as detailed below:

- a. A total of up to 15% of equine and/or bovine case records involving sedation and/or locoregional analgesia (without general anaesthesia) for surgery may be included. Local nerve blocks for diagnostic purposes are not acceptable (e.g. lameness workup). These records should include full details of sedation, including drug doses, efficacy of sedation and regular monitoring (at a minimum of 10 minute intervals) of vital signs of the sedated animal. Vascular access and concurrent analgesic use should be noted.
- b. A maximum of 5 cases of less than 15 minutes duration may be included if they (or a series of such) are being used to illustrate a specific technique (e.g. TIVA for field castration in a horse).
- c. In special circumstances, for example situations where European or American Diplomate supervision is difficult to obtain (e.g. non-human primates, or zoo animal anaesthesia), the College may consider anaesthetic records produced in institutions which have not been already approved or where there is no ECVAA/ACVAA Diplomate supervision (see also [Chapter 3](#)). This exemption is granted only in special circumstances by the Education and Recertification Committee, and must be requested **at least 2 months before the visit**, by submitting a **Resident non-approved Centre evaluation** form and a statement from the Residency Supervisor specifying the reason for the request.
- d. There are relevant and useful training opportunities when more than one Resident is involved with a case. Therefore, the ECVAA allows some cases to be *double logged* (a case that is managed by 2 Residents). Overall, a total of 10% (30 cases) can be *double logged*. However, the ECVAA strongly encourages as many cases as possible are logged by the Resident as primary anaesthetist and the Resident must always be actively involved in preparing and managing the case when double logged. Further instructions are as follows:
  - Within the 25 minor species group, a minimum of 5 food animals and 5 from the ‘other species’ category must be logged as primary anaesthetist.
  - A minimum of 30 small animals or equids must be logged as primary anaesthetist (i.e. if a Resident only presents 50 small animal or equine cases in the logbook, the entire 10% allowance cannot be from within that category).

- Any case may be *double logged* i.e. it does not need to be a case outside the Resident's own institution, or an unusual case.
  - Any *double logged* cases **must** be highlighted in the log book by both Residents at the time of submission of Credentials. **Failure to do so will lead to failure of Credentials, and logbooks will be cross checked between Residents.**
- e. Prior permission from the Education and Recertification Committee must be gained if a Resident wishes to submit records obtained during experience gained outside the period of the Residency.

### *Submission of the logbook (case records)*

The deadline for submitting the electronic logbook is before 1<sup>st</sup> March of the year in which the Resident wishes to validate their credentials. The 300 cases anaesthetised during the Residency and used towards approval of the logbook must be entered in the **Resident electronic logbook spreadsheet**.

Do not forget a list of **ALL** abbreviations used in the records (case records, electronic logbook, etc.). The list of abbreviations must be entered on the dedicated tab in the **Resident electronic logbook spreadsheet**.

If a language other than English is used, provide a complete glossary with translation of all the relevant medical terms used in the records on a separate page to be submitted together with other documents, or as an additional tab on the **electronic logbook**.

Another list must specify the active ingredients if trade names of drugs have been used. This list can be added as a separate page or as an additional tab onto the **Resident electronic logbook**.

The 300 anaesthetic case records are not submitted with the electronic logbook. A designated member of the Credentials Committee will request a PDF (scanned) copy of a selection of 30 anaesthetic records from the **logbook** spreadsheet. This request will be made by the Credentials Committee to the candidate via email shortly after submission of credentials. **Candidates must be prepared to submit electronically (by email) a PDF of the records requested within one week.** The records must fulfil the requirements as stated above. Any **personal identification of the owner** as well as animal name (but not institutional ID number) **must be hidden** (black overwritten). If you are unable to meet this deadline for any reason (e.g. holiday, externship) you should make the Chair of the Credentials Committee aware **at the time of submission of the credentials**. During review of the 30 submitted anaesthetic records, the Credentials Committee may request additional anaesthetic records to aid the evaluation of credentials.



## APPENDIX III – QUALIFYING EXAMINATIONS

*Note: This information does not include yet future changes planned for examinations from 2024.*

### Application to the Examinations, Cancellation

In order to apply to sit the qualifying examinations, the candidate **MUST** complete, sign and submit the **Resident application to sit examinations** form **before 1<sup>st</sup> July**, following the same conditions as mentioned in [Chapter 7](#).

The ECVAA applies a "fit-to-sit" policy for the examinations. Candidates submitting a **Resident application to sit examinations** form are **automatically** declaring themselves "fit-to-sit", and appeals on the basis of physical fitness alone will not be considered.

- Any candidate having submitted credentials but does not submit an application to sit the examinations before 1<sup>st</sup> July will not be allowed to take part in the examinations of that year. No further notice will be sent and no additional fee is required.
- Any candidate having applied to sit examinations and having received confirmation of approval for their credentials, **who does not attend the qualifying examinations without prior notice to the Secretary before 1<sup>st</sup> July or without presenting a valid declaration of being unfit to the Chairperson of the Examination Committee before the start of the examinations**, is susceptible to be charged a penalty fee of €100 (doubled at second occurrence). The non-attended examination will not be considered as an examination attempt. Examination fees will not be refunded. For the next examination attendance the re-sit fee will apply.
- After 1<sup>st</sup> July, a **declaration of being unfit** for the examination (medical certificate required) must be communicated to, and validated by the Chairperson of the Examination Committee as soon as possible before the start of the examination process (i.e. before the start of either the written or the practical/oral examinations, respectively). The non-attended examination will not be considered as an examination attempt. The paid examination fee can be refunded at the candidate's request (with charges for bank transfer paid by the candidate and an additional administrative fee of €10), or it can be rolled over until the following year (no interest will be refunded).
- If you feel unwell during the examination process, you should immediately notify the Chairperson of the Examination Committee. **Abandonment during the examination process** for any reason (including declaration of being unfit) will be considered as an examination attempt. The paid examination fee will not be refunded. For the next examination attendance, the re-sit fee will apply.

### Practical Information on the Written Examinations

Written examinations are generally held at the end of August or the beginning of September. The written examinations will be undertaken remotely (computer-based via a secure professional examinations software - ExamSoft). In future, examinations may be held at an examination centre. All candidates will have the opportunity to familiarize themselves with the software before the actual examinations. Each candidate will be allocated a candidate number which is used to log onto the ExamSoft system.

The examinations will have to be undertaken under examination conditions with appropriate supervision (invigilation). All examinations may have to be taken simultaneously, regardless of time zone.

All candidates scripts will be marked independently by two Diplomates. The identity of the candidates will be withheld from those marking the examination scripts. The Multiple Choice Questions (MCQs) will be marked electronically. All examination questions will remain in the possession of the Examination Committee.

The Examination Committee will aim to inform candidates of the results of the written examinations within six weeks.

The Written Examinations comprise three 4-hour papers (See example of questions on the [ECVAA website](#)):

### 1. Multiple Choice Paper

- a. Time allowed - up to 4 hours.
- b. 100 questions. There is no choice and all 100 questions should be answered.
- c. All questions will be in single best answer format, i.e. a 'stem' or statement, followed by FIVE answers, only ONE of which is correct.
- d. Questions and answers will appear in a randomized order for each candidate.
- e. Pictures and graphs may appear in the MCQs.
- f. The questions are intended to give the candidate a chance to demonstrate a wide range of knowledge.
- g. The MCQ examination is positively marked: there is no subtraction for a false answer or an unanswered question.
- h. An electronic system will be used for the MCQ paper. The correct answers can be ticked on the screen, but answers are not finalised until the whole exam is submitted. The answers are continuously saved on the server, should the laptop/computer malfunction, so that answers are not lost.

### 2. Essay Paper

- a. Time allowed - up to 4 hours.
- b. There are 4 sections on the paper. Each section has 2 questions and the candidate must choose one question per section. A total of 4 questions should be answered.
- c. The 4 sections are as follows:
  - i. biophysics, equipment, and monitoring;
  - ii. pharmacology;
  - iii. physiology;
  - iv. practice of anaesthesia and analgesia including perioperative care, pathological conditions affecting anaesthesia, research setting.
- d. Each question should be read very carefully, and it is highly recommended that a plan for each answer is made.
- e. Marking will be on quality, not on quantity.

The marking scheme allocates marks for:

  - i. content, factual information and organisation and presentation of material;
  - ii. demonstration of understanding, critical ability, originality and integration of knowledge.
- f. As a guide, each answer is expected to be approximately 2000 words. Any additional text not directly relevant to the question will NOT be taken into consideration.



### 3. Short Answer Paper

- a. Time allowed - up to 4 hours.
- b. 15 compulsory questions. There is no choice and all 15 questions should be answered.
- c. The questions cover all aspects of Veterinary Anaesthesia and Analgesia and Perioperative care (basic science and clinical practice).
- d. Answers should be concise and to the point, with facts rather than discussion (unless discussion is specifically requested).
- e. As a **guide**, each answer is expected to be approximately 300-400 words although this depends on the formulation of the question. Diagrams may be used in addition to this. Any additional text not directly relevant to the question will NOT be taken into consideration.

#### General considerations for the written examinations

1. Names should never be written on any of the answer papers to guarantee anonymity. Only the unique candidate's number should be used.
2. Diagrams as part of an answer may be drawn on paper and should be handed over to the invigilator for scanning at the end of the examination. Diagrams should be clearly labelled with the candidate number, the examination paper (e.g. SAQ, Essay) and the question number. The candidate's name should NOT be noted on the paper as this will compromise anonymity.
3. Answers should be formulated in the candidate's own words. Answers to both written papers may be subjected to a plagiarism check at the discretion of the Examination Committee.
4. All scripts will be sent as PDFs to the markers.
5. Candidates may use an English dictionary during the examinations but no other books are permitted.
6. Examination papers may NOT be removed from the examination room.
7. Electronic equipment, including mobile phones and other laptops must not be brought to the examinations. Calculators should be shown to the invigilator and may only be used if simple in nature.
8. Books, journals, notes and any other resources of information are not allowed to be used during the examinations.
9. Examples of multiple choice questions, short answer questions and essay questions are available on the [ECVAA website](#).
10. Appropriate feedback of the candidate's performance at the written examinations will be provided in case of failure only and should be sent to those candidates within 3 weeks after the results have been announced.

Marking schemes of the different papers of the written examinations is available on the [ECVAA website](#). It is strongly recommended to read this information.

## Practical Information on the Oral/Practical Examinations

Candidates who have passed the written examinations (Part I) will be invited to attend the oral/practical examinations (Part II). The exact days and actual total duration of this part will depend on the number of candidates participating in the oral/practical examinations; this will be known only after the written examination results.

**The performance of the candidate at the written examinations will not be considered during oral/practical examinations.**

Oral/practical examinations are generally held at the end of November or the beginning of December. The oral/practical examinations will be undertaken remotely via ExamSoft for the spots examination and Zoom for the oral examinations. The examinations will have to be undertaken under examination conditions with appropriate supervision (invigilation) as described for the written examinations.

The Examination Committee will aim to inform candidates of the results of the oral/practical examinations within 7 days after the last day of these examinations. Appropriate feedback of the candidate's performance at the oral/practical examinations will be provided in case of failure only and should be sent to those candidates within one week after the results have been announced..

During the oral/practical examinations, each candidate will be examined by two examiners. An observer will be present to ensure that the conduct of the examination is fair and equivalent for all candidates. A voice recording will be made of the oral/practical examinations. This part of the examinations may include discussion of the clinical examination of animals, discussion of both anaesthetic and monitoring equipment, and evaluation of real and hypothetical scenarios. Candidates should be prepared to answer questions regarding all areas of Veterinary Anaesthesia, Analgesia, Perioperative care including aspects of intensive care, and Laboratory/research conditions.

The Oral/Practical Examinations comprise of the following sections:

- a. The first section is the **'spots' examination** held via ExamSoft in which 8 questions are to be answered within the allowed time frame of 100 minutes.
- b. The spot paper should be answered in the candidate's own words. Answers may be subjected to plagiarism check per discretion of the Examination Committee.
- c. The **oral examination** will be held via Zoom and consists of
  - i. A small animal section (40 minutes)
  - ii. A large animal section (40 minutes)Each section generally consists of 3 questions with each a specific time allocated for answering.
- d. All three sections may include questions on biophysics, equipment and monitoring, pharmacology, physiology, and clinical anaesthesia including clinical pathology, perioperative care, anaesthesia in research, laboratory animal anaesthesia as well as some aspects of intensive care.
- e. If a candidate omits an area identified in advance as essential for a certain question, a prompt will be given. If this important aspect is still omitted despite prompting, a fail mark for this section may be awarded. Not all questions/sections will have areas identified as essential.

Marking scheme of the different sections of the oral/practical examinations is available on the [ECVAA website](#). It is strongly recommended to read this information.

## APPENDIX IV – Appeals Procedures

The ECVAA follows the recommendation set in the Bylaws of the EBVS regarding the procedures for appeals against adverse decisions of the College.

### Generalities

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 an individual's credentials.
- Denial of approval of a Training (Residency) Programme.

Appeal procedures and decisions should be fair and reasonable for all parties, in keeping with the objectives of the ECVAA and the goals of EBVS. Appeal procedures must be treated in absolute confidence by all the involved parties.

### Communication of the right of Appeal

In the event of an adverse decision, the Secretary of the ECVAA will 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, and specify that the Appeal should be sent to the Secretary of the ECVAA in the first place (ecvaa.secretary@gmail.com).

### Grounds for Appeal

The ECVAA will consider Appeals made on the following potential grounds:

- The ECVAA failed to apply its own or EBVS's published rules, procedures or criteria relevant to the decision in question.
- The ECVAA's published rules, procedures or criteria were not compliant with the Policies and Procedures of the EBVS.
- The ECVAA imposed a sanction that was disproportionate to the gravity of the adverse decision against the Appellant.

### Commencing an Appeal Process

The Appeal must be made in writing to the Secretary of the ECVAA. This should include a statement of the grounds for reconsideration of an adverse decision, together with any documentation in support of the petition. **The Appeal must be sent** (electronic or post mail) **within 90 days of the date of the written notification** from the ECVAA which includes the adverse decision. **In the particular case of an Appeal against denial of adequacy of an individual's credentials, the Appeal must be sent not before 7 days (to guarantee adequate preparation) and not later than 21 days after the date of the written notification** (electronic or post mail).

Submission of an Appeal to the College will incur an administrative charge of €50 to cover the expenses for consideration of the Appeal. An invoice will be sent within 2 working days after receipt of the Appeal. **If the Appellant does not pay their administrative charge within 3 working days**

**of receiving the invoice then this will be deemed an admission of liability** (and the Appeal process will be cancelled). If the Notice of Appeal is accepted, the Appellant must pay a deposit of € 950 to guarantee that the expenses of the Appeal will be covered. An invoice will be sent no later than 1 working day after confirmation that the Notice of Appeal is accepted. **If the Appellant does not pay their deposit within 2 weeks (14 days) of receiving the invoice then this will be deemed an admission of liability** (and the Appeal process will be cancelled). If the Appeal is finally upheld, the deposit will be re-paid in full (€ 950). If the Appeal is rejected, all the costs relating to the Appeal shall be paid by the Appellant. Any remaining deposit will be re-paid to the Appellant together with an itemisation of the costs retained.

The Secretary of the ECVAA will acknowledge receipt of an Appeal **within 5 working days**. The Appeal will then be processed by a nominated Executive Officer of the College (normally the President), who shall have had no prior involvement with the case, and who has no potential conflict of interest with the Appellant or the Committee that made the adverse decision.

This Officer will decide **within 10 working days** whether a proper ‘Grounds for Appeal’ has been identified and thus an Appeals Committee should be appointed; the Officer will also propose the composition of the Appeals Committee.

**No later than 20 days** after receipt of the Appeal, the Officer will inform the Appellant and the Secretary of the College whether or not the Notice of Appeal has been accepted and, if so, of the proposed membership of the Appeals committee.

Where a College makes a decision that no proper Grounds for Appeal has been identified, the College may inform the Appellant that either:

- it will take no further action (and explain the justification for this), or
- it will consider a request for an informal review of an adverse decision by the College on non-appealable grounds.

### The Appeals Committee

The Appeals Committee will be made up of three Diplomates of the College (one Chairperson, two assessors) who shall not (i) be serving members of the Executive Committee of the College or (ii) be members of the relevant committee that made the adverse decision, or (iii) have had any prior involvement with the case, or (iv) have any potential conflict of interest with the Appellant or the relevant Committee.

### Conduct of an Appeal Process

The Appellant shall be informed of their right to raise concerns about, or object to, the membership of the Appeals Committee **within 5 working days** following communication of its composition. Such an objection must be made in writing (email) to the Secretary of the ECVAA, including a statement of the grounds for objection. Revision of the Appeals Committee may be considered by the nominated Officer.

**No later than 15 days** after the date the College informed the Appellant of the initial proposed membership of the appeals committee, the definitive Appeals Committee must be appointed.

**Within 5 more working days** the definitive Appeals Committee will be informed and all the relevant information and documents will be sent by the Secretary of the ECVAA to the Chairperson.

The Appeals Committee then has **40 days** to communicate their final decision to the Secretary of the ECVAA.

The Appeals Committee is allowed to request information relevant to its consideration of the Appeal from any relevant party. The Appeals Committee must consider carefully the need or not for an oral

hearing. Where the Appeals Committee decides not to hold an oral hearing, reasons for that decision must be provided **within 20 days** after appointment, both to the Secretary of the ECVAA and to the Appellant. The oral hearing must be attended by all 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 him/her 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. 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.

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

After receiving communication of the decision of the Appeals Committee, the Executive Committee of the College will check that the procedure followed by the Appeals Committee complies with the College Policies and Procedures; if these have been followed correctly the recommendation will be accepted. 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 15 days** of receipt of the Appeal decision.

### **Appeal to the outcome of an Appeal procedure**

If the Appellant is not satisfied with the outcome, they may appeal to the EBVS against the decision of the College **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. The procedure to follow is detailed within the Bylaws of the EBVS.