



# **AUSTRALIAN COLLEGE OF VETERINARY SCIENTISTS**

## **“THE BLUE BOOK” 2009 Edition**

### **GENERAL ADVICE TO FELLOWSHIP CANDIDATES\***

\* For specific subject advice, refer to the relevant Fellowship subject guidelines

## **Welcome to *The Blue Book: Guidelines for Fellowship Candidates!***

*You have chosen to undertake Fellowship training in a specific discipline within Veterinary Science. Your training will culminate in the Fellowship examination. The Blue Book is designed to provide the general information you will need throughout your training and the examination. For specific Fellowship subject information, you should refer to the appropriate Fellowship Subject Guidelines, available from the College Office or the College web site. For guidance as to which subject guidelines apply to you, please contact me.*

*The College Council, Board of Examiners, College Manager and I are all at your service to assist you towards your goal. If the Blue Book or Subject Guidelines leave any question unanswered, please contact me directly (refer to contact details on the next page).*

*This book owes much to current and past members of the Board of examiners including but not limited to Drs Robin Stanley, Mandy Burrows, Nigel Perkin, Roger Cook and Robert Labuc; the previous Executive Officer Dr Philip Thomas and the College Manager, Mrs Elaine Lowe who all worked hard to develop it and keep it current.*

*I wish you all the very best as you proceed with your Training Program and the examination.*

*Dr Megan Parker  
Chief Executive Officer*

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## **ACRONYMS**

ACE(F):	Assistant Chief Examiner (Fellowship)
ACE(M):	Assistant Chief Examiner (Membership)
ACRVS:	Advisory Committee on the Registration of Veterinary Specialists
ACVSc:	Australian College of Veterinary Scientists
AL:	Activity Log
ALS:	Activity Log Summary
AVBC:	Australasian Veterinary Boards Conference
BoE:	Board of Examiners
CEC	Chapter Education and Examination Subcommittee (CEC)
CSW:	College Science Week
DST:	Directly Supervised Training
FTCC:	Fellowship Training and Credentials Committee
IST:	Indirectly Supervised Training
MSD:	Minimum Standards Document

# 1. Structure of Fellowship

## 1.1 Fellowship Subjects

The purpose of this document, known as ‘The Blue Book’, is to provide general advice to veterinarians pursuing Fellowship within the Australian College of Veterinary Scientists. Standards required for Training and examinations in Fellowship subjects meet or exceed the prerequisites for registration as a Veterinary Specialist in Australia and/or New Zealand. For specific subject information, including minimum requirements and thresholds, refer to the relevant Fellowship subject guidelines.

### 1.1.1 List of Fellowship Subjects

Veterinary Behavioural Medicine  
Animal Reproduction\*  
Animal Welfare Science, Ethics and Law  
Avian Medicine\*  
Beef Cattle Management and Diseases  
Dairy Cattle Management and Diseases  
Caprine Management and Diseases  
Deer Management and Diseases  
Ovine Management and Diseases  
Porcine Management and Diseases  
Small Animal Medicine  
Canine Medicine  
Veterinary Epidemiology  
Equine Medicine  
Feline Medicine  
Equine Surgery  
Large Animal Surgery  
Small Animal Surgery  
Veterinary Anaesthesia and Critical Care  
Veterinary Cardiology  
Veterinary Dermatology  
Veterinary Dentistry  
Veterinary Oncology  
Veterinary Ophthalmology  
Veterinary Neurology  
Veterinary Parasitology  
Veterinary Anatomical Pathology  
Veterinary Clinical Pathology  
Veterinary Public Health and Food Hygiene  
Veterinary Radiology  
Veterinary Applied Pharmacology: Clinical Pharmacology  
Veterinary Applied Pharmacology: Industrial Pharmacology  
Veterinary Emergency Medicine and Critical Care

\* Electives are available - refer to Subject Guidelines.

## 1.1.2 Fellowship Subject Guidelines

Specific subject requirements are explained in the relevant Fellowship Subject Guidelines available from the College Office or the College Web site. Subject Guidelines include Learning Outcomes, Specific Training Requirements, a suggested Bibliography for the subject and guidelines for keeping the Activity Log.

The structure and content of each paper, and the level of knowledge and skill required, will be based on information contained in the Subject Guidelines for that particular subject.

### **Levels of knowledge are defined as follows:**

Detailed knowledge - candidates must have an in-depth understanding of the topic, including differing points of view and the published literature. The highest level of knowledge.

Sound knowledge – candidate must know the principles and some of the finer detail of the topic, including differing points of view and the core literature. A middle level of knowledge.

Basic knowledge – candidate must know the principles of the topic and the core literature.

### **Skill levels are defined as follows:**

Detailed expertise – the candidate must be able to perform the technique with a high degree of skill, and have extensive experience in its application. The highest level of proficiency.

Sound expertise – the candidate must be able to perform the technique with a moderate degree of skill, and have moderate experience in its application. A middle level of proficiency.

Basic expertise – the candidate must be able to perform the technique competently in uncomplicated circumstances.

## 1.2 Minimum Standards for Training

The prerequisites for registration as a Veterinary Specialist in Australia and New Zealand are contained in a document called the **Minimum Standards Document (MSD)** which is detailed in Appendix A. The MSD is included in the Specialist Registration Information Booklet published by the **Australasian Veterinary Boards Conference (AVBC)**.

## 1.3 Specialist Registration

Veterinary Specialists are registered by the state **Veterinary Surgeons Boards (VSBs)** in Australia and the Veterinary Council of New Zealand. Specialist registration and the awarding of Fellowship are completely separate events, controlled by different organisations.

**1.3.1** The College is NOT the authority for the registration of Veterinary Specialists in Australia or New Zealand.

**1.3.2** In Australia and New Zealand the **Advisory Committee on the Registration of Veterinary Specialists (ACRVS)** is a committee originally established by the College and which is now responsible to the Australasian Veterinary

Boards Conference (AVBC). The ACRVS advises the Australian state Veterinary Surgeons Boards and the Veterinary Council of New Zealand on matters pertaining to Specialist registration. The College has one representative on this committee, the Chief Examiner. Appointees of the VSBs, the Veterinary Council of New Zealand, Universities and Veterinary Associations make up the other members.

- 1.3.3** Applications for Specialist registration should be directed to the individual Australian State Veterinary Surgeons Board or the Veterinary Council of New Zealand who will pass the application to the ACRVS for evaluation. The ACRVS recommends suitable Candidates to the registering authorities for registration.
- 1.3.4** Acquisition of a Fellowship does not guarantee registration as a Veterinary Specialist. However those Candidates who complete an approved Fellowship Training Program and pass the Fellowship examinations will have met the training and examination requirements for registration as a Veterinary Specialist.
- 1.3.5** Application for Specialist registration involves acquiring the Specialist Registration Information Booklet and completing the necessary registration forms. These are available from the registration authorities in Australia and New Zealand, NOT from the College.

## **1.4 Relevant College Committees and Bodies**

College committees and examiners are appointed to ensure Candidates for Fellowship adhere to the MSD and the Subject Guidelines established by the relevant Chapter and approved by the Board of Examiners.

### **1.4.1 College Council**

The **College Council** is composed of elected members. The Council is advised on matters pertaining to Fellowship by the Board of Examiners via the Chief Examiner who sits on Council.

### **1.4.2 Board of Examiners (BOE)**

The **Board of Examiners** is a committee of up to nine members which is chaired by the Chief Examiner. Members are appointed by Council on the recommendation by the Chief Examiner.

### **1.4.3 Fellowship Training and Credentials Committees (FTCCs)**

The FTCCs ensure that Training Program Documents, Credentials Documents, and Examinations meet the requirements of the MSD and the Subject Guidelines. Further details are available in Appendix B.

#### **1.4.4 Chapters**

The **Chapters** are composed of members of the College who share an interest and expertise in a particular area of Veterinary Science. Each Chapter is autonomous and has its own constitution. Chapters provide expert advice including Subject Guidelines to the Board of Examiners for approval.

#### **1.4.5 Chapter Examination Committee, CEC (Formerly CHEESE)**

The CEC reviews biennially the Subject Guidelines for Fellowship. It also nominates examiners, mentors and chapter members of the FTCC. A representative of the CEC liaises with examiners about the content of the written, practical and oral examinations to ensure conformity with the appropriate subject guidelines and the purple book. Further details are available in Appendix C.

## 2. Pathways to Fellowship

### 2.1 Pre-Requisites to Fellowship

- 2.1.1 Membership of the College is a prerequisite to Fellowship, with the exception of Fast-track Candidates.
- 2.1.2 The Membership examination may be undertaken during Fellowship training and at any time prior to the Fellowship examination, up to and including the year preceding the Fellowship examination.
- 2.1.3 Depending on the Fellowship Subject, Membership examination in a specific discipline may or may not be required (refer to the Fellowship Subject Guidelines.)

### 2.2 Steps to Fellowship

- 2.2.1 Candidates must submit a **Formal or Alternative Training Program Document** to the FTCC for assessment as detailed in Section 3.3 and Section 4. Once approved by the FTCC, this program must be successfully completed.
- 2.2.2 Candidates must submit a Credentials Document to the FTCC for assessment as detailed in Section 6.3. Approval of the Credentials Document by the FTCC is required before the Candidate can proceed to the examination.
- 2.2.3 Candidates must successfully complete an Examination as detailed in Section 7.3.

### 3. Fellowship Training

Fellowship of the Australian College of Veterinary Scientists is recognised within the profession within Australia/New Zealand and internationally as a qualification associated with scholarly and technical excellence in various disciplines of veterinary science. Training Programs must be structured so that the standing of the College and its qualifications are maintained and advanced by new Fellows.

Fellowship Training Programs must be carefully planned and structured:

- To maximize their educational benefits to Candidates.
- To ensure that candidates achieve or exceed the minimum thresholds required by the ACRVS for registration as a Specialist in the particular discipline.

#### 3.1 General Training Requirements

*Appendix B gives a checklist for Fellowship Training.*

- 3.1.1** All Training Programs must meet the requirements of the MSD (see Appendix A) and the relevant **Subject Guidelines** (available from the College Office or the College website).
- 3.1.2** All types of Training Programs must include a minimum of 96 weeks of full-time **Directly Supervised Training**, or its equivalent (see Sections 3.2 and 3.3) in the clinical and technical aspects of the primary discipline and related disciplines. Several subjects such as Small Animal Surgery, Equine Surgery and Veterinary Diagnostic Imaging impose a longer minimum training period of 156 weeks (three years).
- 3.1.3** In all types of Training Program, the Candidate and the Supervisor must spend at least 25 hours per week working in the clinical and technical aspects of the discipline. *Direct Supervised Training includes participation in rounds, case discussion groups, seminars and journal club in the primary discipline.*
- 3.1.4** Regardless of the type and structure of the Training Program, training must be completed within six years. A suspension from the Training Program for a maximum period of twelve (12) months, on one (1) occasion only, may be approved by the Chief Examiner.
- 3.1.5** All training must be completed before the credentials date, 31 October in the year preceding the examination.
- 3.1.6** Specialist registration requires three years of work in the appropriate discipline. *This is a requirement of the ACRVS, not of the College.*

## 3.2 Types of Training

### 3.2.1 Directly Supervised Training (DST)

**Directly Supervised Training** involves regular, in person, one-on-one contact between the Candidate and Supervisor. The degree and frequency of contact can vary between disciplines (refer to specific subject guidelines) but for those requiring training in patient management, observational, technical or manipulative skills, the Candidate should have daily access to the Supervisor. In all disciplines, a minimum requirement for Directly Supervised Training is that at least once a week there should be a formal meeting between the Candidate and Supervisor to review work in progress.

### 3.2.2 Indirectly Supervised Training (IST)

**Indirectly Supervised Training** involves regular contact between the Candidate and Supervisor but the majority of contact is not in person. The frequency of contact will vary with the discipline and the Training Program but for clinically based disciplines the Candidate and Supervisor should communicate at least once weekly. Regular in person meetings between the Candidate and Supervisor should be incorporated into all Indirectly Supervised Training Programs. The frequency of these meetings can vary but it is suggested that they should take place at least every 1 to 2 months. For training programs, five (5) weeks of Indirectly Supervised Training is equivalent to one (1) week of Directly Supervised Training.

## 3.3 Types of Training Programs

### 3.3.1 Full-Time Formal Training Programs

**Full-Time Formal Training Programs** are residency-style programs that involve at least two years of **full-time Directly Supervised Training (DST)**. Many residency-style programs are now three years to satisfy the MSD. These programs are generally undertaken at a location with suitable facilities, case material and Supervisors. Training usually involves structured periods of study, clinical experience and research in an academic environment. The Candidate has face-to-face access to the Supervisor(s) for five (5) days of the week. Both the Candidate and the Supervisor must spend at least 25 hours per week working in the discipline. i.e. Full-time DST (5 days per week): requires 96 weeks minimum for completion.

### 3.3.2 Part-Time Formal Training Programs

**Part-Time Formal Training Program** requirements are the same as for Full-Time Formal Training Programs (Section 3.3.1), EXCEPT the Candidate may be directly supervised (i.e. have face-to face access to the Supervisor) for either 3 or 4 days per week, with the minimum training period determined on a *pro rata* basis. i.e. Part-time DST of 4 days per week requires 120 weeks minimum for completion; and Part-time DST of 3 days per week requires 160 weeks minimum for completion.

### 3.3.3 Alternative Training Programs

**3.3.3.1 Alternative Training Programs** are programs that include a combination of **Directly** and **Indirectly Supervised Training**, but must include at least 76 weeks of Directly Supervised Training (DST). Several chapters including Small Animal Surgery, Equine Surgery and Diagnostic Imaging have the requirement of a minimum of 96 weeks of directly supervised training and candidates should refer to the respective chapter guidelines in these cases. Externships and Training in Related Disciplines, that meet College stipulations (refer to Sections 3.4.1 and 3.4.2) may contribute to the minimum 76 weeks of Directly Supervised Training. The remaining 20 weeks of the total minimum 96 weeks of Directly Supervised Training required, in the candidate's primary discipline, may be replaced by Indirectly Supervised Training, in the Candidate's primary discipline, with five (5) weeks Indirectly Supervised Training being equivalent to one (1) week of Directly Supervised Training. Therefore, up to one hundred weeks of Indirectly Supervised Training may be taken. An alternative Training Program may therefore take up to 176 weeks to complete (see example tabulated below), and longer for the Small Animal Surgery, Equine Surgery and Diagnostic Imaging programs.

**3.3.3.2** Directly Supervised Training within an Alternative Training Program may be in blocks at one or more facilities or large practices, but these blocks must be of at least six (6) consecutive weeks duration. Exceptions are Directly Supervised Training blocks of four (4) weeks in Externships and Directly Supervised Training blocks of two (2) weeks in Training in Related Disciplines.

#### Summary of Training Programs

Training Program	Minimum Training Period*	
	Actual	Full-time DST Equivalent
<b>Full-Time Formal</b> Full time DST (5 days per week)	96 weeks	96 weeks
<b>Part-Time Formal</b> Part time DST 4 days per week Part time DST 3 days per week	120 weeks 160 weeks	96 weeks 96 weeks
<b>Alternative</b> DST 5 days per week IST 5 days per week for 100 weeks	76 weeks (min) 100 weeks (max)	76 weeks 20 weeks
<b>Total</b>	<b>176 weeks</b>	<b>96 weeks</b>

\* Several subjects such as Small Animal Surgery, Equine Surgery and Veterinary Diagnostic Imaging impose a longer minimum training period of 156 weeks (three years).

### 3.4 Supplementary Training

#### 3.4.1 Externships

An **Externship** is a period of full-time Directly Supervised Training in the primary discipline and is undertaken in blocks of time of no less than four (4)

consecutive weeks at the one facility, which is other than the primary training facility. While it is understood that the Candidate may not have primary case responsibility under these circumstances, it is expected that the training will fulfill the definition of Directly Supervised Training (Section 3.2.1). *Visits to any one practice or facility for less than four weeks, or which do not include Directly Supervised Training are not acceptable as Externships.*

**3.4.1.1.** All Candidates must complete at least one Externship (of at least four (4) consecutive weeks minimum duration at the one facility), as part of the required 96 weeks of Directly Supervised Training, or its equivalent.

**3.4.1.2** Following assessment of the Training Program Document by the FTCC, some Candidates may be required to complete additional Externships. Examples of circumstances in which additional Externships may be imposed include:

- The number and/or breadth of case material at the primary training facility is insufficient for training
- The Candidate is undergoing Fellowship training at the same facility from which he/she graduated, and has received no other supervised postgraduate clinical training in the primary discipline

**3.4.1.3** Each Externship must have an approved Primary Supervisor (Section 3.7.1) Each Externship Primary Supervisor must sign a completed Externship Report (see Section 8.12 for template) for inclusion in the Credentials Document. Although the arrangements for Externships may not be finalised at the time of submission of the Training Program Document, FTCC approval of the Supervisor and location of the proposed Externship must be obtained before Externship training commences.

### **3.4.2 Training in Related Disciplines**

**Training in Related Disciplines** is Directly Supervised Training (Section 3.2.1) in disciplines related to, but other than, the Candidate's primary discipline.

**3.4.2.1** All Candidates must undertake Training in Related Disciplines. This training must usually occupy at least 5% (24 working days) but no more than 20% (96 working days) of the total training period of 96 weeks (480 working days). Several chapters including Small Animal Surgery, Equine Surgery and Diagnostic Imaging have specific requirements for number of weeks of training in related disciplines and candidates should refer to the respective chapter guidelines in these cases.

**3.4.2.2** Each period of Training in Related Discipline must have an authorised Supervisor (Section 3.7.2). Each Supervisor must sign a completed Training in Related Disciplines Report (see Section 8. 11 for template) for inclusion in the Credentials Document. Training in Related Disciplines may be at either the primary training facility or at facilities other than the primary training facility.

### **3.4.2.3 Training in Related Disciplines must be in one of the following formats:**

- i.** Full-time, Directly Supervised Training in the Related Discipline at the primary training facility or elsewhere, for a minimum time of two (2) weeks (not required to be taken in a block). Directly Supervised Training in the Related Discipline involves regular, in person, one-on-one contact between the Candidate and Supervisor. *Training includes but must not be limited to participation in rounds, case discussion groups, seminars and journal club in these related disciplines.*
- ii.** Full-time, attendance at formal courses or scientific conferences where the subject matter is in a Related Discipline.

**3.4.2.4** The appropriate Related Disciplines for training are listed in the Subject Guidelines.

## **3.5 Research Activity**

The Candidate's training must include evidence of exposure to **research**. One publication produced for the Credentials Document must be based on an original research project (see 3.11.3).

Workload and activities associated with any research project(s) must assist the Candidate achieve the objectives of the Training Program. The FTCC may seek assurance that the research commitment will not negatively impinge on the Candidate's ability to train in the clinical and technical aspects of the discipline.

## **3.6 Conferences/ Courses/Other Training Sessions**

These activities are recognised as Directly Supervised Training in the Candidate's primary discipline only if the Candidate attends full-time, and the program is directly relevant to and covers clinical and technical aspects of the Candidate's discipline. Candidates should consult the Subject Guidelines for any conference attendance/speaking requirements.

Other training sessions include workshops and training in a particular aspect of the primary discipline at a facility other than the primary facility, for periods less than the minimum four (4) consecutive weeks required for an Externship. Approval is required for such training sessions.

## **3.7 Supervisors**

### **3.7.1 Qualifications of Supervisors (Training In Primary Discipline Including Externships)**

**3.7.1.1** Supervisor(s) must hold a Fellowship or equivalent or be a Specialist registered in Australia or New Zealand in the discipline in which the Candidate has chosen to study. Equivalent qualifications include Diplomas of

the American or European Colleges or Fellowships or Diplomas of the Royal College of Veterinary Surgeons.

**3.7.1.2** Supervisors must be currently practising at least 25 hours per week in the relevant discipline.

**3.7.1.3** Supervisors may supervise up to two Fellowship Candidates at one time. If this number is to be exceeded, the Supervisor must show clear evidence that adequate training can be provided for all Candidates being supervised.

### **3.7.2 Qualifications of Supervisors (Training In Related Disciplines)**

**3.7.2.1** Requirements of 3.7.1.1 do not apply. However, Supervisors of Training in Related Disciplines must be authorised by the FTCC on the basis of their qualifications and experience.

**3.7.2.2** Supervisors must be currently practising at least 25 hours per week in the relevant discipline.

**3.7.2.3** Supervisors may supervise up to two Fellowship Candidates at one time. If this number is to be exceeded, the Supervisor must show clear evidence that adequate training can be provided for all Candidates being supervised.

### **3.7.3 Selection of Supervisors**

The **Principal Supervisor** is chosen by the Candidate and approved by the FTCC at the time of Training Program Document approval.

Another appropriately qualified '**Backup**' **Supervisor** must be nominated to adopt the Principal supervision role in the absence of the Principal Supervisor for periods in excess of one (1) week. Where no such backup Supervisor is available, alternative arrangements for when the Supervisor is absent for periods of more than one (1) week must be made, such as the Candidate reverting to Indirectly Supervised Training during these periods.

### **3.7.4 Role of Supervisors**

The role of the Principal Supervisor is to guide the Candidate through the Training Program, as approved by the FTCC, and to ensure that the Candidate adheres to that Program, so that the Candidate emerges prepared for the examination and able to undertake the scholarly and technical roles of a Veterinary Specialist. The Principal Supervisor must be familiar with the requirements of the relevant Subject Guidelines.

#### **The Principal Supervisor must:**

**3.7.4.1** Abide by the directions of the FTCC and BoE.

**3.7.4.2** Write a letter to the FTCC, submitted as part of the Training Program Document, stating that the Supervisor agrees to act as a Supervisor.

- 3.7.4.3** Submit **Supervisor Six-Monthly Reports** every six (6) months during the training period (see Section 8.10 for template).
- 3.7.4.4** Discuss, approve, direct and support the Candidate's Training Program.
- 3.7.4.5** Assist the Candidate to develop the practical skills of the discipline, develop skills in Scholarship and writing and understand the basic science which underpins the discipline.
- 3.7.4.6** Advise the Candidate on the depth and breadth of the discipline and the level of expertise required in the relevant subject and in related fields.
- 3.7.5** **Supervisor Reports**
- 3.7.5.1** The Principal Supervisor must complete a **Supervisor Six-Monthly Report** (see Section 8. 10 for template) every six (6) months during the Training Program, following a formal meeting with the Candidate to critically evaluate the progress, strengths, weaknesses and future direction of the Training Program. The Report must be signed by both the Supervisor and Candidate and presented to the College in January and July of each year of the Training Program, accompanied by a **Cumulative Activity Log Summary** (Section 3.10.3). Supervisor Six-Monthly Report templates will not be sent to Candidates or Supervisors; instead Candidates must photocopy the template from the Blue Book, or download it off the website, and hand it to their Supervisor. It is ideal if an electronic copy of the report, signed by both the supervisor and the candidate, can be emailed to the college office.
- 3.7.5.2** The Principal Supervisor must monitor the Candidate's progress in fulfilling the requirements of the Training Program, as approved by the FTCC, and monitor the Candidate's preparedness for the Fellowship examination. Using the Supervisor Report, the Supervisor will notify the College of the Candidate's need to modify or withdraw from the Training Program.
- 3.7.5.3** Supervisors of training undertaken outside Australia and New Zealand by the Candidate must submit a Supervisor Report to the College every six (6) months.
- 3.7.5.4** The Principal Supervisor must write a letter in support of the Candidate to accompany the Credentials Document. This letter should certify that the Candidate has completed the prescribed Training Program, that the Candidate is prepared for the examination and that the Supervisor supports the Candidate's application for the examination.
- 3.7.5.5** Each Externship Primary Supervisor must sign a completed Externship Report (see Section 8.12 for template) for inclusion in the Credentials Document.
- 3.7.5.6** Each Training in Related Disciplines Primary Supervisor must sign a completed Training in Related Disciplines Report (see Section 8. 11 for template) for inclusion in the Credentials Document.

## **3.8 Activity Log**

**3.8.1** Throughout the training period, all Candidates must maintain an **Activity Log** that documents all activities undertaken in the discipline. The specific objective of the Activity Log is to document the range and number of these activities.

**3.8.2** In clinical disciplines, the Activity Log will usually take the format of a case log. In other disciplines, activities such as technical procedures, physical tasks or analytical procedures may be included. Therefore, for the purposes of this document, an “activity” can refer to an individual animal, a group of animals, or a disease investigation. Candidates are referred to the Subject Guidelines where any additional requirements for the Activity Log in that discipline will be specified.

**3.8.3** Only Specialist level activities should be reported in the Activity Log. General practice/routine activities such as vaccinations, heartworm injections and routine desexings should not be included in the Activity Log.

### **Activity Log Formatting**

**3.8.4** The Activity Log should be formatted, to indicate:

- Activity type,
- Animal species, and
- Activity numbers.

**3.8.5** The Log submitted must be signed on each page by the Supervisor to indicate that it accurately documents work the Candidate has performed during training. If abbreviations are used within the Activity Log, Candidates must include a glossary of explanation.

**3.8.6** Chapters (or people submitting new Subject Guidelines for approval) must stipulate the format of the Activity Log (see Sections 8.5 or 8.6 for template) and create a list of activity (case) types or scenarios that Candidates must be exposed to during their Training Program, and develop a relevant list of categories for organisation of the Activity Log and preparation of the Activity Log Summary.

**3.8.7** For clinical disciplines, the Candidates should indicate the cases for which they were primary clinician. For surgical disciplines, the Candidates should indicate the cases for which they were primary surgeon. In the case of non-clinical subject areas, the Candidate should indicate which activities they assumed primary responsibility for carrying out the task/activity. Cases/activities for which they were not primarily responsible may also be included if the Candidate had significant active input into case/activity management. This may include cases seen during externship training. Active input requires an independent case assessment, the formulation of differential diagnoses and a diagnostic plan and the provision of therapeutic and prognostic advice as appropriate for each case. Any re-examination of a case should be entered as an addendum under the date of the original visit. Follow up and the nature of the follow up (telephone contact etc) should also be included. Revisit examinations do not

count towards case numbers. The Activity Log Summary should not include revisit examinations.

- 3.8.8 Fellowship Candidates must continue to maintain an Activity Log throughout their training. The Activity Log must continue to be kept if a Candidate has completed the minimum 96 weeks of training but is extending supervised training to boost case exposure to comply with case minima stipulations from the Subject Guidelines.
- 3.8.9 The FTCC may request submission of the entire Activity Log with the Credentials Document if aspects of the training were considered insufficient at the time of assessment of the Six-Months Activity Log.
- 3.8.10 The FTCC may request submission of the entire Activity Log if the Activity Log Summary submitted in the Credentials Document is considered inadequate.

### 3.9 Submission of Six-Months Activity Log

- 3.9.1 At the conclusion of the first 52 weeks of Directly Supervised Training (or the equivalent period in Alternative Training Programs), the **Six-Months Activity Log** covering a minimum six (6) month period (any continuous six months representative of training) must be submitted to the College for evaluation by the Chapter (or discipline) representatives of the FTCC. Fellowship Candidates are no longer required to submit their six months activity log by October 31 in the year preceding Credentials.
- 3.9.2 Credentials documents will not be successful if activity logs are found inadequate. The earlier a six months activity log is submitted for assessment by the Chapter FTCC, the earlier the candidate can receive valuable feedback on training progress and case exposure, and an indication of success with credentials.

Delaying submission of the six months Activity Log to Credentials Date presents a risk to the candidate: If the log is found inadequate at that date time, the credentials document will not be accepted and the candidate will not be allowed to proceed to the examination the following year.

**It is in the candidate's best interests to submit the six months log as soon as possible after completion of 52 weeks of training.**

- 3.9.3 In the case of a Training Program incorporating Indirectly Supervised Training, the Activity Log must encompass the continuous equivalent of a six month period of Directly Supervised Training.
- 3.9.4 The submitted Six-Months Activity Log (see Sections 8.5 – 8.6 for templates) must be accompanied by a Cover Page (see Section 8.4 for template) and a Cumulative Activity Log Summary (ALS) to date (see Section 8.7, 8.8 or 8.9 for templates). The Six-Months Activity Log should be signed on each page by the Supervisor to indicate that it adequately represents work the Candidate has performed during training.

Three (3) copies of the Log and associated documents must be submitted.

**3.9.5** The Six-Months Activity Log is not the same as the Retrospective Activity Log that accompanies an application for Retrospective Approval of Training (refer to Section 5.3.1.c). Candidates who have had retrospective training approved, after submission of a Retrospective Activity Log, must still submit a regular Six-Months Activity Log.

**3.9.6** After the Six-Months Activity Log has been evaluated by the FTCC, both the Candidate and the Supervisor will receive a written report. This report will offer constructive Feedback on the progress of the Candidate's training. It will raise any areas of deficiency or concern that have been detected, so that these can be addressed in the second half of the training period. The assessment of the Six-Months Activity Log is a crucial step in a Candidate's training as it offers a valuable opportunity for Feedback to both the Candidate and the Supervisor. By addressing any deficiencies identified, Candidates will further enhance their training experience and better prepare themselves for the Fellowship examination.

**3.9.7 Submission of Entire Activity Log**

Although the Activity Log must be maintained throughout training it need not be submitted with the Credentials Document unless specifically requested in the Six-Months Activity Log Submission Assessment Report.

**3.10 Cumulative Activity Log Summary**

**3.10.1** All Candidates must maintain a **Cumulative Activity Log Summary (ALS)** of activities recorded in the Activity Log. The ALS should be updated by the Candidate according to the appropriate template (see Sections 8.7, 8.8, 8.9 for templates) stipulated by the Candidate's Subject Guidelines.

**3.10.2** The **ALS** provides a cumulative overview of the training period activities tabulated according to species, body system, or other appropriate categories. Check the relevant Subject Guidelines. They will stipulate that the summary should be tabulated into at least 5 and not more than 20 categories as follows:

- by species for single-organ subjects (e.g. Dermatology)
- by organ system for single species subjects (e.g. Canine Medicine)
- by both organ system and species for subjects divisible by both (e.g. Small Animal Medicine)
- by the type of technical activity for non-clinical disciplines (e.g. Epidemiology)
- by type of activity for clinical subjects involving herds or groups (e.g. Dairy Medicine and Management)
- by two of the above categories if the subject is divisible by both (e.g. Equine Reproduction)

**3.10.3** Every six (6) months throughout the training period, Candidates must submit a **Cumulative Activity Log Summary** to the College with the **Supervisor Six-Monthly Report** (see Section 8.10 for template).

**3.10.4** The Credentials Document must contain a Cumulative Activity Log Summary for the entire training period. The FTCC may request to view the entire Activity Log if aspects of this ALS are considered inadequate.

### **3.11 Publication Requirements**

**3.11.1** The publication requirements are to demonstrate the Fellowship Candidate's:

- Scholarship (learning) in the discipline, and
- Ability to communicate scientific information

**3.11.2** As part of the **Credentials Document**, all Fellowship Candidates in all disciplines must submit a total of four (4) publications, a minimum of three (3) of which **MUST** be from **Category A** and one (1) only may be from **Category B (formerly Category C)**.

**3.11.3** At least one (1) of the three (3) publications in Category A must be of an original project for which the Candidate had primary responsibility. This original project must not be a case report.

**3.11.4** The content of all publications must be relevant to the discipline in which the Candidate is training.

**3.11.5** All publications must be subjected to **SCIENTIFIC REVIEW**. Publications of news or opinion will be rejected.

**3.11.6** Where the same material has been published in more than one format, only one version may be credited towards the total of four (4) publications. For example:

- A paper published from a thesis cannot be submitted as a publication in addition to the thesis.

**3.11.7** Subject Guidelines may contain additional information about the breadth of publications required and may stipulate specific journals in which papers must be published.

**3.11.8** Candidates must stipulate the proposed Category (A or B) for each of their four (4) submitted publications. The FTCC, as part of its assessment of the Credentials Document, has the authority to determine whether the submitted publications meet the publication requirements.

**3.11.9** Additional publications in excess of the four (4) required must not be submitted with the Credentials Document.

**3.11.10** A reprint or copy of each publication must be submitted as part of the Credentials Document. If the manuscript has not been published by the

Credentials Date, a copy of the letter of acceptance from the book or journal editor and a copy of the final accepted manuscript must be submitted with the Credentials Document. Versions of manuscripts accepted for publication “subject to revision” are not allowed. Only final, ready to print versions of *accepted* manuscripts are acceptable for credentials purposes.

**3.11.11** Publications must not be submitted to the College Office prior to credentials submission. Publications will not be assessed by reviewers prior to credentials assessment. Administrative advice on categorization of publications is available from the Chief Executive Officer.

**3.11.12** There may be a prolonged delay between submission of an article to a journal and acceptance for publication (up to several months) and this time interval needs to be accounted for when planning a training program to ensure the candidate meets credentialing requirements. Articles must not be submitted to journals for review at the last minute. Candidates must not pressurize journals to review articles quickly in order for the Credentials Date to be met.

### **3.11.14 Categories of Publication**

#### **CATEGORY A**

- Original, first-author, scientific, peer reviewed publications in peer-reviewed journals, including but not limited to:
  - Experimental research studies
  - Clinical studies (for example prospective/retrospective studies)
  - Clinicopathological studies
  - Epidemiological studies
  - Case reports
  - Review papers
  - Short communications
- Theses (Masters or PhD)

#### **CATEGORY B (FORMALLY CATEGORY C)**

- Original, scientific peer reviewed publications in peer-reviewed journals for which the Candidate is an author, but not the first author

### **3.12 Fellowship Fee**

**3.12.1** The **Fellowship Fee** will be set by the Annual General Meeting on the recommendation of Council, acting on advice from the Board of Examiners.

**3.12.2** The Fellowship Fee was established to make the examination process cost-neutral.

**3.12.3** The Fellowship Fee comprises two (2) parts:

- **Part 1 of the Fellowship Fee (non-refundable)** must be paid at the time the Fellowship Training Program Document is accepted by the Fellowship Training and Credentials Committee.
- **Part 2 of the Fellowship Fee (up to 75% refundable)** must be paid at the time of submission of the Credentials Document. Candidates can confirm the Fee for the appropriate year by contacting the College office prior to the credentials date.

**3.12.4** Fee refund (on withdrawal from or postponement of sitting the Fellowship examination)

**3.12.4.1** Refund of Part 2 of the Fellowship Fee is subject to the following conditions:

- Candidates wishing to have Part 2 of the Fellowship Fee refunded must make a written application to the College Council.
- 75% will be refundable if the candidate gives notification of withdrawal from or deferral of the examination 100 days or more prior to the scheduled date for the first written examination.
- 50% will be refundable if the candidate gives notification of withdrawal from or deferral of the examination less than 100 days prior to the scheduled date for the first written examination, unless there are compassionate or medical reasons for withdrawal or deferral.
- A candidate wishing to defer for not more than one year who gives notification of deferral 100 days or more prior to the scheduled date of the first written examination may elect to have the College retain the examination fee. In such cases no further fee will be payable should the examination fees be increased provided the candidate proceeds to the examinations the next year.

**3.12.4.2** The College Council retains the discretion to refund examination fees under specific circumstances.

### **3.13 Fellowship Training Scholarship**

The College **Fellowship Training Scholarship** was established in 1992 to encourage and assist Members of the College to proceed to Fellowship. One or more Scholarships may be awarded each year.

**3.13.1** The Fellowship Training Scholarship is awarded to provide financial support for Candidates to receive the supervised training required to undertake their Fellowship Training Program.

**3.13.2** The Scholarship is open to any College Member who has had a Training Program Document accepted by the Fellowship Training and Credentials Committee, and is actively pursuing training towards the Fellowship.

- 3.13.3** The Scholarship shall be awarded annually by, and at the discretion of, the College Council. The Scholarship recipient will be chosen by the Awards Committee.
- 3.13.4** The Scholarship will be judged equally on merit and financial need. The Awards Committee will deem merit to include academic record, publications, presentations and achievements of the applicants in Veterinary Science. Applicants are not asked to submit letters of reference, however the Awards Committee may seek the opinions of Supervisors and others familiar with the work of the applicant in making their decision.
- 3.13.5** Applicants must submit the following:
- a. A current curriculum vitae.
  - b. A summary of all current sources of income including but not limited to salary, other traineeships, scholarships, awards and grants.
  - c. A covering letter which may include any special circumstances of need.
- 3.13.6** The College accepts no liability for any actions of the awardee during the period of training.
- 3.13.7** The Scholarships will be advertised in the College courier and applications will close with the Secretary on 28 February in the year in which the award is made.
- 3.13.8** The award of the Scholarship will be made at the College Awards Dinner.
- 3.13.9** The Scholarship will be made in a single payment at the first Awards dinner after the determination of the Scholarship.
- 3.13.10** It is expected that Candidates receiving the Scholarship will attempt the Fellowship examination within five (5) years of the date of receipt of the Scholarship.

### **3.14 Fast Tracking**

Candidates who are considered eminent may apply to take the Fellowship Examination without first completing a Membership Examination.

- 3.14.1** **Fast tracking** is permitted by article 11(iii) of the College Memorandum and Articles of Association which reads

*“At the discretion of the Council, eminent veterinary scientists who are not Members of the College but who meet the eligibility requirements for both Membership and Fellowship, may be permitted to proceed directly to Fellowship Examination and if successful may be elected as Fellows.”*

**3.14.2** Article 11(iii) has been interpreted by the College Council such that two groups of Candidates have been considered eligible for fast-tracking including:

- a. Veterinarians who have successfully completed a Diplomate Examination in one of the American Colleges, European Colleges, or the Royal College of Veterinary Surgeons
- b. Eminent veterinarians who have extensive depth and breadth of training, scholarship and experience and a record of academic and Practical excellence as defined by College Council thus:

*“In the application of its discretion under Article 11 (iii), the Council shall give to the interpretation of the word ‘eminent’ the meaning ‘of high standing by comparison with peers on a regional or veterinary discipline basis’”.*

**3.14.3** Regardless of the method by which the Candidate has been trained and examined, Candidates for fast-tracking MUST have met or exceeded the requirements of the MSD and the relevant Subject Guidelines. Therefore, fast-tracking Candidates need not complete a College-approved Training Program before advancing to the Fellowship Examination, as long as they can provide documentary evidence of the equivalent of the minimum required weeks of Directly Supervised Training in the appropriate discipline under an approved Supervisor.

**3.14.4** Fast-tracking Candidates need not complete a Membership Examination before advancing to Fellowship.

**3.14.5** Fast-tracking Candidates MUST apply in writing to the Chief Examiner. This application should include:

- A cover letter requesting fast-tracking and outlining the basis for the request.
- A curriculum vitae.
- A copy of the Diploma from the certifying College (US, European or UK).

The Chief Examiner will consider the application and, with the assistance of the BoE, make a recommendation to Council. Council approval must be granted prior to the Credentials Date.

**3.14.6** Fast-tracking Candidates MUST submit a Credentials Document on or before the Credentials Date with the components detailed in Section 6.3 of this Blue Book. Activity Log requirements may be determined by the Chief Examiner.

## 4. Submission of Training Program Document (Prospective)

### 4.1 Introduction

- 4.1.1 The Assistant Chief Examiner (Fellowship) has final responsibility for approval and monitoring of Training Programs.
- 4.1.2 All Candidates for Fellowship must submit a Training Program Document for approval, using the format specified in this Section.
- 4.1.3 Retrospective approval of training completed prior to submission of a properly constructed Training Program Document will not be automatically granted.
- 4.1.4 Care should be taken to ensure that the requirements of the Subject Guidelines and the MSD are met in full. The following requirements for submission of the Training Program Document must be met, or the Document will be returned to the Candidate unassessed.

The Training Program Document should be submitted as follows:

- Three (3) copies.**
- Bound.**
- All aspects typed.**
- All components present according to Section 4.3 and the Subject Guidelines.**
- DO NOT send an incomplete Training Program Document.**
- DO NOT send additional materials that are not specifically required.**

If a Candidate plans to change training locations or Supervisors during the course of training, submission of three (3) copies of a revised Training Program Document will be required.

### 4.2 Deadlines for Training Program Document (Prospective)

- 4.2.1 The Training Program Document must be submitted within three (3) months of commencing training. If the Training Program Document is submitted later than three months after training has commenced, on approval of the Training Program Document only three months of training will be recognised to have taken place before the date of submission.
- 4.2.2 The Six-Months Activity Log must be submitted by 31 October in the year preceding the proposed credential year (see Section 3.9.2).
- 4.2.3 The Supervisor Report and Cumulative ALS must be submitted to the College in January and July every year (see Section 3.10.3).

### **4.3 Components of Training Program Document (Prospective)**

*The Training Program Document must be accompanied by payment of Part 1 of the Fellowship Fee (Section 3.12.3).*

*It is essential that all headings, subheadings and pages are appropriately numbered.*

*The Training Program Document submitted for approval **MUST** provide information and documents specified under all the following thirteen (13) headings (numbered 1 to 13), and under all sub-headings a, b, c etc. If a Candidate fails to follow this format or to provide the information and documents specified, the Training Program Document will be returned to the Candidate unassessed.*

#### **1. Cover Page of Training Program Document**

See Section 8.2 for template.

#### **2. Program Overview**

A single paragraph description of the entire Training Program. The type of Training Program being undertaken must be specified (see Section 3.3).

#### **3. Objectives**

A list of objectives that will be achieved by the Candidate.

#### **4. Facilities**

A description of the primary training facility involved in the Training Program (excluding venues for Externships and Training in Related Disciplines) must include the following information or documents:

- a. Available equipment relevant to the discipline.
- b. Physical plant and buildings relevant to the discipline.
- c. List of all professional staff that will interact with the Candidate including the position and qualifications of those staff.
- d. A letter from the principal of the centre providing the training facility, giving permission for use of the facility during the Training Program.
- e. Traditional and/or electronic library facilities.

#### **5. Cases / Activities**

For clinical disciplines, a description of case material relevant to the discipline based on historical data including:

- a. Number of cases (annual accessions).
- b. Breadth of cases (for example, a breakdown by organ system or species).
- c. Proportion of cases which are referred.

For non-clinical disciplines, a description of the number and range of activities related to the discipline which are being undertaken and/or have recently been undertaken by the staff working in the facility.

## **6. Description**

A description of all aspects of the Training Program under the following categories:

- a. Clinical (clinical disciplines) or technical (non-clinical disciplines) activity.
- b. Research activity.
- c. Commitment to publications.
- d. Attendance and presentations at conferences.
- e. Participation in rounds, seminars, and journal club meetings.

## **7. Weekly Activities Table**

A table of a typical week, broken down into days, with an indication of activities taking place during the week. Please indicate which activities are conducted with your Supervisor present and working with you.

## **8. Week-by-Week Timetable**

A complete cumulative week by week chronological description of the Training Program scheduled by week (see Section 8.3 for template), including:

- a. Cumulative enumeration of weeks of training, with specification of whether or not each week's training is directly or indirectly supervised, and by whom. The required minimum number of weeks of training must be shown.
- b. Anticipated date of beginning training and the weeks allocated to training, vacation, externships and conferences.
- c. Anticipated date of completion of training, anticipated credential date and examination year.
- d. Anticipated dates of twice yearly meetings with the Principal Supervisor to evaluate progress of the Candidate.

## **9. Supplementary Training**

### **9.1 Information or documents required regarding Externships:**

- 9.1.a. Detail all proposed Externships (Section 3.4.1) including names and qualifications of Supervisors and Externship location.
- 9.1.b. Include a letter from the Externship Supervisor agreeing to his/her role as Externship Supervisor.

### **9.2 Information or documents required regarding Training in Related Disciplines:**

- 9.2.a. Detail all proposed Training in Related Disciplines (Section 3.4.2) including names and qualifications of Supervisors and Training location.
- 9.2.b. Include letter(s) from all Training in Related Discipline Supervisors agreeing to their role as Training in Related Discipline Supervisors. Where training in related discipline areas is being provided by staff working in the primary

training facility, a single letter from the Principal Supervisor will be sufficient, provided it includes signed agreement of all Supervisors.

- 9.3 Where arrangements for Supplementary Training have not been finalised when the Training Program Document is submitted, a clear statement to this effect and a commitment to provide the information when it is available will be sufficient.

## **10. Principal Supervisor**

Information or documents required:

- a. The name and qualifications of the Principal Supervisor who will be responsible for the training of the Candidate. (Refer to Sections 3.7.1.1 and 3.7.1.2).
- b. A letter from the Principal Supervisor, agreeing to his/her role as Principal Supervisor. This letter must also state the number of residents or other clinical training positions being supervised by the Principal Supervisor during the course of the Training Program in question.
- c. A detailed description of the nature and time of the supervision in the primary discipline. This should include the approximate number of hours per week that the Candidate and the Principal Supervisor will interact directly.
- d. A letter from the Supervisor who will adopt the supervision role in the absence of the Principal Supervisor for periods in excess of one(1) week. Where no such backup Supervisor is available, a description should be provided describing the alternative arrangements for when the Supervisor is absent for periods of more than one (1) week.
- e. An agreement between the Candidate and the Principal Supervisor that meetings will be held twice yearly to evaluate the progress of the Candidate. These meetings will lead to production of a written Supervisor Six-Monthly Report for both the College and the Candidate (see Section 8.10 for template). This report must be signed by both the Candidate and the Supervisor or it will be returned unassessed.

## **11. Activity Log**

The Training Program Document should include:

- a. A commitment to keep a record of activity, the Activity Log, according to College requirements.
- b. A template of the Activity Log (see Section 8.5 or 8.6) as stipulated by the Subject Guidelines and Section 3.8.6, and
- c. A statement that the Candidate agrees to submit the Six-Months Activity Log after the first 52 weeks of training, as detailed in Section 3.9.2.

## **12. Activity Log Summary**

The Training Program Document should include:

- a. A commitment to keep a Cumulative Activity Log Summary according to College requirements.
- b. A template of the Activity Log Summary for the relevant subject (see Section 8.7, 8.8. or 8.9), as stipulated by the Subject Guidelines and in Section 3.10.1.
- c. A statement that the Candidate agrees to submit Cumulative Activity Log Summaries with each Supervisor Six-Monthly Report as detailed in Section 3.10.3.

### **13. Curriculum Vitae**

The Candidate's current Curriculum Vitae (see Section 8.1 for template).

### **4.4 Assessment of Training Program Document (Prospective)**

**4.4.1** The Training Program Document will be assessed by the FTCC and the candidate will be notified of the outcome in writing within six (6) weeks of submission that the FTCC recommends either:

- Approval of the Training Program Document.
- Resubmission of the Training Program Document with minor changes.
- Resubmission of the Training Program Document with major changes.
- Rejection of the Training Program Document.
- Submission of an addendum to the Training Program Document.

**4.4.2** Any changes requested by the FTCC must be confirmed by the Candidate in writing and the FTCC will then reassess the Training Program Document.

## **5. Submission of Training Program Document (Retrospective)**

### **5.1 Approval to Submit Training Program Document (Retrospective)**

**5.1.1** The College will give retrospective approval for training programs ONLY under EXCEPTIONAL CIRCUMSTANCES. The following reasons will NOT be accepted as grounds for retrospective approval:

- a. The same or a very similar Training Program has been accepted for other Candidates
- b. The assumption that the FTCC would automatically accept a retrospective Training Program submitted with the Credentials Document.
- c. The Training Program was already underway, and the Candidate did not meet the specified deadlines for the submission of a Prospective Training Program Document.

**5.1.2** Candidates seeking approval to submit a Training Program Document (Retrospective) must submit a letter addressed to the Assistant Chief Examiner (Fellowship) outlining the training that has been undertaken and clearly stating the exceptional circumstances for seeking retrospective approval of this training. The Assistant Chief Examiner (Fellowship) may request additional information in writing from the Candidate. The Assistant Chief Examiner (Fellowship) will decide whether to allow the Candidate to submit a Retrospective Training Program Document, and may consult the Chief Examiner and other members of the BoE to assist in making this decision.

**5.1.3** Candidates given approval to submit a Training Program Document (Retrospective) must then submit to the College:

- A Training Program Document (Retrospective) as specified in Section 5.3 and
- A Training Program Document (Prospective), covering all proposed prospective training and meeting all requirements specified in Section 4.3.

**5.1.4** Candidates not given approval to submit a Training Program Document (Retrospective) will be given the option to submit a Training Program Document (Prospective) as specified in Section 4.3 including credit for the three (3) months of training immediately preceding the date that the letter seeking approval to submit a Training Program Document (Retrospective) was received at the College Office.

### **5.2 Deadlines for Training Program Document (Retrospective)**

**5.2.1** The Training Program Document (Retrospective) must be submitted with all components specified in Section 5.3, no later than one year prior to the proposed Credentials Date.

### **5.3 Components of Training Program Document (Retrospective)**

**5.3.1** Candidates seeking retrospective approval of training must submit to the FTCC THREE COPIES of the following IN ADDITION TO the Training Program Document requirements in Section 4.3:

- a. A letter from the principal supervisor, certifying that the supervisor supervised the training, and critically evaluated the Candidate every six months
- b. A detailed description of all the activities accomplished by the Candidate, detailed chronologically by week.
- c. A Retrospective Activity Log and a Retrospective Activity Log Summary of clinical or technical work accomplished during the retrospective training Period, which meets College requirements (Section 3.8 and 3.10). The Retrospective Activity Log should contain a complete 6 months continuous Period of training which is representative of the entire training Period. The FTCC may request access to the entire Retrospective Activity Log for the entire retrospective training Period.

Note: This Retrospective Activity Log is NOT the same as the Six-Months Activity Log for the period of prospective training described in Section 3.9. The Candidate will be expected to also submit a Six-Months Activity Log before October 31 in the year preceding submission of the Credential Document. Failure to submit this Six-Months Activity Log for prospective training by this deadline will result in delay of eligibility for credential submission.

In the case of application for recognition of an entire Retrospective Training Program Document, the Candidate must request approval from the Assistant Chief Examiner (Fellowship), that the Retrospective Activity Log submitted be also recognised as the Six-Months Activity Log. The Retrospective Activity Log will NOT automatically be assessed as the Candidate's Six-Months Activity Log unless the Candidate specifically requests this to be the case, and the ACE(F) approves.

**5.3.2** Approval of all or any part of the training for which retrospective approval is sought is at the discretion of the FTCC, which may impose additional training requirements on the Candidate.

### **5.4 Assessment of Training Program Document (Retrospective)**

The Training Program Document (Retrospective) will be assessed according to the standards of the MSD and the Subject Guidelines at the time of its submission.

## 6. Submission of Credentials Document

### 6.1 Introduction

**6.1.1** The Assistant Chief Examiner (Fellowship) has final responsibility for approval of the Credentials Document.

**6.1.2** The Credentials Document MUST be submitted as follows:

- Three (3) copies
- Bound
- All aspects typed
- All components present according to Section 6.3 and the Subject Guidelines.
- DO NOT send incomplete Credential Documents.
- Paginated
- Sections (and publications) separated

**6.1.3** Do NOT send as part of the Credentials Document:

- Original manuscripts and figures (Credentials Documents WILL NOT be returned).
- Additional materials not specifically required.

### 6.2 Deadlines for Credentials Document

**6.2.1** The Credentials Date is 31 October in the year preceding the year of the Fellowship Examination. The Credentials Document must ARRIVE AT the College Office on or before the Credentials Date.

**6.2.2** By the Credentials Date, the Candidate must have met all requirements of the MSD, the Subject Guidelines and the Training Program. Please note that there will be no extensions to the Credentials Date. Candidates who do not meet all the requirements will not be permitted to proceed to the Examination.

#### **6.2.3 Elapsed Time to Examination**

**6.2.3.1** Regardless of the type and structure of the Training Program, training must be completed within six (6) years. Candidates are encouraged to sit the Examination within five (5) years of the completion of training.

**6.2.3.2** Candidates who submit their Credentials Document or wish to sit/resit the examination more than five (5) years after the completion of training must show:

- Evidence of having worked full-time in the discipline (defined as at least 25 hours per week of work in the clinical and technical aspects of the discipline) and

- A commitment to the discipline, for example in the form of publications, presentation at professional meetings and attendance at professional meetings.

**6.2.3.3** At the time of submission of the Credentials Document, the Assistant Chief Examiner Fellowship will judge the applicant's suitability to proceed to examination.

## **6.3 Components of Credentials Document**

*The Credentials Document must be accompanied by payment of Part 2 of the Fellowship Fee (Section 3.12.3).*

The Credentials Document is made up of the following **components**:

1. Cover-Page for Credentials Document (See 8.13 for template). This cover page must be signed by the Candidate.
2. Completed Application Form for Fellowship Examination (See 8.14 for template)

This application form includes details of payment of Part 2 of the Fellowship Fee (Section 3.12.3).

3. Evidence of Completion of the minimum required weeks of Supervised Training (depending on discipline subject guidelines). Evidence of completion of training may comprise a residency certificate, or a letter of confirmation from the residency or Training Program supervisor, or head of department.
4. Current Curriculum Vitae (see Section 8.1 for template).
5. Completed Publication Requirements

A reprint or copy of each publication (ENTIRE) must be submitted as part of the Credentials Document. Publications must be separated.

If the manuscript has not been published by the Credentials Date, a copy of the letter of acceptance for publication from the book or journal editor and a copy of the accepted manuscript must be submitted as part of the Credentials Document.

The Candidate must stipulate the titles of the four publications submitted for assessment, and their category types. Only four publications are required, additional publications must not be included. Additional publications may be listed in the Candidate's Curriculum Vitae.

6. Activity Log Summary (see Sections 8.7, 8.8 and 8.9 for templates)  
A final Cumulative Activity Log Summary must be submitted
7. Externship Report (see Section 8.12 for template).
8. Training in Related Disciplines Report (see Section 8.11 for template).
9. Access to Information Waiver (see Section 8.15 for template and Section 7.6.4.3 for information on this item.)
10. Activity Log (see Section 8.4, 8.5 or 8.6 for templates) *but submitted ONLY if requested by FTCC, as a result of earlier assessment of the Six-Months Activity Log (Section 3.8.10).*
11. Any other special requirements of relevant subject guidelines e.g. details of conference presentations.

## **6.4 Assessment of Credentials Document**

- 6.4.1** The College Chief Executive Officer will undertake a preliminary assessment of the submitted Credentials Document to ensure that it includes all components specified in Section 6.3 and the relevant Subject Guidelines.
- 6.4.2** Candidates will be notified after the Administrative Check is complete. Incomplete Credentials Documents will not be assessed by the FTCC and will be returned to the Candidate. The FTCC will not comment on aspects of the Credentials Document before it has been formally assessed.
- 6.4.3** The Credentials that pass the preliminary assessment (Section 6.4.1) will be forwarded to the Chapter-appointed members of the FTCC for assessment of the Activity Log (if present), Activity Log Summary and Publications. Chapter members of the FTCC will also ensure that the goals and objectives of the Training Program have been achieved and that all requirements of the MSD and the Subject Guidelines have been met.
- 6.4.4** Credentials Documents will be graded as Satisfactory, Resubmission-Required or Unsatisfactory.
- Candidates with a Satisfactory Credentials Document may progress to the Examination.
  - Candidates with a Resubmission-Required Credentials Document requiring corrections will be asked to resubmit the corrected document to the College within two (2) weeks.
  - Candidates with an Unsatisfactory Credentials Document will not be permitted to progress to the Examination and will be asked to resubmit their Credentials Document in subsequent years, following completion of additional requirements.

- 6.4.5** Candidates will be given formal written notification from the College office of the outcome of the assessment of their Credentials Document. Notification letters will be postmarked on or before January 31st of the year of the Examination.
- 6.4.6** Candidates whose Credentials Document is graded as Satisfactory should retain the written notification (Section 6.4.5) for presentation to the appropriate registration authority in Australia or New Zealand at the time of application for Specialist Registration.
- 6.4.7** The final arbiter of the assessment of the Credentials Document will be the Assistant Chief Examiner (Fellowship).
- 6.4.8** Credentials Documents will not be returned and will be destroyed by the College six months after successful completion of the Examination.

## 7. Fellowship Examination

All aspects of the Fellowship Examination are the within jurisdiction of the Chief Examiner

### 7.1 Assessment of Fellowship Candidates

7.1.1 Assessment of a Fellowship Candidate comprises two (2) parts.

1. Assessment of the Candidate's Credentials Document by the Fellowship Training and Credentials Committee (FTCC), after the Candidate completes an approved supervised Training Program (Section 6.4).
2. Formal Examination conducted by College-appointed Examiners. Examiners will be given a copy of the Credentials Document to assist in the Examination process.

Candidates must satisfy the College that they have reached an acceptable level in each of these two parts. The award of Fellowship implies that the Awardee has sufficient training, experience, knowledge and accomplishment in a particular area of Veterinary Science to meet the criteria for registration as a Specialist in that area.

7.1.2 Fellowship candidates are expected to demonstrate a highly professional standard of behaviour and language during the examination process. Candidates must aim to communicate clearly, using appropriate technical (rather than colloquial) terminology in all components of the examination.

7.1.3 Once having indicated that he or she will sit the examination, failure of a candidate to attend will be recorded as a fail except in extenuating circumstances. Exceptions will be at the discretion of the Chief Examiner.

### 7.2 Appointment of Examiners

7.2.1 The Chief Examiner will request a list of potential Examiners from the relevant Chapter and will choose Examiners from the list provided by the Chapter.

Where a Chapter relevant to the subject area of any particular Fellowship Examination does not exist, or if a Chapter does not respond in a timely fashion, the Chief Examiner will invite Examiners after consultation with Fellows in the appropriate discipline, members of the Board of Examiners and other appropriate individuals.

7.2.2 **Generally** there will be two Fellowship Examiners. On some occasions there may be three examiners for the Fellowship examination. For each examination, examiners operate in teams of two to three at Fellowship level. At the discretion of the Chief Examiner, each team will not normally be asked to examine more than three Fellowship candidates. When the threshold is exceeded another team of examiners will be appointed.

One of the Examiners will be appointed as the Head Subject Examiner. The Head Subject Examiner will be responsible for collating questions, assembling all aspects of the Examination and presenting drafts of the Written Examinations to the College office five months prior to the Written Examination

- 7.2.3** Examiners will usually be Fellows of the College. However, because of the number and diversity of subjects, it may be necessary to choose Examiners who are not Fellows or Members. On rare occasions non-veterinarians may be used as Examiners. All Examiners will be chosen at the discretion of the Chief Examiner with the caveat that non-College Examiners will be approved by Council.
- 7.2.4** Overseas Examiners may be used at the discretion of the Chief Examiner, if the appropriate expertise is not available in Australia or New Zealand, or if the Chapter presents to the Chief Examiner a cogent argument in support of the use of an overseas Examiner. Examples of justification might be to maintain the standard of the Fellowship Examinations at a level comparable to international standards and thresholds, and to promote the international recognition of Australian College Fellowship.
- 7.2.5** The Chief Examiner will appoint an observer for each Examination. The role of the observer is to be present and to proctor the Practical and Oral Examinations and to report on the conduct of the Examination to the Chief Examiner. This person may be the Chief Examiner, a member of the BoE or other appointee of the Chief Examiner.
- 7.2.6** Candidates will not influence the choice of Examiners or observers. Candidates are not permitted to have any contact with the examiners regarding the examinations. See section 7.4.6 below.

### **7.3 Format of the Examination**

- 7.3.1** The following general format will be followed for all Fellowship Examinations and will be considered the minimum requirements for all Fellowship subjects.

The Examination will have four (4) autonomous Sections:

1. **Written Paper 1** (minimum three [3] hours): This written paper or papers will focus on the basic science and principles of the subject.
2. **Written Paper 2** (minimum three [3] hours): This written paper or papers will focus on the practice and clinical applications of the subject.
3. **Practical** (minimum one [1] hour): This Section will consist of a mixture of case presentations, multimedia (e.g. slides, photographs, videos, and histology slides), problem solving and theory, for which written or oral answers will be required.

4. **Oral** (minimum one [1] hour): The Candidate will be expected to be able to discuss any aspect of the subject, communicating in a scientific and professional manner.

**7.3.2** Live animals, post-mortem specimens and unprocessed animal tissue will **not** be used in any Section of the Fellowship Examinations unless approved by the Chief Examiner and the relevant animal ethics committee.

**7.3.3** The Practical and Oral Sections must total at least three (3) hours. The time thresholds are minimum thresholds. Individual Chapters may exceed the thresholds (refer to Subject Guidelines).

## **7.4 Organisation of the Examination**

**7.4.1** The Candidate will be sent written notification (in advance of the Written Papers) of :

- Dates and venues of all Sections of the Examination, and
- Names of Examiners.
- The structure of the Written Papers 1 and 2 and the Practical Examination.

**7.4.2** The Written Papers will be held in May/June. The Written Papers may be taken in any capital city in Australia or New Zealand, or at any other site approved by the Chief Examiner. Advice on Examination venues can be obtained from the College office.

**7.4.3** The Practical and Oral Sections will be held in July during the College Examination Period.

**7.4.4** Exceptions to the times and venues specified in 7.4.1, 7.4.2, 7.4.3 will be made only at the discretion of the Chief Examiner.

**7.4.5** Once notified of the names of their subject Examiners, **the Candidate must not contact these Examiners on matters relating to the Examination, either before or after the Examination.** Any questions relating to the Examination **must** be addressed to the Chief Examiner or the Chief Executive Officer who will approach the Examiners concerned if necessary. Should a Candidate contact an Examiner about the Examination after their appointment as an Examiner, the Chief Examiner may suspend the Examination process until satisfied that such contact is not an attempt to influence the conduct or outcome of the Examination.

**7.4.6** Any contact between Examiners and Candidates on any matters relating to the Fellowship Examination must be made through the College office.

**7.4.7** Candidates must complete all Sections of the Examination and will not be informed of the outcome of any Section until all four (4) Sections are complete and results ratified by the Board of Examiners.

## **7.5 Grading of the Examination**

- 7.5.1** All four (4) components of the examination (2 x written, oral and practical) be regarded as completely separate components for the purposes of assessment.
- 7.5.2** The pass mark for all components shall be 70%
- 7.5.3** The 70% pass mark for each component is absolute; there is no opportunity to compensate in other components for one failed component,
- 7.5.4** Candidates will pass the Fellowship examination once they have achieved a pass mark in all four (4) components.
- 7.5.5** Candidates are not required to resit components in which they have already achieved a pass but must resit all remaining components in the same examination year.
- 7.5.6** Candidates must achieve an overall pass (i.e. a pass in all four components) within three (3) consecutive examination periods.
- 7.5.7** Candidates reattempting components of the examination will pay a fee equivalent to 25% of the currently applicable total Fellowship Fee (Part 1 plus Part 2) for each component to be reattempted.
- 7.5.8** Supplementary examinations will no longer be offered

## **7.6 Notification of Results of the Examination**

- 7.6.1** Candidates will be notified of results in writing. Candidates will be notified prior to the Examination of the location and time of availability of results letters. Results letters not collected at this time will be mailed to Candidates within seven (7) days of ratification of the results. If a delay in notification of the Candidate is anticipated, the Candidate will be informed in writing of the reasons for the delay.
- 7.6.2** Candidates who fail the Examination may wish to take the opportunity to meet with BoE representatives to discuss reasons for failure and plans for preparation to resit. These sessions are generally held during College Science week, please contact the College Manager to arrange a time. Sessions can also be held after College Science Week.
- 7.6.3** Candidates may contact the College Office regarding notification of results, but should not contact the Subject Examiners.

**7.6.4** Candidates who fail the Examination may make written request for the College to provide information, and access to certain documents detailed below. The purpose of releasing the following information and providing access to the following documents is to assist unsuccessful Candidates in identifying areas of weakness or poor performance, so that these areas may be specifically addressed by unsuccessful Candidates who elect subsequently to reattempt The Fellowship Examination.

**7.6.4.1** The following conditions apply to the release of the examination information:

1. Candidates must make written request for examination information and access to papers (separate from the signing of this agreement). Written request must be made to the Chief Examiner within sixty (60) days of the date of notification of their examination results.
2. The earliest the examination information and access to papers is available is the first working day in the week after the examination period (except in extenuating circumstances at the discretion of the Chief Examiner).
3. The following examination information will be made available to candidates:
  - (a) The mean mark for each question in the Written Papers, and the overall mean mark for each of the Oral and Practical Sections.
  - (b) Examiners written comments (if any) for the Written and Practical Sections of the Examination. These may be general comments which pertain to the Section as a whole or may be specific comments addressing particular questions where the Candidate's performance was unsatisfactory; and
  - (c) Examiners written comments (if any) regarding any areas of deficiency in the Candidate's performance in the Oral. Access to the tape of the Oral will be restricted to the Board of Examiners.

**7.6.4.2** Access to the candidate's Examination papers for the Written and Practical components will be granted only under the following conditions:

- (a) Candidate's access to Examination papers will be supervised by, and in the presence of a member of the Board of Examiners or a nominee of the Chief Examiner;
- (b) The candidate's primary supervisor or one supervisor other than the primary supervisor may attend the viewing of papers with the candidate
- (c) The candidate's access will be limited to 240 minutes at a single sitting.
- (d) Candidates are not permitted to photocopy or photograph Examination papers or other Examination material. Candidates are permitted to make notes during the period of access.

- 7.6.4.3** Candidates must sign an Access to Information Waiver (see Section 8.15 for template) as part of their Credentials Document, accepting the above terms concerning their performance in the Fellowship Examination, and thereby releasing the College from any obligation to provide further information.

## **7.7 Appeal Procedure for the Examination**

The College is committed to assisting its candidates throughout the examination process. Should you be unsuccessful in your endeavours, a guidance session will be offered. This guidance session is usually undertaken during College Science week by members of the Board of Examiners. Guidance sessions after this time may be arranged by contacting the College office.

### **College Appeals Procedure for Fellowship candidates**

**7.7.1.** Decisions by the College related to the Fellowship Assessment process include, but are not limited to:

- a. Approval or denial of approval of a Candidate's Fellowship Training Program Document.
- b. Approval or denial of approval of a Candidate's Credentials Document.
- c. Approval or denial of conferring Fellowship status on an individual Candidate as a result of assessment completed during the Fellowship Examination.

**7.7.2.** Where an adverse decision is made, that adverse decision shall be conveyed promptly to the candidate in writing accompanied, wherever reasonably possible, by feedback on the basis for the adverse decision.

**7.7.3.** Grounds for an appeal.

An appeal can only be initiated if it is based on one of the following claims:

- a. **procedural irregularities** in the conduct of the decision making or assessment process of such a nature as to cause reasonable doubt as to whether the College would have reached the same conclusion had the irregularities not occurred.

For the purpose of illustration only, the following would be regarded as regular process in the conduct of an assessment:

- i. candidate was informed by the College of the examination process, such as venue, date and time;
- ii. examination procedure conformed with the information outlined in applicable College documentation;
- iii. examination venue was suitable for the purpose;
- iv. examination venue was free from major external disturbances.

Please note that the processes above are intended to be illustrative only. They should not be viewed as an exhaustive, complete or essential description of what may represent regular process.

- b. that there existed **circumstances** affecting the candidate's performance at the time the decision was made or the examination held, that the College had not been made aware of when the decision was made, and that had the College been aware of these circumstances it was reasonably likely that the College would not have made the same decision or would have made a different decision.

Candidates making an appeal under this option must provide adequate reasons why the issue(s) could not have been (or was not) brought to the attention of College prior to the examination or decision making process. If the candidate could have made the circumstances known before any decision was made then it is unlikely that any subsequent appeal would succeed.

Candidates making an appeal based on a medical condition affecting the candidate at the time of an examination, must present a medical certificate signed by a doctor or other appropriate health professional that is dated within a period ending five (5) working days after the date of the examination.

#### 7.7.4. Exclusions from appeal

Dissatisfaction with the academic judgement of the examiners as expressed in grades and recommendations **does not** constitute grounds for an appeal.

7.7.5. Any Candidate who wishes to appeal a decision must do so within thirty (30) days of the date of their notification of that decision. The request for appeal must be made in writing to the Secretary of the College and must include a statement of the grounds for the appeal and documentation in support of the petition.

7.7.6. The application for appeal and supporting documentation will be reviewed initially by the President of the College (or an individual delegated by the President if a conflict of interest is deemed to be present). If the appeal is considered by the President of the College to be frivolous, vexatious or without any substantive merit the President shall have the right to dismiss the appeal. This decision shall be made within fourteen (14) days of the request for appeal being received by the College Office. In the absence of a determination by the President to dismiss an appeal under this clause within the nominated time frame an appeal shall be deemed competent.

7.7.7. The Appeal Committee will consist of three (3) persons. Members of the Appeal Committee must not be:

- Current officers of the College
- A Supervisor, mentor or Examiner of the Candidate
- Members of the relevant committee, Board or Council of the College whose decision is being appealed.

**7.7.8.** The Appeal Committee will consist of:

- a) A member of the College, experienced in examining at Fellowship level during the past five (5) years, in a subject area other than that of the Appellant. Appointment of an individual to this position will be made by the President.
- b) A member of the College, experienced in examining Fellowship level during the past five (5) years in the subject area of the Appellant. Appointment of an individual to this position will be made by the President.
- c) A veterinarian, who may or may not be a member of the College, and who is well respected by his or her peers and regarded as having superior knowledge and skills in the subject area of the Appellant.

The Chairperson of the Appeal Committee will usually be the person appointed under Category (a).

The Appellant shall be notified within forty-four (44) days of the request for appeal being received by the College Office (up to 30 days after the appeal has been deemed competent), of the appointments under Categories (a) and (b), and of a panel of three (3) persons meeting the criteria for Category (c). The person appointed under Category (c) will be selected by the Appellant from the panel of three (3) persons nominated by the Council. If the Appellant does not indicate a selection choice within fourteen (14) days of notification by the College of the panel of three (3) nominated persons, appointment of the person under Category (c) will be made by the President.

**7.7.9.** The College will advise the Appellant of the names of the members of the Appeal Committee by telephone and by facsimile or mail.

**7.7.10.** In the event that an appeal is considered competent, the Chair of the relevant Committee, Board or Council of the College whose decision is being appealed will, within 21 days of a request from the College, submit a written statement to the Appeal Committee indicating the reasons for the decision under appeal. The Appeal Committee may request access to any relevant documents held by the College or the Appellant.

**7.7.11.** The Appeal Committee will meet and make a decision by simple majority within thirty (30) days of its appointment. Copies of the report of the Appeal Committee including recommendation(s) will be made available to the Appellant and the College Council. The Council must take action in accordance with the recommendations of the Appeal Committee.

## 8. Templates for Fellowship Documentation

Australian College of Veterinary Scientists

### 8.1 Curriculum Vitae (*Template*)

**NAME:**

**DATE:**

**ADDRESS:**

**TELEPHONE/FAX:**

**EMAIL:**

**DATE OF BIRTH:**

#### **EMPLOYMENT**

Date: Position (all entries should have most recent listed first)

Date: Position

#### **CONSULTANCIES**

Date: Consultancy

#### **EDUCATION**

Date: Degree (most recent)

Facility

#### **SPECIALTY BOARD MEMBERSHIP**

Date: Board

#### **AWARDS**

Date: Award

#### **MEMBERSHIP IN PROFESSIONAL ORGANISATIONS AND SOCIETIES**

Date: Organisation

#### **TEACHING**

Date: Course ID

Facility

Contribution

#### **REVIEWER: GRANTS**

Date: Granting Organisation

#### **REVIEWER: JOURNALS**

Date: Journal

## **RESEARCH GRANTS**

Date: Granting Organisation  
Title of Project  
Grant Amount  
Contribution

## **CONFERENCE ORGANISER**

Date: Conference Title  
Sponsoring Organisation  
Location

## **PUBLICATIONS: ORIGINAL SCIENTIFIC ARTICLES**

**Authors (Year). Title. Journal Reference**

Smith PM, Jones DC (1996). A Study of Prostaglandin Concentrations in Prostatic Fluid. *Theriogenology* 23:256-276.

## **PUBLICATIONS: REVIEWS**

**Authors (Year). Title. Journal Reference**

## **PUBLICATIONS: BOOK CHAPTERS**

**Authors (Year), Chapter title, In Editor, Book Title, Publisher, City, page numbers.**

Jones PG (1993). Elective Termination of Pregnancy. In Howard JL (ed), *Current Therapy in Food Animal Medicine III*. WB Saunders Co., Philadelphia, p701-793.

## **PUBLICATIONS: BOOKS**

**Authors (Year). Book Title, Publisher, City.**

## **ABSTRACTS**

**Authors (Year). Title, Meeting Title, Meeting Location, Publication Citation.**

Jones PG, Ball BA, Brinsko SP, Southwood L (1993). A subpopulation of morphologically normal motile spermatozoa attach to equine oviduct epithelial cells in vitro. Society for the Study of Reproduction, 26th Annual Meeting, Fort Collins CO. *Biol Reprod* 48 (suppl 1).

## **INVITED PRESENTATIONS: PROFESSIONAL ORGANISATIONS**

**Authors (Year). Title, Meeting Title, Meeting Location. Publication Citation.**

Shille VM, Thatcher M-J, Sherard J, Jones PGF (1988). Return to fertile oestrus in greyhound bitches after retirement from racing. Eastern States Veterinary Conference, Fourth International Racing Greyhound Symposium, Orlando, Florida

## **INVITED PRESENTATIONS: LAY ORGANISATIONS**

Jones PG (1989). Reproductive Anatomy of the Stallion. University of Florida, Division of Continuing Education, Equine Breeding Management Shortcourse, Ocala, Florida

## 8.2 Cover Page for Training Program Document (*Template*)

I submit this Training Program Document for Fellowship of the Australian College of Veterinary Scientists.

**Name:**

**Subject:**

**Date:**

**Signature:**

**Postal address:**

**Phone:**

**Fax:**

**Email**

**Method of payment of Part 1 of Fellowship Fee: \$.....**

Cheque                       Mastercard                       Visa

My Credit card number is:

--

Valid until.....

Name on card:.....

Signature of cardholder ..... Date.....

### Index

1. **Cover Page for Training Program Document.**
2. **Program Overview.**
3. **Objectives.**
4. **Facilities.**
  - Letter from principal of centre** providing the training facility, giving permission for use of the facility during Training Program. (see Section 4.3.4d)
5. **Cases / Activities.**
6. **Description.**
7. **Weekly Activities Table.**
8. **Week-by-Week Timetable.** (see Section 8.3 for template)
9. **Supplementary Training.**
  - Letter from all Supplementary Training Supervisors participating in the training, agreeing to their role as Supervisors. (see Section 4.3.9.1b, 4.3.9.2b)
10. **Supervisors.**
  - Letter from Principal Supervisor and backup Supervisors participating in the training, agreeing to their role as Supervisors. (see Section 4.3.10b, 4.3.10d)
11. **Activity Log.** (see Section 8.5 or 8.6 for templates).
12. **Activity Log Summary.** (see Section 8.7, 8.8 and 8.9 for templates)
13. **Curriculum Vitae.** (see Section 8.1 for template)

### 8.3 Week-By-Week Timetable (*Template*)

Candidate Name: *e.g. Jane Smith*

Fellowship Subject: *Small Animal Surgery*

<b>Week Beginning</b>	<b>Program Content</b>	<b>Training Type</b>	<b>Supervisor</b>	<b>Week Number</b>
<i>1 June 2003</i>	<i>Soft Tissue</i>	<i>DST</i>	<i>JK</i>	<i>1</i>
<i>8 June</i>	<i>Soft Tissue</i>	<i>DST</i>	<i>JK</i>	<i>2</i>
<i>15 June</i>	<i>Soft Tissue</i>	<i>DST</i>	<i>JK</i>	<i>3</i>
<i>22 June</i>	<i>Soft Tissue</i>	<i>DST</i>	<i>JK</i>	<i>4</i>
<i>29 June</i>	<i>Orthopaedic</i>	<i>DST</i>	<i>JK</i>	<i>5</i>
<i>6 July</i>	<i>Orthopaedic</i>	<i>DST</i>	<i>JK</i>	<i>6</i>
<i>13 July</i>	<i>Orthopaedic</i>	<i>DST</i>	<i>JK</i>	<i>7</i>
<i>20 July</i>	<i>Orthopaedic</i>	<i>DST</i>	<i>JK</i>	<i>8</i>
<i>27 July</i>	<i>Orthopaedic</i>	<i>DST</i>	<i>JK</i>	<i>9</i>
<i>Etc.</i>				
<i>2 Nov 2005</i>	<i>Externship</i>	<i>DST</i>	<i>PO</i>	<i>153</i>
<i>9 Nov 2005</i>	<i>Externship</i>	<i>DST</i>	<i>PO</i>	<i>154</i>
<i>16 Nov 2005</i>	<i>Externship</i>	<i>DST</i>	<i>PO</i>	<i>155</i>
<i>23 Nov 2005</i>	<i>Externship</i>	<i>DST</i>	<i>PO</i>	<i>156</i>
<i>31 Oct 2006</i>	<i>Credentials</i>			
<i>June 2007</i>	<i>Examination</i>			

**8.4 Cover Page for Six-Months Activity Log (Template)**

*This Cover Page must be signed by both the Candidate and the Supervisors and is a compulsory part of the Six-Months Activity Log.*

*A Cumulative Activity Log Summary MUST accompany the Six-Months Activity Log.*

**Name:**

**Fellowship Subject:**

**Date Range of Six-Months Activity Log:**

This Six-Months Activity Log contains details of at least SIX (6) continuous months of Directly Supervised Training (or the equivalent for Alternative Training Programs) of clinical or technical activities accomplished by the above Candidate. We acknowledge that it is a true and accurate representation of the clinical and technical procedures that have been and will be accomplished throughout training

Signed

Supervisor.....

Candidate.....

Date .....

Date.....

**8.5 Activity Log for Clinical Discipline (Template): Formerly Appendix E1 in the old Blue Book**

Refer to Subject Guidelines for appropriate Category Listing.

DATE (S)	*CATEGORY e.g. species, organ system, type of activity	PATIENT DETAILS: ID, SPECIES, BREED, AGE	PRESENTATION	DIAGNOSTIC TESTS	DIAGNOSIS	TREATMENT	OUTCOME	**INITIALS

\* **CATEGORY:** for cumulative breakdown, Refer to Subject Guidelines.

\*\* **INITIALS:** of Clinicians/Investigators – please asterisk the Primary Clinician/Investigator/Surgeon

**Signature of Supervisor:** \_\_\_\_\_

**8.6 Activity Log for Non-Clinical Disciplines (Template): Formerly Appendix E2 in the old Blue Book**

Refer to the Subject Guidelines for the appropriate Category listing.

DATE(S)	*CATEGORY e.g. species, organ system, type of activity	ANIMAL/HERD DETAILS	PROBLEM DEFINITION	PROBLEM SOLVING AIDS	SOLUTION PROPOSED	OUTCOME	**INITIALS

\* **CATEGORY:** for cumulative breakdown

\*\* **INITIALS:** of Clinicians/Investigators – please asterisk the Primary Clinician/Investigator

**Signature of Supervisor:** \_\_\_\_\_

**8.7 Activity Log Summary (By Species) (Template): Formerly Appendix F1 in the old Blue Book**

Refer to the Subject Guidelines for the appropriate Category listing. The following categories are examples only.

NAME:

SUBJECT:

DATE:

**Number of Cases/Activities**

<b>CATEGORY</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>Current TOTAL</b>	<b>Previous TOTAL</b>	<b>Cumulative TOTAL</b>
CANINE															
FELINE															
BOVINE															
EQUINE															
EXOTIC															
Current TOTAL															
Previous TOTAL															
Cumulative TOTAL															

**8.8 Activity Log Summary (By Body System) (Template): Formerly Appendix F2 in the old Blue Book**

Refer to the Subject Guidelines for the appropriate Category listing. The following categories are examples only.

**NAME:** \_\_\_\_\_ **SUBJECT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Number of Cases**

CATEGORY	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Current TOTAL	Previous TOTAL	Cumulative TOTAL
SKIN/SUBCUTIS															
MUSCULO SKELETAL															
NEUROLOGIC															
CARDIOVASCULAR															
HERNIA/BODY CAVITIES															
EYE															
EAR															
HAEMOLYMPHATIC															
ENDOCRINE															
RESPIRATORY															
URINARY															
REPRODUCTIVE															
ALIMENTARY															
Current TOTAL															
Previous TOTAL															
Cumulative TOTAL															

**8.9 Activity Log Summary (By Technical Procedure) (Template): Formerly Appendix F3 in the old Blue Book**

Refer to the Subject Guidelines for the appropriate Category listing. The following categories are examples only.

NAME: \_\_\_\_\_ SUBJECT: \_\_\_\_\_ DATE: \_\_\_\_\_

**Number of Cases**

CATEGORY	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Current TOTAL	Previous TOTAL	Cumulative TOTAL
Cerebrospinal fluid collection															
Body cavity centesis															
Electrocardiography															
Prostatic massage															
Joint fluid aspiration															
Etc.															
Current TOTAL															
Previous TOTAL															
Cumulative TOTAL															

## Template 8.10



### AUSTRALIAN COLLEGE OF VETERINARY SCIENTISTS

#### **Fellowship Supervisor Six-Monthly Report (*Template*)** **Due 31 January and 31 July each year of supervised training**

Date of Report:

Candidate's Name:

Supervisor's Name:

Fellowship Subject:

Training Program Commencement Date:

Name and Year of Applicable Subject Guidelines:

#### **Section 1: Supervisor Report:**

1. Please detail the activities and progress the Candidate has achieved over the past six months, indicating whether or not these are consistent with his/her accepted Fellowship training program?
2. Describe the extent and nature of contact between the Supervisor and the Candidate.
3. Describe the progress of the Candidate's publication requirements (including the original research project).
4. Describe the progress of the Candidate's externship requirements.
5. Describe the progress of the Candidate's training in related discipline requirements.

6. What is the anticipated year for the Candidate's Fellowship Examination?
7. As a result of your six monthly meeting, what advice have you given the Candidate?
8. Would you like to comment to the Fellowship Training and Credentials Committee regarding any aspect of this candidature?

### **Section 2: Activity Log Summary**

An up-to-date, cumulative Activity Log Summary, which complies with the relevant subject guidelines, must accompany this report.

### **3. Supervisor's Undertaking**

I certify that:

- I have met with the candidate to discuss his/her progress which has resulted in the development of this supervisor report;
- I have viewed the candidate's Activity Log;
- I agree that the Activity Log Summary included with this document is a true and accurate representation of the activities in which the Candidate has been involved.

Signed

Supervisor

Date

### **4. Candidate's Undertaking**

I certify that:

- I have met with my supervisor to discuss my progress, which has resulted in the development of this supervisor report;
- I have maintained an Activity Log;
- I agree that the Activity Log Summary included with this document is a true and accurate representation of the activities in which I have been involved.

Signed

Candidate

Date



8.12. Externship Report (*Template*)

Date:

Candidate's Name:

Fellowship Subject:

Supervisor's Name and Qualifications:

Supervisor's Position:

This is to certify that the Candidate listed above attended the following externship training under my direct supervision.

<b>Date Range</b>	<b>Activity</b>
<b>Total Weeks</b>	

Signed

\_\_\_\_\_  
**Supervisor of Externship**

**Date**

### 8.13 Cover Page for Credentials Document (*Template*)

I submit this Credentials Document for Fellowship of the Australian College of Veterinary Scientists.

**Name:**

**Subject:**

**Date:**

**Signature:**

**Postal address:**

**Phone;**

**Fax:**

**Email**

#### **Index**

1. **Cover Page for Credentials Document.**
2. **Application for Fellowship Examination** (*see Section 8.14 for template*) and Fellowship Fee Payment.
3. **Evidence of Completion of Minimum Number of Weeks Directly Supervised Training.** (*Residency certificate or confirmatory letter*)
4. **Current Curriculum Vitae.** (*see Section 8.1 for template*)
5. **Completed Publication Requirements** (*must be classified into appropriate categories by Candidate*)
  - i. Publication 1 (Category A): Title.
  - ii. Publication 2 (Category A): Title.
  - iii. Publication 3 (Category A): Title.
  - iv. Publication 4 (Category B): Title.
7. **Activity Log Summary.** (*see Sections 8.7, 8.8. and 8.9 for templates*)
8. **Externship Report.** (*see Section 8.12 for template*).
9. **Training in Related Disciplines Report.** (*see Section 8.11 for template*)
10. **Signed Access to Information Waiver.** (*see Section 8.15 for template*)
11. **Activity Log.** (, *submitted ONLY if requested by FTCC*; *see Section 3.8.10. See Section 8.4, 8.5 or 8.6 for templates*)

**8.14 Application for Fellowship Examination (*Template*)**

*The Credentials Document must include this page.*

I wish to apply for Fellowship of the Australian College of Veterinary Scientists and am prepared to sit the Fellowship Examination.

Name:

Address:

Fellowship Subject:

Name (*to be shown on Testamur*):

Fellowship Subject (*to be shown on Testamur*):

**Method of payment of Part 2 of Fellowship Fee: \$.....**

Cheque             Mastercard             Visa

\*My Credit card number is:

--

Valid until.....

Name on card:.....

Address.....

Signature of cardholder ..... Date.....

\*Please submit credit card details on only one copy and mark that copy “administration”.  
Please note that Fellowship fees will not be processed until credentials are accepted.

## Australian College of Veterinary Scientists

### 8.15 Access To Information Agreement (FELLOWSHIP)

Candidate's Name:

FELLOWSHIP Subject:

Unsuccessful Fellowship Examination Candidates may make a written request for the College to provide information, and access to certain documents detailed below.

The purpose of releasing such information and providing access to such documents is to assist unsuccessful Candidates identify areas of weakness or poor performance such that these can be addressed by unsuccessful Candidates who elect subsequently to reattempt the Fellowship Examinations.

The following conditions apply to the release of the examination information:

1. Candidates must make written request for examination information and access to papers (separate from the signing of this agreement). Written request must be made to the Chief Examiner within sixty (60) days of the date of notification of their examination results.
2. The earliest the examination information and access to papers is available is the first working day in the week after the examination period (except in extenuating circumstances at the discretion of the Chief Examiner).
3. The following examination information will be made available to candidates:
  - (a) The mean mark for each question in the Written Papers, and the overall mean mark for each of the Oral and Practical Sections.
  - (b) Examiners written comments (if any) for the Written and Practical Sections of the Examination. These may be general comments which pertain to the Section as a whole or may be specific comments addressing particular questions where the Candidate's performance was unsatisfactory; and
  - (c) Examiners written comments (if any) regarding any areas of deficiency in the Candidate's performance in the Oral. Access to the tape of the Oral will be restricted to the Board of Examiners.
4. Access to the candidate's Examination papers for the Written and Practical components will be granted only under the following conditions:
  - (a) Candidate's access to Examination papers will be supervised by, and in the presence of a member of the Board of Examiners or a nominee of the Chief Examiner;
  - (b) The candidate's primary supervisor or one supervisor other than the primary supervisor may attend the viewing of papers with the candidate
  - (c) The candidate's access will be limited to 240 minutes at a single sitting.
  - (d) Candidates are not permitted to photocopy or photograph Examination papers or other Examination material. Candidates are permitted to make notes during the period of access.

I have read, understand, and agree to abide by the aforesaid conditions relating to access to information and Examination documentation detailed above.

Name\_\_\_\_\_ Witness\_\_\_\_\_

Signature\_\_\_\_\_ Signature\_\_\_\_\_

Date\_\_\_\_\_ Date \_\_\_\_\_

NB By signing of this agreement you are NOT making a written request for examination information or access to papers. Separate written request must be made to the Chief Examiner within sixty (60) days of the date of notification of your examination results.

## 9. Appendices

### Appendix A Minimum Standards Document

(Set and Approved by the Australian Veterinary Boards Conference, May 1998, NOT the Australian College of Veterinary Scientists)

#### MINIMUM STANDARDS FOR TRAINING PROGRAMS AS PART OF THE REQUIREMENTS FOR REGISTRATION AS A VETERINARY SPECIALIST IN AUSTRALIA AND NEW ZEALAND

##### 1. Minimum time from graduation

An applicant must have been practising as a veterinarian for at least five (5) years before being eligible to be registered as a specialist

##### 2 Minimum time working in the specialty

An applicant must have worked for at least three (3) years full time equivalent, including training, in his/her specialist area before being eligible to be registered as a specialist.

##### 3 Current Clinical Activity

An applicant must be currently working (including teaching) a minimum of twenty-five hours per week in the specialty.

##### 4 Professional Activities

An applicant must be able to show evidence of current professional activities and contribution to profession including:

###### 4.1 Publications

Publications are a form of evidence of contribution to the profession and must demonstrate the candidate's scholarship in the discipline and ability to communicate scientific information.

###### 4.1.1 Refereed publications

Original scientific papers, reports, review articles or case studies published in scientific journals that utilise a system of scientific peer review prior to publication. A list of refereed journals is available on the Internet site:

[http://www.isinet.com/jlist/cgi-bin/jlSelect.cgi?prod=\\_master\\_](http://www.isinet.com/jlist/cgi-bin/jlSelect.cgi?prod=_master_)

###### 4.1.2 Books and theses

###### 4.1.3 Unrefereed publications

Scientific papers, reports and case studies published in journals or magazines that do not utilise a system of scientific peer review prior to publication.

#### **4.1.4 Unpublished reports**

Papers and reports that have not been published in a publicly accessible publication.

#### **4.2 Teaching in the discipline**

#### **4.3 Attendance, Speaking or Presentations at conferences/workshops/courses:**

#### **4.4 Committee participation, memberships, etc**

### **5 TRAINING PROGRAMS**

#### **5.1 Approval of the training program**

Certifying Bodies are those organisations that approve training programs and administer examinations in veterinary specialties for the purpose of specialist recognition. Examples of Certifying Bodies include the Australian College of Veterinary Scientists, American Board of Veterinary Specialties, the European Board of Veterinary Specialisation, and the Royal College of Veterinary Surgeons. The ACRVS expects that Certifying Bodies would have standards for approval of training programs in their respective disciplines and provide a means to assess the professional competence of candidates who have completed an approved training program.

Applicants must submit information on their training program. If the training program does not appear in Annexe A of the Specialist Registration Information Booklet then that training program will need to be assessed by the ACRVS before the candidate's application for registration can be assessed. This can take some time.

The ACRVS would expect the requirements for training programs of the Certifying Bodies to include as follows:

#### **5.2 Supervised Training**

A period of supervised training is an essential part of preparation for the final examination. This may involve either:

- a) a formal programme such as a University residency course; **OR**
- b) an alternate training program considered to provide an equivalent level of training to a formal training programme

#### **5.3 The period of supervised training**

Training programmes would normally include ninety-six (96) weeks of full-time, directly supervised training or its equivalent in the clinical and technical aspects of the relevant discipline (excluding vacation time).

- a) *Formal Training Programme:*  
Training occurs continuously in a full-time residency of two (2) years or more.
- b) *Alternative Training Programme:*  
The alternative training programme would most likely consist of at least seventy-six (76) weeks of full time directly supervised training. Directly supervised training would be in blocks of at least six (6) weeks duration. The remaining twenty (20) weeks may be indirectly supervised training where five (5) weeks indirect supervised training is equivalent to one (1) week directly supervised training. Therefore up to one hundred (100) weeks of indirectly supervised training may be taken. Indirectly supervised training is defined as follows-
  - i) Training must be in the appropriate discipline and would normally occupy at least twenty-five (25) hours per week; and
  - ii) there would normally be weekly discussion of cases with the supervisor
- c) *Completion of training*  
Regardless of the type and structure of the training programme, training would normally be accomplished within six (6) years. The proportion of the candidate's weekly time spent in the practice of the discipline would normally be not less than twenty-five (25) hours per week during training.

#### **5.4 The Selection and Role of Supervisors**

- a) Supervisors should be approved by the certifying body.
- b) Supervisors shall be recognised experts in the candidate's chosen discipline and must be actively working in the candidate's chosen discipline. Supervisors shall be either registered as specialists in the discipline or have qualifications deemed equivalent by the ACRVS.
- c) Supervisors shall be responsible for both instruction and continuing assessment of candidates and for providing feedback as required by the certifying body.

#### **5.5 Prerequisites of an approved centre**

- a) Approved centres for the purpose of training would normally be expected to have:
  - i) An adequate workload in the specialty
  - ii) Adequate facilities for the performance of the specialty
  - iii) Adequate access to other professional expertise
  - iv) The written permission of the principal of the centre providing the facility.
- b) A description of the centre should be detailed in the training programme submitted to the certifying body.
- c) The certifying body will provide approval of the centre.

## **5.6 Scholarship**

- a) The training programme should include evidence of scholarship which may include:
  - i) Case Reports
  - ii) Presentations at national or international scientific meetings
  - iii) The completion of research project/s
  - iv) Published manuscripts
- b) Written evidence of completion of the above should be provided to the certifying body for scrutiny by the certifying body and /or the examiners.
- c) The number and content of the above will be prescribed by the certifying body

## **5.7 Examinations**

Although the certifying body will set and grade examinations, it is expected that examinations will be rigorous and comprehensive covering theoretical and applied aspects of the discipline. It is expected that a range of examination techniques, such as written, oral, practical, case studies, and interpretative studies will be employed to assess professional competence. The Certifying Body may also take into account referees' reports, research manuscripts and further evidence of a candidate's contributions to the specialty such as publications, invited talks, teaching and professional interaction.

## **5.8 Higher Degrees**

Under normal circumstances, PhDs and Masters degrees will not be considered as suitable qualifications to support a claim for specialist registration.

Under special circumstances it may be possible for a candidate to request that part or all of a higher degree program be assessed as contributing to their specialty training program requirements. Recognition of equivalence to a formal training program will only be given where the candidate provides documentation to allow assessment of the training at the same level as that of any other formal training program.

## **Appendix B**

## **Structure and Function of FTCCs**

### **A. Composition**

1. Five members comprise the FTCC for each Chapter
2. The Chief Executive Officer is a member of all FTCCs.
3. Two Board of Examiners representatives on all FTCCs include the Assistant Chief Examiner (Fellowship) -ACE(F)- who is the Chair, and one other member of the Board of Examiners.
4. Two Chapter representatives on an FTCC will be appointed by Chapters on an annual basis. These two FTCC members are different for each Chapter.
5. In the absence of a Chapter, or of Chapter-appointed members, suitable College members will be chosen by the ACE (F).

### **B. Function**

1. The Chief Executive Officer will:
  - Conduct a preliminary assessment of the contents of any submission to the FTCC.
  - Collate all FTCC reports/replies.
2. The BoE representatives on the FTCC and the Chief Executive Officer will:
  - Review Training Program Documents.
  - Advise Candidates on the suitability or otherwise of proposed Training Programs.
  - Specify changes to Training Program Documents and ensure that proposed Training Program Documents meet the requirements of the Blue Book and the Fellowship Subject Guidelines.
3. The Assistant Chief Examiner (Fellowship) as Chair of the FTCC and the Chief Executive Officer will:
  - Review regular reports from Candidates and Supervisors during training (including Supervisor Reports and Activity Log Summaries) and will advise Candidates and Supervisors on necessary changes to training.
4. Chapter representatives on the FTCC will:
  - Be consulted regarding the content of proposed Training Programs only when specific points relevant to the Subject Guidelines require clarification. Chapters must ensure that Subject Guidelines are clear, concise, current and compatible with the current version of the Blue Book.
  - Review the Six-Months Activity Log of each Candidate and advise the ACE (F), through the College Office, of any perceived deficiencies.

- Assess the Credentials Document of each Candidate and advise the ACE (F), through the College Office, on its acceptability. The FTCC may request additional information.

### **C. Reporting**

1. The FTCC will assess each Credentials Document and advise the outcome to the Chief Examiner.
3. The Chief Executive Officer will advise each Candidate the outcome of the assessment of the Credentials Document.

### **D. Decision Making**

1. The FTCC will advise the Assistant Chief Examiner (Fellowship), as Chair FTCC.
2. The Assistant Chief Examiner (Fellowship) will make all final decisions associated with Fellowship training and credentialling.

## **Appendix C: Chapter Examination Committee (CEC)**

### **1. Composition of the CEC committee**

- 1.1 The CEC is composed of three (3) members of that Chapter.
- 1.2 Each CEC member will be appointed by the Chapter for a term of three (3) years at the annual Chapter AGM.
- 1.3. In the event of a casual vacancy in the CEC, the position will be filled from within the Chapter membership.
- 1.4. CEC members may be existing Chapter office holders. However, Chapters should attempt to appoint CEC members from the body of the Chapter membership to represent the interest of the entire Chapter, and to spread the workload.

### **2. Functions of the CEC committee**

#### **2.1. Education and Training**

- 2.1.1. To review biennially the Subject Guidelines for Membership and Fellowship, using the templates (Section 3) provided by the College Office.
- 2.1.2. The review of the Subject Guidelines are due by August 31 of the relevant year and should be submitted to the Chief Executive Officer, College Office
- 2.1.3. The Subject Guidelines will be reviewed by the Chief Executive Officer and a subcommittee of the Board of the Examiners and either ratified at the next Board of Examiners meeting or returned to the CEC for further revision
- 2.1.4. All correspondence about the review process should be conducted through the Chief Executive Officer
- 2.1.5. To nominate two Chapter members to the Assistant Chief Examiner (Fellowship) for membership of the Chapter FTCC.
- 2.1.6. The names of the Chapter FTCC members should be noted at the Chapter AGM and forwarded to the College Office
- 2.1.7. To nominate individuals to the College Office as mentors for College candidates.
  - 2.1.7.1 The names of the mentors should be noted at the Chapter AGM and forwarded to the College Office

### **3. Examinations**

#### **3.1 Select Examiners**

- 3.1.1. nominate potential Examiners to the Head Examiner.
- 3.1.2 Selection of Membership and Fellowship Examiners is a very important role of the Chapter CEC. A minimum of two examiners needs to be selected and Chapters are encouraged to rotate examiners where possible.

3.1.3 The names of the Examiners should be noted at the Chapter AGM and forwarded to the College Office

### 3.2.2 CEC Examination Liaison

3.2.2.1 To nominate a CEC representative who must liaise with the Subject Head Examiner about Written Papers, Practical and Oral examinations questions and answer keys regarding their consistency with the Subject Guidelines and the Purple Book.

3.2.2.2 This representative must not be an examiner or a supervisor/mentor of an examination candidate.

3.2.2.3 The name of the CEC Examination Liaison representative should be noted at the Chapter AGM and forwarded to the College Office

3.2.2.4 It is the responsibility of the Head Subject Examiner to make contact and liaise with the CEC representative about Written Paper and Answer Keys by February 1st of the Examination year to ensure conformity with Subject Guidelines and the Purple Book.

3.2.2.5 It is the responsibility of the Head Subject Examiner to make contact and liaise with the CEC representative about Practical and Oral Paper and Answer Keys by June 15th of the Examination year to ensure conformity with Subject Guidelines and the Purple Book.

### 3.2.3 Question Bank

3.2.3.1 To aim to formulate a question bank for each Section of the examination.

### 3.2.4 Respond to Feedback

3.2.4.1 To review and take appropriate action (eg modify Subject Guidelines; modify examination format) following the Candidate feedback (comments and suggestions) collated by the College administration after the annual examinations at Science Week.

3.2.4.2 The CEC is requested to address this issue in the report to the Chapter AGM

## **4. Reporting**

4.1 To report to the Chapter Annual General Meeting at Science Week.

4.2 To report CEC decisions to the relevant College officers via the College Office.

## Appendix D: Candidate Checklist for Fellowship Training

*The relevant Blue Book (BB) references are provided in italics*

### 1. Fellowship Information

- Read the Blue Book and the relevant Subject Guidelines. Answers to most questions can be found within these documents.

### 2. Training Program Document

#### 2.1 Submission

- Submit ALL COMPONENTS (*BB 4.3, see BB 8.1-3 for templates*) of the Training Program Document within three (3) months of commencement of the Fellowship Training Program. (*BB 4.2.1*)

#### 2.2 Commonly omitted components of the Training Program Document that MUST BE INCLUDED are:

- A description of the proportion of cases that are referred to the training facility. (*BB 4.3.5c*)
- Letters from all Supervisors involved in the training program, and a letter from the Principal of the Centre providing the training facility. (*BB 4.3.4d, 4.3.91b, 4.3.9.2b, 4.3.10b*)
- A proposed CUMULATIVE week-by-week timetable. (*BB 4.3.8, see BB 8.3 for template*)
- Part 1 of the Fellowship Fee. (*BB 3.12.3*)

#### 2.3 In the Training Program Document, check you show that you will:

- Complete the required number of weeks of full-time Directly Supervised Training (DST). (*BB 3.1, 3.2, 3.3*)
- Be directly supervised by a person with approved qualifications in the appropriate discipline. (*BB 3.2.1, 3.7*)
- Complete the minimum of one (1) externship that will be of at least four (4) weeks in duration. (*BB 3.4.1*)
- Address any special requirements made by your relevant Subject Guidelines. (*Subject Guidelines*)

### 3. Activity Log

- Record cases or activities throughout the entire training period in the Activity Log (AL) and Cumulative Activity Log Summary (ALS). (*BB 3.8, 3.10, see BB 8.5-8.9 for templates, Subject Guidelines*)

#### **4. Publications**

- Publication requirements must be met. (*BB 3.11.2, Subject Guidelines*)
- Discuss proposed publications with your Supervisor.
- Work on the publications allowing plenty of time to submit them early enough for assessment for publication in journals/books. (*BB 3.11.12*)
- Identify the names and category types of each of the four (4) publications submitted in the Credentials Document. (*BB 3.11.8*)

#### **5. Supervisor Six-Monthly Reports**

- Ensure submission of Supervisor Six-Monthly Reports with Cumulative Activity Log Summaries (ALS) every six months throughout training. (*BB 3.7.5.1, 3.10.3, see BB 8.7-8.10 for templates*)
- Supervisor and Candidate must both sign the Supervisor Six-Monthly Report. (*BB 3.7.5.1*)

#### **6. Six-Months Activity Log**

- Submit the Six-Months Activity Log
- Six-Months Activity Log (*see BB 8.5–8.6 for templates*) must be accompanied by a Cover Page (*see BB 8.4 for template*) and a Cumulative Activity Log Summary (*see BB 8.7-8.9 for templates*) for activities to date.
- A retrospective Activity Log is NOT THE SAME as a Six-Months Activity Log. (*BB 5.3.1c*)

#### **7. The Credentials Document**

- Submit ALL COMPONENTS (*BB 6.3, see BB 8.1, 8.13–8.15 for templates*) of the Credentials Document (including Part 2 of the Fellowship Fee) prior to 31 October in the year preceding the proposed Examination. (*BB 6.2.1*)
- The Credentials Document must include Externship Report(s) and Training in Related Disciplines Report(s). (*see BB 8.11, 8.12 for templates*)
- If a manuscript has not been published by the Credentials Date, a copy of the letter of acceptance from the book or journal editor AND A COPY of the final accepted manuscript must be submitted with the Credentials document. (*BB 3.11.10*)
- Submit credit card details on only one copy and mark that copy “administration”. Please note that Fellowship fees will not be processed until credentials are accepted.

## **8. The Fellowship Examination**

- Sit the examination within five (5) years of completion of training. (*BB 6.2.3.1*)
- Training must be completed within six (6) years. (*BB 3.1.4*)
- The Fellowship examination must be taken within three (3) years of approval of the Credentials Document. (*BB 6.4.8*)
- Do not contact the examiners directly regarding the examination, either before or after it. takes place (*BB 7.4.5*)

Preparation for Fellowship Examinations is a demanding process which is appropriate since the award of Fellowship of the College is highly regarded within the profession. Fellowship training involves both a structured training program and individual/private study. These comments and suggestions relate specifically to the private study component.

**Spread the Workload**

Private reading/study should be a regular part of normal professional activity for all veterinarians but more so for those seeking Fellowship and registration as a specialist. From the commencement of your training, an effective cataloguing system for journal articles and other references should be established – there are a number of excellent computer software packages to assist this process. Setting aside a regular commitment of time to reading is important.

**Construct a Study Plan**

With the help of your Supervisor, you should construct a study plan, which takes into account the various topics within your subject – refer to the Subject Guidelines for your subject (available from the College office and an essential document to assist in your preparation). This study plan should be reviewed regularly with your Supervisor, with particular emphasis on identifying areas of weakness in your knowledge or experience and allocating adequate time to these.

**Identify and Contact Other Candidates in your Subject Area**

Contact with other Fellowship Candidates can be of great mutual benefit. The College office may be able to help you identify others in Fellowship training programs in your subject. Regular contact via electronic means can substitute for regular meetings in person where large distances are a problem. Establishing regular contact with other Fellowship Candidates is especially important for those undertaking either Formal Residency Programs in private practice (where they may be the only resident) or Alternative Training Programs involving periods of indirect supervision.

**Review Past Papers and Write Practice Answers**

In the last 3 months before your written Examination, it is very important to practise writing answers to written questions under Examination conditions (i.e. with no reference material available and keeping to time). You should arrange with your Supervisor to mark these answers and provide feedback on content and structure of your answers.

**Written Examination Techniques**

In the written Examination, you **MUST** make sure you fully understand the number of questions you are required to answer and the choice of questions you are permitted. These instructions will be posted to you in advance of the written Examination date. Calculate the time you have available for each answer and commit to **not** exceeding the time for any particular answer, even if it involves your favourite topic and you could write for hours on it.

**Incorporate planning time for each answer into your time calculation.**

*For example:* In a 3 hour Examination where you are required to answer 4 questions, each answer is allocated 45 minutes, of which 10 minutes should be allocated to planning your answer and 35 minutes to writing time. Planning will help your answers to follow a logical pattern which assists the examiner's task of assessing your knowledge.

During the perusal/reading time, you should read all the questions, decide which questions you will answer (if a choice is allowed) and the order you will attempt them, starting with the questions about which you feel most comfortable. Then underline on the question paper the **KEY WORDS** in each question, taking note of the instructional words (e.g. List, Discuss, Write brief notes on, Design etc) and the content words (e.g. pathophysiology, surgical technique and prognosis etc). If any reading time remains, you could begin to plan your first answer.

It is essential to accurately answer the specific question (being guided by the key words) and avoid adopting the "Write everything I know about...." approach to Examination questions. If a question asks you to construct a list, make sure you provide the examiner with an obvious list, not a longhand description of what might be included in the table. If the question asks you to define something, make sure you have a clearly identifiable definition of whatever is requested in the question (etc for other keywords).

**Oral and Practical**

In the weeks between the written papers and the oral and practical, you should review your memory of your answers to the questions on the written papers and review the subject material for questions you chose not to answer. Your Supervisor should again be able to assist you prepare for the oral and practical Examinations by arranging for a practice session adopting the format for the oral and practical components.

It has been the College's experience with unsuccessful candidates that they did not make full use of having regular "specialist" level discussions with their supervisors, other specialists in their discipline, and other Fellowship candidates. Having one or two practice orals just before the Fellowship exam may not be sufficient.

**Pacing Yourself / Avoiding Burn Out**

Physical and emotional burn out is a serious problem for some Fellowship Candidates. This is more likely to occur in the final months of preparation. Achieving a balance between study, physical exercise and relaxation is essential to the goal of arriving on the day of the first written paper, prepared, refreshed and able to perform to the best of your ability. Hours of study time should be broken with regular breaks to relax or exercise. Study efficiency for most people decreases markedly after 8-10 hours study in any 24 hour period. Scheduling regular study-free days is also a useful strategy to avoid burn out.

Planning your study well ahead is also helpful to avoid last minute panic. Most Fellowship Candidates will need to spend at least the final 6 weeks studying without the stress and workload associated with paid employment work hours. This applies particularly to full-time clinical work.

In conclusion, preparation for Fellowship Examination requires hard work and large amounts of emotional energy, usually coupled with significant personal pressure to succeed. Success is more likely to come for those who plan well and in advance, and keep study pressure to a minimum, especially in the final stages of preparation.