



**European College  
of  
Veterinary Ophthalmologists**

**Education and Residency  
Committee**

**Information Brochure 2022**

Last updated: December 2022

## **Table of Contents**

	<b>Page</b>
List of Abbreviations	3
Education and Residency Committee	4
ERC Forms	5
ECVO Residency Training Programmes	6
Application Procedure for an RTP	9
Responsibilities	10
Conflict of Interest Statement	11
Specific Programme Description	12
Documentation and Deadlines	22
Programme Questions and Concerns	23
Discontinuation or Change of a RTP	23

## List of Abbreviations

ACVO	American College of Veterinary Ophthalmologists
ARTP	Alternate Residency Training Programme
DVM	Doctor of Veterinary Medicine
ECVO	European College of Veterinary Ophthalmologists
ERC	Education and Residency Committee
HED	Hereditary Eye Disease
RRTP	Regular Residency Training Programme
RTP	Residency Training Programme

## Education and Residency Committee

### Mission

The Education and Residency Committee (ERC) strives to optimize the training of European College of Veterinary Ophthalmologists (ECVO) Residents in order to optimally prepare Residents for the ECVO qualifying examination and for their future tasks as ECVO Diplomates. The ERC pursues this goal by setting criteria for the Residency Training Programmes (RTPs), approving RTPs and their sponsors, and by monitoring each Resident's progress through the review of regular reports. The ERC maintains lists of approved RTPs, approved Supervisors and current Residents. It will document detailed requirements for RTPs that are necessary for ECVO approval.

### Membership

The ERC shall be composed of six to ten members (please see ECVO website for details [www.ecvo.org](http://www.ecvo.org)). The Chairperson shall be an ex officio member of this committee.

### Responsibilities

**The ERC is responsible for:**

- **Setting criteria for ECVO RTPs** and providing detailed documentation of the programme requirements.
- **Approving the ECVO RTPs** and their sponsors.
- **Maintaining lists** of approved RTPs, approved supervisors and current Residents.
- **Evaluation of each Resident's progress** annually based on the submission of training logs and Programme Evaluation and Progress forms submitted by the Resident and the Programme Director via the online forms system.
- **Communication of deficiencies to the Programme Director and Resident.** If there are deficiencies deemed to be significant to the ERC's ability to evaluate a Resident's progress, the Resident may be required to correct and resubmit RTP documentation outside of the regular annual documentation submission schedule.
- **Certification of Completion of Training Programme.**  
Once a Resident has completed their residency training to the satisfaction of the College, the ERC will issue the Resident with a Certificate of Training Completion. This Certificate must be included in the Resident's application to the Credentials Committee to determine eligibility to sit the Diploma examination. Approval of training does not guarantee the acceptance of the application by the Credentials Committee.

## ERC Forms

ERC forms can be downloaded from the ECVO website. Access to the ERC online forms system on the website is restricted to Residents, Programme Directors and members of the ERC. The Resident should contact the Chair of the Communications Committee to obtain log in details for the online forms system as soon as the RTP has commenced. All forms must be typed rather than hand-written. E-signatures are permissible.

### Downloadable Forms

- Guidelines for RRTP and ARTP Applications
  - *This form provides instructions for prospective Programme Directors to help with completion of the Application Form.*
- Application Form for Residency Training Programme (RRTP or ARTP)
  - *This form should be submitted when applying to the ERC for approval of a RTP (RRTP/ARTP), and re-submitted during a RTP if any changes are required (e.g. a change in a Specialty Training Supervisor).*
- Programme Director's Statement
  - *This form must be submitted to the ERC Chair within one month of initiation of the RTP. It should also be used during the course of a RTP to notify the ERC Chair of a change in Programme Director.*

### ERC Online Forms System ([www.ecvo.org](http://www.ecvo.org)):

- General Form
- RTP Approval Form
- Species Case Entry
- Hereditary Eye Disease (HED) Case Log
- Daily Surgery Log
- Summary Surgery Log
- Training Entry
- Presentation Log
- Research Project
- Programme Evaluation Form
- Progress Evaluation Form
- End of Residency Questionnaire
- Signature Forms

## ECVO Residency Training Programmes

Individuals interested in a RTP should apply directly to an institution which is registered for and is advertising such a programme. A list of such institutions is available on the ECVO website or from the secretary of the ECVO.

### Definition

A Veterinary Ophthalmology RTP is a training programme allowing a graduate veterinarian ("Resident") to acquire in-depth knowledge of veterinary medical and surgical ophthalmology and its supporting disciplines under the supervision and guidance of board-certified Diplomates. The Programme Director (principal supervisor) must be an ECVO Diplomate.

The RTP should educate the Resident primarily in the art and science of veterinary ophthalmology. There shall be additional instruction in the related disciplines of diagnostic imaging, anaesthesiology, histopathology and the basic sciences of anatomy, physiology and pathology.

**Regular Residency Training Programmes (RRTPs)** are those offered by the parent institution on a routine and regular basis without modifications for particular applicants.

**Alternate Residency Training Programmes (ARTPs)** may be submitted to the ERC in *exceptional* cases, for a candidate whose circumstances do not permit enrolment in a RRTP. The quality and total amount of training of an ARTTP must be equivalent to a RRTP.

### Objectives of a RTP in Veterinary Ophthalmology

- To promote aptitude and clinical proficiency in the diagnosis, medical and surgical treatments, and postoperative management of animals with eye disease(s).
- To instruct the Resident in the science and practice of veterinary ophthalmology and its supporting disciplines.
- To provide the Resident with the opportunity to pursue career goals in teaching, research, clinical service, and/or speciality practice.

### Requirements

1. The candidate must be a graduate of an EAEVE-approved veterinary school, unless relieved of this obligation by the Credentials Committee.
2. The candidate must be practising, licensed or eligible to be licensed to practise in a European country. Applicants may be relieved of this requirement in exceptional cases.

3. **Prerequisite:** Prospective Residents will be required to have broad training and experience in clinical veterinary medicine and surgery and their supporting disciplines, which must be obtained by participation in an internship of no less than one (1) year duration or two (2) years of private practice post-DVM or equivalent training. The internship, or its equivalent has to be approved by the Credentials Committee prior to the submission of an application for a RTP to the ERC.

An internship offers an opportunity for recent graduates to obtain additional training in the clinical and basic sciences. An internship is composed of a broad range of clinical assignments within each of the major specialties of veterinary medicine. It is important that an internship be truly a rotation, involving a wide range of clinical activities. It should be conceived as a training programme for the intern rather than a service benefit for the clinic. A programme for an internship should include training in internal medicine, neurology, oncology, surgery, dermatology, diagnostic imaging, anaesthesiology and pathology.

4. **The candidate must have received prior approval from the Credentials Committee before being considered as a Prospective Resident.**

5. A RTP shall consist of a period of **no less than 36 months** of supervised training (including holidays) by one or several ECVO/ACVO Diplomates, to obtain postgraduate education, and clinical experience in the science and practice of veterinary ophthalmology and its supporting disciplines (diagnostic imaging, anaesthesiology, histopathology and the basic sciences of anatomy, physiology and pathology).
6. The RTP will be directed by at least one principal supervising ECVO Diplomate (Programme Director) who will actively participate in that programme as defined by the ERC.
7. Graduate degree studies may be included in the Programme provided that the time spent for those studies does not interfere with the required time of training in clinical veterinary ophthalmology.
8. At least one Research project (clinical or experimental study) should be included in the Programme.
9. Continuing education programmes may be included in the programme. It must be noted that in general these programmes will not contribute towards meeting the minimum residency requirements as explained later in this document.

10. **Facilities, Services and Equipment Required for an ECVO RTP:**

- A. **Medical library:** A library containing recent textbooks and current journals relating to veterinary ophthalmology and its supporting disciplines must be accessible.
- B. **Medical records:** A complete medical record must be maintained for each individual case and those records must be retrievable.
- C. **Facilities for ophthalmic consultations:**

1. The consult room(s) must be sized adequately for the patient, staff and associated equipment.
  2. Required equipment with which the Resident is to gain proficiency:
    - Indirect and direct ophthalmoscopes
    - Slit-lamp biomicroscope
    - Rebound tonometer and/or applanation tonometer
    - Goniolenses
    - Fundus and external cameras
    - Ultrasonography
    - Electroretinography
    - Blood pressure monitoring equipment
    - Cytology microscope
- D. Radiographic and imaging services:** Appropriate equipment for comprehensive diagnostic imaging and image processing must be available on or off site.
- E. Pathology services:**
- Clinical pathology: A clinical pathology laboratory for haematologic, clinical chemistry, microbiologic, and cytological diagnosis must be available on or off site. Clinical pathology reports must be retained and retrievable.
  - Histopathology: Facilities for histological examination of surgical and necropsy tissues must be available on or off site. Histopathology reports must be retained and retrievable.
- F. Surgical facilities:**
- Operating suite: The operating suite must be consistent with current concepts of aseptic surgery. The surgery room(s) must be sized adequately for the patient, staff and associated equipment. An emergency power system is strongly recommended. Adjacent room(s) shall be provided for induction and postoperative recovery.
  - Anaesthetic and critical care equipment: An anaesthetic machine and medical gases, a positive-pressure ventilator, and a physiologic recorder, including blood pressure and electrocardiographic monitoring, are required.
  - Surgical instrumentation: A full set of general and special ophthalmic instrumentation including an operating microscope and surgical loupes should be available for diagnostic and operative surgery of the eye and the adnexa. Residents must become proficient in their use.
  - Photography: Photographic equipment for documentation of the eye and adnexal diseases is required. A video capture device mounted to the operating microscope is recommended for cataract surgery training.
  - Sterilization: steam and heat sterilization of surgical instrumentation and supplies must be available
  - Phacoemulsification machine



## Application Procedure for an RTP

- The candidate must have received prior approval from the Credentials Committee before being considered as a Prospective Resident.
- The Programme Director (principal supervising ECVO diplomate) is required to submit an “Application Form for RRTP/ARTP Approval” to the ERC **at least 90 days before the requested start date** of the RTP. Service in the programme initiated prior to approval of the residency will not count toward completion of the programme.
- “Programme Director's Statement” must be submitted, by email, to the ERC Chair within 30 days after programme initiation.
- **The ERC approval for a RTP is given on an individual basis, for a given Candidate Resident.** Each Resident should be provided with a copy of the “Application Form for a RRTP/ARTP Approval”, a copy of the ERC’s Approval, a copy of this Information Brochure and a copy of the “Programme Director’s Statement”. **Any changes to the programme must be notified to and approved by the ERC in advance** by submission of an updated Application Form and/or Programme Director’s Statement (depending on the change).
- A single Programme Director may direct the training of no more than two (2) Residents at any given time. If a Programme Director is required to supervise more than two Residents at any given time, **all RTPs** of the institution then become conditional upon **re-review** of the ERC.
- The RTPs are approved by the ERC for a **fixed period of six years**. If **continuation of the RRTP** is required, the programme description must be updated and resubmitted to the ERC for new approval using an updated Application Form. This should be done no less than one year prior to the original RTP end date.
- **Alternate RTP (ARTP) and external participants to a RRTP:** External Participants (ECVO/ACVO Diplomates and Diplomates in Speciality Disciplines) who will participate in the training of the Resident in order to fulfil the programme requirements should be contacted and appointed by the Programme Director **before** the beginning of the training period. Details of externally provided training should be provided in the relevant section of the Application Form and include a description of the nature, duration and the dates of the training offered.
- Additional short-term externships with a diplomate (ECVO/ACVO Diplomates and Diplomates in Speciality Disciplines) do not require pre-approval and may be included in the case log. A completed signature form (available through the online form system) will serve as proof of attendance. Such ad hoc externships should not, however, serve as replacement training of any element of the previously approved RTP. (e.g. one day or one week spent on externship during the programme requires a signature form only; one day per month or one week per year over three years would require prior approval.)

## Responsibilities

### The Programme Director's Responsibilities:

- Verification of pre-residency training.
- Development of a RTP that meets all ECVO requirements.
- Contact and appointment of Internal and External Participants (ECVO/ACVO Diplomates and Diplomates in Speciality Disciplines) who may participate in the training of the Resident during the RTP. These should be contacted and appointed before the beginning of the training period.
- Administration and continuity of the RTP.
- Guaranteeing access to specialists in ophthalmology and other disciplines required for the entire duration of the ECVO RTP.
- Verification of the Residency Training Logs.
- Meeting with the Resident at least twice a year for evaluation of performance and progress.
- Submission of the "Programme Evaluation and Progress Form for the Diplomate" to the Chair of the ERC on a yearly basis via the online forms system. A copy must also be provided to the Resident. **Forms must be submitted no later than one month after completion of each 12-month period (or 12-month equivalent for part-time RTPs).** Late and/or incomplete submissions will not be evaluated and may lead to the requirement of additional residency training time of up to six months at the discretion of the ERC.
- Communication of any structural change in Resident training (including any change to supervising diplomates in any of the disciplines) must be communicated immediately to the Chair of the ERC by submission of an updated Application Form.
- The "Programme Director's Statement" must be filed for each Resident when there is a change in Programme Director. It is the responsibility of the new Programme Director to file a new "Programme Director's Statement" for each Resident to signify the change in responsibilities.

### The Resident's Responsibilities:

The degree of responsibility assumed by the Resident shall be appropriate to the nature of the clinical case, surgical procedure and training experience.

The Resident shall be responsible for:

- Receiving clinic appointments and obtaining history and pertinent information from the client.
- Providing optimal clinical service and prompt professional communications.
- Performing and managing emergency consultations and surgical cases.
- Supervising daily management of hospitalized animals.
- Participating in clinical teaching.
- Completion of all RTP requirements as defined in this Information Brochure.

- Maintenance of all required RTP data.
- Submission of yearly documentation forms (via the online forms system) to the ERC. **Forms must be submitted no later than one month after completion of each 12-month period (or 12-month equivalent for part-time RTPs).** Late and/or incomplete submissions will not be evaluated and may lead to the requirement of additional residency training time up to six months at the discretion of the ERC.
- Reviewing the yearly Training Evaluation provided by the ERC. **All changes suggested by the ERC should be incorporated into the following 12 months' submission.** In certain circumstances, the ERC may ask that **revised paperwork** be submitted immediately. If severe deficiencies are noted, the candidate may be placed on probation. If weaknesses are identified, the Programme Director will also be notified.
- In exceptional circumstances the Resident may contact and appoint External Participants, i.e. ECVO/ACVO Diplomates who may participate in the training of the Resident during the RRTP/ARTP. External Participants should be appointed prior to the beginning of the training period. The Programme Director, however, is primarily responsible for appointing External Participants.

## **Conflict of Interest Statement**

A conflict of interest exists when professional judgement or actions of a Supervisor and/or Resident have a reasonable chance of being influenced by other interests (such as financial gain, professional advancement, giving favours to family and friends and emotional interests or otherwise). Such interests could impair the Supervisor or Resident's ability to perform his or her duties and responsibilities objectively and must be avoided. Supervisors and Residents must disclose any potential conflict of interest to the ERC at the earliest opportunity.

The following are some examples of potential conflicts:

- Giving or receiving gifts, payment of any kind, or anything else of value, in exchange for supervision.
- Providing supervision to, or receiving supervision from, family or friends.
- Receiving financial compensation for work provided by the Resident or Supervisor.
- Pursuing, directly or indirectly, a substantial financial interest in an ECVO RTP.

This list is by no means comprehensive. Should there be any doubt as to whether a potential conflict of interest may exist within a RTP, the Supervisor(s) or Resident should contact the ERC for discussion and clarification.

## Specific Programme Description

### A. Ophthalmic Clinical Rotations and Surgery

These exist to facilitate development of knowledge, skill and proficiency in veterinary ophthalmology via exposure to a wide variety of eye diseases in a wide variety of species to be kept in the “Species Case Entry”, “Hereditary Eye Disease Case Log”, “Daily Surgery Case Log” and “Summary Surgery Case Log” with the guidance and collaboration of veterinary specialists.

- **At least 70% (25 months/107 weeks)** of the RTP (consisting of a minimum total of 36 months including ‘off clinics’ and holiday) must be spent on a clinical ophthalmology service under the direction of a Supervisor.
- **Eighty percent (80%) of this time must be under direct supervision** of a Supervisor.

**Direct supervision is defined** as that time the Supervisor is physically present at the clinical facility (e.g. examination room, surgery room) during the training experience.

When the Resident is able to function independently, a Supervisor must provide at least the following supervision:

- Appropriate case consultation.
- Be in-house while the Resident is performing non-emergency surgery.
- Be available for consultation when the Resident is performing emergency surgery outside of office hours.
- **Species Case Entry and Surgical Case Logs:** Residents must see a minimum number of each species (for details see section below) and need to perform a minimum number of surgical procedures within each of the defined categories; for details see “Species Case Entry” and “Surgical Training Log” below.

### Species Case Entry

A **minimum number** of the following species has to be seen (under 80% Diplomate supervision) **per year**:

- **Canine: 700, feline: 150, equids: 40, bovine: 10, ovine/caprine/camelid: 10, avian: 20, rabbits: 15, rodents: 15, amphibians/reptiles: 5; numbers in porcine, primates and additional exotic species are optional.**
- Primary and re-examinations should be included; in-patients count only twice during their entire stays (primary and one re-examination).
- If some species are not regularly seen at a training centre, the Resident should have the possibility to see those species (to the minimum number required) **under Diplomate’s supervision** at horse stables, stud farms, cattle farms, bird sanctuaries, zoological gardens, etc.
- For the following species normal and abnormal eyes may be included in the species case log: equids, ruminants, rabbits, rodents, reptiles/amphibians, avian, porcine, and exotic species.

## Hereditary Eye Disease (HED) Case Log

- The Resident must be trained in the recognition of known and presumed hereditary eye diseases (HEDs) in accordance with the ECVO HED Eye Scheme and in completion of the ECVO HED Eye Scheme examination form.
- It is strongly recommended that the Resident is trained in all HEDs listed on the HED form (equivalent to the Appendix A of the ECVO HED Eye Scheme).
- HED training should include disease recognition, clinical significance of disease, aetiopathogenesis (including molecular basis of disease), DNA testing and breeding advice.
- Training should be performed on animals presenting for official HED examinations and those presenting as clinical patients. For rare HEDs, the use of photographic slide material is accepted.
- Adult dogs and puppies should be included in the training. Examples of HEDs seen in cats may also be included.
- It is strongly recommended that the Resident be trained in a **minimum of 50 HED 'cases' per year** which should include a **minimum of 15 official HED examinations** (ECVO HED Eye Scheme or national equivalent).
- The official HED examinations may include dogs with no evidence of HED.
- Dogs with normal eyes should not be included in the Species Case Entry.
- Clinical cases presenting with HEDs should be included in both the Species Case Entry and HED Case Log.
- All training should be delivered by an ECVO Diplomate.
- The Resident is encouraged to complete a 'sham' ECVO HED Eye Scheme examination form for each HED 'case' to familiarize themselves with their completion and in preparation for the ECVO examinations.
- The Resident should complete an HED case log for each year of RTP training.

## Surgical Training Log

Each Resident is **required** to keep a "Daily Surgery Case Log" and a "Summary Surgical Case Log" via the online forms system. These logs will be utilized to document breadth of surgical exposure and surgical supervision.

**Objectives:** The objective of these recommendations is to ensure that Residents, training to become certified veterinary ophthalmologists, have gained the minimum level of surgical experience commensurate with the ECVO Diplomate status.

### **Daily Surgery Case Log**

The Daily Surgery Case Log should indicate (in chronological order throughout the complete programme):

1. Number (number consecutively throughout the programme)
2. The date of the surgery
3. The case number at the clinic
4. Patient (species)
5. Diagnosis
6. Surgical procedure (and specify exact procedure performed)
7. Name/initials of supervisor (this can be left blank for level 3)
8. The role of the Resident in the surgery (See “Grading System” – level 1, 2 or 3).

This log is to be kept for the entirety of the RTP.

The “Daily Surgery Case Log” and “Summary Surgery Case Log” have to be submitted at each 12-month evaluation (or equivalent) and at the completion of the programme together with the other yearly and end of residency documentation forms via the online forms system.

### **Grading System**

For each procedure and groups of related procedures, a minimum number of surgical experiences is recommended. The total number, however, may be the sum of a variable and flexible combination of experiences with differing levels of involvement. Three levels of involvement are defined as follows:

- Level 1:** The procedure is performed by an ECVO/ACVO Diplomate with the Resident assisting.
- Level 2:** The procedure is performed by the Resident with an ECVO/ACVO Diplomate providing direct supervision. The Diplomate must either participate in the capacity as assistant surgeon or be in the operating room through the course of the procedure.
- Level 3:** The procedure is performed by the Resident without Diplomate assistance.

The rationale for this system is that programmes, caseload and individual preferences (both for Residents and Diplomates) vary. This variation should be recognized by the ECVO in establishing guidelines. Further, this system acknowledges and provides for the differing degrees of preparatory experience needed for different surgical procedures.

The list of “recommended surgical training” indicates **minimum numbers of surgical training strongly recommended by the ERC**. Although those numbers are not an absolute requirement, it is at the discretion of the ERC to decide whether the surgical training as represented by the surgery case logs is adequate or not.

### **Guidelines for filling the “Daily Surgery Case Log” and “Summary Surgery Case Log”**

- For level 1 and 2 procedures, name of supervising Diplomate must be provided.
- For level 3 procedures, which are performed without Diplomate assistance, it is not necessary to provide details of the ‘supervising’ Diplomate.
- Bilateral surgical procedures can be counted as separate surgical cases. For example: bilateral phacoemulsification, bilateral medial canthoplasty, bilateral correction of macroblepharon, bilateral removal of distichia.
- The treatment of a single ocular condition counts as a single surgical case (irrespective of the number of surgical procedures that are needed). For example: surgical treatment of a corneal sequestrum requiring a lamellar keratectomy and a conjunctival pedicle graft may be listed under either keratoplasty or conjunctival graft, not both.
- The treatment of two distinct ocular conditions on the same eye may be counted as two surgical cases. For example: eyelid mass resection and corneo-conjunctival transposition. Also, if both the upper and lower eyelid of the same eye require surgery, they may be counted as 2 separate procedures. For example: correction of entropion via lower eyelid Celsus-Hotz procedure and upper eyelid Stades procedure count as two separate procedures.
- Residents should notify the ERC if their institution changes the surgical management of a condition if the case log is affected. For example, phacoaspiration may supersede intracapsular lens extraction (ICLE) for the management of anterior lens luxation. Phacoaspiration (for lens luxation or as part of endolaser cyclophotocoagulation) should not be included under standard phacoemulsification procedure.
- Procedures performed on cadavers or supervised by a board certified surgeon should only be logged for those cases denoted by an asterix \* below, unless requested by the ERC. If a deficiency in a certain procedure is noted in the final year and a cadaver session needed for teaching please notify the ERC. This can be by email prior to form submission or using the comments section on the forms at submission.

PROCEDURE	LEVEL 1	LEVEL 2	LEVEL 3
<b>Lens extraction</b>			
ICLE and ECLE techniques <sup>*a</sup>	5	5	(5)
Phacoemulsification <sup>b</sup>	10	10 <sup>b</sup>	(5)
<b>Anterior segment</b>			
- Keratoplasty (penetrating, corneoscleral transposition, lamellar keratectomy)	10	10	10
- Corneal laceration repair	3	3	3
- Conjunctival graft/BIOSIS/ other grafts	5	5	15
<b>Glaucoma<sup>c</sup></b>			
- Filtering techniques	1	1	1
- Cyclodestructive techniques	1	1	1
<b>Adnexa</b>			
- Celsus-Hotz, Y-V-plasty	2	2	10
- V/4sided-resection, V-Y-plasty	2	2	10
- Upper eyelid trichiasis/entropion (any technique)	3	3	6
- Blepharoplastic surgeries to:			
• reduce the palpebral fissure <sup>d</sup>	2	2	4
• reconstruct the eyelid <sup>e</sup>	2	2	4
- Ectopic cilia (any surgical technique)	2	2	2
- Distichiasis (any surgical technique) <sup>f</sup>	2	2	2
<b>Lacrimal</b>			
- Parotid duct transposition <sup>*h</sup>	2	2	2
- Repositioning of the nictitans gland	2	2	6
- Nasolacrimal apparatus surgeries <sup>*g</sup>	2	2	2
<b>Orbit &amp; globe</b>			
- Orbitotomy (temporal approach) <sup>*h</sup>	1	1	1
- Orbital drainage (any approach)	1	1	2
- Enucleation	2	2	10

\*: may be performed on cadavers

( ): optional suggestion by the ERC

<sup>a</sup>: ICLE: please inform the ERC if your institution handles lens luxation differently.

<sup>b</sup>: level 2 phacoemulsification means that the resident performs the major part of the surgery including the actual phacoemulsification.

<sup>c</sup>: Training for glaucoma procedures is to be carried out preferably on clinical patients but cadaver practice will be accepted. A detailed description of the procedure needs to be provided in the daily surgery log. Intravitreal gentamicin injection does not count towards meeting this minimal requirement.

<sup>d</sup>: Examples include: Kuhnt-Szymanowski (and modifications), wedge resection with lateral canthal support procedures (such as Wyman Kaswan), medial canthoplasties (such as Roberts Bistner). Does NOT include: simple wedge or 4 sided resection.



<sup>e</sup>: Examples include: eyelid laceration repair, H plasty, Pavletic (lip to lid), and Mustardé procedures.

<sup>f</sup>: Do not separate upper and lower lid distichiasis

<sup>g</sup>: Examples include lacrimal sac entry (e.g. for retrieval of foreign bodies), imperforate punctum surgeries as well as nasolacrimal duct surgeries.

<sup>h</sup>: May be performed under the supervision of a board-certified specialist in surgery

## **B. Speciality Training in Anaesthesiology, Diagnostic Imaging, and Ocular Histopathology**

The ERC strongly recommends Speciality Training on a regular basis (1 hour per month or 12 hours per 12 months for each speciality discipline) under the supervision of a board-certified Diplomate in the speciality. This training is tracked using the “Speciality Training Log”. The minimum time period that can be counted as a single episode of Speciality Training is 15 minutes (0.25 hours). Training in Speciality Disciplines should be performed as outlined in the original Application Form. Any deviation from this planned training must be notified to and approved by the ERC in advance of completion of the training by submission of a modified Application Form. Journal club, seminars, lectures or courses should not be logged as Speciality Training.

**Anaesthesiology**: A minimum of **one hour per month (or en bloc of maximum 12 hours per 12 months)** of Resident Anaesthesiology training, supervised by an ECVA A Diplomate or equivalent is required. This can include participation in patient care, neuromuscular blocking or regional anaesthesia for ophthalmic cases, anaesthesia rounds and case discussions. While emphasis should be on anaesthesia of ocular cases, it can include non-ophthalmic routine and emergency patient anaesthesia care and case discussions. This requirement must be fulfilled under a programme mutually agreeable to the ECVO and ECVA A Diplomates.

**Diagnostic Imaging**: A minimum of **one hour per month (or en bloc of maximum 12 hours per 12 months)** of Resident Diagnostic Imaging training on eye-related conditions supervised by an ECVDI Diplomate or equivalent is required. This can include participation in patient care, special diagnostic procedures for ophthalmic cases, radiology rounds, case discussions and various imaging modalities. This requirement must be fulfilled under a programme mutually agreeable to the ECVO and ECVDI Diplomates.

**Ocular Histopathology**: A minimum of **one hour per month (or en bloc of maximum 12 hours per 12 months)** of Resident Histopathology (and cytology) on ocular, adnexal and orbital diseases supervised by an ECVP Diplomate or equivalent is required. This can include microscopic and gross pathology, pathology rounds, case discussions and surgical biopsy service. This requirement must be fulfilled under a programme mutually agreeable to the ECVO and ECVP Diplomates.

In exceptional cases and with prior approval from the ERC, Speciality Trainings may be performed:

- On a monthly basis under the supervision of non-board certified specialist in the field. This training will have to be complemented with a minimum of 36 hours of training under the supervision of a board-certified specialist. The board-certified training can be done as a single block at any time during the RTP. This exception applies to ALL three specialties, and can be changed at the discretion of the ERC.

### **C. Time for Scholarly Activity**

While the bulk of the residency experience is intended to be clinical ophthalmology, a minimum amount of “off clinic time” is necessary for professional development.

**The minimum requirement for off clinic time is 15% of the duration of the RTP (equivalent to a minimum of 5.4 months/23 weeks of a 36-month RTP).**

This **must** include:

- **Literature review:** the ECVO requires that the Resident be guided in their review of the ophthalmic literature (often done during journal club or book reading). The Programme Director is required to provide for a combined total of 64 hours of journal club and book reading per year which must be performed by an approved supervisor within the training institution (DECVO/DACVO). Mentors are free to choose how they want to subdivide this time as long as these sessions are being organised on a weekly basis throughout the year. The ERC recommends a minimum of one hour each week of book discussion and a minimum of one hour each month of journal review/discussion.
- Research or clinical investigation
- Preparation of scientific manuscripts
- The anaesthesiology, diagnostic imaging, and histopathology ECVO requirements

This **may** include (the following list is not exhaustive but gives a broad outline):

- ACVO Basic Science Course
- Graduate degree studies
- National or international level continuing education courses
- Special veterinary rotation with the approval of the Supervisor
- Special rotation at a human medical hospital
- **Time allowed for holiday must not be used to fulfil minimum required time for scholarly activity.**

## D. Extracurricular Activity

1. Mandatory attendance of at least one ECVO scientific meeting.
2. Attendance of the Veterinary Ophthalmology Basic Science Course given by the ACVO is strongly advised. The ACVO Course can be attended at any time during the programme.
3. Optional: The following conferences/rounds are recommended:
  - Veterinary speciality oriented conferences/rounds (e.g. neurology, internal medicine, diagnostic imaging)
  - Other scientific presentations, including human medical conferences

## E. Presentation and Teaching Requirements

- Presentation of seminars and teaching are an important part of an ECVO RTP. Seminars, rounds presentations and teaching responsibilities delivered by the Resident must be entered in the "Presentation Log".
- The Resident must deliver a minimum of one oral presentation and one poster presentation OR two oral presentations at ECVO, ACVO, IEOC or ARVO scientific meetings.
- It is the Programme Director's responsibility to ensure that their Resident is capable of delivering in-depth presentations to peer audiences and to field the discussion that follows.
- Presentations delivered before the official start date of an RTP may be accepted only if the candidate resident has received prior RTP approval from the ERC. In exceptional circumstances two poster presentations may be accepted. This will only be considered if one of the presentations was originally submitted as an oral presentation but has been considered more suitable as a poster presentation by the Scientific Committee.
- **The Resident must also deliver a minimum of two additional presentations per year.** These can include scientific seminars at conferences other than ECVO/ACVO/IEOC/ARVO, clinical case presentations to other Residents/Faculty, continuing education to graduate veterinarians, or clinical instruction to interns, veterinary students or veterinary technicians. Clinical instruction of students given repeatedly should be counted in the "Presentations Log" only once per 12-month period.

## F. Publications

The Resident is required to submit the following to the Credentials Committee as part of the application to enrol in the ECVO diploma examination:

- One original, ophthalmological, internationally peer reviewed manuscript of which the applicant must be the principal author.
- One ophthalmological, internationally peer reviewed case report or original manuscript of which the applicant is principal author or co-author.

- The same single publication may be used to fulfil the publication requirements of more than one resident.
- In exceptional circumstances, and at the discretion of the Credentials Committee, a short communication may substitute an original manuscript.
- Each publication must have been either published or accepted for publication by a refereed journal. If it is written in a foreign language an extensive informative abstract in English must be provided to the ERC.

### **Criteria for Acceptance of the Publications**

- The publication must have resulted from the applicant's research or clinical investigation. Publications based on research projects or case reports conducted during the RTP are preferred. However, papers that are published no more than 5 years prior to the date of submission of end of residency credentials to the Credentials Committee are accepted.
- Only peer-reviewed articles in internationally recognized journals can count towards meeting the publication requirement. It is the resident's responsibility to verify that peer review is used in the journal of their choosing.
- The publications must have been published or fully accepted for publication.
  - There is no language restriction on the publication requirement.
  - Once published, the first page(s) of printed article(s) must be submitted to the Credentials Committee. This needs to be accompanied by an extended abstract in English if the article is published in any other language.
  - When accepted for publication, the letter(s) of acceptance with a copy of the title page and summary must be submitted. An extended abstract in English is also required for non-English publications. A manuscript is considered accepted when the author receives a final letter of acceptance from the editor and further review by a reviewer is not required. Editorial notations or changes affecting sentence structure are acceptable.
- It is acceptable to use a professional writer for the correction of the English language and manuscript style.

### **G. Alternate Residency Training Programme (ARTP)**

ARTPs are those offered periodically or on a part-time basis by an institution (university or private practice) and are adapted to the Resident's individual situation. Candidate Residents are supervised by one or more Diplomates at one or more training locations.

For such programmes, the Programme Director together with the Candidate Resident must prepare a **detailed** description of the planned ARTP which should be submitted to the ERC for **consideration of approval BEFORE each programme is begun**, this is an **EBVS requirement**. Service in this programme initiated prior to approval of the residency will not count toward completion of the programme.

The ECVO/ACVO Diplomate is required to submit "Application Form for RRTP/ARTP Approval" and "Programme Outline Form for External Participants" to the ERC **at least 90 days before the requested start date of the programme**.

## Requirements

In general, all requirements indicated for a RRTP also apply for an ARTP.

An ARTP shall consist of a period of **no less than 36 months and no more than 6 calendar years** of supervised training by at least one ECVO Diplomate in the science and practice of veterinary ophthalmology and its supporting disciplines (diagnostic imaging, anaesthesiology, histopathology and the basic sciences of anatomy, physiology, and pathology).

Residents of an ARTP can study on a part-time or full-time basis. The training may be performed in interrupted blocks of time; **the blocks must be at least two months** long.

The training may be performed in different locations, by several ECVO/ACVO Diplomates (named External Participants); however there will be **only one “Programme Director”** (who must be an ECVO Diplomate) who will have the ultimate responsibility to ensure that all requirements are met.

All candidate ECVO/ACVO Diplomates who will train the Resident during the ARTP should be contacted and appointed by the Programme Director **before** the beginning of the training period.

**External participating Diplomates** in ophthalmology or speciality disciplines should complete the relevant sections of the “Application Form for RRTP/ARTP Approval” and describe the nature and duration of the training offered.

The ERC approval of a RTP (RRTP or ARTP) is given on an individual basis, for a given Candidate Resident.

## Documentation and Deadlines

- Residents are required to submit documentation of the evaluation and progress of their programmes to the ERC no later than one month after completion of a 12-month training period via the online forms system. For example, a resident following an ARTP with 50% time of supervised training per year, will submit a 12 month-training report every two years.
- Once the Resident has submitted (locked) the annual online forms, at least two members of the ERC will evaluate the documentation and send comments to the ERC Chair who will assemble a Training Evaluation Report. The Resident and Programme Director should expect to receive this report no later than one month following form submission. The Resident should contact the ERC Chair if the report has not been received within this time.
- If corrections and/or clarifications are required from the Resident (or Programme Director) the forms will be labelled as 'not ok'. In this instance, the Resident (or Programme Director) should make the required corrections and/or clarifications within two weeks. The Resident (or Programme Director) should use the comments box to specifically document where changes have been made and to respond to any queries.
- For **all supervising Diplomates** that were involved in the preceding year of training (ECVO/ACVO Diplomates and Diplomates in Speciality Disciplines), a downloadable signature form should be completed and uploaded to the online forms system and submitted with the other online forms. It is the Resident's responsibility to obtain completed signature forms for participating supervising Diplomates.
- At the end of the programme the Resident is required to submit an "End of Residency Questionnaire" together with the yearly forms of the last 12 months training period to the Chair of the ERC via the online forms system. Forms have to be submitted (locked) no later than one month after the end of the residency.
- Residents should remind their Programme Director to complete the "Programme Evaluation and Progress Form" before submission of the each annual submission of online forms
- Completion of forms, submission of documents to the Resident's supervisors for completion/signature, submission of the required documents to the ERC and compliance with the deadlines are the **sole responsibility of the Resident**. No reminders will be sent out.
- After satisfactory completion of all residency requirements Residents will receive a "Certificate of Residency Training Completion" from the ERC. This form must be included in the Resident's application to the Credentials Committee to determine eligibility to sit the Diploma examination. Approval of training does not guarantee the acceptance of the application by the Credentials Committee.

**Incomplete forms will be rejected without evaluation by the ERC and may lead to the requirement of an extension of the training period by six months at the discretion of the ERC. Likewise forms sent in later than one month following completion of each year of residency training may lead to the requirement of an extension of the training period. If these documents are**

**not received within 60 days of the submission deadline, the ERC could recommend the Resident's programme to be suspended.**

- Final year residents who wish to sit the next cycle of examinations should submit their forms to the ERC no later than **August 1st** and contact the Credentials Committee no later than **September 1st**. Applications for the exam closes on **December 1st**. Residents are reminded that applications for the exam can only be received if the RTP (min. 36 months) finishes before December 1st **AND** the last annual report and end of RTP form were submitted to the ERC by the August 1st deadline. The ERC will consider a RTP completed when all residency requirements listed in the Information Brochure have been met. Please visit the FAQ section of the website for more detailed information on the different deadlines.

## **Programme Questions and Concerns**

Any Resident who has a concern with their RTP should discuss the question or concern with their Programme Director or appropriate local institutional official in the first instance.

If the question or concern cannot be satisfactorily addressed at the local level and if the Resident believes the ECVO can be of assistance, then the Resident Liaison can be contacted through the email address provided on the ECVO website ([www.ecvo.org](http://www.ecvo.org)). The resident Liaison may routinely, informally contact mentors and ask whether they can be of assistance.

Similarly, if the Programme Director requires assistance, then the Mentor Liaison can be contacted. The Mentor Liaison in turn, may routinely informally contact mentors and ask whether they can be of assistance.

If the question or concern cannot be solved by the Resident or Mentor Liaisons, a letter should be directed to the Chair of the ERC.

Issues that cannot be addressed by the ERC will be forwarded to the Executive Committee of the ECVO.

## **Discontinuation or Change of an RTP**

The **Programme Director** is responsible for notifying as soon as possible the Chair of the ERC:

- Of a Resident discontinuing a RTP at their institution.
- Of changes in the Programme.

**Residents** should also contact the Chair of the ERC to indicate:

- Intent to change the residency training in the near future or
- Permanent discontinuation of residency training.