



## **POLICIES and PROCEDURES**

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## CHAPTER 1

### The European College of Bovine Health Management (ECBHM)

#### 1.1 Introduction

The **European College of Bovine Health Management** (ECBHM) is a veterinary specialty organization approved by the European Board of Veterinary Specialization (EBVS).

#### 1.2 Objectives

The primary objective of the ECBHM shall be to advance health-oriented bovine production management in the herd context in Europe and increase the competency of those who practice in this field by:

- a) Establishing guidelines and standards of training for postgraduate education and experience prerequisite to becoming a specialist in bovine health management.
- b) Advancing knowledge in the field of Bovine Health Management based on the principles of evidence based veterinary medicine (EBVM).
- c) Examining and authenticating veterinarians as specialists in bovine herd health management to serve the bovine patient, its owner, the consumer of products originating from the bovine and the public in general, by providing expert care for cattle.
- d) Encouraging research and other contributions to the science and practice of bovine herd health management including:
  - animal husbandry
  - internal medicine
  - surgery
  - obstetrics
  - reproductive management
  - animal welfare
  - animal health economicsas they relate to the:
  - epidemiology
  - pathogenesis
  - diagnosis
  - therapy
  - prevention
  - control of diseases
  - one healthdirectly or indirectly affecting Bovinae and the maintenance of healthy, productive cattle herds.
- e) Promoting communication and dissemination of knowledge related to item c) above.

Bovine health management also includes, at the level of the animal, those aspects of bovine diseases and bovine-derived pathogens that impact on quality and safety of bovine products and gives special consideration to herd health, production systems and targets, and the management of cattle populations.

The specialist in Bovine Health Management will be available to work in a referral capacity. At least 60% of her/his time will be devoted to the specialty.

## CHAPTER 2

### ECBHM Residency Programmes

#### 2.1 Definition and Syllabus

An **ECBHM Residency Programme** is a training programme that has been approved by the Education and Residency Committee, allowing a graduate veterinarian (the Resident) to acquire in-depth knowledge of bovine health management and its supporting disciplines under the supervision and guidance of one or more practicing Diplomate(s) of the ECBHM.

Residency programmes aim at training specialists who will have the qualities, professional and technical skills necessary for successful employment in professional environments, with self-confidence, self-criticism and sense of responsibility that are essential for the practice of the specialty. Moreover, residency programmes must aim at the development of a culture which recognizes the importance of continuous professional development.

The Resident should gain advanced knowledge and skills in the following areas of bovine health management, which constitutes the syllabus for the Residency Training Programme:

#### 1. Bovine health issues

##### a. Individual animal level

- i) Those diseases, syndromes and conditions of cattle of all types and ages which are commonly encountered in Europe, including emerging, re-emerging and transboundary diseases of cattle, with their cause, epidemiology, prevalence, pathogenesis, differential diagnoses, diagnosis, therapeutic regimes, control and prevention.
- ii) Diagnostic methods, including clinical examination, case recording, post-mortem examination, collection and preservation of samples for laboratory examination, routine diagnostic laboratory techniques etc.
- iii) Surgery, anaesthesia and pain management (a basic knowledge of common methods and procedures is required, but not specialist knowledge or expertise).
- iv) Reproduction, including normal and abnormal reproductive behavior in female and male cattle (not at a specialist level of expertise).
- v) Cattle welfare (specified to different age ranges and production systems)

##### b. Herd level

- i) Husbandry aspects of growth, production, reproduction, health and welfare.
- ii) Principles of bull usage and cow management, effects of nutrition on reproduction.
- iii) Recording of production and reproduction data, including indicators for health and welfare; methods for investigation and correction of lowered productive or reproductive performance; interpretation of health and welfare

indicators at herd level, organization of control schemes for herd health, productivity and animal welfare issues.

- iv) Herd health planning.
- v) Control strategies for infectious diseases relevant to the cattle population in European countries, including diagnostic testing and vaccination to prevent disease at the herd level.
- vi) Cattle housing and its impact on health and disease for all classes of cattle specified to different age groups and production systems.
- vii) Nutrition, including anatomy, physiology and principles of normal digestion, nutritional requirements of all classes of cattle at different ages and stages of production.
- viii) Knowledge about common dietary constituents used in bovine nutrition in different age groups and production systems; ration evaluation, standard methods of feed analysis.
- ix) An understanding of principles of diet formulation, that there are a number of different national systems for feed evaluation but that all have common principles - e.g. ruminant N balance.
- x) Commonly used methods of forage conservation.
- xi) Commonly used feeding regimens for dairy and beef cattle, EU regulations on foodstuffs.
- xii) Diseases caused by improper nutrition.
- xiii) Poisoning, including toxic plants.
- xiv) Udder health, Milk quality and management.
- xv) Milking machines – types, function and problems.
- xvi) Basic knowledge of management and economics of common production animal farming systems related to bovines

## 2. The operation of the cattle industries

- i) Structure of European dairy and beef cattle industry.
- ii) Dairy production systems.
- iii) Beef cattle production systems, including a detailed knowledge of all aspects of commonly used production systems.
- iv) Cattle marketing and slaughtering methods.
- v) Animal health economics - applicable to cattle units and cattle populations.
- vi) Quality assurance - farm assurance schemes.
- vii) Effect on meat and milk quality of feed supplements and additives, methods of feed dispensing.

## 3. Related technical disciplines

### a. Animal Welfare

- i) Welfare, ethics and animal use.
- ii) Normal behavioral patterns and their alteration by stress, pain and disease.
- iii) Pain recognition, assessment and management.

- iv) Welfare in relation to stockmanship, housing, nutrition and breeding.
- v) Welfare standards and indicators on the farm, during transport, in the market place and at the slaughterhouse.
- vi) Care and welfare of sick and injured cattle.
- vii) Transport of casualty cattle (fallen stock).

b. Legislation

- i) Notifiable diseases of cattle (including OIE-listed diseases) and all related appropriate legislation at the level of the EU.
- ii) EU legislation in place to safeguard the welfare of cattle.
- iii) EU legislation regarding drug usage and prescription in cattle.
- iv) Principles and regulations of prudent use of antimicrobials

c. Public Health

- i) HACCP principles.
- ii) Food safety, consumer protection and environmental protection as applicable to cattle, cattle production and cattle products.

d. Zoonoses

Cattle diseases transmissible to humans, main symptoms in humans, epidemiology, pathogenesis, clinical signs, diagnosis, differential diagnosis, treatment, control.

4. Problem investigation

a. Individual animal level (clinical examination / use of ancillary diagnostic tools / finding a diagnosis)

b. Herd level (application of epidemiology)

- i) Principles of epidemiology, interpretation of ancillary test results and necropsies performed in the context of herd health investigations, methods and techniques such as risk assessment in herd health programmes on an international, national, multiple herd and individual herd basis, export and import rules, and regulation both within Europe and in countries outside Europe.
- ii) Veterinary informatics - awareness of information and communication technology, data handling and the use of computer technology in herd health programmes.
- iii) Biosecurity and infectious disease, control methods on cattle units and within the cattle industry in its widest context.

5. Non-technical skills

- i) Communication (oral/written).
- ii) Project management/leadership.



These advanced skills can be achieved in a Standard Residency Programme (SRP) in an approved institution or in an Alternative Residency Programme (ARP).

## 2.2 Description of a Standard Residency Programme

A **Standard Residency Programme (SRP)** is carried out at an approved training institution (see below) complemented by externships suitable to advance the level of expertise of the resident.

### a) Main characteristics

- A SRP shall consist of a period corresponding to at least 3 years of full time supervised training, postgraduate education, and clinical experience in the science and practice of bovine health management and its supporting disciplines under the direct supervision of one or more practicing Diplomate(s) of the College (approximately 126 effective working weeks). The main supervising Diplomate is thereafter referred to as the Primary Supervisor (see 4.1.a).
- The period can be taken consecutively or on a part-time basis as long as the total time spent on training equals or exceeds 3 years (full-time equivalent), the time on training is at least 60% of full time in each year of the programme and the total period between start and completion of the program does not exceed 5 years, Upon notification of the Education and Residency Committee, this period can be prolonged for a period equivalent to the time of interruption of the programme if medically documented health problems or maternity leave cause a cessation or significant reduction of the training. The occurrence of such periods must be communicated to the Education and Residency Committee through the administrative office of the ECBHM within one month of the beginning of the interruption and can otherwise not be acknowledged retrospectively.
- Primary supervisor and resident are responsible for informing the College of any change of circumstances affecting the structure of the residency programme within one month of occurrence. Such changes can for example be the departure of the resident or of the primary supervisor from the approved training institution, or the expiry or revocation of the approval as ECBHM training institution. The residency programme is automatically put on hold from the moment a change affecting the programme occurs until an adjustment of the training plan has been submitted by the resident and primary supervisor and is approved by the Education and Residency Committee.
- During the training period at least 4 weeks of externship must be completed at an approved ECBHM training institution distinct from the training site where the Standard Residency Programme is based (Requirement for all Standard Residency Programmes starting July 1<sup>st</sup> 2020 or later). Further externships –not necessarily at an accredited training institution- to complement the residency training are encouraged. Residents are in particular encouraged to gain international experience in the form of externships abroad to obtain experience in bovine health management practices in other European countries. All externships require pre-approval by the Education and Residency Committee to assure credit can be granted. A corresponding Externship notification form is available online on the ECBHM website. The externship can be considered as approved if the Education and Residency Committee does not object within two weeks

after the notification was received by the ECBHM administrative office. A notification of completion (same form as notification of a planned externship) together with a certificate of attendance from the hosting institution must be submitted together with the corresponding annual progress report to assure credit for activities during the externship can be granted.

b) Time distribution

- At least 65% of the programme (approximately 82 effective working weeks) must be spent in clinical activity, either at herd or individual animal level, under the supervision of a practicing Diplomate of the ECBHM. Training in individual animal medicine may also take place under the supervision of a Diplomate of the American College of Veterinary Internal Medicine (ACVIM), who must spend at least 50% of his/her professional time dedicated to bovine medicine.
- At least 33 % of the clinical activity (approximately 27 effective working weeks) must be spent with training in clinical activity at the level of the individual animal.
- At least 33 % of the clinical activity (approximately 27 effective working weeks) must be spent with training in bovine herd health management.

c) Type of activity

- Residents must spend at least 20 % of their programme (approximately 25 effective working weeks) in one or more of the following ways with the approval of the Primary Supervisor (see 2.4.b):
  - i) Research and scholarly activities
  - ii) Preparation of scientific manuscripts
  - iii) Graduate degree studies
  - iv) External rotations

d) Ancillary topics

Residents must undertake a period of training in veterinary anatomic and clinical pathology in order to become proficient in postmortem techniques, sample collection, sample packaging/transport, processing in the laboratory and evaluating clinical pathologic findings. In particular residents should acquire basic knowledge of standard diagnostic procedures used in clinical pathology and the microbiological laboratory. Specific requirements of this section are:

- Participation in at least 30 necropsies on bovine cases. A minimum of 15 of these necropsies must be conducted under guidance or supervision by a trained pathologist (not necessarily board certified). Necropsies that only were attended (observation but no active participation) must have been conducted by a trained pathologist or a pathologist in training (Resident) to be eligible to be counted to the minimum number of necropsies.
- A minimum of 1 week of active participation in a laboratory of clinical pathology. This one-week externship in a laboratory of clinical pathology has the objective to expose the resident to routine diagnostic laboratory procedures and should be completed under the guidance and supervision of a trained clinical pathologist.

e) Attendance of conferences, seminars and workshops

- Residents are required to attend "in-house" Residents' seminars, formal case discussion sessions, journal clubs, etc.
- Residents are required to attend and participate in at least 2 ECBHM Residents workshops. Exemptions may be granted at the discretion of the Education and Residency Committee in justified cases, when training that may be considered as equivalent to attendance of a workshop was completed.
- Attendance of a minimum of 3 national or international veterinary or animal science conferences relevant to bovine health management during the Residency Programme is mandatory; failure to fulfill this requirement will lead to denial of admission to the examination. A national or international conference is defined for the purpose of this document as a publically announced convention for a scientific audience with a minimum duration of one working day (i.e. minimum of 8h scientific programme) with a programme developed by a scientific committee appointed by the congress organization. An international conference for the purpose of this document shall furthermore present the scientific programme in either the English language or any other language permitted that English translation is provided.

f) Seminars and teaching responsibilities

- Residents must present a minimum of six (6) seminars during the Residency Programme. A seminar is defined for the purposes of this document as a scientific presentation given to peers (not to undergraduate students, producers or lay persons) which is followed by a discussion period, the total time being at least 45 minutes.
- During the period of the Residency, at least one (1) presentation/paper must be given at a national or international scientific or professional meeting/conference as defined under 2.2.e. The presentation may be oral or as a poster, the resident must be presenter and first (or last-) author of the presentation.
- Clinical teaching: the Resident is expected to participate in the clinical education of graduate veterinarians and/or veterinary undergraduate students (in a University setting or by coaching undergraduate students during externships in practice).

g) Research and scholarly output

- Residents must complete, over a period of at least 12 months, an investigative project that contributes to the advancement of bovine health management. In order to ensure the time requirements for research and scholarly output during their residency are met, it is expected that the Resident's publications will be a result of projects undertaken during their residency.
- In cases where the resident's publication(s) is / are not related to the resident research project the resident is required to submit a research summary (max. 3 pages) approved by the primary supervisor at the time of credential submission. The summary should unambiguously make clear that the resident completed a research project related to bovine health management over a course of at least 12 months during the training period. The document will be evaluated by the Education and Residency Committee.

The outputs of scholarly activity must include a minimum of:

- i) Five case reports consistent with standard case report format (as outlined in the evaluation grids) and written in English, of cases related to bovine health

management (including both individual animal health problems -max. 2 case reports- and herd health problems -max. 4 case reports-) personally handled by the Resident and written independently, up to a maximum of 3000 words each (excluding figures, tables, and references- a maximum of two tables and two figures may be included), which give an impression of the analytical approach of the Resident and do not cover the same material used in ii) below. Case reports should be presented using the Harvard referencing style, double line spacing and line numbers. These case reports are to be submitted (to admin@ecbhm.org) yearly separately from the yearly progress reports (one after the first year, and two after the second and third year, respectively). If credentials for admission to the exam are submitted before the end of the residency training period, the case reports for the third year have to be submitted with the credentials. The case reports are evaluated yearly by the Credentials Committee. Five accepted case reports are mandatory for admission to the Certifying Examination.

For the first case report it is expected that writing is a collaborative effort between the resident and at least one of their supervisors for training purposes. Thereafter, case reports should be written independently by the resident. All case reports should be formatted in line with the evaluation grids. Discussion of appropriate case selection with a supervisor and proof reading of a final draft is expected.

- ii) Two publications in the field of bovine health management in peer-reviewed scientific journals, including:
- a. one original research paper as the first author (review papers including meta-analysis of data from previous publications can be accepted as original research papers)
  - b. and either:
    - one case report of which the applicant is the principal author, or
    - one additional original research paper of which the applicant is not necessarily the principal author, or
    - one review paper as first- or last author on a topic related to the main research focus of the candidate.
- All papers should be published, accepted for publication or at least submitted to a peer-reviewed journal by the time of credentials submission, and all must be accepted for publication no later than one month prior to the beginning of the examination.
  - If the publication is not accepted prior to credentials submission, confirmation of submission must be provided.
  - DOI numbers should be provided for any paper that is accepted but not published.
  - For papers still undergoing review, confirmation of acceptance (DOI number) must be provided no later than one month prior to the beginning of the examination.
  - First authorship of any publication can be claimed by one candidate only. Admission to the Certifying Examination will not be granted based on publications for which two ECBHM candidates claim “co-first-authorship with equal contributions”. Joint first-authorship with a co-author from a complementary field of expertise (e.g. immunology or molecular biology) may be accepted for the research paper at the discretion of the Credentials Committee.

- The original research publication of which the applicant is the principal author is normally expected to be a full paper; a short communication of which the applicant is the principal author may also be considered after review by the Credentials Committee. A short communication of which the applicant is the principal author can be accepted as the second paper.
- Admission to the examination will only be granted if all publications (as described above) are published or accepted one month prior to the examination. The responsibility for evaluating a candidate's eligibility to sit the examination and the quality of the publications rests with the Credentials Committee.
- In case a resident wishes to claim credit for a publication published before the start of the residency this request must be brought forward at the time of application for approval of the residency programme. The Education and Residency Committee together with the Credentials Committee will evaluate the publication(s) in question for their suitability to be counted towards credentials. Acceptance of scientific publication published before the onset of the residency program does not in any way waive or alter the requirement of completion of an investigative project as described above in this section.

h) Evaluation of the Resident's progress

- Residents must meet with their Primary Supervisor at least twice yearly for formal, recorded evaluation of performance and progress. These evaluations must be kept on file by the Primary Supervisor and made available to the Education and Residency Committee upon request.
- The progress of Residents must be presented to the Education and Residency Committee and the Credentials Committee yearly by the means of the progress report and case report(s).
- The forms and instructions for the preparation of the annual progress report and case reports are given in Annexes V and VI, respectively. Guidelines for the compilation of the annual progress report are available online on the official ECBHM website.

i) Compatibility with Graduate Degree Studies

- Graduate degree programmes may be included in the SRP. If a graduate degree programme is to be undertaken, the Education and Residency Committee may stipulate that the combined programme (SRP plus graduate degree) be extended beyond 3 years.

## 2.3 Description of an Alternative Residency Programme

**An Alternative Residency Programme (ARP)** should be comparable to a 3 year full-time SRP and must be carried out under the supervision of a practicing Diplomate of the College (Primary Supervisor) but does not take place at an accredited ECBHM training institution. The Alternative Residency Programme can be completed on a full time- or part-time basis, provided training related activities cover at least 60% of full time in each year of the training. For example, an alternative programme may involve working in a bovine practice under the guidance and supervision of a practicing Diplomate of the College while undertaking a series of predetermined

specialist training modules provided by ECBHM training institutions as well as external institutions. The alternative programme should not last longer than 6 years full time equivalent, but may be extended in cases of medically indicated interruptions, pregnancy or maternity leave as described under 2.2.a. for Standard Residency Programmes.

- a) The applicant together with the designated Primary Supervisor are responsible for designing the ARP such that it complies with the specifications stipulated in the present document, and for demonstrating that the proposed programme provides the same level of clinical training and opportunities for scholarly activity as an SRP. It is not the responsibility of the College to make suggestions for specific components of the ARP.
- b) All of the requirements for the ARP in terms of clinical activities, proportion of individual animal and herd level clinical work, conference attendance, publications and case reports are the same as for an SRP.
- c) As for the SRP, an ARP must be approved by the Education and Residency Committee, but does not need to take place in an approved institution and may extend over a period of up to 6 years, of which at least 126 weeks are to be engaged in the activities described in the previous section on the SRP.
- d) The proposed training site or practice base of the Resident must demonstrate a high standard of clinical governance, excellent facilities and an adequate bovine case-load in order to be approved by the Education and Residency Committee.
- e) A local mentor, who can be a Diplomat of the ECBHM or not, must be assigned by the proposed training site for on-site supervision of the Resident in the ARP.
- f) A document of mutual agreement signed by the Resident, her/his employer and the local mentor must be provided, defining the tasks of the Resident and assuring the Resident of adequate resources and amounts of time for study, training and to sit the examination. The signed agreement must be included with the application form.
- g) Primary supervisor and resident are responsible for informing the college of any change of circumstances affecting the structure of the residency within one month of occurrence. Such changes can for example be the departure of the resident or local mentor from the approved training institution or the revocation of the mutual agreement between resident and employer. The residency programme is automatically put on hold from the moment a change affecting the programme occurs until an adjustment of the training plan has been submitted by the resident and primary supervisor and is approved by the Education and Residency Committee.
- h) The resident following an ARP must communicate with her/his Primary Supervisor at least once a month concerning the progress of the Residency Programme. Every three months the local mentor must also take part in this communication process. Written documentation (including summary) of these communications must be kept on file to be provided upon request of the Education and Residency Committee.

- i) External rotations are highly recommended. At least 12 weeks of externship must be completed at an institution approved for SRP in the course of the ARP, ideally in more than one approved institution. All externships require pre-approval by the Education and Residency Committee to assure credit can be granted. For this purpose, an externship notification form is available online on the ECBHM website. The externship can be considered as approved if the Education and Residency Committee does not object within two weeks after the notification was received by the ECBHM administrative office.

## 2.4 Documentation and Verification of the SRP and ARP

### a) **Programme Director (SRP only)**

- The Programme Director is responsible for ensuring that suitable facilities, adequate case load and supervisory staff are available at the approved institution.
- The Programme Director is responsible for the submission of the “Institution Re-Evaluation Submission Form” (Annex IV) to the Education and Residency Committee via the administration office of the College every 5 years.
- The Programme Director is responsible for informing the College of any change at his training institution potentially jeopardizing the accreditation status. Such changes can for example be the reduced availability of facilities, equipment or resources, or a substantial loss of the case load.
- Should the accreditation as training institution expire without renewal, ongoing residencies at that institution will be put on hold from the moment accreditation expired (residents will not be able to claim credit for activities performed during the on-hold period).

### b) **Primary Supervisor**

- The Primary Supervisor is responsible for:
  - i) Certification of the Annual Progress Report prepared by the Resident.
  - ii) Maintenance of complete and signed (by the Primary Supervisor and the Resident) records of semi-annual performance evaluations.
  - iii) Certification of the Resident's Final Dossier prior to submission of the application for the Certifying Examination.
  - iv) Providing written notification to the Resident and, where appropriate, to the Programme Director and the Education and Residency Committee of the ECBHM, when deficiencies in the programme or the Resident's progress are identified.
  - v) Informing the college of any relevant changes in the structure of the approved residency programme (e.g. departure of the resident from the training institution, interruption because of disease or pregnancy, departure of the Primary Supervisor, expiry of the approval as training institution...)

### c) **Resident**

- The Resident is responsible for:
  - i) Compilation and maintenance of the Resident's Dossier (comprising lists of clinical activities, conference attendance, conference presentations given, lectures and seminars given, lectures and seminars attended and documentation of external training).

- ii) Submission of the annual progress report, case report(s) and case logs, as well as a confirmation that all information included is correct and that the Resident as well as the Primary Supervisor have read and approved the annual report and case logs in electronic format to the Education and Residency Committee via the administrative office of the ECBHM within one month after completion of each year of residency training. Progress reports overdue for 6-months or longer may not be accepted anymore for evaluation.

d) **Yearly Evaluation of the Resident's Progress**

The yearly progress will be evaluated by the Education and Residency Committee (annual progress report) in collaboration with the Credentials Committee (case reports).

The Education and Residency Committee will provide feedback (electronically) to the Resident within two months of submission of the annual report. The Education and Residency Committee may request the completion of further training elements (courses, externships, etc.) suitable to address deficiencies in the training that were highlighted during the evaluation.

Approval or rejection of the case report(s) will be notified to the Residents by the Credentials Committee electronically normally within two months after submission of the case reports. A written report on the reasons for failure of the case report will be provided by the Credentials Committee. Failed case reports may be corrected or new case reports on the same or different topics may be requested at the discretion of the Credentials Committee based on the results of evaluation of the failed reports. Corrected case reports must be submitted within a month of the date of notification of failure, otherwise the failed case reports must be replaced by new case reports related to a different topic.

Corrected case reports can be re-submitted once, if the case report fails again it has to be replaced by a new case report on a different topic. In general, a maximum of two case reports can be allowed to fail, so that the five accepted case reports requested for admission to the examination should be reached with a maximal total number of 7 submitted cases.



## CHAPTER 3

### Admission to a Residency Programme

#### 3.1 Requirements for Admission to a Residency Programme

Prospective Residents will be required to have broad training and experience in clinical bovine health management and their supporting disciplines, which must be attained by participation in a **one year internship**, or its equivalent, as approved by the Primary Supervisor and the Education and Residency Committee. During this time, Interns will obtain basic training in bovine general medicine, surgery, herd health, zoonotic disease, reproductive management and obstetrics.

The applicant should:

- a) Be licensed to practice veterinary medicine in a European Country, unless relieved of this obligation by the Board. The resident must be permitted to work as veterinarian at his training institution without restriction to prevent any limitations of the training.
- b) Have a good moral and ethical standing in the profession.
- c) Show evidence of having completed a satisfactory internship or equivalent training programme.

**Internship programmes** must have:

- a) Provided a minimum of 12 months (full time equivalent) of clinical experience related to bovine medicine;
- b) Covered all aspects of general bovine practice at the individual and herd level;
- c) Been preferably under the direct supervision of at least one ECBHM Diplomate, however this may not be possible for practice-based equivalents to internship programmes.

#### 3.2 Application Procedure for Approval to Commence a Residency Programme

Applications for approval of a Residency Programme may be submitted to the ECBHM administration office electronically at any time of the year for consideration by the Education and Residency Committee. The application must include the following documents:

- a) Letter of intent signed by the applicant.
- b) Curriculum vitae of the applicant using the Europass CV template given at <http://europass.cedefop.europa.eu>.
- c) A copy of the Veterinary Diploma; in case the Diploma is obtained from a non-European institution, the Diploma must be accompanied by a certification that the veterinary degree is recognized and entitles to work as veterinarian in at least one European country.
- d) Certificate of completion of a 12-month externship issued from the institution where the training was completed and signed by the Supervisor of the Internship.
- e) Confirmation by the Primary Supervisor of the Residency that she / he considers the prior previously completed training has fulfilled the requirements for an internship set out above.

- f) Completed “Application for Approval of Standard Residency Programme” or “Application for an Alternative Residency Programme” (Annex I or Annex II).
- g) General Data Protection Regulation form (Annex XII)

The complete application must be submitted and have been accepted for review by the Education and Residency Committee within three months from the beginning of residency training. The application form must be signed by the applicant, her/his Primary Supervisor and the Programme Director, the date of beginning and the date of planned completion of the residency as well as confirmation that the Residency Programme will be carried out in accordance with the requirements given in these Policies and Procedures. A concise description of the planned research project(s) as specified in Annexes I/II (“Research Project – Guidelines for completion of the Application for a Standard Residency Programme”) must also figure in the application form. Programme directors and Residents are encouraged to take into consideration that credentials must be submitted on or before March 1<sup>st</sup> of the year the resident wishes to sit the exam. Residents not having completed their credential requirements by that date or may not have completed the minimum training period of 3 years (full time equivalent) before the beginning of the certifying exam may only be eligible to sit the exam the following year.

## CHAPTER 4

### Approval of an Institution to offer a Standard Residency Programme

#### 4.1 Approved Institution

Standard Residency Programmes can only be undertaken at an institution approved by the Education and Residency Committee. Each institution will be allowed a specified maximum number of standard residencies according to its caseload (which should be evaluated and accepted by the Education and Residency Committee).

Applications are made on the “Institution Application Form” (Annex III).

The requirements of an approved institution are set out below:

##### a) **Supervision**

- Each approved institution must have a Programme Director who is a practicing Diplomate of the ECBHM and who is employed by and based at the training institution and who shall be responsible for the administration and continuity of the programme.
- Each Resident must be assigned a Diplomate of the ECBHM as a Primary Supervisor. The Primary Supervisor may be the Programme Director. The Primary Supervisor who is employed by and based at the training institution shall be responsible for the administration and evaluation of the general and specific programme requirements for the Resident.
- A Primary Supervisor shall have no more than two (2) residents following; in exceptional cases three (3) such residents can be allowed, for a restricted time period.
- The availability of at least one practicing ECBHM Diplomate acting as Primary Supervisor and Programme Director, as well as the active accreditation of the institution as official training site must be maintained for the entire duration of each Standard Residency Programme.

##### b) **Clinical caseload and material**

- Access to bovine herd health cases. Minimal requirement: more than one (1) farm or more than 50 animals of routine herd health management per resident.
- Access to individual clinical cases. Minimal requirement: 100 individual cases per resident/year.
- Access to diagnostic work-up. Minimal requirement: more than four (4) diagnostic work-up visits per resident/year.

##### c) **Facilities, service and equipment**

- Library: a library providing access to recent textbooks and current journals relating to bovine health management and its supporting disciplines must be accessible to the programme participants.
- Records: a complete record must be maintained for each case and those records must be retrievable.

- Computer facilities: up-to-date computer facilities with access to broadband internet and relevant software including herd health programs and automated literature search systems.
- Diagnostic imaging, including at least radiography, ultrasonography and endoscopy.
- Pathology services
  - i) Clinical pathology: a clinical pathology laboratory must be available (although this does not need to be on-site). Clinical pathology reports must be retained and retrievable.
  - ii) Anatomical pathology: access to anatomical pathology facilities must be available (although this does not need to be on-site). Anatomical pathology reports must be retained and retrievable.

## 4.2. Re-certification of approved institution

All institutions approved for SRP must be re-certified every five years. The Programme Directors are responsible for timely submission of the “Institution Re-Evaluation Submission Form” (Annex IV) to the Education and Residency Committee electronically via the administration office of the College ([admin@ecbhm.org](mailto:admin@ecbhm.org)). Expiry of the approval as approved training institution automatically entails the revocation of any previously approved still ongoing Standard Residency Programmes.

## CHAPTER 5

### Admission to the Certifying Examination

#### 5.1 General Requirements

Two categories of candidates are eligible to sit the certifying examination:

- a) Those having completed an SRP.
- b) Those having completed an ARP.

#### 5.2 Application Procedure for the ECBHM Examination

- a) Applicants must submit their credentials electronically to the administration office ([admin@ecbhm.org](mailto:admin@ecbhm.org)) on or before March 1<sup>st</sup> of the year of anticipated examination by use of the “Credentials Approval Application Form” (Annex VII). Candidates already approved must indicate their intention to sit the exam on or before March 1<sup>st</sup> of the year in which they wish to attend.
- b) The requirements for admission must be met at the time the application is made (whereby the residency training time must be completed before the beginning of the examination, but not necessarily at the time of credentials submission). Late or incomplete applications will not be processed or reviewed.
- c) The responsibility for accuracy and availability of all required credentials rests with the applicant.
- d) Candidates must submit their credentials for approval within 2 years of completion of the Residency Programme (date of approval by the Education and Residency committee), and must pass all parts of the examination within 8 years of the completion of their Residency Programme.

#### 5.3 Documents to be submitted with the Application to the ECBHM Examination

The following completed and verified documentation must accompany the application:

- a) Complete “Credentials Approval Application Form” (Annex VII).
- b) Complete curriculum vitae using the Europass CV template given at <http://europass.cedefop.europa.eu>.
- c) Proof of payment of the credentials evaluation fee.
- d) Records of 5 approved case reports as specified in chapter 2 (except for candidates already in a training programme on January 1, 2014, see 2.2.g.i.), or a total of 5 records of previously approved case reports and newly submitted case reports (case reports of the last residency year and/or amended case reports which had been rejected in the previous years; see 2.4.d) as electronic files.
- e) Two peer-reviewed scientific articles as specified in chapter 2.2.g, as electronic files.

- f) In case none of the scientific articles are related to the resident research project a research summary as specified in chapter 2.2.A.g.

These categories of material must be arranged in the sequence listed above and submitted as described in the credentials application form to prevent document loss and to facilitate review.

Definitive admission to the Certifying Examination will only be granted after approval of the Resident's progress report for the final residency year by the Education and Residency Committee.

#### 5.4 Approval by the Education and Residency Committee

Approval of the satisfactory completion of all training elements of the Residency by the Education and Residency Committee is required to be admitted to the Certifying Examination. To allow sufficient time for evaluation before the certifying exam the latest acceptable date of submission of the final annual progress report and pertinent documentation is 4 weeks before the scheduled beginning of the certifying exam.

#### 5.5 Letters of Reference

A letter of reference should be provided by the Primary Supervisor, sent directly in electronic format to the administrative office of the College. Requests by the Resident for reference letters from the Primary Supervisor should be made early enough to assure arrival with the administrative secretary on or before the application closing date.

Reference letters must document the following:

- a) Verification that the applicant has a good moral and ethical standing in the profession
- b) Verification of the training programme and level of supervision.
- c) Verification that the case reports are exclusively the work of the Resident, except for the expected collaboration in the first case report.
- d) Verification of the applicant's proficiency, judgement and competence as a specialist and her/his academic readiness to sit the examination.

#### 5.6 Credentials Evaluation Fee

The application for credentials evaluation to sit the examination will not be processed without the non-refundable "application fee" of 150 Euros being paid in full.

If any portion of the application has to be resubmitted, the fee will be payable again.

The application fee for evaluation of credentials may be changed at the discretion of the Board.

If the credentials are accepted by the Credentials Committee and the final progress report approved by the Education and Residency Committee, the Secretary of the Board will then notify the applicant by email and indicate that she/he may proceed to the examination. The

Examination Committee will then notify eligible examination candidates electronically of the dates and procedures of the examination.

Unsuccessful applicants will be notified at the same time by the Secretary of the Board by registered mail and electronically by a letter explaining the deficiencies in their credentials. A subsequent reapplication must include resubmission of all credentials electronically including a written outline of the applicant's self-evaluation of his/her remedy to correct the deficiencies. The application materials must be presented in the manner previously described with the addition of the applicant's self-evaluation report. In case of minor or technical deficiencies only in the credentials, the Credentials Committee may invite a resubmission of the credentials at least one month before the scheduled examination, subject to the payment of another evaluation fee.

All correspondence regarding application procedure and notification should be addressed to the administration office of the College ([admin@ecbhm.org](mailto:admin@ecbhm.org)).

All submitted application materials become the sole property of the ECBHM.

## 5.7 Examination Fee

The candidate is only allowed to take the examination if the examination fee has been paid. The candidate shall pay the examination fee, which will be determined annually by the Board, no later than June 1<sup>st</sup> of the year of examination. In exceptional cases where the credentials should be definitively accepted by the Credentials Committee after that date (i.e. pending full acceptance of a publication or confirmation of completion of the Residency Programme), the fee shall be paid within 2 weeks of confirmation of admission to the examination.

The examination fee is only refundable if the candidate is unable to attend the examination for health or grave personal problems (at the discretion of the Board).

The examination fee for the certifying examination is currently set at 600 Euro. For repeated sitting of only one part of the exam, the examination fee is set at 400 Euro. The fees may be changed at the discretion of the Board.

## CHAPTER 6

### The Certifying Examination

#### 6.1 The Examination Process

The examination process of the ECBHM is intended to identify and certify specialists of the highest order in the veterinary field of bovine health management. The examination will include a combination of written (single best answer questions, long questions, problem-based questions, exhibits) and oral examinations to determine the knowledge, the competence as well as the analytical and integrative skills of candidates.

All Diplomates of the ECBHM are required to have a sound working knowledge of general bovine veterinary practice skills as well as the specialist skills attributable to the discipline of bovine health management in the herd context. The examination is intended to ensure that members of the College have the required level of knowledge in the discipline that is on a level equal to, or better than, any other specialist qualification in this (or closely related) fields world-wide.

While it is not intended that high level English language skills should provide an unfair advantage, successful candidates are expected to be sufficiently proficient to be able to read, write, speak and understand veterinary publications and examination questions communicated orally or written in English.

#### 6.2 Basic Examination Regulations as Part of the EBVS

This document has been produced in accordance with EBVS regulations, in particular:

- a) Before sitting an examination, the candidate's credentials must be evaluated by the Credentials Committee.
- b) The examination will consist of both written and oral/practical parts.
- c) Any change in the procedure of the examination should be notified to the EBVS.
- d) The format of the examination must be made known to the candidates in advance; in particular in what way the different parts and levels will be evaluated (see later in this chapter).
- e) The examination will be held in the English language. Non-medical/non-veterinary dictionaries are allowed.
- f) Confidentiality must be maintained throughout the entire examination.
- g) All parts of the examination must be held under the constant direct supervision and presence of members of the Examination Committee, either by physical or digital presence. In the case of the ECBHM, the Certifying Examination will consist of two sections.
- h) Unsuccessful candidates may apply to retake the examination a maximum of three times (corresponding to a total of four attempts). Model exam questions will be provided and updated on a regular basis.



### 6.3 Structure of the Examination

The examination will consist of two (2) sections.

#### **Section A: Basic knowledge and Reflection**

Section A will consist of three (3) parts. These will cover all aspects of the specialty in proportions that reflect the range of topics in the syllabus.

<b>Paper 1</b> 2.5 hours	a) 50 single best answer questions focused on recent publications in the field of bovine health management*  b) Long questions	50 to take 1 hour (100 marks)  2 to take 1.5 hour (2x 45 minutes) (50 marks each = total 100 marks)
<b>Paper 2</b> 2 hours	100 single best answer questions focused on basic clinical knowledge	100 to take 2 hours (200 marks)
<b>Paper 3</b> 2 hours	Clinical exhibits**	4 to take 2 hours (50 marks each = total 200 marks)

\*The Examination Committee will ensure that at least 60% (i.e.  $\geq 30$ ) questions among the 50 single best answer questions of Paper 1 will be originating from the following list, published within the last 3 years at the time of examination:

- i) Journal of Dairy Science
- ii) Preventive Veterinary Medicine
- iii) The Veterinary Journal
- iv) Theriogenology

Furthermore, 100% of the single best answer questions in this category (paper 1) will be based on publications relevant to the field of bovine health management from the 5 years prior to the examination.

\*\* The exhibits will utilize different forms of visual media (pictures, videos, sound tracks, ...) to introduce related questions associated with clinical scenarios.

#### **Section B: Problem solving and Communication**

Section B will consist of two (2) parts.

<b>Paper B1</b> 3 hours	2 problem-based questions	2 to take 3 hours (2x 90 minutes) (100 marks each = total 200 marks)
<b>Oral Examination</b> 1 hour	a) Presentation of research work*** and discussion  b) The second part includes discussion on a "hot topic", or recent article, which will be made known to the candidates in advance	30 minutes (20 minutes presentation + 10 minutes discussion)  30 minutes  (100 marks each = total 200 marks)

\*\*\* The topic chosen by the candidate shall correspond to research work conducted by the Resident herself/himself. That means that the topic chosen by the candidate shall be original and contribute to the improvement of bovine health management. This can correspond either to fundamental or applied research. The implication of the Resident herself/himself in the work presented, which is expected to be major, shall be clearly described in the presentation. Thus, the candidate shall present her/his work according to the format/standards for scientific congresses (Context and Objectives, Material and Methods, Results and Discussion, Perspectives and Conclusion). If the topic for this oral presentation is not research, the candidate will receive 0 points (out of 100 marks).

Candidates and their work will be identified by candidate number only (except for the oral examination). Candidate numbers will be allocated by the ECBHM administration office prior to the examination and will remain confidential until after the marking of all the written examination work is completed.

### ***Marking of the Papers***

All questions will be marked against pre-determined outline specimen answers by at least two (2) examiners. The pass mark for each section is 60 %.

The examination performance will not be further graded. Candidates that pass both sections are eligible to be certified as ECBHM Diplomates. Candidates that fail one of the sections only have to re-sit that one section.

## **6.4 Examiners**

The minimum number of examiners on the examination committee is six (6), but at the discretion of the committee supplemental examiners can be added, especially to ensure continuity within the committee. Each examiner will normally serve for three (3) years unless a recommendation from the ECBHM Board suggests otherwise. In addition, the Examination Committee may ask one or several external independent examiner(s) to join the committee for the examination.

## **6.5 Communication of Examination Results**

The chairperson of the Examination Committee will forward the results of the examination to the Board for approval. Following approval by the Board, the Secretary of the College will inform candidates of the outcome electronically and in addition per registered mail in case of failure. Results will be communicated to the candidates within four (4) weeks of the completion of the examination. In case a candidate fails to demonstrate that she/he has reached the required level of expertise, a brief written examiners' report (describing which components of the exams are below or above the pass rate) will also be provided to the candidate to aid his/her preparation for future examination attempts.

The candidates must pass the examination within six (6) years of being notified that they have satisfied the credentials process and within eight (8) of approval of completion of the training programme by the Education and Residency Committee. Upon notification of the ECBHM secretary this period can be prolonged for a period equivalent to the time of a medically documented health problem (sick leave) or maternity leave. The occurrence of such periods must be communicated to the Committee within one year of the occurrence and can otherwise not be acknowledged retrospectively.

The number of re-applications to sit the examination is limited to three (3) (four (4) attempts in total). Failure to pass the examination within five (5) years of the first sitting will prevent the candidate from being certified.

## **6.6 Repeating of the Examination**

Candidates who wish to re-sit the examination must indicate their intention to the Examination Committee (via the administration office of the College) by March 1<sup>st</sup> of the year in which they wish to re-sit the examination.

Re-application credentials must include:

- a) A list including the date of credentials approval and all dates of examination attempts.
- b) Proof of payment of the examination fee as stated in 5.6. of Policies and Procedures.

## CHAPTER 7

### The Re-Evaluation Process

#### 7.1 The Re-Evaluation

To maintain the status of practicing Diplomate, Diplomates of the College are required to undertake re-evaluation at intervals of five (5) years.

The credentials for re-evaluation are settled by the Credentials Committee and are aimed to verify the involvement of the Diplomates in the field of bovine health management during the preceding five years and the contribution to the ECBHM objectives as set out in Chapter 1, 1.2. The system for re-evaluation is based on credit points in various categories as specified in the list of the “Re-evaluation criteria” (Annex VIII).

Diplomates must submit their credentials electronically to the administration office ([admin@ecbhm.org](mailto:admin@ecbhm.org)) on or before December 31<sup>st</sup> of the due year by use of the “Re-evaluation application form” (Annex IX) available on the website of the College ([www.ecbhm.org](http://www.ecbhm.org)).

## ANNEX I

### Application for Approval of a Standard Residency Programme (SRP)

(To be downloaded also on the website of the ECBHM - [www.ecbhm.org](http://www.ecbhm.org) )

#### **Name of the Resident:**

Private address:

Date of entry into the residency programme<sup>1</sup>:

Full time  - part time  residency programme<sup>2</sup>

Expected date of planned completion of the residency<sup>2</sup>:

Expected year of Certifying Examination:

Institution<sup>3</sup>:

Programme director<sup>4</sup>:

Primary supervisor<sup>5</sup>:

Additional supervisors<sup>5,6</sup>:

Other Institution(s)<sup>7</sup>:

Graduate degree study (optional)<sup>8</sup>:

Short description (*2 page max*) of planned research project(s)<sup>9</sup>:

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<sup>1</sup> This application must be submitted and accepted for review by the Education and Residency Committee within three months from the beginning of residency training.

<sup>2</sup> The period of the SRP can be taken consecutively or on a part time basis as long as the total time spent on training equals or exceeds 3 years (full-time equivalent) and the total period does not exceed 5 years.

<sup>3</sup> The Institution must be approved by the ECBHM.

<sup>4</sup> The programme director must be a practicing Diplomate of the ECBHM.

<sup>5</sup> The primary as well as the additional supervisors must be practicing Diplomate(s) of the ECBHM.

<sup>6</sup> Training in individual animal medicine can take place under the direct supervision of a Diplomate of the ACVIM, who must spend at least 50% of her/his professional time dedicated to bovine medicine.

<sup>7</sup> At least 4 weeks of externship must be completed in an institution approved for SRP in the course of the SRP, Residents are encouraged to gain experiences in more than one institution (must not be ECBHM-approved).

<sup>8</sup> Graduate degree programmes may be included in the SRP. If a graduate degree programme is to be undertaken the E&R Committee may stipulate that the combined programme (SRP plus graduate degree) be extended beyond 3 years.

<sup>9</sup> Residents must complete an investigative project that contributes to the advancement of bovine health management –please follow guidelines hereunder

By signing this application form, applicant and supervisors declare that the proposed SRP will be carried out in accordance with the requirements given in the Information and Training Brochure of the ECBHM.

Site and date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Programme director: \_\_\_\_\_

Primary supervisor: \_\_\_\_\_

### Attachments to this application form

- a) Letter of intent signed by the applicant.
- b) Curriculum vitae of the applicant using the Europass CV template given at <http://europass.cedefop.europa.eu> .
- c) A copy of the Veterinary Diploma; in case the Diploma was obtained from a non-European institution, the document must be accompanied by a proof of license to practice veterinary medicine in a European Country, unless relieved of this obligation by the Board as described under Chapter 3, 3.1.
- c) Certificate of completion of a 12-month externship issued from the institution where the training was completed and signed by the Supervisor of the Internship.
- e) Confirmation by the Primary Supervisor of the Residency that she / he considers the prior previously completed training has fulfilled the requirements for an internship set out above.<sup>10</sup>
- f) General Data Protection Regulation form (Annex XII).

## Research Project – Guidelines for completion of the Application for a Standard Residency Programme

The ability to assess the evidence base for recommendations in bovine health management is a critical outcome of training in the Residency Programme. Consequently it is important that Residents engage actively in research to develop their understanding of the scientific approach to investigation and to develop their own research skills. The purpose of the field in the Application for a Residency Programme “Short description (2 page max) of planned research project(s)” is to ascertain that there is a feasible research project that can be undertaken during the Residency Programme.

It is suggested that the Applicant addresses this field using the following headings. The maximum response is one page, so each section should be limited to one to ten lines of text.

1. **Title of research project.** This should give an indication of the scope and objectives of the project.
2. **Background to research project.** This should be a short statement that provides justification for the study.
3. **Hypothesis and or objectives.** This should state concisely what is being tested in the proposed study. It might be in the form of a hypothesis or one or more objectives, in the case of a project that is intended to develop methodologies.
4. **Methods or approach.** This should concisely state how the objectives will be addressed. There is no need for information on the number of samples or the specific details of assays to be used unless this is the primary focus of the research project (for example a comparison of methods).
5. **Resources required.** This section should state what resources are required and whether they are currently available. If they are not available, the strategy for obtaining them should be stated.
6. **Role of the resident.** This section should concisely spell out the role and the contribution of the resident towards the project. This section should allow the E&RC to assess if the involvement of the resident is reasonably likely to result in at least one peer reviewed publication with the resident as first or last author.
7. **Supervision or collaboration.** List the supervisors or collaborators who have agreed to assist with this project

## ANNEX II

### Application for Approval of an Alternative Residency Programme (ARP)

(To be downloaded also on the website of the ECBHM - [www.ecbhm.org](http://www.ecbhm.org) )

#### **Name of the Resident:**

Private address:

Date of entry into the residency programme<sup>10</sup>:

Expected date of planned completion of the residency<sup>11</sup>:

Expected year of Certifying Examination<sup>12</sup>:

Proposed training site:      Bovine practice

   Cattle health service

   Other  please describe: \_\_\_\_\_

Description of the training site<sup>12</sup>:

Primary supervisor<sup>13</sup>:

Local mentor<sup>14</sup>:

Additional supervisor(s)<sup>14</sup>:

Other Institution(s)<sup>15</sup>:

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<sup>10</sup> This application must be submitted and accepted by the Education and Residency Committee within three months from the beginning of residency training.

<sup>11</sup> The Alternative Residency Programme can be taken consecutively or on a part time basis as long as the total time spent on training equals or exceeds 3 years (full-time equivalent) and the total period does not exceed 6 years.

<sup>12</sup> e.g. number of veterinarians on-site, field of expertise, cases per year, number of farms under supervision , number of students/residents under supervision, fields of activity with respect to the list of aspects given in the ECBHM Information and Training Brochure, fields that are not covered by the activities of the training sites.

<sup>13</sup> The primary as well as the additional supervisors has/have to be practicing Diplomate(s) of the ECBHM.

<sup>14</sup> A local mentor, who can be Diplomate of the ECBHM or not, must be assigned by the proposed training site for on-site supervision of the resident in the ARP.

<sup>15</sup> A series of predetermined specialist training modules may be provided by external institutions. Externships are highly recommended. At least 12 weeks of externship must be completed in an institution approved for SRP in the course of the ARP, ideally in more than one approved institution



Short description of the Alternative Residency Programme<sup>16</sup>:

Short description (2 page max) of planned research project(s)<sup>17</sup>:

By signing this application form, applicant and supervisors declare that the proposed ARP will be carried out in accordance with the requirements given in the Information and Training Brochure of the ECBHM.

Site and date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Primary supervisor: \_\_\_\_\_

Local mentor: \_\_\_\_\_

#### Attachments to this application form:

- a) Covering letter signed by the applicant.
- b) Curriculum vitae of the applicant using the Europass CV template given at <http://europass.cedefop.europa.eu> .
- c) A copy of the Veterinary Diploma; in case the Diploma was obtained from a non-European institution, the document must be accompanied by a proof of license to practice veterinary medicine in a European Country, unless relieved of this obligation by the Board as described under Chapter 3, 3.1.
- d) Certificate of completion of a 12 months externship issued from the institution where the training was completed and signed by the Supervisor of the Internship.
- e) Confirmation by the Primary Supervisor of the Residency that she / he considers the prior previously completed training has fulfilled the requirements for an internship set out above.<sup>18</sup>
- f) Mutual agreement between resident employer and local mentor defining the task of the Resident and assuring the Resident of adequate amounts of time for the ARP.<sup>18</sup>
- g) General Data Protection Regulation form (Annex XII)

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<sup>16</sup> The applicant will be responsible for designing the ARP such that it complies with the specifications provided in the ECBHM Training Brochure and for demonstrating that the proposed ARP provides the same level of clinical training and opportunities for scholarly activity as a SRP.

<sup>17</sup> Residents must complete, over a period of at least 12 months, an investigative project that contributes to the advancement of bovine health management. Guidelines for completion of the Application for an Alternative Residency Programme regarding research projects are provided at the end of this document – please follow the guideline hereunder.

<sup>18</sup> A document of mutual agreement between the Resident, his/her employer and the local mentor signed by the Resident, her/his employer and the local mentor must be provided, defining the tasks of the resident and assuring the Resident of adequate resources and amounts of time for study, training and to sit the examination.

## Research Project – Guidelines for completion of the Application for an Alternative Residency Programme

The ability to assess the evidence base for recommendations in bovine health management is a critical outcome of training in the Residency Programme. Consequently it is important that Residents engage actively in research to develop their understanding of the scientific approach to investigation and to develop their own research skills. The purpose of the field in the Application for a Residency Programme “Short description (2 page max) of planned research project(s)” is to ascertain that there is a feasible research project that can be undertaken during the Residency Programme.

It is suggested that the Applicant addresses this field using the following headings. The maximum response is one page, so each section should be limited to one to ten lines of text.

1. **Title of research project.** This should give an indication of the scope and objectives of the project.
2. **Background to research project.** This should be a short statement that provides justification for the study.
3. **Hypothesis and or objectives.** This should state concisely what is being tested in the proposed study. It might be in the form of a hypothesis or one or more objectives, in the case of a project that is intended to develop methodologies.
4. **Methods or approach.** This should concisely state how the objectives will be addressed. There is no need for information on the number of samples or the specific details of assays to be used unless this is the primary focus of the research project (for example a comparison of methods).
5. **Resources required.** This section should state what resources are required and whether they are currently available. If they are not available, the strategy for obtaining them should be stated.
6. **Role of the resident.** This section should concisely spell out the role and the contribution of the resident towards the project. This section should allow the E&RC to assess if the involvement of the resident is reasonably likely to result in at least one peer reviewed publication with the resident as first or senior author.
7. **Supervision or collaboration.** List the supervisors or collaborators who have agreed to assist with this project

## ANNEX III

### Application for Approval of an Institution to be allowed to offer a Standard Residency Programme

(To be downloaded also on the website of the ECBHM - [www.ecbhm.org](http://www.ecbhm.org) )

#### **Name of the Institution:**

Address:

Programme Director:

#### Description of the Institution

**Facilities:** *Facilities for examination, treatment, anaesthesia, and surgery of cattle and sterilization of instruments; portable computers, herd analysis software, and permanent internet access are available.*

Yes:

No:  In this case, please list any deficits, and state where appropriate, if these facilities can be accessed through links with another institution

**Diagnostic imaging:** *Appropriate facilities for diagnostic imaging (radiography, endoscopy and ultrasonography) are available.*

Yes:

No:  In this case, please list any deficits, and state where appropriate, if these facilities can be accessed through links with another institution

**Case load per year:** *Appropriate caseloads in individual medicine and at herd level are available in order to ensure sufficient training of the Resident.*

Number of bovine herd health cases<sup>19</sup>: \_\_\_\_\_

Number of individual clinical cases: \_\_\_\_\_

Number of diagnostic work-ups of herd problems: \_\_\_\_\_

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<sup>19</sup> Number of farms and average number of cows per farm with routine herd health management visits

Possible cooperation(s) with partner organizations such as large first opinion practices (which may allow to meet all requirements for a Standard Residency Programme):

**Clinical Pathology:** *Clinical pathology laboratory for haematology, clinical chemistry, microbiology, parasitology, and cytologic diagnosis are available.*

Yes:

No:  In this case, please list any deficits, and state where appropriate, if laboratories can be accessed through links with another institution

**Anatomical Pathology:** *Facilities for necropsy and histopathologic examination are accessible.*

Yes:

No:  In this case, please list any deficits, and state where appropriate, if these facilities can be accessed through links with another institution

**Medical library:** *Ready access to a library containing recent textbooks and current journals relating to Bovine Health Management and its supporting disciplines is available.*

Yes:

No:  In this case, please list any deficits, and state where appropriate, if a library can be accessed through links with another institution

**EAEVE approval:** *The Institution belongs to an EAEVE-approved veterinary school*

Yes:

No:

By signing this application form I herewith confirm that all the statements mentioned above are correct. Any changes relevant to the outline of the programme will be reported to the Education and Residency Committee.

Site and date: \_\_\_\_\_

Programme Director of the applying institution: \_\_\_\_\_

## ANNEX IV

### Institution Re-evaluation Submission Form

#### Re-Certification of an Institution for offering a Standard Residency Programme

(To be downloaded also on the website of the ECBHM - [www.ecbhm.org](http://www.ecbhm.org) )

**Name of the Institution:**

Address:

Programme Director:

Any changes concerning:

- **Facilities** (Facilities for examination, treatment, anaesthesia, and surgery of cattle and sterilization of instruments; portable computers, herd analysis software, and permanent internet access)
  - No
  - Yes, specify changes: \_\_\_\_\_
  
- **Diagnostic imaging** (Appropriate facilities for diagnostic imaging, radiography, endoscopy and ultrasonography)
  - No
  - Yes, specify changes: \_\_\_\_\_
  
- **Clinical and Anatomical Pathology** (Clinical pathology laboratory for haematology, clinical chemistry, microbiology, parasitology, and cytologic diagnosis, facilities for necropsy and histopathologic examination)
  - No
  - Yes, specify changes: \_\_\_\_\_
  
- **Medical library** (Ready access to a library containing recent textbooks and current journals relating to Bovine Health Management and its supporting disciplines)
  - No
  - Yes, specify changes: \_\_\_\_\_

**Cooperation(s) with partner organizations** such as large first opinion practices:

No

Yes, Cooperation partner: \_\_\_\_\_

\_\_\_\_\_

**Case load per year:**

Number of bovine herd health cases<sup>1</sup>: \_\_\_\_\_

Number of individual clinical cases: \_\_\_\_\_

Number of diagnostic work-ups of herd problems: \_\_\_\_\_

<sup>1</sup>Number of farms and average number of cows per farm with routine herd health management visits

The Institution belongs to an **EAEVE-approved veterinary school**:

Yes

No

By signing this application form I herewith confirm that all the statements mentioned above are correct. Any changes relevant to the outline of the programme will be reported to the Education and Residency Committee.

Site and date: \_\_\_\_\_

Programme Director of the applying institution: \_\_\_\_\_

## ANNEX V

### Annual Progress Report Submission Form

(To be downloaded also on the website of the ECBHM - [www.ecbhm.org](http://www.ecbhm.org) )

The Annual Progress Report (Sheets A to G and Annual Progress Report Summary Sheet) must be submitted electronically to the ECBHM administrative office ([admin@ecbhm.org](mailto:admin@ecbhm.org) ) along with a confirmation that all information included are correct and that the Resident as well as the Primary Supervisor have read and approved the document. The Primary Supervisor must be copied as a recipient in the distribution list of the e-mail sent to the ECBHM administrative office.

## Annual Progress Report Submission Form

### Individual Clinical Case Log (Sheet A)

Resident: \_\_\_\_\_ Institution: \_\_\_\_\_

Primary Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_ Year of Residency: \_\_\_\_\_

Date	Patient ID	Patient category (species, type, sex, age)	Diagnosis	Clinical activity of the resident	Supervision*
<i>Example 07.01.2020</i>	<i>17/2020</i>	<i>HF-dairy cow, 2<sup>nd</sup> lactation</i>	<i>Left displacement of the abomasum</i>	<i>Clinical examination Surgery</i>	<i>1 4</i>

- \*  
 1 = No supervision, Resident dealt with the case by her-/himself  
 2 = Resident dealt with the case by her-/himself, supervised by a Diplomate  
 3 = Resident dealt with the case by her-/himself, supervised by a non-diplomate  
 4 = Resident assisted, supervision of a Diplomate  
 5 = Resident assisted, without supervision of a Diplomate  
 6 = Resident just observed, supervision of a Diplomate  
 7 = Resident just observed, without supervision of a Diplomate



## Annual Progress Report Submission Form

### Herd Health Case Log (Sheet B)

Resident: \_\_\_\_\_ Institution: \_\_\_\_\_

Primary Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_ Year of Residency: \_\_\_\_\_

Date	Farm ID	Farm type	Type of herd visit **	Area or problem dealt with on farm	Activity of the resident	Supervision *
<i>Example</i> 17.03.2020	<i>BB 17/20</i>	<i>Dairy farm</i>	<i>Problem solving</i>	<i>Udder health problems</i>	<i>Farm visit, presence during milking Data collection, calculation and discussion of results Written report to the farmer</i>	<i>4</i>

- \*  
 1 = No supervision, Resident dealt with the case by her-/himself  
 2 = Resident dealt with the case by her-/himself, supervised by a Diplomat  
 3 = Resident dealt with the case by her-/himself, supervised by a non-Diplomat  
 4 = Resident assisted, supervision of a Diplomat  
 5 = Resident assisted, without supervision of a Diplomat  
 6 = Resident just observed, supervision of a Diplomat  
 7 = Resident just observed, without supervision of a Diplomat

- \*\* Herd visits are divided into following types  
**Routine** = regular herd visits with routine activity  
**Technical** = Visits with ONLY “technical” procedures completed (e.g. vaccination, blood sampling, TB-testing, milk sample collection, disbudding...)  
**Problem solving** = Non-regular herd visits addressing a specific herd health problem

## Annual Progress Report Submission Form

### Ancillary Topics Case Log – Pathology / Necropsies (Sheet C)

Resident: \_\_\_\_\_ Institution: \_\_\_\_\_

Primary Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_ Year of Residency: \_\_\_\_\_

Date	Animal ID	Animal category (species, type, sex, age)	Diagnosis	Activity of the resident	Supervision*
<i>Example 12.01.2014</i>	<i>23/1/14</i>	<i>Beef bull calf, 3 month</i>	<i>Urolithiasis, Rupture of the urinary bladder</i>	<i>Assistance at necropsy</i>	<i>5</i>

- \*1 = No supervision, Resident dealt with the case by her-/himself
- 2 = Resident dealt with the case by her-/himself, supervised by a Diplomate
- 3 = Resident dealt with the case by her-/himself, supervised by a non-Diplomate
- 4 = Resident assisted, supervision of a Diplomate
- 5 = Resident assisted, without supervision of a Diplomate
- 6 = Resident just observed, supervision of a Diplomate
- 7 = Resident just observed, without supervision of a Diplomate

In addition to necropsies, one week (full time equivalent) in a clinical pathology lab must be completed during the residency

## Annual Progress Report Submission Form

National or International Veterinary Conferences or Congresses

with an Emphasis on Bovine Health Management, attended Log (Sheet D)

Resident: \_\_\_\_\_ Institution: \_\_\_\_\_

Primary Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_ Year of Residency: \_\_\_\_\_

Date Duration	Name of the meeting / event location

A national or international conference is defined for the purpose of this document as a publically announced convention for a scientific audience with a minimum duration of one entire working day (minimum of 8 h of scientific program) with a scientific programme developed by a scientific committee appointed by the congress organization

## Annual Progress Report Submission Form

Presentations at National or International Veterinary Conferences or Congresses

with an Emphasis on Bovine Health Management, Log (Sheet E)

Resident: \_\_\_\_\_ Institution: \_\_\_\_\_

Primary Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_ Year of Residency: \_\_\_\_\_

Date Duration	Name of the meeting / event location	Title, type, and duration of the presentation

A national or international conference is defined for the purpose of this document as a publically announced convention for a scientific audience with a minimum duration of one entire working day (8 h) with a scientific programme developed by a scientific committee appointed by the congress organization

## Annual Progress Report Submission Form

### Lectures and Seminars attended Log (Sheet F)

Resident: \_\_\_\_\_ Institution: \_\_\_\_\_

Primary Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_ Year of Residency: \_\_\_\_\_

Date Duration	Type of event	Topic	Location	Speaker	Participants

## Annual Progress Report Submission Form

### Lectures and Seminars given Log (Sheet G)

Resident: \_\_\_\_\_ Institution: \_\_\_\_\_

Primary Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_ Year of Residency: \_\_\_\_\_

Date Duration	Type of event	Seminar yes/no	Topic	Location	Participants

A seminar is defined for the purposes of this document as a scientific presentation given to peers (not just undergraduate students or producers) which is followed by a discussion period, the total time being at least 45 minutes

## Annual Progress Report Summary Sheet

Resident: \_\_\_\_\_ Institution: \_\_\_\_\_

Primary Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_ Year of Residency: \_\_\_\_\_

Training element	Numbers * (and specification where appropriate)
Individual clinical cases (only number)	
Herd health cases (only number)	
of which were Problem solving herd health cases	
Ancillary topics – Pathology / Necropsies ((only number)	
Week clinical pathology (amount of time completed and location)	
Veterinary conferences or congresses attended (only number)	
Presentations at conferences, or congresses (only number)	
Lectures and seminars attended (only number)	
Lectures and seminars given (only number)	
of which qualify as “seminars”	
Resident workshops attended (year and location):	

\* According to numbers given in Sheets A to G

## ANNEX VI

### Guidelines for the Submission of Case Reports

According to the Information and Training Brochure (Chapter 2.2. g. and 2.4.d. ), the case reports (written in English) have to fulfill the following criteria:

- Be related to bovine health management
- Have been handled personally by the Resident
- Maximal length: 3000 words
- Give an impression of the analytical approach of the Resident
- Not cover the same material as in the Resident's publications

### Guidelines for the Redaction of Case Reports

- The 5 case reports must cover 5 unrelated topics of bovine health management
- The main focus of the reports should be on herd health and management, but the 5 case reports must also include descriptions of 1 or 2 individual clinical cases
- For the first case report it is expected that writing is a collaborative effort between the resident and at least one of their supervisors for training purposes. Thereafter, case reports should be written independently by the resident. Discussion of appropriate case selection with a supervisor and proof reading of a final draft is recommended for all cases. (The Primary Supervisor must sign a statement confirming these points have been followed in his/her letter of reference in support of the Resident's application to the Examination)
- Tables and figure legends are not included in the maximal length of 3000 words
- A maximum of 2 tables and 2 figures per case are allowed
- Cases should follow standard format as outlined in the evaluation grids. These can be found on the Residencies page of the website.
- Each case report has to be saved as one individual file including all parts of it (i.e. also tables and figures in the same file) in MS-Word format
- The reports are to be submitted with the yearly progress reports (one after the first year, and two after the second and third year, respectively). The case reports are evaluated yearly by the Credentials Committee. Five accepted case reports are mandatory for admission to the Certifying Examination.
- Each case report will be reviewed by at least 2 members of the Credentials Committee
- Assessment of the case reports will lead to a decision "passed/failed" at the majority of the votes from the Credentials Committee



## ANNEX VII

### Application for Approval of Credentials to be allowed to sit the Certifying Examination

(To be downloaded also on the website of the ECBHM - [www.ecbhm.org](http://www.ecbhm.org))

#### Candidate

Family name:

First name:

Date of birth:

Address:

Country:

Office telephone number:

Mobile number:

Fax number:

E-mail address:

University attended:

Degree(s) awarded to date (with year of achievement):

#### Residency Programme

Date: from / / to / / (DD/MM/YYYY)

Location:

Primary Supervisor:

Programme Director:

Further supervisors (with qualifications):

Other establishments attended (institution and date):

Case reports

1. **Title:**

Individual case or herd management:

Number of words:

Number of tables:

Number of figures:

Date of acceptance:

or new submission

2. **Title:**

Individual case or herd management:

Number of words:

Number of tables:

Number of figures:

Date of acceptance:

or new submission

3. **Title:**

Individual case or herd management:

Number of words:

Number of tables:

Number of figures:

Date of acceptance:

or new submission

4. **Title:**

Individual case or herd management:

Number of words:

Number of tables:

Number of figures:

Date of acceptance:

or new submission

5. **Title:**

Individual case or herd management:

Number of words:

Number of tables:

Number of figures:

Date of acceptance:

or new submission

## Publications

An electronic copy of each publication (or manuscript if only submitted) must be provided.

All papers have to be published, accepted for publication or at least submitted to a peer-reviewed journal by the time of credentials submission, and all must be accepted for publication no later than one month prior to the beginning of the examination. If the publication is not accepted yet by the time of credentials submission, a confirmation of submission must be provided. If a paper is accepted but not published yet, a letter of full acceptance must be provided at the time of credentials submission. For papers still undergoing review, a letter of full acceptance must be provided no later than one month prior to the beginning of the examination. Admission to the examination will only be granted if all publications according to Article 6.1. of the Bylaws are published or accepted one month prior to the examination.

1. **Paper Title:**

Authors:

Journal:

Year:

Volume:

Issue:

Pages:

DOI:

Type of Paper (original research or case report):

2. **Paper Title:**

Authors:

Journal:

Year:

Volume:

Issue:

Pages:

DOI:

Type of Paper (original research or case report):

3. **Paper Title:**

Authors:

Journal:

Year:

Volume:

Issue:

Pages:

DOI:

Type of Paper (original research or case report):

Additional files to be submitted for credentials review

- A complete curriculum vitae (in format Europass: <http://europass.cedefop.europa.eu> )
- A list of national or international bovine health management (buiatrics) conferences attended -at least three- (submit detailed list in this document, see below)
- A list of presentation(s) at a national or international scientific or professional meeting/conference(s) -at least one- (submit detailed list in this document, see below)
- A list of seminars -at least six- (submit detailed list in this document, see below)
- Any previous pertinent correspondence (if applicable)
- A proof of payment of the credentials evaluation fee (PayPal)
- A letter of reference from the Primary Supervisor - to be submitted by the supervisor directly to the administration office of the College

All files for Credentials review must be sent **electronically** to the administration office of the College: [admin@ecbhm.org](mailto:admin@ecbhm.org) .

For further information please contact the chairperson of the Credentials Committee.

Submission deadline: **March 1<sup>st</sup> of the planned examination year**

## Attendance to congresses in the field of bovine health management

### International congresses

1. Congress description:

Location:

Date:

Number of half days of lectures or courses:

2. Congress description:

Location:

Date:

Number of half days of lectures or courses:

3. Congress description:

Location:

Date:

Number of half days of lectures or courses:

### Other congresses

1. Congress description:

Location:

Date:

Number of half days of lectures or courses:

2. Congress description:

Location:

Date:

Number of half days of lectures or courses:

3. Congress description:

Location:

Date:

Number of half days of lectures or courses:

## Presentations at national or international buiatrics congresses

### Oral presentations at international congresses

1. Congress description:

Location:

Date:

Title of the presentation:

2. Congress description:

Location:

Date:

Title of the presentation:

3. Congress description:

Location:

Date:

Title of the presentation:

### Oral presentations at national congresses

1. Congress description:

Location:

Date:

Title of the presentation:

2. Congress description:

Location:

Date:

Title of the presentation:

3. Congress description:

Location:

Date:

Title of the presentation:

## List of seminars

### 1<sup>st</sup> topic:

Duration of the seminar:  
Attendants (faculty, residents, graduate students, ...):  
Number of participants:  
Date and location of the event:

### 2<sup>d</sup> topic:

Duration of the seminar:  
Attendants (faculty, residents, graduate students, ...):  
Number of participants:  
Date and location of the event:

### 3<sup>d</sup> topic:

Duration of the seminar:  
Attendants (faculty, residents, graduate students, ...):  
Number of participants:  
Date and location of the event:

### 4<sup>th</sup> topic:

Duration of the seminar:  
Attendants (faculty, residents, graduate students, ...):  
Number of participants:  
Date and location of the event:

### 5<sup>th</sup> topic:

Duration of the seminar:  
Attendants (faculty, residents, graduate students, ...):  
Number of participants:  
Date and location of the event:

### 6<sup>th</sup> topic:

Duration of the seminar:  
Attendants (faculty, residents, graduate students, ...):  
Number of participants:  
Date and location of the event:

## ANNEX VIII

### Criteria for the Re-Evaluation as a practicing Diplomate of the ECBHM

In compliance with II.A.13 of the Policies and Procedures of the European Board of Veterinary Specialization (EBVS), the European College of Bovine Health Management establishes the following system for periodic re-evaluation of practicing Diplomates.

Every five years, practicing Diplomates must provide evidence for their involvement both in the field of bovine health management and in the activities of the College during the preceding five years. They have to accumulate a **minimum total of 100 credit points** in various categories, as detailed below. No credit points can be granted for education or training in non-scientific or non-evidence-based medicine.

A submission checklist is provided in Annex X and is intended to help re-evaluating practicing ECBHM Diplomates with the submission of their Re-Evaluation Credentials.

It is encouraged to submit this checklist together with the Re-Evaluation Credentials.

The responsibility for accuracy and availability of all required re-evaluation criteria rests with the practicing Diplomate..

#### Categories

- Attendance and organization of congresses in the field of bovine health management
- Publications in the field of bovine health management
- Questions accepted by Exam Committee
- Presentations at national or international buiatrics congresses
- Contributions to continuing professional development for practitioners
- Training of residents and other students
- Serving on committees
- Relevant contribution to position papers by request of the Board

#### Re-Certification Credentials

Attendance and organization of congresses in the field of bovine health management*			
<i>Maximum 60 points</i>	Points / half day	# of half days	Total
Attendance at International congress	4		
Attendance at other congress	3		
Attendance at ECBHM or other EBVS college Workshop	3		
Membership of organizing committee for a congress of at least 2.5 days length <sup>+</sup>	5 per congress		
<b>Overall total</b>			

\* A list of the congresses with a description (e.g. World Buiatrics Congress), the date and location must be provided at the end of this document. A minimum of 2 ECBHM AGMs must be attended in each 5-year re-certification period, unless the



Diplomate is specifically dispensed of this obligation by the Credentials Committee. Attendance of the ECBHM AGM must be specified in the list of the congresses. . In addition, the scientific programme of an international conference shall be presented in either the English language or any other language permitted that English translation is provided.

\*Diplomate's name must be listed on congress website/ documentation as a member of the organising committee

<b>Publications in the field of bovine health management*</b>			
<i>Maximum 50 points</i>	Points / publication	# of publications	Total
Full length paper in a peer-reviewed journal (IF $\geq$ 0.7)	10		
Full length paper in other peer-reviewed journal (IF<0.7) and short communication (IF $\geq$ 0.7)	6		
Review paper in a peer-reviewed journal and book chapter	8		
Short communication (IF<0.7) and published abstract in any peer-reviewed journal	3		
<b>Overall total</b>			

\* A list of the publications (including the impact factor of the journal) must be provided at the end of this document. Full length papers include case reports.

<b>Questions accepted by Exam Committee</b>			
<i>Maximum 10 points</i>	Points / question		Total
Per Question accepted	1		
<b>Overall total</b>			

<b>Presentations at national or international buiatrics congresses*</b>			
<i>Maximum: 50 points</i>	Points / presentation	# of presentations	Total
Oral presentation at international congress	10		
Oral presentation at national congress	4		
Poster (first second or last author)	3		
<b>Total overall</b>			

\* Presentations must be documented with the title, the type of presentation (oral presentation, poster), and the date and location of the event. A list of the presentations must be provided at the end of this document.

Contributions to continuing professional development for practitioners*			
<i>Maximum 60 points</i>	Points / hour	# of hours	Total
Lectures and / or courses	4		
Preparation and presentation of a webinar for the ECBHM (max. 2)	10		
Member of organising committee for an ECBHM Residents' Workshop <sup>+</sup>	5		
<b>Overall total</b>			

\* An hour of training activity is defined as a 45-minutes (equals 1 academic hour) contact period of the Diplomate with practitioners; during this time either new information on topics relative to bovine health management is provided in form of an oral presentation or the participants (practitioners) have the opportunity to acquire new skills in the field of bovine health management under the guidance of the Diplomate. Credit points can be obtained maximum twice per year for the same presentation or workshop. Training activity must be listed at the end of this document, indicating the title, the type of training (presentation, workshop), the duration of the lectures or courses, the number of participants, and the date and location of the event.

<sup>+</sup>You may also claim points per hour for lectures and practicals delivered during the workshop

Training of residents and other students				
<i>Maximum 50 points</i>	Points / resident-year	# resident-year	Points	Total
Resident/year of supervision (responsible)*	6			
Resident/year of supervision (additional)*	3			
Training of residents in private practice <sup>#</sup>			4 per month	
Training of other undergraduate or postgraduate students in private practice, a private firm / institution with business related to bovine health management <sup>#</sup>			1 per week	
<b>Overall total</b>				

\* According to the Application for Approval of a Standard Residency Programme, which must be documented by attaching a copy of this document.

<sup>#</sup>Training of residents or other students in private practice or a private firm / institution with business related to bovine health management: the resident/ student can visit a private practice in which a Diplomate works. To be able to collect the points one to one supervision by the Diplomate is mandatory. The visiting resident/ student and the resident/ student's supervisor need to sign a statement confirming this which needs to accompany the re-certification documents.

\* The President and Vice-President are *ex officio* members of all committees, but may count points in one category only.

Serving on committees			
<i>Maximum: 50 points</i>	Points / year	# of years	Total
Examination Committee	10		
Education & Residency Committee	10		
Credentials Committee	10		
Nomination Committee	3		
Appeal Committee (only in the event of an appeal)	10		
Board*	10		
Chairmanship of a Committee	3		
Nationally recognized Buiatrics Committee (max. 15 points)	3		
<b>Overall total</b>			

A written confirmation of service indicating function and year must be provided for National Buiatric Committees.

Relevant contribution to position papers by request of the Board			
<i>Maximum 10 points</i>	Points / contribution		Total
Per accepted contribution	2		
<b>Overall total</b>			

A written statement identifying the position paper in question together with the date of submission of the contribution should accompany the re-certification documents

Applications for Re-Evaluation must be sent electronically (pdf format is preferred but other generally used formats are acceptable as well) to the administration office of ECBHM: [admin@ecbhm.org](mailto:admin@ecbhm.org). Submission deadline is **December 31 of the due year**.

### Failed re-certification, re-submission of re-evaluation credentials

Diplomates who fail to submit their credentials in time and/or do not fulfill the criteria for re-certification remain practicing members of the College for one year immediately following evaluation and can re-submit credentials for re-certification once (one year after failed re-certification). If such individuals fail to re-submit credentials and/or still do not fulfil the criteria (upgraded for a period of 6 year, i.e. 120% of basic requirements), they become non-practicing diplomats according to Article 2.3. of the Bylaws of the ECBHM.

Reverting from non-practicing status to full Diplomat status is possible in certain conditions on 150% of basic requirements. Details are given in article 2.6. of the Bylaws of the ECBHM.

## ANNEX IX

### Application for the Re-Evaluation as Practicing Diplomate of the ECBHM

(To be downloaded also on the website of the ECBHM - [www.ecbhm.org](http://www.ecbhm.org) )



## ECBHM Re-Evaluation Application Form

Please complete this application form thoroughly to ensure that all required information is provided. Only fully completed application forms will be reviewed. Re-certification credentials submitted otherwise (e.g. in form of a curriculum vitae) will not be accepted. After dating and signing, please submit this form preferably as a pdf file (other file formats will also be accepted) to the administration office of the College [admin@ecbhm.org](mailto:admin@ecbhm.org)

A submission checklist is provided in Annex X and is intended to help Re-Evaluating practicing ECBHM Diplomates with the submission of their Re-Evaluation Credentials.

It is encouraged to submit this checklist together with the Re-Evaluation Credentials.

The responsibility for accuracy and availability of all required re-evaluation criteria rests with the practicing Diplomate.

**Name:**

Affiliation / Institution:

Address:

E-mail address:

Phone:

Fax:

**Date of recognition as an ECBHM Diplomate (MM, YYYY):**

**Re-certification Credentials**

<b>Attendance and organization of congresses in the field of bovine health management*</b>			
<i>Maximum 60 points</i>	Points / half day	# of half days	Total
Attendance at International congress	4		
Attendance at Other congress	3		
Attendance at ECBHM or other EBVS college Workshop	3		
Membership of Organising committee for a congress of at least 2.5 days length <sup>+</sup>	5 per congress		
<b>Overall total</b>			

\* A list of the congresses with a description (e.g. World Buiatrics Congress), the date and location must be provided at the end of this document. A minimum of 2 ECBHM AGM must be attended in each 5-year re-certification, unless the Diplomate is specifically dispensed of this obligation by the Credentials Committee. Attendance of the ECBHM AGM must be specified in the list of the congresses. In addition, the scientific programme of an international conference shall be presented in either the English language or any other language permitted that English translation is provided.

<sup>+</sup>Diplomate's name must be listed on congress website/ documentation as a member of the organising committee

<b>Publications in the field of bovine health management*</b>			
<i>Maximum 50 points</i>	Points / publication	# of publications	Total
Full length paper in a peer-reviewed journal (IF $\geq$ 0.7)	10		
Full length paper in other peer-reviewed journal (IF<0.7) and short communication (IF $\geq$ 0.7)	6		
Review paper in a peer-reviewed journal and book chapter	8		
Short communication (IF<0.7) and published abstract in any peer-reviewed journal	3		
<b>Overall total</b>			

\* A list of the publications (including the impact factor of the journal) must be provided at the end of this document. Full length papers include case reports.

<b>Questions Accepted By Exam Committee</b>			
<i>Maximum 10 points</i>	Points / question		Total
Per Question accepted	1		
<b>Overall total</b>			

Presentations at national or international buiatrics congresses*			
<i>Maximum: 50 points</i>	Points / presentation	# of presentations	Total
Oral presentation at international congress	10		
Oral presentation at national congress	4		
Poster (first, second or last author)	3		
<b>Overall Total</b>			

\* Presentations must be documented with the title, the type of presentation (oral presentation, poster), and the date and location of the event. A list of the presentations must be provided at the end of this document.

Contributions to continuing professional development for practitioners*			
<i>Maximum 60 points</i>	Points / hour	# of hours	Total
Lectures and / or courses	4		
Preparation and presentation of a webinar for the ECBHM (max. 2)	10		
Member of organising committee for an ECBHM Residents' Workshop <sup>+</sup>	5		
<b>Overall total</b>			

\* An hour of training activity is defined as a 45-minutes (equals 1 academic hour) contact period of the Diplomate with practitioners; during this time either new information on topics relative to bovine health management is provided in form of an oral presentation or the participants (practitioners) have the opportunity to acquire new skills in the field of bovine health management under the guidance of the Diplomate. Credit points can be obtained maximum twice per year for the same presentation or workshop. Training activity must be listed at the end of this document, indicating the title, the type of training (presentation, workshop), the duration of the lectures or courses, the number of participants, and the date and location of the event.

<sup>+</sup>You may also claim points per hour for lectures and practicals delivered during the workshop

Training of residents and other students				
<i>Maximum 50 points</i>	Points / resident-year	# resident-year	Points	Total
Resident/year of supervision (responsible)*	6			
Resident/year of supervision (additional)*	3			
Training of residents in private practice <sup>#</sup>			4 per month	

Training of other undergraduate or postgraduate students in private practice, a private firm / institution with business related to bovine health management#			1 per week	
<b>Overall total</b>				

\* According to the Application for Approval of a Standard Residency Programme, which must be documented by attaching a copy of this document.

# Training of residents or other students in private practice, a private firm / institution with business related to bovine health management: the resident/ student can visit a private practice in which a Diplomate works. To be able to collect the points one to one supervision by the Diplomate is mandatory. The visiting resident/ student and the resident/ student's supervisor need to sign a statement confirming this which needs to accompany the re-certification documents.

<b>Serving on committees</b>			
<i>Maximum: 50 points</i>	Points / year	# of years	Total
Examination Committee	10		
Education & Residency Committee	10		
Credentials Committee	10		
Nomination Committee	3		
Appeal Committee (only in the event of an appeal)	10		
Board*	10		
Chairmanship of a Committee	3		
Nationally recognized Buiatrics Committee (max. 15 points)	3		
<b>Overall total</b>			

\* The President and Vice-President are *ex officio* members of all committees, but may count points in one category only. A written confirmation of service indicating function and year must be provided for National Buiatric Committees.

<b>Relevant contribution to position papers by request of the Board</b>			
<i>Maximum 10 points</i>	Points / contribution		Total
Per accepted contribution	2		
<b>Overall total</b>			

A written statement identifying the position paper in question together with the date of submission of the contribution should accompany the re-certification documents

**Total number of points achieved:**                       $\geq 100$  points needed for regular re-certification

I hereby confirm my active participation in the activities of the College (Constitution, Article 4.5.1.) and that the specialty has been practiced at least 20 hours per week in the last 5 years.

The applicant confirms that all information above is complete and exact.

Date:

Signature:

Applications for re-evaluation must be sent electronically (pdf format is preferred but other generally used formats are acceptable as well) to the administration office of ECBHM: admin@ecbhm.org

Submission deadline: **December 31, of the re-certification year**

## Detailed lists

### Attendance and Organization of congresses in the field of bovine health management

#### International congresses

1. Congress description:

Location:

Date:

Number of half days of lectures or courses:

2. Congress description:

Location:

Date:

Number of half days of lectures or courses:

3. Congress description:

Location:

Date:

Number of half days of lectures or courses:

#### Other accredited congresses

1. Congress description:

Location:

Date:

Number of half days of lectures or courses:



2. Congress description:

Location:

Date:

Number of half days of lectures or courses:

3. Congress description:

Location:

Date:

Number of half days of lectures or courses:

Involvement in organizing committees for congresses

1. Congress description:

Location:

Date:

2. Congress description:

Location:

Date:

Publications in the field of bovine health management			
Bibliographical reference of the publication (authors, journal, publication year, volume, pages)	Category*	Impact factor**	# of points
<b>Total</b>			

- \*Categories:
1. Full length paper (IF  $\geq$  0.7): 10 points
  2. Full length paper in other peer-reviewed journal (IF < 0.7) and short communication (IF  $\geq$  0.7): 6 points
  3. Review paper in a peer-reviewed journal and book chapter: 8 points
  4. Short communication (IF < 0.7) and published abstract in any peer-reviewed journal: 32 points

\*\*Impact Factor of the Journal at the time of publication (IF of the publication year)

## Presentations at national or international buiatrics congresses

### Oral presentations at international congresses

1. Congress description:  
Location:  
Date:  
Title of the presentation:
2. Congress description:  
Location:  
Date:  
Title of the presentation:
3. Congress description:  
Location:  
Date:  
Title of the presentation:

### Oral presentations at national congresses

1. Congress description:  
Location:  
Date:  
Title of the presentation:
2. Congress description:  
Location:  
Date:  
Title of the presentation:
3. Congress description:  
Location:  
Date:  
Title of the presentation:

### Poster presentations (as the first author)

1. Congress description:  
Location:  
Date:  
Title of the poster presentation:
2. Congress description:  
Location:  
Date:  
Title of the poster presentation:

3. Congress description:

Location:

Date:

Title of the poster presentation:

Contributions to continuing professional development for practitioners

1. Topic:

Type of training (presentation/workshop/ECBHM webinar):

Duration of the lectures or courses:

Number of participants:

Date and location of the event:

2. Topic:

Type of training (presentation/workshop/ ECBHM webinar):

Duration of the lectures or courses:

Number of participants:

Date and location of the event:

3. Topic:

Type of training (presentation/workshop/ ECBHM webinar):

Duration of the lectures or courses:

Number of participants:

Date and location of the event:

## ANNEX X

### Checklist Re-Evaluation Practicing Diplomate of the ECBHM

The following checklist is intended to help Re-Evaluating practicing ECBHM Diplomates with the submission of their Re-Evaluation Credentials.

It is encouraged to submit this checklist together with the Re-Evaluation Credentials.

- 1) Have all “Credential Point Tables” been filled in and points allocated?
  
- 2) Has the “Detailed List” been filled in for Congresses, Publications, Presentations and Contributions to Continuing Professional Development of practitioners?
  
- 3) Have all congresses, publications, presentations etc. been noted down in both their original language and English translation?
  
- 4) Have the ECBHM AGM attendances been specified?
  
- 5) Has supporting evidence of “Training residents and/or other students” been provided?
  
- 6) Have the documents been dated and signed?
  
- 7) Please send the documents to [admin@ecbhm.org](mailto:admin@ecbhm.org) before the 31<sup>st</sup> December of the due year

## ANNEX XI

### Reference letter template EBVS

Name of applicant:

Title of specialty:

Position for which applying:

Founding  De Facto  Re-evaluation  By equivalent exam  Internationally recognized

1. In what capacity do you know the applicant?

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

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

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

I know the applicant

personally

by reputation

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

*The EBVS expects that all Specialists have:*

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

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

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

Any other comment:

Signature:

Name (in capital letters):

Date:

## ANNEX XII

# General Data Protection Regulation (GDPR) - Information for College Members

As you may know in 2018 an important EU data privacy law came into effect. The General Data Protection Regulation (GDPR) gives you more control over how and why we contact you and how we handle your personal information and data.

Below you will find more information on how and why we use your data. Note that your data will only be used ***for the purposes of administration of your Diplomat title and status and will not be shared with third parties.***

TO ALLOW THE EUROPEAN COLLEGE OF BOVINE HEALTH MANAGEMENT AND THE EUROPEAN BOARD OF VETERINARY SPECIALISATION TO USE YOUR DATA, **we need your active consent (opt-in).**

- Yes, I consent to allow the European College of Bovine Health Management (ECBHM) and the European Board of Veterinary Specialization (EBVS) to use my personal data. These data will only be used for the purposes of administration of your diplomat-title and -status and Residency, respectively, and will not be shared with third parties.
- NO I do not consent to allow the European college of bovine health management and the European board of veterinary specialization to use my personal data.

Please note that you can withdraw your consent at any time by contacting [admin@ecbhm.org](mailto:admin@ecbhm.org)

---

Date

---

Signature

## For your information:

### What is personal data?

Personal data is any information that identifies you as an individual.

### Who will process your personal data?

Personal data will be processed by the European College of Bovine Health Management and the European Board of Veterinary Specialization (EBVS) only. Your data will not be shared with third parties without your consent.

You may administrate yourself what data of yours you wish to be publicly available on the website of the ECBHM by contacting the secretary of the college, as well as on the EBVS website by logging in to <https://ebvs.eu/Users/Account/Logon> respectively. You furthermore have the right to have any inaccurate personal information we hold corrected, or to have your personal information deleted. Please contact secretary of the college with such a request.

### What is the purpose and legal basis for processing your personal information?

Your personal information will be used as follows:

- By the ECBHM to update the list of Diplomates / Residents and to allow smooth and efficient communication with our Diplomates / Residents.
- By the EBVS to maintain your accreditation status as European Veterinary Specialist which allows you to carry the title EBVS European Veterinary Specialist in Bovine Health Management.
- By the ECBHM and the EBVS to contact you with important information regarding your Diplome / Specialist / Resident status.
- To communicate efficiently with you as Diplomates / Residents by postal mail, email and phone, including the distribution of relevant newsletters.
- To compile statistics and conduct surveys and research for internal and statutory reporting purposes. For these purposes, your data will be **anonymized**.
- To provide you with services

We consider the processing of your personal information for these purposes to either be necessary to meet our obligations toward you (e.g. to manage your specialist status), necessary to comply with a legal obligations, or necessary for the performance of tasks we carry out in the public interest (e.g. non-statutory reporting or research). We ask you to provide us with the personal information we require to administrate your Diplome / Specialist / Resident status. Should the ECBHM need to use your data for purposes beyond of what is mentioned above, we will approach you beforehand to obtain your consent for this specific purpose, and you have to right to recall this consent any time. Your personal information will not be used to carry out any wholly automated decision-making that affects you.

## **What type of personal information will be processed?**

The College will keep a record of:

- Your name, gender, nationality, current contact details, qualifications (these will also be shared with EBVS)
- Data related to your residency training program (from application to final approval of completion)
- Data related to your ECBHM certifying examination
- Your credentials
- (Re-)Certification documentation and any supporting documents requested

## **How will personal information be processed?**

Your personal information is entered, stored and transmitted securely in a variety of paper and electronic formats, including databases that are shared between the EBVS and the ECBHM. Access to your personal information is limited to EBVS or ECBHM staff who have a legitimate interest in it for the purpose of carrying out their duties.



## ANNEX XIII

### Knowledge, Skills and Competences (according to EBVS)

#### **Training of Veterinary specialists: EQF level 8**

The minimum 4-year Training Programme allows graduate veterinarians, who have completed a minimum of one year internship programme or its equivalent, as defined by the ECBHM Credentials Committee, and a minimum of a 3-year College-approved Residency Training Programme to acquire in-depth knowledge of the scientific field of Bovine Health Management and its supporting disciplines under the supervision and guidance of a Diplomate of the College.

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

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

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

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

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

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

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

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

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

## ANNEX XIV

### Quality Assurance (according to EBVS)

The mission of the College is to contribute significantly to the maintenance and enhancement of the quality of European Veterinary Specialists in Bovine Health Management across all European countries at the highest possible level so as to ensure that improved optimal veterinary medical services will be provided to the public.

Towards achieving this goal, ECBHM imposes special training beyond the professional veterinary degree to enhance the ability of candidates to meet certification requirements and to update the competence of specialists, and has:

- 1) established a policy and associated formal mechanisms for the approval, periodic review and monitoring for the assurance of the standards and quality of the programmes and awards it is offering;
- 2) established a system of collection, analysis and use of up to date, impartial and objective, relevant information for the effective management of the training programmes and other activities of the College, to be regularly submitted to the EBVS;
- 3) established a clear policy and the procedures, including a re-evaluation form, for re-certification of the Diplomates for membership of the Colleges every five years;
- 4) conflict of interest avoidance mechanisms in place on all levels, e.g. applications for enrolment as a resident, approval of residency programmes, approval of credentials, examinations, appeals procedures and so on;
- 5) established a policy and the procedures for complaints or appeals, and disciplinary actions against Diplomates or Residents/Candidates.
- 6) moreover, working under the umbrella of the European Board of Veterinary Specialisation, ECBHM also contributes to its goals by ensuring that:
  - 7) the College commits itself to the development of a culture, which recognises the importance of quality, and quality assurance in its activities, and to achieve this, it develops and implement a strategy for the continuous enhancement of quality;
  - 8) the interests of society and veterinary profession in the quality and standards of specialist education and training are safeguarded;
  - 9) any specified experience requirement is clearly defined, relevant to the objectives of the speciality, and amenable to evaluation;
  - 10) a strategic plan must be developed every ten years;
  - 11) the strategy, constitution/bylaws, policy and procedures, and all major documents of the College are publicly available;
  - 12) residents are assessed using published criteria, regulations and procedures which are applied consistently;
  - 13) staff involved with the training of residents are qualified and competent to do so;
  - 14) the resources available for the support of resident learning are adequate and appropriate for each programme offered;

Accountability procedures

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

- I) published policy for the assurance of the quality of the agency itself, made available on its website
- II) documentation which demonstrates that:
  - a) the processes and results reflect its mission and goals of quality assurance;
  - b) enforces a no-conflict-of-interest mechanism in its own activities or in the activities of its Diplomates and Residents/Candidates;
  - c) has reliable mechanisms that ensure the quality of any of its activities and material produced.

In accordance with its objective to function as an Organisation developing and enhancing standards and guidelines on quality assurance in the area of Bovine Health Management, and to maintain and develop co-operation with other appropriate European stakeholder organisations, ECBHM is committed to a continuing cooperation with partner organisations in Europe and beyond. These mainly include the other EBVS-recognised Colleges, the respective Associations in Europe and specialist Colleges in other parts of the world (e.g. North America, and Australasia).