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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Farm ID** | **Farm type** | **Type of herd visit \*\*** | **Area or problem dealt with on farm** | **Activity of the resident** | **Supervision\*** |
| *Example*  *17.03.2020* | *BB 17/20* | *Dairy farm* | *Problem solving* | *Udder health problems* | *Farm visit, presence during milking*  *Data collection, calculation and discussion of results*  *Written report to the farmer* | *4* |
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\*1 = No supervision, Resident dealt with the case by her-/himself

\*\* Herd visits are divided into following types

**Routine** = regular herd visits with routine activity

**Technica**l = 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

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

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

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

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

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| **Date** | **Animal ID** | **Animal category**  **(species, type, sex, age)** | **Diagnosis** | **Activity of the resident** | **Supervision\*** |
| *Example*  *12.01.2014* | *23/1/14* | *Beef bull calf, 3 month* | *Urolithiasis,*  *Rupture of the urinary bladder* | *Assistance at necropsy* | *5* |
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\*1 = No supervision, Resident dealt with the case by her-/himself

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

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

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Date  Duration | Name of the meeting / event location |
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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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Date  Duration | Name of the meeting / event location | Title, type, and duration of the presentation |
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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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- |
| Date  Duration | Type of event | Topic | Location | Speaker | Participants |
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Annual Progress Report Submission Form

Lectures and Seminars given Log (Sheet G)

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

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

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| Date  Duration | Type of event | Seminar  yes/no | Topic | Location | Participants |
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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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **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