RADIOGRAPH SET
REQUIREMENTS
Information for
Equine Residents

AVDC

AMERICAN VETERINARY DENTAL COLLEGE
Equine Dental Specialty

The AVDC Equine Training Program and Credentials Requirements include submission of a full-mouth radiograph set of an equine mouth and nose. This document provides information on how to take, process and submit a copy in a format that can be readily reviewed.

1. The radiographs must show the complete crown and all roots of all teeth (with the exception that first premolar teeth may be missing). The radiographs are to include 5 mm of the tissue adjacent to the apex of each root and with no root structures 5 mm or less from the film/image edge. There are no restrictions on intraoral or extraoral technique, as long as each tooth is imaged. If a cadaver is missing canine teeth, an additional cadaver or live horse may be substituted for canine images. When necessary, more than one radiograph of a tooth may be submitted. Include in the label a description of why an additional radiograph is indicated. The sinus structures (frontal, conchal and maxillary) should be included in the lateral, dorsoventral and lateral dorsoventral oblique views of the skull.

2. The maximum number of views that may be submitted as part of a digital image radiograph set is 30. Each radiograph is to be labeled as an extraoral or an intraoral view, describing which tooth/teeth are being evaluated.

3. The positioning (e.g. root length), exposure, and processing are to be optimal. Note: Radiographs that are correctly positioned but of poor exposure or that have other technical defects will not be approved.

4. Mounting: The radiographs are to be mounted using "labial mounting", with "Left" and "Right" stated on the mounted set:
    ➤ images of teeth from the patient's left side are to be mounted on the right side of the radiograph and vice versa.
    ➤ crowns of the maxillary teeth are to point down, crowns of the mandibular teeth are to point up.

5. Use of a cadaver (must be whole-head, with jaws intact and all soft tissue present) is **recommended**. Label the radiographs: Cadaver, species, age and breed if known. Please note that, if a radiograph set is not approved, individual views that were not adequate can be re-taken and swapped into the set for submission as a new radiograph set; AVDC recommends keeping the original cadaver in a freezer in case it is needed for additional views. If a sedated patient was used for the radiographic set, this same patient would have to be used for subsequent re-takes of specific views that were not approved, or the resident could submit a full radiographic set of a different patient/cadaveric specimen.

6. Radiographic images produced by digital dental imaging systems are permitted.

7. An informational document ('Equine Radiographic Technique Description') and examples of approved radiograph sets are available on the online *Information for Registered Residents* page; scroll down to the *Radiograph Set* section and click on the inks.

8. Radiograph sets must not contain labels or other information that could identify the resident who submitted the set or hospital from which they were submitted.

Submitting a Radiograph Set

The quality of the image must be sufficient to ensure that zooming in to view parts of the image during review will not result in unacceptable loss of image quality. High quality files (.tiff, .jpg, .pdf files or images embedded in a Word.doc file) are recommended – see details, below. Transfer for submission as an Acrobat.pdf format file is permitted – however, use the High Quality Print setting in Adobe Acrobat to avoid pixilation of the radiographs. Do NOT save word document as a pdf file…the labeling and images will be altered when saving. Use the print function only for pdf images.
Maximum file size permitted as a DMS submission is 50 MB.

DMS submissions may consist of images produced by:
➢ A digital dental radiographic system.
➢ Scanning a radiograph using a high resolution scanner.
➢ Using a digital camera to photograph a radiograph directly off a view-box. To improve the quality of photographed images:
▪ use a camera with a 'macro' focus setting so that the radiograph fills the image frame;
▪ block off unwanted areas on the view-box with black paper;
▪ check that the long axis of the lens is perpendicular to the radiograph surface;
▪ turn off the camera flash;
▪ turn off the lights in the room;
▪ use a tripod – this will result in a sharper image when a long exposure time is needed (keep the radiograph at the edge of the view box so that the image can remain perpendicular to the axis of the camera lens).

The images should be submitted as a Word or PDF document.
Name the file: *YourLASTNAME,FirstName RadSet Equine* for example: *ROENTGEN,William RadSet Equine*.
Submissions are to be made via DMS – log into DMS, click the Begin New Document link on the right side of the *Welcome* screen, click Equine Radiograph Set and then upload the file by clicking Attach File on the top command line. Once the file is uploaded (you will see the file names in the document screen below the wide blue line), be sure to click the Submit this Document box in the yellow window on the right of the document screen and then click **Save Changes** in the top command line before exiting the document.

AVDC Process Following Submission

1. All radiograph sets will be evaluated blindly. Each radiograph set is assigned a code number by the Executive Secretary, and will be identified to the Credentials Committee members only by this number.
2. Comments and recommendations are forwarded by the review team members to the Chair of the Committee. If three or four members recommend approval, the radiograph set is approved. If two members recommend approval and two do not, the Chair reviews the radiograph set and the reviewers' comments, and casts a deciding vote. To view a copy of the AVDC Radiograph Set Evaluation Form, click *Cred Comm Radiograph Set Review Form* in the Radiograph section of the *Information for Registered Residents* web page.
3. The Credentials Committee may, at its discretion, request clarification if there are specific issues that would otherwise prevent approval of a radiograph set. In this case, a final decision will be withheld until a response to the '**Action Required'** DMS email notification is received from the resident.
4. For radiograph sets that are Not Approved, the Committee prepares a list of major reasons for non-approval.
5. The resident is informed of the results of the review by the Executive Secretary.
6. The AVDC will, whenever possible, report the results of the review within 4 weeks
7. of receipt of the radiograph set.

If a radiograph set is Not Approved, the specific views that were inadequate can be retaken and swapped into the set. The revised set can then be submitted as a new radiograph set.

Rebuttal Option

Following receipt of a non-approval decision, the resident may submit a rebuttal, which is to include reasons why the resident considers each of the **major** concerns listed by the Credentials Committee to be inappropriate. A **maximum of 30 days** is permitted for receipt by the Executive Secretary of a Rebuttal of a non-approved radiograph set decision.

A **rebuttal** is not considered an appeal by AVDC, and is sent to the members of the review team who originally reviewed the item. The decision on the rebuttal will be made as for any other item submitted to the Credentials Committee.

If the rebuttal does not result in approval of the item, the resident has the right to request that the original item and the rebuttal are considered as an Appeal of an Adverse Decision, which will be handled according to AVDC appeals procedures noted below.

Appeal

At any point in the process following receipt of an adverse decision on any item reviewed by AVDC, the resident may elect to submit a formal Appeal to AVDC. **The appeal must be received within 20 days of notification of the adverse decision**. The AVDC Appeal Policy is available in the *Appeals* section of the *Information for Registered Residents* web page. The appeal 20 day deadline does not start if a rebuttal is submitted.