



2024 Manual for Residency Directors

Table of Contents

- 1.0 Information For Diplomates..... 3
 - 1.1 Should I Become a Residency Supervisor?..... 3
 - 1.2 Definitions Relative to Role and Supervision by Diplomates 5
 - 1.3 Questions to Ask Yourself Before You Decide to Become an AVDC® Residency Supervisor 6
- 2.0 Evaluating a Possible Resident 7
 - 2.1 Program Requirements 7
 - 2.2 Relationship Evaluation..... 8
 - 2.3 If the Relationship is Positive and Professional 9
- 3.0 Residency Application 10
 - 4.1 Annual Reporting 10
 - 4.2 Preparing for Credentials 12
 - Publication..... 13
 - Radiograph Sets 13
 - 4.3 Credentials Results 13
- 5.0 Preparation for the Certifying Examination 13
 - 5.4 Arrival of the Examination Decision 15
- 6.0 Sample 3-Year Residency Program Timeline 15
 - Before Year One 15
 - Year One..... 15
 - Year Two..... 16
 - Year Three 17
- 7.0 Missed Deadlines 17
- 8.0 Troubleshooting The Residency Process 18
 - 8.1 RPAC Forms 20
- 9.0 Support Resources for Residency Supervisors 21
 - 9.1 Human Resources 21
 - 9.2 AVDC® Committee Support..... 22

1.0 Information For Diplomates

Objectives of a Residency Program:

- To promote aptitude and clinical proficiency in the diagnosis, treatment and aftercare of animals with oral disease(s).
- To provide learning opportunities to review the basic sciences pertaining to oral disease(s).
- To provide exposure to a wide range of products and instruments related to oral health and treatment.
- To provide a mentoring environment that adequately prepares the resident for the AVDC® certifying examination.
- To provide the opportunity to pursue career goals in teaching, research, clinical service and/or specialty practice.

1.1 Should I Become a Residency Supervisor?

The decision to become a Mentor to a colleague is an important and required step for the success of the applicant in an AVDC® training program and, ultimately, in successful completion of the AVDC® examination by the Resident. Diplomates who have been Mentors often find this to be a very rewarding way of repaying their debt to those individuals who helped them when they were seeking entry to the College. An added advantage of being a Residency Director/Mentor is that it keeps you up-to-date on the veterinary dental literature and aware of changes in College procedures.

In Greek mythology, Mentor was the loyal friend and advisor of Odysseus and the teacher of his son, Telemachus. Webster's New World Dictionary states the definition of a mentor as:

1. *A wise and loyal adviser.*
2. *A teacher or coach.*

The Supervisor's role is to guide and evaluate the resident through their training program, including the submission of credentials materials and preparation for the examination.

The Residency Site Requirements and Responsibilities Document can be found at <https://avdc.org/diplomate-services/> under Useful Links to the right of the page.

Diplomates apply for residency site approval with the AVDC®. These applications are reviewed by the Residency Program Administration Committee (RPAC). There is a re-application required every 5 years obtained by filling out the Five-Year Re-Evaluation Form for Residency Sites (FORM AVDC 350). Found at <https://avdc.org/diplomate-services/>

In addition to providing your dental knowledge and expertise, Mentorship will require you to set aside time for: clinical case teaching; evaluation of MRCL cases, Annual Report and Credentials application submissions; and also, didactic teaching.

Familiarity with the current AVDC® training program requirements is a **critical aspect** of a

successful Diplomate-Resident relationship. Keep in mind that the training program requirements and credentials/examination processes may have changed significantly since you completed the College entry process. AVDC® training program and examination information is available on the College website. <https://avdc.org/resident-services/> The on-line material includes all of the AVDC® forms required for a successful training program. Review the DMS document and how to get started together found at https://avdc.org/wp-content/uploads/2019/07/DMS_instructions-3A.pdf

Other Specialty Hours

40 hours of postgraduate training in each of the following disciplines: Anesthesia, Surgery, and Radiology, supervised by Diplomates of the relevant specialty colleges is required.

Do you have personal contact(s) with specialists in these areas that are willing to train your resident? It is recommended that you contact specialists in these areas prior to submitting paperwork for a residency program to ensure that they can provide the required level of instruction that is required for AVDC® residents. A potential resident may choose to use different specialists than you have facilitated. This is an option open to the resident, however you and the resident must then ensure that the chosen specialists are aware of the resident's requirements.

Anesthesiology:

- Up to 8 of 40 required anesthesia contact hours may be fulfilled by attending Anesthesiology Specialist Training modules at the Annual Veterinary Dental Forum, CE lectures or virtual content. Certification of attendance is required.
- A minimum of 32 (and optionally 40) of the 40 required anesthesia contact hours are to be spent with a board-certified (ACVA, ECVA) anesthesiologist on the clinic floor. This experience is to include exposure to the preoperative and post-operative pain management of patients. Certification of attendance is required.

Radiology/Imaging:

- Of the required 40 hours of radiology specialist training contact time, a minimum of 16 hours is to be spent focused on dental/oral/maxillo-facial imaging techniques.
- Up to 4 hours of Advanced Imaging (cone beam CT, CT, MRI, etc) can be satisfied with CE content provided by an OMFS Fellow. Taken from the 2022 Changes Document, up to 16 of 40 hours can be fulfilled by SIT content at the Forum, CE lectures, and/or virtual content. Certification of attendance is required.
- Maximum of 16 hours (no required minimum) may be accumulated by attending the Radiology Specialist Training modules at the Veterinary Dental Forum, Veterinary Dental Forum image reading/discussion sessions that have been pre-approved by AVDC®, CE lectures or virtual content. Certification of attendance is required.
- Maximum of 10 contact hours (no required minimum) may be accumulated as time spent with a human radiologist or dentist that focuses on oral/maxillofacial radiographs (e.g., visiting a dental school radiology department). Certification of attendance is required.

Surgery:

- Up to 20 hours spent with an OMFS Fellow can count toward SIT surgery specialty hours. Certification of attendance is required.
- Up to 8 of 40 hours can be fulfilled by SIT content at the Forum, CE lectures, and/or virtual content. The surgery SIT module at the VDF must include a hands-on wet-lab portion. Residents must attend the whole module. Certification of attendance is required.
- Participating (observation or active involvement) in any clinical surgeries performed by an

ACVS/ECVS diplomate, or oral/maxillofacial surgeries performed by a board-certified MD or DDS/DMD oral/maxillofacial surgeon, or cadaver practice under the direct supervision of a Surgery diplomate. (A maximum of 16 hours may be claimed for human surgery observation.) Participation in veterinary oral/maxillofacial surgery is strongly encouraged. In order to obtain the maximum benefit from working with the surgeon during clinical case observation, the resident must review and discuss with the surgeon preoperative testing including images, histopathology reports, blood work etc., and must also discuss with the surgeon pre-operative and operative decision making, postoperative care and follow-up.

1.2 Definitions Relative to Role and Supervision by Diplomates

Residency Director is the AVDC® Diplomate responsible for supervising AVDC® Residency training program(s) at an approved site, signing all documentation verifying completion of the program, the continuity of the program, and all correspondence with the AVDC®.

Supervising Diplomate is an active AVDC® Diplomate responsible for direct supervision of a resident while the resident is in clinical training. In programs with a single AVDC® Diplomate present, the Supervising Diplomate is the Residency Director.

Diplomate Direct Supervision is defined as the Residency Director/Supervisor and the resident are participating in clinical practice together and in which both the Diplomate and the resident are on duty interactively and concurrently managing cases.

Direct supervision means a **Board-Certified Veterinary Dentist™** or **Board-Certified Equine Veterinary Dentist™** (depending on residency program) is readily available **on the premises** where the patient is being treated and has assumed responsibility for the veterinary care given to the patient by a person working under their direction. For all residents, >50% of direct supervision time must be under the Residency Supervisor or Residency Director.

The AVDC® requirement is a minimum of 65 weeks of directly-diplomate-supervised dental and oral surgery clinical service time during the 30 month (130 week) residency training program. Total minimum weeks of time spent in dental and oral surgical clinical service during the residency training program is 78 weeks.

To ensure that the required 78 weeks of dental service time will be available to the resident during the 30 months, the dental service at the practice or institution hosting the Residency Program shall schedule on average at least 32 'weeks' per year of active clinical dental and oral surgery service.

The minimum 65 weeks of direct supervision can be supervised by one or more diplomates of the American Veterinary Dental College, or up to 16 weeks can be supervised by a diplomate of the European Veterinary Dental College. For all residents, >50% of directly-diplomate supervised dental and oral surgery clinical service time must be under the Residency Supervisor or Residency Director.

Diplomate Indirect Supervision is defined as a Residency Director/Supervisor that is a **Board-Certified Veterinary Dentist™** or **Board-Certified Equine Veterinary Dentist™** (depending on residency program) that *may or may not* be on the premises with the resident and who has provided either written or oral instructions for treatment of the patient. The Residency Director/Supervisor or Diplomate mentor is to be readily available by telephone or other forms of immediate communication.

To apply for the establishment of a Residency Program and Site you will need to submit the **FORM AVDC 300SA and RPAC 205**. **These forms can be found on the Forms for Residents page.**

<https://avdc.org/resident-forms/>

These applications are titled Residency Training Program: Site Application Form *and* Residency Director Approval Form.

An AVDC Diplomate may supervise no more than three residents at the same time.

1.3 Questions to Ask Yourself Before You Decide to Become an AVDC® Residency Supervisor

1. Do I enjoy working with others and sharing my veterinary dental knowledge and skills?
2. Do I have the caseload to support a full-time resident?
3. Do I have the time to devote to Resident's visits to my practice during regular business hours over the next few years? Do I have time to and am I willing to evaluate the performance of a Resident and the documentation associated with the training program? The Residency Supervisor who signed their application to the AVDC® is responsible for reviewing individual Minimum Required Case Log (MRCL) cases and completing the MRCL Diplomate Review Form for each MRCL case.
4. Do I have the space and facilities in which my Resident can practice or study during their time with me or during visitations?
5. Residency Supervisors can also provide support reviewing submissions for publication and radiograph sets prepared by the applicant prior to submission to the Credentials Committee. The Residency Supervisor may ask another diplomate to review MRCLs. How often will I review the MRCL entries? How will I evaluate the case work? Are you familiar with the AVDC® documents before you commit to taking on a potential resident for the next several years?
6. Can I maintain a professional relationship with an individual who may already be or may become a friend? Honest evaluation and constructive criticism of performance and drafts of materials are essential components to ensure that the high standards expected of a specialist veterinary dentist are met. A Residency Supervisor must be

willing to identify program or Resident inadequacies and recommend changes, or even termination of a program if necessary.

7. Are you aware of your own strengths and weaknesses in training, experience, and caseload of all major aspects of dentistry? Can your Mentorship accommodate these strengths and weaknesses? Keep in mind that a diplomate is not required to be (and indeed should not be) the only source of training and support for an applicant. Visitations with other AVDC diplomate colleagues can be incorporated in a training program as necessary.
8. Can I provide the required direct supervision? Do I understand what direct supervision means?
9. Do I know what resources are available for a training program? Do I know what the supporting committees do and how to contact them? How will I facilitate a resident with learning issues or issues with concentration?
10. Am I comfortable having trainee complete cases on clinical patients? How will I assess the quality of their work? How will I provide thoughtful and productive feedback? How will I address a slow resident? How will I address a resident's mistakes?
11. If I am having issues with a resident and do not know how to handle a certain situation, do I have someone I can speak with to discuss these challenges with? Do I have a professional/personal relationship with another diplomate who has trained residents previously that could help work through these issues or offer suggestions?

2.0 Evaluating a Possible Resident

2.1 Program Requirements

1. The Residency Program shall consist of a minimum of 30 months (130 weeks) of supervised training, postgraduate education, and clinical experience in the science and practice of veterinary dentistry and its supporting disciplines under the direct supervision of at least one Diplomate who participates actively in that program (30 months includes allowance for vacation).
2. Candidates who have successfully completed other relevant forms of extensive, formal, certification may petition for partial reduction of the 30 month (130 week) full-time veterinary dentistry training requirement via the Advanced Standing option. Approval of advanced standing must be completed before the residency program starts.
3. Graduate degree studies related to dentistry may be included in the program; however, at least 78 weeks of the time in a combined graduate degree-residency program must be allocated to clinical case responsibility.
4. Maximum time for a residency is 6 years.

2.2 Relationship Evaluation

A long-term relationship of this sort requires planning and agreement initially, plus re-evaluation along the way.

Find out what you can about the potential Resident. Asking for a CV, seeking comments or references from the Resident's colleagues, previous or current employees with permission, direct observation of their current level of dental skill and available facilities and equipment is advised. Discuss their desire for training in and commitment to advanced veterinary dentistry – are they aware of all the program and credentials requirements?

The Resident also must be aware of other time and financial commitments, which will include:

1. Preparation of the registration application materials and payment of the AVDC® fee for commencing the training program.
2. Commitment of professional time away from the Resident's practice for visitations and other training requirements and potentially decreased rate of remuneration for a resident over a period of several years.
3. The need to help increase the Resident's advanced dental caseload and dentistry and surgical skill.
4. The ability and willingness to keep detailed records and logs and devote time to the other associated training program documentation.
5. Expenditures for required dental equipment and materials.
6. Travel and other costs associated with visitation to Resident's or other diplomate's practices to meet the AVDC® visitation requirements.
7. Travel and related costs for completion of the anesthesia, radiology, and surgery specialist training requirements.
8. Payment of the annual AVDC® training program fee (if not covered).
9. Time for and cost of additional dental continuing education at seminars, conferences, wet labs, etc. (if not covered or allowance is too small).
10. Preparation of credentials application materials and payment of the fee for credentials review and examination processes.
11. Willingness and ability to take time off study and practice for the certifying examination when the time comes.

Questions to Ask Before Agreeing to Accept a Resident

1. Do you know each other well enough to believe that you can make a success of the relationship?
2. Are you familiar with the work of the Resident- have you worked together at meetings or on cases before?
3. Is the Resident aware of the extent of commitment (time and costs) required in starting and completing the training period, credential application process and certifying examination?
4. Does the Resident have other competing professional or personal obligations?
(Unforeseen circumstances may, of course, occur following registration of an applicant in a

training program, for which AVDC® has a 'leave of absence' policy.)

5. Do you have the communication skills to professionally deal with conflict and problem solving in a constructive manner?

2.3 If the Relationship is Positive and Professional

As part of an early discussion with the potential Resident, prepare a plan to finish a residency. Both the diplomate and resident need to agree on the planned program to avoid misunderstandings. Discussion should include when and how Diplomate guidance and Resident evaluation will be provided. The program and commitments should be reviewed periodically and adjusted by mutual agreement. Frequent reviews, for example every 3-6 months of the Residency by the Residency Supervisor and Resident, is recommended, to ensure that it is working for both parties. In addition to the specific program requirements, has the resident been working their way through the AVDC® Recommended Reading List and practicing unfamiliar procedures using unfamiliar materials?

A probationary period is recommended. This could include inviting the applicant to visit your practice for at least a couple of days. Both the Diplomate and potential resident are 'on probation'. A probationary period of 2-3 months serves several purposes:

1. It lets you know whether the relationship will work at an interpersonal level. If your personalities are not compatible, a relationship will be heavy-lifting for both of you. Are you able to give constructive criticism? Is the Resident able to accept constructive criticism without taking it personally?
2. It allows you to recognize whether the potential Resident is likely to meet the high standards required by the College and your clinic. Informing the applicant that they do not have what it takes early on will save both you and them from lots of frustration and may be the kindest service that you can provide. Not every veterinarian has the qualities required to succeed in becoming a diplomate, no matter how strong their desire may be. Continuing a Residency relationship with an applicant who is unlikely to be successful has a strong negative impact on all the people involved, particularly the Diplomate, and including the AVDC® Committee members who must evaluate substandard materials. The Residency Supervisor is "the first line" of quality control for the College and should be vigilant about evaluation of the Resident. As the College grows, the Supervisor's role in evaluating the Resident's readiness will be more and more critical. Passing a substandard skilled Resident on to credentials or the examination is not acceptable.
3. It allows time to directly observe some cadaver work to evaluate their hand/motor skills and/or communication styles with clients and staff prior to signing on to becoming their mentor.
4. It allows the Resident to demonstrate whether they are serious. It is not sufficient to be good enough. Have the resident keep detailed records/notes during the probation period. Show them the level of detail you require and what is expected. If a potential resident does not keep detailed dental records and logs during this probationary period, keeping the resident focused on the details required during the residency over the next several years will be a frustrating task. It is the Diplomate's role to

support but not be responsible for this. People who are not motivated, who want the easy path or look for ways of bending the rules, should not be accepted as Residents. If Residents are not taking responsibility for College requirements and completing tasks in a timely manner, termination of the residency is acceptable.

5. Schedule an “end-of-probation” evaluation, at which the decision on whether to continue is openly discussed by the Residency Supervisor and Resident.

3.0 Residency Application

Within 30 days of the proposed program's start-date, an application for registration of a training program is to be submitted to the AVDC® Executive Director. **The residency site application should ideally be approved in advance of the program application for a specific resident.**

This form is to be submitted as a printed, signed document via mail, email, fax or DMS. You can pay by check or by going online to:

<https://processing.matrixamc.com/machform/view.php?id=65452> Form APP 120 or mailing to

AVDC® Executive Secretary
PO Box 1311, Meridian, ID 83680 USA
Fax: 1-208-895-7872

Form APP 100 form requires the Signature of the Residency Director is required. The website at avdc.org should be reviewed, including the Resident Resources and Diplomat Resources webpages.

4.0 THE RESIDENCY SUPERVISOR ROLE

4.1 Annual Reporting

The Residency Supervisor reviews and signs off on the Resident’s Annual Report to the TSC. Deadlines for the report to be submitted vary based on the time period under review and are updated regularly on the AVDC® website. The items in the Resident’s Annual Report are to be sent by the Resident to the Residency Supervisor in sufficient time (several weeks) to allow the Supervisor to review the documents before the appropriate deadline for receipt at the Executive Director’s office.

A Residency Supervisor should not allow a Resident to submit a deficient or substandard Annual Report document. Incomplete or late materials submitted to the AVDC® will be returned to the Resident unreviewed, and substandard submissions will not be approved; both circumstances result in a delay in the training program. Residency sites or programs that habitually allow submission of incomplete or substandard materials or reports may be placed under notice or

suspended. Residency Supervisors should realize that the high standards required for the Resident's annual report to the TSC help assure competency for the credential application. The Residency Director should assist the Resident in achieving these standards. Residency Supervisors should not sign off on cases, radiograph sets, or other required material if they feel the work is substandard. It is not the responsibility of committees or committee members to address deficiencies, it is the Supervisor's role and purpose as primary educator.

The AVDC® requires that Annual Report documents are submitted in electronic format. Physical signatures are sometimes required, but efforts are made to reduce this as much as possible. The Annual Report Document does not require a physical signature. Some documents, such as Specialty Hours, require a physical signature and must be scanned and uploaded each year until they are completed.

The TSC review of the annual Training Program Report is to identify areas where the training progress may be insufficient and makes suggestions for the correction of deficiencies and improvement of the program. Additionally, the Annual Report can also document areas where Residency Programs and Residents are exceeding. A copy of the review is sent to the Residency Supervisor and Resident. The Residency Supervisor should review this evaluation with their Residents. Correction of deficiencies is a requirement to move forward in the residency program. Repeat or severe deficiencies or failure to sufficiently address issues can result in program suspension or, in certain circumstances, termination of a program.

The AVDC® holds lunch-time question and answer sessions for residents each year at the annual Veterinary Dental Forum, attended by the chair or other members of the Credentials, Examination and Training Support Committees; attendance at this meeting is recommended for Residency Supervisors, particularly those new to training.

Residents can get an early start on preparation and review of credentials documents through the Pre-Approval process. Substandard materials should be headed off by the Residency Supervisor prior to submission. Review the AVDC® website for dates and deadlines.

Frequent reviews by the Residency Supervisor are recommended at a minimum of every six months, to ensure that the training program works for both parties. In addition to the specific program requirements, has the resident been working their way through the AVDC® Recommended Reading List and practicing a wide variety of procedures, including unfamiliar procedures using unfamiliar materials?

A Residency Supervisor should not allow a Resident to submit a deficient or substandard Annual Report document. Incomplete or late materials submitted to AVDC® will be returned to the Resident unreviewed, and substandard submissions will not be approved; both circumstances can result in a delay in the training program. Sometimes, depending on the

level of the infraction, suspension or even the termination of a program may be warranted.

The Residency Supervisor is not solely responsible for the success and failure of the Residents. A Residency program is a joint effort. Pulling an unwilling or incapable Resident through the training program and the credentialing process is a disservice to everyone involved, including the Resident.

4.2 Preparing for Credentials

Most of the work of the Residency Supervisor should be done well before the Resident sends in their credentials application package.

The thought processes involved in the level of clinical care and critical assessment needed for an entry level specialist should not be a mystery to the Resident when they compile and produce the items in a credentials application - if the Residency Supervisor has to do this work, this is an indicator that the Resident is not yet ready to apply for credentials.

Residents are not allowed to sign off on their own forms if the form requests a supervisor's signature. Doing so will result in termination of a Residency Program. Residents signing off on their forms is dishonest and the Residency Site and Resident will be suspended.

Dishonesty in any part of the training process will result in termination of the Program and can lead to suspension of the Residency Site.

Three things that a Residency Supervisor can do to help a resident's credentials application succeed are:

1. Remind the Resident to read through the AVDC® training program documents before spending any time preparing specific items. <https://avdc.org/download/28/resident-resources/2998/sa-credential-application-instructions.docx>
2. Support the Resident performing and documenting each MRCL case, from the start of the program to the completion, as if that case would be the subject of a case report or the examination. It will also ensure that logs and dental records are well kept, resulting in rapid escalation of the standard of care patients receive. All forms are located at <https://avdc.org/resident-forms/>

3. Encourage and/or facilitate completion of Specialty Hours early on in the Program so that the Resident can apply any learned knowledge to the entirety of the Program, maximizing patient care and learning through repetition and use.

Publication

Note that a **publication** is to be the work of the Resident, not the Diplomate. As a guide, the Diplomate may help the Resident by commenting on publication ideas, and the documentation available to support the proposed report.

Radiograph Sets

Radiograph sets must be taken by the Resident; however, the Residency Supervisor may comment on the quality of the set prior to submission.

4.3 Credentials Results

Approval: Time for celebration for a job well done! And it is time to review the next major section of this Manual.

Non-Approval: The AVDC® sends a copy of the decision to the Resident and to the Residency Director/Supervisor on file. The non-approval notification lists the options available to the resident. To mitigate the Resident taking the decision personally, remind the resident that the review process is conducted anonymously for publications and radiograph sets.

Read the reasons for non-approval and assist the Resident in determining objectively whether the reasons for non-approval are valid - there is sometimes room for disagreement on some points among well-qualified people. If the non-approval decision seems inappropriate, review the options available with the resident.

After the Resident's Credentials Have Been Accepted, The Resident is now referred to by AVDC® as a 'candidate'.

5.0 Preparation for the Certifying Examination

The AVDC® examination is split into two phases, a written examination and a practical examination. Deadlines and specific information are provided at <https://avdc.org/exam-requirements/>. Periodically review the AVDC® web pages on training program requirements, and in particular check the Changes For (next cycle) document that will be on the web site and that is sent to all residents and diplomates in January.

During the Training Program:

- a. Underline the importance of practicing practical examination procedures.
- b. Review the "Possible Practical Examination Procedure List" (the list is in the Examination Information document, available from the Information for Registered Applicants page on

- the web site) and discuss techniques for possible procedures.
- c. Critique procedures performed by the trainee on either clinical cases or specimens.
 - d. Encourage the applicant to make notes on procedures, including equipment and materials required.
 - e. Encourage the resident to read the “Suggested Reading Material” (the list is in the Examination Information document on the web site) and discuss important information in each text and in the relevant journals.
 - f. Encourage the resident to save and discuss with you dental-related journal articles, covering the main points of the article, relevance to clinical veterinary dentistry, study design, etc. Some applicants find it helpful to make notes on 3x5 cards (or the electronic equivalent) to summarize the important points and as a quick reference.
 - g. Discuss cases that use the principles conveyed in the written materials.
 - h. Consider having your resident write multiple-choice questions of their own from their reading material, so that they become familiar with construction of multiple-choice questions. Keep these to create a “Mock Written Exam” for other Mentees or submit them to the College for consideration by the Review and Assessment chair or the Examination Committee.
 - i. Periodically review the AVDC® web pages on training program requirements, and in particular check the Changes For (next cycle) document that will be on the web site and that is sent to all residents and diplomates around the end of the calendar year.
 - j. Encourage your resident to attend the Review and Assessment program given each year at the Veterinary Dental Forum.

The “Pre-examination Period”

- k. Review the AVDC® website closely with your Resident to be sure the understands the format of the examination. Use the multiple-choice questions written by your resident to create a “Mock Written Examination”, with a time limit.. Discuss questions and answers with your Resident and encourage them to research answers to questions answered incorrectly, plus have them write another multiple-choice question.
- l. Use the resources listed on the webpage Preparing for the AVDC® exam (<https://avdc.org/exam-requirements/>) to create mock practical examinations. Candidates should at this point be able to organize/pack their instruments and equipment for travel. Critique technique and set time limits on procedures to improve organization and time.
- m. Encourage visitation of the candidate to other Diplomates and participation in other mock examination programs.
- n. If available, review with the candidate the summaries of veterinary dental-related journal articles prepared by the candidate and discuss major points.
- o. Have your Resident complete their review of the texts on the AVDC® (available in the document listed on webpage <https://avdc.org/exam-requirements/>
- p. Direct any questions your Resident has to the Executive Secretary of the AVDC® rather than to Examination Committee members.
- q. Ensure your Resident signs and returns the “Examination Security Form” (Form Exam 950 - https://avdc.org/wp-content/uploads/2019/10/EXAM_950_Exam_Security_Form-1.pdf) to the Secretary of the AVDC prior to January 1st of the year they intend to take the examination.

Two Months Prior to the Examination:

- r. Discuss organization for the examination, including confirmation of a list of what equipment and supplies to take - suggest back-ups wherever possible.
- s. Discuss stress management techniques during testing. Share resources for success.
- t. Consider problem solving of potential complications during the Practical Examination and how the Resident could address them satisfactorily.
- u. Help the Resident improve organization of materials and efficiency to perform the practical exam.
- v. Ensure that your Resident has finalized travel arrangements, including transportation of equipment, and hotel reservation.
- w. Have your Resident hone techniques and organization for the practical examination by frequent practice.
- x. Review recent journal articles.
- y. Prepare Mock Examination weekly to keep skills equal to an Entry Level Dentist.
- z. Encourage them.

5.4 Arrival of the Examination Decision

Pass: Cause for congratulations for your Resident and you! Encourage the new Diplomate to volunteer for a College Committee or consider mentoring others.

Failure: The AVDC® sends a copy of the decision by e-mail to the candidate and to the Residency Director/Supervisor on file. A failure note will include the options available to the candidate.

To avoid the candidate taking the failure decision personally, remind the candidate that the examination decisions are based on code numbers, not names.

Review the details in the failure note with the candidate. If the failure decision seems inappropriate, review the appeal option with the candidate.

Help the candidate work out a written plan to correct their weaknesses identified by the examination process, so that the next attempt will be successful.

6.0 Sample 3-Year Residency Program Timeline

Before Year One

1. Develop Residency plan (see Resident Training Requirements) and identify appropriate Residency Site/Residency Program.
2. Register Residency Program.

Year One

1. Practice procedures regularly with cadaver specimens in preparation for live clinical

patients.

2. Begin specialty service training with the appropriate number of weeks or hours in each required specialty (anesthesiology, imaging, surgery).
3. Submit the planned title for the Resident's publication with the Annual Report Year One.
4. Review core curriculum.
5. Attend weekly Topic Rounds. May include Textbooks or Journal or Case Discussions.
6. Clinical work: Shadow supervisor and other Board Certified Veterinary Dentists™ in Clinics. Gain proficiency in history questionnaire, physical examinations, phlebotomy, submission of lab samples and understanding on lab machines, placement of IV catheters, patient monitoring, patient care, monitoring anesthesia, understanding special needs anesthesia and emergency care as it arises. Assist in surgeries, taking dental radiographs, performing oral exams and charting.
7. Client Communications: The Resident should demonstrate understanding of home care including brushing techniques and products prior to instructing clients. Residents should present treatment plans or observe staff presenting treatment plans.
8. Set aside daily time to read dental related textbooks and journals.
9. Educational events. Participation in local VMA meeting(s). Present at a local Veterinary CE event.
10. Monthly (minimum) Review of MRCLS with Diplomate Supervisor (s). Daily or weekly can be more effective for timely review and submission.
11. Submit Cat and Dog Radiographs Set prior to first Annual Report.
12. Identify the topic and formulate a plan for the research that will be needed for the publication. Fill out the form Cred 870.
13. Annual Report
14. Respond to Annual Report and correct any errors and omissions and re-submit by the deadline. Respond to an annual report review within 21 days without a letter requesting an extension and explaining extenuating circumstances to the late response
15. 6-month review with Supervisor or HR team member. Consider quarterly reviews.
16. Do you have specific expectations as to when a resident should competently completing certain clinical procedures? If so, have you relayed this information to the resident? This can prevent issues/situations where you feel that the resident should "know that by now" and doesn't. If you have not informed the resident of these expectations this is a failing on your part as a mentor/Residency Director, not the resident.

Year Two

1. Continue clinical and cadaveric case work. Monitor MRCL progress for depth and breadth of case work and variety.
2. Residents should continue with research project and publication preparation
3. Continue reading Phase I examination materials.

4. Regular reviews with Supervisor or HR team member
5. Submit publication summary. Fill out form Cred 875.
6. Have Dog and Cat Radiographs/Equine Radiographs Approved by Year 2 Annual Report.
7. Second Year Annual Report
8. Present at local or Residency Site Hosted CE
9. Respond to Annual Report and correct any errors and omissions and re-submit by deadline. Respond to an annual report review within 21 days without a letter requesting an extension and explaining extenuating circumstances to the late response.

Year Three

1. Continue clinical and cadaveric case work
2. Submit to present at the Veterinary Dental Forum.
3. Continue to maintain all online documentation.
4. Review items that can be submitted early credentials package. Submit items to avoid having to submit all at the last moment. Strive to have pre-approvals completed.
5. Continue specialty training requirements .
6. Submit publication if not yet done. Proof of publication submission must be done before Oct 15 of the credential submission year or the Resident will not be allowed to take the Phase 1 exam. Submission of form Cred 880.
7. Continue regular reviews with Supervisor or HR team member.
8. Review all training items including missing MRCLS with Residency Supervisor.
9. Submit Annual Report with Deadline for Credentialing. Third Year Annual Report
10. Respond to Annual Report and correct any errors and omissions and re-submit by deadline. Respond to an annual report review within 21 days without a letter requesting an extension and explaining extenuating circumstances to the late response
11. Submit the credentials application by deadline if the residency has completed MRCLS and all requirements have been met.
12. Work with Residency Supervisor to double check that no MRCLS violate the 67%, the specifications outlined in each category, such as variety in EN and OR cases.
13. Work with Residency Supervisor to double check the total number of Clinical Weeks will be completed prior to Phase I examination.
14. Review Security details and Preparing for the AVDC® Examination with your Supervisor.

7.0 Missed Deadlines

Consequences for Missed Deadlines found at: <https://avdc.org/resident-services/>.

The AVDC® understands that there are circumstances that may legitimately prevent a

resident from being able complete a required task in the stated time frame; if such circumstances occur, send an explanatory email note to AVDC® at (support@avdc.org).

The AVDC® Board, RPAC, and TSC want to help you achieve your goals when there are legitimate obstacles in your path.

When there is an absence of legitimate obstacles, the following will apply.

Missed Deadlines Will Result in Suspension of a Residency Program if:

- Radiograph set(s) are not submitted in the first year.
- Radiograph set(s) are not approved by the end of the second year.
- The publication forms CRED 870, 875, and 880 have not been submitted by their respective deadlines.
- Annual report not submitted by the required deadline (see below for review of deadlines).
- Resident does not respond to an annual report review within 21 days without a letter requesting an extension and explaining extenuating circumstances to the late response.
- Resident does not make the requested corrections as outlined in the returned annual report review, and/or does not upload a response to the Training Support Committee (TSC) addressing corrections via DMS.
- If a resident repeatedly does not make corrections as directed by the annual report, their training program may be terminated.

Suspension Consequences:

- During the period of a suspension, the resident will NOT be able to log cases, acquire clinical weeks, obtain specialty hours (anesthesia, surgery, and radiology), and submit publications to the AVDC®.
- The Resident cannot submit a credentials package when a residency is suspended.

A suspended program will be considered for reinstatement when the following criteria are met:

- Resident uploads a response to the TSC explaining reasons the deadline was missed and why the program should be reinstated .
- Resident rectifies ALL areas of delinquency that may include (but are not limited to):
 - a. Making ALL recommended corrections from annual report reviews.
 - b. Submitting delinquent radiograph sets for review.

See current Consequences of Missing Resident Deadlines Document at <https://avdc.org/resident-services/>

8.0 Troubleshooting The Residency Process

Despite the most ardent desire to become a veterinary dentist, some residents are unable to physically do the work required. All efforts are made to support development and growth of skills to the level of an entry level dentist, but the inability to practice medicine at the level of a referral practitioner, or failure to develop the tactile and critical assessment skills needed can prevent completion of the residency program or the examination process.

Despite everyone working for a successful Residency Program, not all relationships or programs are successful. Multiple situations can result in failure of a residency program to come to completion and not all residents are successful in navigating the examination process. The majority of residents complete their programs and the examination process.

The residency process is a unique combination of employment and educational experience. Clear expectations and agreements can reduce the risk of misunderstanding. Formal written contracts with legal review by all parties involved are strongly encouraged. Consideration should be given to how disagreements or concerns will be addressed and to what rights each party is entitled. Without a formal written contract, either party can terminate the relationship without penalty, and without employment within the residency site, a residency program is at risk of being terminated.

Hopefully, before taking this drastic step of terminating employment or a residency program, a discussion of the problems that led to this decision occurs between the resident and the supervisor. As with any interpersonal or employment relationship, difficult conversations are sometimes needed to facilitate the continued business and educational relationship. Having a formal written contract after a probationary period may help detail the expectations of both parties and explain steps that will be followed if a mutually acceptable resolution cannot be reached.

If it becomes clear that the relationship cannot continue, you should consider the transfer of your program to another Residency Supervisor at the same site or to a different Residency Site. Care and consideration about the need and reason to transfer must be undertaken to ensure that the same conditions do not develop at the new program. Critical self-reflection by all parties is imperative.

RPAC is the committee that was created to assist both Residents and Residency Supervisors/Residency Programs in navigating difficult conversations. RPAC cannot adjudicate employment contracts or provide legal advice, but can function as a neutral, collegial party for both the Resident and the Supervisor as discussions proceed. They can also help the parties navigate the process of restricting a Residency Program through transfer of Supervisory Responsibility or Location. While everyone involved is vested in supporting the Resident in

successful completion of Residency Programs and the AVDC® Examination, the volunteers working on RPAC membership and the AVDC® are not responsible for addressing and fixing all concerns within a program. Residents and Residency Programs are ultimately solely responsible for their own actions and choices. Honesty with other diplomates that are working to support you and the resident is imperative to a good outcome. This should be combined with honest self-reflection to best determine reasons for conflict within a residency program.

If the relationship between the Residency Supervisor and Resident has completely broken down or dissolved, contact the AVDC® at support@avdc.org to review your options. The AVDC® policy is that a registered trainee can continue to participate in training program activities, including logging of cases, for up to 90 days following formal notification of the end date of a residency.

8.1 RPAC Forms

<https://avdc.org/resident-forms/>

RPAC 220 Re-instatement of Following Suspension

This form is used to apply for reinstatement as an AVDC® active resident or residency director following voluntary or compulsory suspension. Please note that no form is required to regain active status following an approved Leave of Absence.

RPAC 240 Change in Residency Director Form

This form is for use by a new residency director that plans to conduct a residency program at an AVDC® approved residency site after the registered residency director is no longer working or supervising residents at that site.

RPAC 245 Full Time/Part Time Residency Status Form

This form is used to document a change in AVDC® residency program status from full time resident to part time resident or vice versa. By use of this form, residents and residency directors acknowledge that they have reviewed the AVDC® Changes documents that pertain to full and part time residency requirements and are aware of new time and/or submission requirements that will apply to their program as a result of this status change.

RPAC 250 Compulsory Suspension of a Residency Director

This form is used in the extreme case of unethical behavior by a Residency Director including but not limited to false statements, fraud, incompetence, abusiveness, persistent missed TSC/AVDC® deadlines, violating Exam Security policies, accepting a bribe, low resident credential rate, license revocation, failure to maintain license, violation of AVMA principles of medical ethics, or illegal discrimination.

RPAC 260 Compulsory Suspension of Resident

Residents can have their program suspended and/or discontinued by the AVDC® Board and RPAC due to a number of reasons (e.g. non-payment of annual training program registration fee, non-compliance with AVDC® requirements, unethical or unprofessional conduct/behavior). Non-compliance with AVDC® requirements include, but are not limited to, not meeting appropriate

deadlines for radiograph set submission, not responding to TSC review of Annual Report within the timeline given, not correcting previous concerns raised by TSC during Annual Report review, and not meeting deadlines for any other requirements of your AVDC® residency without prior authorization. This form does not apply to veterinarians who requested and were granted a “leave of absence” from their training program by the AVDC®. The AVDC® “Leave of Absence” policy and application are available in DMS.

RPAC 270 Voluntary Suspension of a Residency Program

Active residents and residency directors who wish to suspend their residency program in order to resolve a workplace issue, find new employment or apply for new residency directorship may apply for voluntary suspension. During suspension, no residency requirements may be logged or submitted. Suspended programs that exceed 12 months may be discontinued by the AVDC®. This form does not apply to active residents who requested and were granted a “leave of absence” from their training program by the AVDC®. The AVDC® “Leave of Absence” policy and application are available on the AVDC® website.

9.0 Support Resources for Residency Supervisors

9.1 Human Resources

Does your practice have support resources for current best practices with regards to Human Resources? Does your company have clear guidelines for workplace ethics/sexual harassment prevention?

Our Diplomates practice in many countries. Please refer to the laws and HR guidance in your jurisdiction. For example, here are a few Resources:

<https://www.state.gov/subjects/human-resources/>

<https://www.avma.org/resources-tools/avma-policies/harassment-and-discrimination-free-veterinary-workplace>

<https://www.avma.org/resources-tools/diversity-and-inclusion-veterinary-medicine>

Do you know that certain individuals may be offended by comments you make, and they may feel uncomfortable speaking with you with regards to these issues?

Do you have policies in place such that a resident can discuss issues with another team member (who is not related to you) about their issues regarding workplace issues? Has a resident been

made aware of these policies?

9.2 AVDC® Committee Support

Training Support Committee (TSC)

Case Log monitoring

Ensure cases are logged correctly using approved abbreviations as laid out by the Nomenclature Committee

DMS logging of cases

Address issues with logging

Annual Reports

Give feedback to trainees on an annual basis to help them get ready to submit their case logs for submission to the Credentials Committee

Residency Program Assistance Committee (RPAC)

Certify Residency Programs and Residency Directors for to ensure that they appear to have the necessary facilities, equipment and personal skills to train residents to be successful in completing a quality residency program that will allow them to have every chance to become credentialed and ultimately pass the board exam.

Address resident and mentor concerns:

Need to change residency programs

Need to take a leave of absence from a residency program

Need to suspend residency directors/residency programs for not meeting requirements as outline in requirements of a residency director/residency program

Complete 5 year reviews of residency programs to ensure they are meeting expectations and residents of these programs are successful in completing their program and ultimately sitting for board examination

***** RPAC does not directly deal with issues related to employment contract disputes, issues related to sexual harassment or other legal matters. These issues should be addressed by a lawyer, the proper authorities, or Human Resources Personnel. RPAC if informed (by a resident) will forward this information to AVDC® College Board.*****

Credentials Committee

Review radiographs sets, other specialty hours and publication submissions for preapproval/approval for residents to complete their program

Certify that a resident has successfully completed the requirements to sit for the board exam (Parts I and II)

Exam Committee

Set and execute parts I and II of the Board Exam for Resident certification for diplomate status

Residency Education Committee:

Help residency directors/residents with getting information about various topics to help make directors/residents successful in their roles.

OVID online reference library materials

AVDC® holds lunch-time question and answer sessions for residents each year at the annual Veterinary Dental Forum, attended by the chair or other members of the Credentials, Examination and Training Support Committees; attendance at this meeting is recommended for Residency Supervisor, particularly those new to training.