



Changes in AVDC Requirements, Policies and Procedures for 2008 Relating to Training Programs and Credentials Applications

The following additions were made in the Changes for 2008 document in April 2008

Changes:

Abbreviations List. A section on Dental Occlusion of the Dog has been added to the Nomenclature document. To conform the Abbreviations List to the Nomenclature definitions, minor changes have been made in the Malocclusion section of the Abbreviation list by adding the Class of malocclusion to the abbreviation for specific dental malocclusions, e.g. MAL/1 or 2 or 3/BN. **Trainees are NOT required to make changes in the abbreviations used in previously-logged cases.**

Radiograph Set: Up to two premolar teeth may be missing in a radiograph set of a dog - both maxillary fourth premolar teeth must be present. **Because the radiographic set change makes the radiographic requirement easier to achieve, it is not considered to be a 'major' change and is effective immediately.**

Clarifications:

Credentials Application item L: Case Logs - End date for logs prior to submission of the application. The language has been clarified to: The case log is to be continued until June 30th of the year of the trainee's credentials application, even if the planned training program is completed prior to June 30th. When an unsuccessful application was submitted in a previous year, the trainee is to continue to log cases until June 30th of the year in which a new application is submitted.

Case Log Requirements:

RE category: Addition to clarification regarding replacement of endodontic access site restorations:IF the original veterinarian who performed the root canal procedure replaces the missing restoration. However, if a trainee replaces a missing restoration that

was NOT originally his/her case and preparation of the defect is performed by the trainee, it would count as an RE case.

OR1 category: Addition to definition: Anesthesia is not necessary for a case logged as OR1.

Re-examination section. Addition of item C to this section:

C. The re-check logging option is intended to be used for major re-checks, such as six month endodontic radiology follow-ups, or three month check for recurrence following oral tumor surgery.

If the re-examination is the equivalent of a skin suture removal following surgery somewhere on the body (for example, inspection without anesthesia of healing of an extraction site 1-2 weeks following the procedure), there is no need/reason to include it in your log. It will be included in the medical record for that patient anyway, should the case end up being one of the six cases for which documentation is requested at the time of credentials application review. If your examination showed that the extraction site was e.g. not granulating and you anesthetized the patient to curette the alveolus, then it should be logged as a re-exam case with 'Curette non-healing alveolus' in the treatment column.

Changes Announced in December 2007:

Change in Due Date for Annual Reports

The primary change for 2008 is that the 'reporting cycle' for AVDC Annual Reports will change to January 1st through December 31st, starting December 31st 2007. Because you submitted an annual report in July 2007 that covered the 12 month period up to June 30th, 2007, there will only be six months of logs and other activities to report in the December 2007 'Annual Report'.

The December 2007 Annual Report document can be uploaded to DMS anytime from January 1st 2008 through February 14th, 2008. **However, AVDC strongly recommends that you upload your files for review by your Supervisor early in January, so that submission of a supervisor-reviewed and corrected version can be completed on or before February 14th, 2008.**

Starting as soon as you upload your December 2007 Annual Report document via DMS, your supervisor will be notified by DMS that your report is available. S/he can access the files, read through them and indicate need for changes or additions to you by e-mail, by telephone or in person. S/he can save the file, make changes or comments and send a 'comments' version to you by e-mail; however, your supervisor cannot upload a revised version to DMS – only the trainee can upload a revised version.

From February 15th, **you will no longer be able to upload revised files.** There is then a two week period for your supervisor to review the 'final' version and submit her/his Supervisor's report. On March 1st, your Annual Report document, including the

Supervisor Report, will be reviewed by the Training Support Committee, and TSC reviews will be posted in the Certification Response category in your DMS Annual Report document in April or May.

There are five reasons for this change in the dates of the Annual Report cycle:

1. Because most training programs have a registration date in July or August, this change will result in feed-back being provided by TSC within about six months of the start of your program, rather than after a full year. It will be easier to change or make corrections in six months of entries than 12 months!
2. It will provide feed-back closer to the Credentials Application deadline for those trainees planning to submit a credentials application by the next July 15 credentials deadline. The primary purpose of TSC is to support trainees so that the credentials application is as close to perfect as possible when it is submitted, and this timing change will reduce the period between the last Annual Report review and the credentials submission deadline by six months.
3. It will allow TSC to review MRCL forms accumulated in six-months of the final year of a training program, reducing the work-load of the Credentials Committee. It will still be acceptable to include MRCL forms completed in the last six months of a training program in a credentials application – these forms will be reviewed by the Credentials Committee as part of the credentials application.
4. It will reduce the crunch in August in the Executive Secretary's office. Under the old schedule, Credentials Applications arrived July 15 and Annual Reports arrived July 31. Credentials Applications have priority, so there was often some delay in processing Annual Reports – this was particularly so in August 2007, when there were some DMS issues that have now been sorted out. Annual Reports deserve prompt processing.
5. Because TSC members will not be in the middle of Annual Report reviews in August-September, it will allow TSC to concentrate on prompt review of new program registration applications in the August program-registration busy period, so that the turn-around time for program registration reviews should improve.

Correction of Items Flagged During the July 2007 Annual Report Review

The 2007 Annual Report reviews by TSC included (for some of you) lots of specific comments or a list of items that need to be corrected. DMS is making it easier for TSC to keep track from one year to the next. You will be expected to have corrected these flagged items in the logs and MRCL forms that will be included in your December 2007 Annual Report submission (due in January-February 2008, as noted above). Past TSC reviews are now available to TSC members when they review the next Annual Report, so that things do not fall between the cracks.

MRCL Diplomate Case Review Forms

Completion and Submission of MRCL Case Review Forms

- A. **Change in maximum period between the date of the logged case and completion of the MRCL Diplomate Case Review Form:** Effective for cases with a logged date on or after January 1st 2008, for cases included in your MRCL log, the maximum permitted period between the date of the logged case and completion of the MRCL Diplomate Case Review Form shall be **one year**. Previously, a maximum two year period was allowed between the date of the logged case and the date of completion of the MRCL Diplomates Case Review Form. For cases with a logged date of December 31st 2007 or earlier, the two year period for completion of MRCL forms remains in effect.
- B. **All MRCL forms completed since the most recent Annual Report are to be submitted with the next Annual Report.** Effective with the December 2007 Annual Report (submission deadline February 14th, 2008), all MRCL forms completed since the most recent Annual Report are to be submitted with the first available Annual Report. This will avoid the Credentials Committee having to review all 240 MRCL forms as part of a credentials application – the Credentials Committee has enough to do reviewing other parts of the application. (Note: It will still be acceptable to include MRCL forms completed in the last six months of a training program in a credentials application – these forms will be reviewed by the Credentials Committee as part of the application package).
- C. **MRCL Diplomate Case Review Forms may be completed by any diplomate.** If a diplomate was present when the procedure was performed, it is not required that that diplomate completes the MRCL Diplomate Case Review Form. If a diplomate who was not present when the case was performed completes the MRCL Diplomate Case Review Form, the trainee is to provide the medical record, dental chart, radiographs and any other available material to the diplomate completing the form.
- D. **Review of MRCL Diplomate Case Review Forms by TSC and Credentials Committee:** Because cases logged in the MRCL log will have been performed at various stages in a trainee's training program, AVDC recognizes that there may be wide variation in the skill with which some MRCL cases were performed, and that the comments made on the form by the reviewing diplomate may include constructive criticism as a learning exercise for the trainee (including notation that mistakes were made or that inappropriate or poorly performed work was done). MRCL case review forms are reviewed by TSC (as part of the Annual Report) or by the Credentials Committee (as part of a Credentials Application for MRCL forms accumulated since the most recent Annual Report by TSC). The committee review consists of checking that the chronological, category and MRCL log entries match, and that the diagnostic and treatment entries in the line for each MRCL case logged match (e.g. there must be evidence in the diagnostic column of periodontal disease if a periodontal procedure is performed). MRCL case review forms will **not** be rejected by the TSC or Credentials Committee because the form indicates that the procedure was not performed well.

File Naming Convention for Files Submitted via DMS

AVDC is aware that naming of files submitted via DMS has been a bit of a moving target for the last couple of years, and that there has not been consistency across AVDC documents. Apologies from the Executive Secretary for any confusion that has resulted. The changes were made as the requirements for DMS functions and the manner in which reviewing committee members interact with DMS have become clearer. Now that the functionality of DMS has settled into place, a consistent file-naming convention has been adopted.

The AVDC DMS file naming policy is effective January 1st 2008 (including any files submitted in the December 2007 Annual Report):

1. When you see ***{ item in italic brackets}*** in the file-naming instruction, insert the required specific entry in that location in the file title or delete un-needed items. Do not include the italic brackets. Examples: ***{date}*** means insert e.g. **Dec2007** or **2008** as appropriate, and ***{Spec Anes or Rad or Surg}*** means insert **Spec Anes** if the specific item is the Anesthesia specialist training form.
2. Files from Trainees are to be identified with ***{TraineeLASTNAME,FirstName} as the first item.*** ***{TraineeLASTNAME,FirstName}*** means LASTNAME in UPPER CASE letters, comma with no spaces between first and last name, First name with only first letter in upper case, no brackets, and followed by a space before the next item is entered. For example: CLAUS,Santa (Note: For items such as case reports or radiograph sets that are reviewed blindly, the Executive Secretary creates a file from the file you submit and names it using a code number; the original file you submit is archived by AVDC in case there are questions about e.g. the quality of the images submitted).
3. Files can be submitted to and successfully managed within DMS if they have spaces in the file name, so there is no longer a requirement to put _ (underline) or – (dash) between words in the file name unless specifically called for in a particular type of document.
4. There are specific directions for file names in e.g. a Credentials Application or Annual Report document. This is necessary so that the files show up in a logical order when a reviewer opens the document in DMS, without the Executive Secretary having to re-name all of the files. These details are stated in the revised Annual Report and Credentials Application documents available from the [Information for Registered Applicants](#) page on the AVDC web site.
5. MRCL forms are to be named **Z-MRCL *{Category-case}***. For example **CLAUS, Santa Z-MRCL PE3-5**. The **Z- in Z-MRCL** is there to ensure that MRCL forms appear grouped together at the bottom of an annual report or credentials application document. The file-naming convention will apply to all new MRCL diplomate review forms submitted with the December 2007 Annual Report and 2008 Credentials Application documents. You are **not** required to re-name MRCL diplomate review form files that have already been reviewed and approved by TSC.
6. Individual AVDC documents have been revised to conform to this file-naming convention. If you find an inconsistency, please let AVDC know (by e-mail note to ExecSec@AVDC.org).

Case Logs

Single Full-Program Log

The Excel Caselog instructions on the Introduction sheet of the AVDC Case Log template set are designed to produce a separate set of logs for each year of your program, to facilitate submission of the most recent year of logs under the old printed log submission system. Now that case logs are submitted directly via DMS as an Excel spreadsheet, a single Excel file covering the full length of your training program is submitted, starting with the logs submitted with the July 2007 Annual Reports. If you did not cut and paste your individual year logs into a single Excel spreadsheet in July, do so before you submit your case log for the December 2007 Annual Report. Doing so facilitates review by TSC and is an essential step in migrating your caselog to the on-line system that is in development. Once you have your full-program log set up, continue to log your cases until you are given specific instructions for when and how to migrate your log to the on-line system sometime in 2008.

Clarification of Designation of Category in Case Logs

The following statement has been added to the Case Log document:

Clarification of Designation of Category in Case Logs: Trainees may log cases under any category appropriate for the case as performed provided that there is no double-logging of cases (except as defined under Guidelines for Counting Cases). For example, if your MRCL OS5 slots are filled, a case in which biopsy was performed and the biopsied mass was treated by excision can be logged as OM if you have spaces in your MRCL OM category list.

Submission of ‘Six Cases’ during the Credentials Application Process

Materials (medical records, dental charts etc.) required for validation of the ‘six cases’ selected by the Credentials Committee chair can now be submitted electronically via DMS.

Change in Case Report Categorization

Case reports in the **Restorative** category can include Prosthodontic (crown) cases, and the category is now titled **Restorative/Prosthodontic**. Note that this applies only to Case Report Categorization (not to case logs).

Training Fee Status Now Available on DMS

When you log into DMS, you will now find a [View Your Dues Charges and Payments](#) link on the right-side link list of the **Welcome** page.

As in past years, an invoice for your Annual Training Program fee will be sent out in December. The Treasurer will record the payment of your fee in your DMS entry. The new [View Your Dues Charges and Payments](#) item in DMS will allow you to check that your payment has been received and correctly logged, and that you are not in arrears when you submit an annual report or credentials application.

Note that continuation of registration of your training program is contingent on payment of your fee – **Annual Reports will not be reviewed and Credentials Applications will not be processed if your annual training fee is in arrears.**

Note that no receipt for your training fee payment will be sent to you. If you wish to claim payment of your fee as a business expense, make a copy of the invoice and your check before you send them to the Treasurer.

Nomenclature and Abbreviations

Items continue to be added to the AVDC **Veterinary Dental Nomenclature** web page (from the AVDC Home page, click the [Veterinary Dental Nomenclature](#) link) and associated changes or additions are made in the **Abbreviations** web page when necessary (the Abbreviations list is available from the [Information for Registered Trainees](#) page). Note that it has been AVDC policy for some time that **only AVDC-approved abbreviations are to be used in case logs** – other items in the Diagnosis or Treatment columns are to be written out.

Use of approved nomenclature is required in **case reports** submitted for AVDC review. You will be informed of additions to the Nomenclature list and Abbreviations changes as they are adopted by the Board of Directors. You will **not** be required to change any abbreviations used in case log entries dated prior to notification of a change in AVDC abbreviations.

JAVMA Veterinary Dental Images Feature

Trainees and diplomates are encouraged to submit items for this feature in JAVMA. For more information, browse to www.avma.org/journals/javma/ifa_diagnostic_imaging.asp.

Publication of Case Reports

Once a case report submitted as an AVDC Credentials case report has completed AVDC review, trainees are encouraged to consider submitting the report to the Journal of Veterinary Dentistry or to another journal if the content merits publication. Unusual cases or management of complications are examples of reasons for considering publication of the case report. A case report involving standard technique may also make a useful

submission for the Foundations, Step-by-Step or Veterinary Dentist At Work features in J Vet Dent. Individual radiographs from a case report may make appropriate submissions for the Veterinary Dental Images feature in JAVMA (see item above).

Once AVDC action on the case report is completed, you and your mentor are welcome to edit the case report in whatever manner is appropriate for publication, and the author list on the manuscript submitted for publication can include other individuals in addition to the trainee who submitted the original AVDC case report. It is expected that the published case report will differ from the case report as submitted to AVDC, as a result of changes made by the author and because of editorial changes required by the journal.

Publications as Alternatives to Case Reports

Some of you may be aware that AVDC diplomates and the AVDC Board have been discussing the possibility of permitting veterinary dental publications as a substitute for one or more case reports. This topic is under consideration by an ad-hoc committee, which will make a report to the AVDC Board. Note that any change in the case report requirement will **not** come into effect for the 2008 credentials application year.

AVDC strongly recommends that you continue to plan as though the case report requirement will be in place when you submit your credentials application.

Maintain your medical and dental records and continue to identify and fully document cases (including follow-up) that could potentially be considered for case reports.

On the Horizon.....

Another significant change is coming and will probably be implemented within the next year. An on-line case log for use by AVDC trainees is in development. Some of you may be asked to be beta testers for the system, but ALL of you must continue to log your cases in the Excel program on your own computer until you are informed by AVDC to stop doing so. The implementation plan is that you will be given a date to stop logging under the old system. At that time you will submit your up-to-date Excel log via DMS, and the DMS computer consultant will migrate all of your logged cases to the on-line system. In the period between the end date for the old system and your personal on-line log becoming available to you, keep a record of cases seen so that you can log them on-line later.

The on-line system will 'look' a lot like the current Excel system, but it will have automatic report options (no more cut-and-paste, ever!), integrated links to e.g. the Abbreviations list and Case Log documents when you are logging a case, and your log will be accessible by your supervisor continuously and to TSC or Credentials Committee reviewers at the required times, without you having to do anything further. It will also automate the MRCL log, and will require you to submit a completed MRCL Diplomate Case Review Form when you add a case to your MRCL log. The on-line MRCL log will include a column that will contain a link to the MRCL review form for each MRCL-

logged case. There will be a system to allow you to “swap out” MRCL cases, including notification to TSC or Credentials Committee reviewers that a case has been swapped and that the new MRCL Diplomate Case Review Form needs to be reviewed.

One of the aims of DMS is to make your training program files constantly available to your supervisor, so that you have the advantage of him or her being able to track your progress more consistently. TSC reports from previous years are now available to you, your supervisor, and to TSC. This makes it easier for TSC to review comments in past TSC reports to see if you have taken care of any problems by revising your files.

Changes that will automate entry of and validation of entries in Specialist Training Anesthesia, Radiology and Surgery Forms and the AP program Visitation Form are also under consideration.