



# CHANGES FOR 2014

## Introduction

This edition of the annual Changes document includes several important items related to major changes in AVDC Training Program Requirements that came into effect January 1<sup>st</sup>, 2014. This introductory paragraph is included in an attempt to enhance understanding of which changes apply to which trainees/residents.

If you have a specific question about which changes apply to you, send an email note to [ExecSec@AVDC.org](mailto:ExecSec@AVDC.org).

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## AVDC General Policies Regarding Changes in Training Program Requirements

1. Changes are either **Major** or **Minor**.
  - a. A **Major** change affects the **substance** of a training program or credentials requirement, for example reducing or increasing the number of cases required in a particular MRCL category.
  - b. **Minor** changes affect the **format** of a training program or credential's requirement, such as requiring that only AVDC-approved abbreviations are used in AVDC Case Log Diagnosis and Procedure fields in the online case log. For **Minor** changes, trainees and residents are **not** required to change AVDC case log records that already exist, though they are encouraged to do so if the changes are made to facilitate review of case log records by the Training Support or Credentials Committees.
2. **Major** changes are not retroactive – i.e. they do not apply to trainees/residents whose AVDC-approved training program registered start date is earlier than the date on which a change was implemented. However, a trainee or resident can elect to follow the changed requirements if s/he decides to do so, as some **Major** changes are to the advantage of both new and current trainees/residents.

### ‘Trainee’ vs. ‘Resident’

For several years, AVDC has referred to all veterinarians registered in an AVDC training program as **Trainees**. This included veterinarians who are in a full-time AVDC-approved Residency Programs and veterinarians who are registered in an Alternate Pathway program. All currently registered AVDC Trainees have an AVDC Diplomate **Supervisor**.

From January 1<sup>st</sup>, 2014, the word ‘Trainee’ will no longer be used by AVDC, except when referring to veterinarians registered in an Alternate Pathway program prior to January 1, 2014. All veterinarians registered in an AVDC training program from 2014 onwards will be referred to as **Residents**, who may be part-time (R-PT) or full-time (R-FT). All residents will have a **Residency Supervisor (RS)**; this may be the AVDC Diplomate who is the **Residency Program Director** (the AVDC Diplomate of record as the Director of an AVDC-approved full-time or part-time residency training program), or another Diplomate associated with the AVDC-approved Residency Program.

In this issue of the annual **Changes** document, the term Trainee/Resident is used to refer to any veterinarian registered in an AVDC training Program. All AVDC documents referring to training programs are being revised to replace ‘Trainee’ with ‘Resident’, except when the information is specific to Alternate Pathway Trainees who were registered prior to January 1<sup>st</sup>, 2014.

The 2014 Changes will require revision of many online AVDC documents. This will occur as promptly as possible. Revised documents will state ‘*Revised to include January 2014 Changes*’ at the top of the document.

**The Following Changes Take Effect January 1<sup>st</sup> 2014.**

**Consequences Resulting From Not Meeting Training Program Requirements That Include a Deadline**

This section is a Minor change, and applies to all AVDC-registered Trainees/Residents. Trainees/Residents are required to submit several items for review and approval by AVDC at specific times during a training program.

**Training Program Deadlines:**

If the stated submission timelines are not met, the status of the trainee/resident's training program registration will be reviewed by the Training Support Committee (TSC) chair. In the absence of an acceptable explanation for missing the deadline and a plan to correct the non-compliance, registration of the training program may be suspended. During the period when registration as an active trainee/resident is suspended, accumulation of Specialty Training Hours, Visitation Hours/Diplomate-supervised clinical service time and Case Logging will not be permitted. Also, the six year case logging 'clock' will **not** be stopped during a period in which a program registration is suspended by AVDC.

If a training program registration has been suspended and deadlines are missed on a subsequent occasion by that trainee/resident, and in the absence of an acceptable explanation for missing the deadline and a plan to correct the deficiency, a trainee/resident's program registration may be terminated by the AVDC Board of Directors on the recommendation of the Training Support Committee.

**Examples of items that may trigger a review of a trainee/resident's training program registration status with AVDC:**

**Activities and Deadlines Related to the Training Support Committee**

- Failure to submit canine and feline radiographic sets during the first year of a training program.
- Failure to gain approval of canine and feline radiographic sets by the end of the second year of a training program.
- Failure to submit an Annual Report by the January 31<sup>st</sup> deadline.
- Failure to respond to a TSC 'Action Required' review on an Annual Report within the 21 day limit.

**Credentials Review Deadlines**

- Failure to submit a response to a Credentials Committee 'Request for Clarification' within 10 days.
- A Credentials Application will not be considered if an 'Action Required' review was reported by TSC in a timely way and the trainee/resident did not respond within the 21 day deadline.

- A Credentials Application package will not be reviewed further if the ‘six cases’ materials or items requested under a Grace Period are not submitted within the stated time period.

AVDC understands that there are circumstances that may legitimately prevent a trainee/resident from being able complete a required task in the stated time frame; if such circumstances occur, send an explanatory email note to the Executive Secretary (ExecSec@AVDC.org).

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## **Duration and Content of a Training Program**

With the exception of Alternate Pathway training programs registered prior to January 1, 2014, all AVDC training programs will be called Residency Programs, which may be full-time (R-FT: minimum 30 months) or part-time (R-PT: minimum 36 months, maximum 72 months).

### **EXTENT and SCHEDULING of CLINICAL SERVICE TIME**

1. With the exception of Alternate Pathway training programs registered prior to January 1, 2014, all AVDC training programs, whether full-time or part-time, must include clinical dental service time as follows:
  - a. Minimum of 48 weeks of direct diplomate-supervised clinical dental service time (which is an average of eight weeks per year over the maximum of six years permitted for a part-time resident)
  - b. Minimum of 78 weeks of total clinical service time (this includes the 48 weeks of direct diplomate supervision).
2. The first four weeks of a part-time residency must be spent at the Residency Director's facility.

### **REGISTRATION OF RESIDENCY PROGRAMS (FULL-TIME OR PART-TIME)**

#### **Residency Site:**

With the exception of Alternate Pathway training programs registered prior to January 1, 2014, registration of AVDC Training Programs, whether full-time or part-time, requires Training Support Committee (TSC) approval of the Residency Program Site, including the Director and her/his facility, equipment etc. TSC will use the current AVDC Residency Site form and review procedure.

**Shared Residency Program:**

If a pair or group of AVDC diplomates working at different locations joins together to form a residency program under which the resident's time will be shared among the diplomates in a formal way, the facilities of each of the diplomate participants in the shared residency will require TSC review before the program is approved.

**Additional External Diplomate Experience:**

Residents are encouraged to obtain experience working with other diplomates. Informal visits to diplomates who are not on staff at an AVDC-approved residency site or part of an AVDC-approved 'shared residency' program are permitted, up to a maximum of four weeks for any one resident. Such visits will count towards the required 48 week directly supervised clinical service time, provided that the time is spent in clinical activity. Under exceptional circumstances, an exemption from the four-week limit may be approved by the Training Support Committee chair – send a note requesting the exemption and explaining the circumstances to the Executive Secretary. The visited diplomate(s) will not be required to have her/his facility approved as a resident training site by AVDC.

**Registration of Individual Residents:**

All residents must register individually with AVDC, using the AVDC training program registration application procedure.

- Before a veterinarian can apply for registration as an AVDC resident, an AVDC diplomate who is either a Director of an AVDC-approved Residency Site or who is on staff at an AVDC-approved Residency Site or part of an AVDC-approved Shared Residency Program must have agreed to supervise the new resident. An individual AVDC Diplomate can supervise no more than 3 residents.
- Prior AVDC approval of the Residency Site must have been obtained before a Diplomate can sign the Residency Training Program Registration Application Form, though a Residency Site application and Residency Program Registration application for an individual resident at that site can be submitted for concurrent review by TSC.
- Full-time residents will be required to provide information on how they will complete the Anesthesia, Radiology and Surgery Specialty Training requirements.
- Part-time residents, who typically will be working from their own practice for part of the time during the training period, will be required to submit details of the equipment and dental charts used at their 'home' practice for review and approval by AVDC. The Training Support Committee will review the 'initial' equipment list, dental charts and library and the plan for diplomate-supervised clinical service time at the Residency Supervisor's approved Residency Site, as well as the arrangements for Specialty Training. The Credentials Committee will review the 'Credentials' equipment list and dental charts for part-time residents.

## **Annual Reports – Changes For 2014**

Items 1-3 below are **Minor** changes, applicable to all trainees/residents.

1. The Trainee/Resident submission deadline date for Annual Reports has been changed to January 31<sup>st</sup>, with Supervisor Reports due Feb 14. **This change is in effect starting with the 2013 Annual Report submitted for review in January 2014.**
2. The period available for review and response to initial TSC Annual Report ‘Action Required’ review comments has been reduced from 60 days to 21 days, effective January 1<sup>st</sup>, 2014.
3. See also the section entitled Consequences of Not Submitting or Responding in a Timely Manner, above.

### **CASE LOGS and MRCL – Changes for 2014**

MRCL Logs are not to include more MRCL cases than the minimum number required in that category. This is a **Minor** change, applicable to all trainees/residents, **starting with the 2013 Annual Report, due January 30<sup>th</sup>, 2014.** Trainees can swap cases out of the MRCL log simply by clicking the Remove from MRCL link in the MRCL section in the Edit Case Log Entry screen; if a case is swapped out, the MRCL form is not deleted from DMS – the case can be swapped back in, complete with the form and TSC OK notation, if necessary, by entering the MRCL category from the drop-down menu in the MRCL line on the Edit Case Log Entry screen. Note that when you swap a case back in, the red Case Changed notation appears; in the Comments for TSC in the Annual Report Check list or in the Comments for the Credentials Committee in a Credentials Application Check List, include a comment that *“The following cases that had been reviewed as TSC OK and that were then swapped out and swapped back in have the red Case Changed Notation as a result of the swap – no actual changes were made in the case log entry”*. Some trainees/residents will likely need to swap cases in and out to obtain the necessary ‘50% as Primary Dentist’ cases and to ensure that the ‘67% rule in range in types of cases in some categories’ is met. Trainees/residents can also do this to ensure that ‘better work’, i.e. later cases indicative of their progress, is included, as all current MRCL cases are eligible for selection as one of the ‘six cases’ required for validation at the time of credentials application review.

**Consequence of not following this requirement:** The Case log will be ‘returned’ to the trainee for adjustment, and will not be reviewed as part of an Annual Report or Credentials Application until the adjustment is made. If the adjustment is not made within 10 days and no request for an extension due to exceptional circumstances has been received, the trainee/resident’s Annual Report or Credentials Application will not be reviewed. A credentials application not in compliance with this requirement will be returned unreviewed.

**TSC and Credentials Committee ‘Not OK’ notations for MRCL cases:**

The Credentials Committee has requested incorporation of a text box adjacent to the MRCL Form area on the Edit Case Log Entry screen. This box will allow Credentials Committee and TSC reviewers to provide brief reasons for non-approval to be entered by the reviewer and read by the resident. All trainees will be alerted when this utility becomes available, which we anticipate will occur before the Annual Report review process gets underway in February 2014.

**Case Report, CREP and Publication Requirements**

1. The January, 2014 CREP and Publication Requirement changes listed here are **Major** changes.
2. Trainees/Residents whose training programs have a registered start date prior to January 1<sup>st</sup>, 2014 may elect to use either the new 2014 Publication Requirements or the Pre-2014 CREP Requirements. For pre-2014 trainees/residents, when you submit your credentials application, indicate on the Credentials Application check list which Publication Requirement you wish to be reviewed under.
3. If a pre-2014 trainee elects to use the Pre-2014 CREP Requirement, s/he must meet the entire requirement of four CREP points, including at least one standard case report and with a minimum of 1 full CREP point in three of the six ‘core disciplines’. See the Pre-2014 CREP Requirement document for details.
4. The 2014 AVDC Publication Requirement is defined below.

**AVDC PUBLICATIONS REQUIREMENT – From January 1<sup>st</sup>, 2014**

Two articles are required, as defined below.

**First Article.**

1. A paper on a veterinary dental or related topic containing original data (e.g. a research project or a clinical case series) or an in-depth review article, or equivalent, submitted to a peer-reviewed journal. The trainee/resident is to be the first or only author. A Submission Approval form must be completed and submitted by the Residency Director/Supervisor, confirming that the trainee/resident conducted the research or case series follow up, conducted the literature search and wrote the first draft of the article and that the Residency Director/Supervisor has read the report.
2. If proof that the article has been accepted by or published in an AVDC-approved journal (currently Am J Vet Res, JAAHA, JAVMA [*except DIVDP articles*], J Vet Dent [*except Step by Step, Foundations and Veterinary Dentist at Work items*], Vet Pathol, Vet

Surgery) is available, the article is automatically approved as an AVDC ‘first article’ without requiring Credentials Committee review.

3. If the article is submitted to but not yet accepted by an AVDC-approved journal or is submitted to or accepted for publication in a journal that is not on the AVDC Approved-journal list, the article is reviewed by a Credentials Review team to determine whether it meets the ‘first article’ criteria; if it does not, it will be categorized as a ‘second article’ if the content is approved by the Credentials Committee.

**AND**

**Second Article.**

The second article can be in any of the following formats:

- A. A case report written using the AVDC standard case report format. The case report must have been submitted to a peer-reviewed journal prior to or at the time of submission to AVDC.
  - a. The Credentials Committee decision to approve a case report as meeting part of the AVDC credentials requirement is not dependent on acceptance by the Journal to which the case report was submitted.
  - b. The trainee/resident must have been the ‘primary dentist’ and the case must have been treated no more than five years prior to the case report submission date; the case can have been treated prior to the resident registering in an AVDC-approved training program.
  - c. A completed Residency Supervisor form confirming that the trainee/resident was the primary dentist and wrote the first draft of the report and that the Residency Supervisor has read and approved the report must accompany the submission.

*Note: For trainees registered prior to 2014 who elect to pursue the 2014 Publication Requirement, a case report already approved by AVDC will be allowed to count as the ‘second article’ under the 2014 Publication Requirement.*

- B. A JAVMA Diagnostic Images in Veterinary Dental Practice article OR **two** J Vet Dent-Step-by-Step, Veterinary Dentist at Work or Foundations articles. The trainee/resident must be the first or only author. A completed Residency Supervisor form confirming that the trainee/resident wrote the first draft and final version of the item and that the Residency Supervisor has read and approved the item must accompany the submission.
- C. Another paper submitted to a peer-reviewed journal on any topic relevant to veterinary dentistry. The trainee/resident must be the first or only author. A completed Residency Supervisor form confirming that the trainee/resident was the author of the first draft and final version of the item and that the Residency Supervisor has read and approved the item must accompany the submission.



**Book chapters** are eligible under the pre-2014 CREP requirements. The eligibility of book chapters under the 2014 Publication Requirement is currently under discussion by the AVDC Board of Directors. All trainees and residents will be notified as soon as a final decision has been made.

### **Submission, Review and Approval of Publications**

Using the Pre-Approval procedure to submit articles to meet the publication requirement is **strongly recommended**. Articles and case reports can be submitted at the same time as a credentials application is submitted in July, but will **not qualify** for submission of a replacement item during a Credentials Application ‘grace period’ if the original item is not approved after the credentials submission deadline.

The window for submission of items for Pre-Approval consideration is closed from May 1<sup>st</sup> through September 15<sup>th</sup>, **except for submissions by trainees/residents who plan to submit a credentials application that year.**

### **Delayed Submission of Articles.**

This policy was first implemented in January 2013. Included here are revisions to fit the January 2014 Publication Requirement changes.

If a trainee has completed all other training program requirements, submission of an item to complete the Publication requirement after the credentials application deadline is permitted, with the following stipulations:

1. Delayed Submission is available only for ‘**first articles**’, as defined in the Publications Requirement. The purpose of Delayed Submission is to encourage AVDC residents to undertake research or clinical investigation projects that may not be able to be completed during the residency program period, because of the nature of the project.
2. A completed Request for Delayed Publication Submission form must be submitted at the time that the Credentials Application is submitted. The content of the Request for Delayed Publication Submission form does not identify the applicant, and the form will be reviewed anonymously by the Credentials Committee chair. The form will require a brief description of the project, the journal to which the article will be submitted, and the anticipated submission time.
3. The maximum time permitted for delayed submission of the article is two years from the July 15 Credentials Application deadline of the original credentials application. The article must be submitted to the selected peer-reviewed journal before or at the same time as submission for AVDC Credentials review.
4. Delayed submission articles will be reviewed as for any other Pre-Approval item - they will not be identified as a ‘delayed submission’ article.

5. A trainee/resident whose credentials application, including an approved ‘first article’ delayed submission request, is approved, is a candidate for the AVDC examination. However, if the candidate passes the examination, s/he will not be recognized as a diplomate or receive the diploma or be able to refer to her- or him-self as a veterinary dental specialist until the delayed submission article is approved by the normal Credentials Committee approval process. Acceptance for publication in an AVDC-approved journal will result in AVDC approval of the article without need for Credentials Committee review. Approval by an AVDC Credentials Review team as a first article does not have to await notification of acceptance for publication by the journal.

## CASE REPORTS

1. A case report written using the standard AVDC Case Report format can be submitted to meet the Publication Requirement, as described under Second Article, item A, above.
2. The AVDC Case Report format and content are described in detail in the web site CREP/Publication document, available as a link on the [Information for Registered Trainees](#) web page. Read this information before starting to prepare a case report.
3. Case reports will be returned un-reviewed if the required format is not followed. Upon submission, an initial review for format will be conducted by the AVDC Administrator: The format requirements that will be reviewed include:
  - ✓ Maximum 12 pages of text in the body of the report (not including a page that contains only the title of the case report). Each page is to be numbered.
  - ✓ Maximum two pages of references, numbered consecutively as cited in the text.
  - ✓ 12 point Times New Roman font, 1.5 line space, 1” margins, 8.5 x 11” page size.
  - ✓ Insert a Line number in the left margin (in Word, click Page Layout, then click Line Number in the Page Set-up section, then click Continuous),
  - ✓ Figures must be readable (in focus, good exposure, appropriately cropped) and each must have a legend immediately adjacent to the figure. They can be included on separate pages at the end of the text section.
4. Resubmission of case reports sent back as unreviewed because it was incorrectly formatted is permitted, after correction of the formatting problems.
5. Equine case reports – if a non-Equine trainee/resident submits an equine case report, the Credentials Committee chair can send it to the Equine Credentials Committee for review rather than having it reviewed by Credentials Committee members who have little or no experience in equine dentistry.
6. When a Request for Clarification from the Credentials Committee is sent to the trainee/resident, s/he is notified that s/he has **10 days** to respond. If a response from the trainee is not received within the required time, the trainee/resident risks termination of further consideration of that item.
7. Additional item that will now be included in the Case Report Content description: If an antibiotic drug is given to the patient, justification is required.

## **Radiograph Sets Requirement**

1. Canine and Feline radiograph sets must be **submitted** for review during the first year of the training program. This was a **recommendation** in the Changes for 2013 document, and is now **mandatory** for residents with a program start date of January 1<sup>st</sup>, 2014 or later. In the absence of an acceptable explanation for missing this radiograph set deadline, non-compliance will result in review of the status of the training program by the TSC chair.
  2. If canine and feline radiograph sets have not been **submitted** and **approved** by the end of the second year of the training program, and in the absence of an acceptable explanation for missing this radiograph set deadline, the status of the training program will be reviewed by the TSC chair, who may recommend termination of the training program to the Board of Directors.
  3. A Radiograph Set Supervisor Approval form is in preparation; submission of a completed form will be required once the form is available. It will include a check list requiring confirmation that the Residency Supervisor has reviewed and approved the radiograph set.
  4. Radiograph sets can be submitted at any time. The May 1<sup>st</sup> – September 15<sup>th</sup> ‘closed window’ for pre-approval items does not apply to radiograph sets.
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## **Credentials Application and Examination Schedule**

The Training Program content changes described in the Changes for 2014 document are in effect as of January 1<sup>st</sup>, 2014.

The impact of the change to a minimum 30 month full-time residency training program on the overall AVDC annual time-line is currently under consideration by the Training Support Committee, Credentials Committee, Examination Committee and Board of Directors.

It is likely that an adjustment will need to be made in the dates of the Credentials Application and examination, though this will not be required until 2017 at the earliest.

There will be no change in the July 15 Credentials deadline in 2014 or 2015.

The Board has approved in concept:

- Separation of the Written/Bench examination from the Practical Examination, with the possibility that the Written/Bench examination will be given electronically at regional examination centers.
- A requirement that a candidate must pass the Written/Bench examination before being allowed to take the Practical examination.