



**FORM AVDC 300SA  
RESIDENCY TRAINING  
PROGRAM: SITE APPLICATION  
FORM**

**This form is to be used only by an AVDC Diplomate who wishes to register her or his facility as an AVDC-Approved Residency Training Site.**

From January 1<sup>st</sup>, 2014, all veterinarians wishing to register in an AVDC training program must have confirmation from a diplomate who is Residency Program Director at an AVDC-approved Residency Training site.

If you are a veterinarian seeking to enroll in a full-time or part time residency program, browse through the materials available from the How to Become an AVDC Veterinary Dentist web page <http://www.avdc.org/becomeavetdentist-general.html>.

Before completing this form, read the **AVDC Residency Program Requirements** document.

Use this form to apply for approval of a Residency Training Program **Site**. Site approval is subject to re-evaluation by AVDC every five years.

Note that separate approval of the individual resident's **program** is required (see Residency Program Application, available at <http://www.avdc.org/registering-program.htm>).

**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.

**Definitions Relating to Residency Training and Supervision:**

**Residency Director:** 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:** 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.

**Direct supervision:** The Supervising Diplomate or Residency Director and the resident are participating in a clinical practice approved for residency training and in which both the Diplomate and the resident are on duty interactively and concurrently managing cases.

An AVDC Diplomate may supervise a total of three residents whose credentials have not yet been accepted. An approved residency program site may have more than three residents, provided there are not more than three residents per Supervising Diplomate.

Complete all of the yellow boxes below (leave the orange boxes blank for use by TSC reviewers).

<i>Name of AVDC Diplomate Residency Director:</i>
<i>Name of Institution/Hospital/Practice:</i>
<i>Address:</i>
<i>Telephone:</i> <i>Fax:</i>
<i>E-mail address of Residency Director:</i>
<i>Website address (will be linked from the AVDC Residency Site web page):</i>
<i>Requested date of approval as residency site (must be no earlier than 30 days prior to the submission of the application to AVDC):</i>

TSC reviewer comments:
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**Clinical Service time:**

The AVDC requirement is a minimum of 48 weeks of directly-diplomate-supervised dental and oral surgery clinical service time and a minimum of 78 weeks of total dental and oral surgery clinical service during the 30 month full-time residency training program (includes vacation allowance). 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 48 weeks minimum 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.

<i>In a typical year, how many weeks of clinical dental service will be available in which a resident may participate?                      weeks.</i> <i>Describe a typical week of Clinical Dental Service at your hospital:</i>
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(For example: number of half-days or days spent receiving clinical patients; half days or days spent performing dental procedures on patients and any required pre-operative and post-operative care; catch-up half-days or days available for fitting in non-scheduled patients requiring prompt care, completing medical records and AVDC case logs; other activities [describe] e.g. clinical teaching at a teaching hospital that will normally require presence of the resident).

TSC reviewer comments:
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**Other Residency Program Activities:**

*Describe in detail how you anticipate the residency time beyond the minimum-required clinical service time will be used:*

AVDC Residency Training Program requirement: In addition to the 78 weeks of required clinical dental service time and negotiated vacation time, the resident is to spend time in the following activities:

**Required:** Time necessary to meet all other AVDC training program requirements:

- Updating case-logs,
- Preparing case reports and publications,
- Completion of the specialist hours (anesthesiology, surgery, radiology) requirements,
- Preparing the required sets of radiographs.

**Subject to agreement with the Residency Program Director:**

- Additional Dental and Oral Surgery clinical service time, whether directly diplomate-supervised or not (e.g. Chief Resident Clinical Service).
- Perform research or clinical investigation, and prepare manuscripts describing the research.
- Graduate level courses related to dentistry or science (such as research design and statistics), or human dental school courses.
- Attending national- or international-level continuing education courses, seminars, conferences and scientific meetings related to veterinary or human dentistry, or related basic or clinical sciences.
- Rotation in an external human or veterinary dental practice or service under direct supervision of a human dentist or AVDC or EVDC Diplomate, or additional time in Radiology or Surgery, or in a related discipline such as Oncology or Pathology.
- Other activities approved by the Residency Director.

TSC reviewer comments:

**Minimum Required Case Load**

*Please confirm that you are familiar with the AVDC **Minimum Required Case Load** for training programs ([www.avdc.org/case-log-requirements.pdf](http://www.avdc.org/case-log-requirements.pdf)) and that your dental service can meet this requirement.*

TSC reviewer comments:

**Physical Facilities** *(Photographs illustrating the facilities can be included)*

1. **Library:** A library containing recent texts and current journals representing all recognized clinical disciplines and basic sciences in all species must be accessible.

*Briefly describe the book and periodical collection available in your hospital or institution. If a veterinary school library is available on-site, simply write in 'Veterinary School Library on site'. If the residency site is a private practice, state the location of the closest reference library (e.g. veterinary or dental school or equivalent facility) at which the resident will have borrowing privileges.*

TSC reviewer comments:

**2. General Veterinary Services:** There must be appropriate examination room(s), a waiting and reception area, and kennel and cage facilities, with appropriate staff. Clinical pathology laboratory services can on- or off-site.

*Briefly describe the hospital facility and staffing, and arrangements for laboratory test. Images can be included.*

TSC reviewer comments:

**3. Radiographic and Other Imaging Facilities and Equipment:** The necessary equipment for taking, developing and interpreting dental radiographs must be present. A standard radiographic unit (for whole head images) and CT and MRI facilities must be available on site or elsewhere.

*Describe your radiographic facilities. If a standard radiographic unit for taking e.g. whole head, images, a CT unit and an MRI unit are not available in your facility, describe how these images will be obtained when required for diagnosis and care of your dental service patients.*

TSC reviewer comments:

**4. Dental laboratory:** At a minimum, a work-bench with equipment for making models and fabricating acrylic dental devices must be available.

*Describe your dental laboratory facilities. If you do not have facilities for production of metal devices, describe where such devices will be fabricated for your patients, and whether the residents will have opportunity to observe the fabrication of devices.*

TSC reviewer comments:

**5. Dental operatory:** Dental operatory: The suite must be suitable for performing veterinary dental procedures at a specialist level, compatible with current concepts of veterinary dentistry. The dental operatory shall be adequate in size for the dental staff, support personnel and equipment, and meet applicable regulations.

*Describe your operatory. Include image(s) attached to this file:*

TSC reviewer comments:

**6. Surgical suite:** An operating room commensurate with the current standards of surgical practice must be present for major oral surgery.

*Describe where clean or clean-contaminated head and neck procedures will be performed in your facility (or provide information about a nearby facility that has agreed to provide suitable clean*

*surgical space for such procedures if you do not have a surgical room separate from the dental operatory). Include image(s) attached to this file.*

TSC reviewer comments:

7. **Sterilization facilities** must be available for instruments and materials, and the sterilization capacity must be commensurate with the case load.

*Describe your sterilization facility or equipment. Include image(s) attached to this file:*

TSC reviewer comments:

**Equipment, Instruments and Supplies**

Equipment must be commensurate with current standards for all aspects of veterinary dentistry.

*Using the AVDC Equipment Check List (<http://www.avdc.org/equip-list-credentials.pdf>), describe the equipment available at your facility. The Equipment list can be attached as a separate item, and image(s) can be attached to this file*

TSC reviewer comments:

**Medical-Dental Records**

A comprehensive and retrievable filing system for medical records, dental records, and radiographs must be available, as well as appropriate photographic equipment.

*Describe your medical record system:*  
  
*Describe the photographic equipment available for clinical use:*  
  
*Attach copies of your dental records and charts and anesthesia chart.*

TSC reviewer comments:

**Training in Related Specialties:**

AVDC requires completion of training of the resident in anesthesia, radiology and surgery (visit <http://www.avdc.org/ARS-training.pdf> for details).

*Describe how your residents will complete the anesthesia, radiology and surgery training requirements (Note: If a supervising diplomate is double-boarded in e.g. dentistry and surgery, time logged as e.g. supervised time in dentistry cannot also be logged as surgery time).*

TSC reviewer comments:

**Responsibilities of the Program Director:**

1. Obtain approval of the residency site
2. Response to a request from AVDC for five-yearly re-evaluation of site approval.
3. Inform the AVDC of substantial changes in the residency site or program.
4. Support the applicant in preparing the individual residency program application.
5. Read the AVDC Mentor Manual, available in the AVDC web site.
6. Monitor the case-load and progress of the resident.
7. Certify the satisfactory completion of the residency program.
8. Ensure that a broad-band internet connection is available to the resident, for access to the AVDC Document Management System and on-line log.
9. Provide a mentoring environment that adequately prepares the resident for the AVDC certifying examination.
10. Certifying the satisfactory completion of the residency.

**Responsibilities of the Program Director or Supervising Diplomate:**

1. Provide direct supervision of the clinical activities of the resident.
2. Verify the case-log and other training program documentation required by the AVDC.
3. Review the credentials application materials prepared by the resident prior to submission to AVDC.
4. Provide a mentoring environment that adequately prepares the resident for the AVDC certifying examination. Read the Mentor Manual available on the AVDC web site.

**Certification:**

*I have read the AVDC Mentor Manual.*

*I understand that a separate application is required for registration of each resident (visit <http://www.avdc.org/registering-program.htm> for information on registering a new resident).*

*I certify that the program, facilities, equipment and supplies described above are available, that I have read the Responsibilities of the Program Director listed above, and that I will promptly notify AVDC of any significant changes that will affect the ability of this institution or hospital to provide excellent veterinary dental residency training.*

*Signed:*

*Date:*

*(Type in your name and date, insert your e-mail address and submit the form via DMS as described below)*

**Submission:** Send the completed form electronically to the AVDC Executive Secretary via DMS: Login to DMS, then click the Begin a New Document link on the right side of the Welcome screen. Select Residency Site Application from the drop-down Document Type menu, click the Attach File command on the top command line at the top of the screen and follow the on-screen instructions to attach the file. Click the Submit this Document button in the yellow Current Document Status box on the right of the screen, and then be sure to click Save Changes on the top command line before you exit the document. If you have any difficulties, send an e-mail note to [ExecSec@AVDC.org](mailto:ExecSec@AVDC.org).

**TSC Reviewer Comments and Recommendation:**