

AVDC Training Program Changes for 2010



Changes in AVDC Requirements, Policies and Procedures for 2010 Relating to Training Programs and Credentials Applications

The Board of Directors has approved the following items that result in changes in AVDC credentialing and training program reporting requirements. The changes reported in this **Changes for 2010** document are effective January 1st 2010.

“Minor” changes relate to format of AVDC requirements and apply to all trainees. “Major” changes are changes in content of credentialing requirements and apply only to trainees whose program was registered after the date the change was implemented, except that trainees in pre-existing programs can elect to abide by the changed requirement. Changes in this document are Minor unless specifically identified as Major.

The AVDC on-line documents are undergoing revision to implement these changes – look for the ***Version current for 2010*** statement at the top of the document to be sure that the document has been revised.

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English Language to be used in AVDC Documents

As a result of implementation of the Case Report Equivalent Points (CREP) system, a request was received for consideration of an article written in a language other than English.

It has long been unwritten AVDC policy that English is the only language used by AVDC.

The Board recently approved the following written policies:

1. *Only articles published in English will be accepted for review for CREP points.*
2. *English is the official language of AVDC. All documents, forms and examinations provided by AVDC are written in English, and all materials submitted by trainees are to be written in English.*

Abbreviations List

Additional recommendations for definitions and abbreviations from the Nomenclature Committee have been approved by the Board of Directors.

Use of approved abbreviations is required in cases logs. The nomenclature items have been added to the Veterinary Dental Nomenclature page on the AVDC web site, and the new abbreviations have been added to the Abbreviations List.

It has been AVDC policy for several years that AVDC trainees are permitted to use only AVDC Approved abbreviations in AVDC case logs and that AVDC nomenclature must be used in AVDC case reports.

For cases logged from January 1st, 2010 onwards, use of the 2010 Nomenclature definitions and Abbreviations List is required. Trainees are **NOT** required to make changes in the abbreviations used in previously-logged cases.

AVDC recognizes that nomenclature for cases performed in species other than carnivores may not match the AVDC Abbreviations. Discussions are underway to develop equine definitions and abbreviations. If there is no AVDC abbreviation, the word is to be written out in the Diagnosis or Procedure column in case log entries.

Annual Training Program Reports

Reviews of some Annual Reports were severely delayed in 2009. AVDC apologizes for these delays. Additional members have been appointed to the Training Support Committee for the 2010 reviews of Annual Reports.

Note that the two most recent Annual Report TSC reviews are made available to the reviewer assigned to a current review, so that the reviewer of the current annual report is aware of the TSC reviewer's comments in past reviews.

There is no change in the report form or due-dates for the January-December 2009 Annual Training Program Report. The Activity Log and other Annual Report files (see the Annual Report Information and Form document, available for down-load from the Annual Report section in the Information for Registered Trainees web page) can be uploaded to DMS anytime from January 1st 2010 through February 14th, 2010. **AVDC strongly recommends that you upload your files in January for review by your Supervisor, so that submission of a supervisor-reviewed and corrected version can be uploaded on or before February 14th, 2008.** Files uploaded between January 1st and February 14th can be deleted and a revised version uploaded by the trainee. The

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Annual Report document will be closed to submission of new or revised files by the trainee at midnight Eastern Standard Time on February 14th. Supervisors can review case log and the files in their trainees' Annual Report document until February 28th, which is the deadline for submission of Supervisor reports.

Case Log Items

Case logs and MRCL forms in the January-December 2009 Annual Report:

Trainees are required to log all of their 2009 cases in their on-line case log by February 14th, 2009.

Any case designated as an MRCL case in your log **must have a completed MRCL form available on DMS**. For cases that you may plan to include as an MRCL case, do not check off the MRCL status for that case log entry until the MRCL form is available for upload.

Note: you are not required to designate prior to the February 14th deadline any 2009 case that you may wish to subsequently log as an MRCL case– you can designate it as an MRCL case at a later date, provided that the MRCL form is completed and dated by the reviewing diplomate no more than one year after the date on which the case was treated.

MRCL forms can now be completed via DMS, as described on page 4. Be sure to check that the diplomate reviewing cases for your MRCL log has completed the review process by February 14th and that you have 'accepted' the form – if there are MRCL forms in your log that are marked with a yellow icon, open the case by clicking the icon to complete the review and upload process, so that the form is accessible by the TSC or Credentials Committee reviewer. MRCL forms can also continue to be uploaded as scanned or photographed images.

On-line Case Log –“Six-Year Rule” Reminder

For those of you who have been registered in a training program for more than six years, please note that cases that are dated more than six years prior to the next Credentials Application deadline date (July 2010) are marked with red cross-hashed lines in the on-line log, as they are no longer eligible for counting towards AVDC case log requirements. The Summary tables (accessible from the Case Log Mode drop-down menu) count only eligible cases.

Case Log Categories – EX (Exotics) Category Eliminated

The MRCL categories were established when AVDC was formed in 1988. At that time, few veterinary dental procedures were being performed on patients other than dogs and cats. AVDC included an EX ('Exotic') category to ensure that all trainees had some experience treating non-carnivore patients. However, the EX category is anomalous in that it is the only MRCL category that is species-based, rather than procedure-based. Meanwhile, there is increasing interest in non-carnivore dentistry, and equine dental procedures have joined 'pocket pet' dental procedures as cases needing to be includable in AVDC trainee case logs.

The Board has accepted a recommendation from the Credentials Committee to eliminate the **EX** category.

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As of January 1st 2010, there is no longer a requirement to include an EX category in the MRCL log for currently-registered trainees, provided that the EN1 and OS3 change noted below is accepted.

This does **NOT** mean that AVDC discourages its trainees from performing procedures on non-carnivores. The on-line log system requires entry of the species in a case log field, and the case log can be displayed as an alphabetical listing of species (just click on the blue underlined [Species](#) column header when viewing the case log in Chrono Log mode). The Credentials Committee will be monitoring the effect of elimination of the EX category.

As a result of the elimination of the EX category, procedures performed on all species will now be categorized under a procedure category. Although some procedures performed on non-carnivore species are different from procedures performed on carnivores, almost all of them can be fitted under existing MRCL categories. Thus “occlusal adjustment”, commonly performed in rodents, lagomorphs and horses, fits under the OR1 category (which already includes “occlusal adjustment in exotics” as an example of an OR1 procedure).

To replace the 5 EX cases in the total of 240 cases in the MRCL log, the Board accepted the recommendation from the Credentials Committee to increase the EN1 (standard endodontics) category from 30 to 34 cases and OS3 (jaw fracture repair) category from 5 cases to 6 cases.

Generation of Additional Case Log Entries for the Same Patient

There is now a [Create duplicate entry](#) command on the **Case Number** line in the [Edit Case Log Entry](#) screen. Click this command to create a new case log entry for a second or third category case on the same patient performed on the same date. All of the owner name, diagnosis, procedure etc. information is automatically created on the new entry - just change the **Category** (and add or change any other information as necessary) and then be sure to click [Save Changes](#) at the top of the screen.

MRCL Case Review and Form Generation

Upload of images to DMS for Review of MRCL Cases by a Diplomat

Images can now be uploaded to individual case log entries by trainees, so that they can be viewed by the diplomate who has agreed to complete the MRCL form (this will normally be your Supervisor, but it can be any diplomate who has agreed to complete the MRCL form). Click the [Attach Photo](#) command on the command line at the top of the [Edit Case Log Entry](#) screen. Remember that the diplomate needs a full set of information in order to be able to complete the MRCL form - dental charts, for example, can be photographed or scanned for uploading.

Requesting Review of an MRCL Case via DMS

You can request review of a case and preparation of an MRCL form and you can generate the Section 1 data for the MRCL form automatically on DMS. Use this option when you have uploaded images for review. While in the [Edit Case Log Entry](#) screen for a case, scroll down to the **Diplomate Reviews** section. Select the diplomate who has agreed to review the case from the drop-down list, then click the [Submit](#) button. The correct type of form (long [standard]) or short

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(for cases performed by the diplomate for which you are logged as Assisting) is generated automatically, and all the section 1 information is entered from the DMS case log. An e-mail is automatically sent to the diplomate when you click [Submit](#). When the diplomate is logged into DMS and s/he clicks the link in the DMS e-mail note, the case log page automatically opens. The diplomate can click on individual thumb-nails in the Photos section of the [Edit Case Log Entry](#) screen to view the images, then enter responses in the on-line MRCL form (opened by clicking the [MRCL form file name](#) in the **MRCL Case Review Forms** section). When the diplomate has completed the form and clicked **Save**, the completed form is saved within DMS as an unchangeable .pdf file.

When you next check your MRCL log, forms that have been uploaded by the diplomate are shown in the **Files** column of the MRCL log as yellow form icons. Click on the form icon to open the Edit Case Log Entry screen for that case, then click the [MRCL form file name](#) in the **MRCL Case Review Forms** section to read the diplomate's comments. Write down the code that appears under the diplomate's name. After you click the [Accept](#) command in the **MRCL Case Review Forms** section and enter the code in the box that appears, click the **OK** button. The completed form appears as a standard form logo in the Files column of your MRCL log (and is visible now to Training Support Committee and Credentials Committee reviewers).

Additional Comment on MRCL forms:

Following discussion at the Annual Meeting of Diplomates in Scottsdale, the Board of Directors has clarified that diplomates are not required to "complete" an MRCL form when requested to do so by a trainee. When asked by a trainee to review a case and prepare an MRCL form via DMS, diplomates can click the [close this request or provide comments](#) command in the Diplomate Reviews section of the [Edit Case Log Entry](#) screen.

DMS User's Guide

DMS Programmer Walt Rice has updated the information available in the [DMS User's Guide](#) to incorporate all of the new and enhanced features - I suggest you read through the entire DMS User's Guide to see what you may have missed! The Guide is available as a link from the DMS Welcome screen.

Please note that there are safeguards built into the DMS system (such as the Accept code for MRCL forms) to prevent misuse of the system. Try the system a couple of times. Remember, you can always either click the delete button or decide not to click the Submit this document button if your first effort does not work successfully, so no harm is done! DMS is very robust. If you have any questions about how to use the new features, or something does not appear to be working correctly, please let me know (ExecSec@AVDC.org).

My thanks to all of the trainees who have made suggestions for enhancements in DMS, and to Walt Rice for implementing them. Your suggestions are always welcome!

Case Reports and CREP System Updates

Case Reports

Only 1 case report may be submitted per patient. If a case report is not approved, a second case report based on the same patient cannot be submitted under a different dental discipline.

Case Report Equivalent policy (CREP)

Foundations articles in Journal of Veterinary Dentistry

Articles submitted for or published in the Foundations feature in the Journal of Veterinary Dentistry can be submitted for CREP review, for 0.5 CREP points.

CREP points: Dental Discipline Requirement.

For completion of the CREP requirement, three of the four dental disciplines must be included, for a minimum of one CREP point. Two articles each awarded 0.5 CREP points in the same discipline will be considered as meeting the CREP discipline requirement for that discipline.

Credentials Equipment List Submissions

A submission for Pre-Approval or Credentials Application review of the Credentials Equipment List requirement can consist of a maximum of 20 images, maximum of 2 images per category, using the following categories:

- A. Operatory, including table, chair and lights.
- B. Anesthesia and monitoring equipment
- C. Major dental equipment and hand pieces (including high speed unit, scaler, electro-surgery unit, laser unit if available).
- D. Radiology unit, sensors/films/chair-side developer, light box.
- E. Periodontics, including hand instruments, supplies and home care products.
- F. Endodontics, including instruments and supplies.
- G. Restorative/Prosthodontics, including instruments and supplies.
- H. Oral surgery, including instruments and supplies.
- I. Orthodontics, including instruments and supplies.
- J. Miscellaneous and anything not able to be included in the previous categories.

What to do if the Mentor-Mentee Relationship is Not Working Smoothly?

Sometimes, the Supervisor (Mentor) to Trainee (Mentee) relationship does not work well.

If the relationship is not working, and in the absence of a formal written contract, the Supervisor has the right to discontinue the relationship. Prior to taking this drastic step, the problems should be discussed with the trainee. As the AVDC Mentor-Mentee Manual notes, providing feed-back is one of the most important services that a supervisor can provide for a trainee, particularly when the feed-back has to include criticisms.

If it is clear that the relationship cannot continue, the supervisor has to decide whether s/he is willing to support transfer of the mentorship to another diplomate. AVDC facilitates transfer of the supervisor role to another diplomate via the Executive Secretary's office, and requests

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confirmation that both the 'old' and the 'new' supervisor agree to the transfer – this ensures that responsibilities of the supervisor such as completion of Annual Report Supervisor Reports and Completion of Program Supervisor Reports will be handled appropriately.

If the relationship between the supervisor and trainee has completely broken down, contact the AVDC Executive Secretary to review your options. A change in supervisor sometimes results in a period of 'limbo', when a registered trainee does not have an assigned supervisor. The AVDC Board recently approved a policy 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 supervisor-trainee relationship.

Training Program, Credentialing and Examination Fees

The Credentials and Examination Fees have not changed for 2010.

The Training Program Registration Application and Annual Retention Fees have not changed. A late payment fee of \$50 will be added if payment of the annual retention fee is not received by the Treasurer prior to March 31.

Review & Assessment Program Fee

A fee of \$30 will be charged for registration for the Review & Assessment program (mock written and bench examination), starting in 2010.