



EUROPEAN COLLEGE OF

## **Animal Welfare and Behavioural Medicine**

### **Guidelines for preparation of a residency programme approval submission**

These guidelines have been produced to aid residency training programme providers in the preparation of a submission for approval by the ECAWBM (BM)-CA. Applicants should also refer to the *Residency Training Programme Requirements* document for the specific requirements that should be fulfilled by both *standard* and *alternative* residency training programmes.

#### **1. General procedure:**

1. Applicants should complete the appropriate application form (standard residency programme (Form 1), or alternative residency training programme application (Form 2) in English, together with the necessary supplementary information, and send a copy as an e-mail attachment in MS Word to the chair of the ECAWBM (BM) Education and Residency committee, copied to the secretary of the ECAWBM:

Current chairman of the Education and Residency committee: Dr. Kersti Seksel: [kersti@sabs.com.au](mailto:kersti@sabs.com.au)

Incomplete, or incorrectly completed, applications cannot be considered.

2. The Education and Residency committee will review the application and the chairman of the committee will notify the applicant about the decision of the committee within 30 days after receiving the application.

Each application will be reviewed at least by 3 members of the Education and Residency committee.

The decision of the committee will be accompanied by a detailed description of the points that should be addressed.

- 1 The applicant may resubmit the application, together with a letter explaining how each point of the revision has been addressed.
- 2 The Education and Residency committee will review the resubmission application and the chairman of the committee will notify the applicant about the decision of the committee within 30 days after receiving the resubmission.

## **2. Guidelines for fulfilling the application for a standard residency training program (Form 1)**

The numbered points in these guidelines correspond to those on the application form.

1. The applicant should be the main contact person for the Education and Residency committee. This may, for example, be the supervising Diplomat, the Head of Department, or practice principle.
2. The complete length of the training programme should be given in months. Residency programmes should run for a minimum of 36 months full-time, or part-time equivalent. The application should state whether the programme is full or part time, and the percentage proportion of time for part-time programmes.
3. The institutional address in which the RTP will be based should be given.
4. The Diplomat of the European College of Veterinary Behavioural Medicine (Companion Animals) that has overall responsibility for supervising residents should be named in this section, together with any other Diplomates within the institution that may also have a role in supervising or teaching residents.
5. In this section the applicant should provide an overview as to the aims and objectives of the RTP, and how the different elements of resident training is set out across the term of the programme.
6. A brief introduction to the institution, or practice, is required in this section to give the committee an overview as to the environment in which the RTP is proposed. Information in this section should provide the committee with evidence that the institution has the capacity to ensure that the requirements for RTPs can be fulfilled. For example, the number and distribution of cases (in terms of species, according to the list defined by ECAWBM-BM) seen in the clinical service, evidence as to experience in clinical teaching, and supervision of research projects at a suitable level, should be provided.
7. Provide details of taught programmes or courses that residents are expected to attend. State any formal lectures required, level at which

these are accredited within the institution, and details of all lecturing staff. Provide details of any informal tutorial or seminar teaching programmes provided by diplomates, giving the aims and expected outcomes of each.

8. In this section details of the clinical training programme is required. Please state any stages of training that residents undertake, and any criteria by which residents move from one stage of training to the next, including any minimum numbers of cases seen. State also any requirements on residents, for example, the maintenance of clinical records, writing up case histories, or presenting cases at clinical rounds.

9. Please state how the institution intends to fulfil the requirements of the ECABM (BM) with regard to research skills. For example, state how residents are expected to learn appropriate research skills, such as experimental design, and data handling, and demonstrate that the institution has sufficient expertise to provide supervision for a resident conducting a research project at this level.

10. Provide details of any teaching and / or presentation training provided to residents, and state what type and amount of teaching and presentation experience they will expect to receive during the period of their residency programme.

11. State any other requirements of residents in the RTP, such as attendance of clinical rounds, journal clubs, or providing out of hours service.

12. Please describe the selection criteria for recruiting suitable residents. For example, state the minimum expected level of qualification and experience, and whether interviews are conducted in the selection process.

13. Please state whether your institution is able to offer residents a higher academic qualification, and whether this can be combined with the residency programme. Please indicate how this impacts on the time allowed to complete the residency programme e.g. time spent on research versus clinical training

14. Please provide information as to the availability of suitable library facilities, ancillary diagnostic services, related clinical services, and IT equipment.

15. Please state how the progression of the candidate is assessed and documented by the supervisor. This should occur at least annually by supervisor's appraisal, oral or written examination, or a combination of these. In addition, the candidate must be given opportunities to discuss their progress with the supervisor and/or departmental head.

### **3. Guidelines for completing the application process for an alternative residency training programmes (Form 2)**

The Alternate residency programme to the ECAWBM (BM) Diploma examination is designed to allow those individuals, who cannot enrol in a Standard Residency Programme, to start a training programme and sit the Diploma examination. However, the overall requirements for the residency training programme should fulfil those described in the *Residency Training Programme Requirements* document. Applicants wishing to undertake an ARTP must have completed the pre-requisites to entering a residency programme as stated in the *Residency Training Programme Requirements* document, and have a satisfactory moral and ethical standing in the profession and the community

The numbered points in these guidelines correspond to those on the application form.

1. The applicant for alternative residency training programmes (ARTPs) is the person proposing to undertake the programme.
2. The complete length of the training programme should be given in months. Residency programmes should run for a minimum of 36 months full-time, or part-time equivalent. The application should state whether the programme is full or part time, and the percentage proportion of time for part-time programmes. In general applicants for the ARTP should provide evidence that they will be practicing behavioural medicine (as having primary involvement with clinical cases) for at least 50% of the approved training time.
3. The Diplomat of the ECAWBM (BM) that has overall responsibility for supervising the applicant should be named in this section. In addition any other Diplomates, together with their institutions, that may also have a role in supervising or teaching the applicant should be named.
4. In this section the applicant should provide an overview as to the aims and objectives of the RTP, and how the different elements of resident training is set out across the term of the programme. This section must include details as to why a traditional RTP cannot be followed.
5. A brief introduction to the institution(s), or practice(s), in which the applicant intends to conduct their clinical, teaching and research requirements. Information in this section should provide the committee with evidence that the institution(s) have the capacity to ensure that the requirements for RTPs can be fulfilled. For example, the number of cases seen in the clinical service, evidence as to experience in clinical teaching, and supervision of research projects at a suitable level, should be provided.

6. Provide details of taught programmes or courses that the applicant expects to attend during the period of the ARTP. Describe any formal lectures, the institution in which they are taught, the level at which they are accredited within that institution, and details of all lecturing staff. Provide details of any informal tutorial or seminar teaching programmes provided by diplomates, giving the aims and expected outcomes of each. Although not compulsory, the applicant is strongly advised to attend a minimum of 4 weeks (equivalent to 140 hours) of courses on behavioural medicine accredited by the ECAWBM (BM): details of which are available on the website.

7. In this section details of the clinical training programme is required. Please state any stages of training that the applicant will undertake, and any criteria by which they move from one stage of training to the next, including any minimum numbers of cases seen. The applicant must spend a minimum of 250 days of observational AND supervised study, at recognized centre(s) of excellence approved by the Education and Residency committee. A maximum of 4 centres is permitted. The applicant must also keep a case-log book, which should be submitted to the Credentials Committee prior to sitting the Diploma examination. In addition, the applicant should prepare 5 Case Reports of cases personally handled, each with a maximum of 1500 words, excluding references, tables and figure captions, which demonstrate their approach to cases.

8. Please state how the applicant intends to fulfil the requirements of the ECAWBM (BM) with regard to research skills. For example, state how they expect to learn appropriate research skills, such as experimental design, and data handling, and demonstrate that they have access to sufficient expertise to provide them with supervision for conducting a research project.

9. Provide details of any teaching and / or presentation training that the applicant will undertake, and state what type and amount of teaching and presentation experience they will expect to receive during the period of their residency programme.

10. State any other aspects of the ARTP, such as attendance of clinical rounds, journal clubs, or providing out of hours service.

11. Please provide information as to the availability of suitable library facilities, ancillary diagnostic services, related clinical services, and IT equipment for the ARTP.

12. Please state how the progress of the applicant will be evaluated and recorded during the ARTP. Where the applicant is conducting their training at more than one centre, the supervising diplomate at each

centre should undertake to provide evaluation, either through appraisal or examination, for each period of training.

13. Attach to the Application Form the Applicant's Curriculum Vitae