

## Welcome pack for new Diplomates



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## 1. Welcome and congratulations!

Firstly, the Grass Roots Committee would like to congratulate you on such a massive achievement and welcome you to the European College of Veterinary Ophthalmologists (ECVO).

This document is a quick reference guide to the workings of the college and aims to orientate and signpost you in the first instance. The ECVO website is the main place to go for comprehensive information. Useful contacts for most queries include:

ECVO Secretary: [secretary@ecvo.org](mailto:secretary@ecvo.org)

Webmaster for website or login issues (Matthias Zörner): [info@dnw24.de](mailto:info@dnw24.de)

Grass Roots Committee: [grc@ecvo.org](mailto:grc@ecvo.org)

The Grass Roots Committee is here to help you. We would welcome feedback about this document but also anything else related to the ECVO, so that we can relay this information in a constructive way to improve things for all the diplomates in this wonderful veterinary ophthalmology community.

## 2. What happens next?

Here are a few things that we will signpost in more detail later, but this is an overview of how things look once you have passed the examination.

### Pass exam

- Welcome email from ECVO President
- Receive Diplomate login to ECVO Homepage
- Welcome Pack from Grassroots
- EBVS Registration
- Receive Diploma at next ECVO conference
- Receive twice yearly newsletters "Optic News"

### Your Duties

- Paying annual dues/fees
- Attend yearly AGM
- Re-evaluation every 5 years
- Inform secretary of changes to contact details
- Keep ECVO/EBVS website details up to date

### Additional responsibilities

- Join an ECVO committee
- Submit exam questions
- Residency supervision/mentoring

### **3. Paying fees**

Annual membership fees are due in spring each year. The ECVO secretary will send out an email alerting you to an email from the treasurer to follow. An invoice and payment instructions will be attached to the treasurer's email. Take care, as this email has been known to go into email junk folders and has been missed.

More information about this process can be found on the ECVO website:  
<https://www.ecvo.eu/diplomates/fees-und-bank-details.html>

#### **4. Constitution and By-Laws**

As with any college or affiliating body we are governed by the EBVS® and ECVO constitution and by-laws. They are quite self-explanatory but occasionally require updating and sometimes we are required to vote on these changes at AGMs for example.

More specific information on these can be found on the ECVO website:  
<https://www.ecvo.eu/about-ecvo/constitution-und-bylaws.html>

## 5. European Board of Veterinary Specialists (EBVS®)

European veterinary specialist colleges, including the ECVO, are affiliated and regulated by the EBVS®. The EBVS® sets guidelines and recommendations to the European Colleges, and the ECVO must action them within a set period of time.

An ECVO EBVS® representative attends EBVS® committee meetings and reports to them annually with an update of the ECVO activities and other relevant information. More comprehensive reviews occur at 5- or 10-year intervals.

The ECVO EBVS® representative reports to the ECVO AGM each year.

More information can be found on the EBVS® website: <https://ebvs.eu/>

## 6. Committees

Below is a short summary of each committee and contact information for a quick link.

You can volunteer for a committee at any time by adding your name to the excel “Committee Volunteer List” under the Diplomate section of the ECVO website: <https://www.ecvo.eu/diplomates/committee-volunteer-list.html>

Acceptance onto a committee is not automatic. Committee members typically serve three-year terms. As individual terms come to an end, and spaces become available, committee chairs will look at this list and invite new members to join.

If you do not see the committee you wish to sign up for in the drop-down box then please choose ‘all committees ’and then write the name of the one you would like in the comments box.

More detailed information about committees and their work can be found on the ECVO website: <https://www.ecvo.eu/about-ecvo/ecvo-committees.html>

### **a. Executive Committee**

The Executive Committee (EC), headed by the college President, is responsible for all business and policies relating to the ECVO and its members.

The treasurer manages the funds held by the ECVO and gives recommendations regarding the fees for applications, examinations, registrations etc.

The secretary has many tasks including, but not limited to, writing minutes during meetings, sending emails from the EC to the membership and completing reports required by the EBVS®.

Part of the responsibilities of the EC is to select the time and place of the annual meeting in conjunction with the Planning Committee and the PCO (Professional Conference Organiser).

## **b. The Credentials Committee**

Contact: [credential@ecvo.org](mailto:credential@ecvo.org)

Duties of the Credentials committee include receiving, reviewing and approving residency and examination applications.

It approves CV's for resident applications. It acts as gatekeeper for the exam, to establish and maintain guidelines to help candidates applying to sit the diploma exam. It also reviews and approves the credentials of applicants for the exam and forwards the names and credentials of the approved applicants to the Examination Committee.

### **c. Education and Residency Committee (ERC)**

Contact: [residency@ecvo.org](mailto:residency@ecvo.org)

The ERC is responsible for outlining the criteria for residency programmes, approving programmes (regular and alternative) and their supervisors and maintaining the quality of residency programmes.

Detailed guidance of the requirements for approving and undertaking a residency programme are published in the ERC Information Brochure. A “Summary of Residency Requirements” is also an appropriate quick reference document found under the Residency Forms section of the website.

A list of current, accepted programmes is maintained by the ERC and is included on the ECVO website.

Progression through a residency programme is tracked by each resident in a series of clinical training forms set by the ERC, such as species examined, progression through surgical training, specialty disciplines and presentations made, which are submitted to this committee annually for approval. Forms assessing the programme and supervision provided are also completed annually. Final approval from the ERC is necessary to demonstrate completion of all residency requirements, enabling the individual to submit for credentials and lastly undertake the examinations.

#### **d. Examination Committee**

Contact: [exam@ecvo.org](mailto:exam@ecvo.org)

This committee is responsible for the preparation and organisation of the diploma examination each year.

Each year the exam committee contacts the membership requesting submission of MCQ and Slide exam questions, so that the bank of questions can be updated.

The written examination is held in April or May each year, with the exact dates announced at least 10 months ahead. The practical examination will be held on a different date in the same year, with as much notice given as possible.

### **e. Re-evaluation Committee (REC)**

Contact: [reevaluation@ecvo.org](mailto:reevaluation@ecvo.org)

It is the role of the REC to ensure that all members of the ECVO maintain their specialist status, with reassessment made every five years.

Re-evaluation is based on a point credit system, with a minimum of 100 points required within a five-year period.

All members are expected to undertake on average 24 hours per week of clinical ophthalmology work.

See section 8 below for more details.

## **f. The HED Committee (hereditary eye disease)**

Contact: [hed@ecvo.org](mailto:hed@ecvo.org)

The HED committee provides definitions, guidelines, recommendations and information concerning Known and Presumed Hereditary Eye Diseases (KP-HED) for the ECVO Hereditary Eye Disease Scheme. The HED committee has an additional advisory committee consisting of representatives of the active national panels of the ECVO HED Scheme.

All ECVO Diplomates can perform eye screening under the ECVO HED Scheme using the ECVO Certificate. Diplomates first need to register as a certified panellist after which they need to register on the ECVO HED Platform on which examination certificates are submitted.

For more details, see the Hereditary Eye Disease section on the ECVO website or contact: [hed@ecvo.org](mailto:hed@ecvo.org)

## **g. Scientific Committee**

Contact: [scientific@ecvo.org](mailto:scientific@ecvo.org)

The Scientific committee is responsible for the scientific content of the annual ECVO conference. The members decide about the overall topic of each conference. They approach potential speakers, organise the programme, and review and select the abstracts that are to be presented at the scientific meetings of the ECVO.

The scientific committee is also responsible for the allocation of awards during the ECVO conference, and for awarding research grants for residents and diplomates.

## **h. Planning Committee**

Contact: [planning@ecvo.org](mailto:planning@ecvo.org)

The Planning Committee involved in maintaining the working business of the ECVO. It works closely with the Scientific Committee and the Professional Conference Organizer (PCO). The committee is responsible for planning the annual general meeting. The Planning Committee receives suggestions from the Scientific Committee for the programme and speakers and oversees the programme. It works closely with the PCO with respect to location, venue, and financial and social aspects of the annual meeting.

## **i. Communication Committee**

Contact: [communication@ecvo.org](mailto:communication@ecvo.org)

The Communication Committee is responsible for overseeing the PR aspects of the college in association with the other committees, Diplomates, residents, and other organisations such as the ACVO. It helps the ECVO present itself to a wide variety of people both within and outside the veterinary profession by increasing the presence of the college within public media such as LinkedIn and Instagram.

## **j. Finance/Fiscal Committee**

Contact: [treasurer@ecvo.org](mailto:treasurer@ecvo.org)

The finance/fiscal committee is responsible for informing residents about the exam fees and diplomates about payment of the membership fees. The executive committee's treasurer is a member of this committee and reports about the overall income and expenses of the college at the annual conference to outline the college's budget for the next year.

### **k. Grass Roots Committee (GRC)**

Contact: [grc@ecvo.org](mailto:grc@ecvo.org)

The GRC's aim is to increase transparency of ECVO committees to the ECVO body, increase communication between members and to brainstorm ideas affecting all parts of the ECVO business.

It is also the committee that helps new members familiarise themselves with the ECVO, including website navigation and their benefits and obligations as members.

## **I. The Clinical and Research Ethics Committee**

Contact: [crec@ecvo.org](mailto:crec@ecvo.org)

The aim of the CREC is to observe and raise animal ethical and welfare concerns within the ECVO. It considers ethical and welfare implications relating to abstract submissions and presentations for the annual scientific meeting, grant proposal submissions, residency training and continuing education provided by the ECVO.

## 7. How to start a residency training programme?

Detailed information about when and how to start a residency training programme can be found on the ECVO website: <https://www.ecvo.eu/diplomates/guidelines-for-diplomates-how-to-start-a-residency.html>

If you want to start a new programme it is best to contact the chair of the Education and Residency committee (ERC) to discuss the specifics of your location, working environment and potential issues ahead of submitting the application.

The ERC currently follows EBVS® guidelines that ordinarily any diplomate less than two years qualified should not be a primary mentor for a residency training programme. This is currently only advisory and can be discussed with them on a case-by-case basis.

## 8. Re-evaluation

Re-evaluation occurs every five years once you have passed the exams. It is based on a point credit system, with a minimum of 100 points required within a five-year period. All members are expected to undertake on average 24 hours per week of clinical ophthalmology work.

Re-evaluation forms are filled in via the ECVO website (<https://forms.ecvo.eu/>) and submitted to the Re-evaluation Committee for review. You will be emailed ahead of time to let you know when the forms need to be completed.

Unlike the residency forms this log cannot be updated as you go along. Currently, it can only be filled in at the time of re-evaluation. It is therefore advisable to keep a separate record of your accumulating points for reference, which can then be added to the on-line forms when your re-evaluation period comes around.

The deadline for submission is 30<sup>th</sup> September of the fifth year of each re-evaluation period. The five-year period starts at the beginning of the year in which we become members – i.e. those that passed ECVO exams in 2026 will submit forms for the period 2026-2030 by 30<sup>th</sup> September 2030, to allow their specialist status to be maintained for the following 5 years.

Points are awarded for numerous activities (see below) and detailed in the form system.

You should make it known to the Re-evaluation Committee if you have taken career breaks (such as maternity or paternity leave, extended sickness etc) so they can consider/approve extensions.

<b>Section 1: Publications</b>	<b>Points</b>
Scientific papers in international journals (first author)	11
Scientific papers in international journals (last author)	7
Scientific papers in international journals (co-author)	7
Reviews in international journal (author or co-author)	6
Case reports in international journals (first author)	6
Case reports in international journals (last author)	5
Case reports in international journals (co-author)	5
International text book chapter (author or co-author)	12
Scientific papers in national journals (first author)	4
Scientific papers in national journals (last or co-author)	2
Case reports in national journals (first author)	2
Case reports in national journals (last or co-author)	1

<b>Section 2: Presentations &amp; communications</b>	<b>Points</b>
At the ECVO/ACVO annual meeting (author)	9
At international research congress (author)	9
At the ECVO/ACVO/intl. research meeting (last author)	2
At the ECVO/ACVO/intl. research meeting (co-author)	2
At national congress (author)	4
Posters (author)	3
Continuing education course, international (lecturer)	10
Continuing education course, national (lecturer)	5
Ophthalmology meeting organisation (research)	7

<b>Section 3: Attendance of congresses etc</b>	<b>Points</b>
ECVO scientific meeting	8
ACVO scientific meeting	4
ECVO/ACVO workshop or masterclass	4
International ophthalmology congress	4
National ophthalmology congress	2
Non-spec. congress, ophthalmol. part	2
Adv. ophthalmology training course	9

<b>Section 4: PhD – Thesis in (veterinary) ophthalmology</b>	<b>Points</b>
PhD/Dr Habil/Dott. di Ricerca	20

<b>Section 5: Involvement in the ECVO</b>	<b>Points</b>
Resident/PhD resident supervisor (per resident per year)	8
Member of the Executive Committee (per year)	6
Exam Committee member / Examiner / Exam Supervisor	8
Member of other ECVO committees	4
Questions for exam sessions (enter points given per year)	1
Breed descriptions for the ECVO HED Manual	1

<b>Section 6: Other boards &amp; committees</b>	<b>Points</b>
International editorial board	7
National editorial board	3
Exam Committee member for national eye panellists	3
Member of other ophthalmological society	4
Member of advisory board (eg. EBVS)	8
Board member, national ophthalmol. society	4
Board member, internat. ophthalmol. society	4

## **9. Veterinary Ophthalmology journal subscription**

A free subscription to Veterinary Ophthalmology is provided by the ECVO.

Please contact the secretary if you do not already have access to this:  
[secretary@ecvo.org](mailto:secretary@ecvo.org)