

# Guidelines for Diplomates: “How to start a residency”

## Start of residency:

- Read the information brochure of the ERC and the guidelines for programme directors carefully (Homepage/Residents)
- Check the requirements for starting a residency in the Information Brochure (Homepage/Residents/Information Brochure pp. 5-7)
- Develop a residency training programme that meets the ECVO requirements (Homepage/Residents/Information Brochure pp. 5-7)
- Check your candidate’s necessary requirements (Homepage/Residents/Summary of Residency Requirements)
- Check all necessary forms on the homepage (Homepage/Residents/ERC online form system)
- Send the following 2 forms to the ERC (Homepage/Residents/Downloadable forms)
  - Form 2: Application form for RRTP/ARTP: 90 days prior to the starting date of the residency
  - Form 2b: Application form to accompany ARTP applications (external supervisors)
  - Form 3: Programme director statement: should be sent within 30 days after programme start date
- Check the diplomates responsibilities in the ERC Guidelines (Homepage/Residents/Information Brochure)
- Provide information to your resident about the ERC Guidelines (Homepage/Residents) and about where she/he can find the necessary forms. The resident should inform the Communication Committee (Johana Premont: ecvowebste@hotmail.co.uk) about her/his biography, provide a photo (600x750 pixel) and contact data (full name, institution, department, country, ZIP-code, telephone, e-mail, employment) for the homepage as soon as the residency programme was accepted by the ERC
- In case of any changes during the residency (changes in the programme, discontinuation of the residency...) the ERC should be informed as soon as possible.
- Online forms: after the new resident’s ECVO profile has been created, the resident has to fill in the “General form” and has to choose the supervising diplomate so both can access the resident’s online forms.

## Every 12 months:

- Send the necessary forms to the ERC (Homepage/Residents/Guidelines for online forms for programme directors-online evaluation forms)
  - Programme evaluation form

- Progress evaluation form

End of the residency:

- Read the summary of residency and exam requirements (Homepage/Residents). All necessary steps for application for ECVO exam are summarized here
- Send the following forms
  - Form 15 (programme and progress evaluation form – Homepage/Residents/Downloadable) Send the form to the ERC chair by August 1<sup>st</sup>
  - Reference letter: Send the letter to the Credential Committee Chair by September 1<sup>st</sup>