

# **Welcome pack for new Diplomates**



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## 1. Welcome and congratulations!

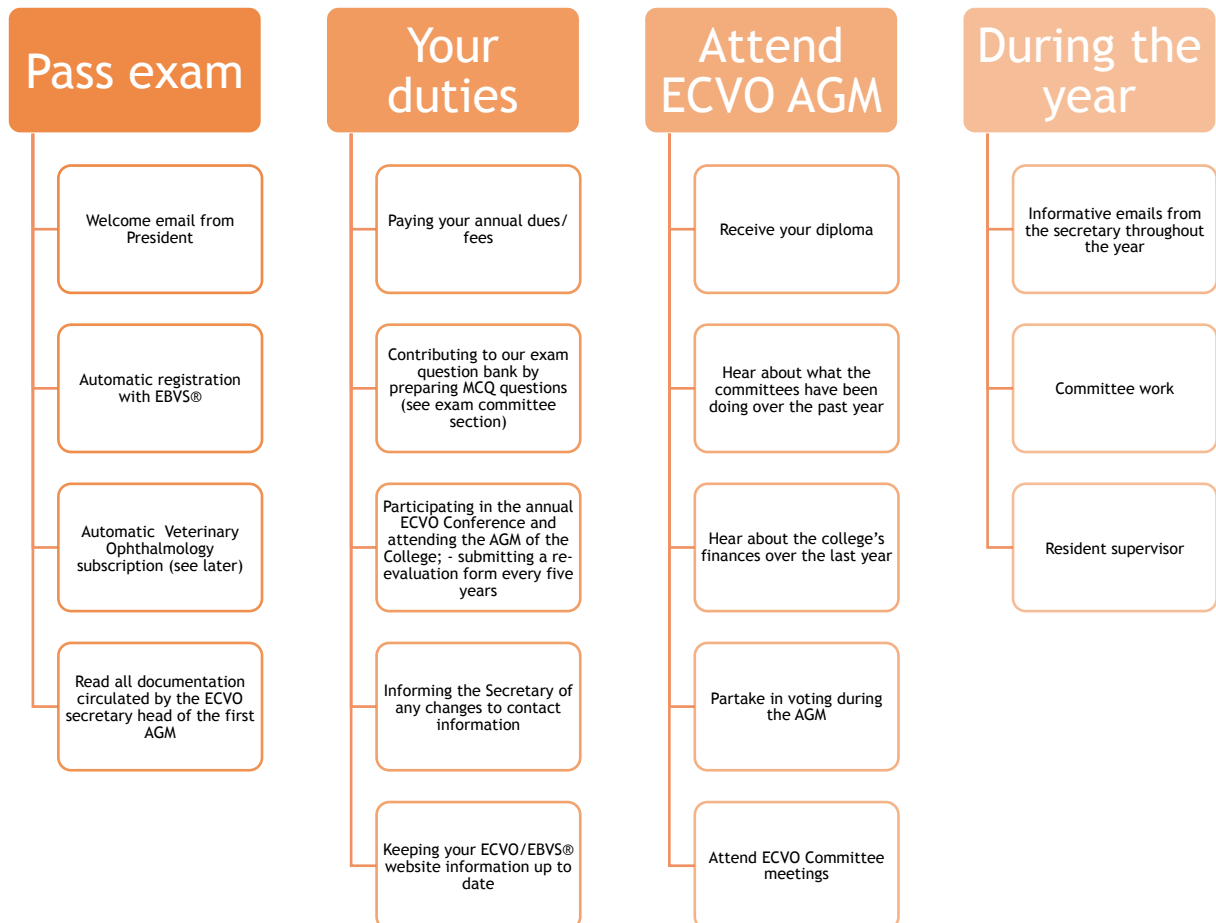
Firstly, we as the Grass Roots Committee would like to congratulate you on such a massive achievement and welcome you to the European College of Veterinary Ophthalmologists (ECVO).

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 and you can always email the Grass Roots Committee [grc@ecvo.org](mailto:grc@ecvo.org) as a starting point if you cannot find what you are looking for.

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.



### 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-and-bylaws.html>

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

The ECVO is affiliated and regulated by the EBVS® and we have our own representative (see later under committees). The representative reports at the AGM each year and represents the ECVO at EBVS® committee meetings. We must report to them annually with an update of the ECVO activities and other relevant information and more comprehensive reviews at 5- or 10-year intervals also.

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

## 6. Committees

Below is a short rundown of what each one does and contact information for a quick link.

You can volunteer for a committee any time after you have passed your exams and become a diplomate. You can do this by adding your name to the excel sign-up sheet on the ECVO website: <https://www.ecvo.eu/diplomates/committee-volunteer-list.html>

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. As space becomes available on a committee, chairs will look at this list and invite you to join the committee.

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) is the overarching committee of the ECVO. It is constructed of the above roles and responsible for appointing, guiding, and overseeing the other ECVO Committees working underneath the umbrella of the ECVO.

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).

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®.

## b. The Credentials Committee

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

Function: This committee approves residency programmes and the curriculum vitae of candidates for residency.

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.

If you have any questions about the suitability of a publication or presentation to be used as a credential for the exam, these queries should be addressed to the Credentials committee.

## c. Education and Residency Committee (ERC)

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

Contact to open a new residency training programme: [applications@ecvo.org](mailto:applications@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 on the ECVO website in the ERC Information Brochure, plus the Summary of Residency Requirements is an appropriate quick reference document. 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. This includes an annual email request, in the autumn, for diplomates to write and submit 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. All Diplomates and affiliate members of the ECVO are required to complete the re-evaluation form, which is accessed on the ECVO website under the ERC Online Form System and is available at all times – it might be easiest to keep this up to date as you go along (see section 8 for details).

Re-evaluation is based on a point credit system, with a minimum of 100 points required within the five-year period. All members are expected to undertake on average 24 hours per week of clinical ophthalmology work and additional to this, points are accumulated based on:

- Papers authored
- Manuscripts reviewed for a peer reviewed journal
- Presentations given
- Congresses attended
- PhD work
- ECVO work (includes residents supervised, committee work, approved exam questions – recorded as per year of inclusion, breed descriptions for ECVO HED manual approved by HED committee)
- Work undertaken in other ophthalmology organisations

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

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

Function:

- To give a unified voice for ECVO on HEDs
- To provide definitions of HEDs
- To provide guidelines to diplomates
- To provide advice and information to breed clubs/kennel clubs based on scientific knowledge
- To create and update the ECVO Manual and the ECVO Certificate

The ECVO has a Hereditary Eye Disease Scheme as mentioned in the By-Laws of the ECVO, Article 4.9, used for the diagnosis and the control of Known and Presumed Hereditary Eye Diseases (KP-HED) in animals. The main purposes of the Scheme are to set standards for the diagnosis and provide advice for the control of KP-HED of dogs and cats. The Scheme provides definitions, guidelines, advice, and information concerning KP-HED, as described in the ECVO Manual for KP-HED of dogs and cats.

Many national panels are working under the ECVO Eye Scheme and use the ECVO Certificate while others use their own national forms. In some countries this is coordinated by the Kennel Club health scheme.

All ECVO Diplomates can perform eye screening under the ECVO HED Scheme using the ECVO Certificate. If you wish to be registered on the ECVO website as a certified ECVO Eye Scheme examiner, you need to contact the Chief panellist of your national panel. The Chief panellist then will submit your name to the ECVO administrative secretary, and an up-to-date list can be maintained.

To order ECVO Certificate paper forms in your language please contact:  
Drukkerij Hesse Rheden, Dorpsraaat 74a, HH Rheden, Postbus 88, 6990 AB Rheden.

Email: [info@HesseRheden.nl](mailto:info@HesseRheden.nl)

For details like minimum order, costs, etc. you need to contact the printer directly.

## 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 is one of the ECVO committees 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

<https://www.ecvo.eu/about-ecvo/ecvo-committees/communication-committee.html>

Contact: [ecvowebbsite@hotmail.co.uk](mailto:ecvowebbsite@hotmail.co.uk)

The Communication Committee is responsible for overseeing the PR aspects of the college in association with the other committees. This is primarily achieved through management of the ECVO website and, more recently, the ECVO LinkedIn page. In addition to presenting the ECVO to the outside world, the committee aims to enhance communication within the college and with the ACVO.

## j. Finance Committee

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

The finance committee is responsible for informing residents about the exam fees and diplomates about payment of the membership fees. The 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)

Ad-hoc committee formed January 2021

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 familiarize themselves with the ECVO, including website navigation and their benefits and obligations as members.

## I. The Clinical and Research Ethics Committee

Formed 2021

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

In this committee there are five ECVO members and one non-ECVO member: David Morton (DipECAWBM-AWSEL).

The aim of the CREC is to observe and raise animal ethical and welfare concerns within the ECVO, particularly related to abstract submissions and presentations and continuing education provided by the ECVO.

Currently this committee is working on establishing a document to guide ECVO reviewers of abstracts for the annual scientific meeting to identify scientific work that might not adhere to European laws or ethical standards.

The committee has also considered ethical considerations of procedures related to clinical practice and resident training.

## m. EBVS® Representative

The function is to act as an ECVO representative to the European Board of Veterinary Specialisation. The representatives will raise concerns or issues between the EBVS® and the ECVO college. The EBVS® sets guidelines and recommendations to the European Colleges, and the ECVO must action them within a set period of time.

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

There is lots of information about when and how to start a residency training programme 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 has recently advised that they are following 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-accreditation

Re-accreditation occurs every five years once you have passed the exams. You will be emailed ahead of time to let you know when the forms need to be completed by. There is an online forms system, similar to that used by residents and their mentors:

<https://forms.ecvo.eu/>

You will need to log in and choose the re-evaluation tab.

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 2023 will submit forms for the period 2023-2027 by 30<sup>th</sup> September 2027, to allow their specialist status to be maintained for the following 5 years.

Points are awarded for numerous activities and the full list activities and the points awarded for them can be found by selected the “Re-eval form” tab when you have logged in to your forms. This will show you a summary of the activities that you have entered into your forms in that re-accreditation period.

You also must confirm that you have worked more than 24h a week within the field of Veterinary Ophthalmology over the past five years.

You should also make it known if you have taken one year out of work and notify the re-evaluation committee so they can move your re-accreditation to six years. Reasons for taking a year out include but are not limited to: Maternity/paternity leave, sickness, exceptional circumstances.

## 9. Veterinary Ophthalmology 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)