

# European College of Zoological Medicine



## **POLICIES & PROCEDURES, PART 1: GENERAL INFORMATION**

**UPDATED June 2025**

*Registered address:*

European College of Zoological Medicine, Yalelaan 108, NL-3584 CM Utrecht, The Netherlands  
(KvK-nummer 57119422)

email: [admin@eczm.eu](mailto:admin@eczm.eu)

website: [www.eczm.eu](http://www.eczm.eu)

## **PART 1: General information**

Chapter 1: Introduction  
Chapter 2: Objectives of The College  
Chapter 3: Officers & Committees  
Chapter 4: Requirements for being a Specialist  
Chapter 5: ECZM Residency Programmes  
Chapter 6: Application process for ECZM examination  
Chapter 7: ECZM examination  
Chapter 8: Re-certification of Diplomates  
Chapter 9: ECZM Fees

Appendix 1: ECZM Deadlines  
Appendix 2: Re-certification points for ECZM Diplomates  
Appendix 3: ECZM Exam Application form  
Appendix 4: *Curriculum Vitae* for ECZM Examination Credentialing  
Appendix 5: Knowledge, Skills and Competences of the Diplomates of the European College of Zoological Medicine  
Appendix 6: Quality Assurance

## **PART 2: Specialty information**

The European College of Zoological Medicine (ECZM) consists of five specialties: Avian Medicine and Surgery, Herpetological Medicine and Surgery, Small Mammal Medicine and Surgery, Zoo Health Management, and Wildlife Population Health. Please refer to the specific specialty Policies & Procedures, Part 2 for more information about your area of interest.

## **Chapter 1: Introduction**

The European College of Zoological Medicine was formed in 2009 as an umbrella college covering at the time four specialties (Avian Medicine and Surgery, Herpetological Medicine and Surgery, Small Mammal Medicine, and Surgery and Wildlife Population Health) representing the disciplines of zoological medicine. These were joined by a fifth, Zoo Health Management in 2012. The de facto (Bylaws section 2.3) period for Herpetological Medicine and Surgery, Small Mammal Medicine and Surgery, and Wildlife Population Health specialties closed in April 2014 in April 2017 for Zoo Health Management. The Avian Medicine and Surgery specialty was originally approved by the EBVS as the European College of Avian Medicine and Surgery, before being merged with the ECZM. The College structure is organized according to EBVS guidelines as defined in the Constitution and Bylaws. Administration is carried out by an over-arching Executive Committee, Communication and Outreach Committee, Credentials Committee, Education and Residency Committee, Examination Committee, Nomination Committee, and Scientific Committee, and with proportionate representation from all five specialties.

The Policies and Procedures contain information about requirements for admission to the College, a profile of the distinct specialties within ECZM, and application and examination procedures.

Currently, acknowledged specialties of the college are:

### **1. Avian Medicine and Surgery (Avian)**

The original branch of The College and has been fully recognised by The European Board of Veterinary Specialization (EBVS) since 1999. Diplomates of the taxon-based ECZM (Avian) work predominantly in clinical avian medicine and surgery, including species kept as pets (e.g. psittacines, passerines, backyard poultry), in zoos and aviaries (e.g. penguins, flamingos, ratites, waterfowl), and for sport (e.g. racing pigeons, raptors). Commercial poultry is not included.

### **2. Herpetological Medicine and Surgery (Herpetology)**

Given provisional recognition by the EBVS in 2009, this specialty has been fully recognised by the EBVS since 2019. Diplomates of the taxon-based ECZM (Herpetology) encompass the veterinary treatment, healthcare and preventative medicine of all reptilian and amphibian species (captive or wild) including Crocodilia (crocodiles, gavials, caimans, and alligators), Sphenodontia (tuataras), Squamata (lizards, snakes, and worm lizards), Testudines (turtles, terrapins and tortoises), Anura (frogs and toads), Caudata or Urodela (salamanders, newts), and Gymnophiona or Apoda (caecilians).

### **3. Small Mammal Medicine and Surgery (Small Mammal)**

Given provisional recognition by the EBVS in 2009, this specialty has been fully recognised by the EBVS since 2019. Diplomates of the taxon-based ECZM (Small Mammal) work predominantly in clinical small mammal medicine and surgery, including rabbits, rodents (e.g. mice, rats, guinea pigs, chinchillas), small carnivores (e.g. ferrets), and non-conventional small mammals.

### **4. Wildlife Population Health (WPH)**

Given provisional recognition by the EBVS in 2009, this specialty has been fully recognised by the EBVS since 2019. Diplomates of the discipline-based ECZM (Wildlife Population Health) work predominantly with the diseases and health management of free-ranging wildlife (of any taxon) at the population level, including ecosystem health, conservation medicine and One Health.

## **5. Zoo Health Management (ZHM)**

Given provisional recognition by the EBVS in 2012, this specialty has been fully recognised by the EBVS since 2021. Diplomates of the discipline-based ECZM (Zoo Health Management) work with wild animals (of any taxon) kept in a zoological institution. Along with comparative medicine, restraint and anaesthesia, major components of this specialty are herd and flock health management, preventative medicine, and zoo management (welfare, housing, nutrition, shipment, legislation, captive population management).

## **Chapter 2: Objectives of the College**

Zoological Medicine is a discipline that integrates principles of ecology, conservation, and veterinary medicine and applies them to captive and wild non-domesticated animals within natural and artificial environments. ECZM is dedicated to excellence in advancing the health and well-being of non-domesticated mammals, birds, reptiles, amphibians, fish, and invertebrates.

The primary objectives of the College shall be the promotion of study, research advancement and practise of zoological medicine in Europe and beyond and increasing the competency of those who practice in this field by:

- i. Establishing guidelines for post-graduate education, training and experience as a prerequisite to become a specialist in one of the specialties of zoological medicine.
- ii. Examining and authenticating veterinarians as specialists in zoological medicine to serve zoological patients, owners, the public, wildlife populations and zoological institutions, by providing expert care.
- iii. Encouraging research and other contributions to knowledge gain in all aspects of zoological medicine and promoting communication and dissemination of this knowledge.
- iv. The development, supervision and assessment of continuing education programmes in zoological medicine.
- v. Committing itself to the development of a culture, which recognises the importance of quality, and quality assurance, in its activities and to this end the College should develop and implement a strategy for the continuous enhancement of quality.
- vi. Guaranteeing and maintaining the highest level of specialisation in zoological medicine according to European Qualifications Framework (EQF) level 8.

Further objectives of the College are:

- i. Encouraging the public, zoological/research institutions and wildlife agencies to use veterinarians who are qualified to fill a unique and specific role in the delivery of modern comprehensive zoological medicine at the specialty level.
- ii. Positioning the zoological medicine specialist as a common source for referrals in the veterinary community.
- iii. Improving and promoting the structure of health care for animals, thereby improving its perception and understanding by owners, veterinarians and those interested in introducing animal health insurance and supplying zoological health products.
- iv. Providing an incentive and reward for achieving postgraduate education and experience in Zoological Medicine at the specialist level. The title Diplomate of the European College of Zoological Medicine shall be restricted to those persons working in the field who have reached the highest level of achievement in the respective specialty.
- v. Encouraging veterinary schools to establish in-depth instruction and high standards for training in zoological medicine and develop specific funding for areas of research. Also encouraging the establishment of specific funding for areas of research by state and other organizations.
- vi. Promoting continued improvement of practice standards and knowledge in zoological medicine through continuing education and self-assessment.
- vii. Supporting the preservation of zoological species by disseminating the concept of wise use of animal resources, protection and restoration of their habitats, and the breeding of endangered species in captivity.
- viii. Encouraging responsible management, husbandry and breeding of zoological species, both in captivity and the wild.

ix. Preventing the occurrence of zoonotic and allergic diseases in individual animals and zoological collections that may affect humans.

### **Chapter 3: Officers & Committees**

Officers and committees' memberships are subject to frequent change. The most current information can be found on the college's website at [www.eczm.eu](http://www.eczm.eu) or by contacting the ECZM secretary ([eczm.secretary@gmail.com](mailto:eczm.secretary@gmail.com)). The Executive Committee is made up of the following members:

- President
- Vice President
- Secretary
- Treasurer
- Past President
- Avian Specialty Chair
- Herpetology Specialty Chair
- Small Mammal Specialty Chair
- Wildlife Population Health Specialty Chair
- Zoo Health Management Specialty Chair
- As well as one additional member if needed (to maintain an uneven number of voting members within the Executive Committee). This function is usually performed by the ECZM EBVS representative.

#### **The committees of the ECZM are:**

- Communication and Outreach Committee
- Credentials Committee
- Education and Residency Committee
- Examination Committee
- Nomination Committee
- Scientific Committee

The Diplomates will elect at least every three years, by secret ballot, the following officers to the Executive Committee:

- President
- Vice-President
- Treasurer
- Secretary
- One additional member if needed (to maintain an uneven number of voting members within the Executive Committee). This is the ECZM EBVS representative.

The President may not be re-elected to the same office within a six-year period. Other officers may be elected to only one additional term of 3 years.

Additional Diplomates, without a right to vote, may be co-opted as observers or advisors to the Executive Committee if the officers agree unanimously. One member of the Executive Committee will act as (senior) representative on the European Board of Veterinary Specialization and another Diplomat will act as the (junior) representative.

The specialty chair will be elected within the speciality groups by vote of those speciality members for a

3-year period. The position of specialty chair will be up for re-election every 3 years and re-election of the same candidate is permitted for one additional period of 3 years. A chair who has served for two consecutive 3-year periods will not be eligible to be chair again for a period of 3 years, except in exceptional circumstances following approval by the Executive Committee.

The committee members (voting and non-voting) of the Examination, Credentials, Education and Residency, Scientific, Nomination as well as Communication and Outreach Committees will be elected within the specialties by vote of the respective speciality members for a 3-year period. Re-election of committee members is possible. It is the duty of the specialty chairs to ensure regular rotation of the committee members within their speciality without losing the knowledge of experienced committee members.

The chairperson (or co-chairpersons) of each committee is recruited from within the committee and selected by the committee members, preferably by a confidential vote. Following selection, the elected chairperson must be approved by the Executive Committee. The elected chairperson should have served actively on the committee for at least one year prior to appointment. The position of chair will be up for re-election every 3 years and re-election of the same candidate is permitted for one additional period of 3 years. A chair who has served for two consecutive 3-year periods will not be eligible to be chair again for a period of 3 years, except in exceptional circumstances following approval by the Executive Committee.

Ideally, succession of the specialty and chair positions should occur around the time of the AGM. At the relevant meeting the outgoing chair will still chair the meeting and step down at the end. One of the agenda items should be to elect a new chair from the candidates presented, if not already carried out prior to the meeting.

It is the duty of committee chairs to recruit and develop potential candidates to succeed them as chair so the position does not become vacant, or occupied by someone with insufficient experience.

#### **Diplomate-Resident Liaison**

Each of the five (5) ECZM specialties elect one (1) diplomate to act as the Diplomate-Resident Liaison. The person is to be the contact link between the diplomate and resident groups for the given specialty. There is no limit as to how long a diplomate can serve as the Diplomate-Resident Liaison. The liaison cannot be the same person as the Specialty Chair.



#### **Chapter 4: Requirements for being a Specialist**

*The requirements for admission to the College as a Diplomate and being a Specialist are specified in the Bylaws of the College, in line with the Policies and Procedures determined by the EBVS. The requirements listed below are an abridged version of requirements found in Article 4 in the ECZM Constitution.*

Specialists appointed by the College are veterinarians who:

- Have demonstrated fitness and ability to practise the specialty by meeting the established training and experience requirements as assessed by the College.
- Have also attained acceptable scores on comprehensive examinations administered by the College, unless exempted from this obligation and accepted as de facto Diplomates within the initial 5 years of approval of a specialty.
- Demonstrate satisfactory moral and ethical standing in the profession.
- Practise scientific, evidence-based veterinary medicine, which complies with animal welfare legislation.
- Obtained their veterinary degree at least 48 months prior to certification.
- Practise their specialty for at least 60% of their time, based on a 40 hour working week (i.e. > 24 hours/week).
- Are re-evaluated every 5 years using a standard re-certification process.

Each individual who has successfully passed the qualification procedure of the College shall be designated Diplomate of the European College of Zoological Medicine. They shall be authorized to use the designation of Diplomate of the European College of Zoological Medicine (*name of specialty*) in the specialties which have been approved by ECZM and EBVS. The official abbreviation is DipECZM (*Specialty*).

If certain criteria are met and maintained, the individual is entitled to be awarded, by the EBVS, the title of EBVS® European Veterinary Specialist in Avian Medicine and Surgery, or EBVS® European Veterinary Specialist in Herpetological Medicine and Surgery, or EBVS® European Veterinary Specialist in Small Mammal Medicine and Surgery, or EBVS® European Veterinary Specialist in Wildlife Population Health, or EBVS® European Veterinary Specialist in Zoo Health Management.

Each Diplomate is expected to actively participate in the scientific and business affairs of the College and respect and obey the duties and deadlines outlined in the Bylaws and Policies and Procedures. It is possible to make a request for dispensation or extension to either the Executive Committee or the committee concerned. Decisions are up to the relevant committee and must be approved by the Executive Committee.

***Further information on specific requirements for prospective candidates is also found in the individual specialty Policies and Procedures; Part 2 documents.***

## **Chapter 5: ECZM Residency Programmes**

In order to become eligible for specialty examination candidates must have devoted at least four years to formal training after graduation from veterinary school.

Training should be composed of at least one year rotating general internship or at least 2 years in general practice, followed by at least three year of specialty-focused training (residency).

A zoological medicine residency programme shall consist of supervised training, postgraduate education, and experience in the science and practice of the specialty within the field of zoological medicine and its supporting disciplines. The training is under the supervision of at least one ECZM diplomate of the relevant specialty who participates actively in that programme, as defined further below.

The Education and Residency Committee must approve all residency programmes and resident candidates in advance.

### **5.1. Objectives of ECZM residency programmes**

The general objectives of the training programme are:

- To promote aptitude and proficiency in zoological medicine, as well as its theoretical background.
- To instruct the resident in the science and practice of zoological medicine and its supporting disciplines of the appropriate specialty.
- To provide the resident with the opportunity to pursue career goals in teaching, research and/or specialty practice.

### **5.2. Prerequisites for specialty training**

5.2.1. A first period must be a minimum of a one year rotating multi-disciplinary internship (in any species, as defined by EBVS), or a minimum of two years in general practice.

5.2.2 According to the EBVS internship definition: an internship shall be a minimum of a one-year term of flexible rotating clinical training in veterinary medicine beyond the professional degree. It provides practical experience in applying knowledge gained during formal professional education, and offers an opportunity for recent graduates to obtain additional training in the clinical and basic sciences. An internship is composed of a broad range of clinical assignments within one of the major divisions of veterinary medicine. This year of comprehensive broad postgraduate training and experience prepares a veterinarian for high-quality service in practice or for a decision on an area of specialization. It is important that an internship be truly a rotation, involving a wide range of clinical activities. It should be conceived as a training programme for the intern rather than a service benefit for the clinic.

5.2.3. The suitability of prerequisite experience or qualifications of a potential residency candidate is initially evaluated by the proposed supervisor. This does not need to be *pre-approved* by the ECZM, however, *subsequent* formal approval by the Education and Residency Committee of the internship or period in general practice is required prior to starting a residency training programme to ensure compliance with EBVS minimum standards. Details of this process can be found in section 5.8.

### 5.3 Residency programmes

A zoological medicine residency programme is an advanced training programme allowing a qualified veterinarian (*the resident*) to acquire in-depth knowledge of zoological medicine as it pertains to the relevant specialty, under the supervision and guidance of one or more ECZM Diplomates. The goal of a residency programme is to train individuals to become Diplomates who have developed self-confidence, self-criticism and sense of responsibility that are essential for the practise of the specialty.

#### 5.3.1 Standard residency programmes

The residency programme shall comprise at least three years of full-time postgraduate training under the supervision of a Diplomat of the appropriate specialty of ECZM and located at an approved training centre. Residents must be physically present at the approved training centre site and spend at least 60% of their time practising the speciality (based on a normal working week of 40 hours) under direct supervision of the program supervisor(s) or to a smaller extent (max. 30%) by other active Diplomats of relevant specialisation (approved collaborators according to the program). Direct supervision means when first and foremost physical presence during procedures and interventions, or being within an immediate distance, such as on the same floor, and available to respond to the needs of something or someone. In certain cases, like fieldwork, or for common medical procedures the supervisor does not need to be physically present, as long as he/she is directly involved in and oversees the management of the case and is available for consultation with and assistance of the resident.

#### 5.3.2. Alternate programmes

The alternate programme route is intended for veterinarians whose circumstances do not permit enrolment in a standard residency programme. An alternate programme is individually tailored to the specified resident ONLY, such that he/she achieves the required standards by the time of completion. The alternative programme must be approved by the Education and Residency Committee before the Resident embarks on it, and the total length of this programme cannot be shorter than a standard residency programme. The total time of an alternate programme must not exceed six years.

A supervisor can be in charge of an alternate program for a resident, while not being affiliated with an accredited Residency site.

A candidate for an alternate programme must also have previously completed a minimum of a one year rotating multi-disciplinary internship (in any species, as defined by EBVS), or a minimum of two years in general practice.

A resident on an alternate training programme must spend the equivalent of at least 60% of 3 years working in the relevant specialty of zoological medicine under direct supervision of a Diplomat of the ECZM in that specialty. This equates to a minimum of 84 weeks (or equivalent) of direct supervision during the alternate programme period.

5.3.3. All applications for approval of the prerequisites, residency programme or alternate programme are to be sent electronically to the chairperson of the Education and Residency Committee in charge of residencies ([eczm.residency@gmail.com](mailto:eczm.residency@gmail.com)). Receipt of the materials will be acknowledged within a week. Prior to starting a residency training programme, the supervisor should ensure they have received approval of all elements of the training programme, including the prerequisites, from the Education and Residency Committee.

5.3.4. Residents may use the title “*ECZM Resident*” or “*Resident in Zoological Medicine (Specialty)*”, or similar, during the official training period. Once the training period is finished, the resident cannot use terms such as “*exam ready*”, “*residency completed*” or similar. There is no approved title that a former resident can use in the time leading up to their examination following completion of the residency training period.

#### **5.4. Training Programme criteria**

5.4.1. Residency programmes strive to result in the qualification of Specialists who have demonstrated the proper intellectual qualities, professional and technical skills. Moreover, residency programmes aim to develop a culture that recognises the importance of continuous professional development. Specialty training in specific veterinary medicine disciplines may be required to be included as external rotations.

5.4.2. Prospective residents will be required to have undertaken broad training and experience in their chosen discipline. Post-graduate degree studies may be included in the programme; however, at least 60% of the resident’s time (see P&Ps for each specialty for actual requirements) must be allocated to practise of the specialty. Continuing education programmes as the sole method of training will not meet the requirements of certification.

5.4.3 Training completed during the internship (or other prior training time) may not be counted towards or replace training required during the residency programme.

5.4.4. There are general requirements for facilities, services, and equipment that are necessary to become an approved training centre. Training programme criteria are described in more detail in specialty-specific Policies and Procedures (Part 2).

5.4.5. In addition, for residents to qualify to sit the examination, they must meet the minimum requirements for publications as set by EBVS and those set by the individual specialty.

#### **5.5. Supervision by ECZM diplomates in residency programmes:**

5.5.1. Each programme must be supervised by at least one certified and practising Diplomate of the appropriate specialty, physically present and working at the training centre. If there are several Diplomates present, one must be designated as the responsible supervisor and receives the re-certification points for resident supervision. A non-certified Diplomate may serve as a co-supervisor.

5.5.2. The supervisor is the primary responsible contact person for application, registration and approval processes and must maintain regular correspondence with the respective committees of the ECZM.

5.5.3. The selection of a suitable candidate with adequate prerequisite clinical and academic training for the residency programme is at the supervisor’s discretion. The minimum requirements of one-year rotating internship or equivalent training (as detailed in section 5.2 above) must be fulfilled and reported to the Education and Residency Committee according to the process described in 5.8.

- 5.5.4. Daily direct supervision is required, although it does permit the intermittent absence of the supervising Diplomate or the resident for reasons like common medical procedures, fieldwork or educational events, study time, vacations, meetings, days off and sickness are not considered supervised time during a residency. Supervision must include consultations, case discussions, and case management with actual cases (where appropriate to the specialty). Primary responsibility for case work may be increasingly delegated to the resident during advancing course of training and depending on the clinical skills and confidence of the resident.
- 5.5.5. Supervisors are responsible for evaluating and approving the residency monitoring forms (see section 5.6 below) prior to submission to the Education and Residency Committee. Comments and concerns by the reviewers must be discussed with the resident and addressed. A Supervisor Progress report must be submitted to the Education and Residency Committee along with the Case and Activity Log and Resident Progress Report, documenting and commenting the performance of the resident.
- 5.5.6. Residents must meet with the responsible supervisor at least twice yearly for evaluation of performance and progress. When the resident has multiple supervisors, a meeting among the supervisors should precede the meeting with the resident. Minutes of these meetings have to be submitted to the Education and Residency Committee with the residency monitoring documentation.

## **5.6. Monitoring Process during residency**

- 5.6.1. All residents are required to submit residency monitoring documentation at the following pre-determined intervals:
- Clinical residents (Avian, Herpetology, Small Mammal, Zoo Health Management) are required to submit documentation at 3 months and then 6 months, and every 6 months thereafter through the residency (3-3-6-6-6-6 frequency).
  - Non-clinical residents (Wildlife Population Health) are required to submit documentation at 6 months, then 12 months, and every 12 months thereafter through the residency (6-6-12-12 frequency).
- 5.6.2. The documentation to be submitted to the Education and Residency Committee Chair in charge of residents (eczm.edcom@gmail.com) by the resident, after verification and approval by the Supervisor, includes the following:
- **Case and Activity Log:** An Excel document including various logs, such as Medical and Surgical Case Log, Procedure Log, Residency Activity Log, as determined by the specialty. To be filled out and updated continuously throughout the entire residency period. For the case log a case is defined as an animal or a group of animals of the same species managed by the resident, supervisor, or a colleague. The case should be of a procedure / intervention in line with the level of competency that can be expected from a resident. Revisits for the same case should not be included as new cases, while a different procedure on the same animal can be regarded as a new case. Each case log is the result of a personal work. Residents may work on cases together, but only one may serve as a primary clinician on the case log, unless distinct responsibilities are acknowledged by the supervisor(s). The other resident(s) may use the same case as secondary clinician as long as it remains the result of personal work (no copy-paste = plagiarism).

- **Resident Progress Report:** A form recording the residency progress statistically. This serves as an evaluation form of the Case and Activity Log for the reviewer of the Education and Residency Committee.
- **Supervisor Progress Report:** Written by the supervisor, documenting and commenting on the performance and progress of the resident. This may be discussed with the resident prior to submission if the supervisor wishes. Additionally, minutes of the (at least) biannual resident and supervisor meetings have to be submitted.
- **Other Specialty Reports:** Some specialties require additional reports which can be found in Policies and Procedures: Part 2.

The Education and Residency Committee must inform the resident and his/her supervisor within a timeframe of 6 weeks about the outcome of the evaluation of these documents.

If required by the Education and Residency Committee, the resident must also be able to produce detailed medical records of individual cases. These may be excerpts from the clinic data record system.

In addition, the resident is required to complete an annual **Residency Evaluation Form**. This is submitted to the Chair of the Education and Residency Committee in charge of residents (eczm.edcom@gmail.com), and gives the resident an opportunity to evaluate the residency programme they are taking part in. The information is strictly confidential and if problems are raised, the Chair will contact the resident privately to discuss things further.

#### 5.6.3. Policy on late submission of reports to the Education and Residency Committee

It is the duty of residents and supervisors to submit the reports to the Chair of Education and Residency Committee at the required intervals (section 5.6.1). Reminders will not be sent. In case of delays and failure to receive the required materials without previous dispensation, the Education and Residency Committee may take the following steps of action:

- i) If the residency progress monitoring documentation is not received within 1 month of the required date, an email will be sent to the Resident (and cc. to the Supervisor). This will be a **first warning** that submissions are overdue.
- ii) If the required documentation is still not received within one further month, a **second and final warning** will be sent by e-mail to the Resident (and cc. to the Supervisor).
- iii) If no action is taken after this period, the Education and Residency Committee reserve the right to take punitive action. This may include, but is not limited to, declaring the overdue (and therefore non-monitored) period of the residency programme void and thereby requiring an extension of the current training period. Where extending the time period of a residency programme is not possible, the resident may be required to carry out additional assignments as set by the ECZM Education and Residency Committee. This may have to be at the resident's own time and expense.
- iv) In the event of repeated and/or severe offences regarding this policy, the ECZM Education and Residency Committee reserve the right to take further punitive action, which may include termination of the residency training programme.

v) Supervisors will not receive re-certification points for residency time that has been declared void by the Education and Residency Committee.

#### 5.6.4. Policy on late submission of reports to the Resident

It is the duty of the Education and Residency Committee to submit the reviewed report back to the resident no later than 3 months after the report is received by the Committee.

- i. If the Education and Residency Committee fails to provide the review back to the resident within 3 months, the progress report will be automatically considered as acceptable.
- ii. Even when a report is deemed acceptable after a late review by the Education and Residency Committee, a review of the progress report must still be provided to the resident no later than six months after it was received by the committee.
- iii. In the event a resident cannot be provided with a review of the progress report within six months after it was received by the committee, the Chair of the Education and Residency Committee must provide a written report to the ECZM Executive Committee explaining why it has been unable to provide the resident a review of the progress report. At this time the Executive Committee will decide on an appropriate course of action to remedy the situation.

### 5.7. Residency approval process

5.7.1. Diplomates wishing to offer a residency programme must submit a comprehensive and detailed programme proposal to the co-chairperson responsible for residencies of the Education and Residency Committee ([eczm.residency@gmail.com](mailto:eczm.residency@gmail.com)) for evaluation and approval. Receipt of the materials will be acknowledged within one week. The content of the proposal package must include but is not limited to:

- Description of the training site. This would include details about available facilities, equipment, case load, staff, and cooperation with other specialists. The Education and Residency Committee have developed a self-inspection form for clinical residencies to help with this part of the proposal. This can be found in the Specialty Policies and Procedures and can be used as a guide to the minimum requirements. No self-inspection form is required for wildlife population health programmes. Photographic documentation and floor plans of facilities may be included to aid the proposal. The more detailed the proposal is, the faster the reviewing and approval process will be.
- The training site must also show that it is able to provide residents full access to the materials included on the specialty reading list.
  - *for online journals* - provide confirmation of subscription
  - *for handbooks* - provide a picture of or librarian statement for all available books from the reading list
  - *for books available in PDF format* – provide a screenshot or similar
- Full curriculum vitae of the Supervisor as well as proof of up-to-date specialist status.
- If the program includes cooperations with other institutions/diplomates, letters of confirmation

verifying their willingness/capacity to participate in and the duration of the resident training need to be submitted from each collaborator.

- Proposed Programme structure. This should include a description of the duties and responsibilities of the resident, study time allocation, research possibilities, opportunities for external rotations and specialty training. See the Specialty Policies and Procedures for further information.

5.7.2. The proposal will be assessed by the Education and Residency Committee and more information may be requested. The Committee must fully evaluate the documentation and provide feedback within a timeframe of 2 months. If additional documents are requested, the Committee must provide the subsequent feedback not later than 1 month following rebuttal. In addition, a physical inspection of the training site may be required. In that case, applicants for new residency training facilities are expected to pay reasonable expenses to accommodate the ECZM inspection party. These fees will be refunded by ECZM upon successful acceptance as an approved residency facility.

### 5.7.3. Re-evaluation and re-approval of Training Programmes

#### 5.7.3.1. Validity of Programme approval

Approval of a training programme is valid for a maximum period of five years, after which re-evaluation is required by the Education and Residency Committee to ensure continued quality assurance. In exceptional cases the supervisor can ask the Education and Residency Committee for an extension of this deadline. In cases where concerns arise from the application, past issues with residents, or challenges related to the training programme, the Education and Residency Committee may grant (re)approval with specific restrictions deemed necessary to ensure the proper functioning of the programme. These restrictions may include, but are not limited to, granting (re)approval for a shorter period (e.g., three years) or limiting the number of residents approved at a given time.

#### 5.7.3.2. Re-evaluation package and timeline

To ensure timely re-approval, the re-evaluation package must be submitted to the Education and Residency Committee by November 1<sup>st</sup> of the year a site is due to be re-evaluated. This allows for re-approval to be obtained by January 1<sup>st</sup> of the following year, pending the committee's decision. At least one reminder will be sent before the deadline by the Education and Residency Committee. If a supervisor fails to respond or submit the re-evaluation package on time, their status as residency site is withdrawn and they have to accredit their site completely new, under the current Policies and Procedures' application rules.

#### 5.7.3.3. Content of the re-evaluation package

The re-evaluation package must include:

- proof of the supervisor's up-to-date specialist status
- the completed self-inspection/assessment form of the relevant specialty
- a cover letter. This should explain how the residency site and program have evolved, how many residents were trained and credentialed for the exam over the past 5 years, as well as a detailed summary of any issues raised in the progress reports of residents trained within the past five years, along with a description of corrective actions taken to address identified issues.
- the (updated) residency programme, including all necessary programme amendments (e.g., changes in personnel, projects, facilities, equipment, or programme structure).

#### 5.7.3.4. Reporting major changes

Re-evaluation may also be required outside the regular five-year cycle in the event of significant programme changes, including but not limited to a change of supervisor or programme director, major changes within or moving of facilities, equipment, or the structure of the programme. All changes to



the content, facilities, or structure of the approved programme must be reported immediately to and accepted by the Education and Residency Committee.

5.7.4. In an *approved* standard residency programme, one supervisor may supervise up to two residents at the same time. In exceptional cases three (3) residents can be allowed for a restricted time period (following approval by the Executive Committee).

#### 5.8. Resident candidate registration process

5.8.1. Once a training facility and training program are approved, it is the responsibility of the residency Supervisor to select a candidate who satisfies the criteria required to embark on a residency program as detailed in the Bylaws and Policies and Procedures.

Once a candidate is selected, the prospective resident must be registered with the Education and Residency Committee by submission (and acceptance) of the documentation specified below. The Education and Residency Committee ([eczm.residency@gmail.com](mailto:eczm.residency@gmail.com)) must be notified of, and formally approve, the new residency candidate before the start of the training period. Training time will only count toward program requirements/residency period if the resident has been formally approved by the Education and Residency Committee before the start of the training period.

The approval process requires at least 4 weeks from the date of submission of the complete registration request. Therefore, it is the sole responsibility of the Supervisor to ensure that the approval process is initiated early enough to allow the training period to start as planned. The Education and Residency Committee recommends that residencies start between April and November, mainly to meet the November 1<sup>st</sup> deadline for examination credentials, but also to maximize the resident's ability to sit the exam shortly after completing their program (also see 6.2.1.).

5.8.2. Retrospective Approval refers to the situation where a candidate has already started working as a resident before being formally approved by the Education and Residency Committee. Retrospective approval of candidates will only be granted in cases where delays are the sole responsibility of the Education and Residency Committee or in exceptional circumstances where it was impossible to register the candidate within the required timeframe (e.g., unforeseen emergencies or extenuating circumstances impacting the Supervisor).

#### 5.8.3. Candidate registration for a standard residency

Registrations are submitted by the supervisor and should include:

- The Application Form (found on the ECZM homepage under "QUICKLINKS – How to... become a resident")
- A recommendation letter from the supervisor, including the name of the proposed supervisor, proposed resident and the location, duration, timing and brief details of the training programme.
- An academic curriculum vitae of the chosen candidate, including their graduate degree.
- Specific indication of the section of the candidate's curriculum vitae that fulfils the prerequisites of specialty training as defined in section 5.2. should be included in the above letter.

**Please note:** The prerequisite qualifications of a potentially suitable residency candidate are to be evaluated primarily by the supervisor, however, formal approval by the Education and Residency committee is needed to verify and confirm compliance with the minimum EBVS standards.

#### 5.8.4. Registration of an alternate programme and candidate

Alternate programmes are tailored to the individual candidate's personal circumstances and prerequisite experience. Therefore, the approval of the programme and registration of the new candidate are parallel processes.

Applications for alternate programme approval and subsequent candidate registrations are submitted by the potential resident and should include:

- An application letter from the candidate explaining their reasons for choosing an alternate route programme along with reasons for not participating in a standard programme. This must also confirm understanding the requirements for an alternate programme as detailed in section 5.3.2 of the Policies and Procedures.
- In particular, the candidate must acknowledge the prerequisite requirements as defined in section 5.2 and the supervision requirements 5.3.2. indicating that the candidate will be spending the *equivalent* of at least 60% of 3 years working in the relevant specialty of zoological medicine under direct supervision of a Diplomate of the ECZM in that specialty. This equates to a minimum of 84 weeks (or equivalent) of direct supervision which must be completed over a period of greater than 3 years and less than six years.
- The Application Form (found on the ECZM homepage under "QUICKLINKS – How to... become a resident")
- An academic curriculum vitae of the candidate, including their graduate degree.
- Detailed programme structure of the alternate programme, including the name of the proposed supervisor (s) and training centre(s). Where multiple Diplomates are involved in supervision, ONE Diplomate must be designated as the responsible supervisor of the alternate programme.
- A letter of support from the supervisor of the alternate programme and confirmation of their participation. This letter must also include specific indication of the section of the candidate's curriculum vitae that fulfils the prerequisites of specialty training as defined in section 5.2.

5.8.5. Once the registrations and training centres (and programme approval for alternate programmes) have been assessed by the Education and Residency Committee a decision will be communicated to the supervisor (in the case of standard residencies) or resident and supervisor (in the case of alternate programmes). If the registration is approved, the programme may begin as planned, ensuring the Education and Residency Committee are notified of the start date and the candidate has registered on the ECZM homepage. If the application is not approved, areas for change will be suggested and the programme will be reassessed.

## **Chapter 6: Application process for ECZM examination**

6.1. All potential applicants must notify the ECZM Examination Committee Chair of their intent to apply for the qualifying examination before October 1<sup>st</sup> of the year prior to their anticipated examination. Following this notification, the Chair will send the all pertinent information required for the application process and the examination to the applicant.

6.2. Applicants must submit all in-press and published manuscripts and written evidence of other fulfilled requirements (see 6.4 below) to complete their examination credentials to the ECZM Secretary before November 1<sup>st</sup> of the year prior to their anticipated examination. This will be sent to the Credentials Committee for evaluation.

6.2.1. Whilst all other requirements of the application process must be completed prior to the November 1<sup>st</sup> deadline, it is not mandatory that the residency training programme is completed by this time. It is recommended that the training programme should be completed at least 2 months before the anticipated examination date. However, completing the training programme nearer to the examination date is permitted, providing all matters are in order and the Credential Committee and the Education and Residency Committee are aware of the shorter time frame. Completion of a training programme less than 2 months before the scheduled examination is entirely at the applicant's risk. If there proves to be inadequate time for the relevant committees to fully evaluate the credentials, then the applicant will not be permitted to sit the examination. Supervisors and applicants are encouraged to allow appropriate time for examination preparation between the end of the training programme and the examination.

6.3. The approximate dates of examination will be posted on the website at least four months in advance, and the specific date will be provided to applicants nearer the time.

6.4. In order to credential for the examination, all candidates must submit the following documents electronically to the ECZM Secretary:

- **Covering letter** requesting application for examination credentialing in your chosen specialty. Also include a summary of the documents you will be including in your application.
- **Curriculum Vitae**—see appendix 4 for guidance.
- **Reference letter(s)** from the programme supervisor(s) of each institution involved in the training programme. All letters must be from persons familiar with the candidate's training and be sent (electronically) directly to the Secretary. Requests by the applicant for reference letters should be made early so as to assure that these letters are received by the Secretary on or before the application deadline (November 1<sup>st</sup> of the year prior to the examination). It is the applicant's responsibility to see that all letters are sent to the Secretary on time. The Credentials Committee is responsible for absolute discretion and confidentiality regarding the reference letter(s). After approval of the candidate to sit the examination the reference letter(s) will be deleted. Reference letters must contain the following:
  - Verification of the specialty zoological medicine training programme and level of supervision.
  - An opinion regarding the applicant's proficiency, judgment, and competence as a specialty zoological practitioner and readiness to sit the examination.

- The commitment of the applicant to the constitutional objectives of the ECZM.
- The moral and ethical standing of the applicant within the veterinary profession.
- **Documentation logs.** The completed and verified logs required by the specialty must accompany the application. If the training programme is not yet finished, then the logs must be complete up to the time of application.
- **Case Reports (where required):** The specified number (See Policies & Procedures; Part 2 for specific requirements) of case reports of cases personally handled with a maximum of 1500 words each, which give an assessment of the analytical approach of the candidate.
- **Publications.** Original peer reviewed papers from within the candidate's specialty, as required for the specialty (see Policies & Procedures; Part 2). These must be published or fully accepted for publication as evidenced by a letter from the editor.
- Any relevant previous correspondence relating to the training programme and application.
- **Evidence of payment of Credentialing fee.** The application will not be evaluated or processed without payment of the fee indicated in Chapter 9. This fee is non- refundable. If any portion of the application has to be re-submitted, the payment of further fees will be at the discretion of the Credential Committee. Payment of the credentialing fee is to be done on the ECZM website before November 1st. If the payment is successful, a receipt will be downloadable. If assistance is needed, contact the ECZM Treasurer ([eczmtreasurer@gmail.com](mailto:eczmtreasurer@gmail.com)).

6.4.1. The responsibility for accuracy and availability of all required credentials rests with the applicant.

6.4.2. The Education and Residency Committee must also verify the successful completion of a standard residency or alternative training programme. They will inform the Credential Committee of this when the training programme is completed. If completion of the training programme is still pending, then provisional approval of the examination credentials may be provided, until such time as the training programme is finished (see 6.2.1. above).

6.4.2. Following review of the submitted credentials by the Credentials Committee, applicants (and the Examination Committee Chair) will be notified of the outcome by the ECZM Secretary on or before December 1<sup>st</sup> of the year prior to the examination.

6.4.3. Successful applicants will be invited to submit an application to sit the examination (see 6.5 below).

6.4.4. Unsuccessful applicants will receive an explanation of the deficiencies in credentials. Minor revisions may be accepted by the Credentials Committee in order to accept the application, and the applicant will be advised of this, as well as the revised deadlines expected. If credentials are rejected and require major additions or revisions, then the applicant will be invited to re-submit the following year. A subsequent re-application must include re-submission of credentials and a new application form, an updated Curriculum Vitae, relating correspondences, and an additional application fee. The documentation must be presented in the manner previously described, and in accordance with the same deadlines.

6.5. Applications to sit the Specialty examination must be made online through the website. Additionally, payment of the Examination Fee must be made prior to or on January 1<sup>st</sup> for candidates to be allowed to sit the examination. Further details with regard to the process can be found on the ECZM website. Application to sit the Specialty examination would usually be done directly after acceptance of examination credentials, but applicants do have up to eight years to pass the examination following completion of their training programme.

6.6. The Chair of the Examination Committee will notify successful applicants of the location, dates and procedure for the examination by February 1<sup>st</sup> of the year of the examination.

6.7. **Late or incomplete applications at any stage of this process will not be considered.** It is the resident's responsibility to ensure that their application is complete within the deadline.

6.8. All correspondence regarding the application procedure and notification must take place as described in these Policies and Procedures. All submitted application materials become the sole property of the ECZM and will not be returned to the applicant. All correspondence must include the ECZM secretary in cc so it is officially notified.

6.9. New ECZM Diplomates who have just passed the examination must submit (and have accepted) 10 multiple-choice questions and two practical questions with suitably referenced answers, for use in subsequent ECZM examinations. These questions are mandatory as part of their first certification, and are required in addition to the 5 multiple-choice questions and two practical choice questions that are part of the 5-yearly recertification. No recertification points are awarded for these questions.

## **Chapter 7: ECZM Examination**

The examination will test all aspects of the relevant specialty of zoological medicine.

### **7.1. The examination may be composed of two sections:**

**7.1.1. Multiple-Choice Questions.** The examination consists of a set of 175 pre-determined number of multiple-choice questions, with each question being worth 1 point. The pass mark is set at 65%. Each multiple-choice question consists of two parts: the stem and the responses. The stem is the introductory statement or question. The responses are suggested answers that complete the statement or answer the question asked in the stem. For each question, there is one correct response, and 4 distractors.

**7.1.2. Practical/Written Questions.** The practical portion of this examination is composed of short answer questions that relate to an appropriate clinical or management situation. There will be 27 short essay or short answer questions that may be composed of one or several parts. Questions may make use of physical material, radiographs, data for analysis, situational material, photos, videos and anything else that can be used to test knowledge of the specialty. The pass mark is set at 65%.

**7.2.** Candidates have 4 hours available for completion of each portion of the examination. Extra time may be allowed in cases of dyslexia, medical reasons or other circumstances. A recent medical report or certificate must be provided with the examination application. The appropriate amount of extra time allotted to the candidate will be decided upon by the Examination Committee at least one month prior to the examination and the candidate will be informed.

**7.3.** The majority of examination questions will be referenced from the relevant specialty ECZM Reading List. However, a maximum of 3% of questions may be referenced from additional relevant resources where the subject matter is important and relevant to the specialty.

**7.4.** All questions in the examinations must come from the ECZM Examination Database, composed of questions written and submitted by Diplomates.

**7.5.** The reading list and the examination are only given in English. The Examination Committee may permit the use of dictionaries, with prior approval.

**7.6.** All parts of the examination must be held at all times under the direct supervision and physical presence of members of the Examination Committee or trained invigilators. In line with modern best practice, an invigilator must not be otherwise occupied during the examination and must not leave the room during the examination without being replaced by another invigilator.

**7.7.** Examination results will normally be provided within 3 weeks of the examination. A list of candidates who successfully pass will be sent to the President by the Chairperson of the Examination Committee. Examinees will be given an *examination feedback form* that must be completed and returned to the Examination Committee within one month of the examination.

7.8. After successfully passing the ECZM examination, each new Diplomate is expected to submit 10 multiple-choice questions and two practical/short answer questions to the Examination Committee. These should be referenced from the specialty reading list.

7.9. Candidates must pass the examination within eight years of completion of the residency programme. They may sit each different part of the examination on a maximum of four (4) occasions. Any candidate who fails either part of the examination may, at the discretion of the Examination Committee, be permitted to re-sit just that part on a subsequent year.

7.10. Failure to pass the entire examination within the limits defined in 7.9. above means that the candidate must repeat the examination credentialing process and will be required to complete additional periods of training, experience or written work as decided by the Credentials Committee. The second approval by the Credentials Committee will be reviewed annually, the incoming Examination Committee chairperson and the incoming Credentials Committee chairperson having the option of recommending reapplication on a yearly basis if the candidate continues to fail the examination. This applies for the Internationally Recognised specialist applicant

7.11. The repeat examination credentials must include as a minimum:

- A written outline of the applicant's self-evaluation and his/her attempts to improve on the areas of knowledge noted to be deficient.
- A completed application form (Appendix 3).
- An updated Curriculum Vitae with an *addendum* reflecting training and experiences directed towards correcting any deficits in knowledge as noted by the report from the Examination Committee.
- At least one letter of reference specifically addressing the efforts taken by the applicant to prepare for subsequent attempts to pass the examination.
- At least one additional major publication in the field of the relevant specialty in zoological medicine, with the applicant being the first author. The publications must have been published or at least fully accepted for publication (proof must be provided) by an internationally refereed scientific journal (i.e. mentioned in the Science Citation Index or one of the journals mentioned in the reading list). The publication must be less than five years old at the date of the current application deadline.
- All relating correspondence including a list of all dates of previous applications and relevant correspondence.

Payment of the examination fee is required on or before the application deadline of January 1<sup>st</sup> of the year of the anticipated examination. The fee is **non-refundable**. Repeated examination attempts (even if just one part) will require an additional payment of the full examination, on each occasion. Payment can be made in the same way as for examination fee on the resident website profile page.

## **Chapter 8: Re-certification of Diplomates**

Each Diplomate is required to provide validation every 5 years that they sufficiently qualify to continue their certified Diplomate status. The College has established a standard procedure by which these requirements are re-evaluated via a standardized points system and other specified criteria. This procedure meets the requirements as established by EBVS.

***More detailed information on the requirements for re-certification can be found in Article 4.9 of the Constitution and in Bylaws section 2.10. The allocation of re-certification points is detailed in Appendix 2.***

In summary, successful re-certification of Diplomates every 5 years requires that:

- The Diplomate receives at least 100 re-certification points based on the allocation detailed in Appendix 2.
- The specialty is practiced at a level of no less than 60% of their time, based on a normal working week of forty hours.
- There has not been an interruption of practice for more than two continuous years (or equivalent) within the 5-year period (without previous dispensation by the Executive Committee).
- The minimum requirement for AGM attendance is 2 physical meetings, **or** 1 in person and 2 verified online **or** 4 verified online during the 5-year re-certification period (unless provided previous dispensation by the Executive Committee).
- The Diplomate contributes to at least **one** publication within the 5-year period (as listed in Appendix 2).
- A minimum of five multiple choice questions and two practical questions are accepted by the Examination Committee over the 5-year period.

In addition to aforementioned requirements, Diplomates are required to ask two senior colleagues or authorities to send to the College a letter of reference certifying that the Diplomate in question has been active in practising his/her specialty for the last 5 years at the specialist level (template see appendix 2). Alternatively, an individual self-declaration may be submitted in lieu of the letters of reference.

There are no mandatory re-certification requirements for non-certified Diplomates. However, ECZM does permit voluntary re-certification for double Diplomates in their non-certified specialty so that they may switch their certified (and specialist) status to their other discipline. To voluntarily re-certify in a non-certified specialty, a Diplomate must still achieve 100 re-certification points and must meet all the usual re-certification requirements, except they do not need to certify that they practise the speciality for 60% of their time and do not need to provide reference letters.

Diplomates who fail to achieve the above requirements will be moved to **Non-Certified Diplomate** status.



## **Chapter 9: ECZM Fees and planning of activities requiring budget**

Certified Diplomate annual fee	€ 165
Non-certified Diplomate annual fee	€ 100
Retired Diplomate annual fee	No Fee
Honorary Member	No Fee
Application to start Residency	No Fee
Credentialing fee	€ 150
Examination Fee	€ 450
Credentialing for return from non-certified to certified status	€ 200
Late re-certification fee (where approved)	€100
Annual membership late payment surcharge	€50
Credentialing fee of internationally recognised specialists	250€
Mock exams for candidates other than residents and those enrolled in residencies or alternate pathways	50€

Annual dues (membership fees) are payable by April 1<sup>st</sup> every year and provide membership for that year. It is the responsibility of members to pay the appropriate fee by the deadline.

An initial request for fees will be sent 3 months before deadline on or around January 1<sup>st</sup> and then a second request will be sent 1 month before deadline on or around March 1<sup>st</sup>. Members who have not paid their fees by the deadline will be in arrears. An "overdue" reminder will be sent 2 weeks after deadline on or around April 14<sup>th</sup> requesting immediate payment along with a late payment fee. A "final notice reminder" will be sent on or around July 1<sup>st</sup> requesting immediate payment along with a late payment fee. **No further reminders will be sent.** Any Diplomate who has not paid by October 1<sup>st</sup> (6 months after deadline) may be voted for removal from the College by the Executive Committee at the next scheduled meeting (*ECZM Bylaws section 6.7*).

All other fees such as examination or credentialing fees must be paid at the time of application. No action will be taken until payment is received.

Any person(s) or committee of the ECZM planning a new or major activity for the College must provide a preliminary outline/program, along with a detailed preliminary budget, to the ECZM Treasurer. No ECZM funds can be pledged to any party without submitting the preliminary program and budget timely beforehand, and only upon agreement from the Treasurer. If the Treasurer does not support the proposed budget, both parties will work together to reach consensus that is in the best interest of the College. The ECZM Executive Committee will be informed throughout the process of budgetary oversight and has to approve the final proposed budget submitted by the Treasurer.

## **Appendix 1: ECZM DEADLINES**

May 1 <sup>st</sup>	Deadline for applications to be internationally recognised and to be considered for examination in the following calendar year
October 1 <sup>st</sup>	Potential examination candidates must inform the Examination Committee Chair of their intent to apply for the qualifying examination
November 1 <sup>st</sup>	Credentialing applications must be submitted if the candidate is to be considered for examination in the following calendar year.
December 1 <sup>st</sup>	Candidate will be informed by the Credentials Committee Chair whether they have passed the credentialing process in order to potentially sit the ECZM examination in the following calendar year onwards. Diplomates will be informed about the review of their submitted exam questions by the Specialty lead within the Examination Committee, provided exam questions have been submitted in a timely manner (before September 30 <sup>th</sup> )
December 31 <sup>st</sup>	Deadline for Diplomates to submit re-certification material.
January 1 <sup>st</sup>	Applications to sit the examination must be made by this time of the year they intend to sit the examination.
February 1 <sup>st</sup>	Successfully credentialed candidates will receive information regarding location and time of ECZM examination from ECZM Examination Committee Chair along with the specific order of the various parts of the examination.
April 1 <sup>st</sup>	ECZM membership fee are payable by this date for membership of the current year.
April 14 <sup>th</sup>	Overdue membership payment reminders will be issued (including the late payment fee).
March-May	ECZM Annual General Meeting takes place at this time of year – usually around another major zoological medicine scientific conference, or with ECZM’s own scientific symposium.
March-May	ECZM examination will take place to coincide with ECZM Annual General Meeting. Individual results will be provided to each candidate within 3 weeks of the examination.
July 1 <sup>st</sup>	FINAL reminder for membership payment. If payment is not received by October 1 <sup>st</sup> , then the member can be voted for removal from the College by the Executive Committee.
September 30 <sup>th</sup>	Deadline for submission of Exam questions to the Specialty lead in the Examination Committee in order for these to be reviewed in a timely manner by the Examination Committee

Diplomates and Residents are expected to respect and obey these deadlines. If necessary, it is possible to make a request for dispensation or extension to either the Executive Committee or the committee

concerned. Decisions on possible exceptions are up to the relevant committee and must be approved by the Executive Committee.

## **Appendix 2: Re-certification points for ECZM Diplomates**

**For successful re-certification, the minimum number of points required over the 5-year period is 100.** The information must be clearly ordered and itemised before being submitted to the chair of the Credential Committee, along with any documentary evidence.

### **A. PUBLICATIONS** (maximum 75 points)

At least **ONE** publication from this list is mandatory to achieve re-certification (*effective for those re-certifying in 2019 and onwards*).

- Original peer-reviewed scientific article (main author)	20 points
- Original peer-reviewed scientific article (co-author)	10 points
- Original peer-reviewed case report (main author)	6 points
- Original peer-reviewed case report (co-author)	3 points
- Review articles	6 points
- Textbook chapter as main author (minimum 1000 words)	6 points
- Textbook chapter as co-author (minimum 1000 words)	2 points
- Editor of a textbook (minimum 100 pages)	10 points

Publications must be relevant to the specialty. Peer-reviewed articles must appear on the Science Citation Index from the Institute for Scientific Information or in the specialty reading list. Main author is normally the first author, but in some situations can be the last author if it can be documented that this is the principal investigator. Co-author can be any other contributing author. Review articles and textbook chapters do not have to be peer-reviewed.

### **B. PRESENTATIONS** (maximum 50 points)

- International scientific meetings, including ECZM meetings (per presentation)	8 points
- Poster presentation at international meeting as 1st author	6 points
- National scientific/educational meetings (per presentation)	3 points
- Continuing education presentations (per hour of presentation)	1 points

Presentations must be relevant to the specialty.

### **C. ECZM BUSINESS MEETINGS**

- ECZM AGM in-person attendance when held simultaneously with CPD conference	2 points
- ECZM AGM virtual attendance when held simultaneously with CPD conference	1 point
- ECZM AGM in-person attendance when held simultaneously with ECZM Symposium	4 points
- ECZM AGM virtual attendance when held simultaneously with ECZM Symposium	2 points

### **D. CONTINUING PROFESSIONAL DEVELOPMENT MEETINGS** (maximum 50 points)

- ECZM Symposium (per half day)	6 points (max 12 points per meeting)
- International congress or meetings (per half day)	4 points (max 16 points per meeting)
- National congress or meetings (per half day)	2 points (max 8 points per meeting)
- Non-specialised congresses or meetings (per half day)	1 point (max 4 points per meeting)

Only sessions attended that are relevant to the specialty qualify to earn re-certification points

## E. ECZM COMMITTEE MEMBERSHIP

- Executive committee member (per complete year)	12 points
- Examination supervisor (per year present as an examiner)	8 points
- Chair of College committees <sup>1</sup> (per complete year)	8 points
- Member of College committees <sup>2</sup> (per complete year)	4 points
- Specialty leads in the Examination Committee	8 points
- Diplomate-Resident Liaison (per complete year)	4 points

<sup>1</sup>Does not include specialty chairs who already receive points for Executive Committee membership.

<sup>2</sup>As confirmed by the chair of the committee. Points also granted to non-voting members appointed by their specialty and involved in active work of the committee. Auditors, and Local Accounts Officer Receive the same number of points per year.

To claim the re-certification points above, the members must be active on the committees and this must be verified by the committee chair.

## F. RESIDENCIES

- Standard residency supervisor (per resident, per year completed)	12 points
- Alternate programme supervisor (per completed programme)	20 points

## G. EXAMINATION QUESTIONS (maximum 55 points)

At least **FIVE** MCQs and **TWO** practical questions are mandatory to achieve re-certification. Questions must have been accepted by the examination committee to qualify for re-certification points.

- MCQ (per accepted question)	1 point
- Practical Question (per accepted question)	3 points

In addition, Examination Committee members can achieve points for providing updated references for exam questions already in the exam database for which the previous references are outdated, but the question is still relevant.

- Per 3 re-referenced questions	1 point
---------------------------------	---------

In order to be eligible for re-certification, questions must be submitted to the specialty lead within the Examination Committee by September 30th of the year in which the documents for re-certification must be submitted. Following submission of the questions, the Diplomate will receive a notification email that confirms receipt of the questions, and will be notified by the specialty lead of the outcome of the question review no later than December 1st. Should the Examination Committee fail to meet this deadline, at the discretion of the Executive Committee the questions can be used by the Diplomate for the purpose of recertification.

For Diplomates in their first recertification period, an additional 10 MCQ and 2 PQ need to be submitted and accepted as part of the first recertification. However, no recertification points are awarded for these questions.

#### **H. OTHER ACTIVITIES**

- Member of international editorial board 8 points
- Member of national editorial board 4 points

The member must hold a permanent position on the editorial board of a zoological medicine journal or the subject matter reviewed must be zoological medicine. Points awarded only once per editorial board per re-certification period.

#### **I. I. EVIDENCE OF GOOD STANDING**

J. This can be either two letters of reference from two EBVS specialists or a self-declaration by the individual. Please use one of the templates below and they must be submitted with the application for re-certification.

### **Template ECZM Letter of Reference for Re-certification**

Name of applicant:

Title of specialty:

**1. In what capacity do you know the applicant?**

*It is not allowed that the referee is a relative or partner (business or social) of the applicant. One referee should be an EBVS - recognised Diplomate from the same country and of the same specialty. If there are no professionally qualified persons in the applicant's country or specialty, specialists in other disciplines or a senior colleague (e.g. Head of Department, Dean) may act as a referee. Only one academic colleague at the same institute may provide a reference.*

**2. How long have you known the applicant's work?**

*A referee must normally have known the applicant for the five-year period prior to application/re-application that the applicant is offering as experience in their specialty. A professional and not a personal reference is required.*

I know the applicant

personally ☐

by reputation ☐

**3. Tick the criteria by which, in your opinion, the applicant is maintaining their EBVS Specialist status. The EBVS expects that all Specialists have:**

- Been practising (through practice, teaching and research) their specialty for at least 60% of their time (minimum 24 hours per week), for the last 5 years; ☐
- Demonstrated satisfactory moral and ethical standing in the profession; ☐
- Practised scientific, evidence-based veterinary medicine, which complies with animal welfare legislation. ☐
- Promoted continuous improvement in the quality and standard of specialist practice ☐
- Communicated effectively to the public and to professional colleagues. ☐

**b. Template ECZM Self-declaration for Re-certification**

Name of applicant:

Title of specialty:

I hereby declare that I have met the following criteria as set forth by the EBVS and the ECZM:

Been practising (through practice, teaching and research) in my area of specialty for at least 60% of the time

(minimum 24 hours per week), for the last 5 years;

Maintained a satisfactory moral and ethical standing in the profession;

Practised scientific, evidence-based veterinary medicine, which complies with animal welfare legislation.

Promoted continuous improvement in the quality and standard of specialist practice

Communicated effectively to the public and to professional colleagues.

Signature:

Name (in capital letters): Date:

I signify below my whole-hearted support for this application for. Any ☐

other comments:

Signature:

Name (in capital letters):

Date:



### **Appendix 3: Curriculum Vitae for ECZM Examination Credentialing**

The applicant's usual C.V. can be used to credential for the examination, providing it clearly contains the following information:

FULL NAME

ADDRESS

DATE OF BIRTH

EDUCATION

COLLEGES

DATES

DEGREES

PROFESSIONAL ACTIVITIES

MEMBERSHIP OF SCIENTIFIC ORGANIZATIONS

HONOURS

PROFESSIONAL

PUBLIC SERVICE

OFFICE HELD

PROFESSIONAL

PUBLIC SERVICE

PROFESSIONAL PRESENTATIONS

PUBLISHED PEER REVIEWED SCIENTIFIC PUBLICATIONS (IN THE SPECIALTY)

#### Appendix 4: Knowledge, Skills and Competences of the Diplomates of the European College of Zoological Medicine

##### **Training of Veterinary specialists: EQF level 8 (doctoral degree)**

The minimum 4-year Training Programme allows graduate veterinarians, who have completed a minimum of one year internship programme or its equivalent, as defined in section 5.2 of the Policies and Procedure, Part 1: General information, and a minimum of a 3-year College-approved Residency Training Programme to acquire in-depth knowledge of the scientific field of zoological medicine and its supporting disciplines under the supervision and guidance of a Diplomat of the College of the same speciality.

This distinguishes the Specialist level from the first clinical degree (Masters) level, which is EQF level 7, and the “middle tier” or the “Advanced Practitioner”.

Overall specialists will have the intellectual qualities, professional (including transferable) and technical skills necessary for successful employment in professional environments requiring the exercise of personal responsibility and largely autonomous initiative in professional or equivalent environments.

By his/her expertise, the specialist should have developed the self-confidence, self-criticism and sense of responsibility that are essential for the practice of the specialty.

##### **A. In particular in relation to knowledge, specialists will be veterinarians who have demonstrated:**

1. a systematic acquisition and understanding of a substantial body of facts, principles, theories and practices, which is at the forefront of their area of professional practice;
2. a high moral and ethical standard with regard to his/her contribution to the protection of animal health and welfare, human health and the environment;
3. willingness to maintain up to date knowledge through congresses and literature;
4. the ability to be acquainted with the structure, objectives, approaches and problems of the veterinary profession and specifically with regard to zoological medicine;
5. the ability to keep abreast of new developments in the specialty and become familiar with new methods, before applying these in practice;
6. understanding of the limitations of the specialty of zoological medicine;
7. understanding of the possibilities that other specialties may have to offer;
8. familiarity with the potential of multidisciplinary cooperation;
9. awareness of current E.U. and national regulations with regard to all aspects of zoological medicine;
10. the ability to conceptualise, design and implement research projects relevant to their own professional practice for the generation of new knowledge, applications or understanding at the forefront of the specialty;
11. a detailed understanding of applicable techniques for research and advanced professional enquiry to support all the above.

**B. In particular, in relation to skills, specialists will be veterinarians who have demonstrated ability to:**

1. perform at a high level of professional expertise in the speciality area of zoological medicine, including the ability to make informed judgements on non-routine and complex issues in specialist fields, often in the absence of complete data;
2. use a full range of investigative procedures and techniques to define and refine problems in a way that renders them amenable to the application of evidence-based approaches to their solution;
3. use patient safety knowledge to reduce harm and complications;
4. communicate their ideas and conclusions clearly and effectively to specialist and non-specialist clients and audiences;
5. act professionally in the provision of customised and optimal solutions to problems with regard to animals, clients, colleagues, public health and the environment;
6. apply high level knowledge and skills at the forefront of the specialist area of zoological medicine to their own professional work;
7. approach problems in an analytic, scientific way and attempt to find solutions;
8. assign priorities to identified problems;
9. use modern standards of skills and equipment;
10. find required information quickly;
11. organise all aspects of his/her work efficiently and effectively.

**C. In particular, in relation to competences, specialists will be veterinarians who have demonstrated ability to:**

1. perform at a high level of competency through teaching, research and practice in their specialty;
2. carry out their responsibilities safely and ethically;
3. create, evaluate, interpret and apply, through clinical studies or original research, new knowledge at the forefront of their professional area, of a quality to satisfy peer review, and merit publication and presentation to professional audiences;
4. promote, within academic and professional contexts, technological, social or cultural advancement in a knowledge-based society;
5. promote aptitude and proficiency in the field of zoological medicine;
6. continue to undertake research and/or clinical studies at an advanced level, contributing substantially to the development of new techniques, ideas or approaches in the speciality;
7. develop their professional practice and produce a contribution to professional knowledge;
8. maintain both professional expertise and research through advanced scholarship;
9. develop applied research relevant to their professional area and other scientific activities in order to contribute to the quality of the speciality of zoological medicine.

## Appendix 5: Quality Assurance

*The **mission** of the College is to contribute significantly to the maintenance and enhancement of the quality of European Veterinary Specialists in Zoological Medicine across all European countries at the highest possible level so as to ensure that improved optimal veterinary medical services will be provided to the public.*

1. Towards achieving this goal, ECZM imposes special training beyond the professional veterinary degree to enhance the ability of candidates to meet certification requirements and to update the competence of specialists, and has:
2. established a policy and associated formal mechanisms for the approval, periodic review and monitoring for the assurance of the standards and quality of the programmes and awards is offering;
3. established a system of collection, analysis and use of up to date, impartial and objective, relevant information for the effective management of the training programmes and other activities of the College, to be regularly submitted to the EBVS;
4. established a clear policy and the procedures, including a re-evaluation form, for re-certification of the Diplomates for membership of the Colleges every five years;
5. conflict of interest avoidance mechanisms in place on all levels, e.g. applications for enrolment as a resident, approval of residency programmes, approval of credentials, examinations, appeals procedures and so on;
6. established a policy and the procedures for complaints or appeals, and disciplinary actions against Diplomates or Residents/Candidates.
7. Moreover, working under the umbrella of the European Board of Veterinary Specialisation, ECZM also contributes to its goals by ensuring that:
8. the College commits itself to the development of a culture, which recognises the importance of quality, and quality assurance, in its activities, and to achieve this, it develops and implement a strategy for the continuous enhancement of quality;
9. the interests of society and veterinary profession in the quality and standards of specialist education and training are safeguarded;
10. any specified experience requirement is clearly defined, relevant to the objectives of the specialty, and amenable to evaluation;
11. a strategic plan must be developed every ten years;
12. the strategy, constitution/bylaws, policy and procedures, and all major documents of the College are publicly available;
13. residents are assessed using published criteria, regulations and procedures which are applied consistently;

14. staff involved with the training of residents are qualified and competent to do so;
15. the resources available for the support of resident learning are adequate and appropriate for each programme offered;

#### **Accountability procedures**

ECZM has in place its own procedures which include the following:

- i. a published policy for the assurance of the quality of the agency itself, made available on its website
- ii. documentation which demonstrates that:
  - a. the processes and results reflect its mission and goals of quality assurance;
  - b. enforces, a no-conflict-of-interest mechanism in its own activities or in the activities of its Diplomates and Residents/Candidates;
  - c. has reliable mechanisms that ensure the quality of any of its activities and material produced;

In accordance with its objective to function as an organisation developing, and enhancing standards and guidelines on quality assurance in the area of *zoological medicine* and to maintain and develop co-operation with other appropriate European stakeholder organisations, ECZM is committed to a continuing cooperation with partner organisations in Europe and beyond. These mainly include the other EBVS-recognised Colleges, the respective Associations in Europe and specialist Colleges in other parts of the world (e.g. North America, and Australasia).

Appendix 6: Requirements to take ECZM examination without having previously undertaken an approved program (criteria to be regarded as "internationally recognised").

The applicant has to provide evidence that they are equivalent to, or exceed, the standard of a candidate that has been approved to sit the College's examination after undergoing an approved residency.

In order to demonstrate this the following must be submitted.

1. Curriculum vitae - to cover entire professional career (university onwards)
2. Proof of license to practice or eligibility to be licensed to practise in a European country
3. Published papers: a complete list should be in the CV; PDFs of the ten publications must be part of the application.
  - The quality of the papers shall be evaluated by members of the relevant College's Credentials Committee.
  - At least 10 papers must relate to the speciality of the College and have been published within the preceding 7 years, with at least one publication accepted or published within the 12 months prior to the application to demonstrate current activity.
  - At least 60% of these 10 papers must be the result of original research.
  - These 10 publications must be in English (or English translation provided) and published in peer-reviewed international journals indexed in the Science Citation Index
  - The applicant must be the principal (first, last, and/or corresponding) author for at least half of the publications. Where papers are multi-author papers and the applicant is not the first author, the applicant's role in the study must be explained. Shared principal authorships are acceptable but the applicant's role in the study must be explained and must be affirmed by the author with whom the position is shared.
4. Case reports (2) - required as an assessment of complex case management. These must describe cases managed by the applicant in the last 5 years. Published case reports are acceptable but must be different from the required 10 publications.
5. Case log (100 cases): Cases must be of a complexity and type similar to that which would be expected of a resident to gain satisfactory approval by the Education and Residency Committee. They must be cases managed by the applicant during the last 5 years and must be delivered in the case-log format defined and provided by the Education and Residency Committee (ECZM.EdCom@gmail.com).
5. Evidence of any relevant postgraduate qualification in a related field must be submitted.
6. A covering letter must be provided (3-5 pages) in support of their application. This must include the following
  - career highlights,
  - relevant experience (scholarly, clinical, legal, political),
  - contributions to the speciality (education, research) - applicant to select 5 most significant

contributions to the veterinary speciality with a brief statement of impact (< 250 words each) supporting each contribution. Contributions may be research (single paper or group of related papers, or a systematic review or meta-analysis), teaching (at national or international level) or service (e.g. contribution to a national or international organisation which could be governmental, or multinational).

- applicants should explain what they will bring to the membership of the college and how they intend to contribute to the development of the speciality, for instance through resident training.

7. This route is intended for applicants who did not follow a residency program in the respective speciality. Any applicant who previously completed a residency program in the specialty must first get a dispensation from the Executive Committee.

8. Applicants must demonstrate that they have spent a minimum of 60% of their time working in the speciality during the last 10 years

9. The applicant must submit a list of up to five suggested referees, of those five a minimum of three will be contacted by the Credentials Committee. Where possible at least two of these referees must be Active Diplomates/Specialists from the designated ECZM specialty. Referees will be requested to comment specifically on the applicant's

- professional, ethical and legal conduct,
- abilities related to their specialty
- contribution to the veterinary speciality.

10. Letters of good standing from all licensing bodies with which applicant is licensed to practise

11. Applicants from outside Europe will be considered (with the above requirement that 2 ECZM (speciality) Diplomates are required to provide letters of support).