AUSTRALIAN AND NEW ZEALAND COLLEGE OF VETERINARY SCIENTISTS

FELLOWSHIP CANDIDATE HANDBOOK

2020

The ANZCVS recommends that candidates access the most up to date copy of this handbook from the College website http://www.anzcvs.org.au/fellowship/
Last updated: February 2020

Welcome to the Fellowship Candidate Handbook

You have chosen to undertake Fellowship training in a specific discipline within Veterinary Science. Your training will culminate in the Fellowship examination. This booklet is designed to provide the general information you will need throughout your training and the examination. For specific Fellowship subject information, you should refer to the appropriate Fellowship Subject Guidelines, available from the College web site. If you require any guidance as to which subject guidelines apply to you, please contact the College office. The College Council, Board of Examiners and College office staff are all at your service to assist you towards your goal. If this handbook or Subject Guidelines leave any question unanswered, please contact the College office (refer to contact details on the next page).

Please note that it is the candidates' and supervisors' responsibility to ensure that during the course of training, all requirements of the approved Training Program are conducted according to the regulations of the Fellowship Candidate Handbook and Subject Guidelines and are completed before Credential submission.

The College wishes you all the very best as you proceed with your Training Program and the examination.

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College acronyms

ANZCVS	Australian and New Zealand College of Veterinary Scientists
BoE	Board of Examiners
CE	Chief Examiner
ACE - T	Assistant Chief Examiner (Training and Credentials)
ACE - Ex	Assistant Chief Examiner (Examinations)
TCC	Training and Credentials Committee
SSC	Subject Standards Committee
SEC	Subject Examinations Committee
CM	College Manager
ExO	Examinations Officer
ERRS	Examinations Results and Reporting System
ACRVS	Advisory Committee on the Registration of Veterinary Specialists
MSD	Minimum Standards Document
AVBC	Australasian Veterinary Boards Council
CSW	College Science Week
TPD	Training Program Document
ALS	Activity Log Summary - Cumulative
AL	Activity Log
DST	Directly Supervised Training
IST	Indirectly Supervised Training
TRD	Training in Related Disciplines
ASR	Annual Supervisors Report
FCH	Fellowship Candidate Handbook
MCH	Membership Candidate Handbook
MOC	Maintenance of Credentials

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IMPORTANT DATES

Action	Responsibility	Due Date
Training Program Document submitted for approval	Candidate and supervisor	To arrive at the office not more than three months after training started
Sit membership examination Submit intention to sit membership examination and pay fees	Candidate	As soon as possible. Membership examination must be achieved before submitting credentials By October 31st in the year preceding the membership examination
Required publications accepted by publisher	Candidate and supervisor	Throughout training program Can be submitted for pre-approval by SSC Accepted publications are required to be submitted with Credentials
Presentation at national or international scientific conference	Candidate	Proposal submitted for approval. Completed prior to credentials being submitted
Activity log (AL) *(only if subject guidelines say this is required)*	Candidate. Supervisor required to sign each page & signed cover page required.	Usually after the first six or 12 months of training program commencing. *Must check relevant subject guidelines.*
Annual Supervisors Report (ASR) Annual Candidate Report	Candidate and supervisor	July 31st annually. Annual fee payment required at this time.
Cumulative activity log summary (ALS)	Candidate & Supervisor sign page in ASR.	Submitted by July 31st each year with annual supervisors report (ASR)
Training in related discipline (TRD) and Externship proposals	Candidate to have proposed supervisor sign	Before attending TRD or Externship. Must get TCC approval PRIOR to undertaking placement.
Training in related discipline (TRD) and Externship reports	Candidate to have supervisor to sign	On completion of TRD or Externship, then submit a copy to the College. Keep original for Credentials Document.
Submit intention to sit Fellowship examination for the first time	Candidate	By June 30th in the year preceding Fellowship examination
Credentials submitted to College for assessment	Candidate	October 31st in the year preceding the Fellowship examination
Written examinations	Candidate	Near beginning of June each year in the candidate's state/country
Practical and oral examination	Candidate	Near beginning of July each year. Exams currently held at Gold Coast, Australia.
Submit intention to re-sit any failed components of Fellowship Examination	Candidate	By 31st July in the year preceding proposed Fellowship Examination resit
Viewing of written examination papers for failed candidates who make request within 10 – 60 days following release of examination results.	Candidate	By the 31st October in the year that examination was sat.

College Code of Conduct

This Code of Conduct applies to all Members (including Associate Members) and Fellows, as well as those seeking to become a Member of the College.

As veterinary science is a profession, the College requires those who have been admitted to the College, as well as those seeking to join the College, to display the highest standards of conduct which the public would expect to see from professionals. These standards of conduct include demonstrating high standards of personal behaviour and conduct, such as:

- treating College staff, Members, Fellows and candidates, together with co-workers, employees, clients and the public with courtesy, respect and honesty;
- ensuring that the person does not unlawfully discriminate against, harass or vilify (as defined by any Australian or New Zealand common or statutory law) any other person;
- maintaining respect for, and compliance with the law;
- upholding high ethical standards, particularly in their professional business dealings;
- complying with the College's policies; and
- the provisions set out below.

Candidates for Membership and Fellowship should further note that the *Membership Candidate Handbook* and the *Fellowship Candidate Handbook* have further misconduct provisions relating to examinations which also form part of this Code of Conduct.

All Membership candidates, Members (including Associate Members) and Fellows should note that the Constitution of the College states that Council may take action against any Member who has, in the opinion of the Council, engaged in *conduct which is unbecoming of a Member* or *prejudicial to the interest of the College*. These include:

- a serious breach of this Code of Conduct;
- a deliberate or serious breach of the Constitution;
- any significant disciplinary action taken by the member's registering authority, in any jurisdiction;
- serious professional misconduct; and
- infamous conduct including conduct discreditable to the profession of veterinary science.

Candidates for Membership should note compliance with this Code is a condition of eligibility under 5.5.1.3 Constitution, including the above provisions regarding *conduct which is unbecoming* or *prejudicial to the interest of the College* which apply to candidates to the same standard as they apply to Members.

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SECTION TWO: FELLOWSHIP TRAINING

1. Structure of Fellowship

1.1. Fellowship Subjects

The purpose of this booklet is to provide general advice to veterinarians pursuing Fellowship within the Australian and New Zealand College of Veterinary Scientists. Standards required for training and examinations in Fellowship subjects meet or exceed the prerequisites for registration as a veterinary specialist in Australia and/or New Zealand. For specific subject information, including minimum requirements and thresholds refer to the relevant Fellowship Subject Guidelines.

Subject availability is dependent on adequate support from the relevant chapter, including provision of a suitably qualified examination team. Please contact the College for further information on subject availability prior to preparation of a Training Program Document.

1.1.1. Fellowship Subject Guidelines:

Category 1: The following subjects have candidates currently enrolled in training programs, and relatively frequent examinations are held. Please contact the College before submitting your training program.

Equine Medicine
Equine Surgery
Feline Medicine
Small Animal Medicine
Small Animal Surgery
Veterinary Dermatology
Veterinary Emergency Medicine and Critical Care
Veterinary Oncology
Veterinary Ophthalmology
Veterinary Radiology

Category 2: The following subjects have or have recently had candidates in training, but examinations are held infrequently. Please contact the College before submitting your training program to ensure that an examination is likely to be held at the end of your training.

Avian Medicine and Surgery
Canine Medicine
Dairy Cattle Medicine and Management
Veterinary Anaesthesia and Analgesia
Veterinary Behavioural Medicine
Veterinary Clinical Pathology
Veterinary Epidemiology

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Category 3: The following subjects have historically been offered but do not have any candidates in training. It is unlikely that an examination in these subjects would be possible without direct support from a relevant chapter. Please contact the College to discuss the possibility before considering submitting your training program.

Animal Nutrition and Management (Ruminant)
Animal Reproduction (equine, dog and cat, or bovine)*
Animal Welfare Science, Ethics and Law*
Beef Cattle Management and Disease
Caprine Management and Diseases
Deer Management and Disease
Equine Dentistry
Ovine Management and Disease
Veterinary Anatomical Pathology
Veterinary Applied Pharmacology (Clinical or Industrial)
Veterinary Aquatic Animal Health*
Veterinary Cardiology
Small Animal Dentistry and Oral Surgery
Veterinary Parasitology
Veterinary Public Health and Food Hygiene

** Electives are available*

1.1.2 Specific subject requirements are explained in the relevant Fellowship Subject Guidelines. Subject Guidelines include Learning Outcomes, specific training requirements, a suggested Bibliography for the subject and guidelines for keeping the cumulative Activity Log Summary (ALS).

The structure and content of each examination paper, and the level of knowledge and skill required, will be based on information contained in the Subject Guidelines for that particular subject.

1.2. Minimum Standards for Training

The prerequisites for registration as a Veterinary Specialist in Australia and New Zealand are contained in a document called the **Minimum Standards Document (MSD)**. The MSD is included in the Specialist Registration Information Booklet published by the **Australasian Veterinary Boards Council (AVBC)** on their website: https://avbc.asn.au/

1.3. Specialist Registration

Veterinary Specialists are registered by each state or territory local registering authority in Australia and the Veterinary Council of New Zealand. Specialist registration and the awarding of Fellowship are completely separate events, controlled by different organisations.

1.3.1. The College is not the authority for the registration of veterinary specialists in Australia or New Zealand.

1.3.2. In Australia and New Zealand the **Advisory Committee on the Registration of Veterinary Specialists (ACRVS)** is responsible to the Australasian Veterinary Boards Council (AVBC). The ACRVS is an advisory committee that makes recommendations to the AVBC and the Veterinary Council of New Zealand regarding specialist registration. The College has one representative on this committee.

1.3.3. Applications for specialist registration should be directed to an individual Australian state or territory local veterinary registering authority or the Veterinary Council of New Zealand who will pass the application to the ACRVS for evaluation. Application for specialist registration involves acquiring the Specialist Registration Information Booklet for Australia or New Zealand and completing the necessary forms. These are not available from the College. The ACRVS recommends suitable candidates to the registering authorities for registration.

1.3.4. Acquisition of a Fellowship does not guarantee registration as a veterinary specialist. Candidates who complete an approved Fellowship Training Program and successfully complete the Fellowship examinations will, however have met the training and examination requirements for registration as a veterinary specialist.

1.4. Pre-Requisites to Fellowship

1.4.1. Membership of the College is a pre-requisite to Fellowship, with the exception of fast-track candidates.

1.4.2. The Membership examination may be undertaken during Fellowship training and at any time prior to the Fellowship examination, up to and including the year preceding the Fellowship examination.

1.4.3. Depending on the Fellowship subject, Membership examination in a specific discipline may or may not be required (refer to the Fellowship Subject Guidelines.)

1.5. Steps to Fellowship

1.5.1. Candidates must submit a **Formal** or **Alternative Training Program Document** to the Training and Credentials Committee (TCC) for assessment as detailed in Section 2.2 and Section 3**.** Once approved by the TCC, this program must be successfully completed and cannot change without approval from the TCC.

1.5.2. Candidates must submit a Credentials Document to the Examinations Officer for assessment as detailed in Section 4.4. Approval of the Credentials Document by the SSC and final arbitration by the ACE-T is required before the candidate can proceed to the examination.

1.5.3. Candidates must successfully complete an examination as detailed in Section 5.3.

1.6. Maintenance of Credentials

Once Fellowship has been achieved each candidate has the responsibility to maintain their qualification.

Maintenance of Credentials (MOC) requirements will apply to all Fellows who are awarded their qualifications from 2020 onwards. At the end of each 5-year period, each Fellow must have met the MOC criteria to demonstrate that they have maintained their credentials or Fellowship will be categorised as inactive. Guidelines for MOC can be found at the following links with an accompanying frequently asked question document.
https://ripehosting.blob.core.windows.net/anzcvs-prod-media/27041/moc_guidelines_final.pdf

https://www.anzcvs.org.au/maintenance-of-credentials/maintenance-of-credentials-faq/

1.7. Relevant College Committees and Bodies

College committees and examiners are appointed to ensure candidates for Fellowship adhere to the MSD and the subject guidelines established by the relevant chapter and approved by the Board of Examiners.

1.7.1 College Council

The **College Council** is composed of elected members. The Council is advised on matters pertaining to Fellowship by the Board of Examiners via the Chief Examiner who sits on council.

1.7.2 Board of Examiners (BoE)

The **Board of Examiners** is a committee of up to nine members which is chaired by the **Chief Examiner**. Members are appointed by Council on the recommendation by the Chief Examiner. The Board of Examiners is made up of two committees: **The Training and Credentials Committee,** chaired by the **Assistant Chief Examiner (Training)**: **ACE-T** and the Examination Committee, chaired by the **Assistant Chief Examiner (Examinations): ACE-Ex.**

1.7.3 Chapters

The **chapters** are composed of members of the College who share an interest and expertise in a particular area of veterinary science. Each chapter is autonomous and has its own constitution. Chapters provide expert advice including Subject Guidelines to the Board of Examiners for approval.

1.7.4 Subject Standards Committee (SSC) and Subject Examinations Committee (SEC)

Each subject has its own SSC and SEC who as subject experts advise the Board of Examiners on matters related to the subject(s) managed by each chapter.
For Terms of Reference for SSC and SEC members refer to the SSC and SEC Handbook.

Specific roles of the SSC are outlined in the Committee Handbook and include:

- Education and training
- Reporting

Specific roles of the SEC are outlined in the Committee Handbook and include:

- Examinations
- Reporting

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2. Fellowship Training

Fellowship of the Australian and New Zealand College of Veterinary Scientists is recognised within the profession within Australia/New Zealand and internationally as a qualification associated with scholarly and technical excellence in various disciplines of veterinary science. Training programs must be structured so that the standing of the College and its qualifications are maintained and advanced by new Fellows.

Fellowship Training Programs must be carefully planned and structured:

- To maximise their educational benefits to candidates.
- To ensure that candidates achieve or exceed the minimum thresholds required by the ACRVS for registration as a specialist in the particular discipline.

2.1. General Training Requirements

Appendix B gives a checklist for Fellowship Training.

2.1.1 All training programs must meet the requirements of the MSD (previously referred to in 1.3) and the relevant **Subject Guideline**.

2.1.2 All types of training programs must include a minimum of 96 weeks of full-time **directly supervised training**, or its equivalent (see Sections 2.2 and 2.3) in the practical and technical aspects of the primary discipline and related disciplines. Several subjects such as Small Animal Surgery, Equine Surgery and Veterinary Radiology impose a longer minimum training period of 156 weeks (three years).

2.1.3 In all types of training program, the candidate and the supervisor must spend at least 25 hours per week working in the practical and technical aspects of the discipline. ***Direct supervised training includes participation in rounds, case discussion groups, seminars and journal club in the primary discipline.***

2.1.4 Regardless of the type and structure of the training program, all aspects of the training must be completed within six years.

2.1.5 **Leave of absence**
A candidate may take voluntary period(s) of leave of absence for a maximum of **twelve** cumulative months per training program, subject to approval of the ACE-T. The maximum period of leave of absence of **twelve** cumulative months may be varied in extenuating circumstances on approval by the ACE-T.

2.1.6 **Suspension**

A suspension from the Training Program for a maximum period of **twelve** months, on **one** occasion only, may be enforced by the ACE-T for breaches such as failure of the Fellowship candidate to comply with the reporting requirements. A subsequent breach will result in the training program being terminated. Recommencement of a terminated training program may occur at the discretion of the ACE-T only once all deficiencies are rectified. An administration fee may be charged for training program recommencement.

2.1.7 All training must be completed before the credentials date, 31 October in the year preceding the examination.

2.1.8 Specialist registration requires three years of work in the appropriate discipline. *This is a requirement of the ACRVS, not of the College***.**

2.1.9 The College regularly reviews subject guidelines and Fellowship training requirements. On occasion this may result in a change of some significance to a candidate in training. Candidates are advised that for credential purposes, the candidates initially proposed guidelines apply, and would be assessed under these requirements.

However, a candidate may choose to change to the updated requirements, though this change must be notified to the College in writing. A mixture of training and reporting requirements is not acceptable.

Candidates are reminded that examination and publication requirements are separate to this and that the most recent examination guidelines apply in all instances.

2.2. Types of Training

2.2.1 **Directly Supervised Training (DST)**

Directly Supervised Training (DST) is defined as daily contact between the Candidate and Supervisor as appropriate to the discipline and specified by the relevant subject guidelines. The candidate must have access to the Supervisor at least 25 hours per week.

2.2.2 **Indirectly supervised training (IST)**

Indirectly Supervised Training (IST) is defined as contact between the Candidate and Supervisor at least once a week, as appropriate to the discipline and specified by the relevant subject guidelines. IST is not available in all disciplines.

2.3. Types of Training Programs

2.3.1 Full-Time Formal Training Programs (standard program).

Full-Time Formal Training Programs are programs that involve the candidate completing at least two years of continuous **Full-Time Directly Supervised Training** (DST). These programs are generally undertaken at a location with suitable facilities, case material and Supervisors. Training involves activities such as structured periods of direct instruction, study, clinical or practical experience, presenting, teaching and research in an academic environment.

A full-time formal training program is one where the candidate is in active training in the chosen discipline for at least 38 hours per calendar week and has access to the supervisor at least 25 hours per week. This program requires at least 96 weeks minimum for completion (depending on the subject guidelines).

Final acceptance of a full-time training program will be at the discretion of the ACE-T.

2.3.2 Part-Time Formal Training Programs

These types of training programs cannot be submitted with retrospective months included. This is because certain Chapters may not allow Part-time programs of their subject(s) or the TCC may decline the TPD if training has not met the Part-time Program requirements as set out below.

Part-Time Formal Training Programs are programs in which the candidate is in active training in the chosen discipline for less than 38 hours per calendar week. Part-time formal training programs will be assessed on a case-by-case basis.

All candidates in part-time training programs must have access to the supervisor at least 25 hours per week.

Candidates undertaking part-time training programs will be required to complete additional weeks of training on a *pro-rata* basis to meet the minimum requirement of the subject guidelines.

As an example: for a 96 week training program:

Hours spent training per week	Minimum Weeks of training
38	96
30	128
25	154

Final acceptance of a part-time training program will be at the discretion of the ACE-T.

2.3.3 Alternative Training Programs

These types of training programs cannot be submitted with retrospective months included. This is because certain Chapters may not allow alternative training programs of their subject(s) or the TCC may decline the TPD if training has not met the Alternative Training Program requirements as set out below.

2.3.3.1 **Alternative training programs** are programs that include a combination of **directly** and **indirectly supervised training**, but must include at least 76 weeks of directly supervised training (DST). Several chapters including Small Animal Surgery, Equine Surgery and Veterinary Radiology have requirements in excess of the minimum of 96 weeks of directly supervised training and candidates should refer to the respective Subject Guidelines in these cases. Externships and training in related disciplines, which meet College requirements (refer to Section 2.4) may contribute to the minimum 76 weeks of directly supervised training. The remaining 20 weeks of the total minimum 96 weeks of directly supervised training required, may be replaced by indirectly supervised training, in the candidate's primary discipline. In this case five weeks indirectly supervised training is equivalent to one week of directly supervised training. Therefore, up to one hundred weeks of indirectly supervised training may be taken. An alternative training program may therefore take up to 176 weeks to complete (see example tabulated below), and longer for others such as the Equine Surgery and Veterinary Radiology programs.

2.3.3.2 Directly supervised training within an alternative training program may be in blocks at one or more facilities or large practices, but these blocks must be of at least six consecutive weeks duration. Exceptions are directly supervised training blocks of two weeks in externships and training in related disciplines.

Summary of Training Programs

	Minimum Training Period*	
Training Program	**Actual**	**Full-time DST Equivalent**
Full-Time Formal Full time DST (38 hours per week)	96 weeks	96 weeks
Part-Time Formal Part time DST 30 hours per week Part time DST 25 hours per week	128 weeks 154 weeks	96 weeks 96 weeks
Alternative DST 38 hours per week IST 38 hours per week for 100 weeks	76 weeks (min) 100 weeks (max)	76 weeks 20 weeks
Total	**176 weeks**	**96 weeks**

***** Several subjects impose a longer minimum training period refer to relevant subject guidelines.

Final acceptance of an alternative training program will be at the discretion of the ACE-T.

2.4. Supplementary Training

2.4.1 Externships

2.4.1.1 **Externships** are periods of full-time directly supervised training in the primary discipline and are undertaken in blocks of time of **no less than two consecutive weeks** in one facility other than the primary training facility. While it is understood that the candidate may not have primary case responsibility under these circumstances, it is expected that the training will fulfill the definition of directly supervised training (section 2.2).

2.4.1.2 Each externship must have an approved primary supervisor (section 2.7).

2.4.1.3 All candidates must complete externship(s) of at least four weeks minimum total duration at the one facility (or two lots of two week blocks which can be at the or different facilities), as part of the required 96 weeks of Directly Supervised Training, or its equivalent.

2.4.1.4 Following assessment of the Training Program Document by the TCC, some candidates may be required to complete additional externships. Examples of circumstances in which additional externships may be imposed include:

- The number and/or breadth of case material at the primary training facility is insufficient for training or a candidate wishes to expand an area of interest within the discipline.
- The candidate is undergoing Fellowship training at the same facility from which he/she graduated, and has received no other supervised postgraduate clinical training in the primary discipline

2.4.1.5 Each externship supervisor must complete an Externship Proposal. Although the arrangements for externships may not be finalised at the time of submission of the Training Program Document, TCC approval of the supervisor and location of the proposed externship must be obtained before externship training commences. Once approved by the TCC, plans for externships must not be altered without prior approval from the TCC.

2.4.1.6 Each externship supervisor must sign a completed Externship Report at the completion of the externship for inclusion in the Credentials Document. A copy of this report must be submitted with the candidate's subsequent Annual Supervisor Report if not previously submitted to the Examinations Officer. The original document must be retained by the candidate for credentials purposes.

2.4.2 Training in Related Disciplines

Training in related disciplines (TRD) is directly supervised training (section 3.2) in disciplines related to, but other than, the candidate's primary discipline.

2.4.2.1 All candidates must undertake training in related disciplines. This training must usually occupy at least 4 weeks (20 working days) but no more than 18 weeks (90 working days) of the total training period of 96 weeks (480 working days). Several chapters including Small Animal Surgery, Equine Surgery and Veterinary Radiology have specific requirements for number of weeks of training in related disciplines and candidates should refer to the respective subject guidelines in these cases.

2.4.2.2 Each period of TRD must have an authorised supervisor (section 2.7). Supervisor(s) must hold a Fellowship or equivalent or be a specialist registered in Australia or New Zealand in the discipline in which the candidate has chosen to study their TRD. Equivalent qualifications include Diplomas of the American or European Colleges or Fellowships or Diplomas of the Royal College of Veterinary Surgeons. TRD supervisors must be currently practising at least 25 hours per week in the relevant discipline. TRD supervisors may supervise up to two Fellowship candidates at one time. If this number is to be exceeded, the supervisor must show clear evidence that adequate training can be provided for all candidates being supervised.

2.4.2.3 Each TRD supervisor must complete a TRD Proposal. Although the arrangements for TRD may not be finalised at the time of submission of the Training Program Document, TCC approval of the supervisor and location of the proposed TRD must be obtained before TRD training commences. Once approved by the TCC, plans for TRD must not be altered without prior approval from the TCC.

2.4.2.4 Each TRD supervisor must sign a completed TRD Report at the completion of the period of TRD for inclusion in the Credentials Document. A copy of this report must be submitted to the Examinations Officer on completion of TRD or with the candidate's subsequent Annual Supervisor Report. The original document must be retained by the candidate for credentials purposes.

2.4.2.5 The candidate's primary supervisor cannot be a supervisor for TRD. Each period of TRD supervision can have up to two supervisors with prior approval of the TCC.

2.4.2.6 Training in related disciplines must be taken in the following format: Directly supervised training in the related discipline at the primary training facility or elsewhere. To maximise the benefits of the TRD a minimum period of training of five days should be undertaken at any one time. Whilst approval for periods of less than five days will not be unreasonably withheld, candidates must seek prior approval from the TCC outlining the reasons that such shorter periods should be deemed suitable. Training can include, but not be limited to participation in rounds, case discussion groups, seminars and journal club in these related disciplines. Attendance at formal courses or scientific conferences can only be claimed if pre-approved by the SSC.

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2.4.2.7 During the process of reviewing the Subject Guidelines, each Chapter may specify their TRD subjects as either 'core' or 'elective' in their respective Subject Guidelines. Chapters must stipulate the length of each individual TRD and provide Learning Outcomes for each TRD subject.

2.5. Research Activity

The candidate's training must include evidence of exposure to **research**. One publication produced for the Credentials Document must be based on an original research project (section 2.10).

Workload and activities associated with any research project(s) must assist the candidate achieve the objectives of the training program. The TCC may seek assurance that the research commitment will not negatively impinge on the candidate's ability to train in the clinical and technical aspects of the discipline.

2.6. Conferences/ Courses/Other Training Sessions

These activities are recognised as directly supervised training in the candidate's primary discipline only if the candidate attends full-time, and the program is directly relevant to and covers clinical and technical aspects of the candidate's discipline. Candidates should consult the Subject Guidelines for any conference attendance/speaking requirements.

Other training sessions include workshops and training in a particular aspect of the primary discipline at a facility other than the primary facility, for periods less than the minimum two consecutive weeks required for an Externship. Approval is required for such training sessions from the SSC.

2.7. Supervisors

2.7.1 Qualifications of Supervisors

2.7.1.1 Supervisor(s) must hold a Fellowship or equivalent or be a specialist registered in Australia or New Zealand in the discipline in which the candidate has chosen to study. Equivalent qualifications include Diplomas of the American or European Colleges or Fellowships or Diplomas of the Royal College of Veterinary Surgeons.

2.7.1.2 Supervisors must be currently practising at least 25 hours per week in the relevant discipline.

2.7.1.3 The Primary supervisor may only supervise up to two Fellowship candidates at any one time. If this number is to be exceeded, the supervisor must show clear evidence that adequate training and support can be provided for all candidates being supervised.2.7.1.4. Secondary supervisor(s) can be involved in the supervision of up to four Fellowship candidates at any one time. This includes any Fellowship candidate for which they are primary supervisor for. If this number is to be exceeded, the supervisor must show clear evidence that adequate training and support can be provided for all candidates supervised.

2.7.1.4 Supervisors must not have an actual or perceived conflict of interest with the candidate as outlined under the Policy Library - General Policies available from the College website.

2.7.2 Selection of Supervisors

It is now a requirement that all Fellowship candidates commencing a training program from January 2020, have two supervisors nominated. All candidates are encouraged to have two supervisors, no matter when their program commenced.

The **primary and secondary supervisor** are chosen by the candidate and approved by the TCC at the time of Training Program Document approval. The availability of two supervisors will provide candidates with more support and broader learning opportunities to facilitate gaining a wider breadth of knowledge.

There are two options for a secondary supervisor:
Secondary Supervisor is a person with the same qualifications as primary supervisor who could act as a backup during times throughout the program or when the primary supervisor is absent. It would be ideal if the second supervisor met this requirement. Subjects can stipulate that the second supervisor must meet this requirement.

Auxiliary Supervisor is a person with a qualification that does not meet the requirements for providing direct supervision but who can provide advice and support for the candidate during their program. If an auxiliary supervisor is nominated the Subject Standards Committee (SSC) must approve this supervisor if their subject speciality is not already listed in the subject guidelines.
The secondary supervisor is to adopt the primary supervision role in the absence of the primary supervisor for periods in excess of one week. How the secondary or auxiliary supervisor and candidate will interact needs to be documented in the training program document. In times where no supervisor is available, alternative arrangements for when the supervisors are absent for periods of more than one week must be made, such as the candidate reverting to indirectly supervised training during these periods.

For periods of supervisor absence of less than one week, when there is no approved backup supervisor, DST may still be suitable if there is a clear understanding that assessment of case management of patients that have been seen in the supervisor's absence should be discussed upon the supervisors return. Such one week supervisor absences will only count as DST if they occur no more often than at three month intervals.

2.7.3 Role of Supervisors

The role of the primary supervisor is to guide the candidate through the training program, as approved by the TCC, and to ensure that the candidate adheres to that program, so that the candidate emerges prepared for the examination and able to undertake the scholarly and technical roles of a veterinary specialist. The primary supervisor must be familiar with the requirements of the relevant Subject Guidelines. The primary supervisor is supported by the secondary and/or auxiliary supervisors.

Primary and Secondary/Auxiliary supervisors must:

2.7.3.1 Abide by the directions of the TCC and BoE.

2.7.3.2 Write a letter to the TCC, submitted as part of the Training Program Document, stating that the supervisor agrees to act as a supervisor Please download template from the College website.

Primary supervisor must:

2.7.3.3 Submit **Annual Supervisor Reports** by each 31 July during the training period.

2.7.3.4 Discuss, approve, direct and support the candidate's training program.

2.7.3.5 Assist the candidate to develop the practical skills of the discipline, develop skills in scholarship and writing and understand the basic science that underpins the discipline.

2.7.3.6 Advise the candidate on the depth and breadth of the discipline and the level of expertise required in the relevant subject and in related fields.

2.7.3.7 The primary supervisor must monitor the candidate's progress in fulfilling the requirements of the training program, as approved by the TCC, and monitor the candidate's preparedness for the Fellowship examination. Using the Annual Supervisor Report, the supervisor will notify the College of the candidate's need to modify or withdraw from the training program.

2.7.3.8 The primary supervisor must write a letter in support of the candidate to accompany the Credentials Document. This letter should certify that the candidate has completed the prescribed training program, that the candidate is prepared for the examination and that the supervisor supports the candidate's application for the examination. Please download template from the College website.

2.7.3.9 The secondary/auxiliary supervisor must support the primary supervisor in the above roles and contribute to the training of the candidate as well as their preparation for examinations and future work as a specialist. The secondary/auxiliary supervisor can act as a mediator in case of dispute between the primary supervisor and candidate.

2.7.4 Annual Supervisor Report (ASR) and Annual Candidate Report

2.7.4.1 The primary supervisor must complete an **Annual Supervisor Report** by July 31 each year during the training program, following a formal meeting with the candidate to critically evaluate the progress, strengths, weaknesses and future directions of the training program. Secondary supervisors are expected to contribute to this feedback preferably by attending the meeting. The submitted report must be typed and accompanied by the **Cumulative Activity Log Summary**.

Supervisors must complete the Annual Supervisor Reports on the template provided in the Fellowship Forms section on the ANZCVS website. The Annual Supervisor Report can be submitted electronically from the supervisor's email and must be signed by **both** the candidate and the supervisor.

Candidates also have an individual report form to complete and submit to the College Examinations Officer, see section 2.7.4.3.

A candidate that does not submit an Annual Supervisor Report within thirty days of the deadline may be suspended from their training program at the discretion of the ACE-T.

Under normal circumstances the Annual Supervisor Report will be assessed and a response provided to the candidate and the supervisor by the end of September.

2.7.4.2 Submission of Annual Supervisor Report (ASR)

Candidates are required to submit an ASR each year of their training, except when the Training Program Documents (TPD) has been approved between 1st April and 31st July in the first year of training.

Candidates whose TPD was approved on or before 1 April are to submit an ASR by 31 July that year and in each subsequent year until training is completed.

Candidates whose TPDs were approved between 1 April and 31 July are to wait until the following July 31 to submit an ASR. An ASR is then to be submitted by 31st July each year of training.

All candidates with outstanding Direct Supervised Training (in the Primary Discipline, TRD or Externship) are to submit an ASR. If all DST is complete an ASR is not required. However, in the event that a candidate completes their DST between 31st July of one year and 31st July of the following year, an ASR covering the period (months) of the year in which DST has occurred is required.

Electronic copies of TRD and Externship Reports and Proposals are encouraged.

ALS that accompany ASR in subjects that do not have defined case minima will be sent to the SSC for assessment e.g. Avian Medicine.

2.7.4.3 Submission of Annual Candidate Report

The candidate must also complete an **Annual Candidate Report** form by July 31 each year during the training program. This report is a confidential reflection of how the candidate perceives their training is progressing.

Candidates must complete their Annual Candidate Reports on the template provided in the Fellowship Forms section on the ANZCVS website. The signed Annual Candidate Report can be submitted electronically from the candidate's email.

2.7.4.4 Each externship supervisor must sign a completed Externship Report for inclusion in the subsequent Annual Supervisor Report and the Credentials Document.

2.7.4.5 Each training in related disciplines supervisor must sign a completed Training in Related Disciplines Report for inclusion in the subsequent Annual Supervisor Report and Credentials Document.

2.8. Cumulative Activity Log Summary

2.8.1 All candidates must maintain a **Cumulative Activity Log Summary (ALS)** of specialist-level activities. The ALS should be updated by the candidate according to the appropriate template (refer to College Website for templates) stipulated by the candidate's Subject Guidelines. The Activity Log Summary must be maintained throughout the entire supervised training period and beyond if necessary to meet case minima.

2.8.2 The **ALS** provides a cumulative overview of the training period activities tabulated according to species, body system, or other appropriate categories. Candidates are referred to the relevant Subject Guidelines for the required format of the ALS. Subject Guidelines will stipulate that the summary should be tabulated into at least 5 and not more than 20 categories as follows:

- by species for single-organ subjects (e.g. Dermatology)
- by organ system for single species subjects
- by both organ system and species for subjects divisible by both (e.g. Small Animal Medicine)
- by the type of technical activity for non-clinical disciplines (e.g. Epidemiology)
- by type of activity for clinical subjects involving herds or groups (e.g. Dairy Cattle Medicine and Management)
- by two of the above categories if the subject is divisible by both

2.8.3 Every 31 July throughout the training period, candidates must submit a **Cumulative Activity Log Summary** to the College with the **Annual Supervisor Report** (Fellowship Forms section on the ANZCVS website). The submitted ALS should include all cases seen to date in the training program, not just the last 12 months.

2.8.4 The Credentials Document must contain a Cumulative Activity Log Summary for the entire training period. The SSC may request further details of cases seen if deemed necessary.

2.9. Activity Log

The requirement for maintenance and submission of a full Activity Log (AL) in all Fellowship subjects has been removed and is being replaced by the keeping of a Cumulative Activity Log Summary (ALS) (section 2.8). Candidates are only required to maintain and submit an Activity Log if stated in the individual subject guidelines.

2.9.1 The requirement to maintain a complete **Activity Log** is dependent on subject and candidates are referred to the subject guidelines in their primary discipline to determine whether an AL is required. If required, candidates must maintain an AL in addition to the ALS that documents all activities undertaken in the discipline for the period specified in the subject guidelines. The specific objective of the Activity Log is to document the range and number of these activities. Candidates are referred to the subject guidelines for the specific format of the AL and any additional requirements for the Activity Log.

2.9.2 Only specialist-level activities should be reported in the Activity Log. General practice/routine activities such as vaccinations, heartworm injections and routine desexings should not be included in the Activity Log.

2.9.3 Submission of the Activity Log

2.9.3.1 Submission of the Activity Log is a requirement of some subjects. Candidates are referred to the subject guidelines for these specific requirements. If required, at the conclusion of the first 52 weeks of DST (or the equivalent period of IST), the Activity Log submission covering a set continuous period of training as prescribed by the subject guidelines must be submitted to the College for evaluation by the SSC. The subject guidelines determine the length of the Activity Log submission required: this can vary from subject to subject and range. If the subject guidelines do not state the length of the Activity Log submission, but an Activity Log is required, the length will be six months.

One electronic copy plus one hard copy of the Activity Log submission and associated documents must be submitted.

2.9.3.2 The Activity Log submitted must be signed on each page by the supervisor to indicate that it accurately documents work the candidate has performed during training. If abbreviations are used within the Activity Log, candidates must include a glossary of explanation.

2.9.3.3 The Activity Log Submission must be accompanied by a Cover Page and a Cumulative Activity Log Summary (ALS) to date.

2.9.3.4 After the Activity Log submission has been evaluated by the SSC, both the candidate and the supervisor will receive a written report. This report will offer constructive feedback on the progress of the candidate's training. It will raise

any areas of deficiency or concern that have been detected, so that these can be addressed in the second half of the training period. The assessment of the Activity Log submission is a crucial step in a candidate's training as it offers a valuable opportunity for feedback to both the candidate and the supervisor. By addressing any deficiencies identified, candidates will further enhance their training experience and better prepare themselves for the Fellowship examination.

2.9.3.5 Credentials Documents will not be successful if Activity Logs are found inadequate. The earlier the Activity Log submission is submitted for assessment by the SSC, the earlier the candidate can receive valuable feedback on training progress and case exposure, and an indication of success with credentials. Delaying submission of the Activity Log submission to the Credentials date presents a risk to the candidate; if the log is found inadequate at that time, the Credentials Document will not be accepted and the candidate will not be allowed to proceed to the examination the following year.

It is in the candidate's best interests to submit the Activity Log submission as soon as possible after the completion of 52 weeks of training.

2.9.3.6 In the case of a training program incorporating indirectly supervised training, the Activity Log submission must encompass the continuous equivalent the required period of directly supervised training.

2.9.3.7 For clinical disciplines, the candidates should indicate the cases for which they were primary clinician. For surgical disciplines, the candidates should indicate the cases for which they were primary surgeon. In the case of non-clinical subject areas, the candidate should indicate which activities they assumed primary responsibility for carrying out the task/activity. Cases/activities for which they were not primarily responsible may also be included if the candidate had significant active input into case/activity management. This may include cases seen during externship training. Active input requires an independent case assessment, the formulation of differential diagnoses and a diagnostic plan and the provision of therapeutic and prognostic advice as appropriate for each case. Any re-examination of a case should be entered as an addendum under the date of the original visit. Follow up and the nature of the follow up (telephone contact etc) should also be included. Revisit examinations do not count towards case numbers. The Activity Log Summary should not include revisit examinations.

2.9.3.8 The Activity Log must continue to be maintained only until the Activity Log submission is approved by the SSC. The Activity Log Summary (ALS) must however be maintained throughout the entire minimum supervised training period and beyond if necessary to meet case minima.

2.9.3.9 The SSC may request further details of cases seen if deemed necessary if the Cumulative Activity Log Summary or Activity Log submission submitted in the Credentials Document is considered inadequate.

2.9.3.10 The Activity Log submission is not the same as the Retrospective Activity Log that accompanies an application for Retrospective Approval of Training (refer to Section 3.3). Candidates who have had retrospective training approved, after submission of a Retrospective Activity Log, must still submit a regular Activity Log submission.

2.10. Publication and Presentation Requirements

From January 2016 the requirement for submission of three publications for Fellowship subjects has been removed and has been replaced by a minimum requirement of two publications and one presentation at a national or international scientific conference. Candidates will be required to submit three publications if stated in the individual subject guidelines.

Fellowship candidates in training prior to January 2016 will be required to notify the College if they wish to adopt these changes into their Training Program or continue with the 3 publications requirements (pre January 2016 requirement).

Candidates who have had their Training Program approved from January 2016 must adhere to the following publication and presentation requirements.

2.10.1 The publication and presentation requirements are to demonstrate the Fellowship candidate's:

- scholarship (learning) in the discipline, and
- ability to communicate scientific information

2.10.2 As part of the **Credentials Document,** all Fellowship candidates as a minimum requirement in all disciplines must submit a total of two publications and evidence of presenting at one national or international scientific conference.

2.10.3 Additional publications in excess of the two required and presentations in excess of the one required must not be submitted with the Credentials Document, (unless otherwise requested in the candidate's relevant subject guidelines.).

2.10.4 Where the same material has been published in more than one format, only one version may be credited towards the total of these three credential requirements. For example a paper published from a thesis cannot be submitted as a publication. The presentation can contain the material included in the research publication being submitted in a credential document as long as both meet all other publication and presentation requirements.

PRESENTATION/S

2.10.5 Candidates whose Training Programs have been approved from January 2016 must give an oral presentation at a national or international scientific conference to meet credential requirements.

2.10.6 Presentations must be of at least 12 minutes duration and there should be an opportunity for questions from the audience. (A candidate may apply for

consideration of shorter times for an Oral presentation; this would require approval from the SSC)

2.10.7 Generally suitable conferences will be those attended by specialists in the discipline the candidate is training in.

2.10.8 Subject guidelines may stipulate the acceptable forms of presentation and acceptable conferences.

2.10.9 The presentation must be reviewed by an organising committee or abstract committee prior to acceptance.

2.10.10 The presentation type and proposed conference at which the candidate will present and is intended to be used in credentialing will need prior approval by the Board of Examiners if it is not listed in the subject guidelines. The Presentation Proposal is available from the College website: https://www.anzcvs.org.au/fellowship/fellowship-forms/

PUBLICATIONS

2.10.11 Publications must be original, first-author, scientific, peer reviewed publications in peer-reviewed journals.

- Theses (Masters or PhD)
- Other reviewed Scientific publications if approved by the SSC

2.10.12 At least one of the two publications must be of an original research project for which the candidate had primary responsibility.

Suitable types of publication that would fulfil this requirement are:

- Experimental research studies
- Clinical studies (for example prospective/retrospective studies)
- Clinicopathological studies
- Epidemiological studies
- Other research publications as approved by the Chapter SSC

2.10.13 The second publication could be any of the following types:

- Experimental research studies
- Clinical studies (for example prospective/retrospective studies)
- Clinicopathological studies
- Epidemiological studies
- Case reports
- Review papers
- Short communications

2.10.14 The content of all publications must be relevant to the discipline in which the candidate is training.

2.10.15 All publications must be subjected to scientific review. Publications of news or opinion will be rejected.

2.10.16 Publications must not be more than seven years old at the time of submitting credentials.

2.10.17 Subject Guidelines may contain additional information about the breadth and number of publications required and may stipulate specific journals in which papers must be published.

2.10.18 The SSC, as part of its assessment of the Credentials Document, has the authority to determine whether the submitted publications and presentation meet the stated requirements.

2.10.19 A reprint or copy of each publication must be submitted as part of the Credentials Document. If the manuscript has not been published by the credentials date, a copy of the letter of acceptance from the editor and a copy of the final accepted manuscript must be submitted with the Credentials Document. Versions of manuscripts accepted for publication "subject to revision" are not allowed. Only final, ready to print versions of *accepted* manuscripts are acceptable for credentials purposes.

2.10.20 Accepted manuscripts may be forwarded to the College for review and pre-approval by the SSC prior to the credentials date. Once a publication is accepted by the SSC, this publication may count towards requirements for credentialing.

Please note: although a publication may be pre-approved it is the candidate's responsibility to refer to the Fellowship Candidate Handbook and relevant subject guidelines to ensure that the two publications submitted for credentials meet the requirements of diversity, including the condition that one publication is based on original research.

2.10.21 Administrative advice on appropriateness of publications is available from the Examinations Officer or Assistant Chief Examiner – Training and Credentials.

2.10.22 There may be a prolonged delay between submission of an article to a journal and acceptance for publication (up to several months) and this time interval needs to be accounted for when planning a training program to ensure the candidate meets credentialing requirements. Articles must not be submitted to journals for review at the last minute. Candidates must not pressure journals to review articles quickly in order for the credentials date to be met.

2.11. Fellowship Fee

2.11.1 The **fellowship fee** will be increased annually linked to the CPI index as at 31 December.

2.11.2 **The Fellowship Fee ($4,740 in 2020)**

- Since July 1 2012, the fellowship fee has been divided into four instalment payments required to be submitted as $1,000 at the time of submission of the Training Program Document, $1,000 at each Annual Supervisor Report and the balance submitted with the Credential Document.
- There will be no refunds offered for withdrawal at any stage from Fellowship training or Fellowship examination candidature.
- Fellowship Fees may be paid by credit card but will incur a 1.5% transaction fee. Cheque and electronic funds transfer (EFT) payment options are also available. Payment made by EFT credit must be identified adequately in the description line when the deposit is made by on-line banking.
- A candidate whose credentials have been approved and who wishes to defer from sitting the Fellowship examination for not more than one year, AND who gives notification of deferral no fewer than 100 days prior to the scheduled date of the first written examination may elect to have the College retain the final installment of the Fellowship Fee. In such cases no further fee will be payable should the Fellowship fee be increased provided the candidate proceeds to the Fellowship examination the next year. Deferral for a period of more than 1 year will result in the candidate having to pay the difference in the final installment of the Fellowship Fee from the submission of credential date to the date of sitting examination. Deferral of examination for more than 2 years is not accepted (in accordance with 4.2.4.1).
- The College Council retains the discretion to refund Fellowship Fees under specific circumstances.

2.11.3 **Pre-existing Fellowship candidates on July 1, 2012**

- Pre-existing Fellowship candidates on July 1, 2012 have the option of adopting the instalment payment system and payments will be recorded as a credit to Part 2 of the fee on their account. Whether or not they take up the instalment payment scheme, existing candidates simply pay the required balance of Part 2 at the time that they submit their Credentials Document. The 2011 Fellowship Fee Refund Policy applies to all Fellowship candidates whose training program documents were received prior to July 1, 2012.

2.11.4 Fee refund (on withdrawal from or postponement of sitting the Fellowship examination) **(for candidates whose training programs were received before July 2012)**

2.11.4.1 A partial refund of part 2 of the Fellowship Fee is subject to the following conditions:

- Candidates wishing to request a partial refund of part 2 of the Fellowship Fee must make a written application to the College Council.
- 75% of Part 2 will be refundable if the candidate gives notification of withdrawal from or deferral of the examination 100 days or more prior to the scheduled date for the first written examination.
- 50% will be refundable if the candidate gives notification of withdrawal from or deferral of the examination less than 100 days prior to the scheduled date for the first written examination.
- A candidate wishing to defer for not more than one year who gives notification of deferral 100 days or more prior to the scheduled date of the first written examination may elect to have the College retain Part 2 of the Fellowship Fee. In such cases no further fee will be payable should the Fellowship fee be increased provided the candidate proceeds to the Fellowship examination the next year.
- The College Council retains the discretion to refund Fellowship Fees under specific circumstances.

2.12. Fellowship Training Scholarship

The College Fellowship Training Scholarship was established in 1992 to encourage and assist Members of the College to proceed to Fellowship. One or more scholarships may be awarded each year.

2.12.1 The Fellowship Training Scholarship is awarded to provide financial support for candidates to receive the supervised training required to undertake their Fellowship training program.

2.12.2 The scholarship is open to any college Member who has had a Training Program Document accepted by the Training and Credentials Committee, and is actively pursuing training towards the Fellowship.

2.12.3 The scholarship shall be awarded annually by, and at the discretion of, the College Council. The scholarship recipient will be chosen by the Awards Committee.

2.12.4 The scholarship will be judged equally on merit and financial need. The Awards Committee will deem merit to include academic record, publications, presentations and achievements of the applicants in veterinary science. Applicants are not asked to submit letters of reference; however the Awards Committee may seek the opinions of supervisors and others familiar with the work of the applicant in making their decision.

2.12.5 Applicants must submit the following:

a. A current curriculum vitae.

b. A summary of all current sources of income including but not limited to salary, other traineeships, scholarships, awards and grants.

c. A covering letter which may include any special circumstances of need.

2.12.6 The College accepts no liability for any actions of the awardee during the period of training.

2.12.7 The scholarships will be advertised in *The College Courier* and applications will close with the Secretary on 28 February in the year in which the award is made.

2.12.8 The award of the scholarship will be made at the College Awards Dinner.

2.12.9 The scholarship will be made in a single payment at the first Awards Dinner after the determination of the scholarship.

2.12.10 It is expected that candidates receiving the scholarship will attempt the Fellowship examination within five years of the date of receipt of the scholarship.

2.13. Fast Tracking

Candidates who are considered eminent may apply to take the Fellowship examination without first completing a Membership examination.

2.13.1 **Fast tracking** is permitted in the College Constitution which reads:

"Fast- tracked or fast-tracking" means dispensing with the requirement to complete a Membership examination or any College approved training program before advancing to Fellowship.

2.13.2 Two groups of candidates have been considered eligible for fast-tracking:

- Those who have successfully completed a Diplomate examination in one of the American Colleges, European Colleges or the Royal College of Veterinary Surgeons; or
- Those who are eminent veterinarians with extensive depth and breadth of training, scholarship and experience and a record of academic and practical excellence as otherwise defined by the Council.

2.13.3 Regardless of the method by which the candidate has been trained and examined, candidates for fast-tracking must have met or exceeded the requirements of the MSD and the relevant Subject Guidelines. Therefore, fast-tracking candidates need not complete a College-approved training program before advancing to the Fellowship examination, as long as they can provide documentary evidence of the equivalent of the minimum required weeks of

directly supervised training in the approporiate discipline under an approved supervisor.

2.13.4 Fast-tracking candidates need not complete a Membership examination before advancing to Fellowship.

2.13.5 Fast-tracking candidates must apply in writing to the Chief Examiner. This application should include:

- A cover letter requesting fast-tracking and outlining the basis for the request.
- A curriculum vitae.
- A copy of the Diploma from the certifying College (US, European or UK).
- The following signed statement:

> I agree to comply with the Constitution of the Australian and New Zealand College of Veterinary Scientist and any regulations issued there under, including the *Fellowship Candidate Handbook* and my relevant Subject Guidelines; copies of both of which I may access on the College website.

The Chief Examiner will consider the application and, with the assistance of the BoE, make a recommendation to College Council. Council approval must be granted prior to the credentials date.

2.13.6 Fast-tracking candidates must submit a Credentials Document on or before the credentials date with the components detailed in Section 4.3 of this Fellowship Candidate Handbook. Activity Log requirements may be determined by the Chief Examiner.

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SECTION FOUR: SUBMISSION OF CREDENTIALS DOCUMENT

3. Submission of Training Program Document

Subject availability is dependent on adequate support from the relevant chapter, including subject guidelines that are compliant to the College reviewing process (reviewed and re-approved within the last five years), and provision of a suitably qualified examination team. Please contact the College for further information on subject availability prior to preparation of a TPD.

3.1. Training Program Document (Prospective)

3.1.1. The ACE-T has final responsibility for approval and monitoring of training programs.

3.1.2. All candidates for Fellowship must submit a Training Program Document for approval, using the format specified in this Section. Fellowship candidates in training must be accountable and cannot make changes to arrangements to any aspect of the originally approved training program, including externship and training in related discipline commitments, without obtaining permission from the TCC prior to the activity.

3.1.3. Retrospective approval of training completed prior to submission of a properly constructed Training Program Document will not be automatically granted. No retrospective months can be included in Part-time of Alternative Training program submissions.

3.1.4. In line with the College's Privacy Policy, personal information about a candidate supplied to the College will only be provided to those College members who require the information to carry out a function relating to a candidate's training program, such as a Chapter's executive and the Subject Standards and Examination Committees.

3.1.5. Care should be taken to ensure that the requirements of the Subject Guidelines and the MSD are met in full. The following requirements for submission of the Training Program Document must be met, or the document will be returned to the candidate unassessed.

The Training Program Document must be submitted as follows:

- ☐ **One electronic copy**
- ☐ **One hard copy (must be signed)**
- ☐ **Bound**
- ☐ **All aspects typed**
- ☐ **All components present according to Section 3.3 and the Subject Guidelines.**
- ☐ **Do not send an incomplete Training Program Document**
- ☐ **Do not send additional materials that are not specifically required**
- ☐ **Do not send each section separately, rather as one pdf attachment to your email.**

3.2. Deadlines for Training Program Document (Prospective)

3.2.1. The full-time (standard) Training Program Document must be submitted within three months of commencing training**.** If the Training Program Document is submitted later than three months after training has commenced, on approval of the Training Program Document only three months of training will be recognised to have taken place before the date of submission**.**

3.3. Components of Training Program Document (Prospective)

The Training Program Document must be accompanied by part payment of the Fellowship Fee (Section 2.11).
It is essential that all headings, subheadings and pages are appropriately numbered.

The Training Program Document submitted for approval **must** provide information and documents specified under all the following thirteen (13) headings (numbered 1 to 13), and under all sub-headings a, b, c etc. If a candidate fails to follow this format or to provide the information and documents specified, the Training Program Document will be returned to the candidate unassessed.

1. Cover Page of Training Program Document

Refer to the College website: Fellowship Forms for template.

Tick box on cover page to indicate what type of training program you are submitting for approval by TCC:

- Full-time – standard training program
- Part-time
- Alternative

2. Program Overview

A single paragraph description of the entire training program. The type of training program being undertaken must be specified (see section 2.3).

3. Objectives

A list of objectives that will be achieved by the candidate.

4. Facilities

A description of the primary training facility involved in the training program (excluding venues for externships and training in related disciplines) must include the following information or documents:

a. Available equipment relevant to the discipline.
b. Physical plant and buildings relevant to the discipline.
c. List of all professional staff that will interact with the candidate including the position and qualifications of those staff.

d. A letter from the principal of the centre providing the training facility, giving permission for use of the facility during the Training Program.
e. Traditional and/or electronic library facilities.

5. Cases / Activities

For clinical disciplines, a description of case material relevant to the discipline based on historical data including:

a. Number of cases (annual accessions).
b. Breadth of cases (for example, a breakdown by organ system or species).
c. Proportion of cases which are referred.
For non-clinical disciplines, a description of the number and range of activities related to the discipline which are being undertaken and/or have recently been undertaken by the staff working in the facility.

6. Description

A description of all aspects of the Training Program under the following categories:

a. Clinical (clinical disciplines) or technical (non-clinical disciplines) activity.

b. Research activity.

c. Commitment to publications.

d. Attendance and presentations at conferences.

e. Participation in rounds, seminars, and journal club meetings.

7. Weekly Activities Table

A table of a typical week, broken down into days, with an indication of activities taking place during the week. Please indicate which activities are conducted with your supervisor present and working with you.

For example:
* Note all activities with an asterisk are conducted with the presence of the supervisor

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00am					
9:00am					
10am - 12pm	Reports				
11:00am		Rounds			
etc			Research seminar		
etc	Clinical duties*				

8. Week-by-Week Timetable

A complete cumulative week by week chronological description of the training program scheduled by week (refer to College website for template), including:

a. Cumulative enumeration of weeks of training, with specification of whether or not each week's training is directly or indirectly supervised, and by whom. The required minimum number of weeks of training must be shown.

b. Anticipated date of beginning training and the weeks allocated to training, vacation, externships and conferences.

c. Anticipated date of completion of training, anticipated year of intention to sit (by June 30th year preceding exam), anticipated credential date and examination year.

d. Anticipated date of yearly meeting with the principal supervisor to evaluate progress of the candidate and subsequent submission of annual supervisors report (ASR), July 31st annually.

9. Supplementary Training

9.1 Information or documents required regarding externships:

a. Detail all proposed externships (Section 2.4.1) including names and qualifications of supervisors and externship location.

b. Include an externship proposal from the externship supervisor (refer to College website for template) agreeing to his/her role as an Externship supervisor.

9.2 Information or documents required regarding training in related disciplines:

a. Detail all proposed training in related disciplines (Section 2.4.2) including names and qualifications of supervisors and training location.

b. Include all TRD proposals (refer to College website for template) from TRD supervisors agreeing to their role as TRD supervisors.

9.3 Where arrangements for supplementary training have not been finalised when the training program document is submitted, a clear statement to this effect and a commitment to provide the information when it is available will be sufficient. Externship and TRD proposals MUST be received by the College and approved PRIOR to the candidate undertaking the training.

10. Primary Supervisor

Information or documents required:

a. The name and qualifications of the primary supervisor who will be responsible for the training of the candidate. (see sections 2.7.1.1 and 2.7.1.2).

b. A signed letter from the primary supervisor, (available on College website) agreeing to his/her role as primary supervisor. This letter must also state the number of residents or other clinical training positions being supervised by the primary supervisor during the course of the training program in question.

c. A detailed description of the nature and time of the supervision in the primary discipline. This should include the approximate number of hours per week that the candidate and the primary supervisor will interact directly.

d. A signed letter from the supervisor who will adopt the supervision role in the absence of the primary supervisor for periods in excess of one week. Where no such backup supervisor is available, a description should be provided describing the alternative arrangements for when the supervisor is absent for periods of more than one week.

e. A signed agreement between the candidate and the primary supervisor that meetings will be held annually to evaluate the progress of the candidate. These meetings will lead to production of a written Annual Supervisor Report for both the College and the candidate (see College website for template). Both the candidate and supervisor must sign this report or it will be returned unassessed.

11. Cumulative Activity Log Summary (ALS)

The Training Program Document should include:

a. A commitment to keep a cumulative Activity Log Summary according to College requirements.

b. A template of the ALS for the relevant subject as stipulated by the subject guidelines and in Section 2.8.1. (refer to College website for templates).

c. A statement that the candidate agrees to submit cumulative Activity Log Summaries with each Annual Supervisor Report as detailed in Section 2.8.3**.**

12. Activity Log

If required as a stipulation in the relevant subject guidelines the Training Program Document should include:

a. A commitment to keep a record of activity, the Activity Log, according to College requirements.

b. A template of the Activity Log (refer to College website for templates) as stipulated by the subject guidelines and Section 2.9.1, and

c. A statement that the candidate agrees to submit the Activity Log submission as soon as possible after the first 52 weeks of training, as detailed in Section 2.9.3.

13. Curriculum Vitae

The candidate's current Curriculum Vitae (refer to College website for template).

3.4. Assessment of Training Program Document (Prospective)

3.4.1 The Training Program Document will be assessed by the TCC and the candidate will be notified of the outcome in writing within six weeks of submission that the TCC recommends either:

- Approval of the Training Program Document.
- Resubmission of the Training Program Document with minor changes.
- Resubmission of the Training Program Document with major changes.
- Rejection of the Training Program Document.
- Submission of an addendum to the Training Program Document.

3.4.2 Any changes requested by the TCC must be confirmed by the candidate in writing within one month of the date of the request. Failure to respond within this time may result in suspension of the candidate's Program. The revised TPD must be submitted in a Word document using the track changes function to clearly show the amendments. The TCC will then reassess the Training Program document.

Submission of Training Program Document (Retrospective)

3.5. Approval to Submit Training Program Document (Retrospective)

3.5.1 Candidates seeking approval to submit a Training Program Document (Retrospective) must submit a letter addressed to the ACE-T outlining the training that has been undertaken and clearly stating the exceptional circumstances for seeking retrospective approval of this training. The ACE-T may request additional information in writing from the candidate. The ACE-T will decide whether to allow the candidate to submit a Retrospective Training Program Document, and may consult the Chief Examiner and other members of the BoE to assist in making this decision.

3.5.2 Part-time and alternative programs will not be considered for retrospective approval.

3.5.3 The College will give retrospective approval for training programs only under exceptional circumstances. The following reasons will not be accepted as grounds for retrospective approval:

a. The same or a very similar Training Program has been accepted for other candidates

b. The assumption that the TCC would automatically accept a retrospective Training Program submitted with the Credentials Document.

c. The Training Program was already underway, and the candidate did not meet the specified deadlines for the submission of a Prospective Training Program Document.

3.5.4 Candidates given approval to submit a Training Program Document (Retrospective) must then submit to the College:

- A Training Program Document (Retrospective) as specified in Section 3.7 and
- A Training Program Document (Prospective), covering all proposed prospective training and meeting all requirements specified in Section 3.3.

3.5.5 Candidates not given approval to submit a Training Program Document (Retrospective) will be given the option to submit a Training Program Document (Prospective) as specified in Section 3.3 including credit for the three months of training immediately preceding the date that the letter seeking approval to submit a Training Program Document (Retrospective) was received at the College office.

3.6. Deadlines for Training Program Document (Retrospective)

3.6.1 The Training Program Document (Retrospective) must be submitted by April 30th preceding submission of credentials with all components specified in Section 3.7, this timeline is required so the program can be reviewed and any deficiencies corrected before the credentialing deadline. Any retrospective program submitted after this date might preclude submitting credentials that year.

3.7. Components of Training Program Document (Retrospective)

3.7.1 Candidates seeking retrospective approval of training must submit to the TCC one electronic and one hard copy of the following in addition to the Training Program Document requirements in Section 3.3:

a. A letter from the principal supervisor, certifying that the supervisor supervised the training, and critically evaluated the candidate annually

b. A detailed description of all the activities accomplished by the candidate, detailed chronologically by week.

c. A Retrospective cumulative Activity Log Summary of clinical or technical work accomplished during the retrospective training Period, which meets College requirements (Section 2.8). The Retrospective Activity Log may be required and should contain a complete six months continuous period of training which is representative of the entire training Period. (Section 2.9) The TCC may request access to the entire Retrospective Activity Log for the entire retrospective training Period.

Note: This Retrospective Activity Log is not the same as the Activity Log Submission for the period of prospective training described in Section 2.9.3. The candidate will be expected to also submit an Activity Log Submission before or with the submission of the Credential Document. Failure to submit this Activity Log Submission for prospective training by this deadline will result in delay of eligibility for credential submission.

In the case of application for recognition of an entire Retrospective Training Program Document, the candidate must request approval from the ACE-T, that the Retrospective Activity Log submitted be also recognised as the Activity Log Submission. The Retrospective Activity Log will not automatically be assessed as the candidate's Activity Log submission unless the candidate specifically requests this to be the case, and the ACE-T approves.

3.7.2 Approval of all or any part of the training for which retrospective approval is sought is at the discretion of the TCC, which may impose additional training requirements on the candidate.

3.8. Assessment of Training Program Document (Retrospective)

The Training Program Document (Retrospective) will be assessed according to the standards of the MSD and the Subject Guidelines at the time of its submission.

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SECTION THREE: SUBMISSION OF A TRAINING PROGRAM DOCUMENT

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SECTION FIVE: FELLOWSHIP EXAMINATION

4. Submission of Credentials Document

4.1. Introduction

4.1.1 The Assistant Chief Examiner (Training) has final responsibility for approval of the Credentials Document.

4.1.2 The Credentials Document must be submitted as follows:

- One (1) electronic version as a single pdf, not in multiple sections attached to an email, (signatures in required sections.)
- One (1) bound hardcopy (administration copy, original signatures to be included.)
- All aspects typed
- All components present according to Section 4.3 and the Subject Guidelines.
- Paginated
- Each section (and publications) separated with a section cover page
- Do not send incomplete Credential Documents.

4.1.3 Do not send as part of the Credentials Document:

- Original manuscripts and figures (Credentials Documents will not be returned).
- Additional materials not specifically required.

4.2. Deadlines for Credentials Document

4.2.1 From 2014 onwards candidates are required to notify the College of their intention to sit Fellowship examination the following year. A mandatory **Intention to Sit deadline of June 30** the year prior to the examination has been approved by Council. There will be no extension to this date. Candidates who do not notify the College of their intention to credential and sit the examination by this date, will not be allowed to proceed to examination the following year. Candidates still have the opportunity to withdraw prior to credentials date if they have not fulfilled the requirements to credential. Candidates can email their notification of Intention to Sit to the College office.

4.2.2 The Credentials date is 31 October in the year preceding the year of the Fellowship Examination. The Credentials Document must arrive at the College office on or before the credentials date.

4.2.3 By the credentials date, the candidate must have met all requirements of the MSD, the Subject Guidelines and the training program. Please note that there will be no extensions to the Credentials date. Candidates who do not meet all the requirements will not be permitted to proceed to the examination.

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4.2.4 Elapsed Time to Examination

4.2.4.1 Regardless of the type and structure of the Training Program, training must be completed within six years. Candidates are encouraged to sit the examination within five years of the completion of training. The Fellowship examination must be taken within three years of approval of the Credentials Document.

4.2.4.2 Candidates who submit their Credentials Document or wish to sit/resit the examination more than five years after the completion of training must show:

- Evidence of having worked full-time in the discipline (defined as at least 25 hours per week of work in the clinical and technical aspects of the discipline) and
- A commitment to the discipline, for example in the form of publications, presentation at professional meetings and attendance at professional meetings.

4.2.4.3 At the time of submission of the Credentials Document, the ACE-T will judge the applicant's suitability to proceed to examination.

4.3. Components of Credentials Document

The Credentials Document must be accompanied by payment of the Fellowship Fee (Section 2.11).

The Credentials Document is made up of the following **components**: (refer to the College website for templates)

1. Cover-Page for Credentials Document. This cover page **must be signed** by the candidate.
2. Completed Application Form for Fellowship Examination (also signed).

   This application form includes details of payment of the Fellowship Fee (Section 2.11).
3. Evidence of completion of training requirements:
   A letter of completion of all the necessary training and has met all the requirements as outlined in the relevant subject guidelines signed by the supervisor must be included (template available on the College website).
4. Current Curriculum Vitae
5. Completed Publication Requirements

   A reprint or copy of each publication (entire) must be submitted as part of the Credentials Document. Publications must be separated.

   If the manuscript has not been published by the credentials date, a copy of the letter of acceptance for publication from the book or journal editor and a copy of the accepted manuscript must be submitted as part of the Credentials Document.

   The candidate must stipulate the titles of the publications submitted for assessment. Only the required number of publications should be

submitted, additional publications must not be included. Additional publications may be listed in the candidate's Curriculum Vitae.

6. The pre-approved presentation proposal **and** evidence of a presentation at an approved conference (if credentialing to include this requirement),

   Include one of the following as evidence of your presentation:

   - Copy of the peer reviewed abstract from the meeting's proceedings
   - Copy of the letter/email of acceptance of the abstract for presentation
   - Copy of the final program with the presentation highlighted
   - A signed letter from the conference organisers stating that the presentation was given

7. The complete Cumulative Activity Log Summaries **covering the entire period of training**. (Not just the last year.)
8. Externship Report(s)
9. Training in Related Disciplines Report(s)
10. Access to Information Waiver (see Section 5.6.5 for information on this item, template on College website.)
11. Activity Log *(submitted ONLY if requested by SSC, as a result of earlier assessment of the Activity Log submission (Section 2.9.3.9).*
12. Any other special requirements of relevant subject guidelines e.g. additional details of conference presentations.

4.4. Assessment of Credentials Document

4.4.1 The Examinations Officer will undertake a preliminary assessment of the submitted Credentials Document to ensure that it includes all components specified in Section 4.3 and the relevant Subject Guidelines.

4.4.2 Candidates will be notified after the administrative check is complete. Incomplete Credentials Documents will not be assessed by the SSC and will be returned to the candidate. The SSC will not comment on aspects of the Credentials Document before it has been formally assessed.

4.4.3 The credentials that pass the preliminary assessment (Section 4.4.1) will be forwarded to the SSC for assessment of the Activity Log (if present), Activity Log Summary, Publications, and Presentation evidence. The SSC will also ensure that the goals and objectives of the training program have been achieved and that all requirements of the MSD and the Subject Guidelines have been met.

4.4.4 Credentials Documents will be graded as satisfactory, resubmission-required, submission of an addendum required, or unsatisfactory.

- Candidates with a satisfactory credentials document may progress to the examination.
- Candidates with a resubmission-required, or submission of an addendum required Credentials Document will be asked to resubmit the corrected document or addendum to the College office within two weeks. The resubmitted documents or addendum will then be assessed and if deemed satisfactory the candidate may progress to the examination.
- Candidates with an unsatisfactory Credentials Document will not be permitted to progress to the examination and will be asked to resubmit their Credentials Document in subsequent years, following completion of additional requirements.

4.4.5 Candidates will be given formal written notification from the College office of the outcome of the assessment of their Credentials Document. Notification letters will be postmarked on or before January 31st of the year of the examination.

4.4.6 Candidates whose Credentials Document is graded as satisfactory should retain the written notification (Section 4.4.5) for presentation to the appropriate registration authority in Australia or New Zealand at the time of application for specialist registration.

4.4.7 The final arbiter of the assessment of the Credentials Document will be the ACE-T.

4.4.8 Credentials Documents will not be returned and will be destroyed by the College six months after successful completion of the examination. The Fellowship examination must be taken within three years of approval of the Credentials Document.

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SECTION SIX: APPENDICES AND TEMPLATES

5. Fellowship Examination

All aspects of the Fellowship Examination are within the jurisdiction of the Chief Examiner.

5.1. Assessment of Fellowship candidates

5.1.1 Fellowship Candidates are required to lodge an intention to sit by June 30 in the year preceding the examination. This may be done by emailing their intention to the College.

5.1.2 Assessment of a Fellowship candidate comprises two parts.

1. Assessment of the candidate's Credentials Document by the ACE-T and SSC after the candidate completes an approved supervised Training Program (Section 4.4).
2. Formal Examination conducted by College-appointed Examiners.

Candidates must satisfy the College that they have reached an acceptable level in each of these two parts. The award of Fellowship implies that the awardee has sufficient training, experience, knowledge and accomplishment in a particular area of veterinary science to meet the criteria for registration as a specialist in that area.

5.1.3 Fellowship candidates are expected to demonstrate a highly professional standard of behaviour and language during the examination process. Candidates must aim to communicate clearly, using appropriate technical (rather than colloquial) terminology in all components of the examination.

5.1.4 Once having indicated that he or she will sit the examination, failure of a candidate to attend will be recorded as a fail except in extenuating circumstances. Exceptions will be at the discretion of the Chief Examiner.

5.1.5 Equitable Assessment Procedure Policy

The Australian and New Zealand College of Veterinary Scientists is committed to allowing all candidates for examinations access to equitable assessment procedures. If a candidate believes that the circumstances, locations or systems of the examination procedures (written, oral and / or practical) do not allow them to fully display their professional knowledge, skills and behaviours, they are **strongly encouraged** to submit a request for variation of assessment procedures.

Requests for variation of assessment procedures should be made in the form of a draft plan that must:

1. Be directed to the Chief Examiner via the College office and submitted by 28th February in the year of the examination, or earlier.
2. Be accompanied by a letter of support from their health professional[1] or professionals outlining measures requested to enable the candidate to fairly display what they know and have learnt during the examination process, in

[1] Including registered General Medical Practitioner, and appropriate Specialist Medical Practitioner (*e.g.* Ophthalmologist, Physician, Psychiatrist), Optometrist, Audiologist, Occupational Therapist, Psychologist.

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addition to those routinely provided to all candidates. This letter needs to include specific areas where changes to standard practices are requested - some examples might include;

- Large print examination papers.
- High contrast materials (papers, photographs, slides).
- Increased lighting.
- Extra reading time.
- Use of a scribe or keyboard or other data entry device.
- Extra toilet breaks or rest periods.
- Wheel chair access.
- Ergonomic furniture.
- Measures to allow increased audibility (i.e. in oral examinations).

In consultation with the candidate, a plan which accommodates as many of the candidates' requests as are possible will be developed. Note that this plan will take into account;

- The contents of the professionals' letter of support.
- Costs, locations and timeframes.
- Fairness to the other candidates in the examination system.
- Whether the candidate wishes their examiners to be informed of the reasons for modifications to their examination

Modifications to the examination process can only be made in areas that the examination was not intending to measure. Assessment procedures such as marking proformas, marking schemes, assessment keys and 'fail/pass mark levels' will not differ between candidates in each examination stream. The subject guidelines outline the areas that are to be examined for every candidate.

Note that all examinations will be carried out in English. Requests for variation of procedures that include translations to a foreign language will not be permitted.

The plan for variation of examination procedures will be agreed and signed by the candidate and the Chief Examiner prior to 130 days before the written examination date.

Excepting small, incidental changes on the day, neither party may divert from the previously agreed plan during the examination process. The Chief Examiner or their delegate(s) will monitor examination procedures to ensure that the agreed plan is adhered to.

Strict provisions of confidentially will be applied to notification by any candidate to the College.

The College cannot act to accommodate variations for candidates who do not submit a request for variation of examination procedures.

The Board of Examiners will strive to provide a fair process of assessment to all candidates, however if a plan cannot be developed and agreed to by both parties, the matter may be referred to Council for resolution.

5.2. Appointment of Examiners

5.2.1 For further details on the, *Appointment of Examiners*, please refer to this policy on the College website: https://www.anzcvs.org.au/policy-library/

5.2.2 Candidates will not influence the choice of Examiners or observers. Candidates are not permitted to have any contact with the examiners regarding the examinations. Or contact observers after the examination. See section 5.2.4 below.

5.2.3 Once notified of the names of their subject Examiners**, the candidate must not contact these Examiners on matters relating to the Examination, either before or after the Examination.** Any questions relating to the Examination **must** be addressed to the Chief Examiner or the Examinations Officer who will approach the Examiners concerned if necessary. Should a candidate contact an Examiner about the Examination after their appointment as an Examiner, the Chief Examiner may suspend the Examination process until satisfied that such contact is not an attempt to influence the conduct or outcome of the Examination.

5.2.4 Any contact between Examiners and candidates on any matters relating to the Fellowship Examination must be made through the College office.

5.2.5 The Chief Examiner will appoint an observer for each Examination. The role of the observer is to be present and to proctor the Practical and Oral Examinations and to report on the conduct of the Examination to the Chief Examiner. This person may be the Chief Examiner, a member of the BoE or other appointee of the Chief Examiner.

5.3. Format of the Examination

5.3.1 The following general format will be followed for all Fellowship Examinations and will be considered the minimum requirements for all Fellowship subjects.

The Examination will have four autonomous components**:**

1. **Written Paper 1** (minimum three hours): This written paper or papers will focus on the basic science and principles of the subject.
2. **Written Paper 2** (minimum three hours): This written paper or papers will focus on the practice and clinical applications of the subject.
3. **Practical** (minimum one hour): This component will consist of a mixture of case presentations, multimedia (e.g. slides, photographs, videos, and histology slides), problem solving and theory, for which written answers will be required.
4. **Oral** (minimum one hour): The candidate will be expected to be able to discuss any aspect of the subject, communicating in a scientific and professional manner. The oral examination may be recorded.

5.3.2 Live animals, post-mortem specimens and unprocessed animal tissue will **not** be used in any Section of the Fellowship Examinations unless approved by the Chief Examiner and the relevant animal ethics committee.

5.3.3 The Practical and Oral components must total at least three hours. The time thresholds are minimum thresholds. Individual Chapters may exceed the thresholds (refer to Subject Guidelines).

5.3.4 Examination Structure

The structure of each component of the examination shall be included in the Subject Guidelines for the information of candidates and examiners. Information to be provided in the subject guidelines is listed below. Chapters may include more detail if they wish.

1. For written examinations:
    a. The number of main questions
    b. The total marks for the exam
    c. The duration of the exam
    d. Whether the examination contains a choice of questions (for subjects with electives only)
    e. The questions types which will be included (eg: long answer, multiple choice).
    f. The marks per main questions. This may be a range where main questions are not of equal value.

2. For practical examinations:
    a. The number of main questions
    b. The total marks for the exam
    c. The duration of the exam
    d. The questions types which will be included (e.g.: long answer, multiple choice).
    e. The marks per main questions. This may be a range where main questions are not of equal value.
    f. How the questions will be delivered (e.g.: on paper, on a slide show)
    g. The type of ancillary materials used (e.g.: images, digital radiographs, histopathology slides)

3. For oral examinations:
    a. The number of main questions
    b. The total marks for the exam
    c. The approximate duration of the exam
    d. The marks per main questions. This may be a range where main questions are not of equal value.
    e. The type of ancillary materials used (e.g.: images, digital radiographs, laboratory results)

Examination structure is subject to the following limitations:

1. The maximum duration for each written examination paper is four hours for Fellowship examinations
2. Both written papers must be of the same total marks
3. It is recommended that there be 60 marks allocated per hour of examination
4. All questions and sub-questions must be out of a whole number of marks
5. The perusal time for written exams will be 20 minutes for Fellowship examinations
6. During perusal time candidates will be allowed to write on scrap paper and the examination paper only
7. There will be no perusal time for practical examinations
8. No choice of questions or parts of questions is permitted except in subjects for which the subject guidelines specify that candidates can elect to meet some learning outcomes and not others. For such subjects choice is permitted across the electives but not within the elective.
9. No more than 20% of an examination component shall be multiple choice question type
10. The following question types are primarily used to test fact-recall rather than higher order thinking and thus are unlikely to be acceptable for Fellowship examinations: true-false questions, matching questions, short answer (fill in word or single sentence) questions.
11. If there are multiple choice questions these must be put together in one section
12. Ancillary materials used in examinations must be of very high quality and contain adequate information for interpretation (for example an indication of magnification on micrographs).

5.4. Organisation of the Examination

5.4.1 The candidate will be sent written notification (in advance of the Written Papers) of:

- Dates and venues of all components of the Examination, and
- Names of Examiners.

5.4.2 The Written Papers will be held in May/June. The Written Papers may be taken in selected venues in Australia or New Zealand, or at any other site approved by the Chief Examiner. Advice on Examination venues can be obtained from the College office or College website.

5.4.3 The Practical and Oral Sections will be held in June/July during the College Examination period.

5.4.4 Exceptions to the times and venues specified in 5.4.1, 5.4.2, 5.4.3 will be made only at the discretion of the Chief Examiner.

5.4.5 Candidates must complete all components of the Examination and will not be informed of the outcome of any component until all four components are complete and results ratified by the Board of Examiners.

5.4.6 All examination papers will be destroyed six months after the examination date.

5.5. Grading of the Examination

5.5.1 All four (4) components of the examination (2 x written, oral and practical) be regarded as completely separate components for the purposes of assessment.

5.5.2 The pass mark for all components shall be 70%

5.5.3 The 70% pass mark for each component is absolute; there is no opportunity to compensate in other components for one failed component,

5.5.4 Candidates will pass the Fellowship examination once they have achieved a pass mark in all four (4) components.

5.5.5 Candidates are not required to re-sit components in which they have already achieved a pass but must re-sit all remaining components in the same examination year.

5.5.6 Candidates must register their intention to sit the re-sit examination(s) by July 31 plus pay the re-sit Fellowship fees by credentials date (31 October) in the year preceding the re-sit examination(s).

5.5.7 Candidates reattempting components of the examination will pay a fee equivalent to 25% of the currently applicable total Fellowship Fee for each component to be reattempted.

5.5.8 Candidates are only allowed to attempt the examination three times. These three attempts must be within a four year period. Candidates may apply for deferral of one exam period during this time, within the requirements of 2.11.2. If all four components are not passed within this time period, the candidate is required to refresh credentials and sit all four components again. Please note the requirements of 4.2.4.2

5.5.9 Supplementary examinations are not offered

5.6. Notification of Results of the Examination

5.6.1 Candidates access the Examination Results and Reporting System (ERRS) to retrieve their examination result. The Chief Examiner will also advise candidates of their results in writing within 30 days of completion of the Oral examinations. If a delay in notification of the candidate is anticipated, (this does not include delays or failure with the ERRS), the candidate will be informed in writing of the reasons for the delay.

5.6.2 Candidates may contact the College office regarding notification of results, but must not contact the Subject Examiners.

5.6.3 Candidates who fail the Examination may make written request for the College to provide information, and access to certain documents detailed below. The purpose of releasing the following information and providing access to the following documents is to assist unsuccessful candidates in identifying areas of weakness or poor performance, so that these areas may be specifically addressed by unsuccessful candidates who elect subsequently to reattempt the Fellowship Examination. The process of requesting examination information is separate from the appeal process. An appeal must be lodged within thirty days of the date of notification of the examination results. The lodging of an appeal is not reliant on receipt of available examination information.

5.6.4 The College is committed to assisting its candidates throughout the examination process. Should you be unsuccessful in your endeavours, a guidance session will be offered by phone call or Skype by an approved psychologist. Guidance sessions may be arranged by contacting the College office.

5.6.5. Where an adverse decision is made, that adverse decision shall be conveyed promptly to the candidate in writing accompanied, wherever reasonably possible, by feedback on the basis for the adverse decision. A guidance session will be offered to unsuccessful candidates.

5.6.6 The following conditions apply to the release of the examination information:

1. Candidates must make written request for examination information and access to papers (separate from the signing of Access to Information Agreement). Written request must be made to the Examinations Officer **between ten and sixty days** of the date of notification of their examination results.
2. The earliest the request for examination information and access to papers may be received by the College office is ten days after the date of notification of examination results (except in extenuating circumstances at the discretion of the Chief Examiner).
3. The following examination information will be made available to candidates:
   (a) The mean mark for each question in the written papers, and the overall mean mark for each of the oral and practical components.
   (b) Examiners' written comments (if any) for the written and practical component of the examination. These may be general comments which pertain to the component as a whole or may be specific comments addressing particular questions where the candidate's performance was unsatisfactory; and
   (c) Examiners' written comments (if any) regarding any areas of deficiency in the candidate's performance in the oral. Access to the recording of the oral will be restricted to the Board of Examiners.

4. Access to the candidate's Written component examination papers, the Practical component written examination papers and material (if available) will be granted only under the following conditions:

   (a) Candidate's access to examination papers will be supervised by, and in the presence of a member of the Board of Examiners or a nominee of the Chief Examiner;

   (b) The candidate's primary supervisor or one supervisor other than the primary supervisor may attend the viewing of papers with the candidate

   (c) The candidate's access will be limited to 240 minutes at a single sitting.

   (d) Candidates are not permitted to photocopy or photograph examination papers or other examination material. Candidates are permitted to make notes during the period of access.

   (e) Candidates wishing to view their papers, must do so by 31st October in the year that the examination was completed.

5.6.5 Candidates must sign an Access to Information Waiver (refer to College website for template) as part of their Credentials Document**,** accepting the above terms concerning their performance in the Fellowship Examination, and thereby releasing the College from any obligation to provide further information.

5.7. Extenuating Circumstances Policy

5.7.1 This policy allows Candidates to defer or resit (an) examination component(s) in the event of appropriately documented extenuating personal circumstances without incurring additional College fees.

5.7.2 Candidates who are **unable to prepare for and complete** any or all components of a Fellowship examination because of a serious medical or critical personal circumstance, may apply for permission to attempt the examination component at the next examination sitting.

5.7.3 Candidates who **sit (an) examination component(s), but whose performance may have been impaired** because of a serious medical or critical personal circumstance, may apply for permission to attempt the examination component at the next examination sitting. If the application for consideration of extenuating circumstances is successful, the affected component(s) will not be marked.

5.7.4 Critical personal circumstances are those which have a "substantial" effect on the "normal" functioning of the candidate for a significant portion of the study period or the examination day. Critical personal circumstances include (but are not limited to) illness, injury and bereavement. Critical personal circumstances occurring more than four weeks before the examination date will not normally be considered.

5.7.5 All applications for extenuating circumstance require certification by an appropriate registered health professional and must be made on the application form available from - (refer to College website for template).

5.7.6 All applications must be made within 14 days before and 2 days after the examination component(s) affected.

5.7.7 It is not possible to apply for extenuating circumstances under this policy and also lodge an appeal for the same examination in the same year.

5.7.8 The CEO will consider all applications on a case-by-case basis. No guarantees of an application's success can be made.

5.7.9 In the event that a determination cannot be made, the CEO will call on the Chief Examiner and President to determine the application.

5.7.10 The maximum period for completion of all components of the examination may or may not be extended at the discretion of the Chief Examiner on a case-by-case basis.

5.8. Appeal Procedure for the Examination

Below is a summary of the grounds to lodge an appeal against a failure to pass any aspect of an examination, or any other adverse decision of the College affecting the Candidate. The latest and complete version of the *Appeal Policy* on the College website https://www.anzcvs.org.au/policy-library/ or may be obtained by contacting the College office.

It is the Candidate's responsibility to ensure that they are referring to the current version of the *Appeal Policy* when lodging an appeal with the College.

5.8.1 Appeal summary:

A person may appeal the following decisions made by the College:

- denial of approval of a Candidate's Fellowship Training Program
- denial of a Candidate's Fellowship Credentials
- failure of an examination undertaken by a Candidate
- refusal to confer Membership or Fellowship where all examination and credentials (for Fellowship) requirements have been met
- any other decision of the College specifically affecting the person.

Candidates should note the following:

- an appeal relating to the failure of an examination can only be based on procedural irregularities relating to the examination or decision making process
- no appeal will be allowed based on dissatisfaction with the academic judgement of the examiners (such as the choice of examination questions, marks or recommendations)
- no appeal will be allowed on grounds relating to circumstances affecting the Candidate's performance. (The person may instead make an application for extenuating circumstances: see section 5.7 above), and
- a person can **either** make an application for extenuating circumstances **or** lodge an appeal, but not both.

5.9. Misconduct of candidates for examination

5.9.1 The highest standard of conduct is expected of candidates seeking Membership or Fellowship of the College. On their applications for examinations Candidates are required to read and sign an agreement to be bound by the College's rules, regulations and guidelines.

Participating in any improper conduct such as cheating, attempt to cheat, assisting others to cheat, participating therein is a serious violation and will result in the College disqualifying the candidate's paper and other disciplinary action as may be deemed appropriate, including, but not limited to, forfeiture of examination fees and/or exclusion from the College. This includes before during and after the examinations.

5.9.2 Candidates must not give or receive assistance of any kind during the examination. During the examinations Candidates are expected to behave with integrity and follow all proper and reasonable instructions whether given in writing or by any College Officer including examination Invigilators and Observers.

Examples of improper conduct include but are not limited to:

1. Attempting to gain unfair advantage by ascertaining the content of the examination before the examination period.
2. Sharing information about the content of the examination during the period in which Candidates have been requested not to disclose it.
3. Sharing or attempting to share answers with other Candidates during the examination.
4. Attempting to obtain assistance with answering questions by any means including the use of notes or phones.
5. Presenting false information in the application or any other documentation.
6. Failing to follow the proper and reasonable instructions of College Officers.

5.9.3 The Board of Examiners Examination Committee will investigate any irregularity or suspected violation of examination discipline, and a determination by the Board of Examiners will be made regarding the matter.

SECTION SIX: Appendices and Templates

Contents of this section

SECTION SIX: APPENDICES 60

APPENDIX A: CANDIDATE CHECKLIST FOR FELLOWSHIP TRAINING 61
APPENDIX B: CANDIDATE STUDY GUIDE 63

All the below templates are available from the College website

Available in word document format from the College website – Fellowship Forms:

Cover Page for Training Program Document
Supervisor(s) Letter (primary and secondary supervisor complete one each)
Week-By-Week Timetable
Cover Page for Activity Log Submission
Fellowship Supervisor Annual Report
Training In Related Disciplines (TRD) Proposal
Training in Related Disciplines Report
Externship Proposal
Externship Report
Presentation Proposal
Cover Page for Credentials Document
Application for Fellowship Examination
Access to Information Agreement
Special Consideration Application
Curriculum Vitae

The cumulative activity log summaries and activity logs are examples only. Please refer to your relevant subject guidelines for appropriate categories for case logs and formatting. Submitting an activity log or activity log summary in Excel is encouraged; to enable accurate assessment of cases.

Activity Log for Clinical Discipline
Activity Log for Non-Clinical Disciplines
Activity Log Summary (By Species)
Activity Log Summary (By Body System)
Activity Log Summary (By Technical Procedure)

Previous section

SECTION FIVE: FELLOWSHIP EXAMINATION

Appendix A: Candidate Checklist for Fellowship Training

1. Fellowship Information

☐ Read the Fellowship Candidate Handbook and the relevant Subject Guidelines. Answers to most questions can be found within these documents.

2. Training Program Document

2.1 Submission *(Section 3.2, relevant Subject Guidelines and College website for templates)*

☐ Submit ALL COMPONENTS of the Training Program Document within three months of commencement of the Fellowship Training Program.

2.2 Commonly omitted components of the Training Program Document that MUST BE INCLUDED are: *(Section 3.3)*

☐ A description of the proportion of cases that are referred to the training facility.

☐ Letters from all supervisors involved in the training program, and a letter from the Principal of the Centre providing the training facility.

☐ A proposed cumulative week-by-week timetable.

☐ The Fellowship Fee.

2.3 In the Training Program Document, ensure you show that you will:

☐ Complete the required number of weeks of full-time directly supervised training (DST).

☐ Be directly supervised by a person with approved qualifications in the appropriate discipline.

☐ Complete at least four weeks of externship(s). These four weeks are to consist of either two lots of two week blocks at two different institutions or one four week block at the same venue.

☐ Address any special requirements made by your relevant Subject Guidelines.

3. Cumulative Activity Log Summary *(Section 2.8, relevant Subject Guidelines and College website for templates)*

☐ Record cases or activities in a Cumulative Activity Log Summary.

4. Publications and Presentation

☐ Publication and Presentation requirements must be met. *(Section 2.10 and relevant Subject Guidelines)*

☐ Discuss **proposed publications** with your supervisor.

☐ Work on the publications allowing plenty of time to submit them early enough for assessment for publication in journals/books.

- ☐ Discuss and plan presentation that will meet the credentials requirement that will be completed prior to the credential deadline.

5. Annual Supervisor Reports *(Section 2.7 and College website for templates)*

- ☐ Ensure submission of Annual Supervisor Reports with Cumulative Activity Log Summaries (ALS) every year throughout training.
- ☐ Supervisor and candidate must both sign the Annual Supervisor Report.

6. Activity Log (only if required by relevant Subject Guidelines) *(Section 2.9 and College website for templates)*

- ☐ Record cases or activities in an Activity Log if required by the relevant subject guidelines.
- ☐ Submit the Activity Log if required by the subject guidelines.
- ☐ Activity Log Submission must be accompanied by a Cover Page and a Cumulative Activity Log Summary for activities to date.
- ☐ A retrospective Activity Log is not the same as an Activity Log Submission.

7. The Credentials Document *(Section 4 and College website for templates including credentials cover page)*

- ☐ Submit all components of the Credentials Document (including the Fellowship Fee) prior to 31 October in the year preceding the proposed Examination. (One bound hardcopy and one electronic copy marked Administration with fee payment details)
- ☐ The Credentials Document must include Externship Report(s) and Training in Related Disciplines Report(s).
- ☐ If a manuscript has not been published by the Credentials Date, a copy of the letter of acceptance from the book or journal editor and a copy of the final accepted manuscript must be submitted with the Credentials document.
- ☐ Submit credit card / payment details which must be equal to relevant year's fees, only on hardcopy and mark that copy 'administration'. Please note that Fellowship fees will be processed on submission of the credentials document.

8. The Fellowship Examination *(Section 5)*

- ☐ Sit the examination within five years of completion of training.
- ☐ Training must be completed within six years.
- ☐ The Fellowship examination must be taken within three years of approval of the Credentials Document.
- ☐ Do not contact the examiners directly regarding the examination, either before or after it takes place

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Appendix B: Candidate Study Guide

Preparation for Fellowship Examinations is a demanding process which is appropriate since the award of Fellowship of the College is highly regarded within the profession. Fellowship training involves both a structured training program and individual/private study. These comments and suggestions relate specifically to the private study component.

Spread the Workload
Private reading/study should be a regular part of normal professional activity for all veterinarians but more so for those seeking Fellowship and registration as a specialist. From the commencement of your training, an effective cataloguing system for journal articles and other references should be established – there are a number of excellent computer software packages to assist this process. Setting aside a regular commitment of time to reading is important.

Construct a Study Plan
With the help of your supervisor, you should construct a study plan, which takes into account the various topics within your subject – refer to the Subject Guidelines for your subject (available from the College website or College office and an essential document to assist in your preparation). This study plan should be reviewed regularly with your supervisor, with particular emphasis on identifying areas of weakness in your knowledge or experience and allocating adequate time to these.

Identify and Contact other candidates in your Subject Area
Contact with other Fellowship candidates can be of great mutual benefit. The College office may be able to help you identify others in Fellowship training programs in your subject. Regular contact via electronic means can substitute for regular meetings in person where large distances are a problem. Establishing regular contact with other Fellowship candidates is especially important for those undertaking either Formal Residency Programs in private practice (where they may be the only resident) or Alternative Training Programs involving periods of indirect supervision.

Review past Papers and Write Practice Answers
In the last 3 months before your written Examination, it is very important to practise writing answers to written questions under Examination conditions (i.e. with no reference material available and keeping to time). You should arrange with your supervisor to mark these answers and provide feedback on content and structure of your answers.

Written Examination Techniques
In the written Examination, make sure you fully understand the number of questions you are required to answer and the marks allocated to each question. Calculate the time you have available for each answer and commit to **not** exceeding the time for any particular answer, even if it involves your favourite topic and you could write for hours on it.

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Incorporate planning time for each answer into your time calculation.
For example: In a 3 hour Examination where you are required to answer 4 questions, each answer is allocated 45 minutes, of which 10 minutes should be allocated to planning your answer and 35 minutes to writing time. Planning will help your answers to follow a logical pattern which assists the examiner's task of assessing your knowledge.

During the perusal/reading time, you should read all the questions, decide which questions you will answer (if a choice is allowed) and the order you will attempt them, starting with the questions about which you feel most comfortable. Then underline on the question paper the KEY WORDS in each question, taking note of the instructional words (e.g. List, Discuss, Write brief notes on, Design etc) and the content words (e.g. pathophysiology, surgical technique and prognosis etc). If any reading time remains, you could begin to plan your first answer.

It is essential to accurately answer the specific question (being guided by the key words) and avoid adopting the "Write everything I know about….." approach to Examination questions. If a question asks you to construct a list, make sure you provide the examiner with an obvious list, not a longhand description of what might be included in the table. If the question asks you to define something, make sure you have a clearly identifiable definition of whatever is requested in the question (etc for other keywords).

Oral and Practical
In the weeks between the written papers and the oral and practical, you should review your memory of your answers to the questions on the written papers and review the subject material for questions you chose not to answer. Your supervisor should again be able to assist you prepare for the oral and practical Examinations by arranging for a practice session adopting the format for the oral and practical components.

It has been the College's experience with unsuccessful candidates that they did not make full use of having regular "specialist" level discussions with their supervisors, other specialists in their discipline, and other Fellowship candidates. Having one or two practice orals just before the Fellowship exam may not be sufficient.

Pacing Yourself / Avoiding Burn Out
Physical and emotional burn out is a serious problem for some Fellowship candidates. This is more likely to occur in the final months of preparation. Achieving a balance between study, physical exercise and relaxation is essential to the goal of arriving on the day of the first written paper, prepared, refreshed and able to perform to the best of your ability. Hours of study time should be broken with regular breaks to relax or exercise. Study efficiency for most people decreases markedly after 8-10 hours study in any 24 hour period. Scheduling regular study-free days is also a useful strategy to avoid burn out.

Planning your study well ahead is also helpful to avoid last minute panic. Most Fellowship candidates will need to spend at least the final 6 weeks studying without the stress and workload associated with paid employment work hours. This applies particularly to full-time clinical work.

In conclusion, preparation for Fellowship Examination requires hard work and large amounts of emotional energy, usually coupled with significant personal pressure to succeed. Success is more likely to come for those who plan well and in advance, and keep study pressure to a minimum, especially in the final stages of preparation.

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