

## American College of Veterinary Sports Medicine and Rehabilitation

### RESIDENCY TRAINING PROGRAM GUIDELINES

#### 1. INTRODUCTION

##### **Definition of Veterinary Sports Medicine and Rehabilitation**

Sports medicine is defined as the investigation, preservation, and restoration of animal body systems that are affected by athletic, service, work or recreational activity through medicine, surgery, and rehabilitation. Veterinary rehabilitation is designed to facilitate the process of recovery from injury, illness or disease to as normal a condition as possible by reducing pain and restoring function.

Sports medicine and rehabilitation specialists are expected to be proficient in the following areas:

- a. Conditioning, training, and fitness as they relate to athletic performance.
- b. Athletic performance and the impact of nutrition, nutraceuticals, and pharmaceuticals on athletes' short- and long-term health and performance.
- c. Coordination of a team approach to veterinary medical care and rehabilitation of injured animal athletes involving board-certified veterinarians in other specialty areas (e.g. surgery, internal medicine, imaging, and critical care), allied health care professionals (e.g. physical therapists, farriers, owners, and trainers).
- d. Evaluation, diagnosis, management, and rehabilitation of sports medicine-related illnesses and injuries with detailed knowledge of sports-specific injuries and medical problems.
- e. The principles of functional anatomy, biomechanics, exercise physiology and pathology; and the mechanisms of tissue adaptation, aging, injury, healing, and repair.
- f. Integrative treatment options and pain management as they relate to rehabilitation of sports-specific injuries and performance.
- g. Principles and techniques of rehabilitation (e.g. physical medicine, therapeutic exercise, physiotherapeutic modalities) that return an animal to optimal function as quickly and safely as possible, including the geriatric patient.
- h. Knowledge of athletic equipment, assistive devices, orthotics and prosthetics in prevention and management of athletic injuries and disabilities.

A residency training program in sports medicine and rehabilitation is the joint responsibility of the American College of Veterinary Sports Medicine and Rehabilitation (the College) and an active diplomate acting as a representative of the College and as a program supervisor for the resident. A residency training program also requires the support of the residency facility and other board-certified specialists that act as mentors and who participate in training the resident. A residency training program is an intense, intimate partnership in learning that can only be accomplished with frequent and regular interactions and communication between a program supervisor and his or her resident.

In addition to completing the core curriculum and other residency training program requirements listed within this document, it is the responsibility of the resident, under the guidance of the active diplomate program supervisor, to achieve the following goals:

- a. Develop a high level of clinical skills and expertise in the field of veterinary sports medicine and rehabilitation.

- b. Develop a critical understanding and working knowledge of the current veterinary and human literature related to sports medicine and rehabilitation and proficiency in literature review and the synthesis and clinical application of new information.
- c. Develop critical thought processes and the use of a problem-based approach to patient care.
- d. Demonstrate an ability to teach, communicate and effectively present information.
- e. Demonstrate exceptional ethical standards and the ability to act as a professional role model.

Working to achieve these goals supports the spirit of the residency standards and the excellence that is expected of a residency training program.

Applicants will pursue board certification in either canine or equine practice. It is the goal of the College to assure a well-rounded experience for the resident. As the American College of Veterinary Sports Medicine and Rehabilitation represents two different but highly interrelated areas of expertise, each resident will be required to have sufficient clinical exposure to both the sports medicine and rehabilitation aspects of practice. To accomplish this, residents will be encouraged to log time in both canine and equine practices managing both sports medicine and rehabilitation cases. In addition, all residents will be encouraged to log time in human physical therapy practice or with a licensed physical therapist certified in animal rehabilitation.

Residents wishing to pursue board certification in both canine and equine practice should contact the chairperson of the Credentials and Residency Committee to discuss dual-residency training program options and feasibility.

There is no guarantee, expressed or implied that a resident having completed the minimum requirements listed in this document will have completed both the letter and the spirit of their residency training program. Nor is there a guarantee, expressed or implied that the residents will be able to pass the board-certification examinations. It is the responsibility of the resident, under the guidance of their program supervisor, to recognize their strengths and weaknesses and to expand upon the core curriculum to attain the knowledge, experience, and skills needed to qualify as a Diplomate of the American College of Veterinary Sports Medicine and Rehabilitation.

## **2. RESIDENCY TRAINING PROGRAM**

Residency training programs are the foundation for training of future diplomates in the American College of Veterinary Sports Medicine and Rehabilitation. The components of a residency training program include the following:

- a. Resident
- b. Program supervisor
- c. Mentor
- d. Residency facility
- e. A residency training program that specifies where, how, and with what supervision the requirements listed in this document are to be met.

The program supervisor is defined as an active diplomate that is in good standing to be responsible for oversight of the residency training program. The residency training program includes the minimum training requirements established by College in this document and any additional requirements that the program supervisor and residency facility may judge to be relevant to include in a specific residency training program.

A mentor is defined as a board-certified diplomate in a specialty recognized by the American Board of Veterinary Specialties (ABVS) and designated by the College for training residents in clinical rotations within their specialty. The resident and mentor must work together in managing clinical cases where the mentor is providing frequent consultation and in-depth case review of those clinical cases.

The standards contained in this document are the minimum requirements for facilities, program supervisors, mentors, residents and the educational and experience components of the residency training program. However, a residency training program is more than simply logging the requirements that are the letter of this document. It also embodies the spirit within these standards, which is to train highly capable residents rather than just minimally qualified residents. The College expects residency training programs to become cohesive, integrated, stable, ongoing, institutionalized programs that demonstrate the ability to exemplify standards of the American College of Veterinary Sports Medicine and Rehabilitation.

### **Application for a Residency Training Program**

Each residency training program must be pre-approved by the Credentials and Residency Committee, which is representing the Board of Directors, before any resident may begin training within a program. Program supervisors must complete an application for approval as a recognized residency training program (**Appendix 1**).

A program supervisor may continue to accept new residents into an existing approved residency training program if the resident is to be trained using the same residency plan at the same residency facilities. This also applies if there are only minor changes in the residency training program as long as those changes are reported in the annual program update and are accepted by the Credentials and Residency Committee.

If the residency training is to occur at a different facility or if the training is at the same facility but the residency training program has changed significantly, then the program supervisor must submit a new application for the residency training program. A program supervisor at a residency facility may train residents under different residency plans, but each training program requires a separate application and approval by the Credentials and Residency Committee.

Residency training program applications will be accepted once a year by March 1<sup>st</sup>, which provides the needed time to review and modify training programs for a typical July 15<sup>th</sup> residency training program start date. The Credentials and Residency Committee will review residency training program applications within 30 days (i.e., April 1<sup>st</sup>) of receipt of materials and notification of approval will be made at least 60 days (i.e., May 15<sup>th</sup>) prior to the start of a residency training program. Applications that are incomplete or missing information will be returned for completion and resubmission.

One signed electronic copy of the completed residency training program application must be submitted to the College Secretary. The Credentials and Residency Committee will evaluate each proposed residency training program and make recommendations for changes or improvements to meet the established College requirements.

### **Changes to Residency Training Program**

The residency training program supervisor is responsible for immediately reporting any major change in the residency training program to the Credentials and Residency Committee. This includes:

- Loss or change of a program supervisor

- Termination of a resident
- Change of the residency facility or facilities
- Any major interruption to the ongoing progress or advancement of a resident within the residency training program

The residency training program may be placed on probationary status until the Credentials and Residency Committee can review any proposed remedies. The Credentials and Residency Committee reserves the right to review and request the reapplication of any residency training program if there is a change in the training program that may cause it to fall below the minimum established standards of the College or the ABVS.

### **Annual Residency Report**

Once the residency training program has been approved, the program supervisor will be required to submit annual progress reports with the Credentials and Residency Committee (**Appendix 3**). This report must include any changes or deficiencies related to the Residency Training Program Guidelines or items that differ from the originally-submitted residency training program application. The annual residency training program report should also include changes that required immediate reporting during the preceding year. Annual residency training program reports are required and due by July 1<sup>st</sup> of each year of the residency program and must be submitted to the Credentials and Residency Committee for review and approval.

### **3. RESIDENCY TRAINING PROGRAM FACILITIES**

All residency facilities must be pre-approved, as part of the residency training program application, by the Credentials and Residency Committee prior to the start of any residency training program in the facility. A residency facility must be affiliated with at least one College diplomate that is licensed and authorized to practice in the facility and who is in attendance full time. Full time for this purpose is defined as a minimum of 40 weeks per year. An active diplomate must serve as program supervisor in the residency training program. Supervision is defined as active oversight of clinical rotations in sports medicine and rehabilitation.

This sports medicine and rehabilitation immersion time is supervised by active diplomate s only and has the highest training requirements for resident participation. The spirit of this requirement is to train residents to the highest standard possible by providing a culture of specialist-level sports medicine and rehabilitation practice. This is to be provided by a residency facility through the sustained presence and significant influence of one or more active diplomate s. All College diplomates who are involved in the training of residents at a residency facility are required to act as representatives of the College to ensure these standards are maintained.

A residency facility is expected to participate in the research mission of the College. This may include contributions to the sports medicine and rehabilitation literature, participation in multi-center clinical trials, or other educational projects as recommended or required by the institutional residency committee and the College.

### **Facilities, Services and Equipment Required for a Veterinary Sports Medicine and Rehabilitation Residency Training Program**

- Medical library:** Access to appropriate textbooks and printed or electronic copies of current journals relating to veterinary sports medicine and rehabilitation and its supporting disciplines must be accessible.
- Medical records:** A complete medical record must be maintained for each individual clinical case and records must be retrievable.

- c. **Radiographic services:** Appropriate equipment for comprehensive diagnostic imaging and image processing must be available.
- d. **Surgical facilities:** Operating suite and associated anesthetic and critical care equipment, surgical instrumentation and sterilization equipment must be available.
- e. **Rehabilitation facilities:** Appropriate rehabilitation and physical therapeutic equipment must be available for clinical use.
- f. **Pathology services:** Access to anatomic and clinical pathology diagnostic services must be available. Reports must be retained and retrievable.

#### **Changes To or Within the Residency Training Facility**

The program supervisor is responsible for immediately reporting any major change in the training facility that may cause it to fall below the minimum standards. The Credentials and Residency Committee must be notified as soon as any potential changes are identified. The residency facility may be placed on probationary status until the changes and the Credentials and Residency Committee can review any proposed remedies. The Credentials and Residency Committee reserves the right to review at any time and request reapplication of any residency facility if there is a change in the facility that may cause it to fall below the minimum standards of the College or the ABVS.

#### **4. PROGRAM SUPERVISOR**

The program supervisor is defined as the College diplomate embedded in the residency training program. A program supervisor must be an active diplomate specializing in the same species as the resident (i.e., canine or equine) and must be a member in good standing of the College for the duration of the resident's training. The program supervisor has a fiduciary responsibility for representing the interests of the College within the residency training program. Supervision is a privilege granted by the College to all diplomates who meet the requirements established by the College and who maintain excellence in training residents.

The program supervisor is responsible for oversight of all aspects of the residency training program, including design of the program and monitoring the resident's progress in the program. A program supervisor must be available to the resident and must coordinate all clinical and educational aspects of the residency. The program supervisor is responsible for ensuring that both the core curriculum (minimum requirements) and the high standards of the residency are accomplished. The program supervisor is also responsible for reviewing sports medicine and rehabilitation immersion, experience, and skills logs and for reviewing and critiquing progress reports with the resident.

A diplomate may supervise a maximum of three residents at any one time. The program supervisor must maintain a one-to-one relationship and responsibility for each resident. The limit of three residents per program supervisor does not include candidates who have completed their residency training programs but have not yet achieved diplomate status and continue working with a program supervisor until the next examination.

Supervision may be transferred to another active diplomate within the College. The replacement of a program supervisor must be approved in writing by the Credentials and Residency Committee before a new program supervisor can accept responsibility for a resident.

A program supervisor may be involved in the training of any number of residents at any time when acting in the role of mentor. The program supervisor is not required to act as a mentor, but is ultimately responsible for the quality of the clinical and educational functions of the residency,

including the quality of all supervision by other diplomates.

The program supervisor will be asked to sign an annual report detailing the satisfactory progress for each of their residents. When a resident applies to have their final credentials accepted and to sit for examination, the program supervisor will be asked to attest that the resident has successfully completed both the letter and the spirit of the residency training program requirements. Residents are trained at will by the program supervisor and nothing in these guidelines shall prevent a program supervisor from terminating their supervision of a resident at any time.

The College and the Credentials and Residency Committee reserves the right to establish and monitor standards for program supervisors and to review and report their performance and success in training residents, to place them on probation, and to withdraw their privileges, if necessary. The College and the Credentials and Residency Committee reserves the right to withdraw program supervisor privileges from any diplomate who, upon review and request for corrective action, continues to fail to meet these requirements.

## **5. MENTOR**

A mentor must be a board-certified diplomate in a specialty recognized by the ABVS and designated by the College for training residents and may oversee only clinical rotations within their specialty. When a resident trains with a mentor that is board certified in two or more specialties, they may log a training week in only one of the specialties.

Acting as a mentor for a resident is a privilege granted by the College to Diplomates of the American College of Veterinary Sports Medicine and Rehabilitation and other specialties that meet the requirements of the residency training program guidelines and maintain the standards for training residents. A mentor must be legally authorized (e.g., veterinary medical license and other state or federal requirements) or locally authorized to practice within the residency facility where supervision takes place. A mentor must be approved by and remain in good standing with the College.

During the mentorship period, the resident and mentor work together in clinical practice in which the resident is on duty and managing clinical cases and the mentor is providing frequent consultation and in-depth case review of those clinical cases that can contribute to the progress of the resident's academic and clinical education. The resident must have a significant role in clinical case management as either primary clinician or consultant. The resident must not be restricted to the role of an observer.

A mentor need not personally examine each patient seen by the resident, but must provide frequent consultation and in-depth case review of those clinical cases that contribute to the progress of the resident's academic and clinical education. A mentor may work with any number of residents as long as he or she does not dilute resident oversight and mentoring. It is up to the mentor to ensure that supervision is quality time for each individual resident in training.

It is expected that during the 40 hours of time logged by the resident as a training week the mentor is on site and immediately available to the resident for at least 20 hours of that time. During periods of mentorship for which the resident is logging immersion time, they may also log experience requirements or skills requirements when appropriate.

Mentors train residents at will, and nothing in these guidelines shall prevent a mentor from

terminating their training of a resident at any time. The College and the Credentials and Residency Committee reserves the right to establish and monitor standards for mentors and to review and report their performance and success in training, to place them on probation and to withdraw their privileges if necessary. The College and the Credentials and Residency Committee reserves the right to withdraw mentor privileges from any diplomate who, upon review and request for corrective action, continues to fail to meet these requirements.

## 6. STEPS TO BECOMING AN ACTIVE DIPLOMATE

### Definitions

**Residency Applicant** – A veterinarian who is in the process of applying for a residency training program until the time he or she is accepted by an active diplomate program supervisor and receives notification that the residency training program has been reviewed and accepted by the Credentials and Residency Committee.

**Resident** – An applicant who has been accepted for a residency training program by the Credentials and Residency Committee until the time at which he or she has completed all requirements of the residency training program and has received both a certificate of completion from the residency facility and a signed letter from their program supervisor that they have completed all of the residency training program requirements.

**Candidate** – A resident who has had their credentials accepted for the board-certification examination, until they have passed the board-certification examination, and have been granted diplomate status by the Board of Directors.

**Diplomate** – An individual who has completed all requirements, has passed the examination, and has been granted diplomate status by the Board of Directors.

### Residency Applicant

A residency applicant must:

- a. Be a graduate of a college of veterinary medicine accredited or approved by the American Veterinary Medical Association (AVMA), or hold a certificate from the Educational Commission for Foreign Veterinary Graduates (ECFVG), or be licensed to practice in some State or Province of the United States, Canada, or other country.
- b. Complete a one-year rotating internship or equivalent practice experience.
- c. Be accepted by a residency training program.
- d. Be accepted by an active diplomate who will serve as a program supervisor and will direct their residency training program.
- e. Be legally able to practice at the residency facility (e.g., veterinary medical license and other state or federal requirements) and have a veterinary license in good standing with no past record of license revocation.
- f. Review the residency requirements and verify the ability to comply with these requirements.
- g. Register with the Credentials and Residency Committee 90 days prior to starting the residency training program.

An applicant who cannot comply with all requirements must apply to the Credentials and Residency Committee for exception prior to beginning their residency training program. The Credentials and Residency Committee reserves the rights to review the registration materials, to ask for supporting documentation and to possibly withdraw approval of the residency if all requirements have not been met.

### **Registration of a New Resident**

A College-approved residency training program may begin at any time but all programs should end on June 30<sup>th</sup> of a specific year, unless otherwise approved by the Credentials and Residency Committee. Residency applicants apply to a residency training program at a residency facility, either directly to the facility administrator or through a future program supervisor. Once the applicant has been accepted, the resident must register with the Credentials and Residency Committee within 90 days of the start of the training program (**Appendix 2**). The Credentials and Residency Committee will notify the Board of Directors of all newly registered residents.

If a program supervisor anticipates that the new resident applicant cannot comply fully with the residency training program guidelines, then they may apply to the Credentials and Residency Committee for an exception. Within 60 days of the applicant's registration, the Credentials and Residency Committee will acknowledge the start of the new residency training program, ask for further information, or refuse to approve the applicant as a new resident with the reasons for disapproving the training program explained in writing. Applicants with residency training program applications that are not approved may appeal the decision with the *Ad hoc* Appeals Committee.

### **Resident**

A resident must be legally authorized (e.g., veterinary medical license and other state or federal requirements) or locally authorized (i.e., by the appropriate residency facility) to practice in the facility where supervision takes place. Residents are trained at will by program supervisors and nothing in these guidelines shall prevent a program supervisor or mentor from terminating their training of a resident at any time. The College and the Credentials and Residency Committee reserves the right to withdraw resident privileges from any resident who, upon review and request for corrective action, continues to fail to meet these requirements.

### **Active Status**

A resident is considered to be active if he or she is making satisfactory progress toward the completion of the residency training program requirements. To remain active a resident must:

- a. Complete at least 10 training weeks per year (except in the final year when the resident may have fewer than 10 weeks to complete their requirements) and continue to log any outstanding experience or skills requirements until all training weeks and log requirements are completed.
- b. Maintain the most current knowledge requirements.
- c. Maintain the most current experience and skills requirements and complete any incomplete requirements.
- d. Submit and receive approval for annual reports to the Credentials and Residency Committee.

### **Inactive Status**

A resident is considered to be inactive when, by choice or by action, he or she is not making satisfactory progress toward completion of the residency training program requirements. A resident may be placed on inactive status by action of the Credentials and Residency Committee upon determination that the resident is not continuing to make satisfactory progress toward completion of the residency training program or that the resident is failing to meet deadlines and other reporting requirements for their residency training program. A resident may be placed on inactive status by applying to and receiving approval from the Credentials and Residency Committee.

The Credentials and Residency Committee must also approve the resident if they choose to restart their training program. To be reinstated to active status, residents must apply in writing to the Credentials and Residency Committee. The Credentials and Residency Committee will determine what requirements (e.g., skills, experience, etc.) must be fulfilled for reinstatement to active status, depending on the circumstances that caused the resident to be placed on inactive status. The amount of time a resident may be on inactive status is limited by the requirement that the residency must be completed within a 3 to 6-year period.

### **Term of the Residency Training Program**

The residency shall consist of a total of 156 weeks of training over 3 to 6 years. A resident must complete all training requirements and submit final credentials for the board-certification examination within six years of starting their residency training program. At the end of that time, the resident must either start over (i.e., receive no credit for the previous residency training) or apply to the Credentials and Residency Committee for an extension of their program. Extensions may be granted at the discretion of the Credentials and Residency Committee. The *Ad hoc* Appeals Committee will review any appeals regarding disallowing extensions to a residency training program.

Applicants, residents, and candidates may not claim any affiliation with the College, in print or in any other format, until they have successfully met all requirements and are board certified by the College. They may only claim affiliation with their residency training facility (i.e. “resident in sports medicine and rehabilitation at ABC institution,” or “residency training program completed at ABC institution”). The term “board eligible” is not to be used.

### **Training Week**

A training week is defined as a minimum of forty hours of logged immersion time that occur in no less than three calendar days of one continuous seven day period (i.e., a calendar week). The start day for a resident’s training week will remain the same day of the week as the first day of their residency.

## **7. CORE CURRICULUM**

The core curriculum is the foundation of the training requirements that the College mandates for the residency training program. The core curriculum is established and revised from time to time by the Examination Committee. The core curriculum represents the *minimum* requirements to be achieved for each of the training components.

### **Knowledge Requirements**

Knowledge requirements include a list of required reference materials that comprise a body of information that the resident must learn with retention and comprehension. The required reading list is established annually by the Examination Committee (**Appendix 11**).

All residents are accountable for having a working knowledge of the material within the most current reading list of required articles and references. Residency training facilities must provide, on site, the required reference materials specified by the Examination Committee. Residency training facilities are also required to provide computer access to common veterinary and human medical databases.

### **Immersion Requirements (156 weeks)**

The immersion requirement is one of time to be immersed in a clinical culture. Immersion is

logged as blocks of training weeks under supervision by an active diplomate, mentoring by a diplomate of another specialty, or independent study. All of the requirements listed under this section must be recorded and submitted to the Credentials and Residency Committee. Activities related to all requirements must be logged by the resident in a master log document (**Appendix 6 [Canine] or Appendix 7 [Equine]**).

**A. Sports Medicine and Rehabilitation Immersion with College Supervision**

This requirement consists of **72 weeks** of immersion in sports medicine and rehabilitation practice that is supervised by an active diplomate of the American College of Veterinary Sports Medicine and Rehabilitation. Supervision for sports medicine and rehabilitation immersion must be undertaken as part of an approved residency training program and overseen by an active diplomate who is approved by the Credentials and Residency Committee, however the resident may spend up to 36 weeks of this immersion under the mentorship of a diplomate of a board-certified diplomate within a specialty designated by the College for training residents. Mentors must be board-certified diplomates in an ABVS Recognized Veterinary Specialty Organization (RVSO).

**B. Immersion in Specialty Practice with Specialist Mentoring**

Mentoring for the specialty practice rotations must be done by a board-certified diplomate within a specialty designated by the College for training residents. Mentors must be board-certified diplomates in a RVSO recognized by the ABVS and supervise residents only within their specialty.

This requirement consists of **22 weeks** of immersion in specialty veterinary practice within the following five areas:

- i. **Diagnostic imaging – 8 weeks (minimum)**  
With required exposure to radiology, diagnostic ultrasound, nuclear scintigraphy, and MR and CT modalities.
- ii. **Surgery – 6 weeks (minimum)**  
With suggested exposure to regenerative medicine, gait analysis, lameness examinations, and arthroscopy.
- iii. **Internal medicine – 3 weeks (minimum)**  
With suggested exposure to nutrition, gastrointestinal disorders, upper and lower respiratory disease, exercise physiology, and cardiology.
- iv. **Neurology – 3 weeks (minimum)**  
With suggested exposure to neurologic examinations, diagnostic tools, and post-mortem evaluation.
- v. **Pain management – 2 weeks (minimum)**  
With suggested exposure to both acute and chronic pain conditions, pharmaceutical and non-pharmaceutical approaches (e.g., acupuncture, cryotherapy, etc.) and multimodal pain management approaches.

Activities related to special practice requirements must be logged by the resident. When a resident trains with a mentor that is board certified in two or more specialties, they may log a training week in only one of those specialties. During periods of mentoring for which the resident is logging immersion time, they may also log experience requirements or skills requirements, when appropriate.

**C. Independent Study or Practice**

This requirement consists of **36 weeks** of independent study of topics related to sports medicine and rehabilitation or independent immersion in sports medicine and rehabilitation practice.

Independent study or practice is intended to allow development of independent thought, staff mentoring and teaching skills, focused study in specialized facets of sports medicine and rehabilitation, further elective rotations, further supervised or independent rotations in sports medicine and rehabilitation, cross species training or human physical therapist interactions.

The program supervisor is responsible for designing this requirement to meet the needs of the individual resident and is responsible for ensuring that the resident is receiving adequate training during this time. Continuing education that is intensely focused on a specialized facet of sports medicine and rehabilitation may be logged concurrent with the independent study requirement on an individual basis at the discretion of the Credentials and Residency Committee; however, general continuing education requirements may not be logged concurrently with independent study time.

#### ***D. Individualized Rotations***

This requirement consists of **26 weeks** in any or all of the following rotations, with a minimum of one week suggested in any rotation:

- Research or clinical investigation
- Preparation of scientific manuscripts
- National or international level continuing education courses
- Rotation with the alternate species (e.g., an equine resident spending time with a canine rehabilitation practice and vice versa) with the approval of the resident's program supervisor
- Special rotation at a human sports medicine or rehabilitation facility
- Special rotation with a human physical therapist trained in veterinary rehabilitation
- Up to six weeks of vacation time over the course of the 3-year program may be counted toward this requirement

The resident, along with the support of their program supervisor, must ensure that all independent study requirements are met and logged within the required term of the residency training program. Residents are expected to make regular progress in completing these requirements. The annual report should reflect this progress.

#### **Experience Requirements**

The experience requirement is for the observation and participation in specific clinical problems, procedures, or cases. Experience is achieved by the resident's direct observation and participation in the experience. The Credentials and Residency Committee will determine the list of required clinical problems, procedures and cases to be experienced and logged for either canine- or equine-related experience requirements.

The program supervisor and the academic residency facility must provide the clinical caseload for the resident to receive adequate exposure to specific clinical problems, procedures, and cases that can be logged under the experience requirement. The resident must be the primary resident responsible for each logged clinical case (i.e., be responsible for diagnostic and therapeutic decisions) and must log 400 clinical cases during a canine residency and 300 clinical cases during an equine residency. The resident must not be restricted to the role of an observer or consultant. Clinical case logs must include case identification, dates, diagnosis, treatment plan, and follow up.

Specific skills and procedures that the resident must learn represent a higher level of training and are logged under the skills requirement below. However, direct hands-on participation

(rather than simple observation) when meeting the experience requirements is expected whenever possible and is highly encouraged.

### **Skill Requirements**

The Credentials and Residency Committee will establish the skills requirements, which include a list of skills critical to the practice of canine - or equine-related sports medicine and rehabilitation. The skills must be taught to the resident through discussion and demonstration by the program supervisor and mentor(s). The resident must learn each skill and demonstrate competency to the program supervisor who will sign the resident's log once the skill has been completed to the standards established by the Credentials and Residency Committee.

Skills are required clinical procedures or other aspects of patient management that must be:

- Taught by a program supervisor or mentor
- Demonstrated to meet or exceed a minimum level of competency by the resident
- Graded as acceptable by the program supervisor or mentor
- Logged by the resident with the signature of the program supervisor or mentor to verify competency

The resident, along with the support of their program supervisor, must ensure that all experience and skills requirements are met and logged within the duration of the residency training program. Residents are expected to make regular progress in completing these requirements. The annual report should reflect this progress. If a particular residency training program facility does not have the caseload to meet a certain skills requirement, the resident will have to meet this requirement at another College-approved residency training program facility.

### **Seminar Requirements**

The resident must provide written documentation that the following criteria have been satisfied. The resident must actively participate in medical seminars, literature reviews (i.e., journal clubs), clinical case rounds conferences, and board review sessions on a wide range of topics related to sports medicine and rehabilitation medicine. There should be substantial input into the seminar series by individuals other than the resident. This training experience may be received at a veterinary or human teaching hospital.

This experience must include at least 200 hours of seminars or didactic graduate level courses accrued over the residency. All seminars, rounds and reviews conferences must be clearly documented (i.e., seminar, date, location, topics, and credit hours).

### **Continuing Education Requirements**

The resident must provide written documentation that the following criteria have been satisfied. The resident must participate in a minimum of **50 hours of continuing education** related to sports medicine or rehabilitation sponsored by local, state, and national veterinary or human medical organizations. These continuing education requirements are differentiated from seminar requirements in that seminars are defined as regularly scheduled, ongoing series in a hospital setting while continuing education is defined as sporadically offered veterinary or human conferences. Monthly local veterinary association meetings would, however, fall into the continuing education requirement if the subject matter were related to sports medicine and rehabilitation. Topics should cover a wide range of issues in sports medicine and rehabilitation. The continuing education requirements can be fulfilled by a one-time enrollment in a comprehensive continuing education program. The intent of the requirement is to ensure that there is a continuum of active participation in formal continuing education. All continuing

education must be clearly documented on the seminar and continuing education requirements log (i.e., conference, date, location, topics, and credit hours).

Continuing education that is focused on a specialized facet of sports medicine or rehabilitation (e.g., orthotics and prosthetics) may be logged concurrent with the independent study requirement on an individual basis and at the discretion of the Credentials and Residency Committee; however, general continuing education requirements may not be logged concurrently with independent study immersion time.

## **8. PEER-REVIEWED PUBLICATION**

The resident will be required to be first author on at least one peer-reviewed, hypothesis-driven publication on the subject of veterinary sports medicine or rehabilitation. The publication must be accepted by October 1<sup>st</sup> of the year prior to the certification exam and must not be more than five years old at the time of credentials submission.

A manuscript is considered accepted when the author receives a letter of unconditional acceptance from the journal editor. A copy of the accepted version of the manuscript (including the title page with author information and all images, tables and figures) or, if in print, a copy of the published manuscript showing the date of publication must be included in the credentials submission.

An e-mailed letter of acceptance from the editor of any journal can be submitted in lieu of a hard copy letter from the journal, provided that the following conditions are met:

- a. The e-mail must contain the date of acceptance within the body of the message (not simply within the header).
- b. The e-mail must indicate the name of the manuscript.
- c. The e-mail must show all routing information within the message header.

The material within the publication must not have been published previously other than in an abstract or proceedings format. Clinical studies that fulfill the above criteria are acceptable to meet this publication requirement. The publication must be written in or fully translated to the English language. Non peer-reviewed publications such as book chapters, proceedings, review articles and clinical case reports are not acceptable material to meet this publication requirement.

## **9. CLINICAL CASE REPORTS**

Three high-quality clinical case reports for which the applicant is first author must be submitted to the Credentials and Residency Committee describing the diagnosis and treatment of medical and surgical conditions in animal athletes and on rehabilitation of performance or non-performance animals. The clinical case reports must be written to the standard format acceptable for publication by appropriate journals such as the *Journal of the American Veterinary Medical Association* or *Equine Veterinary Education*. Case reports will be reviewed by the Credentials and Residency Committee and evaluated on written communication skills and satisfactory case management with attention to logical thought processes, clinical knowledge and appropriate management.

The clinical case reports must relate to sports medicine or rehabilitation issues (**Appendix 8**). Of the three case reports, one case must be related to a sports medicine issue and one case must be related to a rehabilitation issue. It is suggested, but not required that one of the clinical

case reports include a case-series of similar diagnoses and treatment in an effort to expand the sports medicine and rehabilitation knowledge base. The case reports will be graded as pass or fail. All three clinical case reports must be found to be acceptable by the Credentials and Residency Committee.

## 10. PROGRESS REPORTS

All residents and candidates are required to notify the College Secretary and the Credentials and Residency Committee whenever a change in contact information (e.g., address, telephone number, e-mail address, etc.) occurs during or after their training program, up to the time that the resident achieves board certification.

### Annual Progress Reports

All residents must file an annual progress report (**Appendix 4**). The report must include the resident's clinical case log and progress report. The Credentials and Residency Committee will evaluate the annual progress report and recommendations and requirements will be forwarded to the resident and their program supervisor.

The annual report must utilize the format provided by the Credentials and Residency Committee and must include the following items:

- a. A completed progress report, documenting clinical cases, training weeks and other requirements completed by the resident.
- b. All program supervisors must sign attesting to satisfactory completion of individual immersion training weeks, experience, and skills requirements in order for credit to be granted.
- c. The resident and the program supervisor are responsible for ensuring that the report is complete.

Credit may not be automatically granted for completed requirements. The Credentials and Residency Committee will review the quality and appropriateness of the submitted documents and their contents. Incomplete annual progress reports will not be reviewed and will be returned to the resident for resubmission at the next submission date. No credit will be granted for that reporting period.

One complete electronic copy of the annual progress report, including signatures, must be submitted to the Credentials and Residency Committee. The deadline for report submission is August 1<sup>st</sup>, covering the period of the previous July 1<sup>st</sup> through June 30<sup>th</sup>. All forms must be submitted by the deadline date. Late submissions will not be evaluated until the next submission date and the resident may be deemed inactive during that period. The College requires that the resident obtain and keep with their records written proof of electronic submission.

### Final Progress Reports

The Credentials and Residency Committee must receive a final progress report that details completion of all training requirements by June 30<sup>th</sup> of the final year of the residency, prior to that of the intended examination (**Appendix 5**). The Credentials and Residency Committee will notify the resident and the Examination committee of the acceptability of this final report at least two months prior to the examination so that the resident will be notified in time to submit credentials by October 1<sup>st</sup> of each year.

One complete electronic copy of the report, including signatures, must be submitted to the Credentials and Residency Committee. The resident is responsible for keeping an electronic

record of all correspondence with the Credentials and Residency Committee and the College in case any questions arise regarding submission dates or materials.

## 11. CREDENTIALS SUBMISSION PROCESS

### Eligibility

All residents must submit credentials to the Credentials and Residency Committee for review and approval for qualification to take the board-certification examination (**Appendix 9**). All residents and candidates submitting credentials for examination must have completed or be in the final year of completing a College-approved residency training program and be current on all training requirements as detailed in the most current version of the residency training program guidelines.

The resident must have published or have received final acceptance for publication of one first-authored, hypothesis-driven manuscript in a peer-reviewed journal. The topic of the article should be relevant to sports medicine or rehabilitation. If a resident or candidate is in doubt about the suitability of an article or journal, they should contact the chair of the Credentials and Residency Committee for a ruling at least 90 days prior to the deadline for receipt of the residency credentials application.

### Credentials Submission

The candidate must include the following items in their residency credentials submission materials (**Appendix 9**):

- a. A completed and signed Residency Credentials Submission form
- b. A credentials submission fee of \$350 (US) paid via PayPal on the College website (<http://www.vsmr.org>).
- c. A copy of your Residency Training Program master log documenting successful completion of 72 weeks of sports medicine and rehabilitation, 22 weeks of specialty practice, 36 weeks of independent study, and 26 weeks of individual rotations. Documentation of management of 400 canine or 300 equine clinical cases and completion of all required clinical experiences and skills. Reporting of 250 hours of seminar and continuing education requirements.
- d. Proof of acceptance of three clinical case reports submitted to the Credentials and Residency Committee.
- e. One original peer-reviewed, hypothesis-driven publication in the field of sports medicine or rehabilitation for which the applicant is first author. If the manuscript is not yet in print, then a letter indicating unconditional acceptance of the manuscript by the journal editor needs to be included together with an electronic copy of the manuscript. (Filename: Manuscript.pdf).
- f. One letter of recommendation from an active diplomate of the American College of Veterinary Sports Medicine and Rehabilitation who served as a program supervisor or mentor for the applicant during their Residency Training Program that states a successful completion of your residency training program and the date of completion. The program supervisor or mentor is required to verify the applicant's expertise and time commitment to clinical cases involving canine or equine sports medicine and rehabilitation.

The completed Residency Credentials Submissions form, including signatures and the required fee, must be received by the College Secretary by October 1<sup>st</sup> of the year prior to that in which the resident plans to take the board-certification examination. All credentialing materials must be submitted electronically (in pdf format) to the College Secretary. Late, incomplete, or incorrectly

formatted credentials submissions will not be reviewed and the resident will need to resubmit their credentials the following year. Credential submission fees will not be refunded if the resident or candidate is determined not to be eligible or qualified to take the board-certification examination.

The Board of Directors upon recommendation by the Credentials and Residency Committee makes eligibility rulings. Candidates will be notified of the approval status to take the board-certification examination within 90 days after the deadline for credentials submission. The College requires that the candidate obtain and keep with their records written proof of electronic submission for use if any questions arise regarding credentials submission documents or dates.

### **Resubmission of Credentials**

Upon failure to have their submitted credentials approved, a candidate must rectify the stated deficiencies and resubmit their completed credentials within 60 days to the Credentials and Residency Committee for review and final approval. The resident must also resubmit the associated credentials submission fee and any previous correspondence from the Credentials and Residency Committee. The Credentials and Residency Committee must receive these resubmissions by October 1<sup>st</sup> of the year prior to that of the intended board-certification examination. The Board of Directors upon recommendation by the Credentials and Residency Committee makes final eligibility rulings and candidates will be notified whether a resident is eligible for examination within 120 days preceding the next scheduled board-certification examination.

## **12. COLLEGE AFFILIATION**

### **Active Status**

To remain on active status, all candidates must maintain and complete the most current requirements for knowledge, experience and skills. Candidates may not claim affiliation with the College, in print or in any other format, until they are board certified in the College. They may only claim affiliation with their residency facility, i.e. "Residency training program completed at ABC institution". The term "College eligible" is not to be used.

## **13. BOARD-CERTIFICATION EXAMINATIONS**

### **Examination Topic Rubric**

The Examination Committee has created a general outline of the topics and the percent distribution of material to be covered within the core knowledge examination and the canine and equine species-specific examinations (**Appendix 10**). The examination rubric has been designed to help guide and focus study efforts toward the most relevant topics to be covered in the examinations.

### **Examination Reading List**

The Examination Committee has also created a reading list that reflects the general references from which the majority of the examination questions are derived (**Appendix 11**). However it must be noted that due to the very broad and diverse topics relevant to the field of veterinary sports medicine and rehabilitation, this reading list is in no way comprehensive of all of the relevant literature. The Examination Committee has provided the most relevant and useful resources without providing an overwhelming and unreasonable list of references to review for the examinations.

## **Application**

Candidates that have received approval of their credentials from the Credentials and Residency Committee must submit an application to take the College board-certification examination along with the examination fee of \$1,000 (US) (**Appendix 12**). The College Secretary must receive this completed application by February 15<sup>th</sup> of the year of intended examination. Examination fees will not be refunded if the candidate is judged not eligible to take the board-certification examination. Individuals approved to take the board-certification examination who wish to defer examination for personal or professional reasons must petition the Examination Committee for review and approval of their deferral request.

## **14. LIST OF IMPORTANT TIMELINES AND DATES**

### **Candidate**

- Applicants must register with the Credentials and Residency Committee within 30 days after the start of their residency training program.
- All residency training programs end on June 30<sup>th</sup> of a specified year.
- A resident must complete all training requirements and submit final credentials for the board-certification examination within six years of starting their residency training program.

### **Annual Progress Reports for Residency Training Programs and Residents**

- The deadline for annual progress report submission is August 1<sup>st</sup> of each year, which covers the period of the previous July 1<sup>st</sup> through June 30<sup>th</sup>.
- A completed annual progress report form signed by the resident and the program supervisor, documenting training weeks and other requirements completed by the resident, as well as the resident's clinical case log must be submitted by August 1<sup>st</sup> of each year.
- All program supervisors must sign attesting to satisfactory completion of individual training weeks, experience, and skills requirements for credit to be granted. The resident is responsible for ensuring that the annual progress report is complete.

### **Final Progress Reports**

- The Credentials and Residency Committee must receive a final report, detailing completion of all training requirements prior to June 30<sup>th</sup> of the year prior to that of the planned board-certification examination. The final progress report must be submitted together with the Residency Credentials Submission Form and its required supporting documents.

### **Examination**

- Application or reapplication to the Credentials and Residency Committee for acceptance of final approval to take the board-certification examination must be submitted by October 1<sup>st</sup> of the year prior to that of the exam.
- Notification of eligibility to sit the examination will be received by January 1<sup>st</sup> of the year during which the candidate will sit the examination.
- Application to sit the examination must be submitted by February 15<sup>th</sup> of the year of the planned examination.

### **Credentials and Residency Committee**

- Within 60 days of the residency training program application, the Credentials and Residency Committee will acknowledge the start of the new residency training program, ask for further information, or refuse to approve the applicant as a new program.
- Within 60 days of the applicant's registration, the Credentials and Residency Committee will acknowledge the start of the new residency, ask for further information, or refuse to

- approve the applicant as a new resident.
- Notification of eligibility to sit the examination must be provided by January 1<sup>st</sup> of the examination year.

## **15. APPENDICES**

### **A. Application for a Residency Training Program**

**Appendix 1.** Residency training program application form

### **B. Reporting Forms for Residency Training Programs**

**Appendix 2.** Resident registration form

**Appendix 3.** Annual residency program report

**Appendix 4.** Annual resident progress report

**Appendix 5.** Resident final progress report

### **C. Resident Activity Logs**

**Appendix 6.** Canine master log

**Appendix 7.** Equine master log

### **D. Clinical Case Report Guidelines**

**Appendix 8.** Clinical case report guidelines

### **E. Resident Credentials Submission**

**Appendix 9.** Residency credentials submission form

### **F. Board-Certification Examination**

**Appendix 10.** Board-certification examination topic rubric

**Appendix 11.** Board-certification examination reading list

**Appendix 12.** Board-certification examination application form