

AMERICAN COLLEGE OF VETERINARY PREVENTIVE MEDICINE

STANDARD OPERATING PROCEDURE FOR CERTIFICATION OF FORMAL TRAINING PROGRAMS IN VETERINARY PREVENTIVE MEDICINE AND PUBLIC HEALTH

I. Introduction and application outline

a. Preamble

The American College of Veterinary Preventive Medicine (ACVPM) has established a process to recognize and certify formal training programs in veterinary preventive medicine and public health. Where noted in this document, the term “training program” shall include graduate and/or residency programs, whether or not an advanced degree is obtained. Recognition and certification of a formal training program means that individuals completing the program can satisfy many of the “training and experience” requirements and should be qualified to apply to take the ACVPM Board Certification Examination.

The ACVPM Board Certification Examination evaluates candidates in five core areas of competency.

1. Epidemiology and biostatistics
2. Infectious and parasitic diseases
3. Food safety
4. Environmental health and toxicology
5. Public health administration and health education

Training programs seeking to attain ACVPM recognition and certification must demonstrate how the didactic courses (training) and clinical experiences (experience) will prepare candidates for the ACVPM Board Certification Examination. The training program should be implemented with supervision by a Diplomate or Diplomates of the ACVPM and/or one of the other American Board of Veterinary Specialties’ programs that improve animal health and public health, and should address all of the five competency areas. Supervision within the training program must include consultations, discussions, and management of actual preventive medicine cases/issues/events

b. Application process

Application for review of a residency/training program in veterinary preventive medicine and public health leading to ACVPM certification should be prepared in the format outlined in the Training Program Standards and Criteria (section II).

The complete application package (the original and three copies) including all pertinent supporting documents, together with a cover letter signed by the program administrator,

should be submitted to the ACVPM Executive Vice-President who will forward the materials to the Continuing Education (CE) committee for review.

The CE committee will provide a comprehensive report and make recommendations on the suitability of the program for ACVPM certification or reasons for its rejection to the Executive Board of the ACVPM within a 60-day period. The Executive Board will provide a formal decision on certification to the administrator of the program under review within 45 days of receiving the CE committee's report and recommendation.

A report based on a site visit by at least two ACVPM Diplomates (preferably, but not necessarily, one Executive Board member and one CE committee member) to assess the adequacy of the residency/training program will be factored into the decision-making process.

If certification is not recommended, the program administrator can request a subsequent review of the program after the stated deficiencies have been addressed. The revised and complete application package (the original and three copies) with all supporting documents must be submitted to the ACVPM Executive Vice-President. The CE committee will review the application.

In addition, there will be a site visit by at least two ACVPM Diplomates (preferably, but not necessarily, one Executive Board member and one CE committee member) to assess the adequacy of the revised residency/training program.

The CE committee will make a recommendation on suitability for certification to the Executive Board based on the assessment of the re-submitted documents and the site visit findings. The program administrator will be notified of the outcome of the application and the recommendation for ACVPM certification within a similar time frame as stated above.

c. Application and re-application fees

The fees for review of an application or re-application will be \$500.00. The fee is non-refundable, payable to the ACVPM, and should be submitted with the application or re-application package. Expenses for roundtrip airfare, transportation, (Including car rental) and lodging for the onsite visit will be borne by the requesting agency. ACVPM will work with the requesting agency to assure the most cost-effective means of accomplishing this requirement.

d. Certification period

A residency/training program will receive ACVPM certification for a period of 5 years. A self-study report of the residency/training program leading to re-certification will be required in the fifth year. A re-certification fee may be required.

II. Training Program Standards and Criteria

- a. The training program must be formally affiliated with and administered by an accredited college or university. However, in special circumstances, the training program may show evidence of the existence of a strong association with an accredited college or university, if not formally affiliated with and administered by an accredited college or university
- b. Mission, goals, objectives, and outcomes must be clearly defined. An effective assessment plan must be in place to clearly evaluate the outcomes of the program relative to its mission, goals and objectives.
- c. The general faculty responsible for the program must include at least two (2) resident (e.g., tenure-track, permanent, contract), adjunct or affiliated faculty members who are Diplomates of the ACVPM. The faculty must be capable of achieving the mission, goals, and objectives of the program.
- d. The program must be located in a physical facility that provides for a positive learning experience. There must be evidence of adequate financial support of faculty, staff, facilities, and equipment. The funding source for residents/trainees must be indicated.
- e. Resident and trainee recruitment, admissions, and selection criteria must be clearly defined and implemented.
- f. The curriculum statement must include an outline of the educational objectives and learning activities. At least 12 months of formal training is required. Courses must be clearly defined with measurable outcomes. Formal training must be significantly linked to training that involves direct application to the preventive medicine and public health fields. The program must facilitate scholarly development of the trainee. Linkages to the 5 core competencies of the ACVPM examination must be clearly indicated.
- g. Residents and trainees should be given the opportunity and encouraged to give presentations and attend applicable external education programs (continuing education meetings, scientific meetings, workshops, etc).

III. Application for Review and Certification: Residency/Training Program in Veterinary Preventive Medicine and Public Health

It is recommended that the application package should be as complete and as comprehensive as possible with appropriate documentation to support each section and sub-section.

d. Provide an organizational chart to indicate the administrative structure of the program

e. Indicate the job title of the administrative head of the program, and the percentage assignment of effort devoted to the program

f. Indicate the contract length of the administrative head of the program if not in a tenure-track position, and the period of appointment to that position

g. Label and attach any supporting documents for Part I, a to f

II.MISSION, GOALS, OBJECTIVES, OUTCOMES

Mission, goals, objectives, and outcomes must be clearly defined. An effective assessment plan must be in place to clearly evaluate the outcomes of the program relative to its mission, goals and objectives.

a. Define the training program with respect to

1. Mission statement

2. Goals (list or describe)

3. Objectives (list or describe)

b. Describe the assessment plan for evaluating the outcomes of the program relative to its mission, goals, and objectives. Provide examples of outcomes, such as submission and publication of abstracts, papers, reports, presentations by trainees and graduates, placement of graduates, etc.

c. Label and attach any supporting documents for Part II, a or b

III. FACULTY

The general faculty responsible for the program must include at least two (2) resident (e.g., tenure-track, permanent, contract), adjunct or affiliated faculty members who are Diplomates of the ACVPM. The faculty must be capable of achieving the mission, goals, and objectives of the program.

- a. **Provide the names, addresses, telephone numbers, and email addresses of resident and adjunct faculty members who will participate in the training program and identify which are ACVPM Diplomates**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

- b. **Provide the names, addresses, telephone numbers, and email addresses of affiliated faculty members who will participate in the training program and identify which are ACVPM Diplomates**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

- c. Provide the details of affiliated faculty or personnel (not previously listed) who will provide support to the program through such efforts as advising on projects or field experiences**

1.

2

3.

4.

5.

6

- d. Provide a brief 1 or 2-page curriculum vita of each faculty member and individual listed above who will be involved in the program**

Label and attach these supporting documents for Part III, d

VII. EXTERNAL EDUCATION

Residents/trainees should be given the opportunity and encouraged to give presentations and attend applicable external education programs (Continuing education meetings, scientific meetings, workshops, etc).

a. List or describe the opportunities residents/trainees have to give presentations at external education programs while participating in the training program

b. List or describe the opportunities residents/trainees have to attend applicable external education programs while participating in the training program

c. Label and attach any supporting documents for Part VII, a and b

VIII. SELF-STUDY REPORT AND RE-CERTIFICATION OF THE RESIDENCY/TRAINING PROGRAM

A self-study report of the residency/training program will be required every five (5) years. This report should be based on measures of outcome assessment relative to Sections I through VII and the respective sub-sections. This will serve as the re-certification process for the program.

The ACVPM Executive Vice-President will inform the residency/training program administrator with several months lead-time in the fifth year, of the guidelines, detailed requirements, and time line for the self-study process.

The ACVPM Continuing Education committee will review the self-study documents and make a formal recommendation on the self-study report and re-certification of the program to the Executive Board of the ACVPM. The Executive Board will notify the program administrator of the outcome within 90 days of submission of the self-study report.

The requested documentation will relate to all aspects of the residency/training program to include information on e.g., the number of persons completing the program who gained ACVPM board certification in the year 1 through year 4 period at the first or second attempt; current employment positions; number of applicants for the program, number enrolled, number graduated in the 5-year period; the qualifications and strength of the applicant pool; changes in resident and affiliated faculty supporting the program; changes in total funding and sources of funding in support of the program, etc.

SOP Accepted by Executive Board May 2006
Reviewed by CE committee 2015