

**AVMA-RECOGNIZED VETERINARY SPECIALTY ORGANIZATION
FIVE-YEAR IN-DEPTH REPORT**

Report Due November 1

Each recognized veterinary specialty organization (RVSO) is required to submit an in-depth review of its status and activities to the ABVS at five-year intervals after full recognition. The in-depth review should be organized according to the following outline.

A. History and progress of organization

1. Summarize the history of the RVSO.
2. Describe how the RVSO:
 - a. Ensures improved veterinary medical services are offered to the public.
 - b. Has a necessary number of potential diplomates to serve a clearly demonstrable need within the profession.
 - c. Represents a distinct and identifiable specialty of veterinary medicine.
3. Other aspects of the history and progress of the RVSO.

B. Candidate education, qualification, and evaluation

1. Describe critical standards for admission to membership including:
 - a. Education, training, and experience.
 - b. Guidelines for approved routes for qualification.
 - c. A summary of deficiencies in credentials that have led to failure to qualify for examination.
 - d. How unsuccessful candidates are advised of deficiencies.
 - e. The time limit for notifying candidates of acceptance or denial of credentials required for examination.
 - f. Other guidelines used to assess candidate qualifications.
2. Describe educational programs available to potential candidates and indicate how these activities are supported and encouraged by the RVSO.
3. Examination procedures and policies
 - a. Describe the nature and scope of the examination(s).
 - b. Describe how you ensure that examination questions reflect the professional activities expected of diplomates.
 - c. Describe how examination questions are developed, reviewed, graded, and evaluated.
 - d. Indicate whether and how consultative resources are used.
 - e. Describe the procedure used for establishing the pass point.
 - f. Document the pass/fail experience of candidates with the examination, showing the past ten years of experience.
 - g. List the primary reasons candidates fail.
 - h. List the time limit (in days) for reporting scores to candidates after the examination is administered.
 - i. If you use oral examinations, describe how they are structured and evaluated, and how you strive to maintain fairness and avoid personality conflicts.
 - j. Describe how unsuccessful candidates are advised of deficiencies on examination.
 - k. Describe other relevant aspects of your testing program.

4. Appeal procedures
 - a. Include the formal appeal procedure used for candidates who receive adverse decisions.
 - b. Include a complete application packet as it is sent to prospective diplomates.
 - c. Include up to three examples of correspondence to and from unsuccessful candidates or applicants.
- C. Describe any procedures for recertification of diplomates.
- D. Describe any procedures and policies pertaining to specialization and subspecialization and the number of diplomates within a given recognized veterinary specialty (RVS) or subspecialty (RVSS) within your RVSO.
- E. Statement concerning incorporation and liability insurance.
- F. Current employment distribution of diplomates.
- G. Major changes in concepts or policies during the past five years.
- H. Problems perceived and proposed solutions.
- I. Describe any activities outside the scope of the stated objectives of the specialty, including contracts or agreements.
- J. Future plans.
- K. Reactions of the profession and the public to the specialty organization.
- L. Financial report.
- M. Copy of current constitution and/or bylaws, with indicated changes, if any, since the last annual report. A "clean" copy of the constitution and/or bylaws must also be provided for ABVS records.
- N. Copy of Policies and Procedures Manual, Standard Operating Procedures or other documentation that clarifies the operation of the specialty organization if such documents exist.