Applicant Handbook
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# Glossary

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<tr>
<th>ABVP</th>
<th>American Board of Veterinary Practitioners (<a href="http://www.abvp.com">www.abvp.com</a>)</th>
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<tr>
<td>ABVS</td>
<td>American Board of Veterinary Specialties (<a href="https://www.avma.org/ProfessionalDevelopment/Education/Specialties/Pages/default.aspx">https://www.avma.org/ProfessionalDevelopment/Education/Specialties/Pages/default.aspx</a>)</td>
</tr>
<tr>
<td>Appeals</td>
<td>A formal request to a higher authority requesting a change in or confirmation of a decision</td>
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<tr>
<td>Applicant</td>
<td>A person who has submitted an application, application fee, and all credentials materials before deadlines</td>
</tr>
<tr>
<td>AVMA</td>
<td>American Veterinary Medical Association (<a href="https://www.avma.org/Pages/home.aspx">https://www.avma.org/Pages/home.aspx</a>)</td>
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<tr>
<td>Candidate</td>
<td>A person whose application and credentials have been accepted and is eligible to sit for the certification examination</td>
</tr>
<tr>
<td>COR</td>
<td>Council of Regents (governing board of ABVP)</td>
</tr>
<tr>
<td>Credentials</td>
<td>Credentials consist of a valid veterinary diploma, curriculum vitae, synopsis of veterinary experience, self-report job experience, continuing education documentation, applicant evaluation forms, case report(s) and/or publication</td>
</tr>
<tr>
<td>ECFVG</td>
<td>Educational Commission for Foreign Veterinary Graduates</td>
</tr>
<tr>
<td>Entrant</td>
<td>A person who intends to apply for Swine Health Management certification and is eligible to sit for the entry exam</td>
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<tr>
<td>RACE</td>
<td>Registry of Approved Continuing Education (<a href="http://www.aavsb.org/RACE/">http://www.aavsb.org/RACE/</a>)</td>
</tr>
<tr>
<td>RVS</td>
<td>Recognized veterinary specialty</td>
</tr>
<tr>
<td>RVSO</td>
<td>Recognized veterinary specialty organization (e.g. ABVP, ACVIM)</td>
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I. Mission and Vision Statements

Mission Statement
The American Board of Veterinary Practitioners (ABVP) is committed to excellence in species-specialized veterinary practice for the wellbeing of animals and those who care for them, striving to make a difference in the world through professional certification, education, and innovation.

Vision Statement
The American Board of Veterinary Practitioners vision is to promote and provide the highest standard of care in the total patient and to advance the quality of veterinary practice throughout the world.

The Diplomates of ABVP have a common desire and willingness to deliver superior, comprehensive, multi-disciplinary veterinary service to the public. They are veterinarians who have demonstrated expertise in the broad range of clinical subjects relevant to their practice and display the ability to communicate medical observations and data in an organized and appropriate manner. ABVP currently awards certification in eleven recognized veterinary specialties (RVS’s):

- Avian Practice
- Beef Cattle Practice
- Canine and Feline Practice
- Dairy Practice
- Equine Practice
- Exotic Companion Mammal Practice
- Feline Practice
- Food Animal Practice
- Reptile and Amphibian Practice
- Shelter Medicine Practice
- Swine Health Management

ABVP certification is available to practicing veterinarians without the need to pursue a formal residency or postgraduate education. The main purpose is self-improvement through demonstrating specialist-level skills and knowledge. The certification process is demanding and requires a thorough mastery of species-oriented practice.
II. Eligibility Requirements

1. To be eligible for ABVP certification, veterinarians must have:
   a. Graduated from a college or school of veterinary medicine accredited by the AVMA, or possess a certificate issued by the Education Commission for Foreign Veterinary Graduates (ECFVG), or are legally qualified to practice veterinary medicine in any state or country, and
   b. Met the education, training, and experience requirements established by ABVP, and
   c. Demonstrated unquestionable moral character and ethical professional behavior

2. Veterinarians in the practitioner track must complete five (5) years of clinical practice experience before application and six (6) years of clinical practice experience before examination. The first year need not be in the RVS; however, application must be made to the RVS in which the veterinarian has primarily practiced within the previous five (5) years.

3. Veterinarians in the residency track (ABVP-approved residencies only) must complete a one- (1) year rotating internship or one (1) year of practice experience and at least one (1) year of the residency program before application. All credentials residency requirements must be met before examination (Appendix 1).

4. Veterinarians in a Recognized Certificate Program (ABVP-approved certificate programs only) must complete all requirements before application. Most programs are at least three (3) years in duration (Appendix 1). Recognized Certificate Programs must be in the same RVS in which the person is applying for certification.

Confidentiality

Any information or material received or generated by ABVP will be kept confidential and will not be released except when release is authorized by the veterinarian or required by law.

Applicants are strictly forbidden from contacting any members of the ABVP Credentials or Examination Committees except the Chair of the Credentials Committee and Chair of the Examination Committee during the certification process. Failure to comply with this regulation may result in the application being voided and discarded with no refund of fees.
Study Groups

Study groups are offered by ABVP to assist students, residents, and practicing veterinarians as they work their way towards board certification.

Each group is led by current Diplomates, all of whom know first-hand what it takes to become certified. Groups are divided by RVS (species) and consist of applicants, candidates, and anyone who is exploring certification. To join a study group please e-mail your interest including the RVS (species) to which you intend to apply to dogedorite@aol.com.

Certification in More Than One RVS

A Diplomate may be certified in more than one (1) RVS. The requirements and fees stated in this handbook apply to each attempt at certification.

Candidates are responsible for avoiding examination-scheduling conflicts if applying for more than one (1) RVS in a short period of time. No exemptions or deferments will be made if an applicant or candidate is unable to complete the credentials process or examinations due to scheduling conflicts.

Appeals Process for Credentials and Examination

If you believe you have been adversely affected by an ABVP decision you may petition for reconsideration only on the grounds that the decision:

1. Disregarded the established criteria for certification or approval
2. Failed to follow ABVP’s stated procedures
3. Failed to consider relevant evidence and documentation presented

You may appeal via e-mail to the ABVP Executive Director (abvp@navc.com) within thirty days after the announcement of the initial decision. The appeal must include a statement of the grounds of review and documentation in support of the appeal. The appeal letter, documentation, and the recommendation of the Credentials Committee or Examination Committee will be considered by the ABVP Appeals Committee. A final decision will be made by August 1 for Credentials appeals and within 150 days of receipt of appeal for Examination appeals. In each case, electronic notification will be sent to the petitioner. No appeals decisions will be given over the phone.

Appeals may be withdrawn up to ninety (90)- days after submission of the appeal should the petitioner make the request to the ABVP Executive Director.
Extension Requests

The three (3)-year time frame allowed for certification is intended to give applicants adequate time to complete the process. As such, requests for extension of the credentials deadline are strongly discouraged. The Council of Regents (COR) will only consider extensions for circumstances of extreme hardship such as serious personal illness. Extensions are generally granted for reason of military deployment. Applicants must have made two (2) attempts at certification and be in their third and final year of eligibility in order to request an extension. If approved, an extension is for one (1) year only.

If you choose to request an extension of your credentials deadline, you may do so by submitting a request via e-mail (abvp@navc.com) to the ABVP office during the last year of your application window. You will be notified of the Council of Regents' decision within thirty (30) days of the request.

Ethical Considerations

ABVP applicants, candidates, and Diplomates are held to the highest ethical standards. Therefore, if ABVP receives a complaint or is otherwise informed of a potential ethical breach regarding an ABVP applicant, candidate, or Diplomate, this information will be reviewed by the Executive Director, President, and/or Executive Committee and may be presented to the COR. If an ethical violation is found to be credible and substantiated, ABVP may:

1. require appropriate corrective actions to remedy the offense, or
2. impose punitive measures, which may include, but are not limited to, the suspension, refusal, or cancelation of the offender's certification or Maintenance of Certification status or eligibility to be considered for credentialing or examination for a period of time or indefinitely

If the accused wishes to contest any finding, an appeal may be sent via e-mail (abvp@navc.com) to the Appeals Committee, via the Executive Director, within thirty (30) days of notification along with any additional supporting documentation to be considered.
III. Initial Application Instructions

The annual deadline for the application and application fee is September 1 at 11:59 PM Central Time. The deadline for credentials submission is the immediately following January 15 at 11:59 PM Central Time. If you do not submit complete credentials by January 15, you will not have your credentials reviewed until the following year.

Once an application is initiated online by clicking “I accept”, the three (3)-year window of opportunity to successfully pass credentials begins. This is important because if you start an application by September 1 at 11:59 PM Central Time and fail to submit credentials by the immediately following January 15, one (1) of the three (3) chances is eliminated and your application fee is forfeited. If deadlines are missed, application fees will not be refunded. Please be aware that there is a re-application fee of $370 for each attempt. This fee is also required if you fail part of your credentials and choose to re-apply by submitting corrected and/or new material the following year.

The September 1 deadline for the application and application fee does not imply that you should start working on credentials materials and writing case reports after this date. On the contrary, it is essential that you begin writing months in advance of September 1. Successful credentials, including case reports, often require a year or more of preparation. If you do not have the majority of your credentials completed BEFORE September 1, it is strongly advised that you do NOT submit an application that year. (See Appendix 2- Application Tips)

Application and Credentials Submission

Step 1: Create a free online account with ABVP (https://network.abvp.com). Creating this account does NOT start the three (3)-year clock running.
Step 2: Complete and submit a credentials application and pay the application fee by September 1 at 11:59 PM Central Time. The link to complete a credentials application is located beneath the ‘Quick Links’ bar on the right hand side of the screen once you log in. Please pay the application fee when prompted. If you do not pay the application fee, your application will NOT be processed in January and all uploaded materials will be deleted. It is your responsibility to remember to pay the fee.

Step 3: Begin uploading the required documentation for credentials. All documentation must be uploaded by January 15 at 11:59 PM Central Time. You can manage your application via the link to your application beneath the ‘Open Tasks’ bar on the left hand side of the screen once you login. It is your responsibility to ensure you upload all the necessary documentation by the January 15 deadline.
Once you click on the link to your application, as seen above, your screen will look like this:

**Arrow 1:** Upload your documents and begin completing the onscreen, fillable forms indicated with the yellow highlight

**Arrow 2:** Once uploaded, a list appears on the right detailing what has been uploaded. If you see your document listed in the ‘Documents Submitted’ list, the ABVP office has a copy of it

**Arrow 3:** Your applicant ID number

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**Credentials Documents**

Credentials consist of electronic versions of the following materials (written materials are not accepted):

1. Veterinary Diploma
2. Curriculum Vitae
3. Synopsis of Veterinary Practice
4. Self-Report Job Experience
5. Continuing Education Documentation
6. Applicant Evaluation Forms (3)
7. Case Reports (2) OR Case Report (1)
8. Publication (1)
Shelter Medicine Practitioner Applicants also require the following, in addition to everything listed above. Please refer to page 56 of the Applicant Handbook for an entire section on Shelter Medicine specifics.

1. Certificate of Completion for Participation in a Disaster Response Course
2. Forensic Necropsy Medical Record
3. Shelter Medicine Case Log for Population Level Cases and Consults
4. Short Reports
5. Presentation Log

Veterinary Diploma
• Provide an electronic copy of a valid diploma that includes the date and degree awarded. You may scan or photograph your diploma in its frame and upload the file from your computer.

Curriculum Vitae
• Provide the following information in order in a separate document. No special formatting or layout is required. Please note: as long as your CV includes these required items, there is no need to remove additional information that you may have listed on your CV.
o Name, home address, work or business address, phone numbers, e-mail address.

o Colleges attended with starting and ending dates for each, degrees awarded along with dates.

o State(s) in which you hold a license(s) and license number(s).

o Other veterinary training including graduate programs, internships, residencies, research appointments, fellowships, and certificates awarded. Be sure to include starting and ending dates on all.

o Publications, either professional or nonprofessional if first or second author and/or if made significant contribution. List of veterinary and other professional societies, academies, groups and involvement (member, officer, committees, etc.).

o Community activities

o Honors and awards

Synopsis of Veterinary Practice since Graduation
• For each practice experience enter a new record within the link to ‘Synopsis of Practice Experience’. This is an onscreen, fillable form. Please note that each job description cannot exceed 1,000 characters (including spaces and punctuation).
**Self-Report Job Experience**

- Fill out form completely. This form is an onscreen, fillable form accessible via the ‘Self-Report Job Experience’ link.
Continuing Education (CE)

- Enter CE records into the onscreen, fillable form accessible via the ‘Record of Continuing Education’ link. Document a minimum of ninety (90) hours of formal veterinary CE completed in the previous five (5) years. No more than nine (9) hours may be in practice management or nonscientific topics. You are encouraged to submit more than the required ninety (90) hours of formal veterinary CE. Residency applicants are advised to consult the Residency Program Guide for CE guidelines.

- Fifty (50) minutes of CE will count as one (1) hour. Other minutes include:
  - (3) 20 minute CE = One (1) hour
  - (5) 10 minute CE = One (1) hour
  - (4) 15 minute CE = One (1) hour
  - (2) 30 minute CE = One (1) hour
  - If the CE is not in hourly increments and you do not have enough to equal one (1) hour, then divide the number of minutes by sixty (60) to determine the correct amount. For example, a twenty (20) minute CE lecture would be 20/60 = 0.33 hours

- You must list each lecture separately even if given by the same speaker.

- You must list the name of the meeting.

- You must list the number of hours per lecture.

- Every single lecture, making up your ninety (90) hours, must be listed separately. Failure to follow these guidelines and formatting will result in failure of the entire credentials application. There are no exceptions or opportunities to correct your errors.

- CE must support the RVS in which certification is sought.

- Examples of formal CE include
  - RACE- or state licensing board-approved meetings.
  - If you are a speaker at a qualifying CE meeting, you may count each hour of material presented as one (1) hour of CE. Each presentation (e.g. over multiple years) will count towards the requirement one (1) time only.
  - Internet-based coursework, journal-based examinations, etc. will be accepted for the number of hours credited by the sponsoring organization.

- Examples of unacceptable CE include in-hospital rounds, journal clubs, electronic or telephone conversations with specialists unless specifically approved by your state licensing board.

- If your CE is found to be insufficient and you submit additional CE the following year, you must also re-supply ALL data submitted the prior year.
Applicant Evaluation Forms

- Three (3) evaluations are required. The first reference must be from a board-certified Diplomate of a recognized veterinary specialty organization (e.g. ACVIM, ACVO, ABVP, etc.) or a recognized specialist from an International Veterinary Specialty College or Board (Appendix 5). All three (3) evaluations must be from veterinarians who are familiar with your professional abilities, competence, ethics, and integrity.

- A family member is not an acceptable evaluator.

- All evaluations MUST be submitted online. You will need your evaluator's e-mail address, employer name, and employer address. Once this information is submitted, your evaluator will receive an e-mail from crm@xmiamic.onmicrosoft.com. Please inform your evaluator to expect an e-mail from this address which will include directions on how to electronically complete the evaluation. Have your evaluator check his/her spam and/or junk e-mail folders before contacting the ABVP office.

- The system will track and alert you once an evaluation is complete. You will have no access to view the evaluation itself. It is your responsibility to ensure your evaluations are completed on time and to follow-up with evaluators if they have not completed their evaluation.
All three (3) evaluations must be submitted by your evaluators by January 15 at 11:59 PM Central Time. If an evaluation is not received by the deadline, your application will fail.

Case Reports

- Two (2) separate case reports are required that illustrate your professional expertise and clinical abilities. As an alternative, you may submit one (1) case report and one (1) publication (see subsequent section for publication guidelines). Each report must illustrate a different topic and type of case. Individual or population cases are acceptable. *Shelter Medicine applicants may submit individual animal or population level cases. When two (2) cases are submitted, one (1) must focus on a population of animals. For individual animal cases, the case must have population implications and the impact of the case on the management of the population of animal, of which the individual animal is a member, must be discussed. If the Shelter Medicine applicant elects to submit one (1) case report and one (1) publication, the case report may be either individual or population level. Swine Health Management applicants must submit two (2) case reports and one (1) publication.*
- Literature reviews, research reports, and retrospective studies are not acceptable as case reports.
• Each case must have been first seen and managed within five (5) years of the date of submission (January 15). If you are re-applying because of your failure to credential within three (3) years, you may not re-use any case report that was previously submitted.

• Case reports consist of (in order):
  o Title
  o ID Number
  o Introduction
  o Clinical Report
  o Discussion
  o Summary
  o Endnotes/References

• Anonymity is required. You must not include your name, hospital name, shelter name, client name, location, or any identifying information at any point in the manuscript. When absolutely necessary location is allowed in the endnotes. Case reports are only identified by your applicant identification number. The ID number will be automatically generated once you start a credentials application. Make sure images (such as radiographs) do not include any names or identification. Case reports are evaluated anonymously by members of the ABVP Credentials Committee. If identifying information of any kind is found, the case report will automatically fail and not be further reviewed.

• ABVP case report format is different from professional journals. Instructions must be followed exactly and in the correct order. Failure to follow instructions will result in failure.

• The case reports represent your ability to communicate medical observations and data in an organized and appropriate manner.

• If you choose to use a previously published case report, it must be rewritten in ABVP format.

• Case reports are designed to allow the Credentials Committee to evaluate your ability to recognize problems, formulate differential diagnoses, and develop and implement appropriate diagnostic, therapeutic and preventive plans.

• Spelling: Manuscripts should be written in American English. For spelling of lay terms, refer to the latest American edition of the Merriam-Webster Dictionary (http://www.merriam-webster.com). The latest edition of Dorland's Illustrated Medical Dictionary (http://www.dorlands.com) should be used for proper spelling and usage of scientific and medical terms. Words spelled with British/European spellings will be considered misspelled and will adversely affect the evaluation of the case report.

• Abbreviations: As a general rule, abbreviations other than standard abbreviations and units of measures are strongly discouraged. A term should be abbreviated only if it is used at least three (3) times in the case report. The term must be expanded at the first occurrence, with the abbreviation given in parentheses after the expanded term. Abbreviations should not be used to start a sentence. Except
for the abbreviations ELISA, ACTH, EDTA, DNA, and RNA, abbreviations should not be used in titles.

• Instructions and format for preparing case reports (also see IX. Case Report Information for more details):
  1. Title
  2. Applicant identification number
  3. Introduction
     ▪ State the purpose of the report.
     ▪ Include review of the clinical problem or diagnosis. Start with a description of the problem to introduce the reader to the case and then proceed to review the literature.
     ▪ Include a comprehensive literature review of the main topic and any problems identified in the case. For each problem or disease, include a description of pathophysiology, the typical history and presentation, differential diagnoses, the diagnostic approach, treatment and management options including mechanisms of action where appropriate, expected outcome and prognosis, and any other pertinent information. Literature cited must be current and high quality, including peer-reviewed journal articles and standard textbooks. Proceedings from conferences (not including online textbooks or journals) or personal communication are of lower quality and should be avoided or used sparingly.
     ▪ Shelter Medicine applicants must highlight any significant differences, challenges, or considerations that may exist regarding the management and outcome of the case in a shelter-housed animal/population compared to that of a client-owned animal housed in a typical home environment.
  4. Clinical Report
     ▪ State the signalment of the patient or population, the presenting complaint, and the relevant history.
     ▪ Include observations and findings from the physical exam.
     ▪ State the initial problem list along with a list of differential diagnoses for each problem identified.
     ▪ Present and discuss diagnostic tests, methods, and results.
       ▪ Report all laboratory work in tables along with reference ranges.
       ▪ State whether lab work was performed in-house or at an outside laboratory.
       ▪ Place each table on a separate page in the body of the Clinical Report section on the page immediately following the first text reference to the table. Do not place more than one (1) table per page.
     ▪ Include a refined or master problem list that resulted from the diagnostics and for each problem include differential diagnoses.
List all treatments and results. Include follow-up testing and observations.

Include the final diagnosis and outcome of the case. If appropriate, state necropsy and post-mortem testing.

If specialists or others assisted in the case, list and describe their participation but do not include their names or locations to preserve anonymity.

*Shelter Medicine applicants must include basic information regarding the shelter's intake, housing and population as well as other aspects pertinent to the case presented. You must state your role in the management of the case (e.g. staff veterinarian, consultant, etc.), including when you became involved and which aspects of the case were within and outside your control (cases in which you were involved in a very limited or peripheral extent, or as a consultant with minimal input and/or follow-up, are not appropriate). For population cases, your report must include relevant baseline and follow-up information/data in tabular form.*

5. Discussion

- The Discussion section is a subjective analysis of case management and an opportunity to evaluate and critique the Clinical Report.
- Unlike the Clinical Report, which is an objective recording of the facts of the case, the Discussion is a subjective analysis of the case management.
- Explain any deficiencies or potential errors in the case, and justify any steps taken or choices made that differ from case management suggested in the Introduction (literature review).
- Do not add ANY new information in this section. Instead, interpret and discuss information already presented.
- *Shelter Medicine applicants must include analysis of all aspects of case management, including physical and behavioral health, quality of life, outcomes, and implications for the population and the shelter (e.g. infectious disease risks, public health implications, resource allocation, etc.).*
  - Include pertinent statistics for population level cases.
  - Discuss, if applicable, any limitations in case management that were the result of the applicant’s role (e.g. consultant, part-time staff, etc.).
  - Discuss the implications and applications for management of similar cases in other types of shelter settings.

6. Summary

- This is an interpretive summary and conclusion to the case report.
- Do not exceed one hundred fifty (150) words.

7. Endnotes
8. References

- Cite published works with numeral superscripts in the order in which they appear in the text (example: 1, 2, 3, ...).
- If you repeat a reference, use the same number for that reference everywhere it appears.
- References should be consistent with the format found in the Journal of the American Veterinary Medical Association (JAVMA). See Appendix 3 for JAVMA instructions.
- References must be numbered, typed, double-spaced, and listed at the end of the manuscript, immediately before or after the endnotes.
- Use a separate page for the list of references.

- Format and style
  - Case reports must be double-spaced throughout.
  - Margins must be one inch (1”) on the top, bottom, left and right hand side of each page.
  - Number each page consecutively.
  - Illustrations that support the case report are strongly recommended but not required. Photographs, radiographs, ultrasound images, echocardiographs, photomicrographs, line drawings, etc. may be included as graphic image files in the case report.
    - Include a legend describing each image. Arrows or markers are recommended to point out significant parts of the image.
    - Place each image on a separate page in the body of the Clinical Report section immediately following the first text reference to the image. Do not place more than one (1) image per page. Make the images as large as possible without loss in resolution.
    - A poor image will negatively affect a report, not help it. Do not include images that are blurry, too small or large, or that do not illustrate or demonstrate a point. Instead, if images are not available or are of poor quality, include written interpretations.
For drugs and products, use generic or chemical names in the text. Trade names, brands, specialized equipment, and proprietary information must be cited in endnotes.

Use metric units throughout the case report for all doses, measurements and temperatures. Do not use ANY English units.

- Example: Correct- mg/kg, mm, cm; Incorrect mg/lb, inches

Express drug dosages in metric units with specific time intervals and routes of administration

- Example: Correct - 22 mg/kg PO q12h; Incorrect – 10 mg/lb bid. Do NOT use a portion of a tablet size (1/4 of a 200mg tablet).

Publications

- Publications submitted by applicants in the practitioner track are due by January 15 at 11:59 PM Central Time and submitted at the same time as the complete credentials application.

- The publication must be in a journal on the Approved Journal List by RVS. This list is included in the Applicant Handbook. Any journal not on the Approved Journal List by RVS must be approved by the Credentials Committee Chair prior to submission. Please understand that approval by the Credentials Committee Chair does not mean that the Credentials Committee will accept your publication.

- Acceptable publications in a refereed veterinary journal will include:
  1. Original research
2. Comprehensive Retrospective studies that contribute new material
3. Case Reports that contribute new material
4. Online publications are acceptable as long as they meet the above requirements

• Publications that are NOT acceptable:
  1. Conference proceedings are not permitted, unless published in our approved journal list.
  2. Clinical vignettes, short/brief communications, letters to the editor, and serial features (e.g., ECG of the Month, Drug Topic of the Month, What’s Your Diagnosis) are not permitted.
  3. Review articles are not permitted.

• Acceptance of a publication in a refereed (peer-reviewed) scientific journal does not guarantee the manuscript will be approved by the Credentials Committee. Publications are subject to review of their content and are not automatically accepted.

• Requirements for acceptance of a publication:
  1. You must be the first author. The manuscript topic must be in the RVS for which the applicant is seeking certification.
  2. The topic of your publication must make a meaningful contribution to the literature of the RVS to which you are applying. Specifically, the publication will be evaluated on the following:
     a. A case or population report must include a thorough literature review and assimilation of background information regarding the described case(s).
     b. An original investigation, whether descriptive or analytical, must be designed and described in a manner that ensures adequate information has been obtained to allow evaluation of the results and substantiation of the conclusions.
  3. The topic of the publication must be different than that of the case report.
  4. The manuscript must be fully accepted (not under review) for publication prior to January 15 for the practitioner track and August 15 for the residency track. If the publication is already in print, upload the following:
     a. An electronic copy of the entire publication (PDF file) in the format as it appears in the journal.
     b. The citation (name of journal, date, volume, and issue numbers) must be included with the paper or as a separate file.
  5. If the publication has not yet appeared in print, upload the following:
     a. An electronic copy of the official letter from the journal verifying the manuscript has been accepted for publication.
     b. An electronic copy of the manuscript in the final format (PDF file) that is identical to how it will appear in the journal.
  6. Applicants should be aware that the duration of the review process at many journals could exceed twelve months.
7. The manuscript must have been published within five (5) years of the date of application. For example, if the application date is January 15, 2018, the date of publication cannot be prior to January 15, 2013.

8. The publication must be in a refereed (peer-reviewed) English language scientific journal. A refereed journal is defined as one governed by policies and procedures established and maintained by a standing editorial board that requires each manuscript submitted for publication to be critically reviewed and approved by at least one (1) recognized authority on the subject. Publication in a journal found on the Approved Journal List (Appendix 6) does not guarantee it will be accepted.

9. Publications are uploaded to your ABVP online account.

Online FAQs

- Always check the ‘Forms and Documents’ tab for the most up-to-date Applicant Handbook. ABVP is not responsible for any errors or misinterpretations resulting from the use of older, out-of-date versions of the Applicant Handbook or any supporting documents.
- The largest file size the system will accept is **20MB**. If any of your files are larger than 20MB, it is your responsibility to make the necessary changes to the file so that it is not larger than 20MB.
- The only file types the system will accept are as follows: PDF, DOC, DOCX, TIF, TIFF, XLS, XLSX, JPG, and JPEG.
It is **HIGHLY** suggested that you save your case reports as a PDF file for upload. PDF files help to preserve the formatting of your case report as it appears on your computer.

- Any text area listing a maximum number of characters includes spaces and punctuation in the character count.
- The system will rename every file you upload. This must occur to ensure the materials are reviewed by the correct person(s).
  - If you, for example, upload two (2) case reports and then decide you want to remove them and upload revised versions, the system will start numbering again at three (3). This is how the system is programmed.
- Is there a submit button?
  - No. Once your documents and forms are in the ‘Documents Submitted’ column, ABVP has a copy of the file. The system will automatically lock your application on January 15 at 11:59 PM preventing you from making further changes.
- I uploaded my case report at 10 PM Central on January 15. Why does it say the date of upload is January 16?
  - The system itself runs in UTC Time (Coordinated Universal Time), which is six (6) hours ahead of Central Time. All deadlines are based on Central Time and you will not be able to upload anything past 11:59 PM Central Time.
- One of my colleague evaluators says they have not received the e-mail. What should I do?
  - Ask the person completing the evaluation if he/she has checked his/her junk and/or spam folders. You can send another request by simply clicking the ‘Submit’ button again.
- If you are applying for Shelter Medicine, please also refer to the section for Shelter Medicine starting on page 56 of this handbook.

**Notification of Results**

It takes approximately four (4) months to review case reports and credentials. You will be notified of your status no later than June 1. Notification will be by e-mail. If your complete credentials are accepted, you are eligible to sit for examination. The deadline for registering and paying the fee for the exam is September 1 at 11:59 PM Central Time.
If Your Credentials are Not Accepted

If you do not meet all credentialing requirements, you may re-apply the following year, resubmitting only those credentials that were unacceptable along with the re-application fee and re-submission form. Approximately 50% of first-time applicants’ credentials are accepted. You will receive information about errors or deficiencies and suggestions for corrections or improvement of the materials. The deadline for re-application is January 15 at 11:59 PM Central Time of the following year. The fee for re-application is $370. There is no guarantee of acceptance of resubmitted materials even if you attempt to correct the deficiencies.

The link to start a re-application is available via the ‘Complete Credentials Application’ link on your home page. For ‘Application Type’, you will select ‘Re-Application’.

Case reports that fail may be recommended for revision and resubmission. The entire case report must be resubmitted but only those sections that failed will be re-evaluated. ABVP recommendations for resubmission of failed case reports do not guarantee that they will be found acceptable upon subsequent evaluation.

If your credentials are not accepted after the third attempt in three (3) years at credentialing, you must submit a new application and credential materials. The first-time application fee will be required. You cannot re-use any previously submitted case reports or publications.

Special Requirements

*Canine and Feline Applicants*

Each case report/publication may be on the same species but must be on a different topic.
Avian, Exotic Companion Mammal, and Reptile and Amphibian Applicants

Each case report/publication must document a different topic and address separate species. Exotic Companion Mammal applicants must select from the following list: ferrets, rabbits, guinea pigs, or small rodents.

The Avian, Exotic Companion Mammal, and Reptile and Amphibian RVS's are separate specialties and applicants must fulfill all the requirements for each individual RVS. This includes separate applications for each RVS.

Shelter Medicine Applicants

Each case report/publication may be on the same species but must be on a different topic. Both individual animal and population level cases are acceptable. When two (2) case reports are submitted, at least one (1) MUST focus on a population of animals. For individual animal cases, the case must have population implications and the impact of the case on the management of the population of animals, of which the individual animals is a member, must be discussed. The manuscripts should reflect the applicant’s professional expertise and demonstrate his or her ability to use medical principles in the diagnosis and treatment of shelter animals and populations.

Swine Health Management Applicants

The certification process for the Swine Health Management RVS begins with an Entry Examination. The application deadline for the Swine Health Management Entry Exam is January 15 at 11:59 PM Central Time. You must pass the Entry Exam, which is given annually in conjunction with the meeting of the American Association of Swine Veterinarians. This examination measures basic skills and problem-solving abilities related to Swine Health Management. It consists of multiple-choice items designed to ensure that you are familiar with all areas of swine production, including reproduction, growth, mortality, economics, epidemiology, disease diagnosis/treatment/prevention, environment, country-specific regulatory issues and animal welfare.

The deadline to complete and submit a credentials application is September 1 at 11:59 PM Central Time. The deadline for credentials submission is January 15 at 11:59 PM Central Time. Two (2) case reports and one (1) publication are required for Swine Health Management credentials. To obtain more detailed information about the special certification process, consult the ABVP office or website.

Applicants from Residency Programs

Residents are required to submit the following documents along with the standard ABVP
credentials application:

A. An electronic letter from the residency supervisor confirming successful completion of all requirements up to the date of credentials submission (January 15 at 11:59 PM Central Time). You must send an electronic request to your advisor in order for him/her to upload the letter. Your advisor will receive an e-mail from crm@xmiamic.onmicrosoft.com with a link to upload the letter.

B. An electronic copy of the article that fulfills the publication requirements by August 15 preceding the examination date. This is sent directly to the Executive Director (abvp@navc.com), via e-mail, if completed after January 15. If completed prior to the January 15 credentials submission deadline, it is uploaded to your online account via the link to your credentials application.
C. If the article has not yet been published but has been accepted, then an electronic copy of the letter from the journal confirming acceptance along with a final electronic draft copy of the article are required by August 15 preceding the examination date. This is sent directly to the Executive Director (abvp@navc.com), via e-mail, if completed after January 15. If completed prior to the January 15 credentials submission deadline, it is uploaded to your online account via the link to your credentials application.
D. An electronic letter from the residency supervisor confirming successful completion of all requirements of the residency by August 15 preceding the examination date. This is sent directly to the Executive Director (abvp@navc.com) via e-mail.

Your credentials may be provisionally accepted pending receipt of these final two (2) documents, allowing you to register for the exam. However, the exam registration will be cancelled and the exam fee refunded if these documents are not received by August 15. Please refer to the Residency Handbook for further instructions.

Applicants from Certificate Programs

Certificate program applicants are required to electronically submit the following documentation along with the standard ABVP credentials submission:

1. Electronic documentation proving you participated in and successfully completed all portions of the Recognized Certificate Program. Documentation must be submitted in a PDF document to the Executive Director (abvp@navc.com) by the Program Supervisor. The applicant will include in the ‘Synopsis of Practice Experience’ form in the credentials submission that a certificate program was completed along with a description of the program.
International Applicants

Applicants who did not graduate from a college or school of veterinary medicine accredited by the AVMA or who earned a certificate issued by the ECFVG are required to submit an electronic copy of a valid (in-date) license to practice. Scan or photograph the license and upload the file from your computer to your online account via the link to your credentials application.
IV. Examination

The ABVP certification exam is offered once a year. Only those candidates who have successfully credentialed are eligible to sit for the exam. You will not be allowed in the examination room without paying all necessary fees.

1. Time and location
   a. The exam is administered in conjunction with the ABVP Symposium.
   b. All specialty exams are administered on Wednesday and all practical exams are administered on Thursday.
   c. The 2017 exams will be held in Atlanta, Georgia, October 4-5.
   d. The 2018 exams will be held in Tampa, Florida, October 10-11
   e. The 2019 exams will be held in Denver, Colorado, October 9-10
   f. The Swine Health Management Exam is given at the annual AASV Conference.
   g. Dates and locations are subject to change. Please visit www.abvp.com and log in to your ABVP online account for updates.

2. Format
   a. Each RVS designs and administers a separate exam.
   b. For most categories, the exam is divided into two (2) sections:
      i. Specialty Exam
         1. Written multiple-choice items with a stem and three (3) possible answers. Only one (1) choice is correct, and the other two (2) are distractors.
         2. For most RVS’s, there are three hundred items.
      ii. Practical Exam
         1. Written multiple-choice items based on printed color images. One (1) or more items are associated with each image. Each item has a stem and three (3) possible answers. Some RVS Practical Exams also include short answer and essay questions.
         2. The number of items varies between 50 and 100.
   3. The Swine Health Management exam consists of three (3) sections:
      a. Practical: six (6) questions
      b. Essay: four (4) questions
      c. Oral: six (6) questions
   4. Exam blueprints are available that specify the approximate percent of the exam devoted to areas of study. You can locate these in the ‘Forms and Documents’ tab of your online account.
   5. Candidates who are eligible to sit for the exam and who have paid the required fees will receive an Examination Entrance Certificate by e-mail at least two (2) weeks prior to the examination date. This certificate is required for admission to the examination. If you misplace your examination certificate or do not receive it one (1) week prior to the test date, you must contact ABVP. This certificate is for
your use during the exam as it contains your ID number, which must be filled in on a scantron sheet.

6. Statements of confidentiality and adherence to ethical integrity must be signed as part of the examination.

7. All materials, including pencils, are supplied at the exam site. No smart phones, laptops, papers, books, or reference materials are allowed. Calculators may be allowed for certain exams. The Exam Chair will note which exams may use calculators at the beginning of the exam, if they are in fact allowed. Nothing may be taken from the exam room. No talking or other communications are allowed.

8. Exam proctors will be present to answer questions about the exam process but they cannot help with exam content.

9. The results of the certifying exam will be e-mailed to you within forty-five (45) days of the exam. Results will not be given over the phone.

10. If unsuccessful, you may retake the examination the following year. You have three (3) opportunities over a three (3) consecutive year period to pass all sections of the exam. If you only fail one (1) section, then you only retake the failed portion of the exam.

Contingency Plans: Hazardous Weather or Personal Medical Emergency

ABVP realizes that unavoidable circumstances such as unforeseen weather difficulties or medical emergencies may prevent you from reaching the test site in time to take the examination(s). If you are unable to arrive on time, take the following steps:

1. Call the ABVP office (800.697.3583) and inform the personnel there of the predicament. Obtain the name of the individual with whom you speak and,
2. Submit a letter of explanation to the ABVP office.

No refund of exam fees will be given. If you are still eligible to take the exam the following year, the exam fee will be carried over to the following year’s exam at your request. This will not automatically be done.

Examination Procedures

• Advance notice of the exact dates, times, and location of test administration will be made available on the ABVP website.
• If you arrive after the proctor has started pretest instructions, you forfeit the right to sit for the examination.
• You are required to sign in for each examination you are taking.
• The examination will be held only on the day and at the time scheduled.
• No questions concerning the content of the examination may be asked during the
testing period. Listen carefully to instructions given by the examiner and read any directions that are provided. If you encounter an item that you believe is misleading or incorrect, bring it to the attention of the proctor. You may also make notes on the exam booklet and the Examination Committee will review them at a later date.

• Proctors are authorized to maintain secure and proper test administration procedures, including relocation of candidates. Candidates may not communicate with each other during the examination.

Suggestions for Taking the Exam

• Read written instructions carefully. You may miss important information by skipping over directions or reading them too quickly.
• Answer the questions in order, but don’t waste time on questions containing unfamiliar or difficult material. Time permitting you may revisit skipped questions.
• Make educated guesses at correct answers rather than leaving the answer spaces blank. The score on the entire test will be based only on the number of correct responses, with no penalty for wrong answers.
• Record answers carefully on the separate answer sheet.
• To change an answer, erase previously marked responses thoroughly. Multiple responses to a question will be scored as incorrect.
• See Appendix 4 for more details.

Examination Passing Point

After administration, the examinations are scored. The raw score for each candidate, as well as the results of statistical analysis for each examination, including mean score and standard deviation, are reported to the Chair of the Examination Committee. The standard passing point is 70% raw score. Passing points may be set lower than 70% by COR. Reports of the scores are reported to the COR on separate spreadsheets for each RVS examination. The Chair does not disclose individual candidate scores prior to determination of the passing point. Mean candidate scores minus one-half (1/2) standard deviation is used as a starting point for determination of the passing point. This passing point can be adjusted if consideration of the passing points of previous similar ABVP examinations, the frequency distribution of raw scores, or other pertinent information so dictate. After consultation with the Exam Vice Chairs for each RVS, a suggested passing point is determined for each examination that is no higher than 70%. The Chair of the Examination Committee reports the recommended passing points to the COR along with score distributions, statistical analyses of candidate performance, and previous passing points for similar examinations. The COR, after consideration of the recommendations of the Examination Committee and the supporting data, determines the actual passing point for each examination.
Understanding Test Results

Confidential exam results are e-mailed within forty-five (45) days following the examination. No results are given over the phone.

If you fail the exam, you will be given your raw score along with the passing score. In addition, you will receive your sub-scores broken down for each knowledge domain to assist in identifying areas for your future study. Any section of an examination not passed may be repeated. Candidates must have successfully completed all examinations by the third consecutive year following your acceptance as a candidate for examination. To retake an exam, you must register and pay a re-examination fee by September 1 at 11:59 PM Central Time. You will not be allowed in the examination room without paying all necessary fees.
V. Certification

Candidates whose credentials are accepted and who pass all sections of the examination are granted Diplomate status with all rights and responsibilities of AVMA-ABVS board-certified specialists.

Certificates

Once the examination is passed, you will be contacted to verify the appearance of your name on your certificate. All certificates will list your name as follows:

Jane Doe, DVM

Additional initials (VMD, MS, MBA) will be added at your request. The sentence following your name states you are a board-certified Diplomate and in which RVS.

An official certificate will be mailed to all new Diplomates, or certificates will be given in person as part of a welcoming ceremony for those attending the annual ABVP Symposium. When you receive your certificate, review it and contact ABVP if an error is found. ABVP will not send certificates until you confirm the spelling of your name.

Annual Diplomate Fees

ABVP uses annual Diplomate renewal fees to provide administrative offices and services, fund semi-annual meetings of COR, and support committee functions. These fees are payable every year on July 1.

Diplomates whose annual fees are current are considered in good standing. Only Diplomates in good standing are eligible for committee service and Maintenance of Certification.
**VI. Fees and Deadlines**

Payment must be submitted at the same time as the application. Late payments will not be accepted. Checks and credit cards are accepted, and all funds must be in U.S. dollars from U.S. banks. All fees are subject to change without prior notice.

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application and Application Fee</td>
<td>$490</td>
<td>September 1 at 11:59 PM Central Time</td>
</tr>
<tr>
<td>Credentials Submission</td>
<td></td>
<td>January 15 at 11:59 PM Central Time</td>
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<tr>
<td>Re-Application</td>
<td>$370</td>
<td>January 15 at 11:59 PM Central Time</td>
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<tr>
<td>Swine Health Management Application</td>
<td>$110</td>
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<tr>
<td>Examination</td>
<td>$655</td>
<td>September 1 at 11:59 PM Central Time</td>
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<tr>
<td>Re-Examination</td>
<td>$655</td>
<td>September 1 at 11:59 PM Central Time</td>
</tr>
<tr>
<td>Annual Diplomate Renewal Fee</td>
<td>$305</td>
<td>July 1</td>
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</tbody>
</table>

*All Fees and Deadlines current as of June 2016*
VII. Contact Information

All materials and inquiries should be directed to the ABVP management office. In addition, each RVS has a Regent who represents applicants, candidates, and Diplomates. Regents are available to answer questions and offer advice. Contact information for Regents is available from the management office or the ABVP website.

American Board of Veterinary Practitioners
5003 SW 41st Blvd.
Gainesville, FL 32608-4930
800.697.3583
abvp@navc.com
www.abvp.com
Twitter: www.twitter.com/abvpvets
Facebook: www.facebook.com/AmericanBoardofVeterinaryPractitioners
LinkedIn: https://www.linkedin.com/groups/American-Board-Veterinary-Practitioners-6690719/about
VIII. Appendices

1. Residencies and Training Programs
   a. ABVP-approved residencies are available at select veterinary colleges, institutions, and private practices.
   b. A Residency Handbook is available that contains deadlines and instructions for completing all residency requirements. This handbook can be found on the ABVP website.
   c. ABVP-approved certificate programs are available at select veterinary colleges, institutions, and private practices.
   d. A certificate program must be at least three (3) years in length and runs concurrently with the participant’s working in private practice.

2. Application Tips
   a. Keep copies of any e-mails or other written communications with ABVP staff. If you contact ABVP by telephone, be sure to write down the date, time, and name of the person with whom you are speaking. If anything is ever unclear or confusing, please ask to speak with the Executive Director or an ABVP Regent or Officer. Names and contact information are available on the ABVP website.
   b. All deadlines are 11:59 PM Central Time on the dates specified in the Handbook. No extensions will be granted for materials submitted late.

3. JAVMA instructions for bibliography
   References
   You are responsible for accuracy of all references. References must be limited to those that are necessary and must be cited in the text by superscript numbers in order of citation. Journal titles in the Reference section should be italicized and abbreviated in accordance with the National Library of Medicine and Index Medicus. These can be found on the PubMed website. For references with more than three (3) authors, only the first three (3) should be listed followed by "et al."
   The following is the style used for common types of references:

   Articles in Journal

   Book Chapter

   Proceedings

Electronic Material

4a. Examination Process
   a. The certifying exams cover a broad range of material related to each RVS. Items are designed to test specialist-level knowledge and the ability to apply that knowledge to clinically relevant problems and scenarios.
   b. To prepare for the examination, set aside 30-60 minutes a day to study. Textbooks, journals, and other forms of continuing education may be used. Study guides are available in the ‘Forms and Documents’ area once you log in to your account with ABVP.
   c. Practice taking multiple-choice tests by using materials in journals, textbooks, or study guides.
   d. Focus study time on topics and areas that are less familiar. Do not spend excessive time and energy reviewing topics that you are already knowledgeable about.
   e. Most of the exam items will be clinically relevant and are designed to test for knowledge important for a specialist in private practice. A limited number of items will test knowledge of anatomy, physiology, mechanisms, etc.
   f. Exam fatigue is common. Alertness and stamina are required to successfully complete the entire examination in the time allotted.

4b. General Study Recommendations for all RVS’s
   There is no universal study system by which you can achieve certification with ABVP. There are, however, some common factors found among those who pass the examinations. The most important factor is a systematic, organized study pattern. Self-directed study, whether individually or in groups, is best directed at areas in which one is least knowledgeable. Successful candidates found frequent short study periods of 30-60 minutes to be more useful than marathon study sessions or cramming right before the exam.

   As most candidates are at least six (6) years away from school, the need to concentrate your study on reacquisition of knowledge pertaining to pathophysiology of disease and therapy cannot be over-emphasized. A thorough review of the disease process should cover both the
pathophysiology of the disease as well as therapy. When studying a particular topic, it is important to read and understand all aspects.

Preparation for the practical examination may vary slightly as this examination uses visual aids for the majority of questions. Pay particular attention to those disciplines where visual recognition of lesions or processes is important. Among the areas that fall into this category are ophthalmology, dermatology, cardiology, and clinical/gross pathology.

4c. Study Tips
   a. *Start early.* Most successful candidates begin regular, systematic study as soon as they are notified they are eligible to sit for the examinations.
   b. *Study frequently.* Studying one (1) hour a day produces better learning than seven (7) hours once a week. Many Diplomates report studying at least one (1) hour per day for several months prior to the examination.
   c. Use the examination blueprints to help you focus on areas of greatest weight.
   d. Participate in ABVP study groups, available for each RVS. Topic reviews, study questions, and interaction with other candidates are available. To join a study group, please e-mail your interest to dogedorite@aol.com.
   e. Do not forget the examinations are, in themselves, part of the study process. Approximately 50% of all candidates have to retake parts of the examination prior to certification. If you are unsuccessful on the first attempt, develop study habits that address your weakest disciplines.
   f. Exam blueprints, study guides, and item writing guides are available in the ‘Forms and Documents’ area once you login to your account with ABVP.

5. Approved International Veterinary Specialty Colleges and Boards
   a. A Diplomate of the European Board of Veterinary Specialists
   b. A Fellow of the Australian College of Veterinary Scientists
   c. A Diplomate of the Royal College of Veterinary Surgeons

6. Approved Journal List by RVS
   • Avian Approved Peer-Reviewed Journals
     o Avian Diseases
     o Avian Pathology
     o Exotic DVM (subject to review for sufficient length and depth)
     o Journal of the American Veterinary Medical Association
     o Journal of Avian Medicine and Surgery (formerly Journal of the AAV)
     o Seminars in Avian and Exotic Pet Medicine
     o Veterinary Clinics of North America – Exotic Practice
   • Beef Cattle Approved Peer-Reviewed Journals
     o American Journal of Veterinary Research
     o Bovine Practitioner
- Canadian Veterinary Journal
- Journal of Animal Science
- Journal of Applied Veterinary Research
- Journal of Dairy Science
- Journal of the American Veterinary Medical Association
- Journal of Veterinary Internal Medicine
- Theriogenology
- Veterinary Anesthesia
- Veterinary Surgery
- Veterinary Clinics Of North America: Food Animal Practice
- World Buiatrics Proceedings

• Canine Approved Peer-Reviewed Journals
  - American Journal of Veterinary Research
  - Clinical Techniques in Small Animal Practice
  - Compendium on Continuing Education for the Practicing Veterinarian
  - Journal of the American Animal Hospital
  - Journal of the American Veterinary Medical Association
  - Journal of Feline Medicine and Surgery
  - Journal of Veterinary Dentistry
  - Journal of Veterinary Emergency and Critical Care
  - Journal of Veterinary Internal Medicine
  - Veterinary Clinics of North America Small Animal Practice
  - Veterinary Dermatology
  - Veterinary Medicine
  - Veterinary Ophthalmology
  - Veterinary Surgery
  - Vet Therapeutics

• Dairy Approved Peer-Reviewed Journals
  - American Journal of Veterinary Research
  - Animal Reproductive Science
  - Bovine Practitioner
  - Canadian Vet Journal
  - Clinical Theriogenology
  - In Practice
  - Journal of the American Veterinary Medical Association
  - Journal of Animal Science
  - Journal of Applied Veterinary Research
  - Journal of Dairy Science
  - Journal of Veterinary Internal Medicine
  - Theriogenology
  - Veterinary Anesthesia
  - Veterinary Clinics Of North America: Food Animal Practice
  - Veterinary Record
  - Veterinary Surgery
• Equine Approved Peer-Reviewed Journals
  o American Journal of Veterinary Research
  o Canadian Veterinary Journal
  o Compendium for Continuing Education - Equine
  o Equine Veterinary Education
  o Equine Veterinary Journal
  o Journal of Equine Veterinary Science
  o Journal of the American Veterinary Medical Association
  o Journal of Veterinary Internal Medicine
  o Journal of Veterinary Medical Education

• Exotic Companion Mammal Approved Peer-Reviewed Journals
  o American Journal of Veterinary Research
  o Journal of Exotic Pet Medicine
  o Journal of the American Veterinary Medical Association
  o Veterinary Clinics of North America – Exotic Pet Practice

• Feline Approved Peer-Reviewed Journals
  o American Journal of Veterinary Research
  o Clinical Techniques in Small Animal Practice
  o Compendium on Continuing Education for the Practicing Veterinarian
  o Journal of the American Animal Hospital Association
  o Journal of the American Veterinary Medical Association
  o Journal of Feline Medicine and Surgery
  o Journal of Veterinary Dentistry
  o Journal of Veterinary Emergency and Critical Care
  o Journal of Veterinary Internal Medicine
  o Veterinary Clinics of North America: Small Animal Practice
  o Veterinary Dermatology
  o Veterinary Medicine
  o Veterinary Ophthalmology
  o Veterinary Surgery
  o Veterinary Therapeutics

• Food Animal Approved Journals
  o American Journal of Veterinary Research
  o Animal
  o Canadian Journal of Veterinary Research
  o Canadian Veterinary Journal
  o International Journal of Applied Research in Veterinary Medicine
  o Journal of the American Veterinary Medical Association
  o Journal of Animal Science
  o Journal of Dairy Science
  o Journal of Swine Health and Production
  o Journal of Veterinary Diagnostic Investigation
  o Journal of Veterinary Internal Medicine
  o Research in Veterinary Science
- The Bovine Practitioner
- Theriogenology
- Veterinary Anesthesia and Analgesia
- Veterinary Clinical Pathology
- Veterinary Clinics of North America: Food Animal Practice
- Veterinary Dermatology
- Veterinary Journal
- Veterinary Pathology
- Veterinary Record
- Veterinary Research
- Veterinary Surgery

• Reptile and Amphibian Journals
  - American Journal of Veterinary Research
  - Chelonian Conservation & Biology
  - Comparative Medicine
  - Conservation Physiology
  - Copeia
  - Diseases of Aquatic Organisms
  - Journal of the American Association for Laboratory Animal Science
  - Journal of the American Veterinary Medical Association
  - Journal of Exotic Pet Medicine
  - Journal of Herpetological Medicine and Surgery (formerly Bulletin of ARAV)
  - Journal of Herpetology
  - Journal of Parasitology
  - Journal of Veterinary Diagnostic Investigation
  - Journal of Veterinary Pharmacology and Therapeutics
  - Journal of Wildlife Diseases
  - Journal of Zoo and Wildlife Medicine
  - Journal of Zoology
  - Journal of Zoo and Aquarium Research
  - PLOS ONE
  - Veterinary Clinical Pathology
  - Veterinary Microbiology
  - Veterinary Ophthalmology
  - Veterinary Pathology
  - Veterinary Record
  - Veterinary Radiology and Ultrasound

• Shelter Medicine Approved Journals
  - American Journal of Veterinary Research
  - Animal Welfare
  - Anthrozoos
  - Applied Animal Behavior Science
  - Canadian Veterinary Journal
Compendium of Continuing Education for the Practicing Veterinarian
- Journal of Applied Animal Welfare Science
- Journal of Feline Medicine and Surgery
- Journal of Hospital Infection
- Journal of Parasitology
- Journal of the American Animal Hospital Association
- Journal of the AVMA
- Journal of Veterinary Diagnostic Investigation
- Journal of Veterinary Pharmacology and Therapeutics
- Journal of Veterinary Behavior: Clinical Applications and Research
- Journal of Veterinary Internal Medicine
- Journal of Veterinary Medical Education
- Journal of Virology
- Preventive Veterinary Medicine
- Veterinary Clinics of North America
- Veterinary Dermatology
- Veterinary Microbiology
- Veterinary Pathology
- Veterinary Therapeutics

**Swine Approved Peer-Reviewed Journals**

- Journal of the American Veterinary Medical Association
- Journal of Swine Health and Production
- Journal of Veterinary Research

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In the interest of protecting applicant and Diplomate anonymity, it is important to check for personal information contained within document properties and remove it if discovered. Personal data that can compromise the identity of an applicant or Diplomate is typically found in the "properties" and "metadata" of Word and Adobe file formats.

**A fast, easy, and recommended manual check is:**

1. Right click on the icon to your Word or PDF document
2. Select ‘Properties’
3. Navigate to the ‘Details’ tab
4. Pay particular attention to the line labeled “Author” or “Owner”. This is a frequent location of your name or initials and this is the information you need to remove

**Adobe**

1. Open the PDF document
2. Click ‘File’
3. Click ‘Properties’
4. This will open a box entitled ‘Document Properties’
5. On the ‘Description’ tab, remove your name from the ‘Author’ field
6. Click ‘OK’
7. Save your document

**Mac Word**
1. Open the Word document
2. From the ‘Word’ menu, select ‘Preferences’
3. Click on the ‘Security’ icon
4. Under ‘Privacy options’, ensure that **Remove personal information from this file on save** is checked, then click ‘OK’
5. Save your document

**Word 2010**
1. Click on ‘File’ ribbon, click on the ‘Info’ tab, click ‘Prepare for Sharing/Check for issues’ and select ‘Inspect Document’. A Document Inspector window will open
2. Click ‘Inspect’
3. Click ‘Remove All’ in the section for ‘Document Properties and Personal Information’. **DO NOT** click ‘Remove All next to Header, Footer, and Watermarks’. Then ‘Close’
4. Save your document

**Word 2007**
2. Click ‘Inspect’
3. Click ‘Remove All’ in the section for ‘Document Properties and Personal Information’. **DO NOT** click ‘Remove All next to ‘Header, Footer, and Watermarks’. Then ‘Close’
4. Save your document

**Word 2003 and Older**
1. From the ‘Tools’ menu, select ‘Options’
2. Click on the ‘Security’ tab, and ensure that **Remove personal information from file properties on Save** is checked then click ‘OK’
3. Save your document
IX. Case Report Information

Tips for Selecting a Case Report

The case report is a means for you to showcase your professional expertise and ability to use medical principles in diagnosis and treatment. Here are some points to consider as you choose a case to present.

1. Showcase your own expertise. Referral and consultation with specialists is an important part of practice and will in no way adversely affect the report’s evaluation. However, the report must demonstrate more than an ability to refer and follow the direction provided by others. The majority of the case management must demonstrate your own ability to recognize and manage medical or surgical problems, and to interpret clinical findings. If you are personally adept at some advanced diagnostic or therapeutic modality, then choosing a case in which you apply those skills can strengthen the case report.

2. Avoid excessively complex cases. The case should be challenging enough to demonstrate a high level of clinical acumen and a thorough, thoughtful approach to the evaluation and intervention. However, a case in which numerous complex and interacting diseases and/or complications come into play may be difficult to present in a thorough manner. A more focused problem lends itself to a clear and concise literature review and discussion.

3. Choose a case that has significant supportive documentation for your diagnosis and therapy. A diagnosis based on a “best guess” of the data obtained is likely to be criticized by reviewers. A diagnosis by exclusion is appropriate if that is the standard of care for the problem and all the exclusionary diagnostics have been reasonably addressed. In all cases, documentation should be provided in the form of photos, ECG’s, tables, etc. as outlined earlier.

4. Avoid cases in which financial constraints or lack of owner cooperation led to serious deficiencies in the case management. Reasonable limitations based on financial or other practical considerations are acceptable, but they should not compromise a thorough investigation and intervention. For instance, if a definitive diagnosis required histopathology, which the owner declined to submit, then that would not be a suitable case to report.

5. Plan ahead. Most people can think of cases that might be suitable to submit but are lacking in some detail. For example, the radiographs were of poor quality and weren’t repeated; an important diagnostic test was omitted for financial reasons; or there was poor follow up in monitoring the treatment. If you are thinking of submitting a case report, think prospectively. When a promising case presents to you, be prepared to offer some financial subsidy if necessary, be sure to document your findings and be thorough in your management. A good case report is a key component to successfully credentialing and should be a priority as you seek Diplomate status.
Common Reasons Case Reports Fail

1. **Not following directions.** The Applicant Handbook provides very specific instructions regarding the organization, presentation and formatting of the case report. This is intended to provide a standard framework for fair and consistent evaluation by reviewers. For those accustomed to reading or writing case reports in refereed journals, some aspects of the instructions may seem counter-intuitive. However, the purpose of the case report is different from that of a journal. It serves to demonstrate the author’s professional abilities rather than add to the veterinary literature. This includes the author’s ability to research a veterinary topic, reason through the clinical case, reach a logical conclusion, and discuss/defend the clinical choices. Common errors include but are not limited to
   a. failure to follow instructions
   b. failure to provide all laboratory work performed in table form
   c. failure to follow laboratory data reporting instructions
   d. failure to provide supporting documentation (e.g. radiographs, photographs, ECG’s) in the manner directed
   e. failure to provide anonymity with radiographs and ultrasound images
   f. failure to list drugs and dosages according to instructions.

Authors should note that the Introduction should be complete and pertinent to the case presented. The Discussion section should critique or analyze decisions and interpretations, and not serve as a summary.

Because ABVP’s requirements regarding formatting differ from those required by refereed journals, discipline-oriented specialists might find the evaluation of case reports difficult. Please be aware that requirements for the discipline-oriented specialists (ACVS, ACVIM, ACVO, etc) differ and therefore, endorsements by these specialists do not guarantee a successful case report.

2. **Poor case selection.** Unacceptable case reports are often marked “Not eligible for revision and resubmission.” This may be due to fatal flaws in the case management that fall below the standard of care expected for Diplomate status. Perfection is not a requirement, and the Discussion section provides opportunity for the author to critique or explain aspects of the case. However, if there are fatal flaws that reflect a poor overall level of understanding or case management, the case report is unacceptable. Similarly, if the case presented was not sufficiently challenging to determine whether the applicant’s abilities are consistent with Diplomate status, the case report is likely to be judged “Unacceptable and not suitable for revision and resubmission.” Case economics are another reason case reports are often found unacceptable. Failure to perform necessary diagnostics or medical/surgical therapy due to lack of owner finances handicaps the evaluator in assessing the applicant’s ability. Cases that showcase
your clinical acumen (diagnostics and interpretation) and technical abilities (medical and surgical judgments) are necessary for proper applicant evaluation.

3. Grammar, Spelling, Syntax, Punctuation. Case reports reflect not only your professional expertise, but also your ability to communicate medical information in a professional manner. Reports are expected to be of technical quality consistent with a final draft of a paper being accepted for publication. Be sure you use the spelling and grammar check provided by most word processing programs. Read your paper carefully and slowly looking for errors. If your writing skills are not strong, or if English is not your first language, enlist the help of someone with sound literary skills to review organization, sentence structure, and clarity of the ideas presented.

4. Failure to use scientific writing style. The writing style should reflect that used in a refereed journal. Use of first person narrative (e.g. “When I first examined the patient”), use of patient or owner’s names, (e.g. “Fluffy improved quickly”), and over-dramatization of conclusions (e.g. “The owner was saved from a heart breaking loss”) are examples of inappropriate style.

5. Poor literature review. The introduction should provide a current and relevant review of the scientific literature. Some textbooks may be referenced, but where possible the primary literature sources should be used. Older references are often appropriate to laying groundwork, but the author is expected to include the most current information available.

6. Failure to include required criteria. The instructions in the Applicant Handbook include specific topics to be covered in each section, such as “typical history and presentation” in the introduction. Reviewers are required to consider these particular criteria in their assessments. The Form 1 used by reviewers to assess the Case Report is available under Forms and Documents in your portal on the website.

7. Taking ownership of the case. Many cases fail because the primary care veterinarian referred the case for a diagnostic or therapeutic procedure and did not have the case return for management. Referrals for diagnostics and therapeutics are allowed and encouraged if the primary care veterinarian is not comfortable with the procedure. However, it is important that after the procedure is performed that the case return to the care of the primary veterinarian for management. This allows the reviewers to assess clinical acumen. It is also beneficial if the primary care veterinarian can accompany the case to the specialist and participate in the procedure (assist with the ultrasound, surgical procedure, endoscopy, etc).
Case Report Evaluation

1. Each case report is distributed to three (3) ABVP Diplomates who serve as reviewers for the Credentials Committee. Each RVS has one (1) or more vice-chairs who select reviewers, oversee the evaluation process, and record results. All reviewers undergo training. Review team members are blinded to the identity of the authors of case reports. The Credentials Committee reserves the right to request and review copies of medical records and supporting information in its case report evaluation process.

2. At least two (2) reviewers must approve all sections of the case report for it to pass. Each reviewer submits written comments, critiques, and suggestions using Form 1 (as seen under the ‘Forms and Documents’ tab of your online account). Vice-chairs collect all Form 1s and prepare a final evaluation based on the scores and comments.

3. Each case report reviewer uses the following instructions in evaluating case reports:
   a. Any section of the case report will fail if the reviewers or vice-chair:
      i. Identify a fatal flaw (FF) in the section. This is a sufficiently grievous error that renders the section and case report unacceptable in and of itself.
      ii. Identify at least three (3) significant deficiencies (SD) in the section. These are errors that can be clearly and objectively seen to fall short of what is expected but are not individually serious enough to merit failing the section.

4. The case report will be reviewed to assess your ability to recognize and manage medical and surgical problems, to utilize the diagnostic and therapeutic modalities currently available, and to present and interpret clinical findings. You must be able to justify your decision-making and convince the reviewers that your interventions were reasonable and warranted. The outcome of the case matters only to the extent that appropriate care was demonstrated on a level equal to specialty practice.

5. The case report is a form of scientific communication that must clearly communicate the subject matter in a style that is easy to read while adhering to the required ABVP format. Not following instructions is a common reason for failure. While ABVP credentialing does not require published case reports in refereed journals, the quality of the case report presentation is comparable. Case reports that do not adhere to instructions or are deficient in terms of formatting, spelling, grammar, syntax, writing style, use of tables/illustrations/figures, and other weaknesses will most likely fail. See Form 1, Section 5.

6. The Introduction of the case report will be scrutinized for succinct yet complete information germane to the topic being presented. Searching the scientific literature and gleaning the pertinent facts about a topic is an essential skill for an ABVP Diplomate. The Introduction should familiarize the reviewers with
background information that is current and important and that will lay a foundation for the Clinical Report and Discussion. See Form 1, Section 1.

7. The Clinical Report portion of the case report is more than a chronicling of events and a listing of tests and treatments. It should demonstrate that you were thorough and thoughtful as you proceeded through the investigation and intervention phases and ultimately to the resolution and follow-up. This is your opportunity to showcase your clinical acumen and technical abilities, and to demonstrate to the reviewers that you are practicing on the level of a board certified specialist. See Form 1, Section 2.

8. The Discussion of the case report should analyze and critique the case, acknowledge deviations from anticipated findings and interpret or explain their importance. Comparing the clinical course of the case to the information presented in the Introduction gives you the opportunity to discuss what you learned from this case report and perhaps draw conclusions germane to management of future cases. See Form 1, Section 3.

9. The Summary of the case report should be brief but descriptive. It should state the overview of the case report and close with a valid conclusion. See Form 1, Section 4.

10. In addition to evaluating and scoring each section separately, the entire paper will be assessed for proper preparation and organization. A paper can be failed on Section 5, Case Report Preparation and Organization, even if Sections 1-4 pass. Section 5 takes into account issues such as, but not limited to, multiple misspelled words, grammatical errors, poor quality images, tables incorrectly formatted, endnotes and references incorrectly formatted, drug dosages not listed appropriately, etc. See Form 1, item 5.

11. Case reports may be rewritten or revised and resubmitted the following year if indicated by the review team feedback on Form 3. However, there is no guarantee that revised case reports will be approved. Resubmissions will be evaluated only on the section(s) that failed by a team of three (3) different reviewers who did not see the case the previous year. The new reviewers will have access to the comments and critiques of the previous reviewers as found on Form 3.
Case Report Format Examples

1. **Reference examples** - all references must follow the JAVMA format

**References**

Authors bear primary responsibility for accuracy of all references. References must be limited to those that are necessary and must be cited in the text by superscript numbers in order of citation. Journal titles in the Reference section should be abbreviated in accordance with the National Library of Medicine and Index Medicus. For references with more than three (3) authors, only the first three (3) authors should be listed, followed by "et al." The following is the style used for common types of references:

*Article in journal*


*Book chapter*


*Proceedings*


*Electronic material*


2. **Laboratory Format example** – see next pages
Table 1. In-House Blood Results During the Initial 24 Hours of Hospitalization

<table>
<thead>
<tr>
<th>Test</th>
<th>Laboratory Value (at presentation)</th>
<th>Normal Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Serum Chemistry</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phosphoms</td>
<td>3.0 mg/dl</td>
<td>2.5-6.8 mg/dl</td>
</tr>
<tr>
<td>Total Bilimbin</td>
<td>0.1 mg/dl</td>
<td>0.0-0.9 mg/dl</td>
</tr>
<tr>
<td>Total Protein</td>
<td>6.6 g/dl</td>
<td>5.2-6.2 g/dl</td>
</tr>
<tr>
<td>BUN</td>
<td>23 mg/dl</td>
<td>7-27 mg/dl</td>
</tr>
<tr>
<td>Calcium</td>
<td>10.5 mg/dl</td>
<td>7.9-12.0 mg/dl</td>
</tr>
<tr>
<td>Cholesterol</td>
<td>267 mg/dl</td>
<td>110-320 mg/dl</td>
</tr>
<tr>
<td>Creatinine</td>
<td>1.4 mg/dl</td>
<td>0.5-1.8 mg/dl</td>
</tr>
<tr>
<td>Glucose</td>
<td>139 mg/dl</td>
<td>70-143 mg/dl</td>
</tr>
<tr>
<td>Amylase</td>
<td>489 U/L</td>
<td>500-1500 U/L</td>
</tr>
<tr>
<td>ALT</td>
<td>40 U/L</td>
<td>10-100 U/L</td>
</tr>
<tr>
<td>ALP</td>
<td>154 U/L</td>
<td>23-212 U/L</td>
</tr>
<tr>
<td>ALB</td>
<td>3.0 g/dl</td>
<td>2.2-3.9 g/dl</td>
</tr>
<tr>
<td>Globulin</td>
<td>3.6 g/dl</td>
<td>2.5-4.5 g/dl</td>
</tr>
<tr>
<td><strong>Electrolytes</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sodium</td>
<td>143 mmol/L</td>
<td>142-150 mmol/L</td>
</tr>
<tr>
<td>Potassium</td>
<td>4.1 mmol/L</td>
<td>3.4-4.9 mmol/L</td>
</tr>
<tr>
<td>Chloride</td>
<td>121 mmol/L</td>
<td>106-127 mmol/L</td>
</tr>
<tr>
<td><strong>Blood Gas</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hematocrit %</td>
<td>50</td>
<td>35-50</td>
</tr>
<tr>
<td>Ph</td>
<td>7.395</td>
<td>7.35-7.45</td>
</tr>
<tr>
<td>PCO2</td>
<td>22.3 mmHg</td>
<td>34-40 mmHg</td>
</tr>
<tr>
<td>HCO3</td>
<td>13.7 mmol/L</td>
<td>20-24 mmol/L</td>
</tr>
<tr>
<td>TC02</td>
<td>14 mmol/L</td>
<td>17-25 mmol/L</td>
</tr>
<tr>
<td>Base Excess</td>
<td>-11 mmol/L</td>
<td>[0]-[+6] mmol/L</td>
</tr>
<tr>
<td>Anion Gap</td>
<td>12</td>
<td>8-25 mmol/L</td>
</tr>
<tr>
<td><strong>Leukocytes</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WBC</td>
<td>9.54 KJmcL</td>
<td>6.0-17.0 KJmcL</td>
</tr>
<tr>
<td>NEUT</td>
<td>6.79 KJmcL</td>
<td>3.0-11.8 KJmcL</td>
</tr>
<tr>
<td>LYMPH</td>
<td>1.94 KJmcL</td>
<td>1.0-4.8 KJmcL</td>
</tr>
<tr>
<td>MONO</td>
<td>0.37 KJmcL</td>
<td>0.2-2.0 KJmcL</td>
</tr>
<tr>
<td>EOS</td>
<td>0.42 KJmcL</td>
<td>0.1-1.3 KJmcL</td>
</tr>
<tr>
<td>BASO</td>
<td>0.01 KJmcL</td>
<td>0.0-0.5 KJmcL</td>
</tr>
<tr>
<td>NRBC</td>
<td>0.0</td>
<td>RARE</td>
</tr>
<tr>
<td>NEUT (%)</td>
<td>71.17</td>
<td>60.0-80.0</td>
</tr>
<tr>
<td>LYMPH(%)</td>
<td>20.34</td>
<td>12.0-30.0</td>
</tr>
<tr>
<td>MONO(%)</td>
<td>3.90</td>
<td>3.0-14.0</td>
</tr>
<tr>
<td>Table 1. (continued)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EOS (%)</strong></td>
<td>4.44</td>
<td>2.0-10.0</td>
</tr>
<tr>
<td><strong>BASO (%)</strong></td>
<td>0.15</td>
<td>0.0-2.5</td>
</tr>
<tr>
<td><strong>Erythrocytes</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NRBC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RBC</td>
<td>7.66 M/mcL</td>
<td>5.50-8.50 M/mcL</td>
</tr>
<tr>
<td>Hb</td>
<td>16.9 g/dl</td>
<td>12.0-18.0 g/dl</td>
</tr>
<tr>
<td>MCV</td>
<td>66.6 fl</td>
<td>60.0-74.0 fl</td>
</tr>
<tr>
<td>MCH</td>
<td>22.1 pg</td>
<td>19.5-24.5 pg</td>
</tr>
<tr>
<td>MCHC</td>
<td>33.1 g/dl</td>
<td>31.0-36.0 g/dl</td>
</tr>
<tr>
<td>RDW(%)</td>
<td>15.5</td>
<td>12.0-18.0%</td>
</tr>
<tr>
<td><strong>Thrombocyte</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLT</td>
<td>179,000 KimeL</td>
<td>200-500,000 KimeL</td>
</tr>
<tr>
<td>MPV</td>
<td>17.8 fl</td>
<td>5.0-15.0 fl</td>
</tr>
<tr>
<td><strong>Coagulation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PT</td>
<td>16 seconds</td>
<td>12-17 seconds</td>
</tr>
<tr>
<td>PTT</td>
<td>93 seconds</td>
<td>71-102 seconds</td>
</tr>
<tr>
<td><strong>PCV/TP</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PCV/TP</td>
<td>50 %</td>
<td>6.9 g/dl</td>
</tr>
<tr>
<td><strong>Blood Smear</strong></td>
<td>Severe (&gt;90%)</td>
<td>No echinocytosis</td>
</tr>
</tbody>
</table>
Figure 3: H&E stained biopsy of footpad on Day 60
(X180) Red- outer parakeratosis
White- epidermal pallor/necrosis
Blue- intact epidermis with basophilic staining
4. Radiograph example

Figure 1a. Right lateral thoracic radiograph
5. Line drawing example

Figure I. Diagram of the milking system on the initial visit.
6. Ultrasound example and labeling

Figure 3: Sagittal view of the uterine horn dorsal to the bladder on Day 1.
7. Endnotes examples

bHEMAvet®, HV950FS, Drew Scientific, Oxford, CT.

mIDEXX Laboratories, Westbrook, ME.

Ketamine Hydrochloride, Ketaset, Fort Dodge Animal Health, Fort Dodge, IA.

nCanine DEA 1.1 agglutination card, RapidVet-H, dmslaboratories, Flemington, NJ.

bBaxter Health Care Corp., Deerfield, IL.

Ketamine Hydrochloride, Ketaset, Fort Dodge Animal Health, Fort Dodge, IA.

mDiazepam, Hospira, Inc, Lake Forest, IL.

Detomidine Hydrochloride, Dormosedan, Pfizer Animal Health, NY.

oPrecise Visa Skin Stapler, 3M Health Care, St. Paul, MN.

pGentamicin sulfate solution, Sparhawk Laboratories Inc, KY.

qLactated Ringers Solution, Baxter Healthcare Corporation, IL.

2-0 Poliglecaprone 25, Monocryl, Ethicon, Johnson and Johnson, New Jersey.

sSulfamethaxazole and trimethoprim tablets 800mg/160mg, Amneal Pharmaceuticals, NY.
Certification in ABVP
Shelter Medicine Practice
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Certification in ABVP - Shelter Medicine Practice

Qualifications for certification will be in accordance with other ABVP practice categories except as otherwise noted:

1) Prior to applying for certification in Shelter Medicine Practice, a veterinarian must:
   
   A) Have graduated from a college or school of veterinary medicine accredited by the AVMA; or possess a certificate issued by the Educational Commission for Foreign Veterinary Graduates (ECFVG); or be legally qualified to practice veterinary medicine in some state, province, territory, or possession of the United States, Canada, or other country.

   B) All candidates must submit an application including:

   (1) Photocopy of Veterinary Diploma

   (2) Curriculum vitae

   (3) Synopsis of Veterinary Practice since graduation

   (4) Self-report job experience form (Appendix A)

   (5) Continuing Education documentation that supports knowledge relevant to Shelter Medicine

      (a) Practitioner Path- 90 hours accumulated during the five years prior to certification

      (b) Residency Path -100 hours (up to 70% may be journal club)

      (c) Not more than 10% of the continuing education may be in practice management

   (6) Letter from resident supervisor (Residents only)

   (7) Evaluation by three references

      (a) Candidates must demonstrate unquestionable moral character and ethical professional behavior as testified by three colleagues, one of whom must be a certified diplomate of a Recognized Veterinary Specialty Organization

   (8) Manuscripts

      (a) Practitioner = 2 case reports [or] 1 case report + 1 publication

      (b) Residents = 1 case report + 1 publication

      (c) Note: manuscript requirements differ slightly from other ABVP RVS categories:
(d) Two ABVP-format case reports submitted as part of the application. These case reports should represent different topics in Shelter Medicine Practice. Both individual animal and population level cases are acceptable. When two case reports are submitted, at least one MUST focus on a population of animals. For individual animal cases, the case must have population implications and the impact of the case on the management of the population of animals, of which the individual animal is a member, must be discussed. Case reports should follow the format described in the ABVP Applicant Handbook and should allow the ABVP Credentials Committee to evaluate an applicant’s ability to recognize problems, formulate differential diagnoses, and develop and implement appropriate diagnostic, therapeutic or preventive/control plans. The manuscripts should reflect the applicant’s professional expertise and demonstrate his or her ability to use medical principles in the diagnosis and treatment of shelter animals and populations. The case reports should represent the applicant’s ability to communicate medical observations and data in an organized and appropriate manner and must be in accordance with the guidelines published in the ABVP Applicant Handbook.

Note: Refer to the Applicant handbook for detailed guidelines for case reports. Samples are available online. In addition to the guidelines in the handbook, the following should be adhered to:

- Remember than anonymity is required—You must not include your name, hospital or shelter name, location, or any identifying information at any point in the manuscript.
- Introduction – Must highlight any significant differences, challenges, or considerations that may exist regarding the management and outcome of the case in a shelter-housed animal/population compared to that of a client owned animal housed in a typical home environment.
- Clinical Report- Must include basic information regarding the shelter’s intake, housing and population as well as other aspects pertinent to the case presented. You must state your role in the management of the case (e.g. staff veterinarian, consultant, etc), including when you became involved and which aspects of the case were within and outside your control.
  - Cases in which you were involved in a very limited or peripheral extent, or as a consultant with minimal input and/or follow-up, are not appropriate.
- For population cases, your report must include relevant baseline and follow up information/data in tabular form
- Discussion – Must include your analysis of all aspects of case management, including physical and behavioral health, quality of life, outcomes, and implications for the population and the shelter (e.g. infectious disease risks, public health implications, resource allocation, etc.).
  - Include pertinent statistics for population level cases.
  - Discuss, if applicable, any limitations in case management that were the result of the applicant’s role (e.g. consultant, part-time staff, etc).
  - Discuss the implications and applications for management of similar cases in other types of shelter settings.

(e) OR, one ABVP-format case report as described above (individual or population case acceptable) and one approved first author manuscript describing a new contribution to Shelter Medicine Practice. The manuscript must satisfy standard ABVP requirements for publications. It must have been published within the 5 years prior to the application date in a peer reviewed biomedical journal. Published manuscripts may describe clinical research, a series of cases, a case report, or other new or novel contribution of knowledge, including new applications of existing knowledge. Publication of a manuscript is not sufficient for approval; the publication must be submitted with the application and is subject to approval by the ABVP Credentials Committee. The process of publishing a manuscript offers applicants an opportunity to practice professional communication, to respond to the review of peers in an organized and professional manner, to accommodate the requests of editors, and to become familiar with the process of communicating new information to the profession.
2) Practitioner Path

A) Practitioners must have completed at least 5 years of clinical practice experience before application and at least 6 years of clinical practice experience before examination. Five of the six years of clinical practice experience must be Shelter Medicine focused. Examples of qualifying Shelter Medicine focused clinical experience include:

(1) Fulltime employment (eg: 35-40 hours/week) in an animal shelter or animal shelters for 5 years or equivalent (eg: half-time for 10 years)

(2) A specialty internship in Shelter Medicine will count as 1 year of qualifying experience

(3) A specialty fellowship in Shelter Medicine will count as qualifying experience for the duration of the fellowship or up to 2 years

(4) Employment as a Shelter Medicine consultant or outreach veterinarian where the candidate spends the majority of his/her full time effort working with animals shelters or related Shelter Medicine cases

(5) Employment as a faculty member teaching Shelter Medicine to veterinary students, where the faculty member is in regular consultation with animal shelters

B) There are additional specific credentialing requirements for practitioner path candidates in order to ensure experience in critical areas of Shelter Animal Practice. For an overview of the professional knowledge and skills required for Shelter Medicine Practice specialists, refer to Appendix C. For a detailed description of the specific additional credentialing requirements for practitioners, see Appendix D. Practitioners are required to submit a “Practitioner Portfolio” to document these requirements. A Practitioner Portfolio checklist along with the required documentation may be found in Appendix E. As for residents, the shelter population case log will be used. The population case log is found in Appendix E.

3) Residency Path

A) Residents must be enrolled in a residency program of at least two years in length approved in advance by the ABVP Residency Committee or the Council of Regents.

(1) The residency program should be preceded by one year of qualifying experience, clinical internship or active veterinary practice. Residents may apply for the certifying exam in the 2nd year of their residency program.

B) There are additional specific credentialing requirements for residency path candidates in order to ensure experience in critical areas of Shelter Animal Practice. For an overview of the professional knowledge and skills required for Shelter Medicine Practice specialists, refer to Appendix C. For a detailed description of the specific additional credentialing requirements for residents, see Appendix D.

C) In addition to the standard ABVP case log (for individual animals), the procedure log, the mortality log, and the CE/presentation log, Shelter Medicine residents are required to submit population case logs, telephone/email shelter consultation logs, and Shelter Medicine residency summary forms semiannually. Copies of all forms are found in Appendix E.

4) Certifying examination in accordance with other ABVP RVS categories:

A) After the application has been accepted, candidates must complete and pass the certifying examination.

B) The examination will be given once annually, usually on a weekend in November, on a date and at a site determined by the ABVP Council of Regents.

C) A recommended reading list to help guide candidates during preparation will be available on the ABVP website (Appendix F).
D) All examination requirements must be completed within three years after the candidate is first accepted by the ABVP. This means that the candidate will have a maximum of three attempts to pass all parts of the examination. If the candidate chooses not to sit for an examination in a given year, that year is forfeited.

E) There will be two separate examinations.

F) Specialty Examination: a 2-part exam that primarily tests knowledge of information applicable to established disciplines within Shelter Medicine Practice. The specialty examination will consist of approximately 300 questions. The candidate should possess a strong basic and preclinical science background that applies to Shelter Medicine Practice.

G) Practical Examination: tests the ability to recognize, analyze, and/or solve clinical problems by various methods, primarily visual in nature. The practical examination will consist of approximately 100 questions.

H) Candidates must achieve a minimum passing score on both exams. Passing score will be determined after examinations have been scored and will be set each year after reasonable consideration of statistical analyses including mean and standard deviation, frequency distribution of raw scores, and outliers. A candidate must repeat any examination not passed. Candidates must have successfully completed both exams by the third consecutive year following acceptance as a candidate for examination.

I) Examination Blueprint: Data from the validated job task analysis was used to develop an examination blueprint (Appendix G). Exam items will be coded by category to ensure that areas are covered in accordance with the examination blueprint.
### Self-Report Job Experience Form

**AMERICAN BOARD OF VETERINARY PRACTITIONERS**

**Shelter Medicine**

-Self-Report Job Experience Form

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<th>Name:</th>
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In addition to the information specified in the Applicant Handbook regarding each of your practice situations, this form needs to be completed. It will provide an estimate of the clinical cases you have seen and specific diagnostic, therapeutic, and surgical procedures you have personally performed. Your *Curriculum Vitae* will be unacceptable without this form.

In section I, indicate how frequently you have seen specific conditions within the practices where you’ve worked. In section II, indicate how frequently you use specified modalities of investigation and therapy. **Please estimate the frequencies as a cumulative total for all practice experiences.**

**Section I: How frequently have you recognized and managed the following conditions during the lifetime of your practice experience?**

<table>
<thead>
<tr>
<th>Infectious Diseases</th>
<th>Never</th>
<th>Yearly</th>
<th>Quarterly</th>
<th>Monthly</th>
<th>Weekly</th>
<th>Daily</th>
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<tbody>
<tr>
<td>Babesiosis</td>
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<td>Bacterial Gastrointestinal Disease (Salmonella, Campylobacter, etc.)</td>
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<td>Bartonellosis</td>
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<td>Brucellosis</td>
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<td>Dermatophytosis</td>
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<tr>
<td>Intestinal Parasites (roundworms, whipworms, tapeworms, etc.)</td>
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<td>Heartworm Disease</td>
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<td>Leptospirosis</td>
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<td>Protozoal Gastrointestinal Disease (giardia, tritrichomonas, etc)</td>
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<td><em>Streptococcus zooepidemicus</em></td>
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<td>Avian, Psittacosis</td>
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<td>Canine Distemper Virus</td>
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<td>Canine Influenza Virus</td>
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<td>Canine Kennel Cough Complex</td>
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<td>Canine Viral Papillomatosis</td>
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<td>Feline Chlamydophila</td>
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<td>Feline Immunodeficiency Virus</td>
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<td>Ectoparasites</td>
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<td>Fleas</td>
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<td>Lice</td>
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<td>Mites (Cheyletiella, Notoedres, Demodex, Sarcoptes, Otodectes, etc)</td>
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<td>Common Medical Conditions</td>
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<td>Diarrhea/Enteritis/Gastroenteritis</td>
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<td>Dystocia</td>
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<td>Endocrine Disease (hypothyroid, hyperthyroid, diabetes, etc.)</td>
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<td>Hip Dysplasia/Degenerative Joint Disease</td>
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<td>Neoplasia</td>
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<td>Orthopedic Injuries</td>
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<td>Periodontal Disease (gingivitis, stomatitis, etc.)</td>
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<td>Pneumonia</td>
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<td>Severe Trauma/Shock</td>
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<td>Soft Tissue Injury</td>
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<td>Toxicity</td>
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<td>Urethral Obstruction</td>
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<td>Urinary Tract Infection</td>
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<td>Cruelty/Abuse/Neglect</td>
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<tr>
<td>Animal Hoarding</td>
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<td>Blunt Force Trauma</td>
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<td>Dogfighting</td>
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<td>Drowning</td>
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<td>Embedded Collar</td>
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<td>Frostbite</td>
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<td>Gunshot/Stabbing</td>
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<tr>
<td>Heatstroke</td>
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<td>Overworking/Overdriving</td>
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<td>Refusal/Delay of Health Care</td>
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<td>Severe matting/overgrown nails/hooves</td>
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<tr>
<td>Sexual Assault</td>
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<td>Starvation/Malnutrition</td>
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<tr>
<td>Strangulation/Asphyxiation</td>
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<tr>
<td>Thermal/Chemical Burns</td>
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</table>
### Behavior
- Aggression towards animals of the same species
- Aggression towards animals of another species
- Aggression towards people
- Barrier Aggression
- Destructive/Unruly Behavior
- Food Aggression/Resource Guarding
- Inappropriate Elimination
- Kennel Stress/Fear/Anxiety
- Repetitive Behavior/Stereotypy
- Separation Anxiety

In the spaces below, please list any additional conditions that you feel are important aspects of your Shelter Medicine practice and indicate their frequency.

<table>
<thead>
<tr>
<th>Section II: Over the lifetime of your practice experience, how frequently have you employed the following in the management of your cases?</th>
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<tbody>
<tr>
<td><strong>Medical</strong></td>
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<tr>
<td>Anesthesia/Anesthetics</td>
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<tr>
<td>Bacterial Culture</td>
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<tr>
<td>Blood Chemistry</td>
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<tr>
<td>Canine/Feline Respiratory Disease Panel</td>
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<tr>
<td>Canine/Feline Diarrhea Panel</td>
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<tr>
<td>CBC</td>
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<tr>
<td>Cytology</td>
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<tr>
<td>Dental Prophylaxis</td>
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<tr>
<td>Determine Medical Adoptability</td>
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<tr>
<td>Endocrine Testing (Thyroid, Adrenal, Diabetes, etc.)</td>
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<tr>
<td>Fecal Analysis</td>
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<td>Fluid Therapy/Fluid Additives</td>
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<tr>
<td>Forensic Examination and Reporting</td>
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<tr>
<td>Full Necropsy with Histopathology at referral laboratory</td>
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<tr>
<td>Fungal Culture/Trichogram</td>
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<tr>
<td>Gross Necropsy In-house</td>
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<td>Heartworm Testing (antigen, antibody)</td>
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<td>Histology</td>
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<td>Immunization</td>
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<tr>
<td>Pain Management</td>
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<td>Parasite Control</td>
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<td>Parvoviral Testing</td>
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<thead>
<tr>
<th>Prepare Evidence or Serve as Expert Witness on Animal Cruelty Case</th>
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<tbody>
<tr>
<td>Radiology</td>
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<tr>
<td>Reproductive Hormone Assays</td>
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<tr>
<td>Retroviral Testing (FELV, FIV, IFA, Western Blot, etc.)</td>
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<tr>
<td>Skin Scrape</td>
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<td>Titer Testing/Serology</td>
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<td>Urinalysis</td>
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<tr>
<td><strong>Behavior</strong></td>
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<tr>
<td>Behavioral Assessment for Rehoming</td>
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<tr>
<td>Behavioral Monitoring/Quality of Life Assessment</td>
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<tr>
<td>Diagnose Problem Behaviors</td>
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<tr>
<td>Prescribe/Provide Treatment/Behavior Modification</td>
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<tr>
<td><strong>Population Health</strong></td>
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<tr>
<td>Biosecurity Assessment</td>
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<tr>
<td>Calculate Adoption Driven Capacity</td>
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<td>Calculate Required Holding Capacity</td>
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<tr>
<td>Monitor Average Length of Stay</td>
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<td>Monitor Capacity for Care</td>
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<tr>
<td>Perform Behavioral Health Rounds</td>
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<td>Perform Medical Rounds</td>
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<td>Perform Pathway Planning Rounds</td>
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<tr>
<td>Perform Risk Assessments for Animals Potentially Exposed to Infectious Disease</td>
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<tr>
<td>Track and Analyze Disease Surveillance Data</td>
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<td>Track and Analyze Stress Surveillance Data</td>
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<tr>
<td><strong>Surgery</strong></td>
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<tr>
<td>Pediatric (&lt;5 months) Dog Spay</td>
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<td>Pediatric (&lt;5 months) Dog Neuter</td>
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<td>Pediatric (&lt;5 months) Cat Spay</td>
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<td>Pediatric (&lt;5 months) Cat Neuter</td>
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<td>Dog (5+ months) Spay</td>
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<td>Dog (5+ months) Neuter</td>
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<td>Cat (5+ months) Spay</td>
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<td>Cat (5+ months) Neuter</td>
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<tr>
<td>Feral Cat Trap/Neuter/Return</td>
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<td>Rabbit Spay</td>
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<td>Rabbit Neuter</td>
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<tr>
<td>Other Small Mammal Spay</td>
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<td>Other Small Mammal Neuter</td>
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<td>Cryptorchid</td>
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<td>Pyometra</td>
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<tr>
<td>Entropion Repair</td>
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<td>Enucleation</td>
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<tr>
<td>Prolapsed Gland of the Nictitating Membrane Replacement</td>
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<td>Biopsy/Mass Removal/Mastectomy</td>
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<tr>
<td>Wound Debridement and Repair</td>
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<tr>
<td>Fracture Fixation</td>
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<tr>
<td>Limb Amputation</td>
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<tr>
<td>Other Orthopedic Procedures</td>
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<tr>
<td>Umbilical Hernia Repair</td>
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<tr>
<td>Inguinal Hernia Repair</td>
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<td>Salivary Mucocele</td>
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<td>Cystotomy</td>
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<td>Splenectomy</td>
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<td>GI Foreign Body Removal/Resection/Anastomosis</td>
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<tr>
<td>Abdominal Exploratory</td>
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<tr>
<td>Dental Extraction</td>
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</tbody>
</table>

**In the spaces below, please list any additional modalities of investigation and therapy that you feel are important aspects of your Shelter Medicine practice and indicate their frequency.**

<table>
<thead>
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<th>Never</th>
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</table>

**Section III: Over the lifetime of your practice experience, how frequently have you been involved in the following protocol development, outreach, and consulting activities?**

<table>
<thead>
<tr>
<th>Shelter Animal Care Protocols (Develop, Revise, or Implement)</th>
<th>Never</th>
<th>Yearly</th>
<th>Quarterly</th>
<th>Monthly</th>
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<td>Selection Criteria</td>
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<td>Asilomar Mapping Protocols</td>
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<tr>
<td>Adoption Counseling Protocols</td>
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<tr>
<td>Biosecurity Protocols (quarantine, isolation, animal/human traffic patterns)</td>
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<td>Anesthesia Protocols</td>
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<tr>
<td>Animal Transport Protocols</td>
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<tr>
<td>Behavior Assessment Protocols</td>
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<tr>
<td>Behavioral Enrichment/Stress Management Protocols</td>
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<tr>
<td>Behavior Modification Protocols</td>
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<td>Condition Specific Medical Treatment Protocols</td>
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<tr>
<td>Euthanasia Protocols</td>
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<td>Foster Care Protocols</td>
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<tr>
<td>Intake Protocols</td>
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<tr>
<td>Spay/Neuter Protocols</td>
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<tr>
<td>Immunization Protocols</td>
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<tr>
<td>Infectious Disease Control Protocols</td>
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<tr>
<td>Animal Identification Protocols – in shelter/at release</td>
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<tr>
<td>Animal Identification Protocols – spay-neuter</td>
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<td>Microchip Scanning Protocols</td>
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<tr>
<td>Pest Control Protocols</td>
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<tr>
<td>Safe Capture/Handling Protocols</td>
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<tr>
<td>Sanitation and Disinfection Protocols</td>
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<tr>
<td>Species/Age Specific Animal Husbandry (housing environment, nutrition, etc.)</td>
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<td>Staff Safety Protocols</td>
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<tr>
<td>Staff/Volunteer Training Protocols</td>
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<tr>
<td>Orphan/Injured Animal Protocols (cats, dogs, wildlife, etc.)</td>
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<tr>
<td>Management of Feral and Free Roaming Animal Protocols</td>
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**Outreach**

| Collaborate with External Organizations Regarding Animal or Public Health |   |   |   |   |
| Contribute to Research in Shelter Medicine |   |   |   |   |
| Disaster Preparedness/Disaster Response   |   |   |   |   |
| Educate Public on Responsible Pet Ownership/Shelter Medicine |   |   |   |   |
| Educate Shelter Technicians and Other Professionals (CE, seminars, etc.) |   |   |   |   |
| Educate Veterinary Students (veterinary college, shelter externship, etc.) |   |   |   |   |
| Educate Veterinarians (CE, internship, residency, etc.) |   |   |   |   |
| Participate in Vaccination Clinics        |   |   |   |   |
| Provide Input for Development of Animal Related Community Policies |   |   |   |   |
| Relinquishment Prevention Programs        |   |   |   |   |

**Consultation**

| Behavioral Health and Mental Wellbeing |   |   |   |   |
| Cruelty Investigation                  |   |   |   |   |
| Facility Design and Environment       |   |   |   |   |
| Humane Euthanasia                      |   |   |   |   |
| Management of Specific Infectious Diseases |   |   |   |   |
| Medical Health and Physical Wellbeing  |   |   |   |   |
| Population Management                 |   |   |   |   |
| Public Health                          |   |   |   |   |
| Sanitation                             |   |   |   |   |
| Shelter Animal Spay/Neuter             |   |   |   |   |
| Shelter Management and Record Keeping  |   |   |   |   |

In the spaces below, please list any additional protocols, outreach, or consultations that you feel are important aspects of your Shelter Medicine practice and indicate their frequency.

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<tr>
<th>Never</th>
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</table>
Appendix B

Job Task Analysis Using “Developing a Curriculum” (DACUM) Method

DACUM Research Chart for
Shelter Medicine Specialist

DACUM Panel
Richard "Rick" Bachman, DVM
Director, Shelter Medicine Support
Santa Rosa, CA

Claudia J. Baldwin, DVM, MS, DACVIM
Associate Professor, Veterinary Clinical Sciences
Director, Maddie’s® Shelter Medicine Program
College of Veterinary Medicine
Iowa State University
Ames, IA

Julie Dinning, DVM
Director, Animal Protection Medicine
MSPCA-Angell
Boston, MA

Brenda Griffin, DVM, MS, DACVIM
Director of Clinical Programs
Maddie’s® Shelter Medicine Program
College of Veterinary Medicine
Cornell University
Ithaca, NY

Kate F. Hurley, DVM, MPVM
Director, Koret Shelter Medicine Program
UC Davis School of Veterinary Medicine
Davis, CA

Amy Marder, VMD, CAAB
Director, Center for Behavior and Training
Animal Rescue League of Boston
Clinical Assistant Professor,
Cummings School of Veterinary Medicine at Tufts
North Grafton, MA

Karter B. Neal, DVM
Supervising Veterinarian
Humane Society of Southern Arizona
Tucson, AZ

Gary J. Patronek, VMD, PhD
Director of Animal Welfare & Protection,
Animal Rescue League of Boston
Clinical Assistant Professor,
Cummings School of Veterinary Medicine at Tufts
North Grafton, MA

Sara Pizano, DVM, MA
Director, Miami-Dade Animal Services
Miami, FL

DACUM Panel, cont.
Kelly Ann Rada, DVM
Assistant Director, Veterinary Services
Miami-Dade Animal Services
Miami, FL

Leslie Sinclair, DVM
Consultant, Shelter Veterinary Services
Columbia, MD

Coordinator
Jeanette O’Quin, DVM
Board Member, Association of Shelter Veterinarians
Williamsport, OH

DACUM Facilitators
Robert E. Norton
Center on Education and Employment for Employment
The Ohio State University

Adrienne Glandon
Center on Education and Training for Employment
The Ohio State University

Sponsored by

Produced by

January 17-18, 2007
<table>
<thead>
<tr>
<th>Duties</th>
<th>Tasks*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Optimize Shelter Animal Physical Health</td>
<td>A-1 Design sanitation &amp; disinfection protocols for animal shelters A-2 Design biosecurity procedures for animal shelters (e.g., quarantine, segregation, traffic patterns) A-3 Maintain optimal environmental conditions in animal shelters (e.g., temperature, air, humidity, light) A-10 Design nutrition programs for shelter animals A-11 Design protocols for individual patient care in the shelter A-12 Recommend husbandry standards for animal shelters A-13 Create medical &amp; surgical protocols for animal shelters A-18 Design safe field triage/capture/handling/transport protocols for animal shelters</td>
</tr>
<tr>
<td>Optimize Shelter Animal Behavioral Health</td>
<td>B-1 Establish behavioral selection criteria for shelter animals (e.g., adoption, treatment, euthanasia) B-2 Develop behavioral assessment protocols for shelter animals (e.g., intake, testing) B-3 Advise on adopter/animal compatibility B-8 Design stress management programs for shelter animals (e.g., individual &amp; population) B-9 Promote acceptable quality of life for shelter animals</td>
</tr>
<tr>
<td>Protect Community &amp; Public Health</td>
<td>C-1 Design zoonoses control programs in animal shelters for immunocompromised and healthy people C-2 Consult on zoonoses control programs in communities for immunocompromised and healthy people C-3 Consult on rabies control C-8 Consult on disaster relief &amp; preparedness for animals C-9 Collaborate with external agencies regarding animals &amp; public health C-10 Advise on animal shelter environmental impact</td>
</tr>
<tr>
<td>Alleviate Companion Animal Homelessness</td>
<td>D-1 Serve as resource on epidemiology of companion animal homelessness D-2 Design high-quality spay/neuter programs (e.g., high-volume, mobile, feral cat, targeted, pediatric) D-3 Advance nonsurgical sterilization of companion animals</td>
</tr>
<tr>
<td>Address Animal Cruelty/Abuse/Neglect (CAN)</td>
<td>E-1 Educate multiple constituents on animal CAN recognition &amp; reporting E-2 Provide forensic expertise for animal CAN investigation E-3 Serve as an expert witness for animal CAN cases E-4 Provide humane animal capture, transport, &amp; housing in animal CAN cases</td>
</tr>
<tr>
<td>Facilitate Animal Shelter Management</td>
<td>F-1 Advise on resource allocation in animal shelters (e.g., personnel, budget) F-2 Design animal identification tracking &amp; data analysis systems for animal shelters F-3 Advise on legal medical record keeping in animal shelters</td>
</tr>
<tr>
<td>Serve as a Resource on Animals &amp; Public Policy</td>
<td>G-1 Provide expertise on legislative items &amp; policies related to animals G-2 Serve as a resource on animal regulatory issues &amp; agencies (e.g., CDC, USDA, Fish &amp; Wildlife) G-3 Provide expertise regarding community animal programs</td>
</tr>
<tr>
<td>Advance Animal Shelter Medicine</td>
<td>H-1 Promote development of shelter medicine education curricula H-2 Contribute to research in shelter medicine H-3 Educate veterinary &amp; shelter community regarding shelter medicine</td>
</tr>
<tr>
<td>A-4</td>
<td>Consult on facility/housing design &amp; management</td>
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</tr>
<tr>
<td>A-5</td>
<td>Design vaccination protocols for shelter animals</td>
</tr>
<tr>
<td>A-6</td>
<td>Design infectious disease protocols for shelter animals (e.g., parasitic, bacterial, viral)</td>
</tr>
<tr>
<td>A-7</td>
<td>Diagnose disease outbreaks in shelter animals</td>
</tr>
<tr>
<td>A-8</td>
<td>Manage disease outbreaks in shelter animals</td>
</tr>
<tr>
<td>A-9</td>
<td>Design disease surveillance programs in animal shelters</td>
</tr>
<tr>
<td>A-14</td>
<td>Advise on population management/density in animal shelters</td>
</tr>
<tr>
<td>A-15</td>
<td>Develop medical record-keeping systems for animal shelters</td>
</tr>
<tr>
<td>A-16</td>
<td>Advise on medical selection criteria within animal shelters (e.g., adoption, treatment, foster)</td>
</tr>
<tr>
<td>A-17</td>
<td>Design euthanasia protocols for animal shelters (e.g., technical training, body disposal)</td>
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</tbody>
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<thead>
<tr>
<th>B-4</th>
<th>Advise on diagnosis, prognosis, and treatment of common behavioral problems for shelter animals</th>
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<tbody>
<tr>
<td>B-5</td>
<td>Design preventive behavioral programs for shelter animals (e.g., environmental enrichment &amp; socialization)</td>
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<tr>
<td>B-6</td>
<td>Provide recommendations for companion animal training</td>
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<tr>
<td>B-7</td>
<td>Develop protocols for safe animal handling</td>
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<thead>
<tr>
<th>C-4</th>
<th>Provide recommendations for dog bite prevention</th>
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<tbody>
<tr>
<td>C-5</td>
<td>Advise on dangerous animal issues (e.g., wildlife, exotics, domestic)</td>
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<tr>
<td>C-6</td>
<td>Participate in emerging, reportable &amp; foreign animal disease surveillance</td>
</tr>
<tr>
<td>C-7</td>
<td>Consult on animal cruelty, abuse, and neglect</td>
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</tbody>
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<thead>
<tr>
<th>D-4</th>
<th>Advise on humane education programs</th>
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<tbody>
<tr>
<td>D-5</td>
<td>Provide for companion animal surrender intervention programs</td>
</tr>
<tr>
<td>D-6</td>
<td>Design animal-owner reunification programs</td>
</tr>
<tr>
<td>D-7</td>
<td>Design shelter animal transfer programs</td>
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<tr>
<th>E-5</th>
<th>Manage animal CAN victim rehabilitation</th>
</tr>
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<tr>
<td>F-4</td>
<td>Consult on animal shelter regulations (e.g., OSHA, DEA)</td>
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<tr>
<td>F-5</td>
<td>Advise on compassion fatigue in animal shelters</td>
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<tr>
<td>G-4</td>
<td>Provide information on animal shelter history, trends, &amp; programs</td>
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<tr>
<td>G-5</td>
<td>Provide expertise on animal shelter ethical issues</td>
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<thead>
<tr>
<th>H-4</th>
<th>Communicate with the public as an expert on shelter medicine issues</th>
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<tbody>
<tr>
<td>H-5</td>
<td>Pursue professional development in shelter medicine</td>
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</tbody>
</table>

* The panel members represented at least three major positions within the specialty of Shelter Medicine. These included persons who are employed as shelter administrators, shelter consultants, and shelter educators/researchers. While one "best" verb was selected for each duty and task, different verbs may better reflect what an administrator does (e.g., provide or implement) vs. a consultant (e.g., advise or recommend) vs. an educator/researcher (e.g., teach or advance).
<table>
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<tr>
<th>General Knowledge and Skills</th>
<th>Worker Behaviors</th>
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<tbody>
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<td>Population medicine/health</td>
<td>Compassionate</td>
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<tr>
<td>Small animal medicine</td>
<td>Dedicated</td>
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<tr>
<td>Small animal surgery</td>
<td>Detail-oriented</td>
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<tr>
<td>HIV/HQ surgical proficiency</td>
<td>Skilled leader</td>
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<tr>
<td>Animal behavior</td>
<td>Emotional stability</td>
</tr>
<tr>
<td>Infectious disease</td>
<td>Maturity</td>
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<tr>
<td>Emergency and critical care</td>
<td>Professionalism</td>
</tr>
<tr>
<td>Anesthesia/analgesia</td>
<td>Inquisitive</td>
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<tr>
<td>Pain management</td>
<td>Team builder</td>
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<tr>
<td>Preventive medicine</td>
<td>Open-minded</td>
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<tr>
<td>Pharmacology</td>
<td>Flexible</td>
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<tr>
<td>Vaccination &amp; immunology</td>
<td>Analytical</td>
</tr>
<tr>
<td>Theriogenology</td>
<td>Ethical</td>
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<td>Pediatrics</td>
<td>Politically savvy</td>
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<tr>
<td>Pathology</td>
<td>Persistent</td>
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<tr>
<td>Epidemiology</td>
<td>Resilient</td>
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<tr>
<td>Statistics</td>
<td>Visionary</td>
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<tr>
<td>Ethics</td>
<td>Self-motivated</td>
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<tr>
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<td>Creative</td>
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| Recognition of CAN                                   | Communication skills              |
| Forensics                                            | Conflict negotiation              |
| Shelter facility design                              | Multi-tasking                     |
| Standards of care                                    | Management skills                 |
| Diagnostic testing                                   | Humane restraint and capture      |
| Crisis management                                    | Regulatory agencies and policies  |
| Legislative process                                  | Legal & policy issues in shelter medicine |
| Maintenance skills                                   | Shelter definitions, management, & philosophy |
| Animal husbandry                                     | Shelter support & advocacy groups |
| Stress management                                    |                                   |
| Problem-solving skills                               |                                   |
| Risk management                                      |                                   |
| Leadership skills                                    |                                   |
| Training skills                                      |                                   |
| Time management                                      |                                   |
| Disaster response                                    |                                   |

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<tr>
<th>Tools, Equipment, Supplies and Materials</th>
<th>Future Trends and Concerns</th>
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<tbody>
<tr>
<td>Animal shelter</td>
<td>Increase awareness of CAN</td>
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<td>Reference reading list</td>
<td>Longer shelter stays</td>
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<tr>
<td>Restraint/capture equipment</td>
<td>Animal overpopulation</td>
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<tr>
<td>Behavior/training equipment</td>
<td>Improved shelter pet health</td>
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<tr>
<td>Medical/surgical equipment</td>
<td>Increase veterinary involvement and education in shelters</td>
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<td>Veterinary involvement in public policy</td>
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<td>Increased availability of sterilization</td>
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<td>Academic shelter medicine programs</td>
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<td>Improved public perception of animal shelters</td>
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<td>Higher public expectation of animal shelters</td>
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<td>Shift in species admitted to shelters-cat to dog ratio-entering shelters</td>
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<td>International expansion of shelter medicine</td>
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<td>Increased involvement in animal welfare</td>
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<td>Increased involvement in public health</td>
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<td>Increased management of feral cat population</td>
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<td>Expanded shelter resources and facilities</td>
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<td>Increased prosecution of animal abuse</td>
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<td>Increased collaboration among animal stakeholders</td>
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<th>Acronyms</th>
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<tbody>
<tr>
<td>ASV Association of Shelter Veterinarians</td>
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<tr>
<td>CAAB Certified Applied Animal Behaviorist</td>
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<tr>
<td>CAN Cruelty, Abuse, and Neglect</td>
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<td>CDC Center for Disease Control</td>
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<tr>
<td>DACVIM Diplomate, American College of Veterinary Internal Medicine</td>
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<tr>
<td>DEA Drug Enforcement Administration</td>
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<tr>
<td>DVM Doctor of Veterinary Medicine</td>
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<tr>
<td>HVHQ High Volume, High Quality</td>
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<tr>
<td>MPVM Master of Preventive Veterinary Medicine</td>
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<tr>
<td>MSPCA Massachusetts Society for the Prevention of Cruelty to Animals</td>
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<tr>
<td>OSHA Occupational Safety &amp; Health Administration</td>
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<td>USDA United States Department of Agriculture</td>
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<tr>
<td>VMD Veterinary Medical Doctor</td>
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# Appendix C

**Shelter Medicine Specialist: Requirements for Professional Knowledge and Skills**

Based on Job Task Analysis Validation

*A special task force consisting of veterinary faculty involved in Shelter Medicine training was convened for the purpose of creating standards for post-graduate clinical training in Shelter Medicine.*

---

## Shelter Medicine Residency Standards Task Force:

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<tr>
<th>Name</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claudia Baldwin, DVM, MS, DACVIM</td>
<td>College of Veterinary Medicine Iowa State University</td>
</tr>
<tr>
<td>Julie Levy, DVM, PhD, DACVIM</td>
<td>College of Veterinary Medicine University of Florida</td>
</tr>
<tr>
<td>Philip Bushby, DVM, MS, DACVS</td>
<td>College of Veterinary Medicine Mississippi State University</td>
</tr>
<tr>
<td>Linda Lord, DVM, MS, PhD</td>
<td>Ohio State University</td>
</tr>
<tr>
<td>Dianne Dunning, DVM, MS, DACVS</td>
<td>School of Veterinary Medicine University of Pennsylvania</td>
</tr>
<tr>
<td>Michael Moyer, VMD</td>
<td></td>
</tr>
<tr>
<td>Brenda Griffin, DVM, MS, DACVIM</td>
<td>College of Veterinary Medicine U.C. Davis and University of Wisconsin</td>
</tr>
<tr>
<td>Sandra Newbury, DVM</td>
<td></td>
</tr>
<tr>
<td>Kate Hurley, DVM, MPVM</td>
<td>College of Veterinary Medicine Colorado State University</td>
</tr>
<tr>
<td>Rebecca Ruch-Gallie, DVM, MS</td>
<td></td>
</tr>
<tr>
<td>Natalie Isaza, DVM</td>
<td>College of Veterinary Medicine University of Cornell University</td>
</tr>
<tr>
<td>Janet Scarlett, DVM, MPH, PhD</td>
<td></td>
</tr>
<tr>
<td>Michael Lappin, DVM, PhD, DACVIM</td>
<td>ASPCA New York, NY</td>
</tr>
</tbody>
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The authors gratefully acknowledge the support of the Kenneth A. Scott Charitable Trust without which this work would not have been possible.
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Introduction

Background and Significance

Between four to six million dogs and cats are estimated to enter United States animal shelters each year. Most of these animals are homeless; lost, unwanted or abandoned, abused, neglected, or the result of unplanned breeding. Despite rising public awareness of companion animal homelessness and widespread desire to decrease shelter euthanasia rates, it has been estimated that five out of ten dogs and seven out of ten cats entering animal shelters are destroyed.

Increasing public focus on animal welfare necessitates a new, more cohesive role for veterinarians in animal shelters. It is now recognized that science-based recommendations are required to protect the health and welfare of homeless animals. There is an unprecedented demand for skilled veterinarians to design and oversee comprehensive programs that maintain wellness and prevent disease spread in shelters. Veterinary guidance has become even more urgent in recent years as trends for longer term housing of animals in shelters increase, creating populations with even greater risks for developing disease and compromised welfare.

Most communities now have at least one local animal shelter. Many localities have several different types of shelters, each requiring a different type of veterinary guidance, from small sanctuaries that provide lifetime care to large facilities that admit thousands of animals annually. Although some shelters employ staff veterinarians and certified veterinary technicians, shelter animal health care is frequently managed by employees with minimal medical training. These staff members are often tasked with the health care of hundreds of animals. Veterinarians working in shelters frequently report feeling inadequately trained to provide optimal care for populations of dogs and cats. Thus, it is imperative that training in shelter medicine is available to veterinarians so that they can aid the animal shelters in their communities.

The practice of veterinary medicine in an animal shelter differs significantly from conventional small animal veterinary practice. Whereas traditional small animal veterinary practice focuses on the individual patient, shelter veterinary practice emphasizes the health of a population while still ensuring individual animal welfare. The needs of the community must also be addressed, as protection of public and community animal health is part of the mandate for many shelters. In these environments, resources are generally limited, yet quality care must be provided. Often, this necessitates ethical thinking and challenging decisions. Veterinarians who work with shelters must not only possess medical and surgical skills and knowledge, they also must be capable and willing educators and managers, able to draw from many disciplines to meet the needs of the shelter and community. In addition to the design and oversight of basic preventive health care protocols, shelter veterinarians play a role in almost every community service that shelters provide, including; spay/neuter and adoption programs; cruelty investigations; public health protection; stray and injured animal capture, care and control; disaster response; and humane euthanasia among others. Beyond a conventional veterinary education, a strong background is necessary in areas such as epidemiology, population management and statistical tracking, immunology, infectious disease, behavior, public health, general management, facility design and veterinary forensics. While surgical ability, infectious disease knowledge and individual patient care are part of the work, other applicable skills are necessary, but perhaps less apparent to those working outside the field of shelter medicine.
Veterinarians around the world have recognized that shelter medicine is a rapidly advancing field. Shelter medicine resources are in high demand including scientific journal articles, web-based materials and veterinary textbooks. The Veterinary Information Network (VIN) added a Shelter Medicine Consultant in 2007. The Association of Shelter Veterinarians (ASV), established in 2001, has rapidly grown into a professional organization with more than 600 members and 23 student chapters. Over half of the United States’ veterinary colleges have incorporated shelter medicine into their curricula. Some veterinary colleges offer clinical and/or didactic coursework in shelter medicine and many offer clinical externship opportunities. It became clear to many members of the ASV and others interested in the field that individuals serving as specialists in shelter medicine were needed. It is anticipated that this need will increase as veterinarians trained as shelter medicine specialists are increasingly sought to guide community animal shelters effectively, scientifically, and humanely. This has resulted in several veterinary colleges developing postgraduate internship and residency training programs, even though a recognized shelter medicine specialty does not yet exist. The authors of this document believe that the development of a formal residency curriculum leading to a recognized shelter medicine specialty designation is indicated to meet the growing need for trained shelter medicine specialists.

**Purpose Statement**

The purpose of this document is to provide a description of the foundation skills and knowledge that all shelter medicine residents will achieve during successful completion of a recognized program. It is assumed that residents will enter such programs with a strong background in clinical small animal veterinary medicine. The primary focus of this document is on direct knowledge and skills pertaining to dogs and cats, but requires residents to have familiarity with material pertinent to other species cared for in animal shelters. Acquiring this knowledge requires diverse training including a variety of mentored clinical experiences in the field. A complementary document defines minimum training requirements necessary to achieve the level of knowledge and skill described herein.

Note: The requirements for professional knowledge and skills as defined in this document also apply to veterinarians pursuing a non-residency path to certification in Shelter Medicine.

**Methods**

In 2005, members of the ASV and other interested individuals submitted a letter of intent to form a recognized veterinary specialty organization in shelter medicine to the AVMA’s American Board of Veterinary Specialties (ABVS). The ABVS recommended that the ASV conduct an occupational analysis of shelter veterinary medicine to enhance its application for specialty recognition. In January 2007, a group of individuals considered experts in shelter medicine met with facilitators from The Ohio State University Center for Education and Training for Employment Analysis to perform this analysis, which was referred to as “Developing A Curriculum” (DACUM). During this meeting a Shelter Medicine Career Analysis was developed, resulting in a list of eight general duties and 64 tasks that veterinary specialists would be expected (and ultimately trained) to perform.¹

¹ Funding for the DACUM analysis was provided by Merial Ltd.
The list of duties and tasks from the DACUM were incorporated into an on-line survey and distributed to members of the ASV and other individuals practicing in the shelter medicine field. Respondents to this survey were asked to evaluate each of the 64 tasks on the basis of the level of responsibility that a shelter specialist would likely exhibit for each task, the frequency with which a shelter medicine specialist would perform each task and the overall importance of each task to the work of a shelter medicine specialist. The following instructions and rankings were provided under the respective categories in the survey.

1. In the “Responsibility” column, choose the number that most accurately reflects the level of responsibility that a shelter medicine specialist would likely exhibit for that task. Choose the top level of expertise expected, which may encompass lower levels (e.g. an expert may also be expected to teach and perform tasks independently). Use the scale below to rate the level of responsibility of each task:

   - 5 = **Expert**: Expected to be a top expert /consultant/researcher in this area. (e.g. a pre-eminent authority on this subject, able to design recommendations broadly applicable to a variety of settings)
   - 4 = **Teach Others**: Conversant with current research and application of this information, able to teach other professionals
   - 3 = **Advise**: Provide input to organizations, other experts or communities to aid in the performance of this task
   - 2 = **Supervise**: Supervise others in the performance of this task
   - 1 = **Perform**: Perform this task independently
   - 0 = **Not Part of Job**: Shelter medicine specialists are unlikely to perform this task

2. In the “Frequency” column indicate how often a shelter medicine specialist would perform this task. Use the scale below to rate the frequency of each task:

   - 4 = **Very frequently**: This is one of the most frequent tasks shelter medicine specialists are expected to perform (e.g. several times a week, for extended periods during each year, or the majority of the specialist’s time)
   - 3 = **Regularly**: This is a task shelter medicine specialists would be expected to perform on a regular basis (e.g. several times a month, and/or more than ten times per year, or a significant proportion of the specialist’s time)
   - 2 = **Occasionally**: This is a task shelter medicine specialists would be expected to perform on an intermittent basis (e.g. once a month or less, or between about 3-10 times per year, or significantly less time than is spent on other tasks)
   - 1 = **Rarely**: This is a task shelter medicine specialists would be expected to perform on an infrequent basis (e.g. 1-3 times per year or less)
   - 0 = **Never**: Shelter medicine specialists should be aware of this area, but would not be expected to perform this task

3. In the “Overall Importance” column, choose the number that most accurately reflects the overall importance of that task in the job as a shelter medicine specialist. Use the scale below to rate the overall importance of each task:

   - 5 = **Great importance**: Performance is critical to success of shelter medicine specialists
   - 4 = **Very important**: Performance is very important to success of shelter medicine specialists
   - 3 = **Important**: Performance is important to success of shelter medicine specialists
   - 2 = **Some importance**: Performance is of some importance to success of shelter medicine specialists
   - 1 = **Little importance**: Performance is of little importance to success of shelter medicine specialists
   - 0 = **No importance**: Shelter medicine specialists are unlikely to perform this task

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The analysis clearly identified a skill set beyond that of a graduate veterinarian supporting the need for specialty designation. The results of the DACUM were used as the framework from which this paper evolved.

Using the results of the survey, a composite score for each of the 64 tasks identified by the DACUM was developed, taking into account the score for each component (level of responsibility, frequency of performing the task and overall importance of the task to shelter specialists) (see Appendix A). The overall rankings of each task, by their composite scores, as identified by respondents who were identified as shelter specialists are also provided in Appendix A. These composite scores were used to rank the importance of training for each task. Eight broad categories of knowledge from the DACUM proceedings were used (Table 1). A ninth category entitled “Develop effective means of communication” was added by the authors as it was recognized and agreed that skills in communication are essential to shelter medicine specialists as they must be able to effectively relate in unique contexts to shelter personnel, veterinary and other animal welfare colleagues as well as to the public.

The categories were divided among four working groups of task force members to add, clarify or remove tasks and then to indicate the level of knowledge that should be associated with each task according to standardized definitions (Table 2). The working groups agreed that the category entitled “Addressing animal cruelty/abuse/neglect (CAN)” should be re-categorized under section C, “Protect community and public health”, leaving eight main categories. Ultimately, after extensive input from one or more of the working groups as well as external consultants when deemed necessary, each section was reviewed by the entire task force and a consensus was reached to finalize the descriptions for each category. The professional knowledge and skills described by this document constitute that which the authors believe all shelter medicine residency programs must provide to specialists in training. Ultimately, we believe this reflects the level of knowledge residents must achieve to become Board Certified in Shelter Medicine when the specialty is recognized by the ABVS.

### Table 1. DACUM Categories

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<tbody>
<tr>
<td>A</td>
<td>Optimize shelter animal physical health</td>
</tr>
<tr>
<td>B</td>
<td>Optimize shelter animal behavioral health</td>
</tr>
<tr>
<td>C</td>
<td>Protect community and public health</td>
</tr>
<tr>
<td>D</td>
<td>Alleviate companion animal homelessness</td>
</tr>
<tr>
<td>E</td>
<td>Address animal cruelty/abuse/neglect *</td>
</tr>
<tr>
<td>F</td>
<td>Facilitate animal shelter management</td>
</tr>
<tr>
<td>G</td>
<td>Serve as a resource on animals and public policy</td>
</tr>
<tr>
<td>H</td>
<td>Advance animal shelter medicine</td>
</tr>
<tr>
<td>I</td>
<td>Develop effective means of communication**</td>
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</tbody>
</table>

* Address animal cruelty/abuse/neglect was re-categorized and included as a component of Section C (C-7).
** This category was added by the authors.
### Table 2. Definitions of Levels of Knowledge

<table>
<thead>
<tr>
<th>Have detailed knowledge or skill:</th>
<th>Very thorough knowledge, can teach or demonstrate the skill at an expert level, can quote literature extensively</th>
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<tbody>
<tr>
<td></td>
<td>- Shelter specialists are leaders in the veterinary profession in this area of knowledge</td>
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<td></td>
<td>- Shelter specialists can design research in this area or create new knowledge in this area</td>
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<tr>
<td></td>
<td>- Shelter specialists can teach others (including specialists) in this area</td>
</tr>
<tr>
<td></td>
<td>- Shelter medicine specialists are the ones to whom someone would go to most commonly for knowledge in this area</td>
</tr>
<tr>
<td>Have knowledge or some skill:</td>
<td>Very conversant, can quote some of the literature, can teach at a superficial level or can demonstrate, but not at an expert level</td>
</tr>
<tr>
<td></td>
<td>- Shelter specialists can teach at the level of veterinarians (who are not experts in shelter medicine), veterinary students and shelter staff in this area of knowledge</td>
</tr>
<tr>
<td></td>
<td>- Shelter specialists can refer to others who have more specialized knowledge in this area</td>
</tr>
<tr>
<td>Have familiarity:</td>
<td>Know enough about the topic to talk about it with others at a superficial level and/or guide others to more detailed resources</td>
</tr>
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</table>

**Professional Knowledge and Skill Requirements by DACUM Category**

This section contains a detailed description of the professional knowledge and skills that all shelter medicine residents should achieve during their training programs. Several sections were added after the original DACUM occupational analysis and survey, which reflects the dynamic and evolving nature of this new discipline. The authors anticipate that the expectations detailed in this document will require periodic revision as the specialty continues to evolve. Some redundancy among sections of this document was inevitable. For the sake of brevity and clarity, redundancy was minimized by referring the reader to other sections where appropriate. Each heading is followed by a percentage that indicates how crucial each task was perceived to be in the practice of a shelter medicine specialist (based on survey respondents’ perceptions of the level of responsibility, frequency of performance and overall importance). It is considered more critical that residents master tasks ranked at higher percentages.
A: Optimize Shelter Animal Physical Health

Duties that involve creating and maintaining physically healthy shelter animals received the highest percentile rankings in the DACUM. This reflects the key role that proper infectious disease management plays, not only in ensuring healthy animals for adoption, but also in positively impacting the shelter environment and people and animals in the surrounding community. Veterinarians encounter unique daily challenges maintaining physical health of small animal populations in animal shelters that require a solid interdisciplinary skill set. Design of shelter sanitation protocols, diagnostic procedures, outbreak responses, individual patient care protocols vs. population management, and euthanasia decisions require special skills and training. Preventive medicine is the foundation of shelter medicine where every effort is made to limit disease and optimize physical wellness. The factors that must be considered in this approach often go beyond the typical core of traditional small animal veterinary medical education, where there is more of a focus on treatment of disease. Shelter medicine experts solidly trained to optimize shelter animal physical health will be able to lead facilities, programs, and communities in progressive approaches that promote animal wellbeing.

A-1 Design infectious disease protocols (92.8%)
- Detailed knowledge of common and important viral, bacterial, fungal and parasitic pathogens as they relate to companion animals in shelters
- Detailed knowledge of various shelter philosophies, missions and resources as they relate to policy and protocol development for infectious diseases
- Detailed knowledge of antibiotic selection, mechanisms of action, time and dose dependence, rational dosing regimens, prophylactic and metaphylactic treatment and off-label use
- Detailed knowledge of disease control policies and protocols in shelters
- Knowledge of diagnostic testing methods (e.g. PCR, IFA, ELISA, culture, etc.)
- Knowledge of measures of diagnostic test accuracy
- Knowledge of mechanisms of antibiotic resistance and methods for prevention

A-2 Design vaccination protocols (91.5%)
- Detailed knowledge regarding clinical application of vaccines in shelters, including types of vaccine antigens and their use
- Detailed knowledge of onset and duration of vaccine-induced immunity for diseases of importance in shelters
- Detailed knowledge of vaccine handling, storage, preparation, administration
- Detailed knowledge of available professional guidelines for vaccination of cats and dogs in shelters, trap/neuter/release programs, and spay/neuter programs
- Detailed knowledge of impact of vaccination on disease diagnosis and surveillance
- Knowledge of immune response to infection and vaccination
- Knowledge of potential adverse events
- Familiarity with legal considerations, adverse event reporting, vaccine licensing and labels
- Familiarity with methods of vaccine development

A-3 Design biosecurity procedures (91.2%)
- Detailed knowledge of animal segregation, facility design and traffic flow to minimize disease transmission
- Familiarity with resources for biological risk assessment and monitoring
A-4 Design cleaning (sanitation) and disinfection protocols (90.9%)
- Detailed knowledge of principles of cleaning and disinfection as they relate to animal shelters, including utensils, laundry, vehicles and common use areas
- Detailed knowledge of the spectrum of activity and clinical application of common physical and chemical cleaning and disinfection agents
- Detailed knowledge of use of foot baths
- Detailed knowledge of cleaning and disinfection of vehicles and animal equipment
- Knowledge of hand sanitation practices including hand washing, gloves and sanitizers
- Knowledge of tools for shelter cleaning and disinfection, including cost and equipment requirements for common products
- Knowledge of the mechanisms and safety profiles of common cleaning and disinfection agents
- Knowledge of environmental monitoring methods to verify success of cleaning and disinfection
- Knowledge of handling and storage of common agents relating to light, temperature, contact with air, compatibility, stability, water hardness, relative humidity, pH
- Knowledge of specialized terminology such as biocide, germicide, sterilization process, disinfectant, antiseptic, sanitizers, detergents, antimicrobials
- Familiarity with storage and disposal, OSHA and EPA compliance, and maintenance of MSDS

A-5 Diagnose disease outbreaks (88.2%)
- Detailed knowledge of differential diagnoses for common and emerging contagious respiratory, gastrointestinal and dermatologic diseases
- Detailed knowledge of risk factors for disease outbreaks
- Detailed knowledge of appropriate diagnostic testing strategy and clinical assessment in an outbreak
- Detailed knowledge of clinical investigation of outbreaks, including sampling methods, data collection and risk analysis
- Knowledge of available professional guidelines for outbreak investigation
- Familiarity with molecular methods of outbreak investigation

A-6 Manage disease outbreaks (87.2%)
- Detailed knowledge of specific outbreak intervention strategies (e.g. quarantine, treatment, depopulation) including awareness of impact of shelter philosophy and resources
- Knowledge of outbreak communication considerations including shelter staff, adopters, other shelter/veterinary professionals and media

A-7 Advise on population management and density in shelters (86.7%)
- Detailed knowledge of obtaining and interpreting data regarding population management including: calculation of ideal and actual shelter capacity by species and sub-population (e.g. stray, adoptable, juvenile versus adult), monthly daily averages for intake, inventory and adoption, interrelationship between intake, length of stay and adoption.
- Detailed knowledge regarding calculation of shelter capacity, including physical, logistical and staffing requirements
- Detailed knowledge of impact of crowding and length of stay on disease, animal welfare, and shelter costs and program success
- Detailed knowledge of methods to decrease length of stay and facilitate animal flow through shelter
• Knowledge regarding published guidelines for housing density of confined cats and dogs (e.g. laboratories, boarding kennels, shelters, pet stores)
• Knowledge of alternatives to shelter housing (e.g. foster care, trap/neuter/return, other)
• Knowledge of obtaining computer reports from common shelter software systems regarding population management parameters as described in bullet 1.

A-8 Create medical and surgical protocols (85.3%)
• Detailed knowledge of veterinary medical guidelines for spay/neuter programs
• Detailed knowledge of various shelter philosophies, missions and resources as they relate to medical and surgical policy and protocol development.
• Detailed knowledge for considerations and methods for empirical selection of drugs
• Knowledge regarding clinical small animal medicine and surgery in relation to how these fields are applied in a population setting or resource-limited environment.
• Familiarity with regulations regarding implementation of medical and surgical protocols by non-medical staff and knowledge of same for state of most frequent practice.

A-9 Design disease surveillance programs (83.5%)
• Knowledge of the value and uses of disease surveillance systems in preventive medicine (e.g. those used for livestock, public health and wildlife)
• Knowledge of components of a disease surveillance system (e.g., case-definitions, accurate and appropriate data, feedback)
• Knowledge of use of common shelter software systems for disease surveillance

A-10 Recommend general husbandry standards (82.4%)
• Detailed knowledge of veterinary medical guidelines for care of dogs and cats in shelters
• Knowledge of veterinary medical guidelines for care of dogs and cats in other confined populations (e.g. laboratory)
• Familiarity with general care requirements for other species commonly in animal shelters

A-11 Consult on facility/housing design and management (79.7%)
• Detailed knowledge of facility and housing design to optimize health and welfare and minimize stress and infectious disease transfer (e.g. double sided runs, use of outdoor spaces/air, ventilation requirements, cage versus group housing)
• Detailed knowledge regarding calculation of required facility size in relation to expected capacity – methods to calculate required capacity based on expected/maximum daily, monthly, annual intake, adoptions and turnover time.
• Knowledge of shelter design in relation to overall shelter mission
• Knowledge regarding building materials to minimize infectious disease and problem behavior
• Familiarity with resources for shelter design and building, e.g. architectural and contracting firms that specialize in animal shelters, companies that produce mass or custom designed housing
• Familiarity with a wide range of shelters and housing styles
A-12 Advise on medical selection criteria within shelters (75.5%)

Note on DACUM interpretation: This group interpreted this to include selection criteria for intake, transfer, treatment, euthanasia, or other outcomes depending on shelter philosophy and resources. Establishing medical selection criteria relies on a solid foundation of detailed knowledge regarding varying shelter philosophies as they relate to the disposition of animals, shelter population management strategies, and the impact of availability of shelter resources as described elsewhere in this document.

- Knowledge regarding prognosis, treatment and resources required to provide care for common diseases of shelter animals within professional standards
- Knowledge regarding common shelter practices for management of common diseases

A-13 Maintain optimal environmental conditions in shelters (75.5%)

- Detailed knowledge of recommendations for temperature, humidity, ventilation (air exchange), and lighting for shelter dogs and cats
- Knowledge and familiarity with requirements for other species as described in A-10 above
- Knowledge regarding safe pest control in the shelter
- Familiar with HVAC systems and other methods of maintaining air quality (e.g. housing type, density, air cleaners, fresh air access)
- Familiar with noise control (e.g. sound proofing)

A-14 Design euthanasia protocols (71.7%)

- Detailed knowledge of published guidelines, standards and recommendations for acceptable and unacceptable methods of euthanasia for dogs and cats
- Detailed knowledge of euthanasia methods and routes of administration, including special considerations (e.g. for pregnant animals, neonates, feral/fractious animals)
- Detailed knowledge of pre-euthanasia medication, stages of euthanasia, mechanisms of death and methods of verifying death
- Detailed knowledge of animal behavioral considerations including stress reduction
- Knowledge regarding design of facilities for euthanasia
- Knowledge regarding euthanasia training for shelter staff
- Knowledge of human behavioral considerations (e.g. compassion fatigue, strategies for coping)
- Familiarity with regulations regarding euthanasia, including licensing and certification for staff, handling of drugs, and carcass disposal. Knowledge regarding these regulations for state of most frequent practice
- Familiarity with guidelines, methods and resources for euthanasia of other species

A-15 Design protocols for individual patient care (68.9%)

- Knowledge of differential diagnoses (physical and behavioral) for common health problems in shelter animals
- Knowledge of prognosis for common medical conditions found in shelter animals
- Knowledge of diagnosis and treatment of medical problems that commonly develop in the shelter
A-16 Design safe field triage/capture/handling/transport protocols (63.2%)  Note: Refer to section B for additional areas of required knowledge relevant to this section.

- Knowledge of secure triage area establishment to allow initial inspection of animals
- Knowledge of conditions that require immediate medical or surgical care
- Familiarity with transport laws of healthy and potentially infectious animals

A-17 Design nutrition programs for shelter animals (61.4%)

- Knowledge regarding stage-appropriate diets and adequate caloric intake for cats and dogs
- Knowledge about published body condition scoring systems
- Knowledge about re-feeding syndrome and appropriate re-feeding strategies short and long term
- Knowledge regarding importance and methods for monitoring weight/body condition in shelter animals
- Familiarity with effects of malnutrition and anorexia on animal health (e.g. response to vaccination, recovery from surgery, hepatic lipidosis)
- Familiarity with indications for special diets/prescription diets for pets with special needs

A-18 Shelter data analysis and interpretation

Note: This category was not in original DACUM so did not receive a numerical ranking. Disease is interpreted broadly to include behavioral disorders and failure of adoption as well as physical disorders.

- Detailed knowledge pertaining to collection and interpretation of data related to shelter animal health and program success, including impediments to quality data collection. Examples of shelter data include live release rates, disease frequency, length of stay, intake, outcome and other welfare and health measures
- Knowledge of basic epidemiologic measures of disease occurrence (e.g., cumulative incidence, incidence density, case-fatality, point and period prevalence) and their interpretation
- Knowledge and ability to produce and evaluate descriptive statistics including absolute numbers, rates, percentages, average, median, and other descriptive measures.
- Knowledge of measures of association (e.g., risk ratios, odds ratios) used to identify risk factors for disease in shelters
- Knowledge of estimation and importance of length of stay on disease frequency and on turnover time
- Familiarity with commonly used shelter software systems sufficient to perform data entry
B: Optimize Shelter Animal Behavioral Health

A comprehensive understanding of animal behavioral health is important to the shelter medicine specialist. Problem behavior is one of the most common causes of owner relinquishment of dogs and cats to animal shelters and shelter veterinarians need to understand the prognosis and methods for rehabilitation in a shelter setting. Shelter experts must be knowledgeable of how standardized assessments can aid in identifying behavioral characteristics (e.g. aggression) that ensure that safe pets are selected for adoption and how adoption matchmaking can be improved through history, observation and behavior evaluation. Stress reduction and enrichment programs are essential for welfare and must be incorporated as part of preventive medicine (wellness) protocols. Behavior problems and compromised welfare can easily develop in the stressful shelter environment, regardless of length of stay, and compromise both the behavioral and physical health of animals. Shelter medicine experts can help to decrease the risk of euthanasia in shelters by teaching staff to understand, recognize, and prevent stress and compromised welfare, by incorporating safe handling and restraint of animals, and overall by optimizing shelter animal behavioral health.

B-1 Promote acceptable quality of life (welfare) (88.2%)

Note on DACUM interpretation: This group interprets that this category implies an understanding of the concept of quality of life as it relates to dogs and cats.

- Detailed knowledge of physical needs of dogs and cats (e.g. “five freedoms” (freedom from 1) hunger and pain, 2) discomfort, 3) pain, injury or disease, 4) freedom to express normal behavior, freedom from fear and distress)), physical health, proper nutrition, potable water, proper housing, aerobic exercise, warmth, sleep, grooming, breed specific care)
- Detailed knowledge of behavioral needs of dogs and cats (e.g. sense of control, mental stimulation, social companionship, ability to cope, ability to play, consistent daily routines, ability to engage in species-specific behaviors like chewing and scratching)
- Detailed knowledge of environmental needs of dogs and cats (e.g. space, housing, light/dark cycles, temperature, ventilation, humidity)
- Detailed knowledge of behavioral signs of stress
- Detailed knowledge of behavioral manifestations of pain and illness
- Detailed knowledge of causes of stress in shelters
- Detailed knowledge of the role of enrichment strategies on behavioral health and quality of life for cats and dogs in shelters (e.g. aerobic exercise, play, training programs, human interaction, conspecific interaction, sensory enrichment, toys, feeding strategies, provision for species typical behavior like scratching, chewing and elimination needs, provision of behavioral options that allow an increased sense of control over the environment, consistent routines, population management, light/dark cycles and noise control)
- Detailed knowledge of the impact of quality of life on shelter animal health and disposition (e.g. adoption, euthanasia)
- Detailed knowledge of legal requirements for animal care and welfare in state(s) of most frequent practice
- Detailed knowledge of available professional guidelines for shelter cat and dog welfare (e.g. housing and care requirements)
- Knowledge of other professional guidelines for cat and dog welfare (e.g. housing and care requirements of laboratory animals, others)
- Knowledge of the major contributing factors to quality of life (e.g. social relationships, mental stimulation, health, stress, control)
• Knowledge of physiologic signs of stress
• Knowledge of current models for measuring quality of life or welfare
• Knowledge of principles for maximizing/enhancing quality of life
• Knowledge of learning theory (e.g. classical and operant conditioning)
• Knowledge of species-specific animal behavior of dogs and cats (e.g. active and passive
  communication, body language and signaling, how animals perceive their world (e.g. unique sensory
  perception- olfactory, visual, auditory, tactile, pheromone), reproduction, parental care, behavioral
  development, socialization needs, feeding behavior, social structure, gender and age-related
  differences)
• Familiarity with how genetics and the environment affect behavior
• Familiarity with behavior patterns by species type (e.g. predator, prey)
• Familiarity with basic husbandry and behavioral needs of other pertinent species kept as pets (e.g.
  rabbits, other rodents, birds, reptiles, other)
• Familiarity with resources on basic husbandry and behavioral needs of other species
• Familiarity with resources for legal requirements for animal care and welfare for care in other states

B-2 Establish behavioral selection criteria for animal shelters (74.3%)
Note on DACUM interpretation: Establishing behavioral selection criteria relies on a solid foundation of
detailed knowledge regarding varying shelter philosophies as they relate to the disposition of animals,
shelter population management strategies, and the impact of availability of shelter resources as described
elsewhere in this document.
  • Knowledge of behavioral assessment techniques currently utilized in shelters (e.g. intake interviews,
    intake questionnaires, formal evaluation/assessment protocols, observation and documentation of
    behavior)
  • Knowledge of existing research regarding canine/feline behavioral assessment
  • Knowledge of impact of stress (housing and husbandry) on observed behavior
  • Knowledge of legal liability associated with adopting out aggressive animals (e.g. bite history,
    observation of aggressive behavior in shelter)
  • Familiar with typical behavioral characteristics of dog and cat breeds

B-3 Design stress management programs (73.5%)
• Detailed knowledge of causes of stress (particular stressors) in shelters
• Detailed knowledge of the impact of stress on physical and behavioral health and welfare
• Detailed knowledge of principles for preventing and minimizing stress
• Knowledge of the concept of stress and stressors for cats and dogs
• Knowledge of the major contributing factors to stress (e.g. social relationships, mental stimulation,
  physical and behavioral health, control)
• Knowledge of factors affecting the stress response (e.g. duration, severity, chronicity, novelty,
  predictability, ability to escape/control)
• Knowledge of factors that affect the ability of individual animals to cope with stress (e.g. personality
  type, age, breed characteristics, social experiences, level of socialization)
• Knowledge of current models for measuring stress

B-4 Design preventive behavior programs (72.3%)
• Detailed knowledge of behavioral causes of relinquishment
• Knowledge of strategies to prevent behavioral problems commonly associated with relinquishment
  of pets and those that develop in the shelter
• Knowledge of the relationship between dog training and pet retention
• Knowledge of puppy and kitten socialization programs
• Knowledge of veterinary behavior guidelines for puppy socialization and dog training

B-5 Develop behavioral assessment protocols (69.7%)
Note on DACUM interpretation: The committee interprets this to mean that the shelter medicine specialist should have knowledge of existing assessments and be able to advise on and implement their use.
• Knowledge of behavioral history taking
• Knowledge (competency) observing and interpreting behavior in the shelter (e.g. aggressive behavior, destructive behavior)
• Knowledge of behavioral assessment protocols
• Knowledge of research and limitations pertaining to behavior assessment protocols

B-6 Advise on diagnosis, prognosis, and treatment of common behavioral problems (69.0%)  
• Knowledge of differential diagnoses (physical and behavioral) for causes of common behavior problems
• Knowledge of prognosis of common behavior problems
• Knowledge of diagnosis and treatment of behavioral problems that commonly develop in the shelter
• Knowledge of behavior modification and training techniques and tools for behavior problems that commonly develop in the shelter
• Knowledge of diagnosing and treating inappropriate elimination in cats
• Knowledge of treatment of medical problems, which are strongly related to behavior problems (e.g. feline lower urinary tract disease, endocrine disorders)
• Familiarity with diagnosis and treatment (including behavior modification and training techniques and tools) of behavioral problems commonly associated with relinquishment of pets
• Familiarity with basic psychopharmacology

B-7 Develop protocols for safe animal handling (68.3%)
• Detailed knowledge of safe/humane handling (e.g. capture, transport, restraint, examination, euthanasia)
• Detailed knowledge of equipment used for safe/humane handling (e.g. capture, transport, restraint, examination, euthanasia)
• Detailed knowledge of chemical restraint protocols and indications for use during capture, transport, restraint, examination, and euthanasia

B-8 Advise on adopter/animal compatibility (56.4%)
• Knowledge of the human factors related to relinquishment
• Knowledge of factors that affect adoption and retention
• Familiarity with adoption counseling and post adoption follow-up
• Familiarity with commonly used animal-adopter matching programs

B-9 Provide recommendations for companion animal training (50.2%)
Note: The knowledge required for B-9 is covered in the previous sections. No additional knowledge is required for this section.
Section C: Protect Community and Public Health

Historically, animal shelters served to protect the public from rabies through control of stray animals, and protected animals through promoting legislation and enforcement of animal cruelty statutes. Although animal sheltering has changed dramatically since its beginnings more than a century ago, today’s shelter medicine specialist must still have a thorough understanding of the interaction of humans and animals and the consequences of those interactions on human and animal health within the community. Shelters are anticipated to continue to play a central role in community veterinary public health protection, not only from rabies virus, cruelty, abuse and neglect, but from other existing and emerging zoonotic diseases and societal issues. Shelter medicine specialists require training in the protection of community and public health in order to best serve as advisors for shelters, their programs, and communities.

C-1 Design zoonoses control programs in animal shelters for immunocompromised and healthy people (82.9%)

- Detailed knowledge of common zoonoses affecting shelter dogs and cats, including prevalence, clinical signs, diagnosis, epidemiology, treatment and containment. Familiarity with zoonoses affecting other animal species
- Knowledge of zoonotic diseases and the veterinary role in prevention, recognition and response to such diseases for the protection of both animal and public health
- Knowledge and ability to develop comprehensive systems for preventing the spread of animal and human diseases in shelters, including housing, design, sanitation, barriers, prophylaxis, and record keeping
- Knowledge sufficient to identify animals at higher risk for zoonotic diseases and able to implement steps for animal and public health protection
- Knowledge of conditions associated with increased risk for zoonotic diseases in humans, including age, pregnancy, and immunosuppressive conditions
- Knowledge of public health recommendations and legal requirements for staff immunization. Detailed knowledge for jurisdiction of most frequent practice, awareness of resources to determine legal requirements for all areas
- Knowledge of federal, state and local regulations regarding management of zoonotic disease (e.g. which ones are reportable, vector wildlife species that cannot be relocated, etc.). Detailed knowledge for jurisdiction of most frequent practice, awareness of resources to determine legal requirements for all areas
- Familiarity with resources and able to advise on development of an education program to inform staff and volunteers of health risks of the shelter environment and needs for immunocompromised people to take extra precautions
- Familiarity with resources for implementation of a plan for immunizing staff with animal contact against rabies and tetanus
- Familiarity with resources for implementation of a plan, including training programs, to encourage safe volunteer involvement at the shelter
- Familiarity with the resources available for zoonosis information, including federal, state and county veterinary and public health agencies
C-2 Consult on zoonoses control programs in communities for immunocompromised and healthy people (67.6%)

*Note on DACUM interpretation: This is interpreted as the shelter specialist should advise on the shelter’s role in zoonoses control programs.*

- Knowledge and ability to formulate recommendations for management of zoonoses within the shelter
- Knowledge and ability to provide community outreach, education and support related to effective management of free roaming populations of dogs and cats in the community as related to zoonotic disease risk and prevention

C-3 Consult on rabies control (74.3%)

- Detailed knowledge of the legal requirements for jurisdiction of most frequent practice for rabies quarantine and observation, vaccination, post-exposure rabies vaccination procedures, testing and record keeping to include knowledge of resources available
- Detailed knowledge of epidemiology of human, wild animal and domestic animal rabies, including defining exposures
- Detailed knowledge of the veterinary role in public health protection from rabies
- Knowledge of rabies prevention vaccine choices and delivery options
- Familiar with the legal requirements for all areas for rabies quarantine and observation, vaccination, post-exposure rabies vaccination procedures, testing and record keeping to include knowledge of resources available

C-4 Provide recommendations for dog bite prevention (63.6%)

- Detailed knowledge of legal requirements for dog bite reporting and animal disposition for jurisdiction of most frequent practice
- Detailed knowledge of restraint equipment and handling techniques sufficient to train staff and volunteers to avoid dog bites
- Familiar with incidence rates and risk factors of dog bite injuries and fatalities
- Familiar with legal remedies including pros and cons (e.g. dangerous dog and breed-specific laws)
- Familiar with resources for dog-bite prevention education
- Familiar with resources to determine legal requirements for dog bite reporting and animal disposition in all areas

C-5 Advise on dangerous animal issues (e.g. wildlife, exotics, domestic) (60.2%)

- Detailed knowledge of legal issues and resources surrounding dangerous animal ownership including wild, exotic or hybrid animals for jurisdiction of most frequent practice
- Detailed knowledge of resources related to safe handling and housing of dangerous dogs and cats, familiarity with resources for other species.
- Familiar with legal requirements for dangerous animal identification and management
- Familiar with resources for removal and management of dangerous and nuisance animals (wildlife)
- Familiar with legal issues and resources surrounding dangerous animal ownership including wild, exotic or hybrid animals
C-6 Participate in emerging, reportable & foreign animal disease surveillance and response (71.4%)

- Detailed knowledge of required notification procedures for reportable diseases in jurisdiction of most frequent practice
- Knowledge of emerging and reportable diseases, with emphasis on diseases of importance in North American shelter dogs and cats
- Knowledge and ability to train and educate others to identify potential risk factors and indicators for disease emergence (surveillance)
- Knowledge of proper biosecurity steps to take when emerging and reportable diseases are suspected, including quarantine, containment, documentation, testing, and follow-up
- Familiar with required notification procedures for reportable diseases

C-7 Consult on animal cruelty, abuse, and neglect (CAN) (75.9%)

- Detailed knowledge of legal definitions of cruelty, abuse, and neglect and the veterinarian’s role in reporting for jurisdiction of most frequent practice
- Detailed knowledge of the CAN resources available, including safe havens, for jurisdiction of most frequent practice
- Knowledge of implications for veterinarians reporting abuse, including confidentiality requirements for medical records, immunity for reporting, mandated reporting laws, etc.
- Knowledge of general definitions of cruelty, abuse, and neglect
- Knowledge of the warning and physical signs of abuse and guidelines for reporting or education
- Knowledge of proper procedures for investigating and reporting CAN
- Knowledge of animal fighting laws, detailed for jurisdiction of most frequent practice, awareness of resources to determine legal requirements for all areas
- Knowledge of forensic investigations, including how to recognize, collect, preserve, and document evidence, including chain of evidence management, record keeping and generation of reports
- Knowledge of gross necropsy techniques and interpretation, familiarity with resources for special forensic necropsy techniques
- Knowledge of proper testimony techniques
- Knowledge of animal hoarding issues, including psychological concepts and ability to assist in the development of a plan for a multi-agency hoarding intervention with seizure and management of large numbers of animals
- Knowledge and ability to assist in the development of a plan for holding animals seized in legal investigations, with emphasis on veterinary care, infection control and animal welfare
- Knowledge of the link between human and animal violence, including children, elders, etc.
- Familiar with resources for legal definitions of cruelty, abuse, and neglect and the veterinarian’s role in reporting
- Familiar with managerial issues when animals are seized in legal investigations, including needs for legal documentation, security, cost-containment, and disposition of the animals
- Familiar with resources for humans involved in CAN situations, including safe havens, etc.
Section D: Alleviate Companion Animal Homelessness

The shelter medicine specialist should be a central source of knowledge and information in addressing animal homelessness on a community level. Solutions to the problem of companion animal homelessness require knowledge of the risk factors that may cause animals to enter shelters and awareness of potential community interventions. Shelter medicine specialists must be qualified to aid communities in developing and implementing data driven strategies to decrease the number of unwanted companion animals.

D-1 Serve as resource on epidemiology of companion animal homelessness (83.6%)
- Detailed knowledge of reasons that animals enter shelters
- Knowledge of methods to decrease overpopulation, methods to assess success, research regarding impact of these approaches (e.g. spay/neuter legislation, high-quality high-volume spay/neuter, trap-neuter-return)
- Knowledge of the philosophical and logistical differences of various sheltering strategies
- Familiarity with shelter software sufficient to analyze predominant sources and types of shelter admissions and dispositions
- Familiarity with resources to assist in the design of intervention programs to reduce companion animal homelessness
- Familiarity with resources to develop a community animal population and welfare assessment

D-2 Design high-quality spay/neuter programs (79.7%)
- Detailed knowledge of veterinary medical guidelines for spay/neuter programs
- Detailed knowledge of various models for spay/neuter services
- Detailed knowledge of the regulatory requirements for spay/neuter programs for jurisdiction of most frequent practice, awareness of resources to determine legal requirements for all areas
- Detailed knowledge of determination of gender and reproductive status for common species in shelters, including physical and diagnostic tests (e.g. determining whether or not female is spayed, pregnant)
- Knowledge and ability to develop veterinary components of high-quality high-volume spay/neuter programs
- Knowledge of the costs of neutering programs, including facility overhead, staff, and medical expenses

D-3 Knowledge of non-surgical sterilization of companion animals (63.2%)
- Knowledge of currently available nonsurgical contraception, including application, safety, method of action, duration of effect
- Familiar with resources for information on additional areas of current research

D-4 Advise on humane education programs (60.1%)
- Familiar with resources for humane education including the need for companion animal sterilization, proper animal care, role of animal shelters in the community and selection of appropriate pets.

D-5 Provide for companion animal surrender intervention programs (59.2%)
- Detailed knowledge of owner and animal risk factors for relinquishment
- Detailed knowledge of reasons for pet relinquishment
• Detailed knowledge of owner search methods for lost pets
• Familiar with resources for prevention and intervention

**D-6 Design animal-owner reunification programs (54.2%)**

*Note on DACUM interpretation: This was interpreted as advise on rather than design.*

• Knowledge of microchip identification systems, including international microchip and scanner compatibility issues, proper implantation and interrogation of microchips, use of microchip databases and related regulatory issues.
• Familiar with patterns of pet loss and owner search methods
• Familiar with resources for pet reunification, including Internet, print media, and shelter outreach

**D-7 Design shelter animal transfer programs (57.9%)**

*Note on DACUM interpretation: This was interpreted as advise on rather than design.*

• Detailed knowledge of issues for transferring and receiving shelters regarding infectious disease prevention and intervention, including risk of transmission of new diseases to non-endemic areas
  • Knowledge of shelter population dynamics that encourage shelter transfers
• Knowledge of the welfare issues associated with shelter transfer programs with consideration of physical health, behavioral health, transportation regulations and safety
• Familiar with animal inspection and movement laws, including health certificates, quarantines, record keeping and transfer of ownership. Detailed knowledge for jurisdiction of most frequent practice, awareness of resources to determine legal requirements for all areas, including international

**D-8 Participate in disaster planning and response**

*Note: This bullet item was not included in the original DACUM or survey, and therefore is not assigned a weighted score.*

• Knowledge of and ability to assist in the development of a shelter disaster preparedness plan with an emphasis on sections that apply to veterinary care, infection control, and welfare
• Familiarity with the system for local, regional, state, and national disaster response reporting and coordination Familiarity with and ability to participate in disaster response
• Familiarity with the requirements for and ability to assist in the design of a temporary shelter and standard operating procedures for animal care, identification and triage in a mass disaster, with an emphasis on veterinary care and infection control
• Familiarity with procedures and issues associated with temporary housing of pets for displaced families and co-housed human-animal shelters

**Section E: Facilitate Animal Shelter Management**

In order to facilitate evolution of health care policies and procedures in any shelter, the shelter medicine specialist must understand a complex web of factors that may affect a shelter’s ability to implement specific recommendations. Shelter animal health is directly affected by the structure of shelter leadership, management, and staffing. Shelter medicine specialists can provide valuable input regarding strategic planning, resource and budget allocation, and personnel issues as they impact animal health. Shelter specialists must know how to monitor a population of animals through tracking individual animals, legal record keeping, and compliance with health related, shelter, and veterinary medical regulations in order to facilitate animal shelter management best practices.
E-1 Advise on resource allocation in shelter (e.g. personnel, budget) (62.2%)
- Knowledge of how shelter boards function with regards to resource allocation (e.g. such that veterinarians understand that Boards can allocate proportionately more funding to medical/behavioral programs)
- Knowledge of the funding process for municipal and shelters with animal control contracts
- Knowledge of costs and general funding strategies for spay/neuter and medical services within shelters (e.g. fee for service, grants, municipal funding)
- Knowledge of principles and ability to perform cost (risk)/benefit analysis to a wide variety of practical shelter situations, including impact of time, personnel, and dollar costs on shelter resource investments (e.g. cost of days of care versus cost of additional personnel to reduce days of care)
- Familiarity with organizational structures of a wide variety of shelters with regards to their resource decision-making process
- Familiarity with principals and methods of cost/benefit analysis including personnel and space as well as financial resources
- Familiarity with budgets of shelters: overall shelter budget, veterinary budget, per capita spending on animal sheltering programs and national and regional variations in budgets

E-2 Design animal identification, tracking and data analysis systems (56.2%)
Note on DACUM interpretation: The committee took this section to refer specifically to tracking individual animals through the shelter system. Broader data analysis issues are addressed in section A-18, shelter data analysis and interpretation.
- Knowledge of characteristics of adequate animal tracking systems in shelters (e.g. unique, physical identifiers such as neck collars, animal ID numbers, visible gender indications such as colored collars, use of shelter software for animal location, role of microchips, photographs)
- Knowledge of microchip identification systems as described in section D-6 (Design animal-owner reunification systems)
- Knowledge and ability to produce shelter animal inventory using hand count or common shelter software, knowledge of common issues with inventory quality (e.g. animals lost in foster care, failure to record dispositions)
- Knowledge of methods for tracking history of animal movement within shelter using paper records or shelter software
- Familiarity with range of practices for animal tracking in shelters including software systems, physical identification, electronic options; other potential models (e.g. laboratory and zoo models)

E-3 Advise on legal medical record keeping in shelters (67.4%)
- Knowledge of legal requirements for medical records with detailed knowledge of the requirements of record-keeping in the state where residents are training
- Familiarity with how to find the legal requirements for record-keeping for all states

E-4 Consult on animal shelter regulations (OSHA, DEA) (66.4%)
Note on DACUM interpretation: the DACUM intended this to refer specifically to DEA and OSHA, but the committee additionally interpreted “animal shelter regulations” as they relate to veterinary medicine
- Knowledge of any restrictions for veterinary practice in shelters
- Knowledge of the legal ownership status of sheltered animals and associated implications for delivery of veterinary care
• Familiarity with OSHA and DEA regulations pertaining to shelters

E-5 Advise on compassion fatigue in shelters (59.3 %)
• Knowledge of definition, causes, identification of compassion fatigue
• Familiarity with resources regarding compassion fatigue in order to direct personnel to available resources

E-6 Serve as a resource for liability issues

Note: This bullet item was not included in the original DACUM or survey, and therefore is not assigned a weighted score.
• Detailed knowledge of the Veterinary Practice Act in resident’s state pertaining to the practice of veterinary medicine and familiarity with issues generally covered by many state practice acts
• Knowledge of the requirement for veterinarians to report cruelty, abuse and neglect of children and animals, and the liability or lack thereof associated with reporting; familiarity with the variation of the laws pertaining to reporting in other states
• Knowledge of liability associated with improper handling and record-keeping with regards to controlled substances in shelters
• Familiarity with resources to determine liability associated with adoption of dangerous animals by shelters
• Familiarity with resources to determine liability associated with placement of animals with medical disorders or infectious diseases
• Familiarity with resources to determine liability associated with not providing adequate health documentation for animals involved in interstate transport
• Familiarity with resources to determine liability relating to providing veterinary services during disasters in states where the attending veterinarians are not licensed
• Familiarity with resources to determine liability relating to failure of shelters to provide adequate knowledge and training (to staff, volunteers and the public) to minimize their risk of zoonotic diseases in the shelter
• Familiarity with resources to determine liability relating to failure of shelters to provide adequate training of staff and volunteers regarding safe animal-handling and management
• Familiarity with state laws that proscribe minimum standards of care for sheltered animals and with other state laws regarding shelter management such as the Hayden Law; familiarity with the liability relating to failure to comply with these laws
• Familiarity with liability relating to breaches of confidentiality in written and verbal communication
• Familiarity with shelter’s insurance coverage (e.g., amount and coverage) as it pertains to the issues above
Section F: Serve as a Resource on Animals and Public Policy

Shelters medicine specialists should provide a sophisticated understanding of the broad health and welfare implications of legislative and ethical decisions pertaining to shelter animals. In order to best serve as a resource and facilitate efficient responses to animal issues involving shelters, shelter medicine specialists need to be capable of delving into the inter-relationships of animal agencies within a community. This requires a solid foundation in the overall history of animal sheltering, animal welfare, legislative process and the veterinary role in sheltering as well as sources of common conflict in animal welfare. Shelter medicine specialists are in a unique position to serve as a resource between the veterinary community, the humane community, and the public to promote functional and productive working relationships and advise effectively on development of new programs.

F-1 Provide expertise on legislative items and policies related to animals (66.2%)
- Detailed knowledge of existing and proposed local and state laws that may impact animal shelters or animal populations; familiarity with resources regarding legislation in other jurisdictions
- Familiarity with legislative process (e.g. how new animal-related laws are developed and implemented)
- Familiarity with the sources of information regarding state and federal animal-related laws
- Familiarity with organizations responsible for regulation of animal shelters, pet stores, breeders, and rescue groups, and sanctuaries

F-2 Serve as a resource for shelters on animal regulatory issues and agencies (e.g. USDA, Fish and Game, Wildlife) (54.7%)
- Familiarity with role played by each agency
- Familiarity with issues relating to non-indigenous exotic animals and laws pertaining to ownership/sheltering of these animals

F-3 Provide expertise regarding community animal programs (58.1%)
- Detailed knowledge of web-based, written and other resources regarding development of community animal programs (e.g. resources for development of high volume spay/neuter programs, feral cat management programs)
- Detailed knowledge of programs within the community providing subsidized spay/neuter and other veterinary care in order to refer citizens to these programs
- Detailed knowledge of all shelters, their types and their programs in the resident’s community
- Familiarity with the range of community programs in existence, (e.g. spay/neuter programs, feral cat programs, rescue organizations, advocacy for animal-friendly housing, support services for low-income owners)
- Familiarity with the resident’s local community’s rescue organizations, feral cat programs and other programs

F-4 Provide information on animal shelter history, trends and programs (61.3%)
- Detailed knowledge of historical relationship between shelters and veterinarians
- Familiarity with origin and history of significant trends such as LES (Legislation/Education/Sterilization) and No-Kill
- Knowledge of history of animal shelters including origination of sheltering in the United States (municipal/public health versus private/animal advocacy)
• Knowledge of national animal sheltering organizations
• Familiarity with range of funding options for shelters (e.g., animal control, grants, fund-raising)

**F-5 Provide animal health and welfare expertise concerning ethical issues in shelters (75.8%)**

- Knowledge of the definition of ethics, process for assessing ethical issues and awareness of resources regarding veterinary and shelter ethical issues
- Familiarity with the range of shelter practices where ethical conflict often arises (e.g. euthanasia, animal care, legal issues)
- Familiarity with process for developing guidelines regarding potentially ethically controversial practices in shelters (e.g. development of euthanasia guidelines)

**Section G: Advance Animal Shelter Medicine**

Pet homelessness and animal welfare concerns are global issues. Animals in shelters are a population at extremely high risk for infectious disease and death. More animals die from euthanasia annually in the United States than from any other disease or malady, yet shelter animals are a population for which veterinary medicine has few dedicated resources—including few trained specialists. Residents completing shelter medicine programs will advance the field of shelter medicine by enhancing educational opportunities for students, veterinarians and shelter professionals; contributing to research to benefit shelter animals; educating the veterinary community and public regarding the scope and practice of shelter medicine; and promoting the development of the specialty through professional service and activities.

**G-1 Promote development of shelter medicine education curricula (89.4%)**

- Knowledge of and ability to create and deliver educational content via didactic lecture, practical experience, and written material
- Familiarity with the content and variation within historical and existing academic curricula (e.g. within core and elective context, didactic and practical, variations across training programs)
- Familiarity with continuing education offerings at major veterinary and shelter conferences
- Familiarity with technological resources for distance learning

**G-2 Contribute to research in shelter medicine (88.7%)**

- Detailed knowledge sufficient to conduct, present and submit a resident research project for publication
- Knowledge regarding funding sources and grant writing process for research support
- Knowledge of and ability to evaluate research performed by others including appropriateness of design, analysis, and application.
- Knowledge of how to interpret published statistical evaluation of shelter medicine related data
- Knowledge of and ability to evaluate data quality including validity and reliability
- Knowledge of research project design and ability to design and conduct a research project
- Knowledge of research designs for epidemiologic studies
- Knowledge of how to formulate a research question
- Knowledge and application of basic statistical techniques used frequently in biomedical research
  - Ability to calculate and interpret appropriate summary statistics for categorical and continuous data
  - Ability to interpret p values and knowledge of statistical power
ability to interpret confidence intervals
- Familiarity with the component parts of sample size estimation techniques for categorical and continuous data
- Knowledge of basic comparative statistical techniques for categorical and continuous data between two or more groups (parametric and non-parametric)
- Ability to interpret correlation coefficients and results from simple linear regression analyses
- Familiarity with existing body of research in shelter medicine

G-3 Educate veterinary and shelter community regarding shelter medicine (88.6%)
- Knowledge of and ability to speak before the public and other veterinarians
- Knowledge of the issues facing veterinarians when working with shelter administration and staff in various capacities
- Knowledge of the expectations shelter directors hold for shelter veterinarians
- Knowledge of evolution of other population health specialties such as food animal herd health, and changing attitudes of producers towards veterinary services in those fields.
- Familiarity with historical and current issues creating tension between private practice veterinarians and shelter veterinarians and administrators

G-4 Communicate with the public as an expert in shelter medicine issues (88.6%)
- Knowledge of and ability to communicate in writing and verbally with the media
- Knowledge of shelter medicine-related issues most commonly affecting communities (e.g., breed bans, mandatory S/N) and ability to serve as a resource for community members
- Knowledge of who influences animal welfare-related issues in communities (e.g., city councils, town boards)

G-5 Pursue professional development in shelter medicine (91.6%)
- Detailed knowledge of the resources for professional development (e.g. websites, books, continuing education meetings, Association of Shelter Veterinarian’s listserv, Veterinary Information Network)
- Knowledge of resources available from other shelter medicine programs
- Familiar via personal attendance of at least one national shelter medicine meeting each year

Section H: Develop effective means of communication

In order to be an effective shelter medicine specialist, verbal and written communication skills are essential. Open and collaborative verbal communication has been linked to positive patient outcomes, increased compliance, higher job satisfaction and decreased staff stress. These outcomes are desirable in shelter settings, and residents should be equipped with the proper background and skill to aid in their achievement. Medical recordkeeping and reporting are critical skills that shelter medicine specialists use to demonstrate care, to communicate directly, to record data for current use and retrospective review and to establish documentation for legal purposes. Shelter medicine residents need to develop strong communication skills in order to convey their knowledge in an effective manner, thereby advancing shelter medicine.

H-1 Enhance Basic Communication
Note: This bullet item was not included in the original DACUM or survey, and therefore is not assigned a weighted score.
- Knowledge of the use of the medical record as a communication tool (see H2)
- Knowledge of and ability to use the consultation report as a communication tool
• Familiarity with variety of management structures and approaches in shelters with respect to appropriate communication channels
• Familiarity with relevant resources for training shelter staff in the subject matter defined throughout this document
• Familiarity with communication styles and personality types with respect to communication challenges (e.g. Myers Briggs, DiSC)
• Familiarity with types of communication skills utilized for successful negotiation, conflict resolution, diplomacy and successful communications.
  o Content skills
  o Process skills
  o Perceptual skills
• Familiarity with of four core communication skills
  o Recognition of non-verbal cues
  o Open-ended questioning
  o Reflective listening
  o Use of empathy
• Familiarity with of the skill of active listening
• Familiarity with application of above communication skills in relation to:
  o Handling euthanasia (with staff, volunteers, administration and others)
  o Compassion fatigue and other human stressors
  o Day-to-day workings of shelter
• Familiarity with media
  o Familiarity with print, electronic, radio and TV media objectives
  o Familiarity with talking to and working with the media
• Familiarity with organizing material and utilizing software for formal presentations
• Familiarity with the concepts of confidentiality as applied to written and verbal communication

H-2 Develop medical record keeping systems (73.3%)

Note on DACUM interpretation: This areas of activity was originally categorized in the DACUM under Section A, Optimize Shelter Animal Physical Health. It was moved to this section to emphasize the importance of the medical record as a communication tool.

• Detailed knowledge of state reporting (reportable diseases, suspected abuse) for state of practice
• Familiarity with state reporting (reportable diseases, suspected abuse) for other states
• Knowledge of and ability to use most commonly used shelter software systems for medical record keeping, including reports available
• Knowledge and ability to advise shelters on the use of medical records database for population and individual animal health management
• Knowledge of minimum and ideal content of medical records
• Knowledge of how to design a paper-based record keeping system
• Knowledge of the advantages and disadvantages of electronic versus paper records
• Knowledge of local practice acts
• Knowledge of federal and state requirements for drugs logs which must be recorded and kept (drug logs)
• Knowledge of the requirements and process for recording other routine events (e.g. anesthesia and surgery reports)
• Knowledge of how to create a report of findings from shelter consults or investigations, including overview, objectives, observations and recommendations
APPENDIX A

Development of the Composite Score for Responses to the DACUM-based On-line Survey

A composite score was developed from the responses of the DACUM-based survey, combining answers to the overall importance, responsibility and frequency sections for each task. The composite score for that task was developed as follows:

The mean score for each task for shelter specialist respondents was calculated for each section of the survey - overall importance, responsibility and frequency. These mean scores were then weighted according to the following formula: 

\[(0.25 \times \text{mean frequency score}) + (0.25 \times \text{mean responsibility score}) + (0.5 \times \text{mean overall importance score})\] 

for each task. This score was then converted to a percentage of the total possible score if all respondents had rated that task at its highest possible score. (The total possible score for each task was 5 (expert) for Responsibility, was 4 (very frequently) for Frequency and was 5 (of great importance) for Overall Importance.)

Example: if the mean frequency score for overall importance for a task was 4.6, for frequency it was 3.7 and for responsibility it was 4.3 then the composite score for that task was \([(0.25 \times 3.7) + (0.25 \times 4.3) + (0.5 \times 4.6)] = 4.31. This score was then divided by the total possible composite score of 4.75 for that task and multiplied by 100 to get a percentage of the highest possible score. In this example the composite score was \((4.31 / 4.75) \times 100 = 90.7\%.

Composite Scores

Percentage of total possible composite score

Based on \(0.5(\text{Importance}) + 0.25(\text{freq}) + 0.25(\text{responsibility})\)

% of total possible score from equation above (4.75)

<table>
<thead>
<tr>
<th>Task</th>
<th>S. Speclst</th>
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</thead>
<tbody>
<tr>
<td>Design infectious disease protocols</td>
<td>92.8%</td>
</tr>
<tr>
<td>Pursue professional development in shelter medicine</td>
<td>91.6%</td>
</tr>
<tr>
<td>Design vaccination protocols</td>
<td>91.5%</td>
</tr>
<tr>
<td>Design biosecurity procedures</td>
<td>91.2%</td>
</tr>
<tr>
<td>Design sanitation and disinfection protocols</td>
<td>90.9%</td>
</tr>
<tr>
<td>Promote development of shelter medicine education curricula</td>
<td>89.4%</td>
</tr>
<tr>
<td>Contribute to research in shelter medicine</td>
<td>88.7%</td>
</tr>
<tr>
<td>Communicate with the public as an expert on shelter medicine issues</td>
<td>88.6%</td>
</tr>
<tr>
<td>Educate veterinary and shelter community regarding shelter medicine</td>
<td>88.6%</td>
</tr>
<tr>
<td>Diagnose disease outbreaks</td>
<td>88.2%</td>
</tr>
<tr>
<td>Promote acceptable quality of life</td>
<td>88.2%</td>
</tr>
<tr>
<td>Manage disease outbreaks</td>
<td>87.2%</td>
</tr>
<tr>
<td>Task</td>
<td>Percentage</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Advise on population management and density in shelters</td>
<td>86.7%</td>
</tr>
<tr>
<td>Create medical and surgical protocols</td>
<td>85.3%</td>
</tr>
<tr>
<td>Serve as resource on epidemiology of animal homelessness</td>
<td>83.6%</td>
</tr>
<tr>
<td>Design disease surveillance programs</td>
<td>83.5%</td>
</tr>
<tr>
<td>Design zoonoses control programs</td>
<td>82.9%</td>
</tr>
<tr>
<td>Recommend husbandry standards</td>
<td>82.4%</td>
</tr>
<tr>
<td>Educate multiple constituents on animal CAN recognition and reporting</td>
<td>81.9%</td>
</tr>
<tr>
<td>Design high quality, high volume spay/neuter programs</td>
<td>79.7%</td>
</tr>
<tr>
<td>Consult on facility/housing design and management</td>
<td>79.7%</td>
</tr>
<tr>
<td>Serve as an expert witness for animal CAN cases</td>
<td>76.0%</td>
</tr>
<tr>
<td>Consult on animal cruelty, abuse and neglect</td>
<td>75.9%</td>
</tr>
<tr>
<td>Provide expertise on animal shelter ethical issues</td>
<td>75.8%</td>
</tr>
<tr>
<td>Advise on medical selection criteria within shelters</td>
<td>75.5%</td>
</tr>
<tr>
<td>Maintain optimal environmental conditions in shelters</td>
<td>75.5%</td>
</tr>
<tr>
<td>Provide forensic expertise for animal CAN investigation</td>
<td>75.3%</td>
</tr>
<tr>
<td>Establish behavioral selection criteria for shelter animals</td>
<td>74.3%</td>
</tr>
<tr>
<td>Consult on rabies control</td>
<td>74.3%</td>
</tr>
<tr>
<td>Design stress management programs</td>
<td>73.5%</td>
</tr>
<tr>
<td>Develop medical record keeping systems for shelters</td>
<td>73.3%</td>
</tr>
<tr>
<td>Collaborate with external agencies regarding animals and public health</td>
<td>72.8%</td>
</tr>
<tr>
<td>Design preventive behavioral programs</td>
<td>72.3%</td>
</tr>
<tr>
<td>Design euthanasia protocols</td>
<td>71.7%</td>
</tr>
<tr>
<td>Participate in emerging, reportable and foreign animal disease</td>
<td>71.4%</td>
</tr>
<tr>
<td>surveillance</td>
<td></td>
</tr>
<tr>
<td>Consult on disaster relief and preparedness</td>
<td>70.8%</td>
</tr>
<tr>
<td>Develop behavioral assessment protocols</td>
<td>69.7%</td>
</tr>
<tr>
<td>Advise on diagnosis, prognosis, and treatment of common behavioral</td>
<td>69.0%</td>
</tr>
<tr>
<td>problems of shelter animals</td>
<td></td>
</tr>
<tr>
<td>Design protocols for individual patient care</td>
<td>68.9%</td>
</tr>
<tr>
<td>Develop protocols for safe animal handling</td>
<td>68.3%</td>
</tr>
<tr>
<td>Consult on zoonoses control programs in communities</td>
<td>67.6%</td>
</tr>
<tr>
<td>Advise on legal medical record keeping in shelters</td>
<td>67.4%</td>
</tr>
<tr>
<td>Consult on animal shelter regulations (OSHA, DEA)</td>
<td>66.4%</td>
</tr>
<tr>
<td>Provide expertise on legislative items and policies related to animals</td>
<td>66.2%</td>
</tr>
<tr>
<td>Provide recommendation for dog bite prevention</td>
<td>63.6%</td>
</tr>
<tr>
<td>Design safe field triage/capture/handling/transport protocols</td>
<td>63.2%</td>
</tr>
<tr>
<td>Advance non-surgical contraception of companion animals</td>
<td>63.2%</td>
</tr>
<tr>
<td>Service</td>
<td>Percentage</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Advise on resource allocation in shelters</td>
<td>62.2%</td>
</tr>
<tr>
<td>Design nutrition programs for shelter animals</td>
<td>61.4%</td>
</tr>
<tr>
<td>Provide information on animal shelter history, trends, and programs</td>
<td>61.3%</td>
</tr>
<tr>
<td>Provide humane animal capture, transport and housing for CAN animals</td>
<td>60.9%</td>
</tr>
<tr>
<td>Advise on dangerous animal issues</td>
<td>60.2%</td>
</tr>
<tr>
<td>Advise on humane education programs</td>
<td>60.1%</td>
</tr>
<tr>
<td>Advise on compassion fatigue in shelters</td>
<td>59.3%</td>
</tr>
<tr>
<td>Provide for companion animal surrender intervention programs</td>
<td>59.2%</td>
</tr>
<tr>
<td>Provide expertise regarding community animal programs</td>
<td>58.1%</td>
</tr>
<tr>
<td>Design shelter animal transport programs</td>
<td>57.9%</td>
</tr>
<tr>
<td>Advise on animal shelter environmental impact</td>
<td>56.9%</td>
</tr>
<tr>
<td>Advise on adopter/animal compatibility</td>
<td>56.4%</td>
</tr>
<tr>
<td>Design animal identification and tracking and data analysis systems</td>
<td>56.2%</td>
</tr>
<tr>
<td>Manage animal CAN victim rehabilitation</td>
<td>55.6%</td>
</tr>
<tr>
<td>Serve as a resource on animal regulatory issues and agencies</td>
<td>54.7%</td>
</tr>
<tr>
<td>Design animal/owner reunification programs</td>
<td>54.2%</td>
</tr>
<tr>
<td>Provide recommendations for companion animal training</td>
<td>50.2%</td>
</tr>
<tr>
<td>Communication</td>
<td></td>
</tr>
<tr>
<td>Shelter data analysis and interpretation</td>
<td></td>
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</tbody>
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Appendix D

Shelter Medicine Practice Category: Additional Specific Requirements for Practitioners

I. Requirements

Shelter visits

Objectives:
Practitioner candidates are expected to become knowledgeable about a wide variety of sheltering models representing a range of sizes, budgets, species, philosophies, regions, facility styles and programs.

Required training experiences:
Practitioners must visit at least 15 different animal shelters in at least 2 of the following 5 regions: western United States; mid western United States; northeastern United States; southern United States, international. Visits should include both municipal and private shelters including both open and limited admission facilities. The content or type of visit may range from an informal tour to a comprehensive site consultation. The term animal shelter is meant to include any traditional open-admission shelters; limited or planned admission shelters; no-kill or adoption guarantee shelters; care-for-life sanctuaries; home-based rescue and foster-care networks; animal transport programs; and other permutations of these various approaches. Visitation of a wide variety of organizations is strongly encouraged.

Shelter consultations

Objectives:
Practitioner candidates are expected to develop the ability to systematically gather data, perform observations, communicate findings and provide resources regarding management, medical and husbandry practices and facility use at shelters as related to physical and mental animal health, as well as within HQHVSN programs.

Major consultation areas include: Shelter Management and Record Keeping; Facility Design and Environment; Population Management; Sanitation; Medical Health and Physical Well-being, including animal transport programs when applicable; Behavioral Health and Mental Well-being, including group housing and animal handling; Euthanasia; Shelter Animal Spay/Neuter; Public Health; Management of Specific Infectious Diseases (eg. respiratory disease, diarrhea, dermatophytosis, canine or feline parvovirus); and HQHVSN programs (shelter associated or non-shelter associated programs).

It is expected that applied knowledge of veterinary medical regulations, euthanasia regulations, shelter regulations, zoonotic disease regulations, DEA, OSHA and other regulatory matters, as well as best practices for animal sheltering will be reflected/addressed during the course of shelter consultations.

Required training experiences:

Targeted site consultations and protocol development:
Practitioners are required to participate in at least nine (9) on site targeted consultations, including at least one (1) consultation in each of the above listed major consultation areas. Clinical activities to meet this requirement may be conducted at one or more shelters.
Practitioners must design a protocol for a specific shelter on at least five (5) of the above listed major consultation areas, including at least one on management of an infectious disease. Practitioners must implement these protocols, including staff training and initial follow up.

Outbreak investigations

Objectives:
Practitioners are expected to learn to recognize and diagnose infectious disease outbreaks; utilize CDC approach to outbreak investigation including risk factor analysis; make recommendations for outbreak control, including: titer analysis, quarantine, isolation, treatment, communication and facility decontamination; and make recommendations for prevention of future outbreaks.

Required training experiences:
Practitioners must advise on at least nine (9) outbreaks, including at least three (3) site visits and outbreaks involving at least three (3) of the following diseases: dermatophytosis, canine distemper virus, canine parvovirus, feline parvovirus, or one “unknown” cause outbreak or mock/table top exercise involving a different pathogen. Clinical activities to meet this requirement may be conducted at one or more shelters.

High quality, high volume spay-neuter (HQHVSN) program visits and surgical experience

Objectives:
Practitioners are expected to become knowledgeable about different models of HQHVSN programs and develop skills in efficient surgical techniques for spaying and neutering cats and dogs.

Required training experiences:

High volume spay-neuter program visits:
Practitioners must visit at least 3 different high volume spay-neuter programs of at least 2 of the following different types: stationary, mobile, MASH, non-surgical or other. The content or type of visit may range from an informal tour to hands on participation. Visitation of a wide variety of organizations is strongly encouraged.

HQHVSN surgical experience:
Practitioners must spend the equivalent of at least four (4) weeks in HQHVSN practice. Training or experience should emphasize developing skill in performing HQHVSN techniques and developing awareness of differing management styles for operating HQHVSN clinics. Note: The term HQHVSN program refers to an efficient surgical initiative that meets or exceeds veterinary medical standards of care in providing accessible, targeted sterilization of large numbers of cats and dogs in order to reduce their overpopulation.

Cruelty Investigations

Objectives:
Practitioners are expected to develop a thorough understanding of the spectrum of cruelty cases (including abuse and neglect), the types of cases that are commonly seen in shelters, the types of assets and logistics required for investigating multi-animal events (eg. management of large scale seizure and temporary sheltering), and knowledge of the agencies engaged in the reporting, investigation, intervention, prosecution, enforcement, and follow-up of cruelty cases. Practitioners must develop an understanding of the forensic physical examination, methods for gathering evidence, and protocols for maintaining the chain of evidence in a case. Specifically, practitioners must perform live animal exams, forensic exams, participate in collection of physical evidence, prepare and present testimony, maintain contact with legal authorities, understand application of state statutes in specific cruelty cases, maintain chain of evidence, and comply with chain of authority.
Note: Although field experience is ideal for cruelty case training, it is recognized that opportunities may be lacking for certain case types or activities that require expert level input (e.g. a practitioner may not be asked to testify in a major cruelty case). As noted below in some cases training requirements can be met through wet lab experiences.

**Required training experiences:**
Practitioners must participate in the investigation of at least two (2) single animal cases and at least one (1) multi-animal case involving alleged criminal abuse or neglect. Practitioners must perform at least two (2) detailed live exams under field conditions and at least one (1) forensic necropsy (can be wet lab) with appropriate documentation and record keeping. Practitioners must participate in physical evidence collection for at least one (1) case (can be wet lab).

**Disaster preparedness and response**

**Objectives:**
Practitioners are expected to develop an understanding of the issues involved in response to a disaster involving companion animals, including response, reporting and coordination; methods of safe transport; measures to control infectious/zoonotic disease and other risks in a temporary shelter; and animal-owner reunification. Practitioners are expected to gain experience in the practical and logistical issues involved in a disaster response including rescue, transport and sheltering of companion animals.
Note: As with cruelty investigations, field experience is ideal but it is recognized that the opportunity to participate in a disaster response may not occur, therefore simulation or wet lab is an acceptable substitute.

**Required training experiences:**
Practitioners must participate in response to one (1) natural or other disaster (field conditions, simulation or wet lab). Practitioners must complete a basic credentialing course for participation in disaster response.

**Continuing Education Meetings**
Practitioners must attend at least one major veterinary medical meeting with a dedicated shelter medicine track and one national or regional animal sheltering professional conference during the previous five years.

**Presentations to professional audiences and shelter staff**
Practitioners must give at least three (3) formal presentations to professional audiences and/or shelter staff. Conferences given within a veterinary practice or hospital; at a medical school or medical teaching hospital; at an animal shelter; or at a regional, state or national meeting are acceptable.

**Publication Requirements**
2 case reports OR 1 case report and 1 publication in accordance with ABVP guidelines

**II. Assessment**
Documentation of clinical experiences must be provided in accordance with ABVP guidelines.

In addition, practitioner candidates for the Shelter Medicine Practice category must submit a “Shelter Medicine Practitioner Portfolio”, which includes a checklist of the additional specific credentialing requires and the documentation required for each.
I. Definitions Relating to Shelter Medicine Residency Training

Associated specialties: Recognized veterinary specialties other than ABVP-SMP. Training in associated specialties (e.g., dermatology, ophthalmology), must be directly supervised by a diplomate in good standing of that specialty.

Direct supervision: The resident and supervisor are concurrently managing cases in clinical practice or consultation. The supervisor is physically available for consultation.

Indirect supervision: The resident and supervisor, although participating together, are not concurrently physically involved in clinical practice or consultation. To qualify for indirect supervision, the resident and supervisor must have regular and significant direct communication (e.g., in person, phone, web) for at least 4 hours per week.

Letter of commitment: Letters of commitment may be requested for any off site training activities. If requested, such a letter should be provided from an appropriate representative of the organization agreeing to provide the training experience. The letter should describe the physical facility, available equipment pertinent to the training topic, and a detailed plan for the resident training experience. Letters from individuals who will act as direct supervisors of the residents during the experience are preferred.

Off site training experiences: Training experiences that take place at some place other than the primary training facility. When primary clinical experiences occur out of state, residents must be licensed in accordance with local veterinary practice acts. In cases in which the resident and supervisor are not physically working together, regular and significant direct communication is required. Such experience may be classified as either directly or indirectly supervised. Off training experiences may include:

- Field experiences: Training experience that occurs outside of the primary training site, but in which the clinician is in the same physical location as the animal or population.

- Remote experiences: Training experience that occurs while not physically at the same location as the animal or population.

On site training experiences: Training experiences that take place at a primary training facility. Such experience may be classified as either directly or indirectly supervised.

Part-time experiences: Experience completed non-contiguously. Part-time experience is permitted where cumulative experiences over time may accrue to account for a block of time (e.g., a resident might complete 40 hours of necropsy in small allotments of time during the course of their program). It is the resident’s responsibility to document such experiences with an activity log, which is approved and signed by the supervisor of that experience.

Primary clinician: The clinician of record responsible for client interaction, anamnesis, physical examination, diagnosis, treatment, and case follow up. In the event that residents are prohibited from primary case management (e.g., some associated specialties or teaching hospital settings), the resident may be considered primary clinician when they have direct and significant involvement in the clinical case.

Program Director/Program Advisor: The veterinarian responsible for overseeing a shelter medicine residency training program at a given institution. The program director must be a diplomate of the Shelter Medicine Practice category or achieve diplomate status by 2017.
**Resident Advisor:** The veterinarian responsible for a resident’s program. The resident advisor must be a diplomate of the Shelter Medicine Practice category or achieve diplomate status by 2017. The Resident Advisor will sign all documentation verifying completion of program requirements. In most cases, the Program Director will serve as the Resident Advisor. In programs with multiple clinicians supporting the training of multiple residents there may be additional Resident Advisors.

**Residency Committee:** The ABVP Residency Committee, which is responsible for approving residency programs and providing oversight as specified by the policies and procedures of ABVP.

**Shelter practice caseload:** Experience intended to provide residents with training in individual animal care in the context of a population. Residents are expected to hone their clinical skills in the day to day practice of shelter medicine in animal shelters. Residents must spend the equivalent of at least 20 training weeks in shelter practice.

**Shelter population caseload:** Experience intended to provide residents with training in population level care in an animal shelter setting. Residents are expected to become knowledgeable and gain clinical experience in a wide variety of sheltering models.

**Supervisors:** ABVP Shelter Medicine Practice diplomates, shelter medicine faculty, or other individuals approved by the Program Director and Residency Committee designated to oversee specific aspects of the required training program (e.g., a certified applied animal behaviorist who oversees shelter behavior training).

**Training week:** A week’s experience is defined as a minimum of 40 hours. A resident may not claim more than one training week in any seven-day calendar week.

II. *General Description*

An acceptable shelter medicine residency must include a minimum of one hundred (100) weeks of intensive postgraduate clinical training under the supervision of at least one (1) Shelter Medicine Practice Diplomate and approved Supervisors as necessary to fulfill all requirements.

The shelter medicine residency must take place at a specialty clinical facility where the resident will provide primary patient care appropriate to his/her level of training and manage in house, remote and field cases in all facets of veterinary shelter medicine as required.

If adequate personnel or facilities to fulfill these requirements are not available at the program site, the residency Program Director and/or Resident’s Advisor must make special arrangements at other facilities to fulfill all requirements. The Residency Committee must approve such arrangements in advance. Letters of commitment for the provision of off-site training must be submitted to the Residency Committee when requesting approval of a new program and updated letters of commitment must be submitted at the time of renewal of an existing program.

Opportunities for participation in clinical instruction of veterinary students are recommended, but not required. When residents supervise students in primary care of shelter animals, program faculty must provide direct or indirect supervision appropriate to the resident’s abilities (e.g., direct supervision for new residents). Residents should not be hired solely as a means to staff student-training rotations in primary care and spay neuter surgery in shelters or to serve as a primary shelter veterinarian. While these activities can provide residents with valuable clinical and teaching experience, they should not comprise the bulk of the resident’s training, nor interfere with the resident’s ability to complete other program requirements.
III. Anticipated Total Time Requirements

The total minimum time required for completion of a residency will be determined by the Program Director. It is recognized that time may be needed for orientation and fulfillment of other requirements such as course work or research outside of the required one hundred (100) week Clinical Training Program. Therefore, anticipated total time requirements will usually be 36 months for most academic residency programs. The total time requirement however for the ABVP clinical residency is 100 weeks (2 years).

If the required one hundred (100) week Clinical Training Program is not continuous, it must be arranged in blocks of time no less than two (2) weeks per block and a minimum total of twelve (12) weeks per year. In all cases, the entire residency training program must be completed within a maximum period of four (4) years.

IV. Supervision During the Required 100 Week Clinical Training Program

Of the one hundred (100) week clinical program:
A minimum of eighty-four (84) weeks must consist of intensive clinical training in the Specialty of Shelter Medicine (see section V). Of this time, the trainee must be under the direct supervision of at least one (1) Shelter Medicine Diplomate or approved Supervisor for 56 weeks. For the remaining 28 weeks of intensive clinical training in the Specialty of Shelter Medicine, the resident may be either directly or indirectly supervised by at least one (1) Shelter Medicine Diplomate or approved Supervisor.

A minimum of sixteen (16) additional weeks must consist of clinical training under the direct supervision of one (1) or more Supervising Diplomates or approved supervisors in required rotations outside of the primary field of study (see section VI).

This training can be completed:

a) As defined blocks of time, such as formal rotations on a specialty service; or
b) On an individual case basis. For example, a resident on a clinical shelter rotation could be supervised by a dermatologist regarding management of specific cases. Such supervision by the Dermatologist would partially fulfill the dermatology requirement. The determinations of equivalency between case quantity and time spent is the responsibility of the Resident Advisor. After review of the annual report, if questions of equivalency are raised, the Residency Committee may require that the Program Director provide an explanation of how the determination of equivalency was reached.

V. Required Clinical Training in the Specialty of Shelter Medicine (minimum 84 weeks)

Shelter visits

Objectives:
Residents are expected to become knowledgeable about a wide variety of sheltering models representing a range of sizes, budgets, species, philosophies, regions, facility styles and programs.

Required training experiences:
Residents must visit at least 50 different animal shelters in at least 3 of the following 5 regions: western United States; mid western United States; northeastern United States; southern United States, international. Visits should include both municipal and private shelters including both open and limited admission facilities. The content or type of visit may range from an informal tour to a comprehensive site consultation. The term animal shelter is meant to include any traditional open-admission shelters; limited or planned admission shelters; no-kill or adoption guarantee shelters; care-for-life sanctuaries; home-based rescue and foster-care networks; animal transport programs; and other permutations of these various approaches. Visitation of a wide variety of organizations is strongly encouraged.
Shelter Practice

Objectives: Residents are expected to hone their clinical skills in the day-to-day practice of shelter medicine in animal shelter(s).

Required training experiences: Residents must spend the equivalent of at least 20 training weeks in shelter practice.

Shelter consultations

Objectives: Residents are expected to develop the ability to systematically gather data, perform observations, communicate findings and provide resources regarding management, medical and husbandry practices and facility use at shelters as related to physical and mental animal health, as well as within HQHVSN programs.

Major consultation areas include: Shelter Management and Record Keeping; Facility Design and Environment; Population Management; Sanitation; Medical Health and Physical Well-being, including animal transport programs when applicable; Behavioral Health and Mental Well-being, including group housing and animal handling; Euthanasia; Shelter Animal Spay/Neuter; Public Health; Management of Specific Infectious Diseases (e.g., respiratory disease, diarrhea, dermatophytosis, canine or feline parvovirus); and HQHVSN programs (shelter associated or non-shelter associated programs).

It is expected that applied knowledge of veterinary medical regulations, euthanasia regulations, shelter regulations, zoonotic disease regulations, DEA, OSHA and other regulatory matters, as well as best practices for animal sheltering will be reflected/addressed during the course of shelter consultations.

Required training experiences:

Comprehensive site consultations: Residents are required to participate in three (3) on site comprehensive consultations covering the areas listed above. Primary responsibility for information gathering and communication is required for at least one (1) section on each comprehensive consultation; overall responsibility is required for at least one (1) comprehensive consultation.

Targeted site consultations and protocol development: Residents are required to participate in at least nine (9) on site targeted consultations, including at least one (1) consultation in each of the above listed major consultation areas unless covered as section leader in the course of a comprehensive consultation. A maximum of three (3) targeted consultations at any single facility may be counted towards this requirement.

Residents must design a protocol for a specific shelter on at least five (5) of the above listed major consultation areas, including at least one on management of an infectious disease. Residents must implement at least one (1) of these protocols, including staff training and initial follow up.

Written Telephone/email consultations: Residents must respond to at least sixty (60) telephone/email consultation requests covering a wide variety of questions from the field pertaining to shelter, rescue and foster animal health; and public health including rabies prevention, control, and management.
Outbreak investigations

**Objectives:**
Residents are expected to learn to recognize and diagnose infectious disease outbreaks; utilize CDC approach to outbreak investigation including risk factor analysis; make recommendations for outbreak control, including: titer analysis, quarantine, isolation, treatment, communication and facility decontamination; and make recommendations for prevention of future outbreaks.

**Required training experiences:**
Residents must advise on at least nine (9) outbreaks, including at least three (3) site visits and outbreaks involving at least three (3) of the following diseases: dermatophytosis, canine distemper virus, canine parvovirus, feline parvovirus, or one “unknown” cause outbreak or mock/table top exercise involving a different pathogen.

High quality, high volume spay-neuter (HQHVSN) program visits and surgical experience

**Objectives:**
Residents are expected to become knowledgeable about different models of HQHVSN programs and develop skills in efficient surgical techniques for spaying and neutering cats and dogs.

**Required training experiences:**

**High volume spay-neuter program visits:**
Residents must visit at least 5 different high volume spay-neuter programs of at least 3 of the following different types: stationary, mobile, MASH, non-surgical or other. The content or type of visit may range from an informal tour to hands on participation. Visitation of a wide variety of organizations is strongly encouraged.

**HQHVSN surgical experience:**
The resident must spend the equivalent of at least four (4) training weeks directly supervised by an approved supervisor actively participating in HQHVSN practice. Training should emphasize developing skill in performing HQHVSN techniques and developing awareness of differing management styles for operating HQHVSN clinics. Note: The term HQHVSN program refers to an efficient surgical initiative that meets or exceeds veterinary medical standards of care in providing accessible, targeted sterilization of large numbers of cats and dogs in order to reduce their overpopulation.

Cruelty Investigations

**Objectives:**
Residents are expected to develop a thorough understanding of the spectrum of cruelty cases (including abuse and neglect), the types of cases that are commonly seen in shelters, the types of assets and logistics required for investigating multi-animal events (eg. management of large scale seizure and temporary sheltering), and knowledge of the agencies engaged in the reporting, investigation, intervention, prosecution, enforcement, and follow-up of cruelty cases. Residents must develop an understanding of the forensic physical examination, methods for gathering evidence, and protocols for maintaining the chain of evidence in a case. Specifically, residents must perform live animal exams, forensic exams, participate in collection of physical evidence, prepare and present testimony, maintain contact with legal authorities, understand application of state statutes in specific cruelty cases, maintain chain of evidence, and comply with chain of authority.

Note: Although field experience is ideal for cruelty case training, it is recognized that opportunities may be lacking for certain case types or activities that require expert level input (eg. a resident in training may be unlikely to be asked to testify in a major cruelty case). As noted below in some cases training requirements can be met through wet lab experiences.
Required training experiences:
Residents must participate in the investigation of at least two (2) single animal cases and at least one (1) multi-animal case involving alleged criminal abuse or neglect. Residents must perform at least two (2) detailed live exams under field conditions and at least one (1) forensic necropsy (can be wet lab) with appropriate documentation and record keeping. Residents must participate in physical evidence collection for at least one (1) case (can be wet lab).

Disaster preparedness and response

Objectives:
Residents are expected to develop an understanding of the issues involved in response to a disaster involving companion animals, including response, reporting and coordination; methods of safe transport; measures to control infectious/zoonotic disease and other risks in a temporary shelter; and animal-owner reunification. Residents are expected to gain experience in the practical and logistical issues involved in a disaster response including rescue, transport and sheltering of companion animals.
Note: As with cruelty investigations, field experience is ideal but it is recognized that the opportunity to participate in a disaster response may not occur during every residency, therefore simulation or wet lab is an acceptable substitute.

Required training experiences:
Residents must participate in response to one (1) natural or other disaster (field conditions, simulation or wet lab). Residents must complete a basic credentialing course for participation in disaster response.

VI. Required Rotations Outside of the Primary Field of Study (minimum 16 weeks)

Dermatology: The resident must spend the equivalent of at least two (2) training weeks directly supervised by a Board-certified veterinary dermatologist actively participating in the management of dermatologic cases, including selection, performance and interpretation of diagnostic tests (eg. DTM, cytology of skin preparations); patient management and decision-making; client communication; and appropriate follow-up. This training should emphasize the approach to diagnosis and treatment of common dermatological diseases with emphasis on those of most importance in shelters (eg. dermatophytosis, parasitic dermatopathies).

Ophthalmology: The resident must spend the equivalent of at least one (1) training week directly supervised by a Board-certified veterinary ophthalmologist actively participating in the management of ophthalmologic cases, including selection, performance and interpretation of diagnostic tests; patient management and decision-making; client communication and appropriate follow-up. This training should emphasize understanding all aspects of the ophthalmologic examination, including diagnosis and treatment of infectious diseases and other common diseases of the eye with emphasis on those seen commonly in shelters (eg. FHV-1, prolapsed gland of the third eyelid, entropion, ectropion).

Behavior: The resident must spend the equivalent of at least two (2) training weeks directly supervised by a Board-certified veterinary behaviorist actively participating in the management of behavior cases, including patient evaluation and decision-making; client communication and appropriate follow-up. This training should emphasize behavioral history taking and behavioral examination of owned animals and enable the resident to become familiar with evaluation, treatment and prognosis of behavior problems commonly associated with pet relinquishment (eg. aggression, inappropriate elimination, separation anxiety).

In addition, the resident must spend the equivalent of at least four (4) training weeks directly supervised by an approved supervisor actively participating in the behavioral evaluation and management of dogs and cats in a shelter setting.
Avian/exotics/zoological medicine: The resident must spend the equivalent of at least two (2) training weeks directly supervised by a Board-certified avian, exotics or zoological medicine specialist actively participating in the management of cases, including selection, performance and interpretation of diagnostic tests; patient management and decision-making; client communication and appropriate follow-up. This training should emphasize physical examination and husbandry of rabbits, other small mammals, birds and reptiles commonly encountered in shelters, as well as the approach to diagnosis and treatment of diseases common to these species.

Internal Medicine: The resident must spend the equivalent of at least two (2) training weeks directly supervised by a Board-certified small animal internist actively participating in the management of internal medicine cases, including selection, performance and interpretation of diagnostic tests; patient management and decision-making; client communication and appropriate follow-up. This training should emphasize developing skill in the problem-based approach to diagnosis and treatment of medical cases including integration of evidence-based medical concepts.

Clinical pathology: The resident must spend the equivalent of at least one (1) training week directly supervised by a Board-certified veterinary clinical pathologist actively participating in evaluation of clinical pathologic findings and reviewing cytologies. This training should emphasize development of proficiency in cytologic interpretation of blood smears, tissue exudates, mass aspirates and other samples that are likely to be encountered in shelter practice.

Necropsy: The resident must spend the equivalent of at least one (1) training week directly supervised by a Board-certified veterinary pathologist performing necropsies and evaluating pathologic findings. This training should emphasize developing skill in performance of a systematic necropsy, including sample collection from every organ system, special considerations for infectious disease detection (e.g. collection of smears and samples for virology, bacteriology, molecular biology), and experience in documentation of findings for medical records and sample submission.

Community practice: The resident must spend the equivalent of at least one (1) training week directly supervised by an approved supervisor actively participating in the management of outpatient cases, including selection, performance and interpretation of diagnostic tests; patient management and decision-making; client communication and appropriate follow-up. This training should emphasize experience in application/communication of current guidelines for quality preventive care for individually owned pets (e.g. heartworm, parasite control, vaccination, spay/neuter, retrovirus management, zoonotic diseases, nutrition, behavioral wellness, pet identification).

VII. Education and Other Scholarly Activities

Clinical rounds: Residents must attend and participate in clinical rounds on a daily basis during the clinical training period. The resident should periodically lead rounds discussions an average of once every other week.

Journal clubs and Formal Conferences: Residents must attend formal conferences such as journal clubs or seminars in shelter medicine and related disciplines on a regular basis. A minimum of 60 hours in attendance is required. The resident must give a formal presentation at such a conference at least once per year.

Continuing Education Meetings: The resident must attend at least one major veterinary medical meeting with a dedicated shelter medicine track and one national or regional animal sheltering professional conference during the previous 5 years.
Presentations to professional audiences and shelter staff
The resident must give at least six (6) formal presentations to professional audiences and/or shelter staff during the course of the residency program. Conferences given within a veterinary practice or hospital; at a medical school or medical teaching hospital; at an animal shelter; or at a regional, state or national meeting are acceptable. At least one presentation must be delivered to a primarily veterinary audience and at least one must be delivered to a primarily shelter audience. Journal club presentation and presentation of resident research does not count towards this requirement.

Communication training
The resident must complete a minimum of six (6) hours of formal instruction in communication (including didactic and structured interaction) emphasizing understanding and developing skills necessary for successful communication, negotiation and conflict resolution.

VIII. Publication Requirements

Minimum of one (1) case report in accordance with ABVP guidelines

Minimum of one (1) first author publication in a peer reviewed journal in accordance with ABVP guidelines

Minimum of one (1) first author article related to shelter medicine for a lay audience

Documented completion (by a letter from the Resident Advisor) is required for each of these.

IX. Hospital Facilities and Specialized Diagnostic Equipment

The following is required to be available in the primary training hospital: clinical pathology capabilities including CBC, serum chemistries, urinalysis and cytology and parasitology. Virology, microbiology and pathology, including forensic pathology, must be available in the primary training hospital or by arrangement with local or regional laboratories.

X. Library Facilities

The resident must have access to a veterinary or medical library with searching capabilities. This library should be available within reasonable commuting distance or be available by computer hookup. The library should have access to those journals listed by the Veterinary Medical Libraries section of the Medical Library Association.

XI. Assessment

Successful completion of a residency in the Specialty of Shelter Medicine may be achieved by successfully completing any residency-training program that has attained approval by the Residency Committee as meeting all training requirements prior to the start of training. A candidate and his/her Resident Advisor will be responsible for documenting that the training has occurred as specified.

Completion of all requirements should be documented semiannually by completion of the following forms:

1. Shelter medicine residency program summary form
2. Case log – individual animal
3. Case log – population level
4. Phone/email consult log
5. Special procedures log
6. Mortality log
7. Listing and documentation of continuing education
8. Listing and evaluations of oral presentations
9. A letter from the Residency Advisor indicating satisfactory or unsatisfactory progress over the last six months.
# Appendix E

**ABVP Forms for Documenting Credentialing Requirements**

## Shelter Medicine Practitioner Portfolio

### Checklist for Additional Specific Credentialing Requirements

A copy of this checklist, together with the required documentation for each item listed below, must be included in the credentials packet for Shelter Medicine practitioners. Please carefully follow the directions regarding required documentation, paying particular attention to conforming to the required length and format.

<table>
<thead>
<tr>
<th>#</th>
<th>Item</th>
<th>Documentation Required</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Visit at least 15 animal shelters in at least 2 regions of the following 5 regions: western United States; midwestern United States; northeastern United States; southern United States, international</td>
<td>Record each visit on the ABVP Shelter Medicine Case Log for Population Level Cases and Consults</td>
<td></td>
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<tr>
<td>2</td>
<td>Participate in at least 9 targeted shelter consultations including all major areas/topics of consultation*</td>
<td>Record each consult on the ABVP Shelter Medicine Case Log for Population Level Cases and Consults; Provide an Short Report** (SR) of four of these. Each SR must address a different consult area/topic.</td>
<td></td>
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<tr>
<td>3</td>
<td>Design at least 5 shelter protocols, including at least 1 infectious disease protocol</td>
<td>Provide an SR of each protocol.</td>
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<tr>
<td>4</td>
<td>Advise on at least 9 disease outbreaks</td>
<td>Record each outbreak consultation on the ABVP Shelter Medicine Case Log for Population Level Cases and Consults; Provide an SR of two of these. Each SR must address a different pathogen.</td>
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<tr>
<td>5</td>
<td>Visit at least 3 different high volume SN programs of at least 2 of the following different types: stationary, mobile, MASH, non-surgical or other</td>
<td>Record each visit on the ABVP Shelter Medicine Case Log for Population Level Cases and Consult Activities</td>
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<tr>
<td>6</td>
<td>Participate in HQHVSN practice for at least 4 weeks</td>
<td>Record participation on the job self report form</td>
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<tr>
<td>7</td>
<td>Participate in the investigation of at least 2 single animal cases involving alleged criminal abuse or neglect including live animal examination for documentation</td>
<td>Provide an SR of one case. Do not include any patient identification information.</td>
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<tr>
<td>8</td>
<td>Participate in the investigation of at least 1 multi-animal case involving alleged criminal abuse or neglect</td>
<td>Provide an SR of the case. Do not include any patient identification information.</td>
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<tr>
<td>9</td>
<td>Perform at least 1 forensic necropsy (can be wet lab)</td>
<td>Include a copy of your actual medical record for one forensic necropsy with any patient identification information removed. This report should include all gross and laboratory findings, assessment, communication and follow up (if applicable)</td>
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<td>10</td>
<td>Participate in response to 1 natural or other disaster (field conditions, simulation or wet lab)</td>
<td>Include an SR outlining the disaster, the scope of animal involvement and your direct role/activity in the response.</td>
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<tr>
<td>11</td>
<td>Complete a basic credentialing course for participation in disaster response</td>
<td>Provide a copy of your certificate of completion.</td>
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<tr>
<td>12</td>
<td>Attend at least 1 major veterinary medical meeting with a dedicated shelter medicine track</td>
<td>Maintain ABVP CE documentation form</td>
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<td></td>
<td><strong>Attend at least 1 national animal sheltering professional conference</strong></td>
<td><strong>Maintain ABVP CE documentation form</strong></td>
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<tr>
<td>14</td>
<td><strong>Deliver at least 3 formal presentations to professional audiences and/or shelter staff; conferences given within a veterinary practice or hospital; at a veterinary or medical school or teaching hospital; at an animal shelter (to staff or the public); or at a local, regional, state or national meeting are acceptable.</strong></td>
<td><strong>Provide a brief synopsis for each. State the date delivered, title, type of audience, number of attendees and type of presentation. The synopsis should consist of a brief description of the presentation along with 3-6 bulleted learning objectives and should not exceed 250 words.</strong></td>
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</table>

**Consultation areas/topics:** These include the following: Shelter Management and Record Keeping; Facility Design and Environment; Population Management; Sanitation; Medical Health and Physical Well-being, including animal transport programs when applicable; Behavioral Health and Mental Well-being, including group housing and animal handling; Euthanasia; Shelter Animal Spay/Neuter; Public Health; Management of Specific Infectious Diseases (eg. respiratory disease, diarrhea, dermatophytosis, canine or feline parvovirus); and HQHVSN programs (shelter associated or non-shelter associated programs). Practitioners are expected to develop the ability to systematically gather data, perform observations, communicate findings and provide resources regarding management, medical and husbandry practices and facility use at shelters as related to physical and mental animal health, as well as within HQHVSN programs. It is expected that applied knowledge of veterinary medical regulations, euthanasia regulations, shelter regulations, zoonotic disease regulations, DEA, OSHA and other regulatory matters, as well as best practices for animal sheltering will be reflected/addressed during the course of shelter consultations.

**Note:** Detailed instructions and sample Short Reports are available online.
**ABVP SHELTER MEDICINE CASE LOG: POPULATION-LEVEL CASES & CONSULT ACTIVITIES**

**Name:**

**Institution/Practice:**

<table>
<thead>
<tr>
<th>Case #</th>
<th>Date of initial visit</th>
<th>Location (US State or other country)</th>
<th>International or region</th>
<th>Type of facility</th>
<th>Annual intake</th>
<th>Nature of visit. If consult, indicate type and topic.</th>
<th>Species involved</th>
<th>Chief complaint</th>
<th>D/N</th>
<th>Assessment &amp; follow-up</th>
</tr>
</thead>
</table>

**Instructions:**
1. This is the required format for population-level cases and consults. All logs must be typed.
2. Please submit 3 copies of this log.
3. Specific instructions:
   a. Individual casework should be noted on the ABVP Individual Cases form.
   b. Location = state. Country must be indicated for international organizations.
   c. Region = indicate by abbreviations listed below what region the organization is located in.
   d. Type of facility = indicate by abbreviations listed below what type of facility the organization is (may use more than one designation)
   e. Nature of visit = indicate consult, externship, tour, other. If consult, indicate type and topic.
   f. Species involved = indicate the primary species focused on during your visit.
   g. Chief complaint = brief description of the problem(s) identified (if applicable)
   h. D/N = diplomat or advisor present (D) or not (N).
   i. Assessment & follow-up = brief description of observations, diagnosis, recommendations, and follow-up (if applicable)

**Regions:**
- Western United States = W
- Mid-western United States = MW
- Northeastern United States = NE
- Southern United States = S
- International = I

**Type of facility:**
- OA = open admission
- PS = private shelter
- SN1 = stationary spay/neuter
- LA = limited admission
- AG = adoption guarantee or no kill
- SN2 = mobile spay/neuter
- MF = municipal facility
- FN = foster network
- SN3 = MASH spay/neuter
- OS = other Shelter
- OSN = other spay/neuter program
- SN4 = non-surgical sterilization
### Summary of Shelter Medicine Residency Program

<table>
<thead>
<tr>
<th>Item</th>
<th>Months in Program</th>
<th>Completed</th>
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<tbody>
<tr>
<td>Send letter introducing the residency candidate along with a copy of</td>
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<tr>
<td>the candidate’s current <em>curriculum vitae</em> to the Residency Committee</td>
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<tr>
<td>Chair prior to the start of the residency program (Advisor responsibility)</td>
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<tr>
<td>Receive and review Shelter Medicine residency requirements, activity logs</td>
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<td>and progress checklist with Resident Advisor</td>
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<tr>
<td>Receive reading list</td>
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### Intensive Clinical Training in the Specialty of Shelter Medicine

1. Minimum 84 Weeks of Clinical Training in Shelter Medicine*
   
   [Indicate no. of weeks and level of supervision: Direct (D) or Indirect (I)]
   
   *Items 2-15 below are required experiences that must be completed within these 84 weeks |

2. Visit at least 50 animal shelters in at least 3 regions of the following 5 regions: western United States; mid western United States; northeastern United States; southern United States, international (maintain activity log)

3. Participate in shelter practice for at least 20 training weeks (maintain activity and case logs of all clinical rotations including shelter practice)

4. Participate in at least 3 comprehensive shelter consultations with primary responsibility for at least 1 section of each and overall responsibility for at least 1 comprehensive consultation (maintain activity log)

5. Participate in at least 9 targeted shelter consultations including all major areas of consultation as defined in section V (maintain activity log)

6. Design at least 5 shelter protocols, including at least 1 infectious disease protocol; implement at least 1 of these protocols at a shelter

7. Respond to at least 60 telephone/email consultation requests (maintain activity log)

8. Advise on at least 9 disease outbreaks, including at least 3 site visits and at least 1 outbreak of at least 3 of the following: dermatophytosis, canine distemper virus, canine parvovirus, feline parvovirus, and one "unknown" cause outbreak (maintain activity log)

9. Visit at least 5 different HQHVSN programs of at least 3 of the following different types: stationary, mobile, MASH, non-surgical or other (maintain activity log)

10. Participate in HQHVSN practice under direct supervision for at least 4 weeks

11. Participate in the investigation of at least 2 single animal cases involving alleged criminal abuse or neglect including live animal examination for documentation (maintain activity log)

12. Participate in the investigation of at least 1 multi-animal case involving alleged criminal abuse or neglect (maintain activity log)

13. Perform at least 1 forensic necropsy (can be wet lab) (maintain activity log)

14. Participate in response to 1 natural or other disaster (field conditions, simulation or wet lab)

15. Complete a basic credentialing course for participation in disaster response
| #  | Item                                                                                                                                  | Months in Program | 0 | 6 | 12 | 18 | 24 | 30 | 36 | Completed  
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<tr>
<td></td>
<td><strong>Other Required Clinical Rotations</strong></td>
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<td>(maintain activity and case logs for all clinical rotations)</td>
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<td>16</td>
<td>At least 2 weeks- Dermatology</td>
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<td>17</td>
<td>At least 1 week- Ophthalmology</td>
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<td>18</td>
<td>At least 2 weeks- Behavior practice with boarded behaviorist</td>
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<td>19</td>
<td>At least 4 weeks- Behavior in shelter with approved supervisor</td>
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<td>20</td>
<td>At least 2 weeks- Avian/exotics/zoological medicine</td>
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<td>21</td>
<td>At least 2 weeks- Small animal internal medicine</td>
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<td>22</td>
<td>At least 1 week- Clinical Pathology</td>
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<td>23</td>
<td>At least 1 week- Necropsy</td>
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<td>24</td>
<td>At least 1 week- Community Practice</td>
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<td></td>
<td><strong>Education and Other Scholarly Activities</strong></td>
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<td>25</td>
<td>Attend/participate in clinical rounds on a daily basis during the clinical training period; periodically lead rounds discussions an average of once every other week</td>
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<td>26</td>
<td>Attend at least 60 hours of formal conferences (eg. journal clubs or seminars in shelter medicine) on a regular basis</td>
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<td>27</td>
<td>Deliver a formal presentation at journal club or seminar at least once per year</td>
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<td>28</td>
<td>Attend at least 1 major veterinary medical meeting with a dedicated shelter medicine track (maintain activity log)</td>
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<td>29</td>
<td>Attend at least 1 national animal sheltering professional conference (maintain activity log)</td>
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<td>30</td>
<td>Deliver at least 6 formal presentations to professional audiences and/or shelter staff; at least 1 presentation must be delivered to a primarily veterinary audience and at least 1 must be delivered to a primarily shelter audience (excluding journal club and resident research presentations)</td>
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<td>31</td>
<td>Complete a minimum of 6 hours of formal instruction in communication (including didactic and structured interaction)</td>
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<td></td>
<td><strong>Publication Requirements</strong></td>
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<td>32</td>
<td>Prepare at least 1 first author publication relevant to shelter medicine in a peer reviewed journal</td>
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<tr>
<td>33</td>
<td>Prepare at least 1 first author article related to shelter medicine for a lay audience</td>
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</table>
**ABVP SHELTER MEDICINE CASE LOG – TELEPHONE AND EMAIL CONSULTS**

Name:  
Institution/Practice:  

<table>
<thead>
<tr>
<th>Case #</th>
<th>Date of initial contact</th>
<th>Location (US State or other country)</th>
<th>International or region</th>
<th>Type of facility</th>
<th>Annual intake</th>
<th>Consult topic</th>
<th>Species involved</th>
<th>Chief complaint</th>
<th>D/N</th>
<th>Assessment &amp; follow-up</th>
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<tbody>
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</table>

**Instructions:**  
1. This is the required format for telephone and email consults. All logs must be typed.  
2. Please submit 3 copies of this log.  
3. Specific instructions:  
   a. Consultations involving site visits, including follow-up, should be listed on the population level cases and consult activities form.  
   b. Location = state. Country must be indicated for international organizations.  
   c. Region = indicate by abbreviations listed below what region the organization is located in.  
   d. Type of facility = indicate by abbreviations listed below what type of facility the organization is (may use more than one designation)  
   e. Consult topic = indicate topic  
   f. Species involved = indicate the primary species focused on during your visit.  
   g. Chief complaint = brief description of the problem(s) identified (if applicable)  
   h. D/N = diplomat or advisor present (D) or not (N).  
   i. Assessment & follow-up = brief description of observations, diagnosis, recommendations, and follow-up (if applicable)  

**Regions:**  
Western United States = W  
Mid-western United States = MW  
Northeastern United States = NE  
Southern United States = S  
International = I  

**Type of facility:**  
OA = open admission  
PS = private shelter  
SN1 = stationary spay/neuter  
SN2 = mobile spay/neuter  
LA = limited admission  
AG = adoption guarantee or no kill  
SN3 = MASH spay/neuter  
MF = municipal facility  
FN = Foster network  
SN4 = non-surgical sterilization  
OS = other Shelter  
OSN = other spay/neuter program
ABVP CASE LOG

Name:

Institution/Practice:  

<table>
<thead>
<tr>
<th>No.</th>
<th>Date</th>
<th>Case #</th>
<th>Species</th>
<th>Diagnosis</th>
<th>S/M</th>
<th>Procedure</th>
<th>P/A</th>
<th>E/M</th>
<th>D/N</th>
<th>System Code</th>
<th>Disposition</th>
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</table>

Instructions:

1. This is the required case log format. All case logs must be typed.
2. Resident should submit three (3) copies of case logs.
3. Specific instructions:
   a. Number cases consecutively throughout the program.
   b. Date = date of assignment or examination.
   c. Case # = clinic or institutional case number assigned.
   d. S/M = surgical or medical case.
   e. Procedure = brief description of the procedure or problem. Please clarify any abbreviations.
   f. P/A = primary or assistant person on the case.
   g. E/M = elective (E) or emergency (M).
   h. D/N = diplomat or advisor present (D) or not (N).
   i. Systems code = code for system or discipline involved. See codes below.
   j. Disposition = results of therapy, condition of the animal (e.g. discharged, improved, normal, died, etc.)
4. Systems codes

   Neurologic NE  Musculoskeletal MS  Otic OT
   Cardiovascular CV  Respiratory RS  Hematopoietic HE
   Endocrine EN  Gastrointestinal GI  Toxicologic TX
   Ophthalmic OP  Reproductive RP  Other OR
   Integumentary IT  Renal/urinary RU

1
# ABVP MORTALITY LOGS

<table>
<thead>
<tr>
<th>No.</th>
<th>Date</th>
<th>Case #</th>
<th>Species</th>
<th>Diagnosis</th>
<th>Explanation</th>
<th>PM Exam</th>
<th>PM Diagnosis</th>
<th>S/M</th>
</tr>
</thead>
</table>

## Instructions:

1. This format is required for mortality logs. All logs should be type written.
2. Please submit three (3) copies of this log.
3. Specific instructions:
   a. Please consecutively number all cases through the program.
   b. Date = date of death (mortality).
   c. Case # = the case identification number of the institution/practice.
   d. Species = please type full name of the species.
   e. Diagnosis = a brief description of the original diagnosis. Please explain any abbreviations.
   f. Explanation = briefly explain the reason for the complication or death.
   g. PM Exam = yes or no, indicates whether or not a post-mortem exam was performed.
   h. PM Diagnosis = final diagnosis based on post-mortem examination/histopathology and any ancillary diagnostic tests (micro, virology, etc.).
   i. S/M = originally a surgical (S) or medicine (M) case.
ABVP RESIDENT PRESENTATION, CONTINUING EDUCATION, ROUNDS SUMMARY LOG

Name: 
Institution/Practice: 
Presentation given:

<table>
<thead>
<tr>
<th>No.</th>
<th>Date</th>
<th>Title</th>
<th>Type of Audience</th>
<th>Number in Audience</th>
<th>Type of Presentation</th>
</tr>
</thead>
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<tr>
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</table>

Instructions:
1. Please consecutively number each presentation. Please type and submit three (3) copies.
2. Date = date of actual presentation.
3. Title
4. Type of audience = students (S), residents (R), Faculty (F), Professional Continuing Education (PCE), Lay Continuing Education (LCE). More than one category may be used.
5. Number in audience.
6. Type of presentation = abstract, CE seminar, rounds, journal club, etc.
7. A minimum of two presentations, at least 15 minutes duration, are required per year.

Continuing Education Attended:

<table>
<thead>
<tr>
<th>No.</th>
<th>Date</th>
<th>Meeting Title</th>
<th>Location</th>
<th>Number of Hours CE Attended</th>
<th>Type of CE</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Instructions:
1. Please number CE meetings consecutively. Please submit three (3) typed copies.
2. Date = date(s) of meeting, rounds, journal club, etc.
4. Location.
5. No. of hours of attendance.
6. Type of CE = Rounds (R), Journal Club (JC), Lectures (L), CE Meetings (CE).

FIFTY PERCENT OF REQUIREMENT MUST BE FULFILLED BY FORMAL CE MEETINGS.
# ABVP PROCEDURES LOG

Name:

Institution/Practice:

<table>
<thead>
<tr>
<th>No.</th>
<th>Date</th>
<th>Species</th>
<th>Special Procedure</th>
<th>Diagnosis</th>
<th>S/M</th>
<th>P/A</th>
<th>D/N</th>
<th>System Code</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

**Instructions:**

1. This is the required format for special procedures logs. All logs should be type written.
2. Please submit three (3) copies of the special procedures logs.
3. Specific instructions:
   a. Consecutively number procedures through the residency program.
   b. Date = date procedure was performed.
   c. Species = please type full name of species.
   d. Special procedure = Any procedure (diagnostic, treatment, etc.) that is not a routine physical examination or treatment procedure (do not include surgical procedures).
   e. S/M = surgery (S) or medicine (M) case.
   f. P/A = primary or assistant.
   g. D/N = diplomate/advisor present (D) or nor (N).
   h. System code = please refer to code list under instructions for case logs.
Appendix F

Reading List for Shelter Medicine Practice

The following is a list of topics, which will typically be covered on the examination, along with suggested textbooks. The newest editions of these texts are recommended, and other recently published books may also be helpful. Candidates are not expected to purchase or read all of these texts: rather emphasis should be placed on subject matter where candidates feel deficient.

Animal Cruelty

* Patronek GJ, Loar L, Nathasan JN. Animal Hoarding: Structuring Interdisciplinary Responses to Help People, Animals and Communities at Risk, HARC.

Behavior and Welfare

* McMillan FD. Mental Health and Well-being in Animals.
* Yin, S. Low Stress Handling, Restraint, and Behavior Modification of Dogs and Cats.

Euthanasia


Epidemiology and Statistics

* Petrie, A., Watson, P. Statistics for Veterinary and Animal Science
* Smith RD. Veterinary Clinical Epidemiology: A Problem-Oriented Approach. OR Pfeiffer DU. Veterinary Epidemiology OR Thrusfield M. Veterinary Epidemiology OR equivalent

General Medicine and Surgery—Including Population Medicine

* August J. Consultations in Feline Internal Medicine. Population Medicine Section of last 3 editions.
Booth D. Small Animal Pharmacology and Therapeutics.
Fossum T. Small Animal Surgery (introductory chapters and reproductive surgery chapters)
Ganong or Guyton. Basic Physiology text
Kirk RW. Current Veterinary Therapy (relevant chapters, last 3 editions)
Little S. The Cat: Clinical Medicine and Management
Miller L, Zawistowski S. Shelter Medicine for Veterinarians and Staff
Muir WW, Hubbell JA, Bednarski RM. Handbook of Veterinary Anesthesia or equivalent
Peterson ME, Kutzler MA. Small Animal Pediatrics: The first 12 months of life. London: (sections 1-3)
Radostits OM. Herd Health: Food Animal Production Medicine (introductory chapters only)
Willard MD, Tvedten H. Small Animal Clinical Diagnosis by Laboratory Methods.

Grant Writing
Carlson M, O'Neal-McElrath T. Winning Grants Step by Step. or Webster’s New World Grant Writing Handbook.

Infectious Disease
Barr, Bowman. Canine and Feline Infectious Diseases and Parasitology.
Block S. Disinfection, Sterilization and Preservation.
Greene CE. Infectious Diseases of the Dog and Cat.
Miller L, Hurley K. Management of Infectious Disease in Animal Shelters.
Peterson C A, Dvorak G, Spickler AR. Maddie's® Infection Control Manual for Animal Shelters

Rabbits and Small Mammal Care
Miller L, Zawistowski S. Shelter Medicine for Veterinarians and Staff (Relevant Chapters)

Shelter Management / Policy Development
Renz & Herman. The Jossey-Bass Handbook of Nonprofit Leadership and Management

Guidelines Documents
ASV Guidelines for Standards of Care in Animal Shelters
ASV Veterinary Medical Care Guidelines for Spay-Neuter Programs
AVMA Guidelines for Euthanasia of Animals

69
AVMA Model Dog and Cat Control Ordinance
NASPHV Animals in Public Settings Compendium
NASPHV Animal Rabies Compendium
NASPHV Veterinary Standard Precautions for Zoonotic Disease Prevention
AAHA Canine Vaccination Guidelines
AAFP Feline Vaccination Guidelines
The Asilomar Accords

Required journals (relevant articles from last 5 years)

American Journal of Veterinary Research
Animal Sheltering Magazine
Animal Welfare
Anthrozoos
Applied Animal Behavior Science
Canadian Veterinary Journal
Compendium on Continuing Education for the Practicing Veterinarian
Journal of Applied Animal Welfare Science
Journal of Feline Medicine and Surgery
Journal of Hospital Infection
Journal of Parasitology
Journal of the American Animal Hospital Association
Journal of the AVMA
Journal of Veterinary Diagnostic Investigation
Journal of Veterinary Pharmacology and Therapeutics
Journal of Veterinary Behavior: Clinical Applications and Research
Journal of Veterinary Internal Medicine
Journal of Veterinary Medical Education
Journal of Virology
PLOS
Preventive Veterinary Medicine
Veterinary Clinics of North America
Veterinary Dermatology
Veterinary Microbiology
Veterinary Pathology
Veterinary Therapeutics
Examination Blueprint—Shelter Medicine

The results of the Shelter Medicine Specialist Job Analysis Survey show the major categories of knowledge required for Shelter Medicine specialists and serve as the basis for examination items. To create the exam blueprint, testable knowledge was weighted by category according to the tabulated rankings as assessed in the survey validation. All exam items will be coded by category to ensure that areas are covered in accordance with the examination blueprint.

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A Shelter Animal Physical Health</strong></td>
<td><strong>37</strong></td>
</tr>
<tr>
<td>(Infectious Diseases, Disease Outbreaks, Vaccination, Biosecurity, Sanitation, Population Management and Surveillance, General Medical and Surgery, Husbandry, Facility and Housing Design, Environment, Euthanasia, Field Triage and Transport, Nutrition, Shelter Data Analysis)</td>
<td></td>
</tr>
<tr>
<td><strong>B Shelter Animal Behavioral Health</strong></td>
<td><strong>17</strong></td>
</tr>
<tr>
<td>(Quality of Life, Behavioral Assessment, Stress Management, Preventive Behavioral Care, Common Behavior Problems, Animal Handling, Adoption Selection)</td>
<td></td>
</tr>
<tr>
<td><strong>C Community and Public Health</strong></td>
<td><strong>14</strong></td>
</tr>
<tr>
<td>(Zoonoses, Rabies, Dog Bite Prevention, Dangerous Animal Issues, Emerging and Reportable Disease, Animal Cruelty)</td>
<td></td>
</tr>
<tr>
<td><strong>D Companion Animal Homelessness</strong></td>
<td><strong>13</strong></td>
</tr>
<tr>
<td>(Epidemiology of Companion Animal Homelessness, Spay Neuter Programs, Nonsurgical sterilization, Pet Retention and Reunification, Animal Transfer Programs, Disaster Response)</td>
<td></td>
</tr>
<tr>
<td><strong>E Shelter Management</strong></td>
<td><strong>9</strong></td>
</tr>
<tr>
<td>(Management, Funding and Resource Allocation, Organizational Structure, Animal ID and Tracking, Regulations, Legal Liability, Compassion Fatigue)</td>
<td></td>
</tr>
<tr>
<td><strong>F</strong> Animals and Public Policy</td>
<td><strong>6</strong></td>
</tr>
<tr>
<td>(Legislative Issues, Current Events, Animal Regulatory Issues and Agencies, Types Of Community Animal Programs, History and Trends, Ethical Issues)</td>
<td></td>
</tr>
<tr>
<td><strong>G</strong> Research and Critical Review of Literature</td>
<td><strong>2</strong></td>
</tr>
<tr>
<td>(Basic Epidemiology, Study Design, Statistics And Grant Writing)</td>
<td></td>
</tr>
<tr>
<td><strong>H Communication</strong></td>
<td><strong>2</strong></td>
</tr>
<tr>
<td>(Basic Communication Skills, Record Keeping Systems)</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

* F – One subcategory (F-3) was removed. This material is addressed by other credentialing requirements (eg. shelter visits, high volume spay neuter program visits) as well as overlapping concepts in other categories.
**G - The original category name was changed from “Advance Animal Shelter Medicine” to “Research and Critical Review of Literature” to reflect the subject matter from this section that will be included in the exam. This is because only one of the five subcategories (G2) from this section was deemed as testable exam material. The remaining subcategories are addressed by other credentialing requirements (e.g. continuing education, professional development, delivering presentations).

For a detailed description of the knowledge requirements by category, refer to the document entitled, “Shelter Medicine Specialist Job Task Analysis: Requirements for Professional Knowledge and Skills” (Appendix C). Note that because of the interrelated nature of many concepts, duplication occurs among some categories. When this happens, the context of those questions will be related to the category. For example, questions on housing in category A will relate to the their impact on physical health, while questions on housing in category B will relate to their impact on behavioral health.

**Methodology**

Categories = 8  Subcategories in each category (that were included in the DACUM survey)

<table>
<thead>
<tr>
<th>Category</th>
<th>No. of Subcategories</th>
<th>Ave. % over all subcategories*</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>17</td>
<td>80.9</td>
</tr>
<tr>
<td>B</td>
<td>9</td>
<td>69.1</td>
</tr>
<tr>
<td>C</td>
<td>7</td>
<td>70.8</td>
</tr>
<tr>
<td>D</td>
<td>7</td>
<td>65.4</td>
</tr>
<tr>
<td>E</td>
<td>5</td>
<td>62.3</td>
</tr>
<tr>
<td>F</td>
<td>5 - 1 = 4</td>
<td>63.2</td>
</tr>
<tr>
<td>G</td>
<td>5 - 4 = 1</td>
<td>88.7</td>
</tr>
<tr>
<td>H</td>
<td>1</td>
<td>73.3</td>
</tr>
</tbody>
</table>

*Average percentage of possible points (based on composite score for responsibility, frequency and importance) averaged over the total number of subcategories in each category.

Weighted scoring system: each average % (third column above) was weighted by the number of subcategories (each subcategory presumably giving rise to exam questions) and summed over all categories to create an overall score. Then, the % of that total score contributed by each category was calculated. See below. E.G. Category A (17 subcategories X 80.9%) + Category B (9 subcategories X 69.1%)+ ... = Total possible points over the 8 categories.

<table>
<thead>
<tr>
<th>Category</th>
<th>Score</th>
<th>% of total score</th>
<th>Rounded scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>13.7</td>
<td>37.3</td>
<td>37</td>
</tr>
<tr>
<td>B</td>
<td>6.2</td>
<td>16.9</td>
<td>17</td>
</tr>
<tr>
<td>C</td>
<td>5.0</td>
<td>13.6</td>
<td>14</td>
</tr>
<tr>
<td>D</td>
<td>4.6</td>
<td>12.5</td>
<td>13</td>
</tr>
<tr>
<td>E</td>
<td>3.1</td>
<td>8.5</td>
<td>9</td>
</tr>
<tr>
<td>F</td>
<td>2.5</td>
<td>6.8</td>
<td>6</td>
</tr>
<tr>
<td>G</td>
<td>0.9</td>
<td>2.5</td>
<td>2</td>
</tr>
<tr>
<td>H</td>
<td>0.7</td>
<td>1.9</td>
<td>2</td>
</tr>
<tr>
<td>Total</td>
<td>36.7</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>
Frequently Asked Questions about Certification in Shelter Medicine Practice

Practitioners and residents planning to submit their credentials should carefully review the ABVP applicant and resident handbooks, as well as the additional specific credentialing requirements for ABVP-SMP. The information provided here is meant to provide additional insight into the credentialing requirements that are specific to SMP.

Why am I required to interact with more than one animal shelter including organizations outside of my own geographic region?
A shelter medicine specialist must be knowledgeable about a wide variety of sheltering models representing a range of sizes, budgets, species, philosophies, regions, facility styles and programs. The diverse nature of shelters reflects diverse challenges necessitating exposure to a diverse caseload. A specialist must be able to effectively practice population level care in a variety of shelter settings, including population level response to common shelter diseases.

I do not reside in the United States but would like to apply for certification in SMP. How can I meet the requirements for regional shelter visits?
Applicants residing outside of the U.S. must demonstrate a broad range of experiences encompassing a variety of diverse sheltering models, conducive to providing the required clinical training experiences as defined in the specific credentialing requirements. In addition, they must have a comparable national geographic scope with respect to their location of residence. Applicants practicing outside of the U.S. should contact the SMP regent to discuss how this requirement can be met.

I am applying through the practitioner route and work primarily at one animal shelter. Can some of the required “consults”, protocols, and outbreak investigations be performed at my primary shelter of employment?
Practitioners are required to participate in various population level clinical activities including targeted consultations, outbreak investigations, and protocol development. Clinical activities to meet this requirement may be conducted at one or more shelters. The credentials committee recognizes that the bulk of a practitioner’s clinical experience may involve reviews conducted and protocols developed at the applicant’s primary shelter of employment, however applicants should strive to gain additional experiences in a variety of organizations whenever possible. Clinical experience with more than one shelter is strongly recommended.

I am applying through the practitioner route and would like to apply clinical experiences and other required activities that I performed more than 5 years ago. Will I be able to count these?
No. ABVP requires that credentialing experiences including cases, consultations, coursework, continuing education, and all other requirements be fulfilled within the 5 years preceding application. Once the credentials materials are submitted, you will have 3 attempts (3 credentials cycles) to pass all portions of the credentials packet. Only the failed portions are resubmitted each year if allowed. None of your experiences will “time out” during the 3-year window of time.
that is allotted for you to pass your credentials.

**I have or will be completing online course work in Shelter Medicine. Will this count towards my CE requirement?**

Internet-based course work will be accepted for the number of hours credited by the sponsoring organization. When such course work is divided into discreet sessions by topic and number of CE hours, each section should be logged accordingly on the CE form. In contrast, continuous, interactive online courses that are not divided into discreet units should be logged by course title, course provider, TOTAL number of CE credits, name of the course coordinator, and the start date.

**I am applying through the residency route and would like to apply clinical experiences and other required activities that I performed before my residency. Will I be able to count these?**

No. ABVP requires that credentialing experiences for residents be part of an approved ABVP residency program. ABVP residency training entails intensive and mentored clinical experience. Cases, consultations, continuing education, and all other requirements must be fulfilled within the timeframe of an approved, supervised residency program.

**I am applying through the practitioner path, and work part-time in the sheltering field. How do I determine if I meet the practice time requirements?**

Practitioners must complete five (5) years of full time practice experience before application and six (6) years of experience before examination. The first year need not be in the RVS, however, application must be made to the RVS in which the veterinarian has primarily practiced within the previous five (5) years. The equivalent part-time experience is acceptable and should be calculated using 35 hours per week as “full time effort” (ie: 35 hours/week = 100% FTE). For example, if you work 25 hours per week in shelter practice, this equates to 70% FTE in shelter medicine practice, therefore 6.5 years of experience will be required before examination.

**Do I consider only my experience within the past 5 years when I complete the Self-Report Job Experience? I am struggling with designating the frequency with which I see the various types of cases (ie: daily, weekly, monthly) because it varies tremendously in my range of practice. What do I do?**

Yes, the job report experience form should reflect your clinical practice in the preceding 5 years of full time effort in shelter medicine (or the equivalent if part-time). It is understood that the frequency of cases may vary tremendously and that applicants will have to select an average assessment to reflect their experience as best as possible.

**What is required to fulfill the requirement for “completing a basic credentialing course for participation in disaster response”?**

The following online FEMA training sessions must be completed:
Each of these sessions is between 3 and 4.5 hours in length. Completion of all 5 of these sessions satisfies the requirement for a “basic credentialing course in disaster response”. Certificates of completion for each session must be included to document this training. Visit the following link to learn how to take these short courses at no cost online:
Foreign applicants who wish to take these courses should contact the ABVP office for sponsorship to do so as required by FEMA.

What will “count” towards the requirement of attending a professional animal sheltering conference?
Attendance at any local, regional or national professional animal sheltering conference will satisfy this requirement. A minimum of 8 hours should be documented on the CE form. In many cases, CE obtained at these meetings may not be RACE or state board-approved, therefore these hours may not count towards the requirements for hours of professional veterinary CE, but they will count towards the requirement for attending a professional animal sheltering conference. All professional veterinary CE hours must be either RACE or state-board approved.

Management of specific infectious diseases is listed as a major consultation area. How is this different than disease outbreak investigation, or is it the same thing?
Although there is overlap between these two categories, “management of specific infectious diseases” refers to a more proactive approach in which specific policies and procedures are developed in order to detail how an infectious disease will be handled in an animal shelter, including such elements as prevention, recognition, diagnosis, decision-making, and so forth. In contrast, an “outbreak investigation” is undertaken when an infectious disease has been introduced into a population and is spreading. Outbreak response is a more reactive measure and involves diagnosis, as well as a thorough population level response, to contain the disease. In some shelters, infectious diseases are endemic, creating situations where ongoing, smoldering outbreaks are present. Such cases could fall into either category for the sake of logging credentialing experiences, keeping in mind that taking methodical measures to reduce the disease rate, or eliminate the disease altogether, is the most important consideration.

What constitutes a population level case suitable for a case report?
Population level case reports should represent the diagnosis of a significant problem affecting the health of a shelter population. The report should document a population level problem, detailing your systematic assessment, response and follow up. The report may include non-medical aspects of management, but should also detail population level medical management of the problem. Large scale, multi-animal cruelty cases and disaster response cases are also considered
population level cases. Emphasis should be on systematic assessment, response and follow up, including medical management.

The following excerpt from the Shelter Medicine credentialing requirements applies to both population and individual case reports:

Two ABVP-format case reports submitted as part of the application are required. These case reports should represent different topics in Shelter Medicine Practice. Both individual animal and population level cases are acceptable. When two case reports are submitted, at least one MUST focus on a population of animals. For individual animal cases, the case must have population implications and the impact of the case on the management of the population of animals, of which the individual animal is a member, must be discussed. Case reports should follow the format described in the ABVP Applicant Handbook and should allow the ABVP Credentials Committee to evaluate an applicant’s ability to recognize problems, formulate differential diagnoses, and develop and implement appropriate diagnostic, therapeutic or preventive/control plans. The manuscripts should reflect the applicant's professional expertise and demonstrate his or her ability to use medical principles in the diagnosis and treatment of shelter animals and populations. The case reports should represent the applicant's ability to communicate medical observations and data in an organized and appropriate manner and must be in accordance with the guidelines published in the ABVP Applicant Handbook.

Note: Refer to the Applicant handbook for detailed guidelines for case reports. In addition to the guidelines in the handbook, the following should be adhered to:

- Remember than anonymity is required—You must not include your name, hospital or shelter name, location, or any identifying information at any point in the manuscript.
- Introduction – Must highlight any significant differences, challenges, or considerations that may exist regarding the management and outcome of the case in a shelter-housed animal/population compared to that of a client owned animal housed in a typical home environment.
- Clinical Report- Must include basic information regarding the shelter’s intake, housing and population as well as other aspects pertinent to the case presented. You must state your role in the management of the case (e.g. staff veterinarian, consultant, etc), including when you became involved and which aspects of the case were within and outside your control.
- Cases in which you were involved in a very limited or peripheral extent, or as a consultant with minimal input and/or follow-up, are not appropriate.
- For population cases, your report must include relevant baseline and follow up information/data in tabular form
- Discussion – Must include your analysis of all aspects of case management, including physical and behavioral health, quality of life, outcomes, and implications for the population and the shelter (e.g. infectious disease risks, public health implications, resource allocation, etc.).
- Include pertinent statistics for population level cases.
- Discuss, if applicable, any limitations in case management that were the result of the applicant’s role (e.g. consultant, part-time staff, etc).
- Discuss the implications and applications for management of similar cases in other types of shelter settings.
Shelter Medicine Practice Residency Program
Frequently Asked Questions

I frequently supervise veterinary students and assist them with physical examination and basic diagnostics. Do these cases need to be recorded in the Individual Animal Case Log? Teaching others is an important part of the residency training experience, particularly in the case of academic training programs. It is important to recognize that veterinary students should be carefully supervised, regardless of their previous experience or level of training; they are not allowed to practice veterinary medicine without a license. Therefore, residents directly supervising veterinary students should also be performing physical examinations on these patients and as such, these cases and any diagnostic procedures that are performed under the clinical case management of the veterinarian should be logged on the Individual Animal Case Log.

During the clinical training period, I frequently examine multiple animals on the same day for wellness and/or shelter intake examination. Do each of these animals need to be documented in the Individual Animal Case Log? In the case of a resident examining multiple healthy animals within a 24-hour period (e.g., wellness or intake examinations), the shelter medicine portal will allow for single line entries for multiple animals. If animals have specific diagnoses or deviate from a standard healthy wellness examination, they must be logged individually on a separate line entry.

During the clinical training period, I frequently examine multiple animals on the same day for re-check examinations of ongoing medical or behavioral problems (e.g., 5 kittens return for re-evaluation of an upper respiratory infection and are provided with medication refills). Does each of these animals need to be documented in the Individual Animal Case Log? Just as one would document each case in an individual animal’s medical record, each case that is undergoing active management by the resident must be logged individually on the Individual Animal Case Log. Maintaining accurate animal case logs is part of the responsibility of all ABVP residents.

Many patients are seen repeatedly for re-evaluation. Should each evaluation be recorded? Just as one would document each case in an individual animal’s medical record, each case that is undergoing active management by the resident must be logged individually on the Individual Animal Case Log. The log on the shelter medicine portal will include a column to designate if this is the animal’s initial visit, 1st recheck, 2nd recheck or ≥3rd recheck evaluation.

In the shelter setting, the veterinarian may be involved in the euthanasia of animals for reasons not associated with clinical case management. Similarly, some animals may be
presented for necropsy (e.g., during a rotation in anatomic pathology). Should such cases be recorded on the Mortality Log?

The Mortality Log is intended to assist the practitioner with identification of errors in case management and identify trends in shelter animal disease/mortality. It is expected that when the resident is directly involved in clinical case management of the following types of cases, they be recorded: chronic medical or behavioral cases, sudden death (in-house or peri-operative), and euthanasia of shelter animals in extremis. Cases in which the resident is involved in euthanasia of the animal that may fall outside of these parameters should be logged at the discretion of the resident and supervisor.

Animals presented for necropsy and/or those examined during a clinical rotation in anatomic pathology should also be recorded in the Mortality Log.

A definitive diagnosis is not obtained for every clinical case and/or the presenting signs may not be due to the true underlying abnormality (e.g. an animal with systemic illness presenting for seizures). How should such cases be recorded?

The case diagnosis should be recorded to the most specific level as has been obtained. For example, a dog with diarrhea may be recorded as “open – diarrhea,” “colitis,” or “Ancylostomiasis” depending on the degree of the diagnostic case work-up that has been undertaken.

Similarly, the case designation recorded should represent the most specific level of information obtained and will allow more than one designation for a case to better fit the SMP RVS (e.g., you will be able to select categories such as “infectious disease,” “wellness,” and “spay-neuter surgery”). An animal presenting with seizures should be recorded as a neurological case unless diagnostic information indicates a particular body system as the primary disease source.

Which presentations do I record on the Presentation Log? Is there a specific form that must be used to evaluate my presentations?

Each presentation that you wish to count toward the residency presentation requirements must be recorded in the Presentation Log. Similarly, each presentation that is recorded must be accompanied by a presentation evaluation form completed by the Resident Advisor.

The evaluation form can be found in the shelter medicine portal on the ABVP website. Once logged in, navigate to Forms and Documents > Resident > Presentation Evaluation Form.
**Shelter Medicine Practice Short Report (SR):** Short reports are designed to allow the Credentials Committee to evaluate your ability to recognize problems, formulate differential diagnoses, and develop and implement appropriate diagnostic, therapeutic and preventive plans or protocols for areas of required experience. Clinical activities/case management must have been carried out within five (5) years prior to submission of a certification application.

The required sections for each SR are:

1. Header “Shelter Medicine Short Report”
2. Case type specifying which category requirement the report is submitted to meet:
   a. Targeted shelter consultation, including major consultation area (4)
   b. Shelter protocols (5 including at least 1 infectious disease protocol)
   c. Disease outbreak (2)
   d. Single animal abuse case (1)
   e. Multi-animal abuse case (1)
   f. Disaster response (1)
3. Title
4. Case description
5. Outcome
6. Implications/applications
7. References

Each SR must:
- Adequately demonstrate your ability to practice ABVP-caliber veterinary medicine and surgery within your RVS.
- Be sufficiently challenging for you to demonstrate the range and depth of your clinical expertise within your RVS.
- Demonstrate your ability to clearly communicate in a professional style and have a minimum of spelling, punctuation and grammatical errors.
- An SR does not have to be unusual or unique. However, each one should encompass the current diagnostic, therapeutic, and clinical management techniques that ABVP Diplomates utilize in their practice. Each SR must have a different title, and must reflect a different aspect of clinical practice within the applicant’s RVS.
- Each SR must illustrate a different topic and type of case within the required categories.
- No introduction, tables or figures should be included, and only a brief written description of vital lab work should be included if important to understand the summary of the case.
- At least one (1) but no more than two (2) references that reflect the current state of published information about the case are required to validate your management of the case as presented. The references should be listed using JAVMA author guidelines.
Journal titles in the Reference section should be italicized and abbreviated in accordance with the National Library of Medicine and Index Medicus. For references with more than three (3) authors, only the first three (3) should be listed followed by "et al."

Format and style:
- Short reports must be double-spaced throughout.
- Margins must be one inch (1”) on the top, bottom, left and right hand side of each page.
- Only Arial or Times New Roman font styles are acceptable. Font size should be at least 10 point but no larger than 12 point.
- Number each page consecutively.
- Files must be submitted as .doc or .pdf formats. Do NOT use .docx or other file formats.
- Each SR must not exceed five hundred (500) words. Word count does not include title and reference(s).
- For drugs and products, use generic or chemical names. Trade names, brands, specialized equipment, and proprietary information must be cited in endnotes.
- Use metric units throughout the short report for all doses, measurements and temperatures. Do not use ANY English units.
- Express drug dosages in metric units with specific time intervals and routes of administration (correct- 22 mg/kg PO q12h; incorrect–10 mg/lb bid).
- Do NOT use a portion of a tablet size (1/4 of a 200mg tablet).
- If the report involves evaluation of efficacy or safety of a pharmaceutical, biologic, or other product, the product must be commercially and legally available.

Spelling:
- Manuscripts should be written in American English.
- For spelling of lay terms, refer to the latest American edition of the Merriam-Webster Dictionary.
- The latest edition of Dorland's Illustrated Medical Dictionary should be used for proper spelling and usage of scientific and medical terms.
- Words spelled with British/European spellings will be considered misspelled and will adversely affect the evaluation of the short report.

Abbreviations:
- As a general rule, abbreviations other than standard abbreviations and units of measures are strongly discouraged.
- A term should be abbreviated only if it is used at least three (3) times in the short report. The term must be expanded at the first occurrence, with the abbreviation given in parentheses after the expanded term. Abbreviations should not be used to start a sentence.
- Except for the abbreviations ELISA, ACTH, EDTA, DNA, and RNA, abbreviations should not be used in titles.
Anonymity is required. You must not include your name, hospital or shelter name, client name, location, or any identifying information at any point in the manuscript.

Short reports are only identified by your applicant identification number. The ID number will be automatically generated once you complete and submit a credentials application. Evaluations will be made anonymously by members of the ABVP Credentials Committee.

Instructions must be followed exactly and in the correct order. Failure to adhere to these instructions will result in an unaccepted short report.
### Evaluation Rubrics

All short reports must be submitted in the format specified in the ABVP requirements. Instructions must be followed exactly and in the correct order. Failure to adhere to these instructions will result in an unaccepted report. All short reports will be evaluated according to the following general guidelines:

<table>
<thead>
<tr>
<th></th>
<th><strong>Pass</strong></th>
<th><strong>Fail</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Clinical activity or case described</strong></td>
<td>Carried out within 5 years prior to submission of credentials packet</td>
<td>Carried out more than 5 years prior to submission of credentials packet</td>
</tr>
<tr>
<td><strong>Title, case description, outcome, implications/applications, references are provided according to guidelines</strong></td>
<td>All sections are included. Each SR has a different title and reflects a different aspect of clinical practice. The category for which the SR is submitted is clearly indicated at the top of the document. Anonymity is maintained.</td>
<td>One or more sections is/are missing, titles or content are repeated, and/or anonymity is not maintained</td>
</tr>
<tr>
<td><strong>Punctuation, spelling, grammar and professional terminology</strong></td>
<td>Professional language used throughout. No more than 2 spelling or grammatical errors</td>
<td>Unprofessional language and/or 3 or more spelling or grammatical errors</td>
</tr>
<tr>
<td><strong>Format and references as specified in instructions</strong></td>
<td>1-2 references are included; document has 1” margins throughout with double-spacing in appropriate font</td>
<td>No references or 3 or more references are included; wrong font, margins, or spacing is used</td>
</tr>
<tr>
<td><strong>File type</strong></td>
<td>Submitted as .doc or .pdf</td>
<td>Any other formatting, including .docx</td>
</tr>
<tr>
<td><strong>Word count</strong></td>
<td>500 words or less (excluding title and references)</td>
<td>Exceeds 500 words</td>
</tr>
<tr>
<td><strong>Overall assessment</strong></td>
<td>At least 12/14 of the submitted short reports are judged “passing” based on the rubrics contained within this document; no more than 1 “failing” report can be from a single category.</td>
<td>Fewer than 12 submitted short reports are judged passing and/or multiple failing reports fall within the same category (e.g. protocols, targeted shelter consults, etc).</td>
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</table>
The following rubric will apply to all short reports submitted for targeted shelter consults, regardless of the focus of the consult described:

<table>
<thead>
<tr>
<th></th>
<th>Pass</th>
<th>Fail</th>
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<tbody>
<tr>
<td><strong>Shelter consult topics</strong></td>
<td>All 4 required short reports are submitted from the major shelter consultation areas described in the certification pathways document and are labeled to indicate which area is the focus</td>
<td>One or more of the following:</td>
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<td></td>
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<td>• Fewer than 4 reports are submitted</td>
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<td></td>
<td>• One or more topics covered are not from the major shelter consultations areas</td>
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<td></td>
<td></td>
<td>• Topics are repeated</td>
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<tr>
<td><strong>Case description</strong></td>
<td>Focuses on the shelter as the “case” including information (e.g. annual intake, type of organization, surgical volume, etc) pertinent to the consultation topic</td>
<td>One or more of the following:</td>
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<td></td>
<td></td>
<td>• Provides inadequate information about the shelter</td>
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<td></td>
<td></td>
<td>• Does not provide context for consult</td>
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<td></td>
<td></td>
<td>• Excludes observations of relevance to the topic and/or includes more than one irrelevant observation</td>
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<td></td>
<td></td>
<td>• Observations made/presentation of information does not indicate systematic approach to consult</td>
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<tr>
<td></td>
<td></td>
<td>• Does not include data or statistics or justification for their absence</td>
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<tr>
<td><strong>Outcome</strong></td>
<td>Provides a summary assessment</td>
<td>One or more of the following:</td>
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<tr>
<td></td>
<td>Discusses specific recommendations including suggested resources/training</td>
<td>• Fails to provide summary assessment</td>
</tr>
<tr>
<td></td>
<td>All observations mentioned in the description that are deficiencies are addressed with a specific recommendation for remediation</td>
<td>• One or more deficiencies noted in case description does not have a corresponding recommendation for remediation (e.g. not identified as a problem)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Recommendations made do not address the deficiencies and/or are inappropriate for the context in which they are made and/or are inconsistent with published practices</td>
</tr>
<tr>
<td><strong>Implications/applications</strong></td>
<td>Provides a summary of follow-up including impact of recommendations</td>
<td>Fails to discuss impact of the recommendations and/or fails to adequately explain relevance or importance of the consult topic</td>
</tr>
<tr>
<td></td>
<td>Provides summary/explanation of the relevance of the consult topic</td>
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</table>
The following rubric will apply to all short reports submitted for shelter protocols, regardless of the type of protocol described:

<table>
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<tr>
<th></th>
<th>Pass</th>
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</table>
| **Shelter protocol topics** | • All 5 required short reports are submitted from the major shelter consultation areas described in the certification pathways document  
• At least 1 protocol is for the management of an infectious disease | One or more of the following:  
• Fewer than 5 reports are submitted  
• No infectious disease protocol is submitted  
• One or more topics covered are not from the major shelter consultations areas |
| **Case description**      | • Focuses on the shelter as the “case” including relevant information (e.g. annual intake, type of organization, etc)  
• Provides an overview of the relevance and importance of the disease or consult topic | One or more of the following:  
• Provides inadequate information about the shelter  
• Protocol is not applicable for or targeted to a population of animals  
• Fails to identify the relevance of the topic for which the protocol was designed |
| **Outcome**               | • Provides summary of what the protocol entailed and demonstrates rational stepwise approach to management  
• Infectious disease protocols cover all aspects of management, including recognition/diagnosis of cases, treatment, environmental control and management, and other relevant aspects  
• Protocol is consistent with published practices | One or more of the following:  
• Fails to demonstrate a rational or stepwise approach  
• Disease protocol only focuses on treatment or management but not both  
• Outcome focuses on treatment or management of individual animals rather the entire shelter and population  
• Protocol is inconsistent with recommended practices without an adequate justification for any deviations noted |
| **Implications/applications** | • Provides a discussion of considerations regarding the development and implementation of the protocol as well as the context of the shelter for which it was designed  
• Candidate shows the protocol to be relevant and appropriate for the issue and context to which it was applied  
• Includes a statement verifying the candidate designed and implemented the protocol, including staff training and initial follow-up (not included in word count) | One or more of the following:  
• No discussion regarding implementation or context is provided  
• Protocol developed is irrelevant or inappropriate for the context in which it will be utilized  
• Does not include a statement verifying the candidates direct creation and involvement implementation of the protocol |
The following rubric will apply to all short reports submitted for outbreak management and response, regardless of the type of outbreak described:

<table>
<thead>
<tr>
<th>Type of outbreak (e.g. causative agent)</th>
<th>Pass</th>
<th>Fail</th>
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</thead>
<tbody>
<tr>
<td>Both required short reports are submitted for outbreak management of an infectious disease, including one of the major diseases (dermatophytosis, canine distemper virus, canine parvovirus, feline parvovirus) identified in the certification pathways document</td>
<td>One or more of the following:</td>
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<tr>
<td>Only one SR may be for an “unknown” outbreak</td>
<td>Fewer than two short reports are submitted</td>
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<tr>
<td></td>
<td>Neither report is for one of the required major diseases</td>
<td></td>
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<tr>
<td></td>
<td>Both outbreaks are described for unknown diseases</td>
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<tr>
<td></td>
<td>Report does not describe an outbreak of infectious disease</td>
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</table>

<table>
<thead>
<tr>
<th>Case description</th>
<th>Pass</th>
<th>Fail</th>
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</thead>
<tbody>
<tr>
<td>Focuses on the shelter as the “case” including relevant information (e.g. annual intake, type of organization, etc)</td>
<td>One or more of the following:</td>
<td></td>
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<tr>
<td>Provides a description of the outbreak including information on the shelter facility and operations directly relevant to the outbreak</td>
<td>Does not focus on the shelter as the case (focus is on individual animals)</td>
<td></td>
</tr>
<tr>
<td>Demonstrates clear understanding of the steps required to investigate and manage an outbreak</td>
<td>Relevant information on the facility and operations is not provided</td>
<td></td>
</tr>
<tr>
<td>Provides a succinct list of what steps were taken to arrive at a diagnosis and control disease</td>
<td>Approach to investigation and management of the outbreak does not indicate a thorough understanding and/or rational clinical approach</td>
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<td></td>
<td>Summary of control measures is not provided and/or measures are inappropriate or inconsistent with published practices</td>
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</table>

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Pass</th>
<th>Fail</th>
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</thead>
<tbody>
<tr>
<td>Provides a summary of the outcome, including resolution of the outbreak and resumption of normal operations.</td>
<td>One or more of the following:</td>
<td></td>
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<tr>
<td></td>
<td>Does not provide a summary of the outcome and/or summary does not indicate successful resolution of the outbreak (e.g. acceptance of endemic disease not suitable for submission for the requirement)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Implications/applications</th>
<th>Pass</th>
<th>Fail</th>
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</thead>
<tbody>
<tr>
<td>Provides an assessment of the factors contributing to this specific outbreak</td>
<td>One or more of the following:</td>
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<tr>
<td>Identifies which contributing factors were most critical to address with a brief justification as to why</td>
<td>Does not provide an assessment of factors contributing to the outbreak</td>
<td></td>
</tr>
<tr>
<td>Discusses corrective actions for observational deficiencies identified that contributed to the outbreak</td>
<td>Fails to prioritize those most critical/relevant to transmission of the particular pathogen described</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fails to provide recommendations consistent with published practices to address reported deficiencies</td>
<td></td>
</tr>
</tbody>
</table>
The following rubric will apply to all short reports submitted for animal cruelty cases, regardless of the type of case described:

<table>
<thead>
<tr>
<th>Animal cruelty topic</th>
<th>Pass</th>
<th>Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Both required short reports are submitted: one for single animal and one for multi-animal cases</td>
<td></td>
<td>One or more of the following:</td>
</tr>
<tr>
<td>Topic is for a case that is legally recognized as a form of cruelty, abuse, or neglect in the jurisdiction in which it occurred</td>
<td></td>
<td>One or both of the reports are missing or two reports of the same type are submitted (e.g. both single animal or both multi-animal)</td>
</tr>
<tr>
<td>Large scale, multi-animal case must include at least 10 animals or include extenuating circumstances for the lead organization that warrant inclusion as a multi-animal case (e.g. seizure of 8 neglected horses by an agency with limited equine capacity)</td>
<td></td>
<td>Large scale case submitted does not meet the minimum number of animals and/or does not provide adequate justification of extenuating circumstances to warrant inclusion</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Case description</th>
<th>Pass</th>
<th>Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrates familiarity/competency with the handling of animal cruelty cases</td>
<td></td>
<td>One or more of the following:</td>
</tr>
<tr>
<td>Includes discussion of the specific aspects of a legal case – documentation, gathering evidence, maintaining chain of custody, communication with law enforcement and expert witness testimony (if applicable)</td>
<td></td>
<td>Proper procedures for documentation of evidence not followed or described</td>
</tr>
<tr>
<td>Information on examination, diagnosis, and treatment/management of the animal(s) should be sufficient to indicate humane care was provided but is not the focus</td>
<td></td>
<td>Inadequate animal care provided</td>
</tr>
<tr>
<td>Multi-animal cases include summary of SOPs for documentation and health care (SOP must be specific to the type of case) and include a description of necessary resources for response as well as temporary sheltering provided</td>
<td></td>
<td>Lack of standard protocol or indication as to resources and housing for multi-animal cases</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Pass</th>
<th>Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discusses both animal(s) outcome and status of the case</td>
<td></td>
<td>One or more of the following:</td>
</tr>
<tr>
<td>Successful prosecution or known outcome not required but should be discussed in context of how case was handled</td>
<td></td>
<td>Fails to discuss outcome or context of case</td>
</tr>
<tr>
<td>Treatment of individual animal(s)</td>
<td></td>
<td>Animal euthanized without forensic necropsy or otherwise lost to follow-up with insufficient documentation of evidence</td>
</tr>
</tbody>
</table>
not necessary *per se* if a forensic necropsy and appropriate documentation and gathering of evidence was performed

- For multi-animal cases: general animal outcome (placement, euthanasia, etc) and case outcome must be discussed
- Includes information on the holding and evidentiary requirements for the animals in the case

| Implications/ applications | • Outlines clinical reasoning behind the documentation and treatment of case(s) in context of applicable law (e.g. elements of crime such as failure to provide food or water, etc)  
• Summarizes relevance of handling of this case to other similar cases | One or more of the following:  
• Fails to demonstrate/outline clinical reasoning  
• Treatment and/or documentation is not considered within the context of applicable law  
• Applicability of this case to other similar cases is not discussed |
The following rubric will apply to all short reports submitted for disaster response, regardless of the type of disaster described:

<table>
<thead>
<tr>
<th></th>
<th>Pass</th>
<th>Fail</th>
</tr>
</thead>
</table>
| **Disaster topic**    | • Real-life or desktop exercise responding to a disaster is described, including a summary of the candidate’s role in disaster management and response  
                          • Both natural and man-made disasters are acceptable for inclusion but must be distinct from multi-animal cruelty cases | One or more of the following:  
                          • Experience described is not directly related to disaster management or response  
                          • Candidate’s role is not clearly specified  
                          • Topic selected for inclusion is better defined as a multi-animal cruelty case |
| **Case description**  | • Provides an overview of the type of disaster, role of the responding agency, candidate’s role in the response and/or training relevant to disaster management and response, and information about the agency and timeline  
                          • Includes a summary of the overall structure and management (including communication) of the disaster in the context of a collaborative community response  
                          • Explains relevant operational and medical aspects of the organization’s and individual’s roles, including standards of care, safe animal handling, and control of infectious disease in the context of emergency sheltering  
                          • Demonstrates a clear structure for response and advanced planning | One or more of the following:  
                          • Fails to provide a summary of candidate’s role  
                          • Missing information on the type of disaster, responding agency, or timeline  
                          • Does not indicate structure and management of the disaster or indicates a lack of advanced planning and/or community collaboration  
                          • Does not address relevant operational and medical aspects of the response either through discussion of the individual’s or agency’s role in providing such services or by specifying what was delegated/assigned to other individuals or agencies |
| **Outcome**           | • Provides a summary of the scope of operations, resolution of response activities and on-going post-disaster needs or plans, including return to regular operations. | One or more of the following:  
                          • Fails to indicate the scope of operations and/or timeline  
                          • Does not indicate completion of the response and/or return to regular operations |
| **Implications/applications** | • Discusses the different roles and responsibilities of organizations and individuals in an agency during a disaster; demonstrates an understanding of how/where this fits in to the larger response.  
                          • Specifies pre-disaster planning or recognizes the need to facilitate optimal response and management. | One or more of the following:  
                          • Inadequate discussion of roles and responsibilities relevant to disaster response and/or lack of context within overall efforts  
                          • Does not discuss planning needed for successful management |