



ECSRHM Policy and Procedures. Education Committee

February 2026

Policy:

The duties of the Education Committee are set out in [Article 5.4 of the ECSRHM Bylaws 2024](#), specifically:

- a. To set criteria for the residency programmes.
- b. To approve the proposed residency programmes.
- c. To receive the required reports from Directors of Resident training regarding the residency programmes.
 - i. Details of each standard residency programme, in the form of an initial report with update and re-examination every five years. The Education Committee will attest the adequacy of each programme when they approve the report.
 - ii. The annual progress of each Resident in every ECSRHM residency programme (standard and alternative).
- d. To certify standard residency training centres for training of Residents.
- e. To maintain lists of approved residency programmes, of approved Supervisors and of current Residents.

Procedures:

The following procedures are to meet the required duties of the Education Committee.

1. Set criteria for approval of ECSRHM Residency programmes and for acceptance of a veterinarian as an ECSRHM Resident:

The Chair of the Education Committee will annually request that the Committee members set and review criteria for Standard and Alternative residency programmes and assure that these requirements are published on the College webpage. In undertaking this process, the Education Committee will take due care of the required level of training in areas overlapping between related specialities, covered by other EBVS approved European Veterinary Speciality Colleges.

This will include:

- a. Veterinary qualifications of potential Residents including degree, time from graduation including status as an EAEVE¹ institution.
- b. Eligibility of Resident for licensure to practice veterinary medicine in a European country (including the UK).
- c. Scope and content of internship requirement for application to a residency.

¹ <https://www.eaeve.org>

- d. Proportion of effort (time) within the Residency to activities associated with the practice of small ruminant health management.
- e. Minimum time required and maximum time allowed before the Resident applies to be a Candidate to sit the Diploma Certifying Examination.
- f. Other educational criteria the Committee wishes to consider.

2. Procedure for approval of certification of ECSRHM Training Centres for Standard Residencies:

Note – this procedure is to approve the certification of the training centre and thus the residency programme but not the applicant for the residency position.

Note – for criteria and details for approval of ECSRHM Training Centres, see “[ECSRHM Policy and Procedures Approval of Training Centres and Residency Programmes \(Standard and Alternative\)](#)”.

- a. A senior member of staff (hereafter known as the Director) of the proposed Training Centre and always an ECSRHM Diplomate (Certified) of the College, submits an application to the Secretary of the College who forwards it to the Chairperson of the Education Committee. This application includes:
 - i. The completed application using the form “[ECSRHM_Application for Certification of a Proposed Training Centre_template](#)”.
 - ii. A training programme syllabus and other supporting documents.
- b. The Chairperson of the Education Committee circulates the report to members of the Committee for comment.
 - i. Members of the Committee comment and point out deficiencies in the report, if present or their approval of the application.
 - ii. If necessary, the Chairperson of the Education Committee writes to the Director of the proposed centre, requesting clarification of any points that are unclear and seeking further information on possible deficiencies.
 - iii. If necessary, the Director submits a revised report, answering to comments made and covering possible deficiencies.
 - iv. The Committee considers the revised report and the response provided and develops a recommendation for action by the Board.
- c. The Board officially recognises or does not recognise (i.e., certifies) the Training Centre.
 - i. If recognized, the Training Centre receives a Certificate of Approval issued by the College.
 - ii. The name of the Training Centre, its affiliated academic institution and the name of the Director will be published on the College website.
 - iii. If the application is rejected by the board, the Director may appeal.
- d. The whole procedure must be completed within **90 days** after receipt of the initial application.
- e. The Certificate of Approval for Training Centre of the College is granted for a five-year period.
 - i. In the fifth year of that period on or before **June 1st**, the Director is required to submit an application for recertification using the form “[ECSRHM_Application for Recertification of a Training Centre_template](#)” as well as supporting documents as outlined in “[ECSRHM Policy and Procedures Approval of Training Centres and Residency Programmes \(Standard and Alternative\)](#)” to the Secretary for approval by the Education Committee following the above procedures.
- f. Copies of all documents and correspondence will be kept on the College shared drive. Access will be limited to the Board and current members of the Education Committee.

3. Procedure for approval of proposed Residency programmes (Alternative) and Applicants for a Residency (Standard and Alternative):

Note – Standard Residency Programmes are approved for the Training Centre. However, the applicant for a Standard Residency position at the centre, must be approved by the Education Committee.

Note – for criteria for approval of ECSRHM Residency programmes, please see “[ECSRHM Policy and Procedures Approval of Training Centres and Residency Programmes \(Standard and Alternative\)](#)”.

- a. **Applicant for a Standard Residency Programme.** The applicant (veterinarian) and proposed Supervisor or Director submits their application using the form “[ECSRHM_Application for Approval of Admission of a Resident_template](#)”.
- a. **Applicant for an Alternative Residency Programme.** The applicant (veterinarian) and proposed Supervisor submits their application using the form “[ECSRHM_Application for Approval of Admission of a Resident_template](#)”.
- b. The Chairperson of the Education Committee circulates the proposal to members of the Committee.
 - i. Members of the Committee comment and point out possible deficiencies in the proposal, if present or their approval of the application.
 - ii. The Chairperson of the Education Committee writes to the Supervisor(s) of the proposed programme, requesting clarification of any points that are unclear and seeking further information on possible deficiencies.
 - iii. The Supervisor(s) of the proposed programme submits a revised proposal, answering to comments made and covering possible deficiencies.
- c. The Committee considers the proposal (revised if applicable) and the response provided and develops a recommendation for action by the College Board.
- d. The Board of the College officially approves or does not approve the residency programme.
- e. The whole procedure must be completed within **90 days** after receipt of the initial proposal.
- f. Copies of all documents and correspondence will be kept on the College shared drive. Access will be limited to the Board and current members of the Education Committee.

4. Procedure to monitor annual progress of Residents in-programme.

- a. At the end of each calendar year, each Resident and their Supervisor(s) will be sent a reminder letter or email via the College Secretary, to submit their logbooks (Resident - [ECSRHM_Resident_Logbook_template.xlsx](#)), and a signed Supervisor report ([ECSRHM_Supervisor_Report_template](#)) detailing the progress of the resident. This report will include an evaluation of the progress – whether satisfactory, some concerns, or unsatisfactory and will include progress on the research project.
- a. The deadline for submission of these documents is **January 15** of the calendar year following the year of evaluation.
 - i. Failing to meet this deadline without prior approval for an extension, may result in the Resident being suspended per recommendation by the Education Committee.
- b. The documents will be sent to the Secretary of the College who will upload them on the shared College drive and will notify the Chairperson of the Education Committee.

- c. The Chairperson will coordinate with the members of the Education Committee to evaluate whether the Resident's progress is satisfactory.
 - i. For those Residents whose progress is deemed unsatisfactory, the Education Committee will meet to recommend action which may include request for more information, a warning, or suspension of the resident.
 - ii. If suspension of the Resident is recommended, the chair of the Education Committee will bring that recommendation to the Board for a decision.
- d. The Resident and Supervisor(s) will be notified of the results of the evaluation in writing by the Chair of the Education Committee, including any concerns or recommendations for correcting any deficiencies.
 - i. This will be done by **April 1** following the year being evaluated.
- e. Copies of all documents and correspondence will be kept on the College shared drive. Access will be limited to the Board and current members of the Education Committee.

5. Maintain lists of approved residency programmes, of approved Supervisors and of current Residents.

- a. A list of certified ECSRHM Training Centres will be available for public viewing on the College website, including contact information for the centre.
 - i. A master list must be maintained on the shared College drive.
 - ii. Any changes to this list including additions and deletions will be promptly communicated to the webmaster and to the College Secretary by the Chairperson of the Education Committee
- b. A list of Residents (Standard and Alternative), programme type, status (in-programme, on leave, etc) contact information, Supervisor(s) and Training Centre will be kept up to date on the College shared drive by the College Secretary.
 - i. The Chairperson of the Education committee must notify the College Secretary by email of any changes to the information on the list including new Residents, change in status, suspension of Residents, etc. This must be done within **14 days** of any change in information.
 - ii. The College Secretary will assure that the list is then updated, and relevant parties are informed of these changes.

6. Collaborating with Residents on educational opportunities

The Education Committee may wish to collaborate with Residents and their Supervisors in identifying and developing educational opportunities suitable to the practice of small ruminant health management. These may include webinars, short courses, or other continuing education programmes. These opportunities must be evidence-based as per the Constitution of the ECSRHM and the EBVS.

7. Forms used to carry out the procedures of the Education Committee

[ECSRHM Policy and Procedures - List of Documents](#) provides a list of all Policy and Procedures documents as well as forms used for the Education Committee

Approved by the ECSRHM Board, February 12, 2026