

**EUROPEAN COLLEGE OF VETERINARY PHARMACOLOGY AND TOXICOLOGY  
(ECVPT)**

Founded 1997, Madrid, Spain; incorporated 12th July 2010, UK

(Amended: 11th June 2017, Boxmeer, The Netherlands)

**CONSTITUTION (ARTICLES OF ASSOCIATION)**

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**Article 1. Name, place of establishment, language and registration**

Section 1.1. Name

The name of the College shall be the European College of Veterinary Pharmacology and Toxicology, hereafter referred to as the "College".

Section 1.2. Registered office

The College shall have its registered office in Sawston, UK. The office address may be changed at the discretion of the Executive Committee.

Section 1.3. Governance

The College shall be a part of the general scheme for veterinary education in the European Union (EU), which is coordinated by the European Coordinating Committee on Veterinary Training (ECCVT) and includes the Federation of Veterinarians of Europe (FVE), the European Association of Establishments for Veterinary Education (EAEVE), and the European Board of Veterinary Specialisation (EBVS). Specialist Colleges are members of the EBVS.

The language of the College, including all written and oral exchanges, shall be English (British).

**Article 2. Duration**

Section 2.1. Duration

The College has been established for an unlimited period.

Section 2.2. Financial year

The College's year, for financial and audit purposes, shall run from the August 1 to the end of July 31, based on registration of the College with Company's House in England and Wales.

**Article 3. Mission, Objectives and Resources**

Section 3.1. Mission

The mission of the College is to contribute significantly to the maintenance and enhancement of the quality of European Veterinary Specialists in pharmacology and toxicology across all European

countries at the highest possible level so as to ensure that improved veterinary medical services will be provided to the public.

### Section 3.2. Objectives

The primary objectives of the College shall be the promotion of study, research and practice of veterinary pharmacology and toxicology in Europe, and increase the competency of those who practice in this field by:

- a. Establishing guidelines for post-graduate education and training as a prerequisite to become a specialist in the specialty of veterinary pharmacology and toxicology;
- b. Examining and authenticating veterinarians as specialists in veterinary pharmacology and toxicology to serve the veterinary patient, its owner and the public in general, by providing expert care for animals through expertise in these disciplines;
- c. Encouraging research and other contributions to knowledge in all aspects of veterinary pharmacology and toxicology and promoting communication and dissemination of this knowledge;
- d. The development, supervision and assessment of postgraduate and continuing education programmes in veterinary pharmacology and toxicology;
- e. Committing itself to the development of a culture, which recognises the importance of quality, and quality assurance, in its activities, and to this end, the College should develop and implement a strategy for the continuous enhancement of quality and apply the appropriate methods, which assure the quality of all its procedures (see Appendix 1);
- f. Guaranteeing and maintaining the highest level of specialisation in pharmacology and toxicology, according to European Qualifications Framework (EQF) level 8.

### Section 3.3. Resources

- a. The College is a non-profit organisation and does not pursue commercial interests.
- b. College funds may only be spent according to the Constitution and Bylaws of the College. Members or officers of the College receive no payment from the funds of the College, except reimbursement of expenses.
- c. No member or officer of the College may be favoured by expenditure or excessively high compensation, which is not according to the purposes of the College.
- d. The College may enlist the services of a secretariat that will be responsible for the operational management of the Executive Committee and support of the College.

## **Article 4. Membership**

### Section 4.1. Members

The members of the College shall be the following:

- a) Founding Diplomates
- b) Practising Diplomates
- c) Non-practising Diplomates
- d) Retired Diplomates
- e) Honorary Members
- f) Associate Members

#### Section 4.2. Standards for admission to membership

To qualify for membership, candidates shall meet the following criteria:

- a. The College must only certify veterinarians who:
  - i. Have demonstrated fitness and ability to practise the specialty by meeting the established training and experience requirements and by attaining acceptable scores on comprehensive examinations administered by the College.
  - ii. Have demonstrated satisfactory moral and ethical standing in the profession.
  - iii. Practise scientific, evidence-based veterinary medicine, which complies with animal welfare legislation.
  - iv. Have gained their veterinary degree at least 48 months previously.
- b. The College may also certify veterinarians who have passed the College's examinations, which they were allowed to sit as judged to be internationally recognised in the College's field, by the Credentials Committee and the Executive Committee.
- c. The criteria for certifying members shall be specified in the Bylaws of the College, in line with the Policies and Procedures of the EBVS.

#### Section 4.3. Designation

Each individual who has successfully passed the qualification procedure of the College shall be designated Diplomate of the European College of Veterinary Pharmacology and Toxicology (Dip. or Dipl. ECVPT), and, if certain criteria are met (as specified in the Bylaws and/or the Policies and Procedures), is entitled to be awarded by the EBVS the title of European Veterinary Specialist in Pharmacology and Toxicology.

#### Section 4.4. Participation

Each Diplomate is expected to actively participate in the affairs of the College. Repeated, unexcused absences from the College-meetings may render a member subject to disciplinary action by the Executive Committee of the College.

#### Section 4.5. Re-certification

Each Diplomate shall fulfil the re-certification requirements of the College. No credit points can be granted for education or training in non-scientific or non-evidence-based medicine.

#### Section 4.6. Record keeping

Each Diplomate shall be required to keep records of his/her professional activities.

#### Section 4.7. Expulsion

Any Diplomate may be expelled, asked to resign or otherwise disciplined for non-professional or unethical conduct or other action against the best interest of the College by a unanimous vote of the Executive Committee of the College, pending confirmation by the College at the next Annual General Meeting.

#### Section 4.8. Voluntary Cessation

Voluntary cessation of registration requires notice in writing to be received by the Secretary three months prior to the College's Annual General Meeting and will be published at the Annual General Meeting.

#### Section 4.9. Annual dues

The annual dues in Euro (and equivalent in Pounds Sterling) of each paying member for the following year(s) shall be determined by the Executive Committee on proposal of the Treasurer. The proposed dues will be presented to the members at the Annual General Meeting for approval.

### **Article 5. Organization and officers**

#### Section 5.1. Composition

The College shall be composed of all the Diplomates.

#### Section 5.2. Officers

The Diplomates of the College will elect for a term of three years, by secret ballot, the following officers:

- President
- Vice-President
- Treasurer
- Secretary
- if needed one (or more) members

Those officers, including the immediate Past President, will compose the Executive Committee of the College. The President may not be re-elected to the same office. Usually, the President is succeeded by the Vice-President. The other officers may be elected to only one additional term of three years.

The total number of persons voting within the Executive Committee must be uneven. Additional Diplomates, without a right to vote, may be co-opted as observers or advisors to the Executive Committee if the officers agree unanimously.

#### Section 5.3. Representatives

The President, or any other member of the Executive Committee designated by the President or, in the absence or inability of the President, by the Executive Committee, will act as representative of the College.

### **Article 6. Annual General Meeting, quorum and voting rights**

#### Section 6.1. Annual General Meeting

The Annual General Meeting of the College will be held each year.

#### Section 6.2. Extraordinary General Meeting

An Extraordinary General Meeting of the College can be called at any time by the Executive Committee, or shall be called by the Executive Committee at the written request of not less than 10 per cent of the membership. The request should contain the explanation for such a meeting, and the subsequent Extraordinary Meeting should take place within a period of two months of receipt of the request. If not the responsible members are empowered to summon the Extraordinary Meeting themselves.

#### Section 6.3. Quorum

The quorum required for holding a meeting is more than 25 per cent of the total number of the members of the College who have the right to vote. Voting must be in person. The Executive Committee decides if the vote is to be taken electronically, orally, by a show of hands, or in writing (by post). Votes can be: in favour, against or one can abstain. For all decisions, except as designated elsewhere, a simple majority of the members participating in the vote is sufficient.

#### Section 6.4. Voting rights

Each paying Diplomat has the right to vote. He/she has to be present at the Annual or Extraordinary General Meetings to do so, except in case of postal or electronic ballot (section 6.5). Each active Diplomat has one (1) vote. Honorary Members who are not Diplomates of the College, and Associate Members are not allowed to vote.

#### Section 6.5. Electronic or postal ballots

The Executive Committee can hold an electronic or postal ballot at any time outside the Annual General Meeting and Extraordinary General Meetings. The same rules apply to electronic or postal ballots as to voting during the Annual General Meeting and Extraordinary Meetings. An electronic ballot is only valid if a vote is registered on the secure section of the ECVPT website, using unique passwords.

#### Section 6.6. Minutes

The Secretary of the College has to keep the minutes of every Annual or Extraordinary General Meeting. These records must be signed by the Chairman of the Annual General Meeting and the Secretary.

### **Article 7. Amendments to this Constitution**

Proposed amendments to this Constitution shall be submitted to the President at least three months prior to the AGM. Any proposed amendment shall be distributed (by letter, fax or electronic mail) to the membership with a recommendation by the Executive Committee, at least 30 days prior to the Annual General Meeting and shall be brought to a vote of the Diplomates at the Annual General Meeting. An affirmative vote of at least two-thirds of the Diplomates participating in the vote (including those who abstain) shall be required for adoption.

## **Article 8. Dissolution of the College**

In the event of dissolution of the College, or the College losing its status as a non-profitmaking organisation, the distribution of all assets shall be determined by the Annual General Meeting, as far as possible consistent with the objectives of the College.

## **Article 9. Bylaws**

The College shall make and can change Bylaws, which regulate subjects not or not sufficiently prescribed in this Constitution. A Bylaw shall not contain any provisions which violate the law, the rules of the EBVS, or this Constitution. The Bylaws shall be made public within 4 weeks after coming in force.

Boxmeer, 11<sup>th</sup> June 2017

# EUROPEAN COLLEGE OF VETERINARY PHARMACOLOGY AND TOXICOLOGY (ECVPT)

## BYLAWS

(Amended 19<sup>th</sup> May 2017, Boxmeer, The Netherlands)

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### Article 1. Annual General Meeting

- 1.1. It is the duty of every active Diplomate to attend the Annual General Meeting (AGM), either face-to-face or electronic, at least once every three years. If the Diplomate has not attended the AGM for three consecutive years without previous dispensation from the Executive Committee, their registration as practising Diplomate ceases by default.
- 1.2. The AGM is the senior legislative body of the College and has the following duties:
- a. To determine and update the Constitution and Bylaws and Policies and Procedures;
  - b. To elect the Officers and Auditors;
  - c. Action on the auditors' report;
  - d. Formal approval of the business conducted by the Executive Committee during the preceding year;
  - e. Action on business, presented by the Executive Committee or as required by the Constitution;
  - f. Establish membership dues for the forthcoming year;
  - g. Expulsion of Diplomates;
  - h. Any other business.

### Article 2. Membership

#### 2.1. Standards for admission to membership

- a. The College must only certify veterinarians who:
  - i. Meet the educational, training and experience requirements established by the College.
  - ii. Have attained acceptable scores on comprehensive examinations administered by the College, except as defined in 2.2.1 and 2.2.2 below, and in the EBVS Policies and Procedures on non-Europeans.
  - iii. Are licensed to practise or are eligible to be licensed to practise in a European country, except as defined in sections 2.2.1.vi and 2.2.2 below. Applicants may be relieved of this requirement in exceptional cases.
  - iv. Have demonstrated fitness and ability to practise the speciality.
  - v. Have demonstrated satisfactory moral and ethical standing in the profession.
  - vi. Have met the minimal publication requirements as defined by the College (at least two peer-reviewed publications in international refereed journals).
  - vii. Practise scientific, evidence-based veterinary medicine, which complies with animal welfare legislation.
  - viii. Have gained their veterinary degree at least 48 months previously.

- b. The College may also certify veterinarians who have passed the College's examinations, which they were allowed to sit as judged to be internationally recognised in the College's field, by the Credentials Committee and the Executive Committee. Applicants must be licensed to practise or eligible to be licensed to practise in a European country, although they may be relieved of this requirement in exceptional cases.

## 2.2. Founding Diplomates

2.2.1. A member of the Interim Executive Committee is a Founding Diplomate that is not required to submit to examination to become a Diplomate. Membership of the Interim Executive Committee status is only granted by the EBVS at the time the College is being established to a small number (seven to 10) of individuals, whose task is to conduct the business of the College after provisional recognition is achieved.

The Interim Executive Committee of the College should normally exist for a period of up to five years and members must meet the following criteria:

- a. Be initiators in their field;
- b. Have achieved distinction in their field, and have qualifications achieved by training and experience far exceeding those proposed as necessary for candidates to take the certifying examination of the organisation;
- c. Be internationally recognised as a qualified specialist by peers, and
  - i. Have at least 10 years' experience practising the speciality, and by teaching, research, and practice have contributed significantly to the development of the speciality, and
  - ii. Have advanced training (at European Qualifications Framework, level 8) in the speciality; have demonstrated competency through teaching, research and practice in the speciality to which the individual devotes most of his or her professional time, and
  - iii. Be author of at least 10 significant publications in peer-reviewed journals resulting from the research or practise in the speciality;
- d. Be uncontroversial to the majority of the membership;
- e. Spend at least 60 per cent of their time practising the speciality, based on a normal working week of 40 hours, for at least the last 10 years;
- f. Be practising in Europe;
- g. Practise scientific, evidence-based veterinary medicine, which complies with animal welfare legislation;
- h. Display willingness to contribute to the growth of the College (e.g. by training residents);
- i. Apply high level knowledge and skills at the forefront of his/her specialist area of veterinary pharmacology and toxicology to their own professional work;
- j. Perform at a high level of competency through teaching, research and practice in their speciality area;
- k. Promote aptitude and proficiency in the field of veterinary pharmacology and toxicology; and
- l. Demonstrate the ability to communicate their ideas and conclusions clearly and effectively to specialist and non-specialist clients and audiences

2.2.2. A Diplomate recognised “de facto” is a Founding Diplomate that is appointed by the Interim Executive Committee. De facto-recognised Diplomates are not required to submit to examination to become a Diplomate but they are expected to contribute to the running of the College and the training of residents. Recognition of a small number of *de facto* Diplomates is possible up to five years after the EBVS has granted provisional recognition. To be appointed one must meet the same criteria as the Members of the Interim Executive Committee (Section 2.2.1. a-l. above), including two letters of support (for the procedures to be followed see Interim Rules and Regulations, pages 22-23).

2.3. A Diplomate is a veterinarian who has passed the certifying/examination procedure of the College and, if practising, is entitled to be awarded by the EBVS the title of European Veterinary Specialist in pharmacology and toxicology. Diplomate status at more than one College is allowed; however, registration as a European Veterinary Specialist is limited to one speciality of the EBVS.

2.4. A Non-Practising Diplomate is a Diplomate who has:

- i. Not practised the speciality for two continuous years or the equivalent of two years during the previous five years; or
- ii. Not fulfilled the requirements for the re-certification procedure; or
- iii. Not attended an Annual General Meeting for three years without previous dispensation from the College.

A non-practising Diplomate is not allowed to use the title European Specialist nor Diplomate but may use the title Diplomate (non-practising). A non-practising Diplomate seeking to revert to Practising Diplomate status needs to satisfy the Credentials Committee of the College.

The non-practising Diplomate is removed from the EBVS specialist register.

2.5. Retired Diplomate

A Diplomate who voluntarily stops permanently and irrevocably practising is entitled to Retired Diplomate status. Retired Diplomates maintain all privileges of Diplomates including advisory tasks, except the right to vote or hold office. They are excluded from article 4, sections 3, 4, 5 and 6 of the Constitution of the College. A Retired Diplomate is not allowed to use the title European Specialist nor Diplomate but may use the title ‘Diplomate (retired)’. The Retired Diplomate is removed from the EBVS specialist register.

2.6. Honorary Members

The College may confer Honorary Member status on persons who have made exceptional contributions to veterinary pharmacology and toxicology. Honorary Members, who are ECVPT Diplomates, shall have all the rights and privileges of Diplomates. Honorary Members, who are not ECVPT Diplomates, shall have all the rights and privileges of Diplomates except the right to vote and hold office. The number of Honorary Members shall not be more than 5 per cent of the total number of the College Diplomates. Nomination for Honorary Member status necessitates proposal by two Diplomates of good standing. The proposal should be written and forwarded to the Secretary. It must contain such information relating to the activities of the nominee in pharmacology and toxicology as required by the Executive Committee.

Election of an Honorary member shall be accomplished by an at least two-thirds vote of the Executive Committee, and by an at least two-thirds majority of the voting members present (including those abstaining) at the Annual General Meeting of the College.

## 2.7. Associate members

The College may confer Associate member status on scientists who have contributed significantly to research in veterinary medicine. Admission criteria for Associate members are defined by the Executive Committee of the College. These criteria have to ascertain that only scientists of international repute who are active in the field covered by the respective College are admitted as Associate Members. Moreover:

- a. Associate members are not conferred any diplomas and are not entitled to use the designation of Diplomate;
- b. Associate members are encouraged to participate in the training of residents together with Diplomates of the College. Associate Members are not entitled to act as resident supervisors without a Diplomate responsible for the training programme;
- c. Associate members are not allowed to hold office within the College or to vote at the Annual General Meeting. They can be co-opted to College committees as advisors;
- d. Associate members are encouraged to participate in scientific meetings and workshops organised by the College;
- e. Associate members are not allowed to advertise their title.

## 2.8. Re-certification

A Diplomate is required to send in a summary of his/her professional activities each five years. The format of this summary has to be approved of by the EBVS. The summaries will be evaluated by the Re-certification Committee. In addition, Diplomates should ask two senior colleagues or authorities to send to the College a letter of reference certifying that the Diplomate in question has been active in practising his/her speciality for the last five years at the specialist level (see EBVS Policies & Procedures Appendix 8). The type of the reference letter shall be according to the EBVS Policies and Procedures. Self-certification of the members of the committee responsible for re-certification must be avoided.

If a Diplomate does not meet the required number of points for re-certification, one year extra can be granted to the Diplomate to achieve at least the number of missing points. If the Diplomate does not satisfy this requirement, or if a Diplomate does not submit re-certification documents, then the Diplomate will have non-practising status, meaning that the Diplomate's name will be removed from the European Board of Veterinary Specialisation (EBVS) register of veterinary specialists and that only the title of Diplomate (non-practising) may be used. If the Diplomate satisfies the requirements during the extra year, then the subsequent re-evaluation will be four years from the end of the extra year

## 2.9. Cessation of registration of Diplomates

Registration as practising Diplomate ceases by default when the speciality is practised insufficiently, see section 2.4 above.

## 2.10. Advertising and Directory Listings

2.10.1. Practising Diplomates may use the title “Dip. ECVPT” or ‘Dipl. ECVPT” or “Diplomate of the European College of Veterinary Pharmacology and Toxicology”, and if listed as specialists by the EBVS they may use the title “European Veterinary Specialist in Pharmacology and Toxicology”.

2.10.2. The use of the term “Board/Executive Committee eligible” or “Board/Executive Committee qualified”, as an indication of a specialist qualification, is potentially misleading to the public and therefore must not be used in any public communication or other solicitation.

2.10.3. The use of the European Veterinary Specialist Trade Mark is permitted to Diplomates who are registered as a European Veterinary Specialist by the EBVS, only after reading and acknowledging by signature the content of the Regulations for the EBVS European Veterinary Specialist logo.

2.10.4. Non-practising or retired Diplomates, Associate members, and Honorary members are not allowed to use the title or trade mark of European Veterinary Specialist.

## Article 3. Duties of Officers

### 3.1 President

The President shall preside at the meetings of the College, preserve order, regulate debates, appoint Committees not otherwise provided for, announce results of elections and perform all other duties legitimately appertaining to his/her office.

### 3.2 Vice-President

The Vice-President shall perform the duties of the President in his/her absence or inability to serve. The Vice-President shall, in general, succeed to the Presidency at the end of the normal 3-year term or should the office fall vacant.

### 3.3 Secretary

The Secretary shall attend to the correspondence of the College, keep and publish lists annually of Diplomates of all categories, and Honorary and Associate members, keep minutes of the College meetings in records which shall be the property of the College and be accessible at all reasonable times and places, and perform the furthermore usual duties of a secretary. The Secretary submits the Annual Report of the College to the EBVS by the 15<sup>th</sup> January of the following year. The minimum term of office of the Secretary shall be two years and the maximum six years.

### 3.4 Treasurer

The Treasurer shall advise the College on all financial matters. He/she shall arrange for the safekeeping of all funds, pay bills and expenses, and submit a written financial statement to all members annually. He/she shall keep full and accurate books of account, containing a record of all monies received and expended, which books shall be the property of the College and open to the inspection of the authorised officials at all reasonable times and places. The minimum term of office of the Treasurer shall be two years and the maximum six years.

### 3.5 Past-President

The Past-President shall advise the President.

### 3.6 Vacancies amongst the officers

Vacancies occurring on the Executive Committee shall be filled by election of a member via an electronic vote or at the next Annual General Meeting. Any member elected to fill a vacancy shall hold the office until expiration of the term in which the vacancy occurred.

## **Article 4. Committees**

4.1. The Executive Committee shall consider all the business and policies pertaining to the affairs of the College. It shall consider and act upon charges against Diplomates for alleged offences against the Constitution and Bylaws of the College or charges of unprofessional conduct and shall have the authority to recommend the expulsion of a Diplomate for grievous offences. It shall appoint standing Committees, select the time and place of meetings and determine the fees for application, examinations, registrations and other fees. It shall direct the management of funds held by the College.

4.2. The Education and Residency Committee shall be composed of at least three members appointed by the Executive Committee for a term of up to four years. The senior member of the Committee in terms of service shall serve as Chairperson, unless the Executive Committee decides otherwise.

The Education and Residency Committee is responsible for setting criteria for the residency programmes, for approving the programmes and their sponsors, and for monitoring each resident's progress through the receipt of regular reports. The Education and Residency Committee will maintain lists of approved residency programmes, approved supervisors and current residents. It will document detailed requirements for residency programmes that are necessary for approval by the College.

In exceptional cases, a candidate whose circumstances do not permit enrolment in a formal programme may submit an equivalent, alternative programme, in cooperation with his/her supervisor, the College, and the resources available to the individual, for advanced study and experience. The equivalent programme must be approved by the Education and Residency Committee before the candidate embarks on it.

The Education and Residency Committee will receive the required periodic reports from directors of resident training on:

- a. The annual progress of each candidate in every veterinary pharmacology and toxicology residency;
- b. Details of each standard residency programme, in the form of an initial report with update and re-examination every five years. The Education and Residency Committee will attest the adequacy of each programme when they approve the report.

4.3. The Credentials Committee shall be composed of at least three members appointed by the Executive Committee for a term of three years. The Credentials Committee may co-opt ECVPT

Diplomates to assist in the process of approving the credentials submitted by the candidates wishing to sit the examinations. Such appointments are for one year only, although they may be renewed annually. They must be approved by the Executive Committee.

The senior member of the Committee in terms of service shall serve as Chairperson, unless the Executive Committee decides otherwise.

The duties of the Credentials Committee will be as follows:

- a. To establish guidelines to assist applicants applying to sit the diploma examination;
- b. To receive, review, and approve the candidacy of applicants;
- c. To forward credentials of approved applicants to the Examination Committee.

4.4. The Examination Committee shall consist of at least three members appointed by the Executive Committee for a term of three years. Normally, one member will be replaced each year. The senior member of the Committee in terms of service shall serve as Chairperson, unless the Executive Committee decides otherwise. The Examination Committee may co-opt Diplomates as 'examiners' to assist in the examination process. Such appointments are for one year only, although may be renewed annually. They must be approved by the Executive Committee.

The Examination Committee is responsible for the preparation and administration of diploma examinations. Results of the examinations shall be forwarded by the Chairperson of the Examination Committee to the Executive Committee of the College with recommendations regarding the awarding of diplomas. Normally no member of the Executive Committee or member of the Credentials or Education & Residency Committee shall act as an 'examiner'.

4.5. The Nominating Committee shall be composed of three members appointed by the Executive Committee at least six months before the elections. The Committee shall prepare a list of candidates for the election to the Executive Committee of the College after a written call for candidates to all the Diplomates at least five months before the elections and will report to the Executive Committee at least three months before the elections. The Nomination Committee shall select at least one nominated candidate for each position and communicate the names to the Executive Committee. The list of nominees should be known by the Diplomates 30 days before the elections. The Committee will report their considerations to the College at the Annual General Meeting. If no nominations have been made, nominations may be made from the floor (see Article 1, section 1.2.b.).

#### 4.6. Auditors

Two auditors are elected at the Annual General Meeting each year. The minimum term of office of an Auditor shall be one year and the maximum three years. The auditors' report, and the Treasurer's report regarding the financial status of the College, will be presented for approval at the AGM. Only after the auditors' report, can the AGM discharge the Treasurer for his/her annual report. The College may appoint external professional auditors.

4.7. The Re-certification Committee shall consist of a minimum of three members appointed by the Executive Committee for a term of three years. The senior member of the Committee in terms of service shall serve as Chairperson, unless the Executive Committee decides otherwise.

The Re-certification Committee shall evaluate the Diplomate status of every Diplomate every five (5) years according to the re- evaluation requirements accredited by the EBVS.

4.8. Members of Committees will receive no indemnification.

## **Article 5. Diploma**

5.1. Qualifications to sit the diploma examination:

5.1.1. To be allowed to sit the examination an applicant must give evidence of satisfactory completion of an approved training period of at least four years to general veterinary education, training and practise, and to special education, training, and practise of veterinary pharmacology and toxicology, both after the date of graduation from a veterinary school.

The following sequence of training is to be used:

- a. A first period of a minimum of one year must be a rotating internship, or its equivalent, as defined by the ECVPT Education and Residency Committee.
- b. A second residency period shall comprise a minimum of three years in a postgraduate training programme under supervision of Diplomates of the ECVPT.

The period can be taken consecutively. The Credentials/Education & Residency committee can allow the training to take place on a part time basis as long as the total time is equivalent to at least three years, and the total time does not exceed six years.

In case of maternity (leave), illness or under exceptional circumstances a prolongation is possible. The duration of the prolongation is agreed with the Credentials/Education committee.

This residency programme may constitute:

- i. A standard residency training programme, which is the minimum and most time efficient education and/or training under appropriate supervision that will qualify a candidate for examination.
- ii. In exceptional cases, a candidate whose circumstances do not permit enrolment in a standard programme may submit an equivalent, alternate programme, in cooperation with his/her supervisor, the College, and the resources available to the individual, for advanced study and experience

An alternate route programme has to be approved by the Education and Residency Committee in advance.

5.1.2. Apart from candidates who have successfully completed either a standard or an alternate residency programme, those who are internationally recognised in the field of veterinary pharmacology and toxicology may also be allowed to sit the examination with assessment by other means at the discretion of the Credentials Committee and the Executive Committee.

In addition all categories of candidates shall meet the requirement for publications, which are:

- Two (2) original veterinary pharmacology and toxicology papers in an internationally peer reviewed paper of which the applicant must be the principal author of one (1) paper and accepted by a refereed journal, which includes an extensive, informative English written summary and is indexed in the publication databases CAB or Pub Med.

## 5.2. Residency Training Programmes

### 5.2.1. Introduction

- a. A residency shall be advanced training in veterinary pharmacology and toxicology, which may or may not lead to certification by the College. An approved Residency Programme must be conducted under the direct supervision of a practising Diplomate of the College.
- b. The goal of a residency programme must be to end up with Diplomates who have developed self-confidence, self-criticism and sense of responsibility that are essential for the practise of the speciality.
- c. Residency programmes should strive to train specialists who have demonstrated to have the proper intellectual qualities, professional and technical skills, as these are described in Appendix 2 to these Bylaws. Moreover, residency programmes must aim at the development of a culture, which recognizes the importance of continuous professional development.
- d. Approval of veterinary residency programmes is the responsibility of the College and all residency programmes must be approved by the relevant committee before they start.
- e. All training and/or experience requirements and all prerequisites for examination eligibility must be relevant to the assessment of applicant's qualification.
- f. There shall be no restriction of training institutions as long as they meet the requirements for approved residency.
- g. Residents must spend at least 60 per cent of their time practising the speciality, based on a normal working week of 40 hours.
- h. A supervisor shall have no more than two (2) residents following standard residency programmes; in exceptional cases three (3) such residents can be allowed, for a restricted time period.
- i. The College only accepts Residents that received their veterinary qualification from a European Association for Establishments of Veterinary Education (EAEVE)-approved establishment unless relieved of this obligation by the Education Committee.

### 5.2.2. Standard Residency Training Programme

- a. A standard residency training programme takes place in an institution ("approved centre") that provides satisfactory evidence proving that they offer sufficient facilities, services and a programme that fulfils the necessary criteria to be approved as a training centre offering a standard residency training programme. Approval is granted for a five-year period, and re-approval is necessary every five years thereafter.
- b. The minimal length of a residency programme is three years.
- c. The period can be taken consecutively. The Credentials and/or Education and Residency Committee can allow the training to take place on a part time basis as long as the total time is equivalent to at least three years, and the total time does not exceed six years. In case of maternity (leave), illness or under exceptional circumstances a prolongation is possible. The duration of the prolongation is agreed with the Credentials and/or Education and Residency Committee.

### 5.2.3. Alternate Residency Training Programme

A veterinarian whose circumstances do not permit enrolment in a standard residency programme may submit an alternate programme to the College, in conjunction with his/her supervisor, outlining the resources available to them, for advanced study and experience. The alternate programme is not approved for a training centre or for anyone other than the Resident in question. The alternate programme must be approved by the College before the Resident embarks on it, and the total length of this programme cannot be shorter than a standard residency programme. The total time of an alternate programme must not exceed six years. A resident on an alternate training programme must spend the equivalent of at least 60 per cent of three (3) years working in the practice of veterinary

pharmacology and toxicology, under direct supervision of a Diplomate of the ECVPT. The precise form of each individual programme is at the discretion of the Education & Residency Committee of the College.

#### 5.2.4. Criteria for and approval of Residency Training Programmes

The College shall establish guidelines for those residencies that are approved as appropriate training for candidates seeking speciality certification. Detailed description of these guidelines (including the requirements and the procedures for approval of and admission to the residency programmes) shall be published in the Policies and Procedures of the College. All these guidelines must be in line with the latest version of the EBVS Policies and Procedures.

### 5.3. Examination

5.3.1. Before sitting an examination, the applicant's credentials must be evaluated by the Credentials Committee.

5.3.2. The examination consists of two parts, general and certifying, and consists of written, oral and/or practical sections. The candidate having fulfilled all qualifications to sit the examination, at the discretion of the Credentials Committee, is allowed to sit both parts of the examination in one session. However, the two parts of the examination may be taken separately and do not need to be taken all at the same time. The candidate is allowed to sit the first written part (general) of the examination after the satisfactory completion of the first two years of their approved residency training programme of the ECVPT (Article 5.1). The second part of the examination (certifying) consists of three or more written, oral and/or practical sections.

5.3.3. Judgment must be incorporated into examinations-assessing not just what the candidates know but what they would do with that knowledge.

5.3.4. It must be made known to the candidates in advance in what way the different parts and levels will be evaluated.

5.3.5. All parts of the examination must be held at all times under the direct supervision and physical presence of members of the Examination Committee or trained invigilators. In line with modern best practice, an invigilator must not be otherwise occupied during the examination and must not leave the room during the examination without another invigilator replacing him/her.

5.3.6. Candidates should be informed prior to the examination of the passing point, or, if this is not determined in advance, the method of setting the passing point.

5.3.7. Promptly report to applicants or candidates details concerning any deficiencies in credentials or preliminary examination results that prevent them from sitting the examination or being certified by the College:

- a. A time limit for such communications must be established and published by the College;
- b. The results of the examination must be announced to all candidates on the same date;
- c. The time between final credentials decisions and the examination date must be sufficient to permit consideration of possible appeals against a decision of denying acceptance of credentials.

5.3.8. Confidentiality must be maintained throughout the entire examination. Examination questions must be kept confidential by all Colleges, with the exceptions being the publication of model questions as a guideline to candidates, and during an appeal procedure, as outlined in a College's Bylaws and/or Policies and Procedures.

5.3.9. Personal conflict, or the appearance of thereof, that could affect results of examinations is to be avoided.

5.3.10. The examination shall be taken in English only; the use of non-medical dictionaries during examinations or a non-medical interpreter during oral examination is permitted.

5.3.11. The candidate shall submit the non-refundable examination fee, which shall be determined annually at the AGM.

5.3.12. Candidates must pass the examination within eight years of completion of the residency programme. Candidate must be informed that they may sit the different parts of the examination on four (4) occasions only.

5.3.13. Further details for the administration and conduct of the qualifying examination must be provided in the Policies and Procedures of the College.

5.3.14. Any change in the procedure of the examination should be notified to the EBVS.

## **Article 6. Finances**

### **6.1. Non-profit organisation and expenses**

The College is a non-profit organization and avoids contracts or agreements leading to activities outside the scope of the stated objectives of the College. College funds may only be spent according to the Constitution. Members or officers of the College receive no payment from the funds of the College, except of expenses payment.

The expenses of the College shall be met through various sources of income.

- i. Donations from companies and international organizations;
- ii. Income from educational meetings organized by the College;
- iii. Investment income;
- iv. Annual dues.

### **6.2. Financial year**

- a. The financial year begins on the first of August and ends on the thirty-first of July of the following year based on the registration date of the College with Company's House in England and Wales.
- b. The accounts of the last financial year and the budget of the following financial year shall be submitted annually for the approval to the AGM not later than the thirtieth of November.

### **6.3. Annual dues**

The annual dues in Euro (and equivalent in Pounds Sterling) of each practising member for the following years shall be determined by the AGM. Dues are payable on January 1st of each year. Members shall be adjudged delinquent if they are one year in arrears, and may be voted for removal by the membership if two years have elapsed without payment.

A Non-Practising Diplomate of the College shall also be required to pay dues. A Retired Diplomate of the College shall not be required to pay dues. An Honorary Member will not be required to pay dues to the College. An Associate Member shall be required to pay dues to the College.

### **6.4. Insurance**

The College is required to maintain insurance, to indemnify itself against legal costs.

## **Article 7. Meetings**

The Executive Committee and the Chairpersons of the Credentials, Education & Residency and Examination Committees shall meet at least once annually between consecutive Annual General Meetings, when judged appropriate by the President.

## **Article 8. Amendments**

These Bylaws may be amended at any Annual General Meeting or via an electronic vote by two-thirds of the votes cast. Proposed amendments must be submitted in writing to the Secretary a minimum 60 days before the meeting, for appropriate review by the Executive Committee. Proposed amendments shall be distributed (by letter, fax or electronic mail) to the membership within thirty (30) days prior to the Annual General Meeting.

The EBVS shall be notified of all changes in the Constitution, Bylaws, and Policies and Procedures at the time of the next annual report.

## **Article 9. Appeal against Adverse Decisions**

Adverse decisions by the College may include, but are not limited to:

- Denial of certification of an individual;
- Temporary or permanent suspension of certification;
- Failure of an examination or a part of an examination;
- Denial of adequacy of credentials;
- Denial of approval of a residency programme.

The College is responsible for the full implementation of its appeals procedures to ensure due process. These procedures and decisions should be fair and reasonable for all parties, in keeping with the objectives of the College and the goals of EBVS.

Changes in this Appeals Procedure should be reported to the EBVS as part of the Annual Report.

### **9.1. Appeals Committee**

The College's Procedures will provide for the appointment of an Appeals Committee. The Appeals Committee shall be made up of a minimum of three Diplomates of the College who shall not be serving as members of the Executive Committee or members of the relevant committee whose decision is being questioned, who shall have had no prior involvement with the case, and who have no potential conflict of interest with the Appellant or the Committee whose decision is being questioned.

### **9.2. Communication of the right of Appeal**

In the event of an adverse decision, the College shall notify the affected party (or parties) of the procedure for appealing against the adverse decision. This notification must be included with the

communication that gives notice of the adverse decision itself. The Appeals Procedures must specify an address and Officer of the College to which an Appeal should be sent in the first place.

### 9.3. Grounds for Appeal

The College must provide for Appeals to be made on the following grounds:

- a. That the College failed correctly to apply its own or EBVS published Policies and Procedures or criteria relevant to the decision in question;
- b. That the College's published rules, procedures or criteria were not compliant with the Policies and Procedures of the EBVS; or
- c. That the College imposed a sanction that was disproportionate to the gravity of the adverse decision against the Appellant.

### 9.4. Commencing an Appeal Process

9.4.1. The College requires that an Appeal must to be made in writing, including a statement of the grounds of Appeal, together with any supporting reasons and documents.

9.4.2. The College allows Appeals to be made for at least 60 days but no greater than 90 days after the postmarked date of the letter or email communicating the relevant adverse decision. In particular, an appeal against a decision of denying acceptance of the credentials may be submitted after a minimum of one week and a maximum of three weeks following the official announcement of the decision of denying acceptance of the credentials of a resident to sit the examination.

Submission of an appeal to the College must be accompanied by an Appeal fee of 1000 Euro to ensure that the expenses of the Appeal will be covered. If the Appellant does not pay his/her deposit within four weeks of receiving an invoice then this will be deemed an admission of liability. The deposit is re-paid in full, in case the appeal is accepted. In case of the appeal's rejection, all the costs relating to the appeal shall be made by the appellant. Any remaining deposit will be re-paid to the appellant together with an itemization of the costs retained.

9.4.3. The College must acknowledge receipt of an Appeal within 10 working days.

- i. Within 20 working days of its receipt by the College the Appeal must be considered by a nominated Executive Officer of the College, who shall have had no prior involvement with the case, and who has no potential conflict of interest with the Appellant or the Committee whose decision is being questioned. This Officer will decide whether a proper Ground for Appeal has been identified.
- ii. If a proper Ground for Appeal has been identified, the College will convene an Appeals Committee to consider the Appeal.

9.4.4 Within 15 working days of step 3(i), the College must inform the Appellant whether or not the Notice of Appeal has been accepted as raising an arguable Ground of Appeal, and, if so, of the proposed membership of the Appeals Committee that will consider the Appeal.

9.4.5. The College must provide a reasonable:

- i. Opportunity and procedure for the Appellant to raise concerns with or object to the membership of the Appeals Committee, and
- ii. Procedure by which any such concerns or objections are considered and responded to.

9.4.6. In any case where an Appeal is to be conducted, the procedure for convening an Appeals Committee to consider the Appeal must be completed no later than 30 days after the date the

College has informed the Appellant of the proposed membership of the Appeals Committee, under paragraph 4 above.

9.4.7. Within five working days of the appointment of the Appeals Committee, all the papers relating to the dispute shall be forwarded by the Officer of the College to whom the Appeal was sent to the members of the Appeals Committee.

9.4.8. Where a College makes a decision that no proper Ground of Appeal has been identified by the Notice of Appeal, the College may inform the Appellant that either:

- i. It will take no further action (and explain the justification for this), or
- ii. It will consider the Notice instead as a request for an informal review of an adverse decision by the College Executive Committee on non-appealable grounds (e.g. extenuating circumstances of personal difficulty etc.).

## 9.5. Conduct of an Appeal Process

9.5.1. The College must within its Appeals Procedures provide a process by which the Appeals Committee will conduct the Appeal. A College must require all Appeals to be conducted in all due confidence.

9.5.2. The Appeals Committee must be able to request information relevant to its consideration of the Appeal from any relevant party.

9.5.3. The Appeals Committee must be required to consider carefully the need or not for an oral hearing. Where an Appeals Committee decides not to hold an oral hearing in an Appeal against an adverse decision that arises from an allegation of impropriety against a candidate (or in other matters of similar gravity), reasons for that decision must be given. Where an oral hearing is held, a timetable must be devised which allows both parties reasonable opportunity to appear.

9.5.4. An oral hearing must be attended by at least three members of the Appeals Committee. Neither party may be represented by legal counsel, although the provisions of the law in the country where the College is registered must be taken into consideration. Oral hearings will be conducted in English. The Appellant may be accompanied by an individual (“representative”), who may assist them to present the appeal. The “representative” will not be allowed to participate in answering specific questions but, at the discretion of the Chairperson, may be allowed to provide necessary language translations and may, at the end, be allowed to make a statement on behalf of the Appellant.

9.5.5. A transcript or detailed minutes of the meeting will be kept. An electronic recording may be made with the prior consent of all parties. The minutes and, if it is made, the electronic recording, shall be made available to the meeting’s participants on request.

9.5.6. The Appeals Committee must have the discretion to reject or uphold the appeal according to its independent view of the merits of the Appeal. Where the appeal is upheld, in whole or in part, the Appeals Committee may modify or reverse the previous decision or adjust the sanction.

9.5.7. The decision of the Appeals Committee will be reached by a majority vote of the members of the Committee, the Chairperson to have the casting vote if necessary. In communicating the decision of the Appeals Committee, the Chair will give reasons for the decision.

9.5.8. The Appeals Committee must deliver its decision on the Appeal to a nominated Executive Officer of the College within 90 days of the date of receiving all the papers relating to the dispute under ‘9.4.7.’ above. The Executive Committee will check that the Appeals Committee has followed the procedures and, if these have been followed correctly, accept their recommendation. The Executive Committee shall communicate the decision, via electronic means and in addition, if there is

no satisfactory confirmation of receipt, via registered post, to the Appellant, within 30 days of receipt of the Appeal decision.

9.5.9. If the Appellant is not satisfied with the outcome of the appeal, they may submit an appeal to the European Board of Veterinary Specialisation (EBVS). The procedure for this is detailed within the Policies & Procedures of the EBVS, which may be found on the EBVS website ([www.ebvs.eu](http://www.ebvs.eu)).

## Appendix 1. Quality assurance

The mission of the College is to contribute significantly to the maintenance and enhancement of the quality of European Veterinary Specialists in pharmacology and toxicology across all European countries at the highest possible level so as to ensure that optimal veterinary medical services will be provided to the public.

Towards achieving this goal, the European College of Veterinary Pharmacology and Toxicology (ECVPT) encourages specialised training beyond the professional veterinary degree to enhance the ability of candidates to meet certification requirements and to update the competence of specialists, and has:

- Established a policy and associated formal mechanisms for the approval, periodic review and monitoring for the assurance of the standards and quality of the programmes and awards it is offering;
- Made the strategy, Constitution and Bylaws, and all major documents available publicly;
- Established a system of collection, analysis and use of up to date, impartial and objective, relevant information for the effective management of the training programmes and other activities of the College, to be regularly submitted to the European Board of Veterinary Specialisation (EBVS), about the programmes and awards it is offering;
- Established a clear policy and the procedures, including a re-evaluation form, for re-certification of the Diplomates for membership of the Colleges every five years;
- Conflict of interest avoidance mechanisms in place on all levels, e.g. applications for enrolment as a resident, approval of residency programmes, approval of credentials, examinations, appeals procedures and so on; and
- Established a policy and the procedures for complaints or appeals, and disciplinary actions against Diplomates, residents or candidates.

Moreover, working under the umbrella of the EBVS, ECVPT also contributes to its goals by ensuring that:

- It commits itself to the development of a culture, which recognises the importance of quality, and quality assurance, in its activities, and to achieve this, it develops and implements a strategy for the continuous enhancement of quality;
- The interests of society and veterinary profession in the quality and standards of specialist education and training are safeguarded;
- Any specified experience requirement is clearly defined, relevant to the objectives of the specialty, and amenable to evaluation;
- The strategy, Constitution and Bylaws, Policies and Procedures, and all major documents of the College are available publicly;
- Residents are assessed using published criteria, regulations and procedures which are applied consistently;
- Diplomates of the ECVPT involved with the training of residents are qualified and competent to do so; and
- The resources available for the support of resident learning are adequate and appropriate for each programme offered.

## **Accountability procedures**

ECVPT has in place its own procedures which include the following:

- i. A published policy for the assurance of the quality of the agency itself, made available on its website
- ii. Documentation which demonstrates that:
  - The processes and results reflect its mission and goals of quality assurance;
  - It enforces, a no-conflict-of-interest mechanism in its own activities or in the activities of its Diplomates and Residents/Candidates; and
  - It has reliable mechanisms that ensure the quality of any of its activities and material produced.

In accordance with its objective to function as an organisation developing, and enhancing standards and guidelines on quality assurance in the area of veterinary pharmacology and toxicology, and to maintain and develop co-operation with other appropriate European stakeholder organisations, ECVPT is committed to a continuing cooperation with partner organisations in Europe and beyond. These mainly include other EBVS-recognised Colleges, respective Associations in Europe and specialist Colleges in other parts of the world (e.g. North America, and Australasia).

## Appendix 2. Knowledge, Skills and Competences

### **Training of European Veterinary Specialists:** European Qualifications Framework (EQF) level 8 (Doctoral degree)

The minimum 4-year Training Programme allows graduate veterinarians, who have completed a minimum of 1-1.5 year rotating internship programme, to acquire in-depth knowledge of their scientific field and its supporting disciplines under the supervision and guidance of a Diplomate of the respective College, in a College-approved Residency Training Programme of at least 2.5-3 year duration, taking place in a College-approved centre.

This distinguishes the Specialist level from the first clinical degree (Masters) level, which is EQF level 7, and the “middle tier” or “Advanced Practitioner”.

The European Board of Veterinary Specialisation (EBVS) outline for specialist level knowledge and skills is intended as a reference point for any professional level veterinary qualification provided by an EBVS-recognised European College.

Overall specialists will have the qualities, professional (including transferable) and technical skills necessary for successful employment in professional environments requiring the exercise of personal responsibility and largely autonomous initiative in professional or equivalent environments.

By his/her expertise, the specialist should have developed the self-confidence, self-criticism and sense of responsibility that are essential for the practice of the specialty.

### **In particular, in relation to knowledge, specialists will be veterinarians who have demonstrated:**

- A systematic acquisition and understanding of a substantial body of facts, principles, theories and practices, which is at the forefront of their area of professional practice.
- The ability to conceptualise, design and implement research projects relevant to their own professional practice for the generation of new knowledge, applications or understanding at the forefront of their discipline.
- A detailed understanding of applicable techniques for research and advanced clinical enquiry to support all the above.
- A high moral and ethical standard with regard to his/her contribution to the protection of animal health and welfare, human health and the environment.
- Willingness to maintain up to date knowledge through congresses and literature, and the ability to:
  - o Be acquainted with the structure, objectives, approaches and problems of the veterinary profession and specifically with regard to his/her specialty.
  - o Keep abreast of new developments in the specialty and become familiar with new methods, before applying these in practice.
  - o Understand the limitations of his/her own specialty.
  - o Understand the possibilities that other specialties may have to offer.
  - o Be familiar with the potential of multidisciplinary cooperation.
  - o Be aware of current European Union (EU) and national regulations with regard to all aspects of his/her field.
  - o Understand the limitations of his/her own specialty.

**In particular, in relation to skills, specialists will be veterinarians who have demonstrated**

- A high level of expertise in their specialty area including the ability to make informed judgements on non-routine and complex issues in specialist fields, often in the absence of complete data, and the ability to:
  - Utilise a full range of investigative procedures and techniques to define and refine problems in a way that renders them amenable to the application of evidence-based approaches to their solution.
  - Communicate their ideas and conclusions clearly and effectively to specialist and non-specialist clients and audiences.
  - Act professionally in the provision of customised and optimal solutions to problems with regard to animals, clients, colleagues, public health and the environment.
  - Apply high level knowledge and skills at the forefront of the specialist area to their own professional work.
  - Approach problems in an analytic, scientific way and attempt to find solutions.
  - Assign priorities to identified problems.
  - Organize work efficiently.
  - Use modern standards of skills and equipment.
  - Find required information quickly.
  - Organise all aspects of his/her work efficiently and effectively.

**In particular, in relation to competences, specialists will be veterinarians who have demonstrated**

- A high level of competency through teaching, research or practice in the specialty, and the ability to:
  - Create, evaluate, interpret and apply, through clinical studies or original research, new knowledge at the forefront of their professional area, of a quality to satisfy peer review, and merit publication and presentation to professional audiences.
  - Promote, within academic and professional contexts, technological, social or cultural advancement in a knowledge based society.
  - Continue to undertake research and/or clinical studies in their field at an advanced level, contributing substantially to the development of new techniques, ideas or approaches in the specialty.
  - Develop their professional practice and produce a contribution to professional knowledge.
  - Maintain both expertise and research through advanced scholarship.
  - Develop clinical research and other scientific activities in order to contribute to the quality of his/her specialty.
  - Promote aptitude and proficiency in his/her field.