



The Annual and Final Reports

A. General Remarks

At the end of each year of training the EdCom expect a report from the Resident and Supervisor on the training and activities related to the Residency in the previous year. The report is reviewed by the EdCom and Residents will receive feedback on their report and on the training from the EdCom.

Monitoring the activities of the Residents is part of the Quality Assurance of EVPC. The reports enable the EdCom to monitor the progress of training, the alignment of the actual activities with the proposed training schedule, and to comment on any deviations and suggest additional activities to support the training of the Residents.

The review will address specifically the following points:

- Research activities/publications
- Clinical and diagnostic activities
- Teaching activity
- Participation/presentation at national and international meetings
- Number of meetings with supervisor

B. Contents of a Report to be reviewed

To enable proper reviewing of the reports the reports must include concise and complete information. This information should not only be qualitative but also quantitative, i.e. it should contain key indicators of activities and achievements.

Below a list of specific points to be addressed is given.

EdCom is aware that writing a report adds on a Resident's work load; however, this is also an opportunity to sum up a year's work and to reflect on one's professional progress, and external progress monitoring may provide valuable input. Since multiple reporting can be necessary EdCom does not ask for a specific format of the report but the points listed below should be included for completeness (examples are listed but activities will vary according to the planned activities, available courses, research outcomes etc.):



- 1 Research activities/publications
 - Ongoing and completed projects including a short overview of the methods and outcomes
 - Research stays at other institutions/externships
 - Specific training/course related to research (methodological training...)
 - Supervision of graduate students in research projects
 - Research outcomes: peer-reviewed and other publications (conference participations are listed under point 4).

- 2 Clinical and diagnostic activities
 - Approximate number of samples examined (broken down to host species and method (e.g., coproscopy, serology, etc.) and extent of other diagnostic/clinical activities such as case discussions, advisory activities for vets/customers etc.
 - Participation in summer schools or externships on diagnostic / clinical activities
 - Participation in, e.g., clinical rounds at clinics/practices, clinical trials etc.
 - Internships in clinics /private practices

- 3 Teaching activity
 - Extent (number of hours) and short description of contents and context of lectures (e.g., coproscopic examination in practical diagnostic course for veterinary medicine; seminar on zoonotic helminths for medical students, lecture on parasite control for students in agriculture, etc.)
 - Courses of didactics and other training in teaching

- 4 Participation/presentation at national and international meetings
 - Meeting name and place, title and type of presentation (oral or poster)
 - Awards won with the presentation?

- 5 Number of meetings with supervisor
(at least 4/year) including short progress reports (progress statement: satisfactory/not satisfactory)
 - In which frame and frequency is communication with the supervisor(s) achieved?
 - This is especially important for Residents who do not work at the same location as their supervisors and use telephone cons or skype to communicate
 - Is the training progress deemed satisfactory? Suggestions for improvement?

According to the Policies and Procedures of EVPC, both the Supervisor and the Resident must sign the report and it must be submitted within 3 months after the end of each period. Submission of the Reports of Residents in SRTPs is conducted by the programme Director, and the Report must be signed by both Resident and Director. Failure to do so will result in cessation of training according to the Policies and Procedures of the College.



C. The final Report

The final report should sum up all activities during the training period. The outline is the same but fewer details on activities are required and the report should focus more on the final outcomes, e. g., publication list as indicator for research outcome; total extent and coverage of diagnostic and clinical as well as teaching activities; extents and contribution of national and international meetings.

The EdCom will carefully review the reports along the 5 categories and comment on each of them. If the EdCom finds that the data provided in the report do not permit any valid conclusions the Resident will be asked to provide additional documentation.

PLEASE NOTE: If in one or more points the minimum requirements are not fulfilled or considerable deviations from the approved programme are evident (and the report does not provide reasons for this) the EdCom will make recommendations for improvements for the following training period. If the final report reveals insufficient fulfilment of training requirements the report will be reviewed negatively and the EdCom will not recommend the acceptance of the Resident to sit the Exam after training completion. It is therefore mandatory to follow the recommendations from EdCom for the following training periods arising from the review of the interim reports, and Residents should also explain in the next report which measures and actions were taken to meet these recommendations.