



Committee Chair Mid-Year Report

Thank you for submitting your Mid-Year Report. This information is important for improving our Academy, communicating with the membership, as well as ensuring that Committee Chair is accountable for their responsibilities to the Academy as outlined in our [Bylaws](#).

Name

Liz	Hughston
First	Last

Committee

Credentialing

New or Returning Chair

Returning Chair

Have you fulfilled the duties of your Committee as defined in the bylaws?

Yes No

Please provide specific examples of your bylaw duties that you have performed so far this year.

1. Following the Bylaws of the Academy, determine the contents of prospective applicant packets.
 - Done, and formulated an application instructions packet for applicants that details the requirements.
2. Annually review and update all forms, procedures and contents of said packets.
 - Done. Cognito Forms are evaluated and edited/updated for each application year. We are evaluating processes on an ongoing basis.
3. Ensure that a mechanism is in place to provide packets to any interested parties.
 - Done. Website updated with intent to apply form built in (rather than having to go to a separate site). Maintain database of interested applicants, along with a FB group dedicated to applicants. Information is disseminated as it is published.
4. Set deadlines for application submission.
 - Done. This is the second year of the two part application process, which seems to be working well, with several applicants being denied earlier, saving them time and effort and, hopefully, setting them up for future success.
5. Evaluate and certify the eligibility of applicants.
 - Done. This is now Part 1 of the application process. We ensure that each applicant meets the requirements as outlined in the By-Laws.
6. Notify all eligible applicants; forward list of candidates to President and Examination Committee Chair.
 - Done for both Part 1 and Part 2.
7. Notify all ineligible applicants and the President with a detailed explanation of ineligibility.
 - Done. We made changes to the denial letter process a bit this year, while allowing denied applicants to request additional information, if desired.
8. Work with the Program committee on educational and training standards.
 - I would like to have more involvement with the Program Committee on this point, though they do an excellent job with the CE provided, and have worked to create a free CE program for the Academy, which I know the applicants appreciate.
9. Set fees for credentialing review.
 - Done. \$25 for Part 1 and \$50 for Part 2.
10. Other duties as assigned by the Executive Board.
 - I believe that all assignments have been completed.

Are you attending the ACVIM Forum this year?

Yes No

Please list any special projects you have worked on so far this year:

We have identified and published new examples for Cardiology - both Logs and Reports. We are working on identifying and publishing updated examples for the other specialties as well.

We are working on ways to streamline the Case Logs process and make it more valuable to applicants and representative of the work they are doing in practice during their application year.

We expanded the Credentialing Committee to include members at large from each specialty. We have had one meeting. Hopefully we will be able to have additional meetings after the Forum. Via that first meeting, we held a CE session presented by Christine Weaver re: evaluating veterinary evidence, as some reviewers provided feedback that references cited in the Case Reports were outdated or of poor quality. We updated the Case Report outline and renamed it a checklist to emphasize that all components are required. We also increased the number of references required.

Returning Chair, is the Committee SOP for your position complete?

No, still working on it.

Please edit the SOP for your committee (received via a separate email) prn in Word with track changes on and return to LindaM@aimvt.com

Are there any duties that should be added or removed to your Committee?

No thank you.

What are your goals for the remainder of the year?

Finish the new examples for the specialties and get them posted. Determine Critical Skills for each specialty and develop a methodology and scoring rubric for these write-ups.

(I'm submitted report for 2022 and for Neuro, LA, and SAIM for 2023. Kate will submit for Onco and Cardio for 2023)

Please upload a list of Committee members, noting those members who were active, those who were inactive, and those whose participation did not meet your standards

Committee Members

Hughston Member Participation for Board report - Credentialing Committee.xlsx

Date

5/21/2023

Signature

Liz Hughston

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