

**THE LATIN AMERICAN COLLEGE OF VETERINARY DERMATOLOGY.**



**THE RESIDENCY PROGRAM GUIDELINES.**

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## **A. THE LATIN AMERICAN COLLEGE OF VETERINARY DERMATOLOGY EDUCATION COMMITTEE.**

**A.1.** The LACVD Education Committee has a minimum of *3 members*, and each serves a *3-year term*. The Education Committee maintains and updates de residency programs guidelines. They review, and approve new residency programs applications, and evaluate existing residency programs to ensure that they comply with the residency program guidelines. This Education Committee is active year-round.

## **B. THE RESIDENCY PROGRAM.**

### **B.1. Brief description and general objectives.**

A LACVD residency program should provide in-depth training in veterinary dermatology such as the resident develops a comprehensive knowledge of the dermatologic conditions of domestic and exotic animals. Each residency program must follow the general terms detailed in the present guidelines. A residency program is not the property of any institution or private company. A residency program is a permit granted by the Education Committee for the development of training in veterinary dermatology. Once this permission is granted, the resident supervisor may change over time, with the consent of the Education Committee. In addition, the resident supervisor is *strictly* prohibited from receiving any financial remuneration, contract, money allowances, or gifts in exchange for the direction of the residency program.

### **B.2. Members of a residency program.**

A residency program will be constituted by a *resident supervisor* (a.k.a. program director or primary educator), a minimum of one *resident advisor* or a maximum of two *resident advisors* (a.k.a. secondary educators), and the tertiary educators if present. A resident supervisor can conduct and supervise a maximum of two residents; but only if the first resident has completed at least two years of his/her residency program.

**B.3. Requisites to apply to a residency program (independent of the type of residency).**

**B.3.1.** To join a minimum of one and maximum of two resident advisors (point B.2). *For more details see sections B.3.3 and B.8.1.*

**B.3.2.** The resident supervisor must be a LACVD Diplomate.

**B.3.3.** The Education Committee does *not demand any specific requirement to be a resident advisor*. However, the Education Committee will require from the resident supervisor a report detailing the resident advisor's qualifications and the reasons why it was chosen as such. The Education Committee recommends the following guidelines for the selection of a resident advisor: (1) an individual with demonstrable university teaching in the field of veterinary dermatology; (2) an individual with demonstrable non-university teaching/lectures in the field of veterinary dermatology (LACVD or any other Veterinary Dermatology College meetings or international conferences) or (3) an individual with demonstrable experience in a field in which the resident supervisor needs to complement its program. On the other hand, the resident advisor can be a Diplomate from the LACVD, the American College of Veterinary Dermatology (ACVD), the European College of Veterinary Dermatology (ECVD), the Asian College of Veterinary Dermatology (AiCVD) or Certified as a Fellow of the Dermatology Chapter of the Australian and New Zealand College of Veterinary Scientists (ANZCVS).

**B.3.4.** The proposed program must supply a sufficient and stable number of *clinical cases* and the necessary *equipment* for adequate clinical training in a way that most of the resident's clinical training can be done in the program's primary facilities (university or private practice).

**B.3.5.** If the proposed program cannot achieve requisites from *section B.3.4*, additional facilities can participate in the residency program to provide and guarantee all the requirements for adequate resident training. These additional

facilities (university or private practice) must be included in the *residency program application form* and the *residency program document*. Both must be approved by the Education Committee.

#### **B.4. Types of residency program.**

All residency programs must be approved by the Education Committee and are subject to the current LACVD guidelines as outlined in this document. The Education Committee recognizes and support two types of residency program:

**B.4.1.** A *full-time residency program* (standard or formalized residency program) is defined as a non-degree **paid** training program, with a maximum of five (5) working days per week, during a period of **3 consecutive years**, when the majority (>50%) of the clinical training take place in the program's primary facilities (university or private practice). During a full-time residency program, supervision (see *B.8.2.1.c*) must be done *accordingly to the following percentages*: 100-75% of the time during the first year; 75-50% of the time during the second year; and more than 50% of the time during the third year. This time supervision can be shared between the resident supervisor and the resident advisor(s). The full-time residency program period can be increased for any resident to meet all the requirements needed to present his/her *resident final report*. However, the full-time residency program must *not exceed a total of 5 consecutive years*. The accumulation of non-consecutive years is not permitted, and the residency program completed by this means will not be approved. It will be the responsibility of the residency supervisor to notify the Education Committee of the LACVD via e-mail about the amount of time increased for a resident. Periods of resident or supervisor inactivity such as pregnancy and maternity or other justified reasons will be notified to the Education Committee by the resident supervisor. In these exceptional cases, the resident supervisor must notify the Education Committee by reporting the period of resident inactivity and by which means the resident will make up the days of absenteeism.

The residency supervisor must detail in the residency program proposal the annual salary that will be paid during the residency program.

**B.4.2.** A *non-full-time residency program (alternative residency program)* is defined as a non-degree, non-paid, part-time residency program. A non-full-time resident must spend a minimum of **73 supervised days** (one-third of a one-year-non-full time residency program). This period (73 days or one-third of a one-year-non full-time program including one month of vacation) cannot be continuous and must be distributed equally throughout a year (e.g., every 4 to 8 weeks). If the resident needs assistance during non-supervised days (147 days or two-thirds of a one-year-non-fulltime residency program including one month vacation), the resident can contact the resident supervisor/advisor/s by phone calls or by other virtual media such as FaceTime, Skype, Zoom, etc. (see B.8.2.1.d.). A minimum of *80% of these 73 days must be supervised in the resident supervisor's primary facility* (university or private practice). The other 20% of supervised days may be supervised by two alternative methods (see B.8.2.1.c.).

If during a 3-year non-full period, the resident is unable to accomplish all the requirements to present the *resident final report*, the non-full-time residency program can be increased. In this latter case, the resident must spend a minimum of one-third of the increased time of supervised days in the residency program's primary facilities. The total time of a non-full-time residency program must *not exceed 6 consecutive years* with no further increase of time being allowed. The accumulation of non-consecutive years is not permitted, and the residency program will be approved. It will be the responsibility of the residency supervisor to notify the Education Committee of the LACVD via e-mail about the amount of time increased for a resident. Regardless of how many days a week the residents can carry out their clinical training in dermatology, it will be the responsibility of the resident supervisor/advisor to organize the resident's agenda so that they can make the most of dermatological cases during their residency program. Periods of resident or supervisor inactivity such as pregnancy and maternity or other justified reasons will be notified to the



Education Committee by the resident supervisor. In these exceptional cases, the resident supervisor must notify the Education Committee by reporting the period of resident inactivity and by which means the resident will make up the days of absenteeism.

#### **B.5. How to apply to a LACVD residency program.**

To apply to a LACVD residency program, the future resident supervisor will complete and send the *residency program application* form and the *resident program document* to the Education Committee for its evaluation and approval. The *residency program document* will be redacted following the Education Committee guidelines published on the LACVD's webpage. The presentation of both documents will constitute an official residency program proposal. All approved residency programs will be uploaded and available as public access for the residency candidates on the LACVD's webpage.

#### **B.6. LACVD residency program approbation.**

All residency programs must be approved by the Education Committee. Once the resident supervisor has submitted its residency program proposal (i.e., *residency program application form + residency program document*), the Education Committee has **6 months** to approve it, reject it, or ask for additional information to make a final decision. If the residency program proposal requires minor modifications or additional information, the Education Committee will review it up to **3 times** before it is finally rejected. If the residency program proposal submitted requires significant modifications, the Education Committee may directly reject it or request a re-submission of the proposal for consideration in a period fixed by the Education Committee. If a residency program proposal is finally rejected a minimum of one year must pass before a new proposal is submitted by the same resident supervisor, institution, or private practice. Once

approved, the resident supervisor will be notified by the Education Committee and the residency program will be published on the LACVD's webpage as "available". The Education Committee will send all candidate application forms received on the LACVD webpage to the resident supervisor. The resident supervisor will be responsible to set a *deadline* for acceptance of *candidate application forms* (download available on the LACVD's webpage). This deadline must be notified to the Education Committee. Once the residency program is approved, the resident supervisor has **two years** to fill the resident position. If during this period, a resident candidate is not selected, the resident supervisor will need to resubmit the *residency program proposal* according to the current Education Committee guidelines published on the LACVD's webpage. Candidates cannot begin a residency program until all requirements have been met, the residency program has been approved by the Education Committee, and the resident supervisor has been notified.

#### **B.7. Resident selection.**

*Resident candidates must have completed a minimum of 3 years as a veterinary general practitioner before starting the residency program.* Other additional qualifications can be added by the resident supervisor depending on the program. These additional qualifications (if present) must be detailed in the *residency program document*. When a candidate is selected as a resident of the LACVD, the resident supervisor is responsible for the notification to the Education Committee by completing and sending the *resident registration form*. Once this form is received and approved, the Education Committee will notify the resident supervisor of its approval. It is recommended that the residency program (specific for a particular candidate) begins within **a month** (maximum 3 months) of its notification.

## **B.8. Residency.**

**B.8.1.** A LACVD residency program is divided into two main branches: (1) *clinical training*, and (2) *dermatopathology basic training*. Residents must receive in-depth clinical training in veterinary dermatology and related sciences such the Resident develops a comprehensive knowledge of the dermatologic conditions of dogs and cats and other domestic and exotic animals. One of the resident supervisor's responsibilities is to verify that a resident has been properly trained in all aspects of their residency; in this way, the resident supervisor must be intimately involved in designing and scheduling all aspects of the residency training. The resident supervisor and the resident advisor/s should be present for most of these aspects of training and delegate the training in a minority of cases to another **tertiary educator**. A resident supervisor cannot completely relinquish any aspect of the residency program to other educators without maintaining adequate and specific knowledge of that training or instruction. A tertiary educator can provide a major portion of any aspect of a resident's training only if a written agreement between the resident supervisor and the outside tertiary educator establishes. The resident supervisor must provide this written agreement to the Education Committee when sending the *residency program proposal*. This document must state the services that the outside educator will provide, how the resident supervisor plans to be involved to ensure the resident is receiving appropriate training, and a contingency plan if the tertiary educator cannot or is not fulfilling his/her obligations to the resident. All residents, whether in a full-time or non-full-time residency program, must satisfy all requirements outlined below.

## **B.8.2. Clinical and Dermatopathology Training.**

### **B.8.2.1. Clinical training.**

*B.8.2.1.a.* Training in clinical dermatology is of paramount importance. Clinical dermatology is learned by observing and participating in history taking, physical and dermatological examination, diagnostic evaluation, treatment, and following-up of clinical cases. Clinical training includes time spent examining patients, conducting diagnostic or therapeutic procedures, reviewing diagnostic material, consulting with appropriate specialists, holding case rounds, and communicating regarding the patient outcome and/or care with owners or referring veterinarians. Resident supervisor contact time is extremely important for clinical training. Resident supervisor/advisor is expected to be available to residents if they have questions or problems with their clinical cases during supervised days (see *B.4.1.* and *B.4.2.*).

*B.8.2.1.b.* *Observational training days* (secondary clinician) are days where the resident takes no active role in the management of the patient. This form of training must have a *minimum of one month*, although it must *not* be longer than three months.

*B.8.2.1.c.* *Supervised training days* (primary clinician) are days where the resident takes an active role in the management of a case, either as a co-clinician with the resident supervisor and/or resident advisor/s or as the primary clinician, always under the supervision of the resident supervisor and/or resident advisor/s. A supervised day is a day in which the supervisor/advisor/s is on-clinics with the resident or in his/her proximity to be able to help the resident in case of need. If the residency supervisor/advisor/s is not available physically, other virtual media can be considered to supervise a resident. The Education Committee of the LACVD recognizes as “*supervised training days*”, the following **two alternatives**: (1) when the resident needs help with a clinical case, he/she

should contact their supervisor through any virtual platform in which the exchange of images and sounds can be carried out in real-time; (2) when the supervisor has an interesting or necessary clinical case for the instruction of his/her resident, the supervisor must contact his/her resident through any virtual platform in which the exchange of images and sounds can be carried out in real-time. All residents may include clinical cases in their *annual report* as supervised if they have complied with at least one of these two alternative methods of supervision, in addition to the face-to-face method. In any case, if the resident supervisor detects deficiencies in the resident's clinical skills, it will be the supervisor's responsibility to schedule physically supervised days to overcome these deficiencies.

*B.8.2.1.d. Non-supervised days* are days where the resident takes the role of primary clinician without the supervision of the resident supervisor and/or resident advisor/s. Although not mandatory, if the resident needs assistance during non-supervised days, the resident can contact the supervisor or advisor/s by phone calls or by other virtual media.

*B.8.2.1.e.* It is expected that during the residency, the resident will have primary case responsibilities and will not merely act as an assistant or intern for the supervisor and/or resident Advisor/s. Throughout the entire residency program, **all residents must have primary case responsibility for at least 500 first-visit** patients (new cases or previous cases that required a major change in direction of diagnosis or therapy). To ensure annual *case log* diversity, the Education Committee of the LACVD highly recommends that all residents must have observational/supervised dermatology training in other species rather than dogs and cats, such as horses, cows, pigs, birds, small mammals, other ruminants, reptiles, and wild/zoo species. Additionally, throughout the entire residency program, **1000 re-checks** of patients previously seen as first visits must be documented in the *case log*, reflecting that the resident has followed up on the progress of the patient. It is preferred that rechecks are done on the cases seen primarily by the resident; but rechecks on cases that have been primarily seen

by the resident supervisor or resident advisor/s, can be counted as rechecks as well. Owners' telephone calls or using any virtual system are not regarded as rechecks. It is a mandatory requirement to complete an annual *case log* for all these clinical cases. In exceptional circumstances the Education Committee can modify the terms by which clinical cases would be accepted. In such circumstances, only the Education Committee can approve and accept other ways to avoid the resident *case log* discontinuation.

All LACVD Residents are expected to have an in-depth knowledge of all dermatologic conditions of domestic animals found in current veterinary textbooks and widely circulated peer-reviewed English language journals; accessibility to them should be guaranteed by the supervisor or the facility where the training is taken. A resident supervisor must supplement areas of weakness in their program by appropriate external rotations or interactive training sessions with the resident. These training sessions can take any form: presential and/or online. Clinical photographs should be used to supplement those found in the literature.

#### ***B.8.2.2. Dermatopathology training.***

The LACVD considers veterinary dermatopathology an invaluable topic in the study of veterinary dermatology. The total amount of this type of training should not be less than 10% of the residency program.

The *dermatopathology* basic training will be supported by *two sources*:

(1) *The LACVD courses/lectures.* The Education Committee of the LACVD will be responsible for the schedule of basic dermatopathology free online or presential courses/lectures for residents. These will be offered and posted on the LACVD webpage. Assistance to these courses is mandatory for the residents. The objective of these courses is to provide all residents with an understanding of

the pathomechanisms of veterinary skin diseases from different species in addition to dogs and cats.

(2) *Residency Program*: dermatopathology training may involve direct evaluation of dermatopathology by the resident during his/her residency program. A resident supervisor, resident advisor/s or tertiary educator can review the dermatopathology simultaneously with the resident or after the resident has examined it. This kind of training may take any form: presential and/or online. There is no specific requirement on the number of slides to be examined by the resident. Ideally, the resident should learn all dermatopathology by direct microscopic examination of appropriate examples of common diseases taken from his/her cases. Since all the necessary slide material may not be available for the resident, slides teaching sets, textbooks, or scanned slides can be used. Teaching sets that have examples of diseases commonly seen in practice are preferable.

If the resident supervisor or the resident advisor/s are unable to train the resident in this field, a tertiary educator may be included for dermatopathology training by following the guidelines mentioned in *section B.8*. Although knowledge of electron microscopy and immunohistochemical techniques are valuable, there are no specific training requirements in these areas.

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### ***B.8.2.3. Internal medicine.***

All LACVD residents must have a broad understanding of internal medicine, especially in areas where cutaneous manifestations are common. Since all LACVD residents must have completed a minimum of 3 years of basic clinical training before the residency, it is expected that the resident developed his/her basic skills in internal medicine during that training. Time devoted to clinical work outside the field of dermatology (*i.e.*, emergency duty, general practice clinics, etc.) will not be considered as part of the residency program working days.

#### **B.8.2.4. *Basic and applied science training.***

The resident must have structured instruction and study in the basic and applied sciences related to dermatology. These areas of study include essential knowledge in genetics, biochemistry, embryology, histology and physiology of skin and adnexal structures, pathomechanisms of all dermatological diseases, immunology, bacteriology, mycology, virology, parasitology, internal medicine, nutrition, oncology, pharmacology, clinical pathology, dermatopathology, and comparative dermatology. Although the LACVD will offer courses/lectures in these subjects, it is the Resident's responsibility to keep an updated knowledge of these basic concepts prior to or during his/her residency program.

#### **B.8.3. Research.**

Although *not mandatory*, the Education Committee of the LACVD will encourage any research project within a residency program. This project must be under the mentorship of the resident supervisor and/or the resident advisor/s. The subject and scope of the research project are left up to the supervisor's judgment; however, the Education Committee highly recommends that the results obtained during the residency research project must be presented in the LACVD meeting (or equivalent meetings) under different formats (poster presentation, short communication). Finalization may not be necessary since a research project may be finalized by other residents and/or Ph.D. students. Ideally, the results of the resident research project must be published in international/national peer-review scientific journals; but this is not a mandatory requirement at present time.



### **B.9. Residency monitoring.**

All resident supervisors are responsible for their residents. In this way, all resident supervisors are responsible for ensuring the yearly submission of the *annual resident's report* and the *resident final report* to the Education Committee. Depending on each residency program length, examination credentials will be not admitted without the approbation of the *resident final report*. The resident supervisor and/or the resident advisor/s must ensure that the *annual resident reports* are kept up to date and identify and attempt to rectify serious omissions through twice-yearly inspections.

### **B.10. Resident's time-off.**

Residents must also have an adequate amount of time off-clinics for vacation. It is recommended that a resident receive **at least four weeks** (or 20 working days) of personal vacation per year. Weekends, national holidays, time off to attend any dermatology meetings, or completing the non-clinical training of a residency program are not included as part of the personal vacation. Each program is required to supply time for a resident to attend at least one LACVD meeting or any equivalent meeting (NAVDF/ECVD/AiSVD annual meeting) during his/her residency period. Although not mandatory, the Education Committee highly recommends assisting at least one (1) LACVD/NAVDF/ECVD/AiSVD meeting [including resident's day meetings]. The suitability of a particular meeting is left up to the supervisor's judgment. It is the supervisor's responsibility to ensure compliance with all the aforementioned.

### **B.11. In case of resident supervisor absence.**

In any case of a supervisor's prolonged (more than 6 months) absence (disease, parental or children care, personal choice) or definitively absence (retirement, personal choice, death), the resident supervisor or advisor/s *must notify* the Education Committee. The Education Committee will set a meeting with the current residency program members to agree on the continuation or cessation of the resident's residency program. If this meeting leads to the termination of the residency program, the Education Committee will ensure that it finds a suitable substitute residency program so that the resident can end his/her residency.

### **B.12. Personal study.**

Each resident will be responsible for his/her study organization and scheduling. The breadth and depth of this study should be sufficient to assure that the resident has a firm foundation in veterinary dermatology and is prepared for the LACVD board examination. As personal study must not be the main instruction method during the residency program, the Education Committee of the LACVD highly recommends that the resident supervisor and/or advisor/s must schedule: (a) Case rounds at least 1-hour weekly (discussion of clinical cases) adding up to at least 4-hours monthly; (b) Journal clubs at least 1-hour weekly (discussion of articles from peer-review journals) adding up to at least 4-hours monthly; and (c) Basic science learning at least 1-hour weekly (book chapters, review articles of basic science) adding up to at least 4-hours monthly.

The specific organization of these studies is left up to the resident supervisor and/or resident advisor/s judgment. The Education Committee requires that each program include a detailed description of these rounds in the *residency program document*. Resident supervisor or resident Advisor/s must supervise the resident's study in each area and regularly evaluate the resident (e.g., monthly mock exams). Other acceptable teaching/learning methods include

online lectures, conferences, clinical photographs, and dermatopathology slide reviews, and directed readings. For directed readings, the supervisor with the advisor/s must supply an appropriate reading list and monitor the resident's progress in completion and understanding of the material.

## **C. THE RESIDENT.**

### **C.1. General Qualifications for a LACVD Resident Candidate.**

All LACVD resident candidates must fulfill the following requirements:

*C.1.1.* To be a veterinary medicine *graduate* and *fully licensed* to practice in their country of origin.

*C.1.2.* To have completed at least a minimum of **3 years** of clinical training as a **veterinary general practitioner**.

*C.1.3.* In case of being from a foreign country, the candidate must own a veterinary degree authorized by the government of the country in which the residency program will take place.

*C.1.4.* Not having been convicted of cruelty to animals.

*C.1.5.* To present a *criminal record certificate*. Evidence of legal misconduct may be the reason for disqualification.

*C.1.6.* To present a *good standing certificate* by the corresponding veterinary authorities. Evidence of professional misconduct may be the reason for disqualification.

*C.1.7.* Other minimum requirements/qualifications/selection criteria can be added by the resident supervisor depending on the program. These extra requirements/qualifications/selection criteria must not conflict with the Education Committee's general qualifications (*section C1*). Examples of criteria for resident candidate selection could be publications, English level, courses, reference letters, and past visits to the residency program's primary facilities.

C.1.8. The Education Committee strictly rejects the inclusion of any gender, religion, nationality, skin color, or political preference as an extra requirement, qualification, or selection criteria by the resident supervisor. The Education Committee does not recognize as a minimum requirement the completion of a dermatology internship; however, leaves its value up to the judgment of the supervisor.

## **C.2. How to apply for a LACVD residency program.**

All LACVD residency programs (available, available in the future, not available) are published on the LACVD webpage. Candidates interested in a LACVD residency program must register on the LACVD webpage by completing and sending the *candidate form*. Candidates will be sorted by country preferences (if present). Resident supervisors will contact the chosen candidates to start the selection process. When a candidate is selected as a resident of LACVD, the supervisor is responsible for the notification to the Education Committee by completing and sending the *resident registration form*. The resident supervisor must notify the resident of the residency program starting date. It is recommended that the residency program (specific for a particular candidate) begin within **a month** (maximum 3 months).

## **C.3. Resident Duties and Responsibilities.**

All Residents of the LACVD have the following duties/responsibilities:

C.3.1. To start his/her residency program on the date that was agreed upon with the supervisor.

C.3.2. To finish the residency program in the period submitted by the resident supervisor.

C.3.3. To complete and send to the Education Committee the *annual resident's report* by the end of each residency year. The *annual resident's report* must be submitted within a month after the end of a full year of the residency.

C.3.4. To submit to the Education Committee the *resident final report* by the end of the residency program. The *resident final report* must be submitted within a month after the end of the residency program.

C.3.5. To present the resident credentials at the end of his/her residency program to the LACVD Credential Committee.

C.3.6. To organize and schedule his/her study.

C.3.7. To complete and keep updated the *case log* template of all cases and rechecks seen as primary/secondary clinician (participatory or observational training) during the residency program. Detailed records of these cases must be available for inspection if required.

C.3.8. To give at least six education lectures during the residency program. These lectures must be at least 30 minutes in length and must cover different topics related to veterinary dermatology. The audience may be students, veterinarians, veterinary nurses, veterinary technicians, or laypeople. The resident supervisor should make every effort to attend these lectures and discuss the strengths or weaknesses of the presentation with the resident. If attendance is impossible, the supervisor or advisor/s should preview the lecture before it is presented. All residents must complete and keep updated the *resident annual report* listing the presentation given, the date of the presentation, to whom they were given, the venue, and their duration.

C.3.9. Recommendation. To attend dermatology continuing education lectures or courses. The suitability of a particular course or lecture is left up to the supervisor's judgment. The Education Committee strongly supports this form of training and suggests that every effort should be made to assure that the resident attends as many education lectures or meetings as possible.

C.3.10. Recommendation. Attend at least one (1) LACVD/NAVDF/ECVD/AiSVD meeting and the LACVD/NAVDF/ECVD/AiSVD resident's day.

C.3.11. To have moral and ethical behavior during the entire period of the residency program.

#### **C.4. Certification of completion of a residency program.**

After approval by the Education Committee of the last *resident annual report*, the resident must submit the *resident final report* to the Education Committee. Acceptation of this document by the Education Committee certifies that the resident has met all the requirements of the residency program training and can apply to the Credentials Committee to sit the diploma examination. *Approval of residency program training does not guarantee the acceptance* of other documents requested by the Credentials Committee.

#### **C.5. In case of resident supervisor absence.**

See section B.10.