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**ECVM Residency Activity and Case Log**

**Instructions**

Residency Directors and Supervisors have to make the necessary provisions so that the time spent by each Resident during their residency is monitored and recorded per activity (e.g. research, routine work, study, externship), as well as in total (practicing the specialty). An activity log is required to document the progress of each resident during their Residency.

The recording of time spent in training is especially important in connection with an Alternate Residency where an individualised programme of study has been agreed. Therefore, for alternate residencies all relevant training activities are required to be recorded and signed off in order to ensure that the resident fulfils the requirement to spend ‘at least sixty *per cent* of three years working in the practice of veterinary microbiology under the direct supervision of a Certified Diplomate of the ECVM’.

The accompanying Excel file has been designed as a tool to help with recording the information required to document a Residency, and is highly recommended for use as an Activity Log for ECVM Residents. Please note: the specific format and headings can be adjusted to fit the requirements of different Residency Programmes. However, sufficient information must be captured to satisfy the Education Committee as to the nature and length of the active training and progression of a resident in their chosen speciality of veterinary microbiology. The completed Activity Log must be submitted annually alongside the completed and signed, yearly ECVM Report on Resident form.

The Activity Log for a **Standard Residency** consists of the following 5 sheetsa:

* **1st Sheet; Case log Ib**: Includes cases which (i) the resident followed in detail, or (ii) made an important contribution towards achieving a conclusion/diagnosis, or (iii) can be articulated into Case Reports and/or can be selected for the examination credentials dossier of four case reports . The cases documented in the Case Log should be interesting and capture a variety of different infections. As a guide the resident should aim to fill in 4 to 12 cases/year in this section.
* **2nd Sheet; Case log II**: Record of the case load that the resident has been exposed to and has been actively involved with. The headings are indicative and residents should aim to document an overview of their various cases (grouped by specimen type, animal species, post-mortem bacteriology, etc…) and specialist activities such as bacterial environmental monitoring, molecular testing/typing, etc... Reasonable estimates of numbers are acceptable.
* **3rd Sheet; Skill log**: Record of the skills and competencies acquired per year.
* **4th Sheet; Externships**: Record of activities and time spent on an externship(s).
* **5th Sheet**; Abbreviations: some sample abbreviations are given

The Activity Log for an **Alternate Residency** consists of the following 6 sheetsa:

* **1st Sheet; Case log Ib**: Includes cases which (i) the resident followed in detail, or (ii) made an important contribution towards achieving a conclusion/diagnosis, or (iii) can be articulated into Case Reports and/or can be selected for the examination credentials dossier of four case reports. The cases should be interesting and capture a variety of different infection types if possible. As a guide the resident should aim to document 4-12 cases/year in this section.
* **2nd Sheet; Case log II**: Record of the case load that the resident has been exposed to and has been actively involved with. The headings are indicative and residents should aim to document an overview of their various cases (grouped by specimen type, animal species, post-mortem bacteriology, etc…) and specialist activities such as bacterial environmental monitoring, molecular testing/typing, etc... Reasonable estimates of numbers are acceptable.
* **3rd Sheet; Skill log**: Record of the skills and competencies acquired per year.
* **4th Sheet; Time sheet**: Record of all relevant training activities and time spent per week (or per month) devoted to veterinary microbiology training.
* **5th Sheet; Externships**: Record of activities and time spent on an externship(s).
* **6th Sheet**; Abbreviations: some sample abbreviations are given

**Notes:**

a The headings given in the rows shown in the case logs and skills log are suggested headings and can be adapted as required.

b For Case log I, please complete only the columns applicable to the case investigated;