



**SPECIALTY CERTIFICATION AND RESIDENCY TRAINING MANUAL:
ONCOLOGY**

UPDATED: May 21, 2025

Effective July 1, 2025 – June 30, 2026

The ACVIM certifies specialists in veterinary oncology. Oncologists focus on the diagnosis and management of cancer.

This specialty-specific Manual is intended as a resource for residents, Candidates, Sponsoring Institutions (SIs), training sites, Program Directors (PDs), Residency Advisors (RAs), Supervising Diplomates (SDs), Secondary Supervising Diplomates, and other institutional officials and personnel involved in the certification processes of the American College of Veterinary Internal Medicine's (ACVIM's) oncology specialty and ACVIM-accredited oncology Residency Training Programs (RTPs).

This specialty-specific Manual represents the current policies, procedures, requirements and standards for individuals seeking certification as an ACVIM Diplomate (Oncology) and those involved in ACVIM-accredited oncology residency training programs.

Common policies, procedures, requirements and standards, applicable to all ACVIM specialties, exist. These are required of all ACVIM Candidates and all ACVIM residency training programs. These are not detailed in this specialty-specific Manual, but rather established in the [ACVIM Certification and Residency Training Manual](#).

Current implementational information, specifying deadlines, fees, form / document versions, registration procedures, credentials submission, and examination content and procedures, is maintained on the [ACVIM website](#), and not in this Manual. Candidates should regularly check the [ACVIM website](#) for any updates and/or changes to deadlines, fees, form / document versions, registration procedures, credentials submission, examination content and procedures, and other matters that may impact the successful completion of the certification process. It is the responsibility of Candidates and mentors to verify and maintain access to the [ACVIM website](#), [Candidate dashboard](#), and all relevant [ACVIM listservs](#). The [ACVIM office](#) does not send out individual notices to Candidates and/or mentors regarding approaching deadline dates, as that information is maintained and kept current on the [ACVIM website](#).

ACVIM policies, procedures, requirements and standards are subject to periodic review and change. If referring to a previously downloaded or printed version of this Manual, the [ACVIM website](#) should be checked for updates.

While a concerted effort has been made to ensure the comprehensive nature and accuracy of this Manual, if there are any questions for clarification, feedback or comments, interested parties should contact the ACVIM certification and accreditation staff at the [ACVIM office](#), preferably by email at certification@acvim.org, or by mail or phone, as referenced on the following page.

American College of Veterinary Internal Medicine

116 Inverness Drive East, Suite 375

Englewood, CO 80112

Tel: (303) 231-9933

Fax: (303) 231-0880

Website: www.ACVIM.org

Email: Certification@ACVIM.org

TABLE OF CONTENTS

SPECIALTY CERTIFICATION AND RESIDENCY TRAINING MANUAL: ONCOLOGY	I
1 ONCOLOGY DOCUMENTS AND FORMS	1
2 DEFINITIONS FOR ONCOLOGY CANDIDACY AND RESIDENCY TRAINING PROGRAMS	2
3 ONCOLOGY RESIDENCY TRAINING PROGRAM (RTP)	5
3.A ACCEPTABLE ONCOLOGY RTPS	5
3.B ONCOLOGY RTP REGISTRATION AND EVALUATION	5
3.C ONCOLOGY CANDIDATE REGISTRATION	5
3.D GENERAL OBJECTIVES OF THE ONCOLOGY RTP	5
3.E SPECIFIC REQUIREMENTS OF THE ONCOLOGY RTP	6
3.E.1 DURATION OF THE ONCOLOGY RTP	6
3.E.2 INTENSIVE CLINICAL TRAINING IN ONCOLOGY	7
3.E.3 INTENSIVE CLINICAL TRAINING IN SECONDARY ACVIM SPECIALTIES	8
3.E.3.a SMALL ANIMAL INTERNAL MEDICINE	8
3.E.4 INTENSIVE CLINICAL TRAINING IN SECONDARY NON-ACVIM SPECIALTIES	9
3.E.4.a RADIATION ONCOLOGY	10
3.E.4.b CLINICAL PATHOLOGY	10
3.E.4.c ANATOMIC PATHOLOGY	10
3.E.4.d DIAGNOSTIC IMAGING	11
3.E.5 RESEARCH AND CREATIVE SCHOLARLY ACTIVITY	11
3.E.6 PUBLICATION REQUIREMENT	12
3.E.7 JOURNAL CLUB	12
3.E.8 DIDACTIC LEARNING OPPORTUNITIES	13
3.E.8.a. SEMINARS, LECTURE SERIES, AND CONFERENCES	13
3.E.8.b CONTINUING EDUCATION CONFERENCES	14
3.E.8.c FORMAL EXAMINATION REVIEW SESSIONS	14
3.E.9 STUDY TIME	14
3.E.10 UNSUPERVISED, VACATION AND PERSONAL TIME	15

3.E.10.a UNSUPERVISED TIME	15
3.E.10.b VACATION	15
3.E.10.c PERSONAL LEAVE	15
3.E.11 RESIDENCY TRAINING INTERRUPTION	15
3.E.12 VARIANCES	16
3.E.13 NON-TRADITIONAL ONCOLOGY RESIDENCY TRAINING PROGRAMS	17
3.E.14 ONLINE EXIT INTERVIEW SURVEY	17
4 ROLES AND RESPONSIBILITIES ASSOCIATED WITH ONCOLOGY CANDIDACY AND RTPS	18
4.A ROLES AND RESPONSIBILITIES OF THE SPONSORING INSTITUTION (SI)	18
4.A.1 ONCOLOGY SUPERVISION	18
4.A.2 SUPPORTING ACVIM AND NON-ACVIM SPECIALTIES	18
4.A.3 FACILITIES AND EQUIPMENT	18
4.B ROLES AND RESPONSIBILITIES OF THE ONCOLOGY PROGRAM DIRECTOR (PD)	19
4.B.1 ONCOLOGY RESIDENCY TRAINING PROGRAM REGISTRATION AND EVALUATION	19
4.B.2 RESIDENT EVALUATION	19
4.C ROLES AND RESPONSIBILITIES OF THE ONCOLOGY RESIDENT ADVISOR (RA)	19
4.D ROLES AND RESPONSIBILITIES OF THE ONCOLOGY SUPERVISING DIPLOMATE (SD)	20
4.E ROLES AND RESPONSIBILITIES OF THE SECONDARY-SPECIALTY SUPERVISING DIPLOMATE (SSSD)	21
4.F ROLES AND RESPONSIBILITIES OF THE ONCOLOGY RESIDENT	21
4.G ROLES AND RESPONSIBILITIES OF THE ONCOLOGY CANDIDATE	22
5 CLINICAL MILESTONES FOR ONCOLOGY RESIDENTS	23
5.A CLINICAL MILESTONES FOR FIRST-YEAR ONCOLOGY RESIDENTS	23
5.B CLINICAL MILESTONES FOR SECOND-YEAR ONCOLOGY RESIDENTS	23
5.C CLINICAL MILESTONES FOR THIRD-YEAR ONCOLOGY RESIDENTS	23

6	RESIDENT EVALUATION	25
7	THE AVCIM GENERAL EXAMINATION	26
8	ONCOLGY CREDENTIALS	27
8.A	ONCOLOGY CREDENTIALS ELIGIBILITY, REQUIREMENTS AND SUBMISSION	27
8.B	CREDENTIALS ITEMS TO BE SUBMITTED	28
8.C	EVALUATION OF CREDENTIALS	28
9	THE ONCOLOGY SPECIALTY EXAMINATION	29
9.A	THE ONCOLOGY SPECIALTY EXAMINATION REGISTRATION AND FEE	29
9.B	THE ONCOLOGY SPECIALTY EXAMINATION CONTENT AND FORMAT	29
10	MAINTENANCE OF CREDENTIALS (MOC)	30
11	CORRESPONDENCE, INQUIRIES, ISSUES AND COMPLAINTS	31

1 ONCOLOGY DOCUMENTS AND FORMS

The following may not be an exhaustive list of all applicable documents and forms. Please navigate the [ACVIM website](#) for additional documentation and forms.

- [Online Candidate Registration Form](#) (via the [Candidate dashboard](#)).
- [Standardized resident evaluation form](#).
- [Oncology weekly schedule](#).
- [Application to take the General Examination](#) (via the [Candidate dashboard](#)).
- [General Examination blueprint, reading list & study resources](#) (available 60 days before examination date).
- [Oncology Credentials Packet](#) (prerequisite for the Specialty Examination).
- [Registration to take the Oncology Specialty Examination](#) (via the [Candidate dashboard](#)).
- [Oncology Specialty Examination blueprint, reading list & study resources](#) (available a minimum of 60 days before the examination date).

2 DEFINITIONS FOR ONCOLOGY CANDIDACY AND RESIDENCY TRAINING PROGRAMS

Review important terms and definitions related to the specialty of oncology. These definitions expand upon those provided in the [ACVIM Certification and Residency Training Manual](#), as they pertain specifically to the specialty of oncology.

ONCOLOGY CREDENTIALS COMMITTEE (CC)

The Oncology CC primary task is to review and determine the status of the candidates' Credentials submissions to determine eligibility for the Oncology Specialty Examination.

ONCOLOGY OMBUDSPERSON

The oncology specialty has an ombudsperson, appointed by the oncology specialty president, who is available to Candidates to provide advice and serve as a liaison during conflicts involving a Candidate, a RTP, and/or the ACVIM, or representative thereof. The ombudsperson provides guidance in resolving concerns, conflicts, or complaints in a confidential and informal manner. These concerns may be regarding the RTP and/or training officer (i.e., PD, RA or SD) or with the ACVIM Board-Certification process (i.e., change in status, communications with the Central Office). All communications are held in strict confidence. The role of the ombudsperson is to liaise, advise, and offer options toward resolution of a problem, as the ombudsperson deems appropriate. The ombudsperson cannot offer legal advice, does not actively engage in any formal arbitration process, and does not impose sanctions on individual Candidates or RTPs. The scope of the ombudsperson's role excludes matters relating to examinations and/or denial of credentials, which are addressed by the ACVIM appeals committee. If an ombudsperson is personally involved in a dispute with a Candidate, RTP, the ACVIM, or representative thereof, the ombudsperson must recuse themselves. In such a case, the ACVIM certification liaison or another specialty ombudsperson may serve as ombudsperson during that dispute.

The oncology ombudsperson may be contacted at oncologyombuds@ACVIM.org.

ONCOLOGY PROGRAM DIRECTOR (PD)

The oncology PD is the individual at the SI who assumes overall responsibility for the conduct and integrity of that institution's oncology RTP(s). The oncology PD must be an ACVIM Diplomate and member in good standing, but not necessarily an ACVIM Diplomate in the specialty of oncology. The PD for an oncology RTP may also be an RA and/or a SD for the oncology RTP.

ONCOLOGY RESIDENCY TRAINING COMMITTEE (RTC)

The Oncology RTC specifies the residency training criteria that must be met for ACVIM-approval of an oncology RTP. The Oncology RTC reviews and approves all new oncology RTPs and reviews and approves for renewal each registered oncology RTP annually. The Oncology RTC also reviews any significant changes in a oncology RTP (e.g., change in PD or

RA, a resident or Candidate's early termination or failure to complete an RTP, alterations in program duration or content, and locations of secondary training sites) and notifies the Oncology CC of the approved changes. These reviews are typically based on documents submitted by the RTP's PD. However, if questions arise, the Oncology RTC may solicit supplemental documentation from other individuals who have knowledge of a particular RTP. The Oncology RTC also handles questions from neurology residents, Candidates, PDs, RA, SDs, SSSDs and SNDs, regarding the interpretation of the neurology RTP requirements and standards as established in this SM.

ONCOLOGY RESIDENT ADVISOR (RA)

The oncology RA is the individual at the SI who is primarily responsible for overseeing the resident's progress during the oncology RTP. The oncology RA must be actively participating in the field of veterinary oncology, maintaining clinical competency in the field, substantially engaged as a SD for assigned residents, and significantly involved in the clinical training and didactic education of assigned residents. The specialty of oncology stipulates that the oncology RA must be an ACVIM oncology Diplomate and member in good standing. The oncology RA is not permitted to advise more than 2 residents at any one time.

ONCOLOGY SUPERVISING DIPLOMATE (SD)

The oncology SD is the individual at the SI, or a secondary RTP clinical training site, who is actively contributing to the clinical training and didactic education of the resident in the field of oncology. The oncology SD must be actively participating in the field of veterinary oncology, maintaining clinical competency in the field, and substantially involved in the clinical supervision and didactic education of assigned residents. The oncology SD may be either an ACVIM oncology Diplomate and member in good standing, and/or an ECVIM-CA oncology Diplomate. The specialty of oncology stipulates that there must be a minimum of 2 full-time oncology SDs, or the equivalent thereof, at the SI, 1 of whom must be an ACVIM oncology Diplomate and member in good standing, for an oncology RTP to be approved by the Oncology RTC, and to maintain annual reapproval.

ONCOLOGY SECONDARY-SPECIALTY SUPERVISING DIPLOMATE (SSSDS)

The SSSD for an oncology RTP must be a Board-Certified veterinary specialist in any specialty other than oncology, who is contributing to the clinical training and didactic education of the oncology resident in any specialty other than oncology. Here Board-Certified refers to any veterinary specialists certified by an ABVS or EBVS registered veterinary specialty or registered veterinary specialty organization. The Board-Certified veterinary specialist must be a Diplomate, and where relevant member, in good standing with the relevant ABVS or EBVS registered veterinary specialty or registered veterinary specialty organization.

TRAINING TIMES

TRAINING WEEKS

A directly or indirectly supervised week of clinical training is defined as a minimum of four 10-hour days or five 8-hour days, amounting to a minimum of 40 hours, accrued during a contiguous 7-day period, typically a calendar work week (i.e., Monday through Sunday).

Clinical training is to be acquired in 2-week blocks, at a minimum (i.e., a 3-week block can be counted, a 4-week block can be counted, a 5-week block can be counted, but a 1-week block cannot), unless otherwise specified elsewhere in this specialty-specific Manual.

One-week blocks of clinical training will be considered by the oncology RTC and CC, with a letter of explanation documenting extenuating circumstances (E.g., COVID) to be addressed to the oncology RTC and CC.

3 ONCOLOGY RESIDENCY TRAINING PROGRAM (RTP)

An ACVIM-approved neurology RTP is the foundation for the education and training of ACVIM Candidates seeking certification as ACVIM Diplomates in the specialty of Neurology.

The common requirements and standards for certification and residency training established in the [ACVIM Certification and Residency Training Manual](#) must be met. In addition, there are specialty-specific oncology policies, procedures, requirements and standards for certification and residency training specific to the specialty of oncology, as established in this specialty-specific Manual. The policies, procedures, requirements and standards established in this specialty-specific Manual are the minimum for certification and residency training in the specialty of oncology. An oncology RTP may choose to include additional educational and training requirements above the minimum established in this specialty-specific Manual. Additional educational and training requirements outlined in that RTP's approval and annual renewal documentation are part of that RTP. A resident registered in that RTP must satisfy not only the minimum requirements established in this Manual, but also fulfill the additional requirements of that RTP, in order to become an ACVIM Diplomate in the specialty of oncology, as the additional requirements are necessary for that resident to complete the RTP and obtain a residency certificate of completion.

The oncology RTP is more than completing the requirements contained in the [ACVIM Certification and Residency Training Manual](#) and this specialty-specific Manual. It should embody the spirit inherent to training highly capable oncologists, whose capabilities build upon those of their mentors. The ACVIM expects oncology RTPs to be cohesive, integrated, stable, ongoing programs that continually raise the standards in veterinary oncology.

3.A ACCEPTABLE ONCOLOGY RTPS

A registry of current ACVIM-approved oncology RTPs, as evaluated by the oncology RTC, is available from the [ACVIM website](#), or upon request from the [ACVIM office](#).

3.B ONCOLOGY RTP REGISTRATION AND EVALUATION

The ACVIM's policies, procedures and criteria for RTP registration, annual re-approval, probation and termination are standardized across all ACVIM specialties and are described in the [ACVIM Certification and Residency Training Manual](#) (4.C.4-6).

3.C ONCOLOGY CANDIDATE REGISTRATION

ACVIM's policies, procedures and criteria for resident registration as an ACVIM Candidate in an ACVIM-approved RTP are standardized across all ACVIM specialties and are described in the [ACVIM Certification and Residency Training Manual](#) (4.C.3).

3.D GENERAL OBJECTIVES OF THE ONCOLOGY RTP

- Provide intensive clinical training in oncology, including major responsibility for the care of patients with neoplastic disease.

- Ensure that the resident will acquire proficiency in oncology by exposure to a sufficient number and variety of cases representing all facets of oncology in a hospital equipped for a specialty practice of oncology.
- Ensure that the resident acquires broad working knowledge of anatomy, physiology, and pathology of all body systems and in-depth knowledge of the effects of cancer on the tumor-bearing host.
- Provide experience and training sufficient for the resident to understand the fundamentals and applications of diagnostic methods including hematology, blood chemistry and urinalysis, surgical pathology, cytopathology, radiology and other imaging methods, and immunology.
- Provide experience and training sufficient for the resident to gain in-depth knowledge of cancer treatment methods, including surgery, chemotherapy, radiation therapy, cryosurgery, and immunotherapy, and be aware of important investigational methods of therapy.
- Ensure that the resident will acquire a comprehensive understanding of the safe handling of chemotherapy agents in veterinary practice.
- Ensure the resident gains awareness and understanding of the important neoplastic diseases in domestic species and common laboratory animals other than the small companion animals typically emphasized in clinical training.
- Provide a designated time for residents to gain experience in basic science and/or clinical research as part of a residency-based project and clinical trial design and implementation.

3.E SPECIFIC REQUIREMENTS OF THE ONCOLOGY RTP

It is incumbent upon the SI, PD, RAs, SDs, SSSDs, residents and Candidates, as well as relevant ACVIM staff and committee members, to be aware of the common and oncology-specific RTP policies, procedures, requirements and standards, and to collectively work toward ensuring they are being fulfilled.

3.E.1 DURATION OF THE ONCOLOGY RTP

The ACVIM-approved oncology RTP requires a minimum of 106 weeks of intensive clinical training, following at least 1 year of training (internship or equivalent) in general veterinary medicine and surgery. The remaining 50 weeks of an oncology RTP will include a combination of additional directly or indirectly supervised intensive clinical training in veterinary oncology, directly supervised intensive clinical training in related ACVIM and non-ACVIM disciplines, didactic educational experiences, research and creative scholarship activity, study, and vacation / personal time.

The resident should complete the entire RTP within 3 contiguous years, but under extenuating circumstances, and with Oncology RTC approval, the RTP may be

completed within a maximum of 5 years from the start date of the RTP. Under extenuating circumstances, the PD may petition to have extra weeks added to the end of an RTP to allow a resident to complete the requirements of the RTP. Also, under exceptional circumstances, a non-traditional RTP may be approved by the RTC, which will consist of noncontiguous blocks of full-time training. Such non-traditional RTPs must meet all the requirements of the RTC. Part-time RTPs in oncology will not be approved, as they do not accommodate 40-hour weeks.

If a Candidate fails to complete the certification process within 8 years of commencing their continuous 3-year traditional RTP, or within 5 years from the end date of a non-traditional or interrupted residency, that individual is no longer considered an ACVIM Candidate; the individual may not resubmit credentials, is not permitted to participate in additional examination attempts, and is ineligible to become a Diplomate of the ACVIM in the specialty of oncology.

3.E.2 INTENSIVE CLINICAL TRAINING IN ONCOLOGY

An ACVIM-approved oncology RTP requires a minimum of 74 weeks of intensive clinical training in oncology, under the supervision of the oncology SD.

Of these 74 weeks of intensive clinical training in oncology, a minimum of 50 weeks must be under the direct supervision of the oncology SD(s), with the remaining minimum of 24 weeks under the direct, or indirect supervision, of the oncology SD(s).

This intensive clinical training in oncology should be accrued in a minimum of 2-week blocks. For clarity, solitary clinical weeks cannot count towards the required weeks of intensive clinical training in oncology, however, 2-week, 3-week, 4-week, 5-week, etc., blocks of training time are acceptable.

Additional weeks of intensive training in clinical oncology may be accrued, exceeding the minimum of 74 weeks required. Any additional weeks of intensive clinical training in oncology may count towards a maximum of 14 weeks of the additional 32 weeks of intensive clinical training required for completion of the oncology RTP.

During weeks of intensive clinical training in oncology, the oncology resident will actively participate in the management and care of patients with neoplastic disease. This will include:

- Obtain and insightfully interpret the patient's history.
- Perform a thorough physical examination.
- Develop a list of differential diagnoses.
- Suggest an appropriate diagnostic and staging approach.
- Perform and interpret the results of appropriate diagnostic and staging tests.

- Propose an appropriate therapeutic approach, and alternative therapeutic approaches, outline and explain the rationale for the treatment option(s) proposed, and implement treatment.
- Understand and adhere to antineoplastic chemotherapy administration safety standards.
- Provide reasonable estimates of prognosis.
- Communicate honestly, clearly and professionally with clients, colleagues and referring veterinarians.
- Display superior clinical decision-making.

While participating in intensive clinical training in oncology, the resident is required to participate in daily patient-oriented rounds with the oncology SD(s). These daily rounds may be directly or remotely supervised by the oncology SD(s).

Academic degree programs, such as master's (MS) or doctorate (PhD) programs, cannot be substituted for intensive clinical training in oncology.

3.E.3 INTENSIVE CLINICAL TRAINING IN SECONDARY ACVIM SPECIALTIES

Because oncology is a multimodal discipline, the oncology resident must undertake intensive clinical training in secondary ACVIM specialties, such as cardiology, LAIM, neurology, nutrition and SAIM.

While participating in intensive clinical training in secondary ACVIM specialties, the resident must be under the direct supervision of the SSSD(s) and must participate in the secondary specialty to the level of which they are deemed capable.

This intensive clinical training in secondary ACVIM specialties must be accrued in a minimum of 2-week blocks. For clarity, solitary clinical weeks cannot count towards the required weeks of intensive clinical training in secondary ACVIM specialties, however, 2-week, 3-week, 4-week, 5-week, etc., blocks of training time are acceptable.

This intensive clinical training in secondary ACVIM specialties must contribute a minimum of 4 weeks to the additional 32 weeks of intensive clinical training required for completion of the oncology RTP, and up to a maximum of 18 weeks.

The oncology specialty does specify that 4 of these weeks of intensive clinical training in secondary ACVIM specialties must be in SAIM.

3.E.3.a SMALL ANIMAL INTERNAL MEDICINE

A minimum of 4 weeks of intensive clinical training in SAIM is required during the oncology RTP. This must be provided under the direct supervision of an ACVIM SAIM Diplomate. This requirement may be met through a single 4-week rotation, or two rotations of 2 weeks apiece.

Intensive clinical training in secondary ACVIM specialties may occur at secondary training site(s). The PD must document the names of the SSSDs involved, their areas of specialization, and details about the anticipated professional interaction in the RTP proposal submitted to the oncology RTC for approval and annual re-approval. For each training experience undertaken at a secondary site included in the 32 weeks of clinical training in other specialties, the resident should obtain written approval from their PD, who will forward documentation of this approval to the RTC.

The Oncology RTC will allow for remote supervision with ABVS or EBVS specialists as SSSDs only under exceptional circumstances and where that specialty is not available at the SI. The RTC will need a letter from the PD supporting the remote supervision, including documentation of intended daily interactions and how the time will be spent. The expectation is that the resident attends daily rounds and case discussions, performs literature reviews and attends journal club, and discusses cases under with the SSSD just like that resident would do in-person. The Oncology CC will also need a letter from the resident post-rotation documenting how the time was spent, with the letter signed off by the RA to ensure satisfactory completion).

If a resident is Board-Certified in 1 of the secondary ACVIM specialties, the resident is not required to complete additional directly supervised time in that specialty. For example, an ACVIM SAIM Diplomate is not required to complete the additional 4 weeks of rotation in SAIM as part of the oncology RTP. Alternatively, the resident must choose to accrue an additional minimum of 4 weeks of intensive clinical training in 1, or more, of the other secondary ACVIM specialties.

3.E.4 INTENSIVE CLINICAL TRAINING IN SECONDARY NON-ACVIM SPECIALTIES

As noted above, because oncology is a multimodal discipline, the oncology resident must also undertake intensive clinical training in non-ACVIM specialties, specifically clinical pathology, anatomic pathology, radiology and radiation oncology.

While participating in intensive clinical training in non-ACVIM specialties, the resident must be under the direct supervision of the SSSD(s) and must participate in the affiliated specialty to the level of which they are deemed capable.

This intensive clinical training in secondary ACVIM specialties must be accrued in a minimum of 2-week blocks, unless otherwise specified and approved.

This intensive clinical training in non-ACVIM specialties must contribute a minimum of 14 weeks to the additional 32 weeks of intensive clinical training required for completion of the oncology RTP, and up to a maximum of 28 weeks.

The oncology specialty does specify that 2 of these weeks of intensive clinical training in non-ACVIM specialties must be in clinical pathology, 2 weeks in anatomic pathology, 2 weeks in diagnostic imaging, and 8 weeks in radiation oncology.

This intensive clinical training in non-ACVIM specialties may additionally include clinical training accrued under the direct supervision of specialist and member of another ABVS- or EBVS-approved veterinary specialty, including, but not limited to, the American College of Veterinary Radiology, the American College of Veterinary Radiology (Radiation Oncology), the European College of Veterinary Neurology, the American College of Veterinary Pathology, the American College of Veterinary Surgeons, and the American College of Veterinary Emergency and Critical Care.

3.E.4.a RADIATION ONCOLOGY

A minimum of 8 weeks intensive clinical training in radiation oncology is required during an oncology RTP, to develop an understanding of clinical management of patients receiving radiation therapy, radiation planning, dosimetry, and physics related to clinical radiation therapy. This must be provided under the direct supervision of an ACVR veterinary radiation oncologist. This requirement may be met through a single 8-week rotation, two rotations of 4 weeks apiece, or 4 rotations of 2 weeks apiece.

3.E.4.b CLINICAL PATHOLOGY

A minimum of 2 weeks, or 80 hours, of intensive clinical training in clinical pathology is required during the oncology RTP. This must be provided under the direct or remote supervision, or combination thereof, of an ABVS or EBVS board-certified specialist in clinical pathology. This requirement may be met through training hours accrued during weekly or biweekly, directly or remotely supervised, interactive clinical pathology rounds. To satisfy this requirement, the resident may accumulate training hours, with 40 training hours being considered equal to 1 training week.

3.E.4.c ANATOMIC PATHOLOGY

A minimum of 2 weeks, or 80 hours, of intensive clinical training in anatomic pathology is required during the oncology RTP. This must be provided under the direct or remote supervision, or combination thereof, of an ABVS or EBVS board-certified specialist in anatomic pathology. This requirement may be met through training hours accrued during weekly or biweekly, directly or remotely supervised, interactive anatomic pathology rounds. To satisfy this requirement, the resident may accumulate training hours, with 40 training hours being equal to 1 training week.

3.E.4.d DIAGNOSTIC IMAGING

A minimum of 2 weeks of intensive clinical training in diagnostic imaging is required during the oncology RTP. This must be provided under the direct supervision of an ABVS or EBVS board-certified radiologist. This training is in addition to any individual case management interactions with a radiologist. This requirement cannot be satisfied by the accumulation of training hours. This requirement must be met through a minimum of a 2-week rotation.

3.E.5 RESEARCH AND CREATIVE SCHOLARLY ACTIVITY

The oncology resident is expected to actively participate in a laboratory or clinical investigative research project during the RTP, ideally playing an integral role in literature review, project design, execution, data collection, data analysis, the presentation of results in a peer-reviewed setting (e.g., ACVIM Forum), and publication in a peer-reviewed journal.

A minimum of 8 weeks (i.e., 320 hours) of an oncology RTP must be dedicated to research and creative scholarly activity. Time dedicated to research and scholarly activity may be scheduled as either weekly hours or in weekly blocks of time sufficient to complete the activity. Time dedicated to research and scholarly activity must be recorded by the resident, including date(s), and signed by the RA and/or SD.

Proof of completion of this research and creative scholarly activity requirement can take the form of 1 or more of the following:

- Copy of a first author research paper published in a peer-reviewed journal, documenting original work undertaken predominantly during the RTP, or an unconditional letter of acceptance for a first-author research paper from a peer-reviewed journal, documenting the same.
- Evidence of presentation of an abstract (e.g., proceedings), oral or poster, at a scientific meeting, documenting original work undertaken predominantly during the RTP.
- Undersigned letter from the RA documenting completion of a prospective, or retrospective, research project, undertaken predominantly during the RTP, that is unpublished (e.g., thesis).
- Undersigned letter from the RA documenting submission of a prospective research grant/project, formulated predominantly during the RTP, pertinent to the specialty of cardiology.
- Academic transcript, or undersigned letter from the RA, documenting completion of 3 credits, or the equivalent, graduate course work in research methods, biostatistics, and/or research ethics.

- Certificate, or undersigned letter from the RA, documenting completion of a minimum of 25 hours of research-focused seminars and/or classes at an appropriately advanced level. These may be offered by the ACVIM, through online programs, or by other institutions. Prior approval by the oncology RTC and oncology CC is recommended. These seminars or classes will cover subjects such as the following:
 - Critical evaluation of the veterinary medical/biomedical literature.
 - Grant writing.
 - Study design, including clinical trials.
 - Biostatistics.
 - Research ethics.

3.E.6 PUBLICATION REQUIREMENT

As of July 2023, there is no publication requirement for Board-certification or RTPs in the specialty of oncology, although evidence of completion of the aforementioned research requirement (3.E.5) must be provided.

Please note, this change does not apply to those Candidates whose ACVIM candidacy is guided by previous editions of the [General Information Guide \(GIG\)](#) (i.e., those Candidates commencing their ACVIM oncology RTP prior to July 2018).

3.E.7 JOURNAL CLUB

An organized and routinely scheduled journal of a minimum of 80 hours over the duration of the oncology RTP must be an integral part of all oncology RTPs. Teleconferencing and programs coordinating a joint or shared journal club are acceptable, providing they meet the ACVIM's definition of remote supervision. The journal club must be attended and directly or remotely supervised by an oncology SD. The RTP application requires a schedule of the proposed journal club for Oncology RTC approval, and the RTC may ask for documentation that the journal club actually met, such as dates and articles discussed, if there are questions raised during an RTP's annual evaluation.

Oncology residents are required to maintain a log of journal clubs attended, including the date, topics / papers discussed, and those in attendance.

The purpose of the journal club is to provide structured learning time and to facilitate the resident's ability to critique and appraise peer-reviewed, evidence-based publications that pertain to aspects of veterinary oncology. This may take the form of reviewing a single publication or a group of publications in one aspect of veterinary oncology. Supervision by the SD is important to guide the critical evaluation of each journal article. Here is one suggested approach:

- Provide a description of the study (i.e., identifying the research question and or problem).
- Evaluate the literature review and introduction for completeness.
- Describe and evaluate the appropriateness of the study design used to evaluate the research question, the effectiveness of the sample size, and the statistical methods used.
- Review the results of the research and comment about the appropriateness of the authors' interpretation(s) of those results.
- Discuss how the publication may change the approach to the disease in clinical practice or process and how the results may lead to new questions or future research.

3.E.8 DIDACTIC LEARNING OPPORTUNITIES

3.E.8.a. SEMINARS, LECTURE SERIES, AND CONFERENCES

An oncology resident must attend or participate in formal teaching seminars, lectures, or conferences in oncology and related disciplines throughout the RTP, occurring on average 4 times per month. Unless these are formal didactic lectures or classes provided as a component of a master's or similar degree program, an oncology SD should be supervising these didactic learning opportunities.

Examples of such seminars, lectures, and conferences include, but are not limited to: 1) resident seminars, 2) clinical oncology topic presentations and classes, 3) tumor biology presentations and classes, 4) grand rounds, 5) clinical pathology rounds, seminars, and conferences, 6) anatomic pathology rounds, seminars, and conferences, and/or 7) journal clubs, in addition to the required 80 hours outlined previously ([section 3.E.7 of this Manual](#)).

Conferences or seminars given within a veterinary practice or hospital or at a medical school or medical teaching hospital are acceptable. These seminars or lectures may include remotely presented seminars, lectures, conferences, or other didactic classroom experiences. The RTP application includes the format and schedule of these conferences and presentations for Oncology RTC approval.

Additionally, the oncology resident must give a formal presentation during such a seminar series, lecture series, or conference, at least once per year of the oncology RTP. Documentation of these formal presentations must be included in the Candidate's oncology credentials packet. A presentation at a regional, state, or national meeting is also acceptable to fulfill this requirement. In such cases, a copy of the meeting program must be included in the Candidate's Credentials packet.

3.E.8.b CONTINUING EDUCATION CONFERENCES

Residents must attend at least 1 state, regional, national, or international veterinary or human medical continuing education conference during the oncology RTP.

Documentation of attendance at and/or participation in the conference must be included in the Candidate's Credentials packet.

3.E.8.c FORMAL EXAMINATION REVIEW SESSIONS

An oncology RTP must provide at least 40 hours per year of intensive formal review sessions for residents on topics covered in the General and Oncology Specialty Examinations.

Attending daily clinical rounds does not meet this requirement.

The requirement could be met in part by attending and participating in an [ACVIM ACE course](#), the [ACVIM Forum](#), or formal resident review sessions at the [Veterinary Cancer Society Annual Conference](#). This requirement may also be met in part by reviewing and participating in remotely presented seminars and/or conferences, such as the [ACVIM's on-demand ACE courses](#), such as the [Science of Veterinary Oncology](#), [Novel Oncology Therapeutics: Targeting Hope](#), and/or [Updates on Urothelial Carcinoma](#) courses.

The oncology RTP proposal and annual renewal documentation submitted to the Oncology RTC must include the details of these formal examination review sessions.

3.E.9 STUDY TIME

A period of protected and uninterrupted study time, during which the resident is relieved of all clinical training responsibilities, including the responsibility for client communications, must be allocated to the resident and Candidate to prepare for the ACVIM General Examination. Study time should be scheduled to immediately precede the General Examination date as much as is practical. During study time, residents should still attend journal clubs, seminars, and didactic learning opportunities as they arise.

A further additional period of protected and uninterrupted study time, during which the resident is relieved of all clinic responsibilities, including the responsibility for client communications, must be allocated to the resident and Candidate to prepare for the Oncology Specialty Examination. Study time should be scheduled to immediately precede the Oncology Specialty Examination date as much as is practical. During study time, residents should still attend journal club and didactic learning opportunities as they arise.

Study time allocated for the General Examination and Oncology Specialty Examination preparation should not be taken during the 74 weeks allocated to intensive clinical training in oncology, nor the 32 weeks intensive clinical training in other ACVIM and non-ACVIM veterinary specialties, nor should it overlap with time allocated to research and creative scholarly activity, nor the required attendance and participation at a state, regional, national, or international veterinary or human medical continuing education conference.

3.E.10 UNSUPERVISED, VACATION AND PERSONAL TIME

3.E.10.a UNSUPERVISED TIME

Please refer to section 4.C.17. b of the [ACVIM Certification and Residency Training Manual](#).

The oncology specialty stipulates that unsupervised time may contribute up to 6 weeks to the oncology RTP. Attendance and participation at a state, regional, national, or international veterinary or human medical continuing education conference in addition to the stipulated requirement (3.E.9), further protected and uninterrupted study time in addition to the stipulated requirement (3.E), and additional weeks of independent study may be considered part of the oncology RTP, up to a total of 6 weeks.

3.E.10.b VACATION

Please refer to section 4.C.17. b of the [ACVIM Certification and Residency Training Manual](#).

The specialty of oncology stipulates that the oncology resident should take vacation during the oncology RTP that is separate and independent of all other RTP requirements and activities. The Oncology RTC recommends the resident take a minimum of 2 weeks' vacation per year of the oncology RTP.

3.E.10.c PERSONAL LEAVE

Please refer to section 4.C.17.c of the [ACVIM Certification and Residency Training Manual](#).

The oncology RTP is expected to provide reasonable and practicable accommodation for a resident's medical and personal needs (e.g., healthcare appointments, medical leave, carer's leave, jury duty, etc.).

3.E.11 RESIDENCY TRAINING INTERRUPTION

Training interruptions may be unavoidable in circumstances where a resident must switch from one RTP to another to fulfill all RTP, credentials and Board-Certification requirements. In such cases, the following steps must be taken:

- A new RTP must be identified.
- The Oncology RTC must approve the new RTP before clinical training begins.
- The resident must re-register with the ACVIM in the new RTP.
- The resident must complete training in continuous blocks of time once training resumes.

In some circumstances, a resident may need to take a leave of absence that would prevent them from completing the RTP in 3 years. The PD and resident must petition the RTC. Written approval of leave must be granted and documentation included with credentials packet.

When a leave of absence is necessary and approved by the RTC, the resident has a maximum of 5 years from the end of the RTP to achieve Board-Certification in oncology.

However, when actively engaged in the residency, the resident must attend full time. The residency must be completed in contiguous blocks of at least 20 weeks of training in any residency year (a residency year is the 12-month period beginning on the date when a residency is resumed).

3.E.12 VARIANCES

Variances to oncology RTPs may be permitted by the Oncology RTC, but the petition for a variance addressed to the Oncology RTC will require a detailed explanation. Written approval from the Oncology RTC must be granted. Documentation relating to approved RTP variances must be maintained by RTP and the Candidate as part of their essential documentation to be submitted with the Candidate's Credentials packet.

This Manual now allows for 1-week blocks of intensive clinical training only as necessitated under specific extenuating circumstances, such as public health restrictions (e.g., COVID). A petition for granting of a variance including candidate name(s), impacted educational and training activities, date(s) / duration of impacted education and training, supervisor(s), must be submitted to the Oncology RTC by the PD as soon as is reasonable, ideally within 14 days.

This Manual now allows for the use of guided case studies, case rounds and topic discussions, directly and/or remotely supervised by the RA, SDs and/or SSNDs, only under specific extenuating circumstances when cases are not actively being seen at the SI or training site, such as public health restrictions (e.g., COVID). A petition for granting of a variance including candidate name(s), impacted educational and training activities, date(s) / duration of impacted education and training, supervisor(s) and a description of the substituted educational and training activities undertaken / to be undertaken, must be submitted to the oncology RTC by the PD as soon as is reasonable, ideally within 14 days.

3.E.13 NON-TRADITIONAL ONCOLOGY RESIDENCY TRAINING PROGRAMS

It is possible to achieve certification in oncology in a non-traditional RTP, but all the RTP requirements of a traditional residency must be satisfied. Thorough justification must be made for a non-traditional residency to be approved by the Oncology RTC, and the training period cannot exceed 5 consecutive years. If the 108-week clinical training program is not continuous, it must be arranged in blocks of time no less than 2 weeks of full-time training per block with a minimum of 20 weeks per year. Non-traditional residency RTPs must be submitted by the PD to the Oncology RTC for approval at least 90 days in advance of the residency start date.

The Candidate, resident and the PDs, RAs, SDs and SSSDs are responsible for documenting that the training has occurred as specified. If a residency occurs at multiple sites, all training requirements for both direct, indirect and/or remote supervision, as well as requirements for rounds and conferences, equipment, and staffing, must be met at each site. Such programs will be required to provide lists of SDs, SSSDs and schedules of conferences in which the resident participates for each site.

Candidates have up to 5 years after completion of a non-traditional residency to complete the certification process. Failure to complete the certification process within 5 years will result in that individual no longer being regarded as an ACVIM Candidate, rendering them no longer eligible to become Board-Certified.

3.E.14 ONLINE EXIT INTERVIEW SURVEY

Within 90 days of completing a RTP, residents are strongly encouraged to fill out an online survey regarding the quality of their residency training experience.

Responses are shared with the appropriate PD to provide important feedback regarding their RTP. Data, held strictly confidential, will be published as the 5-year rolling average score per surveyed category calculated for each RTP, and will be released every 3 years to ensure the anonymity of Candidates who completed smaller programs.

4 ROLES AND RESPONSIBILITIES ASSOCIATED WITH ONCOLOGY CANDIDACY AND RTPS

These descriptions and criteria expand upon those provided in the [ACVIM Certification and Residency Training Manual](#), as they pertain specifically to the specialty of oncology.

4.A ROLES AND RESPONSIBILITIES OF THE SPONSORING INSTITUTION (SI)

4.A.1 ONCOLOGY SUPERVISION

There must be a minimum of 2 full-time ACVIM oncology Diplomates with SD responsibility at the SI for an oncology RTP to be ACVIM-approved by the Oncology RTC, and for it to maintain annual reapproval by the Oncology RTC.

4.A.2 SUPPORTING ACVIM AND NON-ACVIM SPECIALTIES

There must be an ACVIM-SAIM Diplomate with $\geq 50\%$ full-time equivalent employment at the SI for an oncology RTP to be approved and to maintain annual reapproval.

There must be an American College of Veterinary Surgeons Surgery Diplomate with $\geq 50\%$ full-time equivalent employment at the SI for an oncology RTP to be approved or to maintain annual reapproval.

4.A.3 FACILITIES AND EQUIPMENT

The SI must have on-site standard radiographic, ultrasonographic, electrocardiographic and endoscopic equipment. Access to nuclear medicine, computed tomography (CT), and magnetic resonance imaging (MRI) modalities is required, although it is not required to be located at the SI.

The SI must provide the resident access to a facility that provides radiation therapy and to a veterinary radiation oncologist who is board-certified in radiation oncology to be able to fulfil the required minimum of 8 weeks of directly supervised training in radiation oncology. Ideally, this facility would be the SI but may be a secondary training site.

The RTP must provide the resident routine / regular / daily access to 24-hour emergency and critical care facilities at the SI.

The SI must provide the resident routine / regular / daily access to a fully equipped clinical laboratory, Board-Certified veterinary clinical pathologist and Board-Certified veterinary anatomic pathologist, available for evaluation of and consultation about clinical material submitted, at a minimum, for timely phone consultation.

4.B ROLES AND RESPONSIBILITIES OF THE ONCOLOGY PROGRAM DIRECTOR (PD)

The PD is the individual at the SI who assumes overall responsibility for the conduct and integrity of that institution's oncology RTP(s). The oncology PD must be an ACVIM Diplomate and member in good standing, but *not* necessarily an ACVIM Diplomate in the specialty of oncology. The PD may also be the RA and a SD for the oncology RTP.

It is incumbent upon the SI, PD, RAs, SDs, SSSDs, residents and Candidates, as well as relevant ACVIM staff and committee members, to be aware of the core / common and oncology RTP policies, procedures, requirements and standards, and to collectively work toward ensuring they are being fulfilled.

4.B.1 ONCOLOGY RESIDENCY TRAINING PROGRAM REGISTRATION AND EVALUATION

The PD must submit a completed [oncology RTP registration form](#) to the ACVIM office for review by the Oncology RTC by the date specified on the [ACVIM website](#) of each year. The Oncology RTC will approve the RTP or provide details of the deficiencies that must be corrected before the RTP can be approved.

As part of the RTP registration, the PD must provide a written plan for allowing residents to continue their training should the RTP be placed on probation, or terminated, for any reason.

Each year, the PD must update and re-register the RTP to ensure each RTP remains approved, and in good standing, with the capability to train residents and Candidates in oncology.

4.B.2 RESIDENT EVALUATION

The PD, RA and SD(s) will review the progress of all residents for the duration of the RTP and provide written evaluation(s) to the resident. Resident evaluation, comprising of both a verbal reciprocal discussion and written report, must occur no less frequently than every 6 months. The RA must have the resident sign a duplicate copy of the written evaluation for the SI's records, in addition to providing a copy to the resident to keep as part of their essential documentation. The Oncology RTC may request copies of these evaluations during an oncology RTP's annual renewal, or outside of this window, if questions are raised.

4.C ROLES AND RESPONSIBILITIES OF THE ONCOLOGY RESIDENT ADVISOR (RA)

The oncology RA is the individual at the SI who is primarily responsible for overseeing the resident's progress during the oncology RTP. The oncology RA must be actively participating in the field of veterinary oncology, maintaining clinical competency in the field, substantially

engaged as a SD for assigned residents, and significantly involved in the clinical supervision and didactic education of assigned residents. The specialty of oncology stipulates that the oncology RA must be an ACVIM oncology Diplomate and member in good standing. The oncology RA is not permitted to advise more than 2 residents at any one time.

It is incumbent upon the SI, PD, RAs, SDs, SSSDs, residents and Candidates, as well as relevant ACVIM staff and committee members, to be aware of the core / common and oncology RTP policies, procedures, requirements and standards, and to collectively work toward ensuring they are being fulfilled.

In conjunction with the PD, the RA must evaluate the resident a minimum of once every 6 months and discuss the results of those evaluations with the Candidate or resident. The RA is encouraged to use the oncology milestones (section 5) as an aid in assessing the strengths and deficiencies of the resident and monitoring the RTP's success. The RA maintains a copy of each review until a Candidate receives full Board-Certification and should be prepared to submit those copies to the Oncology CC, if requested. The resident will sign the RA's copy of the written review as documentation that they have been informed of the results of the review.

In addition to the above evaluations, the RA will complete the ACVIM standardized annual [resident evaluation form](#) available on the [ACVIM website](#) for each resident. The RA will provide copies of resident evaluations to the PD who provides them to the Oncology CC, if requested. The purpose of the evaluation by the Oncology CC is to allow the Oncology CC, the PD, and the resident to identify and correct programmatic problems before they would place an RTP in jeopardy of probation or termination.

The RA informs the resident to submit an annual log of their progress to the Oncology CC by the date specified on the [ACVIM website](#), following the end of each year of residency, and upon completion of the program. The RA signs and verifies all documentation related to a resident's completion of RTP requirements.

4.D ROLES AND RESPONSIBILITIES OF THE ONCOLOGY SUPERVISING DIPLOMATE (SD)

The oncology SD is the individual at the SI, or a secondary RTP clinical training site, who is actively contributing to the clinical training and didactic education of the resident in the field of oncology. The oncology SD must be actively participating in the field of veterinary oncology, maintaining clinical competency in the field, and substantially involved in the clinical supervision and didactic education of assigned residents. Specifically, oncology SD(s) are responsible for the supervision of journal club.

The oncology SD may be either an ACVIM oncology Diplomate and member in good standing, and/or an ECVIM-CA oncology Diplomate. The specialty of oncology stipulates that there must be a minimum of 2 full-time oncology SDs, or the equivalent thereof, at the SI. One SD at the SI must be an ACVIM oncology Diplomate and member in good standing, for an oncology RTP to be approved by the Oncology RTC, and to maintain annual reapproval.

A residency-trained individual who has not completed Board-Certification is not acceptable as an oncology SD.

It is incumbent upon the SI, PD, RAs, SDs, SSSDs, residents and Candidates, as well as relevant ACVIM staff and committee members, to be aware of the core / common and oncology RTP policies, procedures, requirements and standards, and to collectively work toward ensuring they are being fulfilled.

4.E ROLES AND RESPONSIBILITIES OF THE SECONDARY-SPECIALTY SUPERVISING DIPLOMATE (SSSD)

The SSSD for an oncology RTP must be a Board-Certified veterinary specialist in any specialty other than oncology, who is contributing to the clinical training and didactic education of the oncology resident in any specialty other than oncology. Here Board-Certified refers to any veterinary specialists certified by an ABVS or EBVS registered veterinary specialty or registered veterinary specialty organization. The Board-Certified veterinary specialist must be a Diplomate, and where relevant member, in good standing with the relevant ABVS or EBVS registered veterinary specialty or registered veterinary specialty organization.

The SSSD in the discipline oversees the activities of the resident during each rotation (for example, the American College of Veterinary Radiology radiologist during the imaging rotation is considered the SSSD). An SSSD in supplemental rotations must have full-time status during the period of supervision, even if they have a less than 100% FTE the remainder of their time at the SI or secondary training site.

4.F ROLES AND RESPONSIBILITIES OF THE ONCOLOGY RESIDENT

It is the responsibility of the oncology resident to reasonably work towards fulfilling the requirements of the oncology RTP in which they are registered, participating in and contributing to their own education, clinical training and professional development, as well as psychological, emotional, and physical well-being, while also demonstrating the highest professional and ethical behavior, adhering to the [ACVIM's Code of Conduct](#), and upholding the [vision, mission and values](#) of the ACVIM.

The ACVIM's policies, procedures, criteria and specific responsibilities for residents are standardised across all ACVIM specialties and are described in the [ACVIM Certification and Residency Training Manual](#) (4.C.16.g), and are elaborated upon throughout this Manual as they pertain to oncology residents.

Oncology residents and their RA document that training occurred as specified. Residents must initiate and maintain an annual report of their progress and submit that report online for the Oncology CC by the date specified on the [ACVIM website](#) following the end of each year of residency. The resident and the RA must sign each report.

Residents retain the original reports and update the progress reports in their entirety every 12 months. In addition, upon completion of the RTP residents must submit the annual program

reports to the Oncology CC by the date specified on the ACVIM website of the year before the date the resident or Candidate plans to take the specialty of oncology examination. The report follows the standardized spreadsheet format found on the [ACVIM website](#). The resident submits a copy to the ACVIM website for the Oncology CC. Residents ensure that their RA keeps these standardized evaluations on file in case the Oncology CC requests the information.

4.G ROLES AND RESPONSIBILITIES OF THE ONCOLOGY CANDIDATE

The ACVIM's policies, procedures, criteria and specific responsibilities for Candidates are standardised across all ACVIM specialties and are described in the [ACVIM Certification and Residency Training Manual](#) (4.C.16.h), and are elaborated upon throughout this Manual as they pertain to oncology Candidates.

It is the responsibility of the oncology Candidate to fulfill the requirements of the specialty's certification process as outlined in this Manual, while adhering to the highest professional standards and the [ACVIM's Code of Conduct](#), in order to become a Diplomate of the ACVIM in the specialty of oncology. The certification process includes, but is not limited to, fulfilling all the requirements of the specialty's RTP as outlined in this Manual.

Candidates can access this Manual, other relevant information, all relevant forms, and deadlines on the [ACVIM website](#), or request said information from the [ACVIM office](#).

5 CLINICAL MILESTONES FOR ONCOLOGY RESIDENTS

5.A CLINICAL MILESTONES FOR FIRST-YEAR ONCOLOGY RESIDENTS

- Develop a basic understanding of cancer biology, chemotherapeutics, and cancer patient care.
- Manage clinical aspects of internal medicine and oncology patients effectively.
- Understand safe handling practices for chemotherapy in veterinary oncology practice to a level sufficient to inform other clinicians, support staff and clients.
- Co-manage radiation oncology and surgical oncology patients with their respective specialty clinicians effectively.
- Communicate effectively and clearly to build rapport and trust with clients and referring veterinarians.
- Become highly skilled in working collaboratively with clients regarding treatment options including palliative therapies and euthanasia.
- Perform a literature search and review.
- Develop an idea for investigation, design a research project, obtain funding if necessary, and begin investigational procedures.

5.B CLINICAL MILESTONES FOR SECOND-YEAR ONCOLOGY RESIDENTS

- Attain an advanced understanding of cancer biology, chemotherapy, radiation therapy, immunology, and cancer patient care.
- Become highly skilled in referring veterinarian and client communication skills, including client grief counseling.
- Understand study design and read, understand and critique published clinical studies.
- Develop a basic understanding of grant design and writing.
- Develop basic skills in public speaking, including giving a scientific presentation to professional peers.
- Continue progression with a research project.
- Take and pass the ACVIM General Examination.

5.C CLINICAL MILESTONES FOR THIRD-YEAR ONCOLOGY RESIDENTS

- Develop a more advanced understanding of cancer biology, chemotherapy, radiation therapy, and immunology and become proficient at their application to patient care.
- Develop advanced public presentation skills.

- Communicate effectively in a work setting with challenging individuals in a manner that supports the best possible outcome for the oncology patient.
- Develop a thorough understanding of study design and be able to read, understand, and critique published studies.
- Complete a research project with data collection and analysis.
- Submit Credentials for the Oncology Specialty Examination.
- Take and pass the Oncology Specialty Examination.

6 RESIDENT EVALUATION

Oncology Candidates are required to submit an annual report of their progress for evaluation by the Oncology CC, consisting of a record of completed weeks with each requirement signed by the appropriate SD(s) or SSSD(s). A standardized [oncology resident schedule](#) will be provided for this purpose by the Oncology CC. The RA must keep copies of the residents' standardized schedule forms on file (forms available on the [ACVIM website](#)) should the information be requested by the Oncology RTC or CC.

7 THE ACVIM GENERAL EXAMINATION

All ACVIM oncology Candidates must pass the ACVIM General Examination(s), in order to be eligible to attain Diplomate status. Information about the ACVIM General Examination(s) is outlined in the [ACVIM Certification and Residency Training Manual](#) (section 4.F.6).

8 ONCOLOGY CREDENTIALS

Credentials approval, or conditional approval of credentials, is a prerequisite for taking the oncology Specialty Examination(s).

Credentials approval is a requirement, in order to be eligible to attain ACVIM Diplomate status in the specialty of oncology.

8.A ONCOLOGY CREDENTIALS ELIGIBILITY, REQUIREMENTS AND SUBMISSION

*****Always check the ACVIM website for the most up-to-date information before submission, as this process is subject to change.*****

Oncology Candidates may submit credentials in the final 12 months of their RTP. Candidates must submit credentials, including the reference letters, to the [ACVIM office](#) by the deadline date specified on the [ACVIM website](#) in the year before they will attempt the Oncology Specialty Examination.

A Candidate who intends to take the Oncology Specialty Examination must submit credentials for the Oncology Specialty Examination so that the ACVIM office receives the credentials packet no later than the deadline date specified on the [ACVIM website](#) in the year preceding the planned examination date.

Payment of the credentials fee is also required at the time of credentials packet submission. Please maintain the record and receipt associated with payment.

THERE ARE NO EXCEPTIONS TO THE CREDENTIALS DEADLINE. LATE SUBMISSIONS WILL NOT BE REVIEWED. CREDENTIALS PACKETS MUST BE SUBMITTED ON, OR BEFORE, THE DEADLINE DATE, TO ALLOW ADEQUATE TIME FOR REVIEW BY THE NEUROLOGY CC.

CREDENTIALS PACKETS WILL NOT BE REVIEWED IF THE CREDENTIALS FEE HAS NOT BEEN PAID BEFORE OR AT THE TIME OF CREDENTIALS PACKET SUBMISSION.

Applicant instructions for meeting the credentials requirements are available on the [ACVIM website](#), or by request in writing from the [ACVIM office](#). If a Candidate has any questions regarding the credentials process, the Candidate should request clarification in writing from the [Oncology CC chair](#) or the [ACVIM office](#) well before the submission deadline.

Documentation of receipt of the Candidate's oncology credentials application, receipt of the paid fee, and documentation of oncology CC approval, with the Candidate's unique identification number, must be maintained by the Candidate as part of their essential documentation.

Separate receipts for each ACVIM fee paid and registration acknowledgement will be provided by the ACVIM and must be maintained by the Candidate as part of their essential documentation.

8.B CREDENTIALS ITEMS TO BE SUBMITTED

*****Always check the ACVIM website for the most up-to-date information before submission, as this list is subject to change.*****

The following must be included in the [oncology credentials packet](#) to be submitted online:

- The completed [credentials application form](#).
- An updated curriculum vitae (CV).
- Evidence of the required research and creative scholarly activity.
- Letters documenting completion of rotations at secondary training sites other than the SI (if applicable), signed by the SD(s) and/or SSSD(s) who was responsible for oversight of the training time.
- An [oncology referee form](#) or a letter of reference from 3 associates with whom the resident has worked during their RTP forwarded as directed in the credentials packet; at least 1 reference letter must be from an ACVIM oncology Diplomate and member in good standing.
- A completed [weekly resident schedule form](#) documenting the Candidate's RTP contact time, including journal club and rounds schedules, and any previously submitted annual reports.

It is the Candidate's responsibility to submit a complete credentials packet on, or before, the deadline date, accompanied by the credentials fee.

8.C EVALUATION OF CREDENTIALS

The [ACVIM office](#) evaluates the credentials packets for completeness. Complete credentials packets are forwarded to the oncology CC for further review. Credentials will be evaluated and rated as approved, conditionally approved or unacceptable by the oncology CC. The [ACVIM office](#) will notify the Candidate of the approval or denial of their credentials within 60 days of the deadline for submission of credentials.

9 THE ONCOLOGY SPECIALTY EXAMINATION

All ACVIM oncology Candidates must pass the Oncology Specialty Examination(s), in order to be eligible to attain Diplomate status. Common information regarding the ACVIM Specialty Examination(s) is outlined in the [ACVIM Certification and Residency Training Manual](#) (4.F.7). Further specialty-specific information is outlined below.

9.A THE ONCOLOGY SPECIALTY EXAMINATION REGISTRATION AND FEE

Once credentials are approved or conditionally approved, Candidates may register to take the Oncology Specialty Examination. An additional fee is required. Candidates must register and pay the associated fee online by the deadline date specified on the [ACVIM website](#) in the year before they intend to take the Oncology Specialty Examination. Late registration and/or late fee payment will result in the Candidate being ineligible to sit for the Oncology specialty examination that year.

Documentation of receipt of the Candidate's Oncology Specialty Examination registration, receipt of the paid fee, and documentation of credentials approval, with the Candidate's unique identification number, must be maintained by the Candidate as part of their essential documentation.

Separate receipts for each ACVIM fee paid and registration acknowledgement will be provided by the ACVIM and must be maintained by the Candidate as part of their essential documentation.

9.B THE ONCOLOGY SPECIALTY EXAMINATION CONTENT AND FORMAT

*****Always check the Candidates' exam webpage(s) on the ACVIM website for the most up-to-date information pertaining to ACVIM Examinations. Examination format/design, item types and standard setting/cut score determination method(s) are subject to change, as necessary to continue to align the examination with best practice and accreditation industry standards. Any changes will be reflected in the current examination blueprint and/or information provided to Candidates. *****

An updated blueprint for the oncology Specialty Examination(s), reading list and relevant examination preparation documents are posted on the [ACVIM website](#) a minimum of 60 days prior to the oncology Specialty Examination date each year.

10 MAINTENANCE OF CREDENTIALS (MOC)

As discussed in the [ACVIM Certification and Residency Training Manual](#), every ACVIM Diplomate who completed credentials and became a Diplomate on, or after, January 1, 2016, is awarded a Diplomate certificate that is valid for 10 years. These ACVIM oncology Diplomates are subject to MOC. The MOC policies, procedures, requirements and standards are posted on the [ACVIM website](#). The [oncology maintenance of credentials \(MOC\) committee](#) maintains a [list of acceptable continuing education experiences](#) and their associated points that count toward renewal of oncology credentials by the ACVIM. This information is available on the [ACVIM website](#), or by request from the [ACVIM office](#). It is the responsibility of each ACVIM oncology Diplomate to maintain a record of these activities and submit documentation as required to meet MOC requirements and standards.

11 CORRESPONDENCE, INQUIRIES, ISSUES AND COMPLAINTS

Residents, Candidates, SI(s), training site(s), PD(s), RA(s), SD(s), SSSD(s), other institutional officials and personnel involved in the certification processes of the oncology specialty and members of the public with comments, queries, issues and/or complaints regarding the ACVIM certification process and/or oncology residency training programs, especially issues of oncology RTP noncompliance not sufficiently resolved by the RTP's PD, should direct communication in writing to the oncology ombudsperson and/or to the relevant committee chair and/or the [ACVIM office](#). Interested parties can obtain the names and contact information for these representatives from the [ACVIM office](#) or [ACVIM website](#). A response to the communication can be expected within 4 weeks.

The ACVIM, and representatives thereof, can only address matters related to policies, procedures, requirements and standards established in the [ACVIM Certification and Residency Training Manual](#), specialty-specific manuals, and guiding documents of the organization. Personnel matters are unique to each SI and training site and their Human Resources policies and procedures and are not subject to ACVIM review.