



LAIM Credentials Committee

Volunteer Role Description

Committee Description

The Large Animal Internal Medicine (LAIM) Credentials Committee reviews Resident Training Outline submissions to assess Residents' progress toward completing established training requirements. The Committee also reviews formal Credentials Packet submissions and determines whether Candidates have met the requirements to proceed to the LAIM Specialty Examination. It separately conducts final reviews after outstanding requirements have been completed. Additional responsibilities include reviewing resident training program relocation requests and participating in the review and development of LAIM credentials requirements.

Committee leadership serves as a designated subcommittee responsible for reviewing and deciding requests for variances from the established post-residency deadline for completing certification requirements, in accordance with applicable ACVIM policies and procedures.

Committee Member Responsibilities

The committee members' primary responsibilities will be to:

1. Complete required Committee training and onboarding activities.
2. Review assigned Credentials Packet submissions and apply established LAIM credentials requirements consistently when determining whether Candidates are eligible to proceed to the LAIM Specialty Examination.
3. Review assigned first-year Resident Training Outline submissions to assess Residents' progress and identify concerns that may require clarification or follow-up.
4. Conduct final reviews of Candidates' Credentials after outstanding requirements have been completed.
5. Document review determinations and provide clear, constructive comments in accordance with the instructions and timelines established for each review cycle.
6. Promptly disclose actual or potential conflicts of interest so assignments can be reassigned when necessary.
7. Participate in the review of resident training program relocation requests.
8. Participate in the review and development of LAIM credentials requirements, forms, and related guidance.
9. Attend scheduled meetings and contribute to Committee discussions and other assignments as requested by the Chair.
10. Maintain the confidentiality and security of all Resident/Candidate information and review materials.

Committee members work in partnership with the Chair and ACVIM staff liaison throughout the review process. Questions, requests for clarification, and necessary follow-up with Residents/Candidates, Program Directors, Resident Advisors, Supervising Diplomates, or referees are coordinated through the staff liaison to support consistent communication and appropriate documentation.

Committee Leadership

The Assistant Chair and Chair work in partnership with the ACVIM staff liaison. Committee leadership contributes advanced LAIM specialty, training, and credentials expertise, while the staff liaison contributes certification policy, process administration, and communications expertise. The Chair and staff liaison work together to guide the Committee and determine how coordination and communications will be shared based on the Committee's needs.

The Chair and Assistant Chair coordinate review assignments, address conflicts of interest, monitor progress, facilitate discussion of complex or unusual submissions, and promote consistent application of LAIM credentials requirements. The Assistant Chair supports the Chair, assumes the Chair's responsibilities when needed, and prepares to transition into the Chair role.

The Chair and Assistant Chair also serve as the designated subcommittee responsible for reviewing and deciding requests for variances from the established post-residency deadline for completing certification requirements. The Chair leads the subcommittee and works with the staff liaison to ensure decisions and supporting rationale are appropriately documented and communicated.

Time Commitment, Term Length, and Term Dates

Time Commitment: Approximately 25–35 hours annually, with most work concentrated during the annual Credentials review period in July and August. Limited additional work may occur throughout the year, including final Credentials reviews, resident training program relocation requests, meetings, and review of credentials requirements and related materials. Committee leadership should anticipate additional time for coordination and leadership responsibilities, including the review of post-residency certification-deadline variance requests.

Term Length: Three years.

Committee members selected for leadership positions may have additional time added to their terms to fulfill their service as Assistant Chair and Chair.

Term Dates: January 1 through December 31

Committee Meeting Schedule

Committee work is conducted remotely through secure online file review, email communication, and virtual meetings as needed. Most work is completed independently during the annual Credentials review period in July and August, with Committee members participating in discussions and meetings when cases require collaborative

review. Additional assignments and meetings may occur throughout the year in connection with final Credentials reviews, resident training program relocation requests, credentials requirements, and other Committee responsibilities.

Recommended Prior Experience

It is suggested that committee members have prior knowledge and experience working in a committee. Committee members must be familiar with the LAIM Specialty CM and Credentials processes.

How Committee Members are Appointed

The committee consists of LAIM Diplomate members and the Certification Council LAIM Specialty Representative serving as ex-officio. New committee members are identified from submissions and interest indicated through the annual ACVIM Call for Volunteers and are selected to meet the diverse representation needs of the committee and confirmed by the Certification Council LAIM Specialty Representative.

Benefits

Networking, leadership skills, and a greater knowledge of the LAIM Credentials process. Ensuring that residents meet the requirements for certification in the specialty of LAIM, which maintains the standard of LAIM Diplomates within the ACVIM.