

## Outlines of the Examination of the Eligibility for Membership of the Japanese College of Veterinary Pathologist (JCVP) and the Registration of Membership

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March 3, 2001 Amended by the Executive Board

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### [Objective]

1. These outlines have been prepared in accordance with Article 6 of the Byelaw of Japanese College of Veterinary Pathologist (JCVP). This Examination is designed to assess the knowledge and practical skills required for the pathological diagnosis of the diseases of animals and the understanding of the mechanism by which diseases occur. Therefore, this Examination will also focus on assessing basic understanding of toxicologic pathology, immunopathology and molecular pathology as well as general pathology and special pathology (each of farm animals, companion animals and laboratory animals), all of which are considered to be the basic knowledge that should be the subject of the assessment intended by this Examination. The objective of this Examination is to identify the level of the knowledge and skills required for a professional veterinary pathologist and at the same time to show the level of the quality of the current veterinary pathologists to the general public, and thus to provide the people who aim to be a professional veterinary pathologist with practical guidance for their studies.

### [Qualifications of Applicants for the Examination]

2. Applicants, all of whom must have an academic and training history required in the JCVP Byelaw, must also meet all of the following requirements. (1) To have published one or more articles on veterinary pathology (including toxicologic pathology and pathology of laboratory animals) in refereed academic journals as the first author. (2) To have made one or more presentations (either orally or in poster format) at the Japanese Society of Veterinary Science as the lead presenter. (3) To have participated in three or more of the study meetings designated by the JCVP or slide seminars or training sessions on veterinary pathology organized by the Japanese Society of Veterinary Pathology (JSVP).

### [Application for the Examination]

3. An applicant must, upon payment of the examination fee to the Secretariat of the JCVP by postal money order, submit to the Secretariat the prescribed application form together with a copy of the receipt of the above payment, a curriculum vitae with a photograph (in a form of an A4 size commercially available at retail stores; the CV should contain research careers) and the documents to evidence the possession of the qualifications required in (1) through (3) of the preceding paragraph.

### [Examination Committee]

4. The Committee for the Examination of Eligibility for the JCVP Membership (hereinafter referred to as the "Examination Committee") will be responsible to prepare examination questions, evaluate

examination results, and determine successful applicants.

5. The Examination Committee will have a chairperson (hereinafter referred to as the "Chairperson") and Subject Representatives representing each examination subject. Subject Representatives will be nominated by the Executive Board.

6. The Chairperson shall have the duty to supervise the overall activities of the Examination Committee, establish guidelines for the preparation of examination questions, collate the results of the marking of examinations papers, and prepare data that serve as the basis for the decision of whether or not to accept individual applicants.

7. Members of the Examination Committee will be appointed by the Executive Board from among JCVP members depending on the subjects to be examined. The term of office of the Chairperson and each Subject Representative will be 3 years; the Chairperson may not be reappointed to a subsequent term.

8. The Examination Committee will consist of the Chairperson and Subject Representatives representing each of the examinations subjects of general pathology, imaging, farm animals, companion animals and laboratory animals, all of whom will be nominated by the Executive Board, and of the Secretariat. The Chairperson may concurrently serve as a Subject Representative.

#### [Examination Subject Commission]

9. Each Subject Representative may form an examination subject commission consisting of 2 or 3 members of subject staff, who will be appointed by the Executive Board upon recommendation of the Subject Representative; such subject commission members will provide assistance in the preparation of examination questions.

#### [Examination Subjects]

10. The examination subjects include general veterinary pathology, imaging examination (at both micro and macro levels) and microscopic examination, all of which are required of all applicants, and each individual field of special veterinary pathology, which subjects will be taken by applicants who have specifically applied for such particular subjects. With respect to special veterinary pathology, applicants must take two out of the three subjects (pathology of farm animals, pathology of companion animals and pathology of laboratory animals). Any questions covering multiple groups of animals will be treated as those of general pathology.

11. The written examination will consist of 60 questions from general veterinary pathology, 30 questions from each field of special pathology classified by the animal group (total 60 questions from two fields to be chosen from a total of three fields) and 30 questions from the imaging examination; all questions are one-out-of-five multiple-choice questions. Each question will be worth one point for a total of 150 points.

12. In the microscopic examination, as a general rule, applicants will be required to examine the specimens set on glass slides that have been taken from 10 specific cases so that they may be tested on the knowledge and skills necessary for pathological diagnosis from various angles. Each question will be worth 10 points for a total of 100 points.

13. As a general rule, a score of at least 60 percent of the total available points (which is equivalent to 150 points out of a total of 250 points) and at least 50 percent of the points available in the microscopic examination will be regarded as the passing mark.

#### [Preparation of Examination Questions]

14. Examination questions will be prepared by JCVP members in accordance with the guidelines for the preparation of examination questions that will be separately established. For the purpose of this Examination, the following books and journals are designated as the Basic Reference Books and at least 60 percent of the questions of the written examination (covering both fields of general pathology and special pathology) will be taken from these Basic Reference Books. After the completion of the Examination, sources of questions will be disclosed upon request.

#### [Basic Reference Books]

[General] Dobutsu Byorigaku Soron (General Animal Pathology) (Bun-ei Do), Pathologic Basis of Disease (W.B. Saunders Co.), Dobutsu Byorigaku Kakuron (Special Animal Pathology) (Bun-ei Do), Doubustubyori Color Atlas (Color Atlas of Animal Pathology) (Bun-ei Do), Jui Byorigaku Jusshu Manual (Manual for Practical Training in Veterinary Pathology) (Gakuso Sha), Pathology of Domestic Animals (Academic Press), Veterinary Pathology (Williams & Willkins), Tumors of Domestic Animals (Iowa State Univ. Press), Diseases of Poultry (Iowa State Univ. Press: Mosby-Wolfe)

[Farm Animals and Companion Animals] Pathology of Domestic Animals (Academic Press), Veterinary Pathology (Williams & Willkins), Tumors of Domestic Animals (Iowa State Univ. Press), Diseases of Poultry (Iowa State Univ. Press: Mosby-Wolfe)

[Laboratory Animals] Dokusei Byori Soshikigaku (Toxicologic Histopathology) (Japanese Society of Toxicologic Pathology), Pathology of Laboratory Animals (Springer-Verlag)

[Journals (published in the last three years)] Journal of Veterinary Medical Science Veterinary Pathology, Journal of Comparative Pathology, Avian Pathology, Toxicologic Pathology, Journal of Toxicologic Pathology

#### [Date and Place of Examination]

15. The examination will be held in September every year, on the date and at the place, and in accordance with the procedures, that will be published in the JCVP Newsletter and on the JCVP website.

#### [Examination Implementation Committee]

16. An Examination Implementation Committee will be organized in order to implement the Examination. Members of the Examination Implementation Committee will be nominated by the President of the Executive Board.

17. The Examination will be implemented jointly by the members of the Examination Implementation Committee and the JCVP Secretariat.

18. After the completion of the Examination, the members of the Examination Implementation Committee will mark all examination papers except those for the microscopic examination and totalize the marking results. Answer sheets for the microscopic questions will be sent to the setters of the respective questions.

#### [Duty of Confidentiality]

19. The Examination Committee and Subject Commissions shall be responsible to handle the examination questions with due care and protect the confidentiality thereof and the Examination

Implementation Committee shall be responsible to handle all information concerning the applicants with due care and protect the confidentiality thereof.

#### [Decision to Accept or Reject Applicants]

20. The Chairperson will convene a meeting of the Examination Committee to prepare a proposal for the decision of acceptance or rejection of applicants. Examination results and the proposal for the decision of acceptance or rejection will be reported to the President of the Executive Board together with the comments of the Committee.

21. The President of the Executive Board will submit the report to the Executive Board for deliberation and decision.

22. The President of the Executive Board will inform all applicants of its decision as to acceptance or rejection of their applications, the score for each subject and total score obtained by the applicant and their respective average score for all applicants, and the passing mark. An objection may be raised only if it is intended to show that there was an error in the calculation of scores and the applicant who made the objection will receive a written answer directly from the President of the Executive Board.

#### [Approval and Announcement of Examination Results]

23. After the completion of the Examination, the questions of the Examination, their model answers and the results of the Examination (including the number of applicants, the number and ratio of successful applicants, the passing mark, the names of successful applicants and the average scores for each subject) will be published in the JCVP Newsletter and on the JCVP website.

#### [Registration of Successful Applicants as Members]

24. In order to be registered as a JCVP member, a successful applicant must submit to the JCVP Secretariat an application for membership on a prescribed form, together with a registration fee of 30,000 yen (membership fee for 5 years).

#### [Storage of Questions]

25. After the completion of the Examination, all examination materials (including the questions comprising the Examination, specimens, data used for the marking, answer sheets, list of committee members, etc.) will be stored by the JCVP Secretariat.

#### [Publication of Names of Committee Members]

26. The name of the Chairperson will be published where appropriate; the names of other members of the Examination Committee and Examination Implementation Committee will not be published.

#### [Annual Schedule]

27. The Examination will be implemented basically in accordance with the following annual schedule. (1) The JCVP Executive Board will organize the Examination Committee and the Examination Implementation Committee. (2) The Examination Committee will determine the outline of the Examination and Subject Commission members. (3) The President of the Executive Board will request JCVP members to prepare questions. (4) The Secretariat will collect questions and forward them to the Chairperson and Subject Representatives. (5) Subject Representatives will discuss

subjects and preparation of their respective questions. (6) Subject Representatives will forward their proposals for questions to the Chairperson. (7) The Chairperson will make necessary adjustments to determine the final set of examination questions. (8) Each Subject Representative will submit the final draft of their examination questions to the Chairperson. (9) The Chairperson will forward the examination questions to the Secretariat. (10) The Secretariat will have the examination questions printed. (11) As a general rule, the Eligibility Examination will be held on the first Saturday in September. (12) After the completion of the Examination, answers to the questions on the written examination and imaging examination will be marked by the members of the Examination Implementation Committee and answers to the microscopic questions will be marked by the setters of the respective questions. (13) Upon completion by the Secretariat of the process of totalizing the marking results, the Examination Committee will determine promising candidates for successful applicants and report the determination to the President of the Executive Board. (14) The President of the Executive Board will submit the results of the Examination to the Executive Board for deliberation and approval. (15) The President of the Executive Board will inform each applicant of his/her results on the Examination. (16) The results of the Examination will be published in the JCVP Newsletter and on the JCVP website.

[Revision or Abolition of the Outlines of the Examination of the Eligibility for Membership of the Japanese College of Veterinary Pathologist (JCVP) and the Registration of Membership]

28. These Outlines may be revised or abolished by resolution of the Executive Board.

29. Of these Outlines, essential items required of applicants will be published in the JCVP Newsletter and on the JCVP website as the Guidelines for Application for the Examination of the Eligibility for JCVP Membership.