

Guidelines for Diplomates: “How to start a residency”

Start of residency:

- Read the information brochure of the ERC and the guidelines for programme directors carefully <http://www.ecvo.org/residents/information-brochure.html>
- Check the requirements for starting a residency in the Information Brochure <http://www.ecvo.org/residents/information-brochure.html>
- Develop a residency training programme that meets the ECVO requirements <http://www.ecvo.org/residents/information-brochure.html> pp. 5-7
- Check your candidate’s necessary requirements <http://www.ecvo.org/residents/summary-of-residency-requirements.html>
- Check all necessary forms on the homepage <http://www.ecvo.org/residents/erc-online-forms-system.html>
- Send the following 2 forms to the ERC (Homepage/Residents/Downloadable forms)

ERC Chair (residency@ecvo.org; contact person for the ERC-online form system)

- Form 2: Application form for RRTP/ARTP: 90 days prior to the starting date of the residency
- Form 2b: Application form to accompany ARTP applications (external supervisors)
- Form 3: Programme director statement: should be sent within 30 days after programme start date
- Check the diplomates responsibilities in the ERC Guidelines <http://www.ecvo.org/residents/information-brochure.html>
- Provide information to your resident about the ERC Guidelines (Homepage/Residents) and about where she/he can find the necessary forms. The resident should inform the Communication Committee (Johana Premont: jpremont27@gmail.com) about her/his biography, provide a photo (800x600 pixel) and contact data (full name, institution, department, country, ZIP-code, telephone, e-mail, employment) for the homepage as soon as the residency programme was accepted by the ERC
- In case of any changes during the residency (changes in the programme, discontinuation of the residency...) the ERC chair (James Oliver) should be informed as soon as possible.

Every 12 months:

- Send the necessary forms to the ERC <http://www.ecvo.org/residents/erc-online-forms-system/guidelines-for-programme-directors.html>

End of the residency:

- Read the summary of residency and exam requirements (Homepage/Residents). All necessary steps for application for ECVO exam are summarized here
- Send the following forms <http://www.ecvo.org/residents/erc-online-forms-system.html>
 - Form 15 (programme and progress evaluation form – Homepage/Residents/Downloadable) Send the form to the ERC chair by August 1st
 - Reference letter: Send the letter to the Credential Committee Chair by September 1st