

# **Guidelines for the Nordic Examination committee (NEEC)**

Revised NEEC, september 2014

The NEEC is responsible for the education and training requirements including exams for the Common Nordic Education Program on Diagnostics of Hereditary Diseases of the Eye in Dogs and Cats relating to Denmark, Finland, Norway and Sweden

## **I: The NEEC**

- a. The committee consists of five members, one representative from each of the Nordic countries and a Nordic ECVO diplomate as a chairman.
- b. The chairman is nominated by the NEEC before the next mandate period and is formally appointed by his/her responsible association.
- c. The national NEEC representatives are chosen by the head association in cooperation with the national eye panels.
- d. The mandate period for each representative including the chairman is three years. The members can be re-elected

## **II: The responsibilities and tasks of the NEEC national representatives**

- a. The national representatives are responsible for monitoring the education of the national trainees.
- b. The national representatives are responsible for evaluating and accepting the credentials of the trainees.
- c. The national representatives are responsible for informing the trainee, the head organization and the NEEC chairman about the qualification to sit the exam.
- d. The national representatives are responsible for other communications, i.e. revision of the NEEC guidelines, education program and examination procedures and information about the examination, to the head organizations and the trainees.

## **III: The responsibilities of the chairman of the NEEC**

- a. Organize and announce NEEC meetings.
- b. Communications with ECVO and other relevant organizations, persons and interest groups.
- c. Organize update of the NEEC documents.

## **IV: Meetings**

- a. The committee meets at least once a year usually in conjunction with the Nordic meeting. In addition, a meeting can be organized in conjunction with the written and practical exam. Additional meetings can be organized via the internet or similar when needed.
- b. A meeting has a quorum when it has been announced in writing to all the members of the NEEC at least two weeks in advance and the chair and at least 2 of the members are present.
- c. A draft minute of the meeting is circulated and commented within the committee. The final minutes are signed by the chairman.

- d. The copies of the minutes are sent to the head associations in each country by the national representative.

#### **V: Exam**

See “The NEEC exam procedure» for requirements, suggested reading, credentials and application, submission etc.

- a. The chairman will coordinate and direct the exam.
- b. At least one other ECVO diplomate should be present.
- c. The practical exam is arranged with at least three NEEC members present.
- d. All countries having trainees to be examined have to be represented.
- e. The representative in the country where the exam is to be held is responsible for collecting suitable cases and practical organization of the exam.
- f. The representative should see the cases him/herself, within a short period of the exam, before including the cases for the exam. The cases have to be unknown to the trainees.
- g. All the members of the committee taking part in the evaluation of the exam examine the cases preferably the day before the exam. This is essential for ensuring enough time for evaluating and grading the cases.

#### **VI: Honorarium and coverage of exam and NEEC-meeting related costs**

- a. The expenses covered for the NEEC members include travelling, accommodation, related meals, and an honorarium for the meeting and exam days according to national rules.
- b. All exam related expenses are covered by the attending trainees, according to the national rules. This may include the cost for the NEEC members as well as travelling costs for the owners/animals, catering, venue related cost, handlers etc.