



RADIOGRAPH SET REQUIREMENTS Information for Trainees

This version is current for the 2012 Credentials cycle.

Items shown in underlined italic font are available on the AVDC web site, by links from the Information for Registered Trainees page unless otherwise stated.

“Radiograph Sets” are one of several items that must be included in a completed AVDC Credentials Application Package. Approval of a Canine and a Feline Radiograph Set is required before a Credentials Application can be approved. Radiograph Sets can be submitted for Pre-Approval review. The form used by the Credentials Committee to review radiograph sets is available for your inspection in the Radiograph Set section of the Information for Registered Trainees web page.

The two Required Radiograph Sets are:

- Full-mouth dental series of a dog with full permanent dentition.
 - Full mouth dental series of a cat with full permanent dentition.
1. The radiographs must show the complete crown and all roots of all teeth (with the exception that one or two premolar teeth may be missing in a dog radiograph set – both maxillary fourth premolar teeth are to be present), including 2mm of the tissue adjacent to the apex of each root including 2.0 mm from the film/image edge. When necessary, more than one radiograph of a tooth may be submitted, to permit isolation of each root in multi-rooted teeth.
 2. The maximum number of views that may be submitted as part of a digital image radiograph set is Feline: 12; Canine: 30. For a canine set, use a smaller patient to reduce the overall number of images needed. *Additional radiographs with alternative views must be justified in an accompanying note. Submissions that contain additional views with no justification note will be returned unreviewed.*
 3. The positioning (e.g. root length), exposure, and processing are to be optimal. Note: Radiographs that are correctly positioned but of poor exposure or that have other technical defects will not be approved.
 4. Mounting: The radiographs are to be mounted using “labial mounting”, with minimal labeling consisting of “Left” and “Right”:
 - images of teeth from the patient's left side are to be mounted on the right side of the radiograph and vice versa.

- crowns of the maxillary teeth are to point down, crowns of the mandibular teeth are to point up.
 - occlusal views are to be centered, with appropriate teeth pointing up and down as above, and with the first incisors immediately adjacent to the midline of the radiograph.
 - last molars are to be on the periphery of the radiograph.
 - specifically label any extra-oral views as such.
 - specifically label oblique views used to separate superimposed structures.
5. Use of a cadaver (whole-head, with jaws intact and all soft tissue present) is permitted.
 6. Radiographic images produced by digital dental imaging systems are permitted.
 7. An informational document and examples of approved radiograph sets in various acceptable layouts, is available on the web site on the *Information for Registered Trainees* page; scroll down to the *Radiograph Set* section and click on the *Example* documents.

General Requirements for Radiographic Sets

- The radiographs or images are to be **labeled** appropriately, identifying: client; patient; date; age and breed of the patient; and diagnostic purpose of the radiograph. If a **cadaver head** is used, label the radiographs: Cadaver, species, age and breed if known.
- Radiograph sets must not contain labels or other information that could identify the trainee or hospital from which they were submitted.

Submitting a Radiograph Set

All radiographs sets are to be sent to the AVDC Executive Secretary via DMS.

The quality of the image must be sufficient to ensure that zooming in to view parts of the image during review will not result in unacceptable loss of image quality. High quality (.tiff, .jpg or images embedded in a Word.doc) files are recommended; transfer to an Acrobat.pdf format is permitted – set the resolution at high.

DMS submissions may consist of images produced by:

- A digital dental radiographic system.

- Scanning a radiograph using a high resolution scanner.
- Using a digital camera to photograph a radiograph directly off a view-box. To improve the quality of photographed images:
 - use a camera with a ‘macro’ focus capability so that the radiograph fills the image frame;
 - block off unwanted areas on the view-box with black paper;
 - check that the long axis of the lens is perpendicular to the radiograph surface;
 - turn off the camera flash;
 - turn off the lights in the room;
 - use a tripod – this will result in a sharper image when a long exposure time is needed (keep the radiograph at the edge of the view box so that the image can remain perpendicular to the axis of the camera lens).

Assemble the digital images as a mounted and labeled set by embedding the images in Word document. Name the file: *YourLASTNAME,FirstName RadSet Cat or Dog*, for example: *ROENTGEN,William RadSet Dog*.

If you are including additional images as separate .jpg files, name each file: *YourLASTNAME,FirstName RadSet Cat or Dog Image#1, 2, etc..*

Submissions are to be made via DMS – log into DMS, click the Begin New Document link on the right side of the *Welcome* screen, click Radiograph Set, click canine or feline and then upload the images by clicking Attach File or Attach Multiple Files on the top command line. Once the files are uploaded (you will see the file names in the document screen below the wide blue line), be sure to click the Submit this Document box in the yellow window on the right of the document screen and then click Save Changes in the top command line before exiting the document.

AVDC Process Following Submission

1. All radiograph sets will be evaluated blindly, whether submitted for Pre-Approval review or as part of a Credentials Application package. Each radiograph set is assigned a code number by the Executive Secretary, and will be identified to the Credentials Committee members only by this number. The Executive Secretary creates a .pdf file from the submission so that the author of the original electronic file cannot be identified by a Credentials Committee reviewer.
2. Comments and recommendations are forwarded by the team members to the Chair of the Committee. If three or four members recommend approval, the radiograph set is approved. If two members recommend approval and two do not, the Chair reviews the radiograph set and the reviewers’ comments, and casts a deciding vote. To view a copy of the AVDC Radiograph Set Evaluation Form,

click [Cred Comm Radiograph Set Review Form](#) in the Radiograph section of the [Information for Registered Trainees](#) web page.

3. The Credentials Committee may, at its discretion, request clarification if there are specific issues that would otherwise prevent approval of a radiograph set. In this case, a final decision will be withheld until a response to the [Request for Clarification](#) is received from the trainee.
4. For radiograph sets that are Not Approved, the Committee prepares a list of major reasons for non-approval.
5. The trainee is informed of the results of the review by the Executive Secretary.
6. The AVDC will, whenever possible, report the results of the review within 10 weeks of receipt of the radiograph set.

Resubmission of a Not-Approved radiograph set is not permitted.

Rebuttal Option

Following receipt of a non-approval decision, the trainee may submit a rebuttal, which is to include reasons why the trainee considers each of the major concerns listed by the Credentials Committee to be inappropriate. A **maximum of 30 days** is permitted for receipt by the Executive Secretary of a Rebuttal of a non-approval case report or radiograph set decision.

A **rebuttal** is not considered an appeal by AVDC, and is sent to the members of the review team who originally reviewed the item. The decision on the rebuttal will be made as for any other item submitted to the Credentials Committee.

If the rebuttal does not result in approval of the item, the trainee has the right to request that the original item and the rebuttal are considered as an Appeal of an Adverse Decision, which will be handled according to stated AVDC appeals procedures.

At any point in the process following receipt of an adverse decision on any item reviewed by the Credentials Committee, the trainee may elect to submit a formal Appeal to AVDC. The appeal must be received within 20 days of notification of the adverse decision. The AVDC Appeal Policy is available in the [Appeals](#) section of the [Information for Registered Trainees](#) web page.