



**Canine and Feline
RADIOGRAPH SET
REQUIREMENT:
Information for Residents**

Reviewed and revised Oct 2017. This version is current for the 2018 Credentials cycle.

Items shown in underlined italic font are available on the AVDC web site, by links from the *Information for Registered Residents* 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 Residents* web page.

Timing of Submission: *This section applies only to residents with a registration date of January 1st 2013 or later.*

Because understanding what an acceptable full-mouth radiograph set looks like and how to obtain it are such fundamental items for a veterinary dental specialist, the canine and feline full-mouth radiograph sets are required to be **submitted in the first year** of a training program. If an initial submission is not approved, additional sets are to be submitted so that both sets have been **approved by the end of the second year**.

If a resident fails to have met either the submission in the first year or approval within two years requirements, the status of her/his training program will be reviewed and the program may be suspended until the radiograph set requirement is met (i.e. no logging of cases, specialty hours, etc. will be permitted).

Radiograph sets can be submitted year-round (they are not subject to the May 1 – September 15 Pre-Approval submission window).

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. A complete permanent dentition is required. (The following teeth may be absent in a submitted radiographic set that may include 1 but not more than 1 of the following exceptions: 1 maxillary or mandibular incisor tooth (canine or feline); 1 maxillary premolar other than the maxillary 4th premolar tooth (dog and cat); 1 maxillary 1st molar (feline); 1 mandibular 3rd molar (canine); or 1 maxillary 2nd molar (canine).

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, AVDC recommends using a small head cadaver to reduce the overall number of images needed. *Additional radiographs showing alternative views must be justified in the figure legends. Submissions that contain additional views with no justification 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 “Left” and “Right” stated on the mounted set:
 - 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 teeth pointing up or 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 **required**, to ensure that a clinical patient is not held under anesthesia just for this purpose. Label the radiographs: Cadaver, species, age and breed if known. Please note that, if a radiograph set is not approved, individual views that were not adequate can be re-taken and swapped into the set for submission as a new radiograph set; AVDC recommends keeping the original cadaver in a freezer in case it is needed for additional views.
6. Radiographic images produced by digital dental imaging systems are permitted.
7. An informational document (‘Radiographic Technique Description’) and examples of approved radiograph sets are available on the web site on the [Information for Registered Residents](#) page; scroll down to the [Radiograph Set](#) section and click on the links.
8. Radiograph sets must not contain labels or other information that could identify the resident or hospital from which they were submitted.
9. The Radiograph Set must be accompanied by a completed, signed Supervisor Form, which is available as a link in the [Information for Registered Residents](#) web page.

Submitting a Radiograph Set

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 files (.tiff, .jpg files or images embedded in a Word.doc file) are recommended – see details, below. Transfer for submission as an Acrobat.pdf format file is permitted; be sure to use the High Quality Print setting in Adobe Acrobat to avoid pixilation of the images. Maximum file size permitted as a DMS submission is 50 MB.

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 area of interest in 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 a Word document; landscape format will likely work best. Name the file:

YourLASTNAME,FirstName RadSet Cat or Dog, for example: *ROENTGEN,William RadSet Dog*.

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 file by clicking Attach File on the top command line. Remember to include the completed Radiograph Set Submission Form as a file in the document the blank form is available via a link in the Information for Registered Residents web page and also as a link above the wide blue line in the Radiograph Set document screen.

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. 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.
2. Comments and recommendations are forwarded by the review 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 Residents* 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 'Action Required' DMS email notification is received from the resident.
4. For radiograph sets that are Not Approved, the Committee prepares a list of major reasons for non-approval.
5. The resident 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.

If a radiograph set is Not Approved, the specific views that were inadequate can be retaken and swapped into the set. The revised set can then be submitted as a new radiograph set.

Rebuttal Option

Following receipt of a non-approval decision, the resident may submit a rebuttal, which is to include reasons why the resident 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 resident 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.

Appeal

At any point in the process following receipt of an adverse decision on any item reviewed by the Credentials Committee, the resident 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 Residents web page. The appeal 20 day deadline does not start if a rebuttal is submitted.