



ACADEMY of VETERINARY TECHNICIANS in DIAGNOSTIC IMAGING

(AVTDI)

CONSTITUTION AND ARTICLES of INCORPORATION

**ARTICLE I
NAME**

This organization shall be known as the Academy of Veterinary Technicians in Diagnostic Imaging (AVTDI) and hereinafter referred to as the “The Academy”.

**ARTICLE II
INCORPORATION**

Section 1 The Academy shall be incorporated under the laws of the state of Rhode Island as a not-for-profit organization organized exclusively for educational purposes, within the meaning of section (501) (c)(6) of the Internal Revenue Code of 1986 (or the corresponding section of any future Federal Tax Code). Notwithstanding any other provision of these articles, The Academy shall not carry on any other activities not permitted to be carried on by a corporation/organization exempt from Federal Income Tax under section (501) (c)(6) of the Internal Revenue Code (or the corresponding section of any future Federal Tax Code).

Section 2 No part of the net earnings of The Academy shall inure to the benefit of, or be distributable to, its members, officers, or other private persons, except that The Academy shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of section (501) (c)(6) purposes.

Section 3 The term for which The Academy is organized shall be perpetual. However, if dissolution of The Academy should occur, all property shall be donated to the American College of Veterinary Radiology (ACVR).

However, if the named recipient is not then in existence, or is no longer exempt from Federal Income Tax under section (501) (c)(6) of the Internal Revenue Code (or the corresponding section of any future Federal Tax Code), or is unwilling or unable to accept the distribution, the assets of the Academy shall be distributed to the National Association of Veterinary

Technicians in America (NAVTA), provided that NAVTA qualifies as exempt from Federal Income Tax under section (501)(c)(6) of the Internal Revenue Code (or the corresponding section of any future Federal Tax Code), and if NAVTA does not so qualify, the assets shall be distributed to an educational organization devoted to veterinary medicine that is exempt from Federal Income Tax under section (501)(c)(6) of the Internal Revenue Code (or the corresponding section of any future Federal Tax Code), as selected by The Academy’s Board of Directors, referred to herein as the Council of Regents.

ARTICLE III STATEMENT OF PURPOSE

Section 1

MISSION STATEMENT:

To advance the education and professional recognition of credentialed veterinary technicians who display excellence and dedication to providing superior diagnostic imaging quality to the veterinary patient.

PURPOSE:

The Academy of Veterinary Technicians in Diagnostic Imaging exists to promote excellence in the discipline of diagnostic imaging. The Academy of Veterinary Technicians in Diagnostic Imaging will provide a process by which credentialed veterinary technicians/nurses may become recognized as a Veterinary Technician Specialist (VTS) in the field of diagnostic imaging (DI). The veterinary technicians who meet all requirements as a VTS-DI will demonstrate superior knowledge in scientifically and humanely based techniques of diagnostic imaging for all veterinary patients.

Section 2

OBJECTIVES:

- a. Promote advancement and a standard of excellence of diagnostic imaging for those credentialed veterinary technicians.
- b. Establish advanced levels of education and experience prerequisites leading to recognition of Diagnostic Imaging.
- c. Examine and recognize credentialed veterinary technicians as specialized team members in Diagnostic Imaging. Designation will be: VTS-DI.
- d. Provide continued professional development through mentorship of credentialed veterinary technicians/nurses and dissemination of knowledge relating to diagnostic imaging as it pertains to the veterinary profession.
- e. Promote and maintain the professional relationship between the ACVR and other Academy specialties.
- f. Promote the benefit of the diagnostic imaging veterinary technicians/nurses with advanced imaging knowledge and skills; not only to the veterinary patients, but to the industry we serve.

ARTICLE IV MEMBERSHIP

- Section 1 The members of the Academy shall be known as “Veterinary Technician Specialist in Diagnostic Imaging” (VTS-DI) where recognized.
- Section 2 VTS-DI shall be further classified as one of the following:
- A. Charter Member VTS-DI: veterinary technicians having achieved distinction in the field of veterinary diagnostic imaging and having qualifications far exceeding those proposed necessary for candidates taking the certifying exam. Charter members will be limited to the members of the Organizing Committee.
 - a. Charter status will be granted to organizing committee members at the conclusion of the first exam.
 - b. Hereinafter Charter VTS-DI will be referred to as Veterinary Technician Specialist in Diagnostic Imaging.
 - B. Active Member VTS-DI: a credentialed veterinary technician of high ethical and moral character who has fulfilled the requirements for certification as set forth in the Bylaws of the Academy.
 - C. Honorary Members VTS-DI: Honorary status may be conferred upon an individual who has made a substantial contribution to the development and progress in the field of Diagnostic Imaging.
 - a. The individual will receive a certificate and the title of “Honorary VTS-DI”.
 - b. Nominations for Honorary status must be made in writing by at least two (2) VTS-DI members to the Council of Regents. The awarding of Honorary status to an individual shall require approval by at least two-thirds (2/3) vote of the quorum present at the annual business meeting.
 - c. Honorary members shall have all rights and privileges of Academy members except the right to vote, hold office or attend regular business meetings of the Academy.
 - i. There shall be no more than two (2) honorary members recognized per calendar year.
 - D. Retired Member VTS-DI: Retired membership shall be an active VTS-DI member for a minimum of ten (10) years who has reached the age of sixty-two (62) and who is no longer actively engaged in veterinary medicine. Retired members will become non-due paying members with all rights and privileges afforded to an active member.

**ARTICLE V
ORGANIZATION/ADMINISTRATION**

- Section 1 The Council of Regents (hereafter referred to as the Regents) shall be the executive body of the Academy and shall consider first all business and policies pertaining to the affairs of the Academy. The Regents will consist of the elected officers: The President, the President-Elect, Recording Secretary, Treasurer, the Immediate Past-President and Members at Large.
- Section 2 Until charter members are seated, the business of the Academy shall be conducted by the Organizing Committee. This shall include ratification of the constitution and bylaws, election of officers and other matters that pertain to the organization and administration of the Academy. When the charter members are seated the initial slate of officers will be derived from the nominated by the original Organizing Committee members. The members of the Academy shall vote on this slate of officers.
- Section 3 Following provisional recognition and the first examination, the Council of Regents, offices of President, President-elect, Recording Secretary, Treasurer, and Members at Large will be elected by the Academy members. The office of President will automatically become the Immediate Past-President. The initial Council of Regents will occupy their appointed offices for a term of two (2) years.

**ARTICLE VI
OFFICERS**

- Section 1 The elected officers of the Academy shall be the President, President-Elect, Recording Secretary, Treasurer, and Members at Large. The position of Immediate Past-President shall also be an officer of the Academy. The President-Elect, Recording Secretary, Treasurer, Members at Large, and Immediate Past-President shall be voting members of the Council of Regents. The President shall only vote in the situation of a tie.
- Section 2 The President-Elect shall automatically become President at the completion of the predecessor's term of office. The President shall automatically become Immediate Past-President at the completion of his/her term as President.
- Section 3 Election of the President, President-Elect, Recording Secretary, Treasurer, and Members at Large shall take place biennially (every two years) by mail or secure electronic ballot prior to the business meeting of the Academy. The officer shall begin their terms of office immediately following completion of the business meeting in the year elections are held.

**ARTICLE VII
COMMITTEES/TASK FORCES**

Section 1 This organization shall have the following standing committees: Nominating, Credentials Approval, Examination, Re-Certification, Continuing Education and Financial Affairs Committees. The Regents shall have the authority to establish taskforces as needed in lieu of additional committees. Additional committee/task forces may be established by the President.

**ARTICLE VIII
AMENDMENTS**

Section 1 Proposed amendments to the Constitution shall be submitted to the Regents for review within ninety (90) days and no later than thirty (30) days prior to a scheduled meeting of the Academy, the distribution of a mail ballot or secure electronic ballot to the membership. Proposed amendments shall be distributed to the entire membership with a recommendation from the Regents at least thirty (30) days prior to a voice vote, the distribution of a mail ballot or secure electronic ballot.

Section 2 An affirmative vote shall require approval of at least half (1/2) of the members in good standing present at a meeting or at least three quarters (3/4) of the members voting by mail or email.



**ACADEMY OF VETERINARY TECHNICIANS IN DIAGNOSTIC IMAGING
(AVTDI)
BYLAWS**

**ARTICLE I
MEMBERSHIP**

Section 1 The Academy of Veterinary Technicians in Diagnostic Imaging shall be composed of credentialed veterinary technicians/nurses who have achieved distinction in the field of veterinary diagnostic imaging and have fulfilled the requirements for and successfully passed the examination process as set forth in the Bylaws of the AVTDI. Members include all categories of those mentioned in the AVTDI Constitution.

**ARTICLE II
OFFICERS**

Section 1 The Council of Regents shall be the executive council of the AVTDI and shall consider first all business and policies pertaining to the affairs of the Academy. The Council of Regents shall consist of the Officers elected by the membership of the Academy shall be the President, President-Elect, Recording Secretary, Treasurer and Members at Large. The Immediate Past-President shall also be a voting member of the Council. The President shall only vote in the situation of a tie.

Each member of the Executive Council shall understand that this is a volunteer, not for profit organization, and no funds more than budgeted expenses shall be allocated for any officer without a majority vote of the Executive Board. At Large Members shall be diversified by career field (i.e. specialist private practices, academia, corporate, research, etc.) as active members in those fields are recognized by the AVTDI.

Section 2 The terms of office shall be as follows: President, President-Elect, Past President, Recording Secretary, and Treasurer shall be for two years. These terms shall begin when the AVTDI has received recognition by the National Association of Veterinary Technicians in America (NAVTA). Initially, the remaining organizational committee members not appointed to an office will serve as Members at Large.

Following the first examination, with acceptance of members to the Academy, the Regents will be elected by the Charter members and first active members of the AVTDI. The election of officers shall be held biennially (every other year) at the annual general meeting of the Academy of Veterinary Technicians in Diagnostic Imaging.

Section 3 Any vacancies on the council other than the President occurring between elections shall be filled by election and appointment of the Regents. Any eligible Academy member appointed to fill a vacancy shall hold the office until the expiration of the term in which the vacancy occurred. If the President resigns his/her position, the President-Elect shall hold the office until the expiration of the term.

Section 4 The annual meeting of the Council of Regents shall be held prior to and at the place of the designated for the Annual Business Meeting of the Academy. Special meetings may be called at any time by the President. The President must call a meeting after receiving written request of not less than four members of the Regents.

Not less than five (5) days' notice of the time and place of any special meeting and not less than thirty (30) days' notice of the time and place of the regular meeting shall be given by mail, e-mail, or fax addressed to each Regent member at his/her residence or place of business as it shall appear in the official records of the Academy.

Five (5) voting members of the Regents present in person or on a conference call shall constitute a quorum for the transaction of any business.

Section 5 Any member of the Regents who resigns their elected position must notify the President in writing at least thirty (30) days prior to resignation. Upon receipt of notice of resignation, the president must advise the Regents, so nominations can be made at the next Regents meeting. If the President resigns, it is the duty of the President-Elect to notify the Regents.

ARTICLE III DUTIES OF OFFICERS

Section 1 The President shall:

- a. Serve for two (2) years with a term limit of two consecutive terms.
- b. Serve a two (2) year term that begins at the close of the AVTDI general meeting in the year that elections are held.
- c. Preside over all meetings of the AVTDI and the Council of Regents.
- d. Call Executive Council meetings as needed.
- e. Create an agenda for all meetings.
- f. Administer the affairs of the organization according to the Articles of Incorporation and Bylaws of the AVTDI.
- g. Sign checks and access funds in the absence of the Treasurer.
- h. Coordinate the activities of all Academy Committees and appoint a chair to all committees.
- i. Attend and present a report of the activities of the office at the biannually (twice yearly) meeting of the Regents and at such other times as determined by the Regents.

- j. Attend the annual (once yearly) general meeting and present a report of the activities of the office for the Academy.
- k. Appoint with approval of the Regents, all standing and ad hoc committee members and chairpersons.
- l. Act as the spokesperson for the AVTDI to the media, public, and other related organizations.
- m. Assume the role of Past President at the end of his/her term of office as Chair.

Section 2 The President-Elect shall:

- a. Serve a two-year term that begins at the close of the AVTDI general meeting in the year that elections are held.
- b. Have a term limit of two consecutive terms.
- c. Automatically become President at the termination of the predecessor's term of office.
- d. Assume the responsibilities of the President if the President is unable to perform the duties of the office.
- d. Sign checks and access funds in the absence of both the Treasurer and President.
- e. Be an *ex officio* member of the Examination Committee.
- f. Serve as Chairperson of the Continuing Education Committee.
- g. Attend and present a report of the activities of the office at the biannually (twice yearly) meeting of the Regents and at such other times as determined by the Regents.
- h. Attend the annual (once yearly) general meeting and present a report of activities of the office for the Academy.

Section 3 The Immediate Past-President shall:

- a. Serve for two (2) years.
- b. Serve as acting President in case the President and President-Elect simultaneously are unable to perform their duties as President. The Past President continues these duties until the next regularly scheduled election or until either the President or President-Elect can resume the duties of President.
- c. Have a term limit of two (2) consecutive terms depending on the President's term and Academy needs.

- b. Chair the Examination Committee.
- c. Attend and present a report of the activities of the office at the biannually {twice yearly) meeting of the Regents and at such other times as determined by the Regents.
- d. Attend the annual (once yearly) general meeting and present a report of activities of the office for the Academy.

Section 4 The Recording Secretary shall:

- a. Serve a two (2) year term that begins at the close of the AVTDI general meeting in the year that elections are held.
- b. Have a term limit of two (2) consecutive terms.
- c. Maintain the general records of the organization and file all required reports pertaining thereto including AVTDI updates to the ACVR Executive Council.
- e. Attend all meetings of the Academy and the Regents and all meetings of the Credentials Approval Committee unless specified otherwise by the President.
- f. Record and keep all original notes, minutes, and records of all official meetings and sessions until the Regents approve their disposal.
- g. Maintain archival copies of all publications, documents, and other records of the Academy.
- h. Conduct mail ballots or electronic ballots when required.
- i. Attend all meetings of the Credentials Approval Committee.
- j. Coordinate correspondence and proposals regarding training programs and process applications for the Academy of Veterinary Technicians in Diagnostic Imaging Certification Examination.
- k. Handle all correspondence on behalf of the Academy unless delegated to the President Elect by the Regents.
- l. Attend and present a report of the activities of the office at the biannually (twice yearly) meeting of the Regents and at such other times as determined by the Regents.
- m. Attend the annual (once yearly) general meeting and present a report of the activities of the office for the Academy.
- n. Conduct Industry alliances and educational partner communications in cooperation with the Council of Regents.

- o. Act as the media representative for public relations and any information submitted to any media or social media venues including information posted on the AVTDI website.

In the case that the Secretary is unable to perform his/her duties, the vacancy will be filled by the Regents until the next regular election.

Section 5 The Treasurer shall:

- a. Serve a two (2) year term that begins at the close of the AVTDI general meeting in the year the elections are held.
- b. Have a term limit of two (2) consecutive terms.
- c. Maintain the financial records of the organization and prepare them for audit annually.
- d. Be the custodian of all assets of the AVTDI.
- e. File state and federal financial forms of the AVTDI including: yearly non-profit status updates.
- f. Pay all expenses of the AVTDI as directed by the Executive Board.
- g. Maintain a file of all vouchers and invoices accompanying them for a period of not less than five years.
- h. Deposit all monies in the name of the Academy in a federally insured bank approved by the Regents.
- i. Serve as Chairperson of the Financial Affairs Committee.
- j. Serve as member of the Continuing Education Committee.
- k. Carry out other duties as determined by the Regents.
- l. Turn over all funds, properties, and records to their successor.
- m. Attend and present a report of the financial status of the Academy at each biannual (twice yearly) meeting of the Regents and act at such other times as determined by the Regents.
- n. Attend and present a report of the financial status of the Academy at the annual (once yearly) general meeting.

In the case that the Treasurer is unable to perform their duties, the vacancy will be filled by the Regents until the next regular election. The President and President-Elect shall have check signing privileges.

Section 6 The Members at Large shall:

- a. Serve for three (3) years. Except for the first election, when two (2) members will serve for two (2) years, and one member will serve for four (4) years.
- b. Have a term limit of two (2) consecutive terms.
- c. Serve on committees as appointed.
- d. Serve as an ambassador of the AVTDI in coordination with the Recording Secretary to promote the Academy at the annual meeting and to the public.
- e. Assist in the formation of and advising of committees within the AVTDI.
- f. Attend and present a report of the activities of the office for the Academy at each biannual (twice yearly) meeting of the Regents and act at such other times as determined by the Regents.
- g. Attend the annual (once yearly) general meeting and present a report of the activities of the office for the Academy.

In the case that the Member at Large is unable to perform their duties, the vacancy will be filled by the Regents until the next regular election.

**ARTICLE IV
COMMITTEES**

Section 1 Council of Regents

- a. The management and control of the business and professional affairs of the Academy shall be vested in the Regents.
 - i. The Regents or its designated committees shall receive and consider for approval all applications, provide for the conduct of an examination, and issue appropriate certificates to those who successfully pass the examination and are approved for membership by the Regents.
 - ii. The Regents shall consider and act upon: charges against members for alleged offenses against the Articles of Incorporation and Bylaws, charges of unprofessional conduct, and expulsion of members.
 - iii. The Regents shall select the time and place of all meetings, determine the amount of the initiation, ancillary fees and dues, and generally govern the membership of the AVTDI.

- iv. The Regents direct the management of funds held by the AVTDI.
- b. The Regents shall consist of the President-Elect, President, Past-President, Recording Secretary, Treasurer, Members at Large elected by the AVTDI.
- c. Vacancies on the council of Regents occurring between elections shall be filled by emergency nomination and election of eligible Academy members. Any member appointed to fill a vacancy shall hold the office until the expiration of the term in which the vacancy occurred.
- d. One (1) of the biannual (twice yearly) meetings of the Regents shall be held immediately preceding to the time and at the location designated for the annual business meeting of the Academy. Special meetings may be called at any time by the President or at the written request of not less than four (4) members of the Regents.
 - i. Not less than five (5) days' notice of the time and place of any special meeting (including teleconferences) and not less than thirty (30) days' notice of the time and place of the regular meeting shall be given by mail, e-mail, or FAX. The notice will be addressed to each Regent at their residence or place of business, as it shall appear in the official records of the AVTDI.
 - ii. Five (5) voting members of the Regents present in person or on a telephone conference call shall constitute a quorum for the transaction of any business that may come before the meeting.
 - iii. Email voting may occur. All Regents must vote, and the vote must be unanimous for the motion to carry. If there is decent, a phone or in person meeting must take place.

Section 2 **Committees**

- a. This Academy shall have the following standing committees: Nomination/Election, Credential Approval, Examination, Re-certification, Appeals, Continuing Education, and Financial Affairs. Additional committees may be specified by the President and approved by the Regents, as deemed necessary for temporary or continuous terms based on need.
- b. The following shall apply to all committees unless otherwise explicitly stated:
 - i. Standing and ad hoc committee members and chairpersons shall be appointed by the President and approved by the Regents. Terms of committee members shall overlap, i.e. initial appointments shall be scaled for terms and subsequent appointments shall be for fixed terms.
 - ii. If a committee member is unable to fulfill his or her term, a replacement shall be appointed by the President to fulfill the unexpired term.

- iii. A committee member may be appointed to a committee for not more than two consecutive terms.
- iv. Committees shall be composed of a Chairperson and a minimum of two (2) members of the AVTDI. They shall be initially appointed for one (1) year (one member), two (2) years (one member), and three (3) years (one member). Thereafter terms will be for a three (3) year period.
- v. A senior Regent on the committee will be the Chairperson unless otherwise designated. A senior AVTDI member is a person with the most number of years' experience on the committee.

Section 3 **Nominating/Election Committee**

- a. The committee shall be composed of a Chairperson and at least two (2) members of the Academy as determined by the Committee.
- b. The committee shall be appointed not less than six (6) months prior to the election date.
- c. The duties of this committee shall be:
 - i. To present a slate of officers composed of at least one nominated member of the AVTDI per office prior to the election date as specified in Article VI, Section 1 & 2 of the Academy bylaws.
 - ii. To present at least one qualified member for each position.
 - iii. To conduct elections according to Article VI, Section 4 of the Academy bylaws.

Section 4 **Credentials Approval Committee**

- a. The committee shall be composed of a Chairperson and at least two (2) members of the Academy or more as determined by the committee.
- b. The term of office for the Chairperson shall be two (2) years and she/he must have one (1) prior year of experience on the committee (except for the first Chairperson).
- c. The duties of this committee shall be:
 - i. To provide through the Recording Secretary of the AVTDI information and application forms as well as guidance to prospective applicants.
 - ii. To evaluate and certify eligibility of applicants requesting examination by the AVTDI.
 - iii. Forwarding of approved applications to the President.

- iv. To notify the President of applicants who are not deemed eligible for examination and to delineate the areas of deficiency.
- v. Participation in development of educational criteria to ensure standardization of training requirements and to provide this information through the Recording Secretary to all prospective candidates and institutions requesting such.
- vi. To provide guidance and support to training program directors and/or internship program directors according to the standards and procedures adopted by the AVTDI.

Section 5 **Examination Committee**

- a. The committee shall be composed of a Chairperson and at least six (6) additional members of the Academy, or more, as determined by the committee.
- b. The President-Elect shall be an ex officio member of this committee.
- c. The term of office for the Chairperson shall be two (2) years. He/she must have at least one (1) year of prior experience on the committee (except for the first Chairperson).
- d. The duties of this committee shall be:
 - i. Preparation, administration, and grading of the examination.
 - 1. The passing score will be established by the Examination Committee with approval by the Regents.
 - 2. The method of establishing the passing scores will also be approved by the Regents.
 - ii. To inform prospective examinees about the format and content of the upcoming examination.
 - iii. To report to the President results of such examinations and make recommendations based on the proposed passing point scores.
 - iv. Monitoring and proctoring of the written examinations by at least one (1) member of this committee as designated by the Chairperson.
 - v. To administer an oral examination or practical examination if such a component is approved by the Council of Regents.
 - 1. The oral examination or practical exam will be conducted by at least three (3) members of the committee as designated by the Chairperson.
 - vi. To provide written summary of deficiencies in a letter of clarification through the Regents to individuals requesting that information following failure to pass examination.

Section 6 **Re-certification Committee**

- a. The committee shall be composed of a Chairperson and at least four (4) members of the Academy as determined by the committee.
- b. The Chairperson shall be a Member at Large.
- c. The term of office for the Chairperson shall be two (2) years. He/she must have at least one (1) prior year experience on the committee (except for the first Chairperson).
- d. The duties of this committee shall be:
 - i. To determine the distribution of fifty (50) CE hours/points used to satisfy the re-certification process, with approval by the Regents.
 - ii. To evaluate applications and CE hours/points for re-certification. Successful completion of the fifty (50) CE hours/points will result in re-certification for another five-year period.
 - iii. To submit reviewed applications to the Regents for final approval. Final approval for re-certification status must be granted by the Regents.
 - iv. To render their recommendations to the Regents within thirty (30) calendar days from the date the Chair of the Committee receives the petitioner's file from the Credentials Approval Committee or another applicable committee.

Section 7 **Appeals Committee**

- a. The committee shall be composed of a Chairperson and at least four (4) members of the Academy as determined by the committee.
- b. The Chairperson shall be a Member at large.
- c. The term of office for the Chairperson shall be two (2) years. He/she must have at least one (1) prior year experience on the committee (except for the first Chairperson).
- d. The duties of the committee shall be:
 - i. Following the procedures outlines in Article VII, Section 5 of the Bylaws, reviewal of all written appeals made to the Academy regarding denial of eligibility to sit for the Academy examinations, suspension of VTS status, or adverse decisions of the Academy.
 - ii. To render their recommendations to the Regents within thirty (30) calendar days of the date the Chair of the Committee receives the petitioner's file from the Credentials Approval Committee or another applicable committee.

Section 8 **Continuing Education Committee**

- a. The Committee shall be composed of the President-Elect, Treasurer and four (4) members of the Academy as determined by the Committee.
- b. The tenure for the President-Elect and Treasurer shall be two (2) years. The President-Elect shall be the Chairperson. He/she must have at least one (1) year prior experience on the committee (except for the first Chairperson).
- c. The duties of the committee shall be:
 - i. Coordinating all continuing education and publications of the AVTDI.
 - ii. Identifying and communicating Diagnostic Imaging continuing education opportunities to the membership.
 - iii. Planning, organizing and selecting speakers.
 - iv. Conducting continuing education meetings of the AVTDI.
 - v. In coordination with the Recording Secretary, to develop professional relationships with general veterinary conference groups to provide diagnostic imaging tracks for veterinary technicians.
 - vi. To oversee and ensure the timely publication of all proceedings generated from AVTDI educational programs.
 - vii. To coordinate with the Recording Secretary to maintain and update the AVTDI website.

Section 9 **Financial Affairs Committee**

- a. The Treasurer shall be Chairperson of this committee.
- b. The duties of this committee shall be:
 - i. To prepare an annual budget and submit it to the Regents for review and approval.
 - ii. To advise the Regents on dues, fees, expenditures, speaker honorariums, continuing education cost, and other fiscal matters of the AVTDI.

Section 10 **Additional Committees**

- a. The Regents shall have the right to appoint such committees or research groups as it shall deem appropriate, all of which are to act as advisory to the Regents.

ARTICLE V
DUES, FEES, FISCAL MATTERS

Section 1 Fiscal Year

- a. The fiscal year of the AVTDI shall be from January 1st to December 31st.

Section 2 Dues

- a. The dues for members of the AVTDI shall be established by the Regents and reviewed as needed.
 - i. Dues become payable on January 1st of each calendar year. Dues are delinquent March 1st and if not paid by May 1st, active membership in the AVTDI will be terminated.
 - ii. Inactive members lose their VTS status. Their membership status may be reactivated by petition through the Recording Secretary with payment of all delinquent and current annual dues plus an additional reactivation fee. The Regents will set the reactivation fee.
 - iii. Dues paid at any time during the year after January 1st are still renewable the following January 1st regardless of date previously paid.

Section 3 Examination Application Fee

- a. The AVTDI certifying examination fee will be set by the Regents annually for all eligible candidates qualifying for the examination each year.
- b. Fees will not be refunded for any reason.

Section 4 Annual Operating Budget

- a. The Regents shall approve the annual operating budget for the AVTDI upon recommendations by the Financial Affairs Committee.

ARTICLE VI CONDUCT OF BUSINESS

Section 1 Annual Business Meeting

- a. The AVTDI shall meet annually at a site selected by the Regents for conducting and reviewing the business of the Academy. Additional meetings of the AVTDI shall be held if requested by the Regents. Written notice to all AVTDI members shall precede the meeting date by at least thirty (30) days. The conduct of all meetings shall follow the procedures set forth in the current edition of Roberts Rules of Order when applicable if they are consistent with the Constitution and Bylaws of the AVTDI.
- b. All current members of the AVTDI who are in good standing are eligible to attend business meetings of the Academy and vote.
- c. A quorum for business meetings of the AVTDI shall consist of the AVTDI members present that are eligible to vote.

Section 2 Election of Officers

- a. Election of President-Elect, Treasurer, and one (1) Members at Large shall take place biennially by mail or electronic ballot at least thirty (30) days prior to the business meeting of the AVTDI.
- b. A proposed slate of officers shall be presented by the Nominating Committee to the Regents at least ninety (90) days prior to the annual business meeting. Recommendations for additional nominations will be solicited from the membership by the Nominating Committee.
- c. Election shall be made by anonymous ballot. A simple majority of votes will elect officials. If on any ballot of more than two (2) candidates, where simple majority of the votes is not attained, the candidate receiving the smallest number of votes shall be eliminated and the voting shall proceed. A tie vote between two (2) candidates shall be decided by the President casting the tie breaking vote.

Section 3 Reports

- a. Annual reports shall be submitted to the Committee on Veterinary Technician Specialties (CVTS) chair and NAVTA office by January 15th of the following year.
- b. Annual reports shall be submitted sixty (60) days prior to the AVT-DI meeting.

ARTICLE VI AMENDMENTS

Section 1 Proposed Amendments to the Bylaws

- a. Proposed amendments shall be submitted to the Regents for study ninety (90) days before a scheduled meeting of the AVTDI or the distribution of a mail ballot to the membership.
- b. Proposed amendments shall be distributed to the entire membership with a recommendation by the Regents at least thirty (30) days prior to counting of mail ballot, electronic ballots, or a voice vote of the AVTDI membership.
- c. An affirmative vote shall require that at least one third (1/3) of the members in good standing vote and at least three quarters (3/4) of the members voting approve the proposal.
- d. All changes in the Constitution and Bylaws shall be included in the CVTS annual report.

ARTICLE VII EXAMINATION, RECOGNITION AND RENEWAL

Section 1 Credential Requirements

- a. Credential requirements dictate that each applicant, before he or she is declared eligible for examination, must:
 - i. Be a veterinary technician/nurse who has graduated from an American Veterinary Medical Association (AVMA) or Canadian Veterinary Medical Association (CVMA) accredited education program in Veterinary Technology or is credentialed to practice (if available in applicant's state) as a veterinary technician/nurse by a recognized credentialing body in the United States, Canada, or other country.
 - ii. Show evidence of a passing score on the Veterinary Technician National Exam (VTNE) or State licensing exam.
 - iii. Be subject to the voting on of specific candidates for unrecognized programs or foreign credentialing by the Board of Regents.
- b. After graduating from a recognized school of Veterinary Technology or becoming credentialed to practice (if available in applicant's state) as a veterinary technician/nurse (or its equivalent), and with a passing score on the Veterinary Technician National Exam (VTNE) or State licensing exam, the candidate must meet education and experience requirements, as specified:

- i. Five years (a minimum of 10,000 hrs.) work experience or its equivalent in the field of veterinary medicine with 75% of that work experience (7,500 hrs.) dedicated in the field of Diagnostic Imaging, clinical or research based. All work experience must be completed within five (5) to seven (7) years immediately prior to submitting the application.
- ii. A minimum of forty (40) continuing education (CE) hours related to veterinary diagnostic imaging and advanced imaging modalities.
- iii. The continuing education must be completed within the last five (5) to seven (7) years immediately prior to submitting the application.
 1. At least ten (10) hours of the CE must be completed within the year of submission.
 2. The continuing education must be RACE approved or its equivalent, and/or received from an accredited veterinary technician school, school of veterinary medicine, or national/ state/ local conferences with approved CE in diagnostic imaging methods and/or use of advanced imaging modalities. Proof of attendance is required. It is highly recommended that applicants attend the annual American College of Veterinary Radiology Scientific Conference and/or the annual European College of Veterinary Diagnostic Imaging meeting for one of the attended CE venues listed. Applicants must provide scanned copies provided by the organization to show content and relevance.
 - i. No more than ten (10) hours (25%) may come from electronic and/or printed sources with accompanying certificates of completion.
 - ii. No more than five (5) hours may come from non-veterinary based Diagnostic Imaging Continuing Education.
 3. Lecture or lab providers for the continuing education course must be:
 - i. A Doctor of Veterinary Medicine who is a Diplomate of the ACVR (American College of Veterinary Radiology) and/or a Diplomate of the ECVDI (European College of Veterinary Diagnostic Imaging).
 - ii. A senior third year ACVR/ECVDI Resident.
 - iii. A Doctor of Veterinary Medicine who is a Boarded Specialist in Internal Medicine, Neurology, Surgery, Oncology or Emergency and Critical Care that perform advanced imaging modalities will be acceptable.
 - iv. An AVTDI member.
 - v. A credentialed VTS technician/nurse of Internal Medicine, Neurology, Surgery, Oncology or Emergency and Critical

Care that perform diagnostic imaging studies and/or advanced imaging modalities.

- vi. Non-veterinary Diagnostic Imaging continuing education hours must be category A or A+ activity AART approved.
4. The continuing education should be listed in the provided template format for review by the Credentials Approval Committee. Specifications for completion of the continuing education template will be found in the application.
- iv. Provide the documentary evidence of advanced competence in veterinary diagnostic imaging.
 1. Completion of the Veterinary Diagnostic Imaging skills form. The skills form documents those skills that have been not simply performed but mastered by the candidate and are necessary to practice as a veterinary technician at an advanced level in the field of diagnostic imaging. Mastery of a skill is defined in Article VII, Section 3, d. The form will be provided by the Credentials Approval Committee.
 2. The skills form may be completed within the last five (5) years immediately prior to submitting the application.
 3. Skills in Sections A (General Radiology) & C (Supplemental Skills/Nursing and Pharmacology) may not be duplicated. Skills in Section B (Advanced Imaging and Contrast Examinations) may not be duplicated unless the skill is demonstrated using a different modality.
 4. Approved signers for mastery of skills include:
 - i. A Doctor of Veterinary Medicine who is a Diplomate of the ACVR (American College of Veterinary Radiology) and/or a Diplomate of the ECVDI (European College of Veterinary Diagnostic Imaging).
 - ii. A senior third year ACVR/ ECVDI Residents
 - iii. A Doctor of Veterinary Medicine who is a Boarded Specialist in Internal Medicine, Neurology, Surgery, Oncology or Emergency and Critical Care that perform advanced imaging modalities.
 - iv. An AVTDI member
 - v. A credentialed VTS technician/nurse of Internal Medicine, Neurology, Surgery, Oncology or Emergency and Critical Care that perform diagnostic imaging studies and/or advanced imaging modalities.

5. The skills form is subject to change based upon the current state of the art technology in veterinary diagnostic imaging.
6. A case record log is to be maintained for one (1) year immediately preceding the submission of the application. The cases shall reflect the mastery of general radiology knowledge and advanced imaging skills required to be applied for imaging of multiple species of veterinary patients.
 - a. A minimum of forty-five (45) cases must be recorded, not to exceed sixty (60).
 - i. Recorded cases should have a minimum of two (2) species documented to show management of imaging patients and mastery of techniques required for imaging of multiple veterinary species.
 - ii. The recorded log cases should include the following: Date, patient identification (name or number), species, breed, age, sex, weight, veterinary diagnosis, type and length of study, outcome of the case and a summary of the diagnostic imaging techniques and procedures performed by the applicant for the patients imaging exam.
 - iii. A minimum of one (1) skill from the veterinary diagnostic imaging skills form should be cross referenced and described in each case log.
7. Six (6) detailed case reports. Case reports submitted by the candidate must demonstrate expertise in management of imaging clinical cases.
 - a. Details should include: Date, patient name or number, species/breed, age, sex, weight, veterinary diagnosis, imaging modality used, protocol planning, sedation/anesthesia protocols used, execution of study, length of time for study, observations, additional imaging required, post processing of studies, outcome of case, and a summary of imaging techniques and procedures performed.
 - b. The case reports should include a minimum of two (2) species. All case reports must be the original work of the applicant. All imaging cases must be anonymized and submitted in a digital format.
 - c. Two (2) to five (5) images representative of the imaging study in each case report will be submitted with the final application and written case reports.
 - d. All imaging cases must be anonymized and submitted in a digital format.

- e. Case reports must be completed within one (1) year immediately preceding the submission of the pre-application.
 - f. All case reports must include their corresponding case log number.
 - h. Specifications for completion of the skills form, case logs and case reports will be found in the application packet.
8. Two (2) letters of recommendations from an AVTDI member, a Diplomate of the ACVR and/or a Diplomate of the ECVDI, senior third year ACVR/ECVD Residents, a Diplomate of an AVMA recognized veterinary specialty college, or a member of another NAVTA approved VTS academy.
- b. Letters of recommendation will be submitted separately and confidentially to the AVTDI.
9. Submission of five (5) examination questions and corresponding answers for potential future use.

Section 2 **Application Procedures**

- a. Applicant procedures for admission to examination for VTS-DI status are as follows:
 - i. Application for examination must be made by the applicant to the Recording Secretary on a form provided by the Academy and submitted along with the prescribed application fee and required documents on or prior to the calendar date eight (8) months preceding the scheduled examination. The application fee will not be refunded if applicant is not eligible to take the examination.
 - ii. Eligibility rulings are made by the Regents on recommendation by the Credentials Approval Committee, and applicants will be notified of results no less than six (6) months preceding the scheduled examination date.
 - iii. The applicant is required to sign the following agreement when application is sent:

“I hereby apply to the Academy of Veterinary Technicians in Diagnostic Imaging for examination in accordance with the guidelines set forth by the Academy for credentials evaluation and appeal; herewith, I enclose the application fee. I also hereby agree that prior to or after my examination; the Academy may investigate my standing as a veterinary technician, including my reputation for complying with the standards of ethics of the profession and work history duties. I understand that, upon submission, all parts of this application become the property of the academy. All applications will remain confidential within the parties of the Academy and its committees.”

Section 3 **Examinations**

- a. Candidates approved by the Credentials Approval Committee and the Regents, upon receipt of the prescribed examination fee by the stated due date, will be advised of the exam format no less than three (3) months prior to examination.
- b. Examinations will be prepared and administered by the Examination Committee.
- c. A minimum passing score will be established by the Examination Committee and approved by the Regents.
- d. Examinations will be given at least once every other year.
- e. The Examination Committee may include multiple-choice, written and practical items; computer simulations and use of audiovisual aids may be used as part of the testing process.
 - i. Topics to be covered on the examination will be those that are crucial to veterinary diagnostic imaging.
 - ii. Exam items will be referenced using current scientific sources.
 - iii. Topics covered may include general radiology knowledge, radiation safety, radiographic positioning techniques required for multiple species and radiographic/fluoroscopic special procedure imaging. The radiation safety, general radiology knowledge, special procedures, radiographic positioning, image quality control, pharmacology and medical record sections will be required sections for all applicants sitting for examination.
 - iv. Applicants will also be tested on basic knowledge of advanced imaging modalities used for veterinary imaging including: CT, MRI, Ultrasound and Nuclear Medicine imaging. Topics to be covered may include but are not limited to: routine use and common studies performed, modality specific safety, imaging protocols required for specific disease processes, general physics, common artifacts and signs of equipment failure.
 - v. Exam items may be submitted by AVTDI members, by ACVR members or ECVDI members and will be approved by the Examination Committee.
- f. A minimum passing score as established by the Examination Committee and approved by the Regents must be achieved to obtain AVTDI status.
 - i. All candidates sitting for an examination will be notified of the results of the examination by mail within sixty (60) days of the date of the examination.
 - ii. Candidates who have failed the examination will, upon written request through the Recording Secretary to the Regents within thirty (30) days of notification, be given written clarification as to the areas of deficiencies. The letter of clarification of deficiencies will be provided by mail within sixty (60) days of receipt of the candidate's request.

- iii. Candidates who have failed the examination may:
 - 1. Sit for the examination up to two (2) additional times.
 - 2. Reapply after failing the examination three (3) times by repeating the entire application process as stated in Article VII, Section 2.

- g. The examination may be postponed once, for one (1) year at the request of the candidate.
 - i. Candidates must request in writing (electronic or paper) to the Recording Secretary their desire to postpone their examination date.
 - ii. Requests must be received no later than thirty (30) days prior to the examination date.
 - iii. Emergency situations may occur that prevent a candidate from sitting for the examination. Any situation that occurs within thirty (30) days of the date of the examination would be considered an emergency postponement.
 - iv. Emergency postponements must be sent electronically to the Recording Secretary up to and including the day of the examination.
 - v. A fee of \$25.00 must be paid to the treasurer if the examination is postponed.
 - vi. Specifications for postponement and emergency postponement will be determined by the Regents and the Examination Committee.

- h. The exam validating process shall be:
 - i. Chair committee members job/task analysis journals will be used to formulate the first examination. Examination questions are to reflect the professional activities and skills expected of a specialist in diagnostic imaging.
 - ii. Exam questions submitted by future Academy members, Diplomates of the ACVR and/or ECVDI and Senior third year ACVR/ ECVDI residents may be used to formulate the exam.
 - iii. Exam questions will be reviewed and validated by volunteer ACVR and/or ECVDI Diplomates before administration of the exam.
 - iv. Potential examination questions will also be evaluated via survey by Academy members. Their evaluation of these questions will be based on the assessment of the following:
 - 1. Question difficulty
 - 2. Quality of information as it pertains to basic knowledge in diagnostic imaging

3. Quality of information as it pertains to the individual modalities
- v. Examinations shall be updated every five (5) years to reflect changes in new knowledge and technology in the field of diagnostic imaging.
 1. Use of job/task analysis journals and/or membership surveys from Academy members shall be used to evaluate new techniques and current changes in technology within the field of diagnostic imaging.

Section 4 **Specialty Recognition**

- a. Candidates must successfully pass the certifying examination. If an applicant has not successfully passed the exam after the third attempt, the entire application process must be repeated
- b. Final approval for VTS-DI status must be granted by the Regents.
- c. A certificate of recognition identifying the veterinary technician as a VTS-DI by the Recording Secretary will be issued upon direction of the Regents.
- d. The recognition title shall be known as “Veterinary Technician Specialist in Diagnostic Imaging” (VTS-DI).
- e. A certificate of recognition shall be issued once for all active, retired and honorary members.
- f. A VTS-DI is conferred for a period of five (5) years, beginning on the first day of the month that the examination is passed and ending on the same date five (5) years later.

Section 5 **Appeals**

- a. Candidates denied eligibility to sit for the AVTDI examination may appeal this decision within thirty (30) calendar days from their receipt of the letter of notification. The appeal must be made by written petition to the Recording Secretary and shall include a statement of the grounds for reconsideration. The Appeals Committee may request additional information as needed.
 - i. Upon receipt of an appeal, the Recording Secretary shall notify the President and the Chair of the Credentials Approval Committee. They will notify the Credentials Approval Committee within fifteen (15) calendar days of receiving notification of the appeal.
 - ii. The Chair of the Credentials Approval Committee shall submit to the Appeal Committee a written statement indicating the reasons for rejecting the candidate. The complete application file of the candidate will be provided for the Appeal Committee to review.

- iii. The Appeal Committee shall review the appeal(s) and render the recommendation(s) to the Regents within thirty (30) calendar days from the date the committee was appointed.
 - iv. The Regents will render a decision on the appeal upon the recommendation of the Appeal Committee and notify the petitioner of the decision within fifteen (15) calendar days after receipt of the report of the Appeal Committee. The decision of the Regents shall be final.
- b. Failure of the examination cannot be appealed.
 - c. Appeals of other adverse decisions by the Academy, including AVTDI suspensions, may be made by written petition through the Recording Secretary to the Regents. An *ad hoc* Appeal Committee will be established, and the petitioner notified of the appeal process and timetable.
 - d. The procedure for the Appeals Process will be included with all application forms.

Section 6 **Renewal**

- a. Renewal of VTS-DI recognition may be obtained by active members of the Academy by:
 - i. Writing and submitting five (5) examination questions (mandatory).
 - ii. Completion of fifty (50) RACE approved or equivalent hours/points of continuing education (CE) in diagnostic imaging and demonstration of professional development per five-year period.
 - 1. The hours may be obtained through attendance of organized conferences, on-line CE coursework and journal, or long-distance learning programs related to higher level diagnostic imaging.
 - a. No more than 10 hours (20%) may come from on-line CE.
 - 2. Professional development may be completed by the following: Contributions to professional publications, presentation of a lecture or wet lab at conferences or online distance learning venues, teaching a course in diagnostic imaging, completion and presentation of imaging related research projects, official presentation of imaging case reports or in-residence training seminars.
 - 3. Higher hours/points will be awarded for renewal CE credits for appropriate contributions to professional development. The distribution of CE hours/points will be determined by the Re-Certification Committee with final approval by the Board of Regents.
 - 4. No more than 10 (ten) CE hours will be allowed from outside the specialty of Diagnostic Imaging.

- a. It is highly recommended to attend the ACVR Scientific Conference for a portion of the CE hours/points used for renewal.
- iii. Paying a renewal fee. The renewal fee will be set by the Regents annually for all eligible candidates qualifying for re-certification.
- b. The renewal date may be extended by six (6) months due to extenuating circumstances. A written request to the Regents must be accompanied by documentation of extenuating circumstances. Extension is contingent on approval by the Regents.
- c. If active members of the Academy seeking renewal of VTS-DI recognition do not meet all renewal requirements as described in Section 6a, or there is failure to pay required annual dues, the applicant must then re-take the certifying examination and pay the examination fee to gain renewal of his/her VTS-DI recognition.
- d. Organizing Committee Members are not exempt from re-certification.
- e. Honorary members are exempt from having to re-certify.

ARTICLE VIII DISCIPLINE

Section 1 Revocation of Specialty Status

- a. Certificates of recognition shall remain the property of the Academy and shall be revoked when:
 - i. The issuance of such a certificate or its receipt violates provisions of the Academy's Constitution or Bylaws.
 - ii. The AVTDI member fails to maintain acceptable standards of competence in the practice of diagnostic imaging as determined through investigation by the Regents.
 - iii. The AVTDI member fails to pay dues by May 1st of the calendar year. Notification of repossession will be made by registered mail, return receipt requested. Reinstatement is contingent on approval by the Regents, payment of all past dues, and current dues in full plus late fees.
 - iv. The AVTDI member fails to complete the renewal process by the stated deadline.

Section 2 Unethical Conduct

- a. Members accused of unethical conduct, incompetence, negligence, fraud, or other charges that discredit the AVTDI will be investigated.
- b. Such charges must be made in writing to the Regents. If investigation reveals evidence warranting action, the accused will be notified in writing and given full opportunity to respond in writing to the Regents.
- c. Disciplinary action may be recommended by the Regents and can be executed following an affirmative vote by two thirds of the responding Academy membership.
- d. The decision is final and cannot be appealed.

AVTDI ADVANCED SKILLS LIST

All qualified candidates will have demonstrated advanced diagnostic imaging skills in a variety of species for veterinary imaging patients.

To show knowledge and mastery of imaging techniques, advanced skills may be performed on a wide variety of species of veterinary patients. Appropriate veterinary patients for imaging include:

- a. Small animal species (Felines, Canines & Exotics)
- b. Large animal species (Equine, Camelids & Farm animals)
- c. A combination of small and large animal species

All qualified candidates must show proficiency in three (3) skills categories and must complete the veterinary diagnostic imaging skills form. The mastery of these skills is considered essential knowledge for diagnostic imaging technicians.

AVTDI defines mastery as: the candidate can perform the task safely and consistently, without being coached or directed, no less than three (3) times. Mastery requires having performed the task in a wide variety of patients and situations.

Candidates must complete a minimum of 75% of section A (general radiology) in either small animal, large animal or a combination of both, 50% of section B (advanced imaging and contrast examinations) and 50% of section C (nursing and pharmacology/supplemental imaging).

Skills performed in Sections A (General Radiology) & C (Supplemental Skills/Nursing and Pharmacology) may not be duplicated. Skills performed in Section B (Advanced Imaging and Contrast Examinations) may not be duplicated unless the skill is demonstrated using a different modality. Applicants are encouraged to use non-manual restraint methods where applicable.

Section A (General Radiology) Skills:

- Minimum 75% skills must be completed
 - Skills may be represented by small animal, large animal, or a combination of both.
- Minimum ten (10) skills represented in case logs/reports

Section B (Advanced Imaging and Contrast Examinations) Skills:

- Minimum 50% skills must be completed
- Minimum twenty (20) skills represented in case logs/reports

Section C (Nursing and Pharmacology/supplemental Imaging) Skills:

- Minimum 50% skills must be completed
- No minimum requirement for case logs/reports

Mastery of a skill versus assisting should be indicated by the approved signer on the skills sheet as well as the use of manual restraint verses non-manual restraint techniques where applicable.

The Organizing Committee acknowledges that there are certain skills that may not be allowable in certain states and therefore, assisting in those skills would be acceptable. Documentation of assistance in a skill for this reason should be noted on the corresponding case log.

Approved signers for mastery of skills include:

- A Doctor of Veterinary Medicine who is a Diplomate of the ACVR (American College of Veterinary Radiology) and/or a Diplomate of the ECVDI (European College of Veterinary Diagnostic Imaging).
- A Senior third year ACVR/ ECVDI Residents.
- A Doctor of Veterinary Medicine who is a Boarded Specialist in Internal Medicine, Neurology, Surgery, Oncology or Emergency and Critical Care that perform advanced imaging modalities will be acceptable.
- AVTDI members.
- If no AVTDI members are available then a NAVTA approved credentialed VTS technician of Internal Medicine, Neurology, Surgery, Oncology or Emergency and Critical Care that perform diagnostic imaging studies and/or advanced imaging modalities.

All AVTDI candidates shall show competency in the following Advanced Skills considered essential knowledge:

1. Safety

Applicants must demonstrate a working knowledge of radiation safety including the ALARA principle and how it applies to imaging of patients and personnel safety. They must understand the difference between non-ionizing vs ionizing radiation and the yearly dose parameter limits. They should be familiar with safety protocols required for special procedures with use of radiography, fluoroscopy, and advanced imaging modalities.

2. Physics

Applicants should understand the basic physics and imaging formats for radiology, fluoroscopy and advanced imaging modalities used in veterinary imaging.

3. Anatomy and Physiology

Applicants must demonstrate a working knowledge of anatomy and physiology for small, large and exotic species as it pertains to imaging and imaging procedures.

4. Pathophysiology

Applicants must demonstrate a working knowledge of basic pathophysiology and disease processes related to imaging procedures.

5. Terminology

Applicants must demonstrate understanding and appropriate use of imaging related and directional terminology as it relates to specific species and imaging studies.

6. Positioning

Applicants should demonstrate knowledge of common radiographic and advanced imaging modality techniques for positioning of large, small and exotic species.

7. Procedures

Applicants should demonstrate knowledge of common and special / contrast procedures performed through radiography with or without the use of fluoroscopy. Applicants should have a basic understanding of advanced imaging modalities and their use in veterinary imaging.

8. Pharmacology

Applicants must demonstrate knowledge of commonly used anesthetic protocols for imaging studies including, but not limited to, sedatives, analgesics, gas anesthetics, and basic anesthetic monitoring. Applicants must demonstrate a knowledge of patient considerations as it pertains to anesthesia and imaging procedures.

9. Contrast Media

Applicants should understand commonly used contrast media, dosing considerations, possible side effects and contraindications.

10. Records and Storage

Applicants must understand HIPPA compliance, and PACS administration requirements as it applies to diagnostic imaging in medical records. Applicants must understand digital imaging storage and formatting.

AVTDI Diagnostic Imaging Skill List

Candidates must demonstrate knowledge and mastery of 75% of the skills listed in Section A (General Radiology), 50% of the skills listed in Section B (Advanced Imaging and Contrast), and 50% of the skills listed in Section C (Nursing and Pharmacology/Supplemental Imaging).

Section A: General Radiography

- Perform the following diagnostic quality, radiographic studies.
- Demonstrate knowledge of basic anatomy, margins/landmarks and correct positioning for the radiographic study.
- Demonstrate execution of the study (including appropriate exposure settings and restraint technique)
- Candidates must demonstrate knowledge and mastery of 75% of the skills listed in Section A (General Radiology) in either small animal, large animal, or a combination of both.

Small Animal (Canine/Feline)	Skill #	Date Performed	Species	Modality	Case #	Signed
Thorax	A1					
Thorax DV	A2					
Thorax humanoid view	A3					
Abdomen	A4					
Abdomen horizontal beam	A5					
Femur	A6					
Tibia/fibula	A7					
Stifle	A8					
TPLO	A9					
TTA	A10					
Longbone	A11					
Humerus	A12					
Elbow	A13					
OFA or flexed elbow	A14					
Antebrachium	A15					
Horizontal beam extremity	A16					
Carpus	A17					
Tarsus	A18					
Manus/pes	A19					
Shoulder	A20					
Scapula	A21					
Skyline of shoulder or stifle	A22					
Stress/flexed/extended of a joint	A23					
Obliques of a joint	A24					
Skull	A25					
Mandibular or maxillary intraoral	A26					
Cervical spine	A27					
Thoracolumbar spine	A28					
Lumbosacral spine	A29					
Pelvis	A30					
OFA or PennHip pelvis	A31					

Small Animal (Exotics)	Skill #	Date Performed	Species	Modality	Case #	Signed
Whole-body (or thorax or abdomen)	A32					
Whole-body (or thorax or abdomen) (second species)	A33					
Whole-body (or thorax or abdomen) (third species)	A34					
Pectoral limb/wing	A35					
Pectoral girdle (H-view)	A36					
Pelvic limb	A37					
Large Animal	Skill #	Date Performed	Species	Modality	Case #	Signed
Elbow	A38					
Shoulder	A39					
Radius	A40					
Femur	A41					
Pastern	A42					
Fetlock	A43					
Distal phalanx/hoof	A44					
Carpus	A45					
Tarsus	A46					
Splint bones	A47					
Stifle	A48					
Pelvis/hip	A49					
Cervical spine	A50					
Guttural pouch	A51					
Larynx/pharynx	A52					
Nasal	A53					
TMJ	A54					
Maxilla/mandible	A55					

**Section B:
Advanced Imaging and Contrast Examinations**

- Demonstrate knowledge of common conditions/disease processes associated with the imaging study.
- Demonstrate an understanding of basic patient risks associated with the imaging study.
- Demonstrate knowledge of basic anatomy, scan margins/landmarks and proper positioning for the imaging study.
- Demonstrate execution of the study including setting modality specific parameters.

- Demonstrate knowledge of contrast administration and contraindications if applicable.
- Candidates must demonstrate knowledge and mastery of 50% of the skills listed in Section B (Advanced Imaging and Contrast Examinations).
- Skills in Section B (Advanced Imaging and Contrast Examinations) may be duplicated ONLY if a different modality is used.

Advanced Imaging/Contrast Exam Skills	Skill #	Date Performed	Species	Modality	Case #	Signed
Perform a skull examination	B1					
Perform a nasal/sinus/orbit examination	B2					
Perform an inner ear examination	B3					
Perform a mandibular/TMJ or dental arcade examination	B4					
Perform a brain examination	B5					
Perform a thoracic or lung examination	B6					
Perform a thoracic or lung examination (second species)	B7					
Perform a thoracic angiography examination	B8					
Perform an abdominal examination	B9					
Perform an abdominal examination (second species)	B10					
Perform an abdominal angiography examination	B11					
Perform a brachial plexus examination	B12					
Perform a cervical (soft tissue) / neck examination	B13					
Perform a cervical spine examination	B14					
Perform a thoracolumbar spine examination	B15					

Perform a lumbosacral spine examination	B16					
Perform a stifle examination	B17					
Perform an elbow examination	B18					
Perform a shoulder examination	B19					
Perform a pelvic examination	B20					
Perform a carpal examination	B21					
Perform a tarsal examination	B22					
Perform a metacarpal or proximal/middle phalanx examination	B23					
Perform a distal phalanx examination	B24					
Perform a navicular examination	B25					
Perform a suspensory ligament examination	B26					
Perform a tendon examination	B27					
Perform a thyroid examination	B28					
Perform a cardiac examination	B29					
Perform a first pass cardiac examination	B30					
Perform a trans-colonic or trans-splenic portal examination	B31					
Perform a GFR renal examination	B32					
Perform a mucociliary clearance examination	B33					
Perform a hepatobiliary examination	B34					
Perform an optical examination	B35					
Assist with or perform a cystogram or urethrogram	B36					
Assist with or perform an esophogram	B37					

Assist with or perform an upper GI barium study	B38					
Assist with a myelogram	B39					
Assist with or perform an intravenous pyelogram/urogram	B40					
Assist with or perform a tracheal or tracheal stenting procedure	B41					
	Skill # Duplicated	Date Performed	Species	Alternate Modality	Case #	Signed
Duplicate Skill Different Modality						
Duplicate Skill Different Modality						
Duplicate Skill Different Modality						
Duplicate Skill Different Modality						
Duplicate Skill Different Modality						
Duplicate Skill Different Modality						

**Section C:
Supplemental Skills/ Nursing and Pharmacology**

- Candidates must demonstrate knowledge and mastery of 50% of the skills listed in Section C (Supplemental Skills/Nursing and Pharmacology).

Supplemental Nursing Skills	Skill #	Date Performed	Species	Modality	Case #	Signed
Demonstrate use of positioning or restraint devices for hands free radiography	C1					
Demonstrate knowledge and use of digital imaging storage.	C2					
Demonstrate the ability to export or email digital images	C3					
Demonstrate the ability to identify and correct for a technique-based imaging artifact	C4					

Demonstrate the ability to identify and correct for a movement related imaging artifact	C5					
Demonstrate the ability to identify and correct for an anatomical related imaging artifact	C6					
Demonstrate the correct use of a portable x-ray unit	C7					
Correctly label oblique radiographic images	C8					
Assist with or perform imaging guided fine needle aspirate	C9					
Prepare slides for cytology	C10					
Assist with or perform imaging guided tru-cut biopsy	C11					
Prepare samples for histology	C12					
Demonstrate knowledge and use of modality compatible anesthetic and monitoring equipment	C13					
Demonstrate knowledge of modality specific safety for patient	C14					
Demonstrate knowledge of modality specific safety for personnel	C15					
Demonstrate knowledge of patient dose reporting and recording	C16					
Perform an MPR or 3D reconstruction	C17					
Use a power injector for an imaging study	C18					
Assist with an interventional imaging study	C19					

Perform an emergency shutdown procedure or spill safety clean	C20					
Perform an imaging guided cystocentesis	C21					
Assist with or perform an imaging guided abdominocentesis	C22					
Assist with or perform an imaging guided thoracocentesis	C23					
Assist with an imaging guided pericardial tap	C24					
Assist with an imaging guided bone biopsy	C25					
Assist with an imaging guided soft tissue/organ biopsy	C26					
Demonstrate patient preparation for an imaging study	C27					
Perform quality control of imaging machine	C28					

I, the undersigned, declare that I have read the entire AVTDI application packet. I further attest that the above-named applicant has achieved the AVTDI definition of mastery for the above skills that are marked with my signature.

_____ / _____	
Printed Name and Degree	Signature
_____ / _____	
Printed Name and Degree	Signature
_____ / _____	
Printed Name and Degree	Signature
_____ / _____	
Printed Name and Degree	Signature
_____ / _____	
Printed Name and Degree	Signature

Please provide the names and credentials of all persons who have signed this form attesting to your mastery of advance skills in clinical practice.

A qualified candidate will have demonstrated advanced expertise and ability in the field of Diagnostic Imaging. AVTDI requires that a boarded veterinary specialist or credentialed veterinary technician/nurse specialist (VTS) attest to your knowledge and mastery of the skill. Each person verifying your tasks must complete the bottom of the skills list form to validate their signature. AVTDI has the right to contact any person that has verified a skill. Skills that are marked as mastered must include at least one case number associated with the skill (if applicable).

AVTDI defines mastery as: the candidate can perform the task safely and consistently, without being coached or directed, no less than 3 times. Mastery requires having performed the task in a wide variety of patients and situations.

Candidates must demonstrate knowledge and mastery of 75% of the skills listed in Section A (General Radiology), 50% of the skills listed in Section B (Advanced Imaging and Contrast), and 50% of the skills listed in Section C (Nursing and Pharmacology/Supplemental Imaging).

General Radiology:

Total skills (Small An.) (#) 31, Mastered skills (#) _____ Percentage reached _____ (%)

OR

Total skills (Large An.) (#) 28, Mastered skills (#) _____ Percentage reached _____ (%)

OR

Total skills (Combination) (#) 59, Mastered skills (#) _____ Percentage reached _____ (%)

Advanced Imaging and Contrast:

Total skills (#) 41 Mastered skills (#) _____ Percentage reached _____ (%)

Nursing and Pharmacology/Supplemental Imaging:

Total skills (#) 28 Mastered skills (#) _____ Percentage reached _____ (%)

I (printed name) _____ verify the above information and following checklist is true to the best of my ability.

Signature of applicant

Date

License number

State in which credential is held

The Science of Diagnostic Imaging:

The AVTDI identifies the science and defines where science fits in current curricula as follows:

A VTS-DI should encompass the ability, skills, knowledge, and education required to assist a veterinary radiologist and be able to provide the support required to carry out any imaging orders regarding the treatment, radiation safety of personnel and patients, correct positioning, and restraint of various species for imaging purposes. Having a working knowledge of imaging protocols for specific imaging modalities is necessary to be able to modify imaging protocols for different/various species and different/various disease processes. Knowledge of these imaging modalities also allows for evaluation of and overall image quality control in regard to the health and welfare of the veterinary imaging patient.

In addition, a VTS-DI is proficient in the care of imaging patients, including monitoring sedation or anesthesia required for the imaging study, correct, safe use of imaging contrasts, and knowledge of possible adverse effects.

AVTDI will provide educational opportunities toward meeting the above requirements through:

1. Creating and providing advanced continuing education lectures endorsed by the AVTDI and approved by RACE directed toward meeting examination requirements.
2. Utilizing Specialists Practices, Colleges of Veterinary Medicine and private venues as resources to provide training, education, demonstration on all skills, imaging equipment, and procedures contained in the above requirements.
3. Working with the American College of Veterinary Radiologists to provide additional endorsed continuing education directed toward AVTDI members.
4. Developing AVTDI lectures through grants and provide appropriate lectures in veterinary technician programs.
5. Assisting the ACVR and corporate imaging sponsors in providing internships and externships to credentialed veterinary technicians in specific imaging modalities.
6. Developing an online program for veterinary technicians to acquire continuing education toward their AVTDI credentials.

Appropriate Programs and Facilities

Applicants are highly recommended to train in advanced diagnostic imaging modalities under the auspices of a Diplomate of the American College of Veterinary Radiology (ACVR) and/or a Diplomate of the European College of Veterinary Diagnostic Imaging (ECVDI). Senior third year ACVR/ECVDI residents will also be acceptable for training of diagnostic imaging veterinary technicians. If a boarded radiologist is not available at the Applicants facility a Boarded Specialist in Internal Medicine, Neurology, Oncology, Surgery or Emergency and Critical Care (that performs advanced imaging modalities) will be acceptable substitutes for training. VTS-DI members (when available) will be authorized to sign skills sheets but, if not available, a member of another NAVTA VTS academy from Internal Medicine, Neurology, Oncology, Surgery or Emergency and Critical Care (that perform higher level imaging modalities) will be acceptable until VTS-DI members are more numerous.

Continuing Education Online Resources

*** Please note many higher-level imaging educational courses that are utilized in veterinary medicine training are based on human medical training courses. This applies for Veterinary Radiologists and Diagnostic Imaging technicians at the Academic and Specialist level.**

GENERAL RADIOLOGY

Veterinary Support Personnel Network

www.VSPN.ORG

IDEXX

www.IDEXX learning center.com

At Dove

www@Dove.org

Vet Bloom

www.Vetbloom.com

VetMed Team

www.vetmedteam.com

VetGirl on the Run

www.vetgirlontherun.com

Colorado State University

www.online.colostate.edu/topicsofstudy/vetmedonline

Purdue University

www.vet.purdue.edu/ce/onlinece.php

Vet Rad CE

www.vetradCE.com

Dvm360

www.dvm360.com

COMPUTED TOMOGRAPHY (CT)

VETCT for in house training

https://www.vet-ct.com/us/services/in-house-training/ASRT_continuing_education

ASRT continuing Education

<https://www.asrt.org/main/continuing-education/earn-ce/featured-ce-courses/ct-basics-credit-version>

Radunits continuing education

<https://www.radunits.com/computed-tomography-course-2/>

GE continuing education

http://www3.gehealthcare.com/en/Education/Clinical_Education/TiP-Ed_Online/Computed_Tomography

Gage continuing education

<https://www.gagece.com/computed-tomography-ct>

General CT Safety

<https://www.fda.gov/Radiation-EmittingProducts/RadiationEmittingProductsandProcedures/MedicalImaging/MedicalX-Rays/ucm115317.htm>

ULTRASOUND (US)

Academy of Imaging (Soundvet) - Small Animal ultrasound imaging

www.soundvet.com/academy-of-imaging

NAVC Institute - training and techniques in small animal ultrasound
www.NAVC.com/Institute

WAVE – training and techniques in small animal ultrasound
www.WAVEveted.com

NUCLEAR MEDICINE (NM)

Nuclear Medicine Short Course at Virginia Tech: A general review of nuclear medicine, including reviews of the basic principles of nuclear medicine, image processing, and common nuclear medicine imaging procedures.

<http://www.cpe.vt.edu/numed/>

GE continuing education

http://www3.gehealthcare.com/en/Education/Clinical_Education/TiP-Ed_Online/Nuclear_Medicine

MAGNETIC RESONANCE (MR)

General MRI Safety

<http://www.MRISafety.com>

MRI Safety Online Training

<https://www.appliedradiology.org/mrisafety/default.aspx>

MRI Safety – CE Mini Course

<https://www.changece.com/courses/mr-safe-practices-for-technologists>

Advanced MRI Safety Training for Healthcare Professionals

<https://imaging.altuslearn.com/?q=advanced%20MRI%20>

MRI Operation and Safety

MRI Courses through Altuslearn

<https://imaging.altuslearn.com/?q=mri>

Esaote sponsored seminar, MRI in Veterinary Medicine

http://www.veterinary-imaging.com/continuing-education.php#gpm1_1

<http://www.esaotevetmrimeeting.org/past-events.html>

AAVR Veterinary MRI Training Course with John Posh
http://www.aavr.org/index.php?option=com_content&view=article&id=84&Itemid=218

ACVIM Brain Camp: MRI Course
<https://vet.osu.edu/alumni/continuing-education/brain-camp/mri-course>

Hallmarq Large Animal MRI Continuing Education
<http://www.mooreequine.ca/news-and-events/mri-continuing-education-event-at-spruce-meadows/>

Hallmarq Video Series (Equine Standing)
<http://www.hallmarq.net/equine/videos/videos>

Continuing Education Meetings

1. **ACVR Annual Scientific Meeting**- held yearly in October at various venues. AVTDI sponsors a veterinary technician CE track starting in 2018.
2. **North American Veterinary Conference**- held in Orlando. VTS Academy CE tracks for veterinary technicians.
3. **Western States Veterinary Conference**- held in Las Vegas. VTS Academy CE tracks for veterinary technicians.
4. **Regional State Veterinary Meeting/Conferences** that have AVTDI member speakers for diagnostic imaging continuing education.
5. **Specialty Veterinary Conferences** including ECC, ACVIM, ACVS with an DACVR and/or AVTDI speaker.

Diagnostic Imaging reference materials

Journals:

American Journal of Veterinary Research

Canine Vet Journal

Journal of Feline Medicine and Surgery

Journal of Veterinary and Emergency Critical Care

Journal of the American Veterinary Medical Association

Journal of Nuclear Medicine

Journal of Veterinary Anesthesia

Journal of Veterinary Research

The NAVTA Journal

The RVT Journal

Veterinary Team Brief

Today's Veterinary Practice

Today's Veterinary Technician

Veterinary Technician Journal- Vetfolio

Vet Radiology & Ultrasound

Reference Books:

Anesthesia and Analgesia for Veterinary Technicians, 5th Edition

John Thomas, Phillip Lerche

Atlas of Radiographic Anatomy of the Cat and Dog

H. Schebitz and H. Wilkens

W.B. Saunders Company

Atlas of Radiographic Anatomy of Exotics

H. Schebitz and H. Wilkens

W.B. Saunders Company

Atlas of Radiographic Anatomy of the Equine

H. Schebitz and H. Wilkens

W.B. Saunders Company

Guide to Dissection of the Dog

Howard E. Evans and Alexander deLahunta

W.B. Saunders Company

Clinical Anatomy and Physiology of Exotic Species: Structure and function of mammals, birds, reptiles and amphibians

Bairbre O'Malley

Clinical Anatomy and Physiology for Veterinary Technicians, 3rd Edition

Thomas P. Coville, Joanna M. Bassert

Clinical Avian Medicine and Surgery

Radiology Chapter: Michael T. Walsh

Greg J. Harrison, DVM

W.B. Saunders Company

Cunningham's Textbook of Veterinary Physiology

Bradley G. Klein

Diagnostic Radiology Ultrasonography of the Dog and Cat

J. Kevin Kealy, MVB, MVM, MRCVS, DVR, DECVDI (Hon)

Hester McAllister, MVB, MRCVS, DVR, DECVDI

Elsevier Saunders

Equine Scintigraphy

S. J. Dyson, M. J. Martinelli, R. Pilsworth and R. Twardock.

Equine Veterinary Journal

Ferrets, Rabbits, and Rodents Clinical Medicine and Surgery

Radiology Chapter: Joseph D. Stefanacci, VMD, ACVR

Heidi L. Hoefler, DVM, ABVP

Katherine E. Quesenberry, DVM, ABVP

James W. Carpenter, MS, DVM, ACZM

Saunders

Handbook of Small Animal Radiology and Ultrasound

Ruth Dennis, Robert Kirberger, Frances Barr and Robert H. Wigley

The Handbook of Veterinary Contrast Radiography

Seth Wallack

The Illustrated Atlas of Clinical Equine Anatomy and Common Disorders of the Horse, 2 volume set

Ronald Riegel

Large Animal Clinical Procedures for Veterinary Technicians, 3rd edition

Kristin J. Holtgrew-Bohling

Lavin's Radiography for Veterinary Technicians

Marg Brown & Lois Brown

Saunders

The Little Book of CT in Veterinary Medicine

Matt Wright & Seth Wallack

Mosby's Comprehensive Review for Veterinary Technicians

Diagnostic Imaging Chapter

Monica M. Tighe & Marg Brown

MRI and CT Atlas of the Dog

J. Assheur & M. Sager

Blackwell Science

MRI in Practice, 4th edition

Catherine Westbrook, Carolyn Kaut Roth with John Talbot

Wiley- Blackwell

Radiographic Interpretation for the Small Animal Clinician

Jerry M. Owens & Darryl N. Biery

Williams & Wilkens

Radiologic Science for Technologists, (Physics, Biology & Protection)

Stewart Bushong

Radiology of Birds

Sam Silverman & Lisa A. Tell

Radiology of Rodents, Rabbits & Ferrets

Sam Silverman & Lisa A. Tell

Small Animal Radiographic Techniques and Positioning

Susie Ayers

Wiley-Blackwell

Small Animal Radiology, A Diagnostic Atlas and Text

Ronald L. Burk & Norman Ackerman

Churchill Livingstone

Small Animal Ultrasonography

Penninck & D'Anjou

Textbook of Veterinary Diagnostic Radiology

Donald E. Thrall, DVM, PhD, DACVR

ELSEVIER-

Textbook of Veterinary Nuclear Medicine 2nd edition,

Daniel & Berry

ACVR

Textbook of Veterinary Physiology

Bradley G. Klein

Veterinary Computed Tomography

Tobias Schwarz MA Dr. Med. Vet. DVR ECVDI DACVR MRCVS

Jimmy Saunders Dr. Med. Vet. PhD CertVR ECVDI

Wiley-Blackwell Publications

Veterinary Diagnostic Ultrasound

Thomas G. Nyland, D.V.M

John S. Mattoon, D.V.M., D.A.C.V.R

W.B. Saunders Company

Veterinary Image- Guided Interventions

Chick Weisse, Allyson Berent

Revised and Approved by the AVTDI Committee Officers:

09/2018

10/2018

08/2019

09/2019

11/2019

01/2020

04/2020

06/2020