

# GSDCA Hip and Elbow Dysplasia Breed Improvement Scheme Online Processing Manual

# Need help?

For all technical assistance using the online HDED system, please email <a href="website@gsdcouncilaustralia.org">website@gsdcouncilaustralia.org</a>
For HDED queries, please email <a href="hded@gsdcouncilaustralia.org">hded@gsdcouncilaustralia.org</a>

# **GSDCA Hip & Elbow Scheme Regulations**

The online facility follows the same regulations and requirements as the hard copy application process. Nothing has changed in the requirements for owners/breeders/vets/radiologists, or the documentation or approvals required.

Extract from the GSDCA Regulations Manual, refer GSDCA website www.gsdcouncilaustralia.org/documents for updates

## 3.3 GSDCA Hip Dysplasia (HD) and Elbow Dysplasia (ED) Control Scheme

#### 3.3.1 Readers

- 3.3.1.1 That all readers take their direction from the GSDCA.
  i.e. The GSDCA will determine the scores/grades required for a Pass
- 3.3.1.2 Readers will be appointed by the GSDCA.

# 3.3.2 Participation in the GSDCA HD/ED Control Schemes

- 3.3.2.1 To participate in the GSDCA HD/ED Control Scheme:
  - 3.3.2.1.1 The animal must be an ANKC registered pedigree German Shepherd Dog. NOTE! This includes ALL animals on the Main Register and Limited Registrar
  - 3.3.2.1.2 The animal must be twelve (12) months of age or older, and
  - 3.3.2.1.3 The animal must be positively identified:
    - a) For animals born prior to 1<sup>st</sup> July 2017, by Tattoo through the GSDCA National Tattoo Scheme, or a GSDCA recognised Tattoo scheme; or by microchipping. [2017]
    - b) For animals born after 1<sup>st</sup> July 2017 the only acceptable identification method will be microchipping. [2017 & 2023]

# 3.3.3 Purchase of a GSDCA HD and ED Application Form

- 3.3.3.1 A GSDCA HD and ED Control Scheme application form is to be issued by the Member Club HD and ED Control Scheme Registrar upon payment of the required fee.
- 3.3.3.2 The forms must be paid for when purchased and the forms attached to that particular animal's x-rays.
  - NOTE! Forms cannot be transferred to another animal, or any monies refunded, under any circumstances.
- 3.3.3.3 That HD/ED forms may be supplied to the breeder of animals at the normal members price, on behalf of owners of dogs bred by that kennel. [2023]
- 3.3.3.4 The State Registrar completes the form with the following details.
  - a) State Contract Number allocated.
  - b) Name of Dog
  - c) Tattoo Number of Dog (for dogs born before 1st July 2017 only), and/or Microchip Number. [2017]
- 3.3.3.5 Incorrectly labelled films will not be accepted for reading.

#### 3.3.4 Correct Labelling of X-Rays

- 3.3.4.1 The onus is on the Veterinarian to ensure that the animals comply with the requirements of the GSDCA HD and ED Control Scheme. Failure to meet these requirements will mean that the animal will be required to be re-x- rayed. No attached labels will be accepted as means of positive identification.
- 3.3.4.2 The x-ray plates/digital x-rays submitted for assessment in the GSDCA HD and ED Control Scheme are to be as follows; -
- 3.3.4.3 The radiographs SHALL be identified RADIOGRAPHICALLY with all of the following:
  - a) the GSDCA tattoo number (for dogs born before 1<sup>st</sup> July 2017 only), and/or microchip number [2017]
  - b) the date
  - c) right or left marker
  - d) the dog's name
  - e) State Contract Number
- 3.3.4.4 Incorrectly labelled x-rays and/or x-rays of poor quality (plates or digital) will not be accepted for reading and shall be returned by the reader to the HD/ED Registrar. The HD/ED Registrar

shall then contact the Veterinarian/Owner advising them of the situation.

# 3.3.5 Computer Radiography Generated Images (Digital X-rays)

- 3.3.5.1 For computer radiography generated images (digital x-rays) to be accepted by the GSDCA HD and ED Control Scheme, the images must be of a high quality and saved as DICOM Images. (i.e. .dcm extension)
- 3.3.5.2 Images saved and forwarded in any other format will not be accepted for reading and shall be returned by the reader to the GSDCA HD and ED Control Scheme Registrar. The HD/ED Registrar shall then contact the Veterinarian/Owner advising them of the situation.
- 3.3.5.3 If the tattoo number (for dogs born before 1<sup>st</sup> July 2017 only) and/or microchip number is not identified radiographically on the x-ray plates the animal must be re-x-rayed. No attached labels will be accepted as means of positive identification through the GSDCA HD and ED Dysplasia Control Scheme. [2017]

#### 3.3.6 Advice to Veterinarians for X-Rays

Refer to the "Hip and Elbow Dysplasia Scheme" Application Form, for detailed advice to Vet's. (i.e. X-ray requirements, labeling, DICOM images, etc)

# 3.3.7 Forwarding of X-Rays to the GSDCA Appointed Readers

- 3.3.7.1 Once the animal has been x-rayed the x-rays plates/digital x-rays and all documentation are to be forwarded to the nominated reader.
- 3.3.7.2 The x-rays are to include the following documentation:
  - a) The GSDCA HD and ED Control Scheme Application Form (signed by the Owner and Vet)
  - b) A copy of the ANKC Registered Pedigree.
  - A stamped self-addressed envelope for the return of the provisional result from the GSDCA appointed reader

# 3.3.8 Receipt of the GSDCA 'A' and 'Z' Stamp Results

- 3.3.8.1 A provisional result (pink copy) will be returned in the stamped self- addressed envelope. Shortly thereafter a GSDCA Hip and Elbow Control Scheme Certificate will be forwarded by the HD/ED Registrar. The onus is on the owner of the animal to ensure that all details as shown on the certificate are correct.
- 3.3.8.2 If any errors appear on the GSDCA HD and ED Control Scheme Certificate, the original certificate is to be returned to the GSDCA HD and ED Control Scheme Registrar so that a replacement certificate can be issued.

# 3.3.9 Qualifications for a GSDCA 'A' Stamp

- 3.3.9.1 Only animals that score no more than 8 in any one hip, and no score greater than three (3) in any one area, are awarded the GSDCA 'A' stamp
- 3.3.9.2 Animals that score greater than outlined above are deemed to have failed the GSDCA HD Control Scheme and are not recommended for breeding and therefore are not able to be presented to the GSDCA Breed Survey Scheme.

# 3.3.10 Qualifications for a GSDCA 'Z' Stamp

- 3.3.10.1 Only animals that receive a Normal, Near Normal, or Grade One elbow grading, are awarded the GSDCA 'Z' stamp.
- 3.3.10.2 Animals that score greater than outlined above are deemed to have failed the GSDCA ED Control Scheme and are not recommended for breeding and therefore are not able to be presented to the GSDCA Breed Survey Scheme.

# **GSDCA Hip & Elbow Online Facility**

From 1 July 2024, the GSDCA will host a centralised online option to purchase x-ray contracts and a portal for upload of x-rays and documentation direct to the Radiologist of your choice.

Both of these will be accessed via the GSDCA website and are available for financial members of GSDCA affiliate clubs.

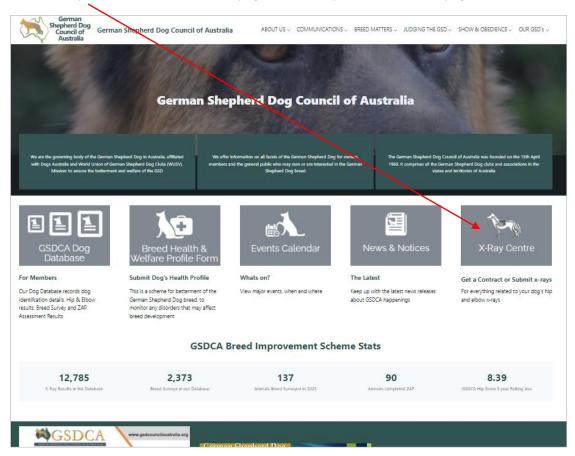
#### **How Does It Work?**

- 1. On the GSDCA website the owner enters owner contact information and the dog's information, attaches the Dogs Australia (ANKC) pedigree in pdf format. The owner must nominate their member state (being a current financial member). They pay for the Hip and Elbow contract with credit card via the online purchasing shop. Payments are processed securely by the Westpac Bank, directly into the GSDCA account.
- 2. This contract payment generates an email to the respective member state registrar that they have a contract application for checking, verification and approval.
- 3. The state registrar checks the data, the financial membership status and confirms the application details against the uploaded pedigree. The state registrar 'approves' the application. In the event that an application is not approved, the registrar will contact the owner and a refund will be provided.
- 4. This approval automatically generates a pdf copy of the 'GSDCA contract' that is emailed to the owner. This contract pdf should be downloaded, saved and printed. It should be taken to the vet for signing on the day of the x-ray.
- 5. Owner makes appointment and visits vet with paperwork (GSDCA contract and dog's pedigree). X-rays are taken. Vet MUST sign contract.
- 6. At the vet (or at home) use the upload portal on the GSDCA website to enter details of the dog and contract info, attach the files (x-ray dicoms (.dcm), signed contract and pedigree pdf), select the preferred radiologist and submit for scoring.
- 7. This submission sends an email to the selected radiologist to view the files uploaded, score the x-rays, enter the results and approve result release.
- 8. This approval generates a pdf of the provisional results (aka the pink copy) as scored. It is emailed automatically to the owner, the scoring radiologist and the HDED registrar for final verification, AZ certificate generation and upload to the GSDCA database.
- 9. \*Paper contracts and manual payments will still be available via clubs (not preferred) but owners can then use the online x-ray portal to submit to the radiologist for scoring.

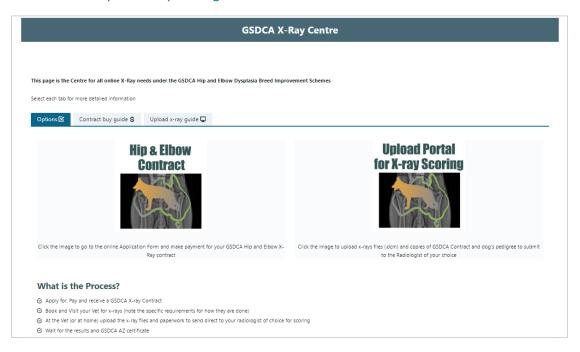
# To apply For and Purchase a GSDCA Hip and Elbow Contract

**You need to be a financial member of a GSDCA affiliate club.** You will need a copy of the Dogs Australia (ANKC) pedigree for your dog, with you listed as the registered owner (breeders can apply for contracts for dogs they bred).

- 1. Visit the GSDCV website <a href="https://www.gsdcouncilaustralia.org/">https://www.gsdcouncilaustralia.org/</a>
- 2. Click on the X-Ray Centre icon on the home page. This will open an instruction page

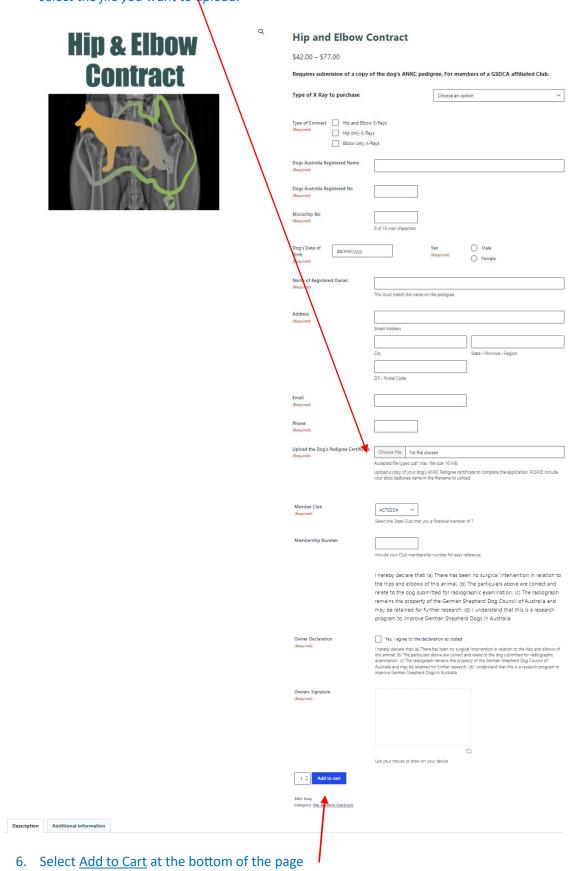


3. Select <u>Hip & Elbow Contract</u> to begin the application process. To find out more about how to complete this, first read the 'Contract Buy Guide' by clicking the tab



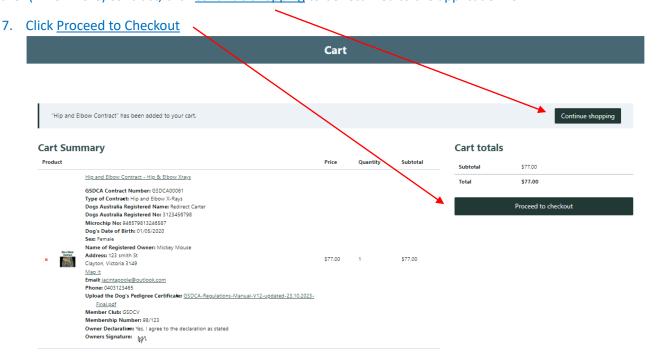
4. Fill in all the relevant details in the form. The dog and owner details must match what is on the dog's pedigree.

5. <u>Upload a copy of your dogs pedigree</u> during this process. It must be in PDF format (10MB max file size), inlcude your dogs name in the file name. When you click Choose File it will take you via your file manager to find and select the file you want to upload.



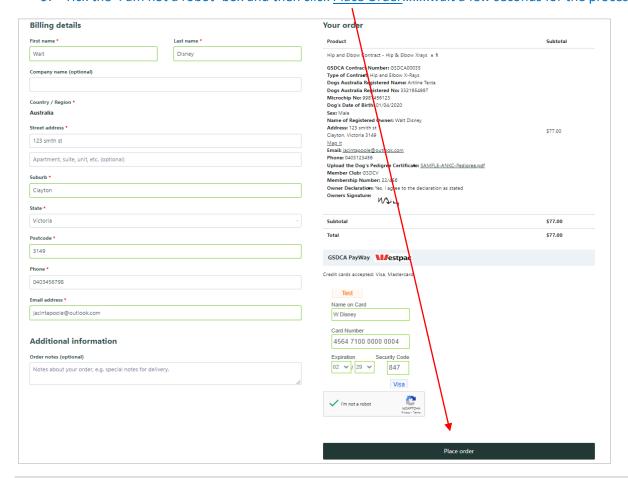
If you have missed a field, the form will not submit it will be highlighted in red. Make the correction and Add to Cart again. A new page will appear.

The Cart page appears, displaying all the information previously entered, which you can check. If you want to apply for another (2<sup>nd</sup> or more) contract, click continue shopping to be returned to the application form

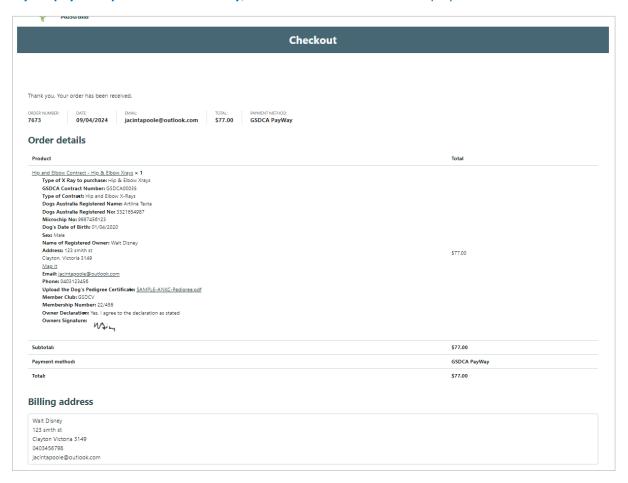


## The payment page is displayed.

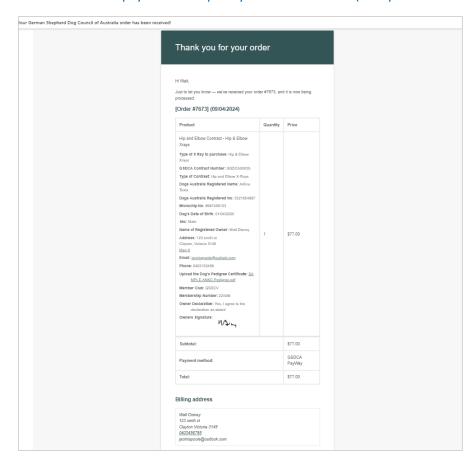
- 8. Enter your Billing details in the left hand side, then enter your credit card details for payment.
- 9. Tick the 'I am not a robot' box and then click Place Order......wait a few seconds for the processing to begin (3)



# If your payment proceeds successfully, the checkout screen will be displayed



# You will recieve a payment reciept to your email address (that you entered on the form)



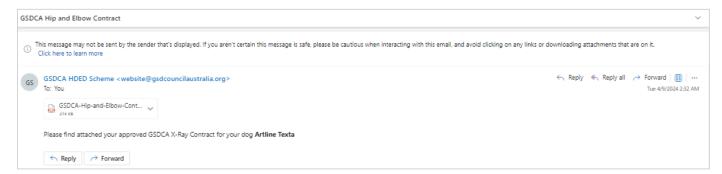
# Congratulations. You have applied and paid for your Hip and Elbow Contract.

Your application will be automatically emailed to your State Club Registrar, who will verify the details you have entered against the copy of the pedigree you uploaded. Any corrections will be made.

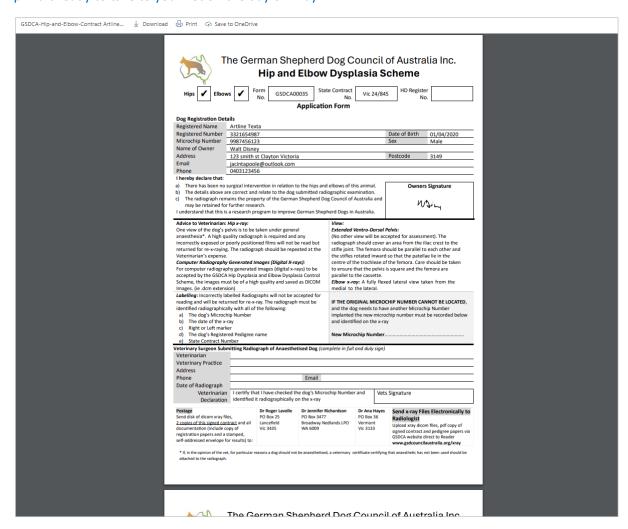
Your financial club membership status will be verified. If you are not a financial member of a GSDCA affiliate club, your application will be denied and a refund provided.

When (if) the application is then approved by the state registrar, the system will automatically email a pdf copy of the GSDCA contract to your email address.

This will appear in your inbox as below, with the contract attached as a pdf file.



Open the pdf of the contract (which will already have your dog's name included in the file name), and save it and/or print it ready to take to your vet on the day of x-ray.



# **Upload X-Rays and Paperwork to Your Preferred Radiologist**

When you have had your dog x-rayed, you can send your x-rays and all paperwork directly online to your preferred radiologist. This can be done by the Vet clinic on the day or you can do at home (take a usb to the vet to get a copy of your x-rays).

Note: both 'new digital' and 'original paper' GSDCA contracts can be submitted online for scoring.

To send your files to your preferred radiologist, you will need:

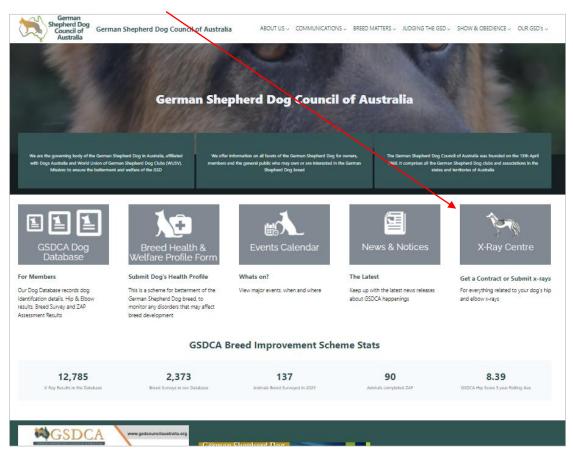
- A copy of the Dogs Australia (ANKC) registration pedigree papers for your dog that you uploaded with your contract application (as a pdf)
- A copy of the GSDCA contract (must be signed by the vet taking the x-rays) (as a pdf)
- Your x-ray files (in dicom format) with you listed as the registered owner (breeders can apply for contracts for dogs they bred).

## What happens after your submit your x-rays online?

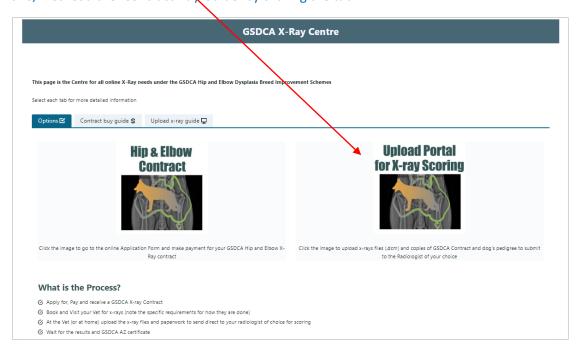
- 1. Your selected Radiologist receives an email advising they have x-rays to score
- 2. The Radiologist scores the x-rays and approves submission of the results
- 3. This generates an email to you as the owner with a pdf copy of the interim results
- 4. Following this, results are confirmed and a GSDCA AZ Certificate will be generated and posted to the owner by the GSDCA HDED Registrar.

# To complete the upload process:

- 1. Visit the GSDCV website https://www.gsdcouncilaustralia.org/
- 2. Click on the X-Ray Centre icon on the home page. This will open an instruction page



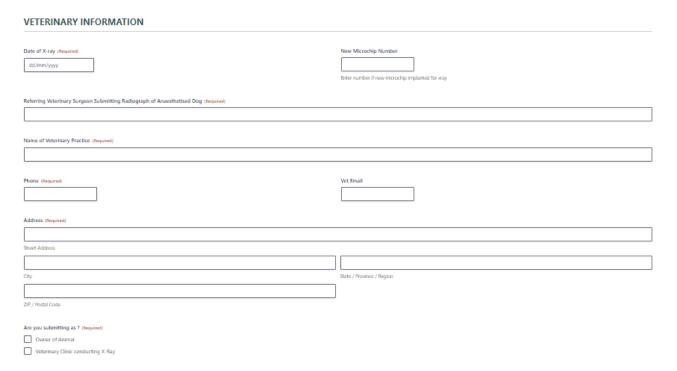
3. Select <u>Upload Portal for X-ray Scoring</u> to begin the submission process. To find out more about how to complete this, first read the 'Contract Bux Guide' by clicking the tab



This will open the submission form. Fill in all the relevant details as they appear on your contract

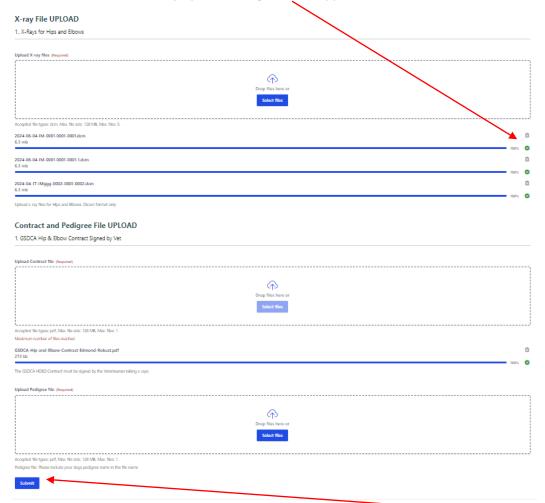
# Submit Your Dog's X-Ray Files to a GSDCA Radiologist In order to submit x-rays via this process and proceed with submission you MUST have purchased and recieved a formal GSDCA Hip and Elbow Contract, approved via your affiliate Club. Visit here to purchase a contract Hip and Elbow X-Ray File Submission Enter the GSDCA Submission of x-ray files for Reader Results for GSDCA Hip and Elbow Contract. Please enter the relevant and matching data from your Contract. Hip and Elbow X-Rays **Contract Number** and State Contract Elbow Only X-Rays Number exactly as they appear on your contract O Male Ensure your email address is typed correctly, this is where results will be sent Select your preferred radiologist from the list. (this determines who will score your x-rays)

Complete the Veterinary information, which includes the name of the vet taking the x-rays and the vet clinic



Attach the relevant files (multiple x-ray files), then your signed contract and registration pedigree.

When the file is successfully uploaded, a green tick appears



When you've completed the details on the form and attached all files, click <u>Submit</u>. This sends your submission via email to your radiologist. You should receive your results with several days, via email. An AZ certificate will also be posted.