Small Animal Internal Medicine Residency Program

School of Veterinary Medicine
Louisiana State University

Department of Veterinary Clinical Sciences
School of Veterinary Medicine
Louisiana State University
Baton Rouge, LA 70803-8410

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1.0 INTRODUCTION

The small animal medicine residency at Louisiana State University, School of Veterinary Medicine (SVM) is designed to provide three years of post-DVM training in small animal internal medicine. The residency will fulfill the training requirements and partially fulfill the requirements for certification by the American College of Veterinary Internal Medicine. The training program will utilize faculty of the Department of Veterinary Clinical Sciences (VCS) and other participating departments as mentors. Clinical facilities of the Veterinary Teaching Hospital (VTH) will be the primary training location.

2.0 OBJECTIVES

2.1. To provide advanced training in clinical problem solving and diagnostic and therapeutic techniques in small animal internal medicine.

2.2. To provide didactic and tutorial teaching training and experience.

2.3. To satisfy the training requirements set forth by the American College of Veterinary Internal Medicine (ACVIM).

2.4. To provide experience in scientific and clinical case presentation through the seminar and house officer rounds program.

2.5. To provide experience in the preparation and submission of scientific articles for publication and/or presentation.

2.6. To provide experience in designing and conducting a clinical research project.

2.7. To provide opportunity to participate in graduate level courses that support and strengthen the clinical training program.

2.8. To provide opportunity to become familiar with areas of parallel interest in human internal medicine.

3.0 PREREQUISITES

3.1. Candidates must have a DVM or an equivalent degree.

3.2. Candidates must have satisfactorily completed at least a one year rotating small animal internship or its equivalent post graduate veterinary experience.

3.3. Candidates must have successfully completed the National Board examination or its equivalent in the certifying country.

3.4. Candidates must have the goal of board certification by the American College of Veterinary Internal Medicine in the Specialty of Small Animal Internal Medicine.
4.0 FACULTY MENTOR

4.1. The resident will be assigned to a faculty mentor who has diplomate status in the ACVIM, Specialty of Small Animal Internal Medicine

4.2. Responsibilities of the mentor include:
   4.2.1. Direction and coordination of the clinical program;
   4.2.2. Advice toward research, publications, and preparation for Specialty Board examinations
   4.2.3. General counseling.

5.0 HOUSE OFFICER ROUNDS AND SEMINAR PROGRAM

The House Officer Rounds are designed to provide the resident the opportunity to receive and present interesting, unusual, or difficult clinical case material utilizing a problem oriented approach to professional colleagues. The resident will participate with the other VCS house officers on a rotating basis and will make 2 presentations during each year of the program. Residents have the option to present 1 case report and 1 seminar or to do two seminars each year (see seminar description below).

The House Officer Seminar series is designed to provide the resident with the opportunity to research and present scientific information to professional colleagues.

5.1 One seminar will be prepared and given in each year of the residency. The option to do two seminars instead of a case report and a seminar is possible.

5.2 It is encouraged that the resident strive to choose topics and produce a manuscript for publication based on the seminar topic.

5.3 One seminar topic will relate to original research conducted by the resident.

5.4 Attendance: The resident is required to attend and participate in the following:

5.5 VMED 7001 (VCS Seminar); Grand Rounds; House Officer Rounds; other seminars that are requirements of the resident’s home department and/or section.

5.6 VCS HO Rounds/Seminar Policy
   5.6.1 HO attendance at all HO Rounds/Seminar sessions is required. HO attendance is required at only those rounds and seminars designated as VCS HO Rounds/Seminar sessions and that others occurring in the same time slot are not required by the House Officer Committee.
   5.6.2 Attendance will be taken at the beginning of each session.
   5.6.3 HO will be required to present an additional seminar if they have more than one unexcused absence or come late to the seminar more than twice (unexcused) during the program year. All absences must be accounted for
by completing a HO Leave Request Form and submitting it to the HOC chair.

5.6.4 Excused absences include the following: illness, annual leave, attendance or participation in a continuing education program, presentation of a student lecture, scheduled out-rotation or special service requirements per request of advisor. All other absences are unexcused unless deemed excusable by the HO advisor.

6.0 TEACHING PROGRAM

6.1 Throughout the program residents will be viewed as role models by both interns and professional students. They should always present themselves in a professional manner.

6.2 The resident will participate in clinical instruction and in the evaluation of Phase II veterinary students assigned to the section.

6.3 The resident will participate in preclinical didactic lecture and laboratory instruction as assigned by his/her mentor.

7.0 BOARD CERTIFICATION

7.1 An important credential in veterinary medicine is board certification in a specialty area. One of the objectives of the program is to prepare the resident for certification by the American College of Veterinary Internal Medicine in the Specialty of Small Animal Internal Medicine.

7.2 In order to qualify for examination the resident should refer to the published requirements of the ACVIM. They can be found in the general information guide published by the ACVIM (http://www.acvim.org)

7.3 It is solely the responsibility of the resident to timely submit any material and fees required by the college for registration for board examinations.

8.0 CLINICAL PROGRAM

The resident's program will follow the Phase II professional teaching schedule, which is comprised of 12 blocks.

8.1 Year I Resident's Program

8.1.1 The resident will be assigned for 10 of 12 blocks on rotation with Small Animal Medicine, Cardiology, or Oncology faculty members (ACVIM diplomates) teaching in the VTH. Cases will be assigned to the resident from both the general and referral practices at the discretion of the faculty mentor. The resident will be assigned for one half block each to the
radiology service for radiology and ultrasound training, and to the clinical pathology service for cytology training. One block of off-clinic time will be assigned, and will be utilized for scholarly activity (research proposal preparation, seminar preparation, publication).

8.1.2 The resident will function as a veterinary internist in the VTH with direct supervision and guidance from faculty in the diagnosis, treatment, and care of medical cases. The goal of this training will be to develop problem oriented skills in veterinary internal medicine and to develop familiarity in each of the various subspecialties of internal medicine.

8.1.3 The resident will participate in the instruction of Phase II students and interns. Participation in SVM student laboratories will be assigned by faculty mentors.

8.1.4 The resident will participate in house officer rounds, service rounds, journal club, special topic conferences, seminars, and other scheduled conferences of the VTH. He/She will attend other scheduled seminars in the SVM as time permits.

8.1.5 The resident will present 1 seminar (to faculty and house officers) on a topic of interest to the resident.

8.1.6 The resident is encouraged to attend and participate in continuing education meetings sponsored by the SVM or by local and regional veterinary organizations.

8.1.7 The resident must register with the ACVIM within 90 days of beginning the program at LSU.

8.1.8 The resident is encouraged to prepare a research proposal; review it with his/her faculty mentor, and submit it for funding consideration.

8.1.9 The resident may attend rounds and seminars at local human hospitals, LSU Medical College unit, as time permits.

8.1.10 The resident may, with the approval of the resident's advisor and the medicine faculty, participate in clinically relevant graduate courses. Course work must not interfere with the clinical and instructional responsibilities of the resident.

8.2 Year II Resident's Program

8.2.1 The resident will be assigned for 9 of 12 blocks on rotation with Small Animal Medicine, Cardiology, or Oncology faculty members (ACVIM diplomates) teaching in the VTH&C. The resident will be assigned to the radiology service for one half block of radiology and ultrasound training. One and one half block will be scheduled for scholarly activity or outside rotation. One block will be scheduled for board preparation time just prior to the ACVIM meeting (if the resident is not taking the general examination, this block will be scheduled as clinical rotation time with Medicine Faculty instead).

8.2.2 See 8.1.2
8.2.3 See 8.1.3
8.2.4 See 8.1.4
8.2.5 See 8.1.5
8.2.6 See 8.1.6
8.2.7 See 8.1.9
8.2.8 See 8.1.10
8.2.9 The resident should make application for sitting the ACVIM general exam and submit credentials prior to the October 1 application deadline.
8.2.10 The resident will begin or continue the research project
8.2.11 The resident is required to give at least 1 hour of didactic instruction in courses offered to veterinary students.
8.2.12 The resident may attend one major professional meeting during the 2nd year of the program (expected to be the ACVIM Forum for most residents) with the advice and approval of his/her faculty mentor and the small animal medicine faculty. Expenses will be paid by the resident. The meeting must be scheduled during a nonclinical block.

8.3 Year III Resident's Program
8.3.1 The resident will be assigned for 7 of 12 blocks on rotation with Small Animal Medicine, Cardiology, or Oncology faculty members (ACVIM diplomates) teaching in the VTH. The resident will be assigned to the radiology service for one half block. One and a half blocks will be scheduled for research and scholarly activities, and two blocks will be scheduled for board preparation prior to the ACVIM meeting (if the resident is not taking the certifying examination, one of these blocks will be scheduled as clinical rotation time with Medicine Faculty instead). One block will be scheduled as elective time, which may be used for an out-rotation (see under 8.4), elective clinical rotations in the VTH, or research activities.
8.3.2 See 8.1.2
8.3.3 See 8.1.3
8.3.4 See 8.1.4
8.3.5 See 8.1.5
8.3.6 See 8.1.6
8.3.7 See 8.1.9
8.3.8 See 8.1.10
8.3.9 If the general examination is passed, the resident should make application for the ACVIM certifying examination and submit credentials prior to the October 1 application deadline. The same applies for any part of the general exam that must be repeated at the end of year three.
8.3.10 The resident will continue and complete the research project
8.3.11 The resident will submit one manuscript suitable for publication to their mentor and the House Officer Chair by June 1.
8.3.12 The resident is required to give at least 1 hour of didactic instruction in courses offered to veterinary students.
8.3.13 The resident may attend one major professional meeting during the 3rd year of the program (expected to be the ACVIM Forum for most residents) with the advice and approval of his/her faculty mentor and the small
animal medicine faculty. Expenses will be paid by the resident. The
meeting must be scheduled during a nonclinical block.

8.4 **Outside Rotations away from LSU**

8.4.1 Outside rotations can be valuable to a resident in giving them an
opportunity to gain knowledge in an area that is not offered at LSU. It is
also a way for the resident to see alternative approaches to a problem. We
encourage the resident to spend a full or half block away from LSU in
pursuit of this training during the residency.

8.4.2 The arrangements for the outside rotation are left up to the resident but the
plan must be approved in advance by the resident's mentor and the
medicine faculty.

8.4.3 The following requirements must be met by the resident during or upon
return from an outside rotation:

- **8.4.3.1** A case log must be kept;
- **8.4.3.2** An evaluation of the resident must be submitted by the primary
  mentor involved in the outside rotation;
- **8.4.3.3** The resident must submit a written evaluation of the outside
  rotation to the small animal medicine faculty;

9.0 **RESEARCH PROJECT**

The Department of Veterinary Clinical Sciences requires its residents to participate in scholarly
activity such as basic, applied or clinical research. To that end the resident is required to:

9.1 Design a research project to address a specific question or problem in the
discipline

9.2 Write a research grant proposal that may be used to seek funding for the project.

9.3 Conduct the research according to the experimental design

9.4 Analyze and report the results of the project

9.5 Publication of these results in a refereed journal is strongly encouraged

10.0 **GRADUATE PROGRAM**

Not applicable

11.0 **ADDITIONAL OBJECTIVES**

Not applicable

12.0 **EVALUATION AND REAPPOINTMENT**

12.1 A written critique will be provided by the block mentor at the end of each
assigned block through the E*Value software. Every two weeks the house officer
will assign. A summary evaluation will be made quarterly by the faculty in conjunction with the resident’s advisor. The critique will cover:

12.1.1 Professional ability; to include theoretical knowledge and application of that knowledge, clinical skills, tutorial skills, and scholarly activity.

12.1.2 Hospital services; to include communication skills, patient care, medical record quality, emergency duty quality, and adherence to VTH&C protocol.

12.1.3 Personal characteristics; to include responsibility, initiative, interaction with faculty, staff and students, deportment and leadership.

12.2 The resident will meet with his or her mentor on a quarterly basis to discuss their progress and written block evaluations.

12.3 In May of each year, the House Officer Committee will review the year’s critiques. Following that review, the committee will make a recommendation to the Head of the Department of Veterinary Clinical Sciences to:

12.3.1 Continue the appointment for another year with or without probation.

12.3.2 Award the certificate upon satisfactory completion of the program.

12.3.3 Not to reappoint the resident, with a minimum of 30 days notice of termination. At the discretion of the House Officer Committee and in consultation with the resident’s service, guidelines can be formulated that if met, may allow the resident to be re-instated at the end of the specified period.

12.4 The resident will be asked each year to make an assessment of the program in May with suggestions for improvement. The evaluation form will be handed out and completed by the given deadline as a mandatory part of the requirements for continuation or completion of their program.

13.0 HOUSE OFFICER COMMITTEE

The committee is comprised of a representative of each house officer program, the VCS Head (ex officio), and the Director of the VTH (ex officio). It will be responsible for:

13.1 The selection of residents from the application pool (with the advice of the faculty of the sponsoring discipline).

13.2 Annual review of the resident’s progress (in the ninth month of each year).

13.3 Annual recommendation for reappointment of the resident or program completion.

14.0 EMPLOYMENT AND BENEFITS

14.1 Louisiana State University classifies residents as University employees. As such, they (and their eligible dependents) qualify for the Louisiana State University
Baton Rouge health insurance and retirement plans. The School of Veterinary Medicine also provides malpractice insurance coverage. The salary (not a stipend) is published in the Directory of Internships and Residencies as published by the American Association of Veterinary Clinicians (www.virmp.org). Salary is payable in monthly increments. Retirement contributions are withheld from each paycheck. No social security tax is withheld. Federal and state income tax is withheld. The resident may be eligible to petition the IRS for exemption from federal tax on part of his/her salary.

14.2 The Veterinary Teaching Hospital and Clinics operates year round. The resident will share with other house officers on emergency duty rotation. The rotation will commit the resident to a share of evening, weekend and holiday duty on a scheduled basis.

14.3 Reappointment to the second, third and fourth years of the residency program is contingent upon satisfactory completion of the previous year's requirements.

14.4 The University offers accrual of annual leave following either the University accrual rate (14 hrs/month with a maximum accumulation of 176 hours) or the Civil Service Schedule rate (8 hrs/month with no maximum accumulation). Sick leave time accrual is 8 hrs/month. All leave, except illness and emergencies, should be scheduled and approved 30 days in advance. Forms requesting the absence must be filled out by the resident and signed by the clinician to whom the resident will be assigned during the absence, the Resident's Advisor and the Chair of the House Officer Committee before approval will be granted. Leave will be granted on an individual basis taking into account the reason for the requested absence and the needs of the service and hospital. Leave for personal business is to be taken during elective or research blocks. Emergency absence such as for illness or a death in the immediate family should be brought to the attention of the clinician to whom the resident is assigned as soon as the resident learns that he/she will be absent. The official forms should be filled out upon the resident’s return.

15.0 APPLICATION

Candidates may apply for the Residency in Small Animal Internal Medicine by submitting a standard residency online application through VIRMP.org

15.1 A statement of objectives for the residency and subsequent career goals.

15.2 A transcript of his/her academic record.

15.3 Three letters of reference from individuals currently familiar with the applicant's professional status.

15.4 A curriculum vitae
16.0 APPENDIX
16.1 House Officer Leave Request

I am requesting leave approval for the following reasons: (Indicate the reason and dates.)

1. To attend the meeting listed below.

__________________________________________________________________

2. To attend to personal activities (illness, family emergency, vacation).

__________________________________________________________________

3. To attend to official activities (out rotations, special circumstance requirements).

__________________________________________________________________

INTERN/RESIDENT: _______________________________ Date: _____________
Print Sign

ADVISOR: _______________________________ Date: _____________
Print Sign

BLOCK MENTOR: _______________________________ Date: _____________
Print Sign

CHAIR HOC: _______________________________ Date: _____________
Print Sign
# House Officer Rounds Evaluation Form

## House Officer:
__________________________________________________________

## Date:
_________________________________________________________

## Evaluator:
______________________________________________________

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>E=Excellent</td>
<td></td>
</tr>
<tr>
<td>G=Good</td>
<td></td>
</tr>
<tr>
<td>N=Needs Improvement</td>
<td></td>
</tr>
</tbody>
</table>

## Case Selection

Complexity of case

Appropriate follow-up

## Content

Format of presentation

Discussion

Conclusions

Use of problem-oriented approach

## Delivery

Clarity of speech

Rate of delivery

## Effectiveness of Visual Presentation

Use of visual aids

Body language and enthusiasm

Questions handled appropriately

## Additional Comments:
______________________________________________________________________________
______________________________________________________________________________
___________________________________________________________
### VCS Seminar Evaluation Form

**Presenter:** ____________________________  **Date:** ____________________________

**Audience:** ________________________________________________________________

**Title/Topic:** ______________________________________________________________

#### Evaluation Criteria:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition of subject: introduction, importance, clinical significance</td>
<td>0-5</td>
<td></td>
</tr>
<tr>
<td>Organization</td>
<td>0-10</td>
<td></td>
</tr>
<tr>
<td>Quality of material</td>
<td>0-10</td>
<td></td>
</tr>
</tbody>
</table>

**Presence: speaking ability**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clarity</td>
<td>0-10</td>
<td></td>
</tr>
<tr>
<td>Rate of delivery</td>
<td>0-10</td>
<td></td>
</tr>
<tr>
<td>Enthusiasm, expressiveness</td>
<td>0-10</td>
<td></td>
</tr>
</tbody>
</table>

**Support Materials**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handouts, manuscript</td>
<td>0-15</td>
<td></td>
</tr>
<tr>
<td>Visual aids</td>
<td>0-5</td>
<td></td>
</tr>
<tr>
<td>Appropriate Summary</td>
<td>0-5</td>
<td></td>
</tr>
<tr>
<td>Presentation consistent with audience level</td>
<td>0-10</td>
<td></td>
</tr>
<tr>
<td>Questions/discussion handled appropriately</td>
<td>0-10</td>
<td></td>
</tr>
</tbody>
</table>

**Total**

**Comments:**

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________
## 16.4 House Officer Block Evaluation Form

<table>
<thead>
<tr>
<th>Professional Ability</th>
<th>Name Block Mentor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Theoretical Knowledge</td>
<td>Select Rating</td>
</tr>
<tr>
<td>2. Knowledge Application</td>
<td>Select Rating</td>
</tr>
<tr>
<td>3. Diagnostic/Surgical Skills</td>
<td>Select Rating</td>
</tr>
<tr>
<td>4. Patient Care</td>
<td>Select Rating</td>
</tr>
<tr>
<td>5. Thoroughness</td>
<td>Select Rating</td>
</tr>
</tbody>
</table>

**Personal Characteristics**

<table>
<thead>
<tr>
<th>Personal Characteristics</th>
<th>Name Block Mentor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Clinician Communication</td>
<td>Select Rating</td>
</tr>
<tr>
<td>2. Student Communication</td>
<td>Select Rating</td>
</tr>
<tr>
<td>3. Staff Communication</td>
<td>Select Rating</td>
</tr>
<tr>
<td>4. Independent Study &amp; Initiative</td>
<td>Select Rating</td>
</tr>
<tr>
<td>5. Awareness of Current Literature</td>
<td>Select Rating</td>
</tr>
<tr>
<td>6. Contribution to Student Education</td>
<td>Select Rating</td>
</tr>
<tr>
<td>7. Performance Under Stress</td>
<td>Select Rating</td>
</tr>
<tr>
<td>8. Ability to Accept Criticism</td>
<td>Select Rating</td>
</tr>
<tr>
<td>9. Organizational Skills</td>
<td>Select Rating</td>
</tr>
<tr>
<td>10. Ability to Work in a Team</td>
<td>Select Rating</td>
</tr>
<tr>
<td>11. Reliability</td>
<td>Select Rating</td>
</tr>
<tr>
<td>12. Motivation</td>
<td>Select Rating</td>
</tr>
<tr>
<td>13. Attendance at Seminars &amp; Rounds</td>
<td>Select Rating</td>
</tr>
<tr>
<td>14. Presentation at Seminars &amp; Rounds</td>
<td>Select Rating</td>
</tr>
<tr>
<td>15. Ability to Make Independent Decisions</td>
<td>Select Rating</td>
</tr>
</tbody>
</table>

**Hospital Service**

<table>
<thead>
<tr>
<th>Hospital Service</th>
<th>Name Block Mentor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Completion of Duties</td>
<td>Select Rating</td>
</tr>
<tr>
<td>2. Quality of Work</td>
<td>Select Rating</td>
</tr>
</tbody>
</table>
3. Emergency Services Duties
4. Communication with Veterinarians
5. Client Communication
6. Referral Letters & Record Keeping
7. Acceptance of Service & Case Responsibility
8. Adherence to VTH&C Protocol

Strengths

Improvements

General Comments

Type Signature: [Select Faculty, ]
Completed: [ ]
Finalized: [No]
Last modified by: [04/20/2009]
Last modified by: [84]

[Options]