

**ROTATING INTERNSHIP IN
SMALL ANIMAL MEDICINE AND SURGERY**

**Louisiana State University
School of Veterinary Medicine
Department of Veterinary Clinical Sciences
Veterinary Teaching Hospital**

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**INTERNSHIP PROGRAM
IN
SMALL ANIMAL MEDICINE & SURGERY**

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1.0 INTRODUCTION

1.1 The Internship is designed to provide an intensive one-year experience in management of small animal clinical cases under faculty supervision. The training program will utilize faculty of the Department of Veterinary Clinical Sciences as well as other participating departments. Clinical facilities of The Louisiana State University veterinary teaching hospital will be the primary training location.

2.0 OBJECTIVES

2.1 To provide advanced clinical training in small animal medicine, surgery, emergency, radiology, community practice and anesthesiology as well as the opportunity for experiences in dermatology, ophthalmology, oncology, cardiology, critical care and zoo/exotic animal medicine.

2.2 To provide experience in teaching fourth year veterinary students.

2.3 To prepare the intern for residency, graduate study or entry into a high quality small animal practice.

3.0 PREREQUISITES

3.1 Candidates must have a DVM/ VMD or equivalent degree.

3.2 Candidates should have successfully completed the North American Veterinary Licensing Examination (NAVLE) or its equivalent.

4.0 FACULTY MENTOR

4.1 The Internship Program Director will assign each intern a mentor. This mentor will monitor the intern's progress through the program and also the intern's progress of case and seminar presentations to ensure timely and acceptable preparation. The mentor may suggest the intern seek other guidance from faculty more closely associated with the cases or topics. Manuscripts submitted for publication will be reviewed, revised and

coauthored by a SVM faculty member(s).

4.1.1 When ever possible the mentor will be selected from the intern's primary area of interest.

5.0 CLINICAL PROGRAM

5.1 Introduction: The goal of the program is to provide the intern advanced clinical training in small animal medicine, surgery, emergency, radiology, community practice and anesthesiology. In addition, the opportunity exists for experiences in oncology, dermatology, ophthalmology, cardiology, critical care and exotic/ zoo animal medicine. The intern will also gain experience teaching fourth year veterinary students in a clinical setting.

5.2 Clinical Training

5.2.1 The intern's program will follow the Phase II professional curriculum, which is arranged in 12 blocks (4-6 weeks each). Each intern will rotate through a minimum of 3.0 blocks of small animal medicine, 3.0 blocks small animal surgery, 2 blocks of overnight emergency coverage, 2 blocks of daytime emergency coverage, 0.5 blocks of radiology, 0.5 blocks of ophthalmology, 0.5 blocks of oncology, 0.5 blocks of community practice and 0.5 blocks of anesthesiology. 1.0 elective blocks (in half blocks to a maximum of 1 block) can be selected from anesthesiology, oncology, dermatology, ophthalmology, cardiology, radiology, critical care or zoo/exotic animal medicine. In some cases, rotations at other institutions may be permitted providing that a comparable experience is not available at The Louisiana State University. Requests for outside rotations will be considered on an individual basis.

5.3 Emergency Duty

5.3.1 The Intern will participate in emergency duty as assigned.

5.3.2 In addition to the overnight and daytime emergency services, interns will be expected to participate in a weekend/holidays emergency service schedule.

5.3.3 In addition, the interns will be assigned to a rotating natural disaster coverage schedule.

5.3.4 Additional emergency duties may be assigned as needed.

6.0 HOUSE OFFICER ROUNDS AND SEMINAR PROGRAM

- 6.1** The House Officer Rounds are designed to provide the intern an opportunity to receive and present interesting, unusual, or difficult clinical case material utilizing a problem oriented approach to professional colleagues and to develop manuscripts for publication. The intern will participate with other VCS house officers on a rotating basis and will make at least 1 presentation in House Officer Rounds during the year.
- 6.2** The House Officer Seminar series is designed to provide the intern with the opportunity to research and present scientific material to professional colleagues. One seminar will be presented during the year.
- 6.3** A SVM faculty member will be selected by the intern to mentor both case presentations and seminar preparation. Any manuscript submitted for publication will be reviewed, revised and coauthored by a SVM faculty member(s).
- 6.4** Attendance: The intern is required to attend and participate in the following: VMED 7001: VCS Seminar, Grand Rounds, House Officer Rounds and, other seminars which are requirements of the Intern's home section.

6.4.1 VCS HO Rounds/Seminar Policy

- 6.4.1.1** 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.
- 6.4.1.2** Attendance will be taken at the beginning of each session.
- 6.4.1.3** HO will be required to present an additional seminar if they have more than one unexcused absence during the program year.
- 6.4.1.4** All absences must be accounted for by completing a HO Leave Request Form and submitting it to the HOC chair.
- 6.4.1.5** 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.

- 6.5** Evaluations of House Officer Rounds and House Officer Seminar presentations will be provided by those in attendance. (Appendices)

7.0 TEACHING PROGRAM

- 7.1** Throughout the Internship program, the Intern will function as a role model for students in the DVM program. The Intern will participate in the clinical instruction and evaluation of Phase II veterinary students assigned to the service.

8.0 HOUSE OFFICER COMMITTEE

- 8.1** The Committee is comprised of a representative of each House Officer program. It is responsible for the year-end review of each house officer's progress. This review is based on block evaluations received throughout the course of the program. The Committee grants a certificate to those who successfully complete the program.
- 8.2** All House Officers are required to complete an annual evaluation of their program with suggestions for improvement before continuation or completion of their program is granted.

9.0 EMPLOYMENT AND BENEFITS

- 9.1** Louisiana State University classifies interns and residents as University employees. As such, they (and their eligible dependents) qualify for the Louisiana State University Baton Rouge health insurance and benefits. The School of Veterinary Medicine 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 via direct deposit. Retirement contributions are required and withheld from each paycheck. No social security tax is withheld. Federal and state income tax is withheld. The employee may be eligible to petition the IRS for exemption from federal tax on part of his/her salary.
- 9.2** The Veterinary Teaching Hospital operates year round. House officers will share emergency duty with other house officers within their specialty. House Officers will also share evening, weekend and holiday duty on a scheduled basis.
- 9.3** The University offers accrual of annual time off following either the University accrual rate (14 hours/month with a maximum accumulation of 176 hours) or the Civil Service Schedule rate (8 hours/month with no

maximum accumulation). Sick time off accrual is 8 hours/month. All time off, except for illness and emergencies, should be requested and approved 30 days in advance. Time off requests must be entered into Workday (via the employee's MyLSU account) by the employee and approved by the supervisor before time off will be granted. Annual time off will be granted on an individual basis taking into account the reason for the requested absence and the needs of the service and hospital. Annual time off 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 House Officer is assigned as soon as the House Officer learns that he/she will be absent. The official request should be entered into Workday upon the House Officer's return. Except in unusual circumstances, approval will not be granted for time off during the final month of the program.

10.0 PERFORMANCE EVALUATION

- 10.1** House Officers receive a Block Performance Evaluation at the end of each rotation to document his/her performance during the program. Every two weeks the house officer will assign a faculty member to evaluate them for the previous rotation using E*Value software.
- 10.2** The Intern is to meet with his/her Advisor at the beginning of each block to report accomplishments and plans.
- 10.3** The House Officer Committee reviews block evaluations and has the capability to recommend continuation, probation or termination of the house officer's program at any time based on these evaluations.
- 10.4** The House Officer Committee meets in May of each year to determine if the house officer has successfully completed his/her program. This determination will be based on all evaluations received for the house officer.
- 10.5** All House Officers are required to complete an annual evaluation of their program with suggestions for improvement before continuation or completion of their program is granted.

11.0 POST INTERNSHIP STUDY

- 11.1** If the intern is considering a residency or graduate program following completion of the internship, it is suggested that he/she consult with relevant faculty to maximize preparation for that program.

12.0 APPLICATION

- 12.1** Candidates may apply for the Rotating Small Animal Internship by submitting:
- 1) A standard application through www.VIRMP.org
 - 2) A statement of Internship objectives and career goals
 - 3) Official academic transcripts
 - 4) A minimum of three letters of reference from individuals currently familiar with the applicant's professional status

13.0 APPENDICES

13.1 VCS HOUSE OFFICER ROUNDS EVALUATION FORM

House Officer: _____ Date: _____

Evaluator: _____

	<u>Evaluation</u> E=Excellent G=Good N=Needs Improvement	<u>Comments</u>
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: _____

13.2 VCS SEMINAR EVALUATION FORM

Presenter: _____ Date: _____

Audience: _____

Title/Topic: _____

Evaluation Criteria:

	Points	Evaluation
Definition of subject: introduction, importance, clinical significance	0-5	
Organization	0-10	
Quality of material	0-10	
Presence: speaking ability		
Clarity	0-10	
Rate of delivery	0-10	
Enthusiasm, expressiveness	0-10	
Support Materials		
Handouts, manuscript	0-15	
Visual aids	0-5	
Appropriate Summary	0-5	
Presentation consistent with audience level	0-10	
Questions/discussion handled appropriately	0-10	
	Total	

Comments:

Evaluator: _____

13.4 House Officer Block Evaluation Form (through E*Value)

<u>House Officer Evaluation Form in E-Value</u>	Needs Improvement	Satisfactory	Good	Excellent	Not Applicable
Professional Ability					
Theoretical Knowledge					
Knowledge Application					
Skills					
Patient Care					
Thoroughness					
Individual Characteristics					
Communication with clinicians					
Communication with students					
Communication with staff					
Independent study & initiative					
Awareness of current literature					
Contribution to student education					
Performance under stress					
Ability to accept criticism					
Organizational skills					
Ability to work in a team					
Reliability					
Motivation					
Attendance at seminars & rounds					
Presentation at seminars & rounds					
Ability to make independent decisions					
Hospital Service					
Completion of duties					
Quality of work					
Emergency services duty					
Communication with veterinarians					
Client communication					
Referral letters & record keeping					
Acceptance of service & case responsibility					
Adherence to VTH protocol					
Strengths:					
Areas for Improvement:					

13.5 Block & Quarterly Performance Evaluation

Intern Name:

Mentor:

Date:

Mentor should discuss the intern's strengths and weaknesses in light of the block evaluations. In addition, the mentee's plans after internship should be discussed and direction should be given to help facilitate these goals.

Intern's strengths:

Weaknesses

Plan to further develop skills:

Goals and plan to facilitate these goals

Mentor Signature _____

Intern Signature _____