INTERNERSHIP IN SMALL ANIMAL INTEGRATIVE MEDICINE AND REHABILITATION

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

Proposed February 2017
TABLE OF CONTENTS

1.0  Introduction
2.0  Objectives
3.0  Prerequisites
4.0  Faculty Mentor
5.0  Clinical Program
6.0  House Officer Rounds and Seminar Program
7.0  Teaching Program
8.0  House Officer Committee
9.0  Employment and Benefits
10.0  Performance Evaluation
11.0  Post Internship Study
12.0  Application Procedure
13.0  Appendices
   13.1  House Officer Rounds Evaluation Form
   13.2  VCS Seminar Evaluation Form
   13.3  House Officer Leave Request
   13.4  House Officer Block Evaluation Form
1.0 INTRODUCTION

1.1 The Internship in Small Animal Integrative Medicine and Rehabilitation at the School of Veterinary Medicine (SVM) at Louisiana State University is designed to provide 1 year of post internship training in the discipline of Integrative Veterinary Medicine and Veterinary Sport Medicine and Rehabilitation in small animal. The clinical facilities of the Veterinary Teaching Hospital (VTH) will be the primary training site for this program. The training program will use Faculty from the Integrative Medicine and Rehabilitation Service in the Department of Veterinary Clinical Sciences as mentors.

2.0 OBJECTIVES

2.1 To provide the opportunity to experience advanced training in Integrative Medicine, Sport Medicine and Rehabilitation in small animals with opportunities to participate with other species.

2.2 To prepare the intern for residency training of Small Animal Sport Medicine and Rehabilitation, or entry into a high quality small animal practice.

2.3 To prepare the intern for an advanced training in Integrative Medicine, Acupuncture, and Traditional Chinese Veterinary Medicine.

2.4 To provide the intern an opportunity to acquire advanced training and skills in the diagnosis and treatment of small animal integrative medicine, acupuncture, and traditional Chinese veterinary medicine cases.

2.5 To provide the intern an opportunity to interface with other specialties to advance patient care using evidence-based integrative medicine.

2.6 To provide experience in the review and evaluation of the scientific literature pertaining to the discipline of Integrative Medicine, Sport Medicine and Rehabilitation through participation in the Department’s journal club.

2.7 To provide experience in the preparation of scientific articles for publication through participation in the House Officer rounds and seminar series and through faculty mentorship.

2.8 To provide training and experience in clinical teaching.
3.0 PREREQUISITES

3.1 Candidates must have a DVM or equivalent degree.

3.2 Candidates must have completed a rotating internship in medicine and surgery or its equivalent experience.

3.3 Candidates must be a citizen of the U.S., Canada or Mexico or have United States permanent resident status.

3.4 Certification in acupuncture and/or rehabilitation is preferred and strongly recommended, ideally to be completed prior to or within the first 3 months of the program start.

4.0 FACULTY MENTOR

4.1 The Intern will be assigned a Faculty Mentor who is a member of the Integrative Medicine and Rehabilitation Department. 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).

5.0 CLINICAL PROGRAM

5.1 Introduction The major thrust of the Internship program is to provide advanced training in the field of Small Animal Integrative Medicine, Sport Medicine and Rehabilitation under direct supervision from the Faculty Mentor and the other members of the Integrative Medicine and Rehabilitation Department. The Interns independent case responsibility will increase commensurate with their experience and competency.

5.2 Clinical Training

5.3.1 In the 1-year program there will be 48 to 50 weeks per year of clinic duty split among the Integrative Medicine (20-22 weeks) and Rehabilitation (20-22 weeks), Small Animal Orthopedic Surgery (2 weeks), Small Animal Medicine (2 weeks), and Anesthesiology (2 weeks) services. The intern will be trained in all pertinent aspects of the delivery of integrative therapy and rehabilitation to companion animal patients with opportunities to participate with other species. The training will include, but not be limited to, patient assessment & diagnosis of musculoskeletal and neurologic disease process, current recommendations, standard of care treatment and integrative care treatment for a variety of diseases, such as musculoskeletal, neurologic, gastrointestinal, and neoplastic. A wide variety of integrative modalities and rehabilitation techniques in all areas of integrative medicine, sport medicine and
rehabilitation. All of the Intern’s work will be under the supervision of a Faculty member within the Department. Initially it is anticipated that direct Faculty supervision will be significant. It is anticipated that as the program progresses that direct supervision will decrease commensurate with the development of the intern’s clinical skills.

5.3.2 The intern will rotate half block through the following services: Small Animal Orthopedic Surgery, Small Animal Medicine, and Anesthesiology.

5.3.3 The intern will have the opportunity to rotate through two half blocks in the following disciplines as available: Oncology, Diagnostic Imaging, Emergency and Critical Care, Zoo Medicine, Dermatology, Equine Medicine, vacation/interview, and research/scholarly activity. 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.

5.3.4 The intern will participate in clinical instruction and tutorials for students.

5.3 Emergency Duty. The Intern will participate in the emergency duty as assigned.

5.3.1 The intern will participate in emergency duty scheduled with other members of the Integrative Medicine and Rehabilitation Service. The emergency duty is strictly for integrative medicine and rehabilitation services (i.e. not the standard VCS internship emergency duty requirement). This duty will commit the Intern to evening, weekend and holiday duty on a rotating schedule. Early in the Intern’s program, Faculty supervision during emergency duty will be significant. A member of the Integrative Medicine and Rehabilitation faculty will always be available for backup when the intern is on emergency duty.

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 case 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. The seminar will include a written manuscript with references in a form suitable for publication that is to be forwarded electronically one week prior to the seminar to the VCS office secretary who will distribute it to the faculty and house officers.
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).

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 Attendance at all HO Rounds/Seminar sessions is required.

6.4.1.2 Attendance will be taken at the beginning of each session.

6.4.1.3 The Intern 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.

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

TEACHING PROGRAM

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.

HOUSE OFFICER COMMITTEE

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.

All House Officers are required to complete an annual evaluation of their program with suggestions for improvement before continuation or
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 PROCEDURE

12.1 Candidates may apply for the Internship in Integrative Medicine and Rehabilitation by submitting:
1) A statement of Internship objectives and career goals.
2) Curriculum Vitae
3) Official academic transcripts.
4) A minimum of three letters of reference from individuals currently familiar with the applicant’s professional status.
### 13.1 VCS 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:**
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
13.2 VCS SEMINAR EVALUATION FORM

Presenter: ___________________________  Date: ____________________

Audience: _______________________________________________________

Title/Topic: ______________________________________________________

Evaluation Criteria:

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

Comments:

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

Evaluator: ___________________________


13.3 HOUSE OFFICER LEAVE REQUEST

HOUSE OFFICER LEAVE REQUEST

I am requesting leave approval for the following dates and reasons:

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 EVALUATION FORM (through E*Value)

**House Officer Evaluation Form in E-Value**

<table>
<thead>
<tr>
<th>Needs Improvement</th>
<th>Satisfactory</th>
<th>Good</th>
<th>Excellent</th>
<th>Not Applicable</th>
</tr>
</thead>
</table>

#### 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:**