

INTERNSHIP IN VETERINARY OPHTHALMOLOGY

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

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**INTERNSHIP PROGRAM
IN
VETERINARY OPHTHALMOLOGY**

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1.0 INTRODUCTION

1.1 The Internship in Veterinary Ophthalmology at the School of Veterinary Medicine (SVM) at Louisiana State University is designed to provide 1 year of training in the discipline of Veterinary Ophthalmology. The clinical facilities of the Veterinary Teaching Hospital (VTH) will be the primary training site for this program. The training program will use primarily faculty from the Ophthalmology Service in the Department of Veterinary Clinical Sciences as mentors. Additional mentoring from faculty of the Internal Medicine and Anesthesiology services will be provided.

2.0 OBJECTIVES

- 2.1** To provide the opportunity to experience advanced training in Veterinary Ophthalmology.
- 2.2** To provide training and experience in clinical teaching.
- 2.3** To prepare the Intern for residency training and/or graduate study or entry in a high quality small animal practice.
- 2.4** To provide training and experience in clinical and basic ophthalmic research.
- 2.5** To provide training and experience in ocular pathology
- 2.6** To provide experience in the preparation of scientific articles for publication through participation in the House Officer Rounds and House Officer Seminar Series.
- 2.7** To provide experience in the review and evaluation of the scientific literature associated with the discipline of Veterinary Ophthalmology through participation in the Ophthalmology and Medicine section journal clubs.

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 post-graduate experience.

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

4.0 FACULTY MENTOR

4.1 The Intern will be assigned a Faculty Mentor who is a Veterinary Ophthalmologist in the Department of Veterinary Clinical Sciences. The 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. Under the direct supervision of the Faculty Mentor, the major thrust of the Internship program is to provide advanced training in veterinary ophthalmology. The Intern's independent case responsibility will increase as the program progresses.

5.2 Clinical Training.

5.2.1 In the 1-year program, there will be a total of 52 weeks (12 blocks) of clinic duty. The Intern will be trained in all pertinent aspects of the delivery of ophthalmology to veterinary patients. The training will include considerations of, but will not be limited to, techniques of ophthalmic examination, electroretinography, and ocular ultrasound interpretation, skull MRI interpretation, skull CT interpretation, angiography, ocular clinical pathology, ophthalmic photography, ocular pathology, basic ophthalmic surgical procedures, and medical management of ophthalmic patients. All of the Intern's work in ophthalmology will be under the supervision of a Faculty Ophthalmologist. Early in the Intern's program, direct Faculty supervision will be significant. It is anticipated that as the program progresses, the Intern will require less supervision and will ultimately be capable of independently delivering ophthalmic care, while still consulting with the faculty ophthalmologist.

5.2.2 The intern will spend three half-blocks rotating through the following services if available: Small Animal Medicine, Equine Medicine, and Anesthesia. Up to one half block of time on the Diagnostic Imaging or other service may be made available per approval of the Faculty Mentor.

5.2.3 The Intern will participate in the tutorial instruction of Phase II students.

5.2.4 The Intern will participate in daily student rounds, Ophthalmology Journal club, Ocular Pathology Rounds, and special topic conferences presented in the Department of Veterinary Clinical Sciences. Other seminars in the SVM will be attended as scheduling permits.

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

5.3.1 The intern will participate in emergency duty scheduled with other members of the Ophthalmology Service. This duty will commit the Intern to evening, weekend and holiday duty on a rotating schedule. Throughout in the Intern's program, Faculty supervision during emergency duty will be significant. A faculty Ophthalmologist will always be available for back up when the intern is on emergency duty. The intern will also share daytime emergency duty with other small animal house officers on a rotating basis.

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 suitable form for a 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.

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.

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 Ophthalmology 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 their assigned advisor every quarter to discuss such evaluations and the intern's progress through the program.
- 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 Veterinary Ophthalmology 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 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 (E-Value)

House Officer Evaluation Form in E-Value

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 QUARTERLY PERFORMANCE EVALUATION FORM

OPHTHALMOLOGY INTERN

BLOCK NO. _____

QUARTER _____

DATE: FROM _____ TO _____

INTERN: _____

	NA	Unsat	1	2	Average	3	4	Excell	5
Professional Ability:									
1. Theoretical Knowledge	_____	_____	_____	_____	_____	_____	_____	_____	_____
2. Application of knowledge	_____	_____	_____	_____	_____	_____	_____	_____	_____
a. Clinical skills	_____	_____	_____	_____	_____	_____	_____	_____	_____
b. Scholarly activity	_____	_____	_____	_____	_____	_____	_____	_____	_____
c. Small group teaching skills	_____	_____	_____	_____	_____	_____	_____	_____	_____
Hospital Service:									
1. Communication skills	_____	_____	_____	_____	_____	_____	_____	_____	_____
2. Patient care	_____	_____	_____	_____	_____	_____	_____	_____	_____
3. Record keeping	_____	_____	_____	_____	_____	_____	_____	_____	_____
4. Emergency duty	_____	_____	_____	_____	_____	_____	_____	_____	_____
5. Adherence to VTH Protocol	_____	_____	_____	_____	_____	_____	_____	_____	_____
Personal Characteristics									
1. Responsibility and Initiative	_____	_____	_____	_____	_____	_____	_____	_____	_____
2. Interaction	_____	_____	_____	_____	_____	_____	_____	_____	_____
3. Deportment	_____	_____	_____	_____	_____	_____	_____	_____	_____
4. Leadership	_____	_____	_____	_____	_____	_____	_____	_____	_____

Specific Comments:

General Comments:

Signatures:

Intern

Block Mentor

Advisor

13.6 QUARTERLY PERFORMANCE EVALUATION CRITERIA

Professional Ability:

1. Theoretical Knowledge: Familiarity with current literature and basic science concepts.
2. Application of Knowledge:
 - a. Clinical Skills: Problem solving ability, technical ability, facility with ophthalmology equipment.
 - b. Scholarly activities: Seminars, publications.
 - c. Small group teaching skills: Rounds, clinics, etc.

Hospital Service:

1. Communication skills: Communication with staff, students, interns, residents, faculty and clients. Communication skills include the ability to resolve conflict and negotiate solutions to identified problems.
2. Patient Care: Supervision and care of patients in the peri-anesthetic period.
3. Medical Records: Quality of record keeping
4. Emergency Duty: Availability, punctuality, quality/thoroughness of work
5. Adherence to VTH protocol: Described in the Student Handbook and associated memos.

Personal Characteristics:

1. Responsibility and initiative: responsibility towards cases and the teaching program. Initiative in case management, scholarly activity etc.
2. Interaction: Ability to work harmoniously with faculty, staff and students.
3. Department: Behavior and conduct.
4. Leadership: Initiative in coordinating student activities, facilitating staff performance. Liaison function.