

INTERNSHIP IN VETERINARY DIAGNOSTIC IMAGING

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

Revised September 2016

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**INTERNSHIP PROGRAM
IN
VETERINARY**

4.0 FACULTY MENTOR

- 4.1** The Intern will be assigned a Faculty Mentor who is a Veterinary Radiologist in the Department of Veterinary Clinical Sciences. The mentor
- 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

5.3.1 The intern will participate in emergency duty scheduled with other members of the

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 Diagnostic Imaging 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 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 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. Except in unusual circumstances, approval will not be granted for time off during the final month of the program.

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		

13.2 VCS SEMINAR EVALUATION FORM

Presenter: _____ Date: _____

Audience: _____

Title/Topic: _____

Evaluation Criteria:

	Points	Evaluation
Definition of subject: introduction, importance,		

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

13.4 HOUSE OFFICER BLOCK

13.6 OTHER FORMS

BLOCK PERFORMANCE EVALUATION/ QUARTERLY PERFORMANCE EVALUATION DIAGNOSTIC IMAGING INTERN

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 Diagnostic Imaging 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&C 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.