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

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







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, including natural disaster seasons.
- 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 at least one faculty member will 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  
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**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 Food Animal Medicine & Surgery by submitting:

- 1)** A standard application through [www.VIRMP.org](http://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: \_\_\_\_\_

	<b><u>Evaluation</u></b> E=Excellent G=Good N=Needs Improvement	<b><u>Comments</u></b>
<b>Case Selection</b>		
Complexity of case		
Appropriate follow-up		
<b>Content</b>		
Format of presentation		
Discussion		
Conclusions		
Use of problem-oriented approach		
<b>Delivery</b>		
Clarity of speech		
Rate of delivery		
<b>Effectiveness of Visual Presentation</b>		
Use of visual aids		
Body language and enthusiasm		
Questions handled appropriately		

**Additional Comments:** \_\_\_\_\_

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**13.2 VCS SEMINAR EVALUATION FORM**

**Presenter:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Audience:** \_\_\_\_\_

### **13.3 HOUSE OFFICER LEAVE REQUEST**

