

INTERNSHIP IN VETERINARY MEDICAL ONCOLOGY

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

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**INTERNSHIP PROGRAM
IN
VETERINARY MEDICAL ONCOLOGY
Louisiana State University**

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4.0 FACULTY MENTOR

4.1

5.3.4

6.4.1.4 All absences must be accounted for by completing a HO Leave Request Form and submitting it to the HOC chair prior to your absence

House Officers will also share evening, weekend and holiday duty on a scheduled basis.

9.3

relevant faculty to maximize preparation for that program.

12.0 APPLICATION PROCEDURE

Candidates may apply for the Internship in Medical Oncology 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	Comments
G=Good	
N=Needs	
Improvement	

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: _____

13.3 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.

13.5 BLOCK & QUARTERLY PERFORMANCE EVALUATION

Resident:

Quarter: 1 2 3 4

Evaluation period:

Evaluation date:

Supervisor / Evaluator:

Performance rating scale (extent to which resident meets program requirements)

5 = well above; 4 = above; 3 = meets; 2 = below, 1 = well below, 0 = not acceptable; NO = not observed

A marginal score (2) in any major category (Numbers 1 through 5) on two consecutive evaluations or an unsatisfactory score (1 or 0) in any category will automatically trigger probation for the r(h)-.k8(ron)-3(r t)-3(h)-3()-361(5)-3()-35(o)9111

13.6 EXPECTATIONS OF ONCOLOGY HOUSE OFFICERS

Our goal is provide you with excellent training in medical oncology. Obviously your level of supervision and the expectations that we have for you will vary dependent upon your position in the program and the specific needs that you have. However, we do have some expectations of our medical oncology house officers that are required from all of you. This is not an exhaustive

paperwork should be signed prior to the discharge and the bill checked for accuracy.

2. Communication

- a. Students should update the client daily for any hospital inpatients. Critical patients should have their owners contacted a minimum of twice a day and at least once a day by the clinician. Clients should be immediately updated by a veterinarian if the status of a patient changes. If there is a change in the estimate, this should be communicated to the client by the veterinarian in charge of the case and NOT the student.
- b. ALL client communications should be appropriately documented and immediately placed in the medical record or in the to be filed slot in oncology. This is critical to allow appropriate case management. If you know that a case is coming back in, before the communication will likely be filed and you discussed a change in the plan for a patient, then you should make a copy of the communication and leave it posted on the bulletin board in oncology. Additionally, let the supervising clinician know that a change of plans has been made and where the documentation is located. If you email any clients, all email communications must be documented as the legal part of the medical record.
- c. Referring veterinarians need to be called on the day of admission and on the day of discharge. If this is the same day, they only need to be contacted once. Additional calls to the referring veterinarian are required if there is a major change to the case management or if other major developments occur.
- d. Communication with clinicians, staff, and students in the hospital is expected to be professional and courteous at all times. If you are having a problem with a particular person, please let your mentor know ASAP so any issues can be addressed.
- e. ALL new patient discharges should be checked by the clinician and signed prior to patient discharge. Appropriate at home medications and dosages should be double checked for accuracy. You should clarify prior to each discharge that a patient is still receiving all listed medications. Double check for typographical errors as these frequently happen. Emailing discharges is only appropriate for particular situations.
- f. If you are emailing discharges to a client this needs to be done within 24 hours. We prefer that emailing of discharges only be propns. 0 1 271.61

c. If an existing oncology patient presents to the emergency service for

- e. Teaching students is critical. Take the time to review each case with the student and engage them. This can be difficult when it gets busy, but it is our job to ensure that they have the opportunity to learn from each case.
- f. Be realistic of what to expect from the students. If by the end of week one,

