



## INTERNSHIP MANUAL

The internship at Performance Equine Associates will provide you with the knowledge and experience to further your careers in a private equine veterinary practice or pursue advanced training in a specialty. You will be exposed to a large variety of equine medical, surgical, and reproductive cases. The veterinarians on staff strive to be at the top of their specialty field, and rely on the interns to assist them in their day to day activities.

It is our goal that you should leave Performance Equine Associates having learned and participated in many different clinical experiences. These would include things such as surgery, anesthesia, diagnostic imaging, emergency receiving, intensive care of critical medicine cases and all of the duties and responsibilities of “house officers.” House officers are considered to be the keepers of the hospital and general caretakers of all in-house patients.

The following information should serve as a guideline regarding the expectations of the veterinarian intern position, including duties and responsibilities around the hospital as well as such things as scheduling and time off requests.

### **DUTIES:**

The duties of the veterinary interns are first and foremost to ensure that the clinical cases are appropriately cared for. This is particularly true for hospitalized cases. Every hospitalized animal must be placed on the stall chart/feed board and have a medical record started. Technicians will be administering most of the daily medications to the patients, but the interns must evaluate and examine each case at least once daily. This is extremely important as this is where problems can be caught and curtailed in a timely fashion. Pay particular attention to why the animal is in the hospital, i.e. monitor for increases in lameness for arthroscopic cases, evaluate bandages and incisions on surgical patients, monitor intravenous catheters in all patients, etc. Each associate veterinarian and intern must do some technical duties, as that is the nature of equine veterinary practice. However, do not get trapped in the routine of just pushing medications without examining the patients! Much of the learning process happens during the routine, day to day monitoring of hospitalized patients. The associate veterinarians rely on daily reports from the interns to determine if changes need to be made, as they may not have time to

go through the patient records. If there are any abnormalities noted, please let the attending clinician know.

**Daily schedule:** The daily schedule and rotations will be determined based on the number and interests of the interns for the current year. We would like for all of the interns to rotate through surgery, medicine, and reproduction services. However, extra time can be spent in a particular area if there is interest. Weekly or monthly rotations may be scheduled to ensure that everyone has the opportunity to work with each clinician. The interns should work closely together so that they are knowledgeable about all the hospitalized patients.

**Emergency schedule:** There will be 1-2 interns scheduled to be on call for after hours emergencies. The emergency schedule will be made up on a monthly basis. After hours, the regular telephone number is placed on an answering machine that provides 2 telephone numbers for clients with emergencies. One number is for the intern phone and the other for the primary on-call clinician (their schedule will be posted as well). When a client or referring veterinarian is calling, you must be courteous and give them the impression that we want to provide care for their animal, as one of our main functions is to provide referral relief for local practitioners. Try to obtain as much information as possible: what is the nature of the emergency, what medications have been given, what approximate time will they be arriving, have they ever had care provided for their animals here, contact numbers, etc. If they have questions that you cannot answer, just take their number and contact the primary or back-up clinician.

Upon arrival, each new client needs to complete the new client information check-in sheet and animal identification sheet to start the record. Prior to the animal arriving, the appropriate area in the hospital should be prepared for the emergency (blood tubes, NG tube, IV catheter, and paper work for colic). Every emergency will need a complete physical exam, so this should be started as soon as the animal arrives (the information can be placed on the emergency/ICU sheet). Remember, first impressions account for a lot of how the client values our hospital, so a caring attitude should always be taken.

**Laboratory:** Each intern should become proficient at operating all the laboratory equipment. The associate veterinarians rely a lot on interns to run blood work on after-hours emergencies.

**Treatments for Hospitalized Patients:** Most of the treatments for the in-hospital patients will be administered by technicians. However, it is the duty of the interns to complete the daily treatment form and patient records to ensure that the doses and medications are accurate. Also, one on-call intern must meet with the night technician at the start of their shift to update the technician on any new patients or changes in treatments. The on-call interns will be called by the night technicians if there are any problems or questions.

**Rounds:** We will try to do weekly morning educational rounds, depending on the time of year and how busy the hospital schedule is.

**Special Interests:** Special interests and career goals (i.e. residencies) should be brought to our attention so that we can provide you with the best learning experience possible. Special projects such as publishable case reports and presentations should also be considered, but the initiative must be taken by the intern.

**Externs:** Throughout the year, Performance Equine Associates will have externs from around the country and world, in various stages of their education. The externs can assist in procedures and treatments, but the interns must remember that they are ultimately responsible for each case. The externs should be made to feel welcome, as they are the voice for the clinic when they return to their respective schools.

### **HOUSING GUIDELINES:**

Housing is provided and furnished for all interns including furniture, bed linens, local phone service and all utilities. Intern veterinarians will be responsible for keeping the interior and exterior of the house clean. Any mal-functioning utilities or necessary repairs should be brought to the attention of the practice manager immediately. We do not allow smoking inside the house. Family guests are welcome if rooms are available.

### **REQUESTS FOR TIME OFF:**

There is no specific allocation of time off for traveling, continuing education, or sickness. Time off for travel to continuing education meetings, other facilities for future employment, or during holidays will be given throughout the year through permission from the practice manager and clinicians.

### **PAPERWORK:**

Paperwork (records) is an essential part of the functioning of the clinic, as most of the charges are entered directly from the patient records. The record keeping system will be explained in the orientation period. It is important that every procedure, medication, or observation be documented in the patient records.