1. Overview

This Small Animal Emergency & Critical Care (ECC) internship program has been designed to provide in-depth training in small animal emergency and critical care medicine and related basic and applied sciences. The program has been developed to provide interns with a comprehensive knowledge of emergent and critical illnesses and conditions affecting animals. Our program strives to prepare interns for active careers in academia or specialty practice, and the caseload provides an excellent and broad experience over the duration of the program. The internship will provide advanced training for private practice, specialty internship or application to a residency program.

The primary mentors of the training program are Drs. April Blong, DVM, DACVECC, and Rebecca Walton, DVM, DACVECC, along with the assistance of the entire faculty of the Department of Veterinary Clinical Sciences (VCS).

Clinical facilities of the Hixson-Lied Small Animal Hospital and Dr. W. Eugene and Linda Lloyd Veterinary Medical Center (LVMC) will be the primary training location for the Iowa State University (ISU) portion of the internship.

2. Objectives

2.1 To provide advanced training in clinical problem solving and diagnostic and therapeutic techniques in the specialty field.

2.1.1 To become familiar with diseases afflicting veterinary patients and to be able to logically correlate all clinical data in order to formulate and execute correct treatment plans.

2.1.2 To provide a firm understanding of the underlying pathophysiological basis of disease.

2.1.3 To master the art and science of complete patient care, assess outcomes and to appreciate the economic and emotional factors involved in the health care of animals.

2.1.4 To develop the art of interpersonal communications for proper colleague and client relationships.

2.2 To provide didactic and tutorial teaching training and experience.
2.3 To satisfy the requirements for specialty college examination.

2.4 To provide experience in scientific and clinical case presentation through the seminar and house officer rounds program.

2.5 To provide experience in the preparation and submission of scientific articles for publication and/or presentation.

3. Prerequisites

3.1 Candidates must have a DVM or an equivalent degree.

3.2 Candidates must have successfully completed the National Board examination or its equivalent in the certifying country; must be approved to practice veterinary medicine in the United States.

3.3 Candidates must have successfully completed, at minimum, a one-year rotating internship in small animal medicine and surgery OR have equivalent years of experience in small animal practice (at least 4 years).

3.4 Candidates must be/become licensed to practice veterinary medicine in the state of Iowa prior to employment

3.5 Candidates must have the goal of practicing state of the art medicine and surgery or specialty board certification.

3.6 Candidates must have a satisfactory moral and ethical standing.

4. Faculty Advisor

4.1 The intern will be assigned to a faculty advisor (mentor) in the first month of the program. This may be the same or a different person than the Program Director.

4.2 Responsibilities of the advisor/mentor include:

4.2.1 The advisor will directly oversee the intern’s training and act as a liaison with other faculty members in the College of Veterinary Medicine.

4.2.2 Direction and coordination of the clinical program.

4.2.3 Advice toward research, publications, and preparation for specialty board application.

4.2.4 Approval of requests by faculty for the intern to participate in teaching, research or other activities.
4.2.5 Advising on preparation and reviewing presentation performance of seminars and case rounds.

4.2.6 Professional guidance.

5. **House Officer Presentations & Rounds Programs**

The LVMC offers House Officers several educational opportunities to enrich their training programs and obtain teaching experience. Some of these opportunities are in collaboration with other departments within the College. The menu of rounds and seminars is tailored to assist House Officers in literature review and board preparation and to expose them to a broad range of clinical and academic experiences. The weekly LVMC Seminar/Case Presentation Program requires attendance and participation by all House Officers while participation in other rounds is program dependent.

5.1 The **LVMC House Officer Seminar/Case Presentations Program** is designed to provide House Officers the opportunity to receive and present interesting, unusual, or difficult clinical material utilizing a problem oriented approach to professional colleagues and to develop manuscripts for publication.

5.1.1 All House Officers will participate and give presentations on a rotating basis. These presentations are scheduled by the Resident responsible for coordinating these presentations.

5.1.1.1 All presentation topics are to be approved by the House Officer’s advisor 1 month prior to the scheduled presentation.

5.1.1.2 All presentations are to be reviewed by the advisor or appropriate topic mentor 1 week prior to the presentation to allow the House Officer time to make the recommended modification.

5.1.2 House Officer attendance is required at all sessions. Attendance will be taken at the beginning of each session.

5.1.2.1 Notify the Chair of the House Officer Committee when an absence is anticipated (due to vacation or out-rotations and when due to illness).

5.1.2.2 Excused absences include the following: illness, annual leave, attendance or participation in a continuing education program, presentation of a lecture, scheduled out-rotation or special service requirement per request of the advisor. All other absences are unexcused unless deemed excusable by the House Officer Advisor.
5.1.3 House Officers will be required to present an additional seminar if they have more than one unexcused absence during a program year.

5.1.4 **LVMC House Officer Case Presentations** are designed to provide House Officers the 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.

5.1.4.1 All House Officers will complete a minimum of **one case** presentation each year of their program.

5.1.4.2 Case selection should be approved by the House Officer’s advisor or mentor well in advance of the presentation.

5.1.4.3 Case presentations should utilize the problem oriented approach, have good follow-up, include a discussion of the pertinent current literature and take approximately 15 minutes to present with an additional 5 minutes for discussion.

5.1.4.4 Members of the audience will complete evaluation forms giving comments on the quality of the presentation with suggestions for improvement. *(See appendix F)*

5.1.5 **LVMC House Officer Seminars** are designed to provide House Officers with the opportunity to research and present scientific information and then discuss the topic with professional colleagues.

5.1.5.1 A minimum of **one seminar** will be prepared and given by each House Officer in each year of their program. Some programs require two seminar presentations each year *(see section 8 for specific program requirements).*

5.1.5.2 Topic selection should be focused and approved by the House Officer’s advisor at least one month in advance of the scheduled presentation date and prior to performing an in-depth literature search.

5.1.5.2.1 Topics might include a literature search in preparation for writing a research grant.

5.1.5.2.2 The presentation may be the results of a research project.

5.1.5.2.3 The topic might be an area of interest or one which will improve your expertise and understanding.
5.1.5.3 Seminar presentations of approximately 40 minutes are expected with an additional 10 minutes available for discussion.

5.1.5.4 Members of the audience will complete evaluation forms giving comments on the quality of the presentation with suggestions for improvement. (See appendix G)

5.2 Seminar/Rounds Schedule and participation requirement:

<table>
<thead>
<tr>
<th>Type</th>
<th>Frequency</th>
<th>Commitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>LVMC HO Seminar/Case Presentation</td>
<td>weekly (Thursday 8 a.m.)</td>
<td>required</td>
</tr>
<tr>
<td>ECC Service Rounds</td>
<td>1-2 times weekly per program</td>
<td>required</td>
</tr>
<tr>
<td>Service Rounds w/students</td>
<td>1 time weekly</td>
<td>recommended</td>
</tr>
<tr>
<td>Intern Rounds</td>
<td>monthly (Tuesday 8 a.m.)</td>
<td>optional</td>
</tr>
<tr>
<td>Radiology-Pathology Rounds</td>
<td>monthly (Tuesday 8 a.m.)</td>
<td>optional</td>
</tr>
<tr>
<td>Morbidity/Mortality Rounds</td>
<td>weekly (Friday 8 a.m.)</td>
<td>optional</td>
</tr>
<tr>
<td>Student Grand Rounds</td>
<td>weekly</td>
<td>optional</td>
</tr>
<tr>
<td>Journal Club</td>
<td>weekly</td>
<td>optional</td>
</tr>
<tr>
<td>Textbook Review Session</td>
<td>weekly</td>
<td>optional</td>
</tr>
<tr>
<td>Anatomic Pathology Rounds</td>
<td>weekly</td>
<td>optional</td>
</tr>
</tbody>
</table>

5.2.1 ECC Service rounds are composed of weekly (50 wks/year) topic rounds. The topic of these rounds will rotate on a three year schedule in proportion to the expected representation on the ACVECC certifying exam. Categories include but are not limited to: cardiovascular, respiratory, renal/urinary, endocrine, gastrointestinal, hepatobiliary, neurology/special senses, reproductive, musculoskeletal, immunologic/hemolymphatics, integument, sepsis/SIRS/MODS, shock/ischemia/CPR, coagulation/transfusion medicine, acid-base/fluid, anesthesia/analgesia, nutrition and environmental and toxicities. Focus in each category will include physiology, pathophysiology, diagnostics, monitoring and interventions.

5.2.2 During approximately 75% of the year, there will be a second weekly rounds session that rotates between: ECC literature review, ECC journal club, ECC morbidity and mortality rounds, ventilator lab, and mock exam.

5.2.2.1 ECC literature review will involve each service member being assigned one or more ACVECC required/recommended journals and presenting a brief summary of relevant literature from that source.

5.2.2.2 ECC journal club will be assigned to service members on a rotating basis. The presenter for that session will provide an in-depth review and critical evaluation of a single prominent ECC related journal article. They will also lead group discussion.
5.2.2.3 ECC morbidity and mortality rounds will be assigned to service members on a rotating basis. The presenter for that session will provide an in-depth case review/summary for a single complex or difficult case from the ICU. They will also perform a relevant literature search and present current literature regarding some aspect of the case and lead a group discussion relevant to the case.

5.2.2.4 Ventilator lab will involve all service members. Skills practiced/discussed will include ventilator set-up, waveform analysis, and trouble shooting. This may be hands-on dry lab, didactic, or case-based in nature.

5.2.2.5 Mock exam sessions will involve each service member preparing a small set of questions (typically 5-7 multiple choice) regarding a set of assigned topics from recent resident rounds content. Exam questions are expected to be high-quality and meet format and criteria requirements set forth by ACVECC for candidate-submitted certifying exam questions. A minimum of two references from the ACVECC approved knowledge base list (one if it is a question relating to a specific journal article) are required to support each question.

6. Teaching Program

6.1 Throughout the program interns will be viewed as role models by both professional students and staff. They should always present themselves in a professional manner.

6.2 The intern will participate in clinical instruction and evaluation of veterinary students assigned to clinics.

6.3 The intern will participate in preclinical didactic lecture and laboratory instruction as assigned by his/her advisor.

7. Board Certification

7.1 An important credential in veterinary medicine is board certification in a specialty area. One of the objectives of the program is to guide the intern in selecting a specialty area for board certification. The intern for this program should have a strong interest in pursuing a residency program with the American College of Veterinary Emergency and Critical Care.
7.2 Interns should seek faculty advice early in their program as applications to the VIRMP are due in the fall of each year. Resume, letter of intent and references are required for application. Publications and research experience are often helpful in obtaining residency positions.

8. **Clinical Program**

Below is a description of the 52 weeks per year of training.

<table>
<thead>
<tr>
<th>ECC intern schedule (1 year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 weeks of critical care in direct contact with a board eligible or ACVECC diplomate</td>
</tr>
<tr>
<td>31 weeks of emergency service some of which will be in contact with a board eligible or ACVECC diplomate, and some of which will the candidate will be supervising rotating interns with faculty back up</td>
</tr>
<tr>
<td>1 week radiology with a focus on abdominal ultrasound</td>
</tr>
<tr>
<td>1 week clinical pathology</td>
</tr>
<tr>
<td>4 weeks elective rotations</td>
</tr>
<tr>
<td>2 weeks of vacation</td>
</tr>
<tr>
<td>1 week orientation</td>
</tr>
</tbody>
</table>

8.1 **Intern Year**

8.1.1 *Weeks of training described in table above.* **The intern should expect to work at least 50% (but not more than 80%) of weekends and holidays, as well as some overnight work (less than 25%).**

8.1.2 The intern will participate in the instruction of clinical students. Participation in CVM student laboratories will be assigned.

8.1.3 The intern will participate in house officer rounds, service rounds, ward rounds, journal club, special topic conferences, seminars, and other scheduled conferences of the LVMC. He/She will attend other scheduled seminars in the CVM as time permits.

8.1.4 The intern will present 1 seminar and 1 case report (to faculty and house officers) on topics of interest to the intern during LVMC House Officer Seminar/Case Presentation sessions.

8.1.5 The intern will present 2 lectures per year in ECC topic rounds. This lecture will be on a single topic at a level appropriate for presentation fellow ACVECC residents and diplomats.
8.1.6 The intern will be the primary presenter during 2 ECC journal club rounds sessions and 2 ECC morbidity and mortality rounds sessions per year.

8.1.7 The intern will be responsible for preparing questions, as per ACVECC guidelines, on assigned topics for mock exam sessions.

8.1.8 The intern must complete ACVECC training benchmarks for review by their advisor by December 20th and June 20th.

8.1.9 The intern is encouraged to attend and participate in continuing education meetings sponsored by the CVM or by local and regional veterinary organization.

8.1.10 The intern is encouraged to apply for specialty training in their area of greatest interest through the VMRIP matching program in the fall.

8.1.11 The intern is expected to participate in clinical research. The faculty have projects the intern may be a part of, or if they wish they can formulate and pursue their own project. Preparing and submitting a manuscript for publication is strongly encouraged, but not required.

8.2 Internship Committee The Internship Committee is responsible for coordinating internships and making recommendations to the HOC to maintain quality internship programs and interns. There are a minimum of 5 members on the committee. Members will be appointed by the HOC from the Small Animal Rotating Internship Program faculty or advisors and a representative from each specialty internship program. Each specialty internship will elect a representative to serve as a member on the Internship Committee.

8.3 External Rotations

8.3.1 Required: External rotations (away from ISU) may be necessary if the number of qualified diplomates, caseload or equipment are insufficient to provide required training or training in another specialty area is needed.

8.3.2 Elective: The purpose of an elective block is to allow resident/intern the opportunity to learn skills and obtain knowledge in clinical areas of special interest. In coordination with the program director and advisor, the resident/intern may select a clinical block within the ISU CVM or at another medical facility. The resident/intern should seek rotations at other facilities only if this opportunity does not exist at the ISU CVM.

8.3.2.1 Protocol:

8.3.2.1.1 A minimum of four to 8 weeks prior to the scheduled elective present your proposal to your advisor for preliminary approval.

8.3.2.1.1.1 Final approval is necessary from the Internship Program Director (Dr. Walton)

8.3.2.1.2 Requests must include the institution, the name of the supervising specialist, a description of
experience/justification for the out rotation, and
a written statement from the supervising
specialist agreeing to the mentoring role and
listing the expectations for the intern.

8.3.2.1.3 The intern must have primary case
responsibility during the out-rotation
(observation only is not acceptable for credit)
and have a minimum of 40 hours of clinic time
per week.

8.3.2.1.4 The intern is responsible for any cost associated
with any applicable licensure, liability
insurance, travel, and housing and is encouraged
to obtain all of this information prior to
scheduling the out-rotation.

8.3.2.1.5 Approval for the activity will be considered
after consultation with the Intern’s faculty
advisor, the supervising specialist, and review
by Internship Program Advisor.

8.3.2.1.2 Contact the desired elective site and determine the
feasibility of your rotation, including start and end
dates. Present them with preliminary objectives and
determine if they are able to fulfill these objectives.

8.3.2.1.3 Determine if professional insurance will be required by
the elective site and procure appropriate insurance.

8.3.2.1.4 Write formal objectives for your elective and present
them to your advisor to request approval from the
program faculty.

8.3.2.1.5 Present the approved objectives to your elective mentor.
Obtain a letter from the mentor of your elective rotation
stating they or their institution can meet the objectives
you have set forth and they will be willing to formally
evaluate your performance.

8.3.2.1.6 Present the letter of acceptance from your elective
mentor to the program faculty & director for final
approval.

8.3.2.1.7 Perform admirably in your elective rotation. Arrange
for the completed elective evaluation form (Appendix I)
to be sent to your program director/advisor from the
elective mentor. The evaluation should include
comments regarding the fulfillment of the agreed upon objectives.

8.3.2.1.7.1 Within two weeks of returning, the intern must submit a case log (including their role/involvement with each case), written evaluation of the experience, and the supervising specialist must submit a written evaluation of the intern.

8.3.2.1.7.2 Failure to provide any of the above documentation may result in the time NOT counting towards the necessary 52 weeks of training that are required to complete the internship.

8.4 Emergency duty

All House Officers will participate in emergency duty with other residents, interns and faculty. Emergency duty commits the House Officer to evening, weekend and holiday duty on a rotating basis. While such activities will be closely supervised early in the program, the House Officer is expected to develop appropriate skills in emergency patient care which will require less supervision as the program progresses.

No resident or specialty intern will be scheduled for more than 80% of their time for primary emergency duty. Their emergency duty will be limited to their area of specialty training. All emergency duty assignments will be backed up by a faculty member in the specialty area.

9. Scholarly Activities

The Lloyd Veterinary Medical Center encourages its interns to participate in scholarly activity such as literature reviews, and basic, applied or clinical research. To that end the intern is encouraged to:

9.1 Design a research project to address a specific question or problem in the discipline.

9.2 Write a research grant proposal that may be used to seek funding for the project.

9.2.1 The anticipated timeline for completion of the proposal should be December of the 1st year.

9.2.2 Proposals are to be submitted for funding.
9.3 Conduct the research according to the experimental design.

9.3.1 Research is to be conducted during off-clinic time unless research is a clinical trial which can be conducted while on clinics.

Completion is expected during the internship.

9.4 Analyze and report the results of the project

9.4.1 Research is to be presented to the VCS faculty and House Officers during seminar.

9.5 Publication of these results in a refereed journal is expected.

9.5.1 A manuscript suitable for publication is to be completed prior to the conclusion of the program.

10. **Facilities and Equipment**

10.1 The College of Veterinary Medicine, Lloyd Veterinary Medical Center (LVMC) is a fully accredited hospital (AAHA, AALAC) with full AVMA accreditation. The facility encompasses the Iowa State Veterinary Diagnostic Laboratory, an accredited (AAVLD) full service laboratory providing clinical pathology, histopathology, immunohistochemistry, immunology, microbiology, virology and toxicology support. The LVMC contains full service small and large animal medicine and surgery facilities.

10.2 **Library and other Literature Resources**

The Veterinary Medical Library, housed within the College of Veterinary Medicine building, contains both human and veterinary textbooks as well as bound serial publications. Parks library on main campus is easily accessible via daily transport of holdings between libraries upon request. An extensive collection of online journal subscriptions is available to the House Officers free of charge via the Interlibrary Loan/Document Delivery service. Computer-based retrieval systems MEDLINE, CAB and AGRICOLA abstracts are available electronically. A wide selection of current journals is available in the library and online.

10.2.1 Each intern is required to be familiar with pertinent articles in the current literature. Reasonable expenses for photocopying are defrayed by the Hospital.

11. **Evaluation and Appointment Completion**
11.1 A written critique will be provided at least every 6 months by the advisor or section. The critique will cover:

11.1.1 Professional ability; to include theoretical knowledge and application of that knowledge, clinical skills, tutorial skills, and scholarly activity.

11.1.2 Hospital services; to include communication skills, patient care, medical record quality, emergency duty quality, and adherence to LVMC protocol.

11.1.3 Personal characteristics; to include responsibility, initiative, interaction with faculty, staff and students, department and leadership.

11.2 The intern will meet with his or her advisor on a quarterly basis to discuss their progress. A summary of the discussion will be signed by both advisor and House Officer.

11.2.1 The first critique may be provided within 30-60 days of starting, thereafter, critiques will be provided at least every 4 months.

11.2.2 In the case of an unsatisfactory performance the advisor and program director will develop an action plan to guide improved performance. The action plan must include the following elements:

11.2.2.1 A list of action items to be accomplished that are detailed, clear, and aligned with a timeline

11.2.2.2 A specific date for follow-up evaluation

11.2.2.3 A description of consequences if the action items are not completed by the designated timeline.

11.3 In March of each year, the House Officer Committee will review the year's critiques. Following that review, the committee will make a recommendation to the Director of Hospital Operations of the Lloyd Veterinary Medical Center to:

11.3.1 Award a certificate upon satisfactory completion of the program.

11.3.2 Notify the intern of unsatisfactory performance and failure to successfully complete the program.

11.4 The intern will be asked to make an assessment of their program with suggestions for improvement. The evaluation form will be handed out in May or June and must be returned before completion of that year in July.

12. **House Officer Committee**
The committee is comprised of a representative of each house officer program, the VCS Head (ex officio), and the Director of the VMC (ex officio). It will be responsible for:

12.1 The selection of House Officers from the application pool (with the advice of the faculty of the sponsoring discipline)

12.2 Annual review of the House Officer's progress (in the ninth month of each year)

12.3 Annual recommendation for reappointment of the House Officer or program completion.

12.4 Program approval, renewal, oversight and establishment of policy

13. **Employment and Benefits**

13.1 Iowa State University House Officers are classified as D base employees as either an intern or resident and as such are governed by the House Officers Handbook.

13.2 Iowa State University offers a competitive salary and a comprehensive benefit package to house officers. Full benefits are offered, including medical, dental, and a retirement.

13.2.1 All University employees are covered under ISU’s general liability protection. This would provide malpractice protection for veterinary services provided during the normal course of professional practice for the ISU veterinary teaching hospital. If you desire additional malpractice insurance and/or license defense insurance, you should obtain this from a private provider.

13.3 The annual salary for interns is approximately $26,000.00. *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. Retirement contributions, social security, federal and state taxes are withheld from each paycheck.

13.4 As employees of the University, interns are considered full-time D-base employees and earn 16.0 hours per month of vacation/annual leave (192 hours or 24 days/year) and 12.0 hours per month of sick leave in accordance to ISU’s benefits policy.

13.4.1 Annual leave may only be taken/granted for the amount of time accrued.

13.4.2 Annual leave is to be taken when the house officer is not scheduled on clinic or emergency duty. Vacation requests must be made at least 2 weeks in advance of the desired vacation time.
13.4.3 After approval by the House Officer’s advisor, requests must be made on the standard University Leave Form reviewed by the Program Director/Coordinator and signed by the program’s Section Leader and the Director of Hospital Operations of the Lloyd Veterinary Medical Center. (see Appendix E)

13.4.4 Accrued vacation time must be used during the term of the appointment or it will be forfeited upon termination. Vacation must not be used during the final three weeks of the term of the appointment.

13.5 A cell phone, access to a computer with internet, and a shared workspace will be provided.

13.6 The Veterinary Medical Center operates year round. The intern will share with other house officers an emergency duty rotation. The rotation will commit the intern to a share of evening, weekend and holiday duty on a scheduled basis.

13.7 Consultation Policy (Outside Employment): Concurrent employment of interns at a site other than Iowa State University, College of Veterinary Medicine during their program is allowed provided the activity is approved by the House Officer’s advisor and the program director and a CVM Consultation Request Approval Form is completed and approved by the department chair and the college dean prior to any consulting activities. (see Appendix D)

14. Applications

14.1 Candidates may apply for the Internship by completing:

14.1.1 A standard internship online application (V.I.R.M.P. application).

14.1.2 A statement of objectives for the internship and subsequent career goals.

14.1.3 A transcript of his/her academic record.

14.1.4 Three letters of reference from individuals currently familiar with the applicant's professional status.

14.1.5 A curriculum vitae.

14.2 Selection is based on:

14.2.1 The above documents.
14.2.2 An interview will be required with the Emergency and Critical Care faculty via phone or in person.

14.2.2.1 After reviewing the applications received, the ECC faculty will extend invitations via phone and email to potential candidates.

14.2.2.2 The faculty will specify a two-week period of time during which the applicant can schedule their interview via phone or in person.

14.2.2.3 Applicants who do not agree to or are not able to arrange an interview will not be considered further.

14.3 For more information about this program, please contact Dr. Blong, Iowa State University, College of Veterinary Medicine, Department of Veterinary Clinical Sciences, 1809 South Riverside Drive, Ames, Iowa 50011-3619. (Telephone 515-294-4900; email: aeb287@iastate.edu).

14.4 Iowa State University does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability or status as a U.S. veteran. Inquiries can be directed to the Director of Equal Opportunity and Diversity, 3680 Beardshear Hall, (515) 294-7612.

15. Appendices

A. Faculty in support of the Program
B. Code of Conduct & Collegiality
C. Communication Trees
D. Consultation Request
E. House Officer Leave Request (in LVMC office)
F. House Officer Case Presentation Evaluation Form
G. LVMC House Officer Seminar Evaluation Form
H. House Officer Evaluation Form
I. House Officer External Rotation Evaluation Form
J. Service Expectations
K. Other Forms
Appendix A. Faculty in Support of the Program

**Anesthesiology**
Michael Curtis, DVM, PhD, Diplomate ACVAA
Bonnie H. Kraus, DVM, Diplomate ACVS, Diplomate ACVAA
Dean H. Riedesel, DVM, PhD, Diplomate ACVAA
Stefano Di Concetto, DVM, MS, Diplomate ACVAA

**Cardiology**
Jessica Ward, DVM, Diplomate ACVIM (Cardiology)
Wendy A. Ware, DVM, MS, Diplomate ACVIM (Cardiology)

**Dermatology**
Darren Berger, DVM, Diplomate ACVD
James O. Noxon, DVM, Diplomate ACVIM (Internal Medicine)

**Dentistry**
Brenda Mulherin, DVM, Diplomate AVDC

**Diagnostic Imaging**
Kristina G. Miles, DVM, MS, Diplomate ACVR
Elizabeth A. Riedesel DVM, Diplomate ACVR

**Emergency and Critical Care Medicine**
April Blong DVM, Diplomate ACVECC
Julie Riha, DVM
Rebecca Walton, DVM, Diplomate ACVECC

**Food Animal Medicine & Surgery**

- **Hospital-based:**
  Amanda Kreuder, DVM, PhD, Diplomate ACVIM-LAIM
  Jennifer Schleining, DVM, MS, Diplomate ACVS-LA
  Joseph Smith, DVM, MPS, Diplomate ACVIM-LAIM
  Paul Plummer, DVM, PhD, Diplomate ACVIM-LAIM, Diplomate, ECSRHM

- **Field-based:**
  Patrick Gorden, DVM, ABVP (Dairy)
  Troy Brick, DVM, MS (Beef, Dairy, Small Ruminant, Swine)
  Kelly Still-Brooks, DVM, MPH, Diplomate ACVPM (Small Ruminant Production)
  Paul Plummer, DVM, PhD, ACVIM (LAIM) (Small Ruminant, Camelid, Cervid)
  Terry Engelken, DVM, MS (Beef Production)
  Grant Dewell, DVM, MS, PhD (Beef Production)
  Locke Karriker, DVM, MS, Diplomate ACVPM (Swine Program)

**Internal Medicine-LA**
Brett Sponseller, DVM, PhD, Diplomate ACVIM-LA
David Wong, DVM, MS, Diplomate ACVIM-LA, ACVECC
Katarzyna Dembek, DVM, MS, PhD, Diplomate ACVIM-LA

**Internal Medicine-SA**
Albert E. Jergens, DVM, PhD, Diplomate ACVIM (Internal Medicine)
Chad Johannes, DVM, Diplomate ACVIM (Internal Medicine and Oncology)
Dana LeVine, DVM, PhD, Diplomate ACVIM (Internal Medicine)
Karin Allenspach, DrMedVet, FVH, PhD, Diplomate ECVIM (Internal Medicine)
Jean-Sebastien Palerme, DVM, MSc, Diplomate ACVIM (Internal Medicine)
Laura Van Vertloo, DVM, MS, Diplomate ACVIM (Internal Medicine)

**Neurology**
Rodney Bagley, DVM, Diplomate ACVIM (Neurology), Department Chair (practice limited to consultation)

**Oncology**
Chad Johannes, DVM, Diplomate ACVIM (Internal Medicine and Oncology)
Margaret Musser, DVM, Diplomate ACVIM (Oncology)
Leslie E. Fox, DVM, MS, Diplomate ACVIM (Internal Medicine)

**Ophthalmology**
Rachel Allbaugh, DVM, MS, Diplomate ACVO
Gil Ben-Shlomo, DVM, PhD, Diplomate ACVO
Lionel Sebbag, DVM

**Primary Care**
Bryce Kibbel, DVM
Jennifer Scaccianoce, DVM
Bianca Zaffarano, DVM

**Surgery -SAS**
Cheryl Hedlund, DVM, MS, Diplomate ACVS
Karl Kraus, DVM, MS, Diplomate ACVS
Mary Sarah Bergh, DVM, MS, Diplomate ACVS-SA, Diplomate ACV Sports Medicine
Louisa Ho Eckart, DVM, Hons MS, Diplomate ACVS-SA
William D. Hoefle, DVM, MS, Diplomate ACVS
Eric Zellner, DVM, Diplomate ACVS-SA

**Surgery – Equine**
Stephanie Caston, DVM, Diplomate ACVS-LA
Kevin Kersh, DVM, Diplomate ACVS-LA
Larry Booth, DVM, MS, Diplomate ACVS
Alex Gillen, VetMB, MRCVS, MA, Diplomate ACVS-LA
Tamara Swor, DVM, Diplomate ACVS-LA, Diplomate ACVECC-LA (Surgical Educator)
Dane Tatarniuk, DVM, MS, Diplomate ACVS-LA

**Surgery – Food Animal**
Jennifer Schleining, DVM, MS, Diplomate ACVS-LA

**Theriogenology**
Swanand Sathe, BVSc. MVSc. MS Diplomate ACT
Tyler Dohlman DVM, MS, Diplomate ACT
Nyomi Galow-Kersh, DVM

**Others:**
Frank Cerfoli, DVM (Clinical Skills)
Anges Bourgois-Mochel (Clinical Trials)
Joyce Carnevale, DVM, MS, Diplomate ABVP (Shelter Medicine)
June Olds, DVM (Adjunct, Zoo)
Appendix B. **Code of Conduct and Collegiality**

A code of conduct is meant to help guide professionals in proper interaction with other professionals. No document can be all inclusive or specific. This list is meant to direct a professional veterinarian, or veterinary student, toward proper conduct and interactions within the hospital and college.

1. Each clinician (faculty, residents, and interns) has numerous interactions with veterinary students and should realize that they are role models for these students. Professional attire and language, and appropriate interactions with referring veterinarians are expected at all times. All clinicians must take care to never use denigrating or insulting language when referring to other veterinarians including referring veterinarians, or to students.

2. Clinicians should refer to each other and other veterinarians as “Doctor” while in the hospital and should instruct students to do the same.

3. All clinicians should strive for the best care for all patients in our hospital. It is inevitable that there will be differences of opinion as to what that best care entails. There is also the possibility that a clinician, for whatever reason, is not caring for a patient to a standard appropriate for this hospital. If a clinician feels that a patient is not cared for appropriately or to a certain standard, then that clinician should discuss their concerns with the attending clinician in a collegial manner (in private venue, not in front of colleagues or students).

4. It is appropriate to collegially discuss the care of cases in case rounds and in the presence of the attending clinician on the case. It is inappropriate to question the care of a patient by another clinician in the presence of clients, students, house officers, referring veterinarians, or attending clinicians outside of case rounds or without the presence of the attending clinician. This is a severe breach of medical ethics and may warrant corrective measures.

5. Students and clinicians come from diverse backgrounds and cultures. It is inappropriate to discuss another professional’s personal life while conducting hospital business.

6. **College of Veterinary Medicine Collegiality Policy:**

All CVM employees have a responsibility to maintain a positive workplace that is free of discrimination and harassment. Collegial interactions with all co-workers in the CVM are required. Faculty and staff are expected to model safe and fiscally responsible behavior for students, and are expected to be in compliance with established policies of the CVM and Iowa State University (including the ISU Code of Computer Ethics and Acceptable Use, biosafety regulations, OSPA, purchasing, etc.). All faculty and staff are expected to participate in the annual performance evaluation process.
Appendix C. **Communication Trees**

Personnel interactions:

Conflict Recognized

| House officer (H.O.) | Other person (Technician, intern, resident, faculty) Service 2 |

Conflict unresolved

| H.O. (Service 1) meet with | On-clinic service (1) faculty | Other person (service 2) meet with | On-clinic service (2) faculty |

Conflict unresolved

| On-clinic service (1) faculty | On-clinic service (2) faculty |

Conflict Unresolved

| Service (1)Leader* | Service (2) Leader* |

Conflict Unresolved

| Service Leaders | HO Chair |

**HO Committee Discussion**

<table>
<thead>
<tr>
<th>Resolution</th>
<th>Unresolved</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Protocol established</td>
<td>• To Director Hospital Operations (HO &amp; hospital issues)</td>
</tr>
</tbody>
</table>

*Advisors are apprised when deemed appropriate.*
Client Complaint via evaluation of service or other means to Hospital Director or other Administrators:

1. **Problem Reported**
   - Director Hospital Operations to notify House officer’s service faculty mentor & advisor

2. **Problem Investigated**
   - Service faculty mentor meets with House Officer
   - Service faculty mentor discusses with advisor

3. **Problem Discussed**
   - Faculty Advisor meets with House Office to discuss
   - Advisor offers suggestions how to avoid similar problems in the future

4. **Advisor Reports**
   - Episode to HO Program Director
   - Outcome to Director of Hospital Operations

5. **Unresolved Problem**
   - HO Program Director or Director of Hospital Operations reports to HO Committee Chair

6. **HO Committee Chair**
   - No Further action or Committee Discussion
   - HO Committee Discussion

7. **Resolution**
   - Protocol established
   - Corrective action taken
   - Continuation in program discussed

8. **Resolution Reported or Unresolved**
   - To Dept. Head (faculty issues)
   - To Director of Hospital Operations (HO & hospital issues)
Appendix D. Consulting Request

Consulting Request Approval Form

Date of Request: ________________________

Name: ________________________________

Proposed Date for Consulting Activities: ________________________

Who are you consulting for? ________________________________

Where will you be consulting? ________________________________

What is the purpose of the consulting activity? ________________________________

Reminder: All full-time faculty and P&S staff are required to disclose potential conflicts of interest annually, or whenever their situation changes, whether they think they have a conflict of interest or not. Using the Access Plus system, faculty and P&S staff should go to the Employee tab and click on "COI Disclosure" and fill in the Conflict of Interest Disclosure Form. If you have any questions, please review the COI policy at http://www.provost.iastate.edu/COI/

APPROVAL:
Department Chair ________________________

Director of Hospital Operations: ________________________________

College Dean: ________________________________

Please Note: Must be approved by the Department Chair, Director of Hospital Operations (when applicable) and Dean prior to consulting activity.
Appendix E. **House Officer Leave Request (in LVMC office)**

### VCS/VMC ABSENCE/OVERTIME REQUEST

<table>
<thead>
<tr>
<th>NAME __________________________</th>
<th>DATE ______________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Date of Leave __________</td>
<td>Last Date of Leave __________</td>
</tr>
<tr>
<td>NUMBER OF HOURS ABSENT __________________________</td>
<td></td>
</tr>
<tr>
<td>___ Vacation Leave ___</td>
<td>Sick Leave ___</td>
</tr>
<tr>
<td>___ Converted Vacation ___</td>
<td>Emergency Leave ___</td>
</tr>
<tr>
<td>___ Comp Time Leave ___</td>
<td>Funeral Leave ___</td>
</tr>
<tr>
<td>___ Authorized Travel ___</td>
<td>__________________________</td>
</tr>
<tr>
<td>EMERGENCY PHONE NUMBER __________________________</td>
<td></td>
</tr>
<tr>
<td>OVERTIME __________________________</td>
<td></td>
</tr>
<tr>
<td>___ Comp Earned (Med Rec Required) ___</td>
<td>___ Comp Pay Out (Med Rec Required) ___</td>
</tr>
<tr>
<td>TOTAL COMPENSATORY HOURS WORKED __________________________</td>
<td></td>
</tr>
<tr>
<td>Employee's Signature: __________________________</td>
<td></td>
</tr>
<tr>
<td>APPROVED: Supervisor __________________________ Date __________</td>
<td></td>
</tr>
<tr>
<td>Chair/Director __________________________ Date __________</td>
<td></td>
</tr>
</tbody>
</table>

**Guidelines for Scheduling Leave:**

The procedure for requesting **vacation** is as follows:
1. Determine the times/days for your absence.
2. Confirm the time and dates with your program director and advisor.
3. Fill out an Absence Request card (sample enclosed) **two weeks in advance of your planned vacation day(s)**.
4. Have the card signed by your program director.
5. Give the card to the person in charge in the Hospital Director’s Office.
6. Inform the reception desk of your absence and the dates.
7. Place a red card in your message slot at the front desk indicating you are not in the clinic.

The procedure for requesting an approved **out-rotation** is similar:
1. Approved out-rotations are considered authorized leave.
2. Notify advisor and program director well in advance of your intent to participate in an out-rotation.
3. Organize the rotation with an approved program and mentor at the out-rotation location with the assistance of your advisor &/or program director.
4. Obtain final approval of the program director at least four weeks in advance of the rotation.
Appendix F. **House Officer Case Presentation Evaluation Form**

<table>
<thead>
<tr>
<th>Case Presentation Evaluation Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>House Officer: ____________________</td>
</tr>
<tr>
<td>Date: ______________ Topic: __________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>E = excellent</td>
<td>G = good</td>
</tr>
<tr>
<td>N = needs improvement</td>
<td></td>
</tr>
</tbody>
</table>

**Case Selection**

- Complexity of case: __________  
  __________
- Appropriate case follow-up: __________  
  __________

**Content**

- Format of presentation (complete, logical, appropriate length): __________  
  __________
- Use of problem-oriented approach (data or evidence to support important points): __________  
  __________
- Knowledge of subject (well researched, accurate, comfortable, question response): __________  
  __________
- Discussion (relevance, good references, accurate): __________  
  __________
- Conclusions: __________  
  __________

**Delivery**

- Clarity of speech (mumbles, clear, pronunciation, vocalized pauses [uh, um, well, so, etc.]): __________  
  __________
- Rate of delivery (too fast, too slow): __________  
  __________
- Eye contact (consistent, entire audience, notes): __________  
  __________
- Body language/enthusiasm (nervous, relaxed, self-confidence): __________  
  __________

**Effectiveness of presentation**

- Use of visual aids (spelling, wordiness, colors, clarity, appropriate images, organized): __________  
  __________
- Professionalism (attire, appropriate humor, self-confident): __________  
  __________
- Questions handled appropriately: __________  
  __________

**Additional Comments:**

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Evaluator: ______________________________________________________________
Appendix G. **LVMC House Officer Seminar Evaluation Form**

LVMC House Officer Seminar Evaluation

<table>
<thead>
<tr>
<th>Presenter: ______________________________</th>
<th>Date: ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audience: _____________________________</td>
<td></td>
</tr>
<tr>
<td>Title/Topic: __________________________</td>
<td></td>
</tr>
</tbody>
</table>

**Evaluation Criteria:**

<table>
<thead>
<tr>
<th>Points</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Definition of Subject: introduction, importance, clinical significance</td>
<td>0-5 pts</td>
</tr>
<tr>
<td>2. Organization:</td>
<td>0-15 pts</td>
</tr>
<tr>
<td>3. Quality of material, scientific depth</td>
<td>0-15 pts</td>
</tr>
</tbody>
</table>
| 4. Presence: Speaking ability  
   a. Clarity | 0-10 pts |  |
|   b. Rate of delivery | 0-10 pts |  |
|   c. Enthusiasm, expressiveness, mannerisms | 0-10 pts |  |
| 5. Visual aids: slides & text, images, graphs | 0-10 pts |  |
| 6. Appropriate summary? | 0-5 pts |  |
| 7. Presentation consistent with audience level? | 0-10 pts |  |
| 8. Questions/discussion handled appropriately? | 0-10 pts |  |

**Total**  

**Comments:**  
____________________________________________________________________________________  
____________________________________________________________________________________  
____________________________________________________________________________________  
____________________________________________________________________________________  
____________________________________________________________________________________  
Evaluator: ____________________________
Appendix H. **House Officer Evaluation Form:**

The intern is to complete all areas (except faculty feedback sections) of this evaluation and submit it to their faculty advisor at least one week before their scheduled evaluation. At the evaluation, the intern’s progress will be discussed and feedback given.

**Clinical skills:**
- Please describe areas of clinical case management in which you feel you excel:
- Please describe areas of clinical case management in which you feel you could improve; include goals/plans on how to improve these areas:
- Please describe ways in which the ECC faculty can help you to achieve these goals:
- Faculty feedback of ECC intern’s clinical case management skills:
  (1 is poor or almost never, 3 is average, 5 is outstanding or almost always)
  - Ability to manage basic emergency cases
  - Ability to manage complex emergency cases
  - Ability to manage basic critical care cases
  - Ability to manage complex critical care cases
  - Does the intern ask for faculty assistance when indicated
  - Intern’s attention to detail on case management
  - Does intern demonstrate compassionate care for patients
  - Comments:

**Teaching/Communication skills:**
- Please describe ways and/or situations in which you feel you excel at teaching students; rotating interns:
- Please describe areas related to teaching students and rotating interns in which you feel you could improve; include goals/plans on how to improve these areas:
- Please describe ways in which the ECC faculty can help you to achieve these goals:
- Faculty feedback regarding ECC intern’s teaching of students and rotating interns:
- Please describe ways/situations in which you feel you excel at communicating with staff; RDVM’s; clients:
- Please describe ways/situations in which you feel you could improve communicating with staff; RDVM’s; clients: (include goals/plans on how to improve these areas)
- Please describe ways in which the ECC faculty can help you achieve these goals:
- Faculty feedback of ECC intern’s communication:
  - Ability of the intern to conduct student topic rounds
  - Ability of the interns to discuss case presentations w/ students
  - Willingness of the intern to teach students
  - Interns interaction skills with technical staff
  - Owner communication
- RDVM communication
- Ability of the intern to guide rotating interns
- Ability of the intern to teach rotating interns when impromptu learning opportunities arise
- Ability of the intern to give constructive criticism
- Ability of the intern to receive constructive criticism

**Comments:**

Research/presentation skills:

- Please list any presentations that you have prepared and given since the last evaluation:
- Please list any research activity that you have performed since the last evaluation:
- Please describe areas related to research and presentations in which you feel you excel:
- Please describe areas related to research and presentations in which you feel you could improve; include goals/plans on how to improve these areas:
- Faculty feedback of ECC intern’s presentation skills and research activity:
  - Intern presentation skills
  - Interns preparedness for ECC rounds
  - Interns ability to prepare original research
  - Interns ability to conduct original research

**Comments:**
# Appendix I. **House Officer External Rotation Evaluation Form:**

Lloyd Veterinary Medical Center  
House Officer Evaluation for External Rotations  
(away from ISU)

<table>
<thead>
<tr>
<th>House Officer:</th>
<th>Rotation Location:</th>
<th>Dates:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISU Faculty Advisor/Program Director:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professional Ability</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>Good</td>
<td>Satisfactory</td>
<td>Needs Improvement</td>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Remarks</th>
</tr>
</thead>
</table>

## Professional Ability
- Theoretical knowledge
- Application of knowledge
- Technical skills

## Professional Development
- Awareness of current literature
- Ability to make independent decisions
- Attendance at seminars/rounds
- Participations in seminar/rounds
- Contribution to student education

## Personal Characteristics
- Quality of faculty/supervisor interaction
- Quality of intern/resident interaction
- Quality of student interaction
- Quality of staff interaction
- Independence and initiative
- Maturity
- Motivation
- Attitude and enthusiasm
- Leadership qualities

## Hospital/Clinical Service
- Completion of duties
- Quality of work
<table>
<thead>
<tr>
<th>Acceptance of service responsibilities</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Work towards service objectives</td>
<td></td>
</tr>
<tr>
<td>Record keeping</td>
<td></td>
</tr>
<tr>
<td>Communication with RDVMs</td>
<td></td>
</tr>
<tr>
<td>Communication with clients</td>
<td></td>
</tr>
<tr>
<td><strong>Overall Performance</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Appendix J. Service Expectations:**

Please review these at [https://vetzone.cvm.iastate.edu/policies-and-documents/](https://vetzone.cvm.iastate.edu/policies-and-documents/)

**Appendix K. Other Forms:**