Approved March 2017
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Iowa State University
Lloyd Veterinary Medical Center
Oncology Residency Program

1. Overview

This Oncology residency program has been designed to provide in-depth training in medical oncology and related basic and applied sciences. The program has been developed to provide residents with a comprehensive knowledge of oncologic conditions affecting animals. Our program strives to prepare residents for active careers in academia or specialty practice, and the caseload provides an excellent and broad experience over the duration of the residency. The residency will fulfill the training requirements and partially fulfill the requirements for certification by the American College of Veterinary Internal Medicine (Oncology).

The primary mentors of the training program are 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 residency.

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 satisfactorily completed at least a one year rotating internship or its equivalent post graduate veterinary experience.

3.3 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.

3.4 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 specialty board certification.

3.6 Candidates must have a satisfactory moral and ethical standing.

4. **Faculty Advisor**

4.1 The resident 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 resident'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 resident 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 modifications.

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 deliver 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:

Type:	**Frequency:**	**Commitment:**
LVMC HO Seminar/Case Presentation	**weekly (Thursday 8 a.m.)**	**required**
Service Resident Rounds	**per service**	**required**
Service Rounds w/students	**per program**	**required**
Radiology-Pathology Rounds	monthly (Tuesday 8 a.m.)	**required**
Morbidity/Mortality Rounds	monthly (Tuesday 8 a.m.)	**required**
ECG Rounds	monthly	**required**
Student Grand Rounds	weekly (Friday 8 a.m.)	optional*
Journal Club (SAIM)	weekly	**required**
Journal Club (Oncology)	weekly	**required**
Textbook Review Session (SAIM)	weekly	**required**
Textbook Review Session (Oncology)	weekly	**required**
Anatomic Pathology Rounds	weekly	optional

***Required** when student is presenting a case in which resident was Primary Clinician.*

6. Teaching Program

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

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

6.3 The resident 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 prepare the resident for certification by the American College of Veterinary Internal Medicine (Oncology).

7.2 In order to qualify for examination, the resident should refer to the published requirements of the college.

7.3 It is solely the responsibility of the resident to submit any material and fees required by the specialty college for registration, credentials application, or board

examinations. http://www.acvim.org/Portals/0/PDF/GIG/2016-2017%20General%20Information%20Guide.pdf?ver=2016-07-01-085011-610

8. Clinical Program

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

Medical Oncology

Year 1	Year 2	Year 3
Oncology (32)	**Oncology (32)**	**Oncology (32)**
Research (9)	**Research/Board Prep (9)**	**Research/Board Prep (11)**
Required Rot: Radiation Oncology (2) SAIM (4) Cardiology (2) Clin Path (1)	**Required Rot:** Radiation Oncology (2) SAIM (2) Neurology (2) Radiology (2) Surgical Path (1)	**Required Rot:** Radiation Oncology (4) Radiology (2) Clin Path (1)
Vacation (2)	**Vacation (2)**	**Vacation (2)**

8.1 Year I Resident's Program

8.1.1 Weeks of training described in table above.

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

8.1.3 The resident will participate in house officer 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 resident will present **1 seminar** and **1 case presentation** (to faculty and house officers) on topics of interest to the resident during LVMC House Officer Seminar/Case Presentation sessions.

8.1.5 The resident may attend a major professional meeting at some point during the program with the advice and approval of his/her faculty advisor and the house officer committee. Expenses will be paid by the resident. The meeting must be scheduled during a non-clinical block.

8.1.6 The resident is encouraged to attend and participate in continuing education meetings sponsored by the CVM or by local and regional veterinary organizations.

8.1.7 The resident must register with the specialty college and follow their requirements. http://www.acvim.org/Portals/0/PDF/GIG/2016-2017%20General%20Information%20Guide.pdf?ver=2016-07-01-085011-610

8.1.8 The resident is encouraged to prepare a research proposal; review it with his/her faculty mentor, and submit it for funding consideration.

8.1.9 The resident may, with the approval of the resident's advisor and the faculty, participate in clinically relevant graduate courses. Course work must not interfere with the clinical and instructional responsibilities of the resident.

8.1.10 Residents are required to submit an annual report of their progress for evaluation by the ACVIM Residency Training and Credentials Committee (RTCC), consisting of a record of completed weeks with each requirement signed off on by the appropriate supervising Diplomate. A standardized spreadsheet will be provided for this purpose by the RTCC.

8.2 **Year II Resident's Program**

8.2.1 Weeks of training described in table above.

8.2.2 The resident will submit one paper in the field of oncology suitable for publication in a refereed scientific journal to their advisor and the House Officer Chair by June 1. Topic considerations should be discussed with his/her mentor prior to working on the manuscript.

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

8.2.4 The resident should make applications for sitting ACVIM General Examination.

8.2.5 The resident will begin or continue the research project if funding has been obtained.

8.2.6 The resident is required to give at least 1 hour of didactic instruction in courses offered to veterinary students.

8.2.7 Residents are required to submit an annual report of their progress for evaluation by the RTCC, consisting of a record of completed weeks with each requirement signed off on by the appropriate supervising Diplomate. A standardized spreadsheet will be provided for this purpose by the RTCC.

8.3 **Year III Resident's Program**

8.3.1 Weeks of training described in table above.

8.3.2 The resident will submit one paper suitable for publication to their mentor and the House Officer Chair by June 1.

8.3.3 The resident will submit for presentation one abstract (oral preferred) at a national or international specialty meeting (i.e., ACVIM Forum, Veterinary Cancer Society Conference, etc).

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

8.3.5 The resident should make applications for sitting ACVIM Oncology Specialty Examination.

8.3.6 The resident is required to give at least 1 hour of didactic instruction in courses offered to veterinary students.

8.3.7 Residents are required to submit an annual report of their progress for evaluation by the RTCC, consisting of a record of completed weeks with each requirement signed off on by the appropriate supervising Diplomate. A standardized spreadsheet will be provided for this purpose by the RTCC.

8.4 **Year IV Resident's Program**

8. 5 External Rotations

8.5.1 **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.

8.5.2 **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.

8.5.2.1 **Protocol:**

8.5.2.1.1 A minimum of four to six months prior to the scheduled elective present your proposal to your advisor for preliminary approval.

8.5.2.1.2 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.

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

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

8.5.2.1.5 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.

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

8.5.2.1.7 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. 6 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 requires its residents to participate in scholarly activity such as literature reviews, and basic, applied or clinical research. To that end the resident 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.

9.3.2 Completion is expected during the residency.

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 residency.

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

11. **Evaluation and Reappointment**

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 resident will meet with his or her advisor to discuss their progress. A summary of the discussion will be signed by both advisor and House Officer.

11.2.1 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:

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

11.2.1.2 A specific date for follow-up evaluation

11.2.1.3 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 Continue the appointment for another year with or without probation

11.3.2 Award a certificate upon satisfactory completion of the program.

11.3.3 Not to reappoint the resident, with a minimum of 30 days' notice of termination. At the discretion of the House Officer Committee and in consultation with the resident's service, guidelines can be formulated that if met, may allow the resident to be re-instated at the end of the specified period.

11.3.3.1 House officers that are evaluated as unsatisfactory and are currently working under an action plan are not eligible for a pay increase (usually July 1st). Once the house officer has made significant progress and the action plan marked as successfully completed, they could be eligible for a pay increase (usually January 1st).

11.4 The resident will be asked each year 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 LVMC (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 retirement contributions.

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 residents is approximately $29,000.00; incremental annual raises may be awarded in the second and third year. *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, residents 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, desk, chair, place for book storage, and filing cabinet are also provided for each House Officer. A computer system is provided with word

processing, spread sheet and presentation programs along with unlimited internet access and e-mail.

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

13.7 Consultation Policy (Outside Employment):
Concurrent employment of the resident 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 Director of Hospital Operations and the college dean prior to any consulting activities. *(see Appendix D)*

13.8 Reappointment to the second, third and fourth year of the residency program is contingent upon satisfactory completion of the previous year's requirements.

14. **Applications**

14.1 Candidates may apply for the Residency by completing:

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

14.1.2 A statement of objectives for the residency 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 Interviews may be required.

14.3 For more information about this program, please contact Dr. Chad Johannes, 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: cmj15@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

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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)
Shawna Greene, DVM, MS, Dipolmate ACVIM (Oncology) – Affiliate Faculty

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)

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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.

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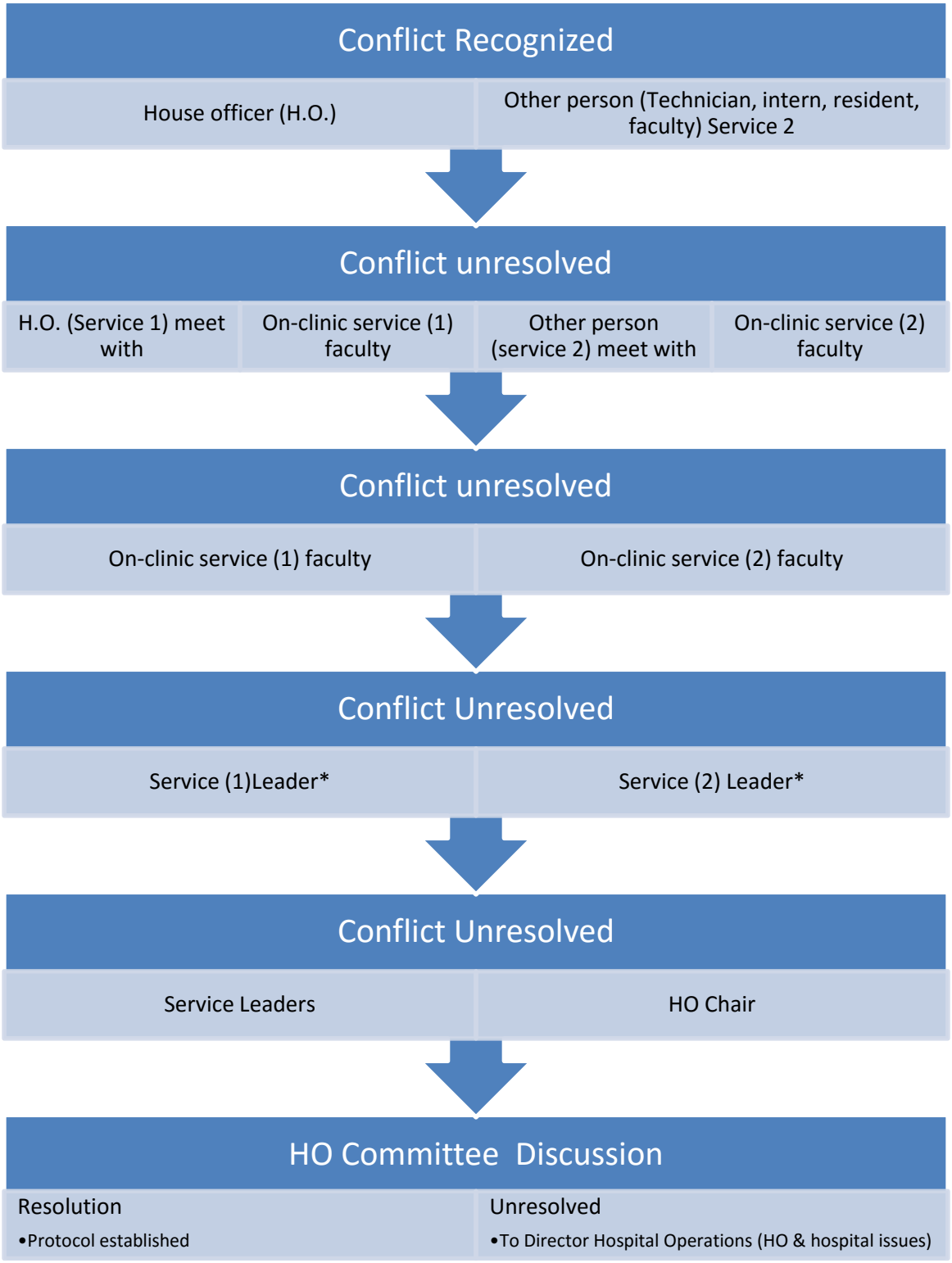
Appendix C. **Communication Trees**

Personnel interactions:



*Advisors are apprised when deemed appropriate.

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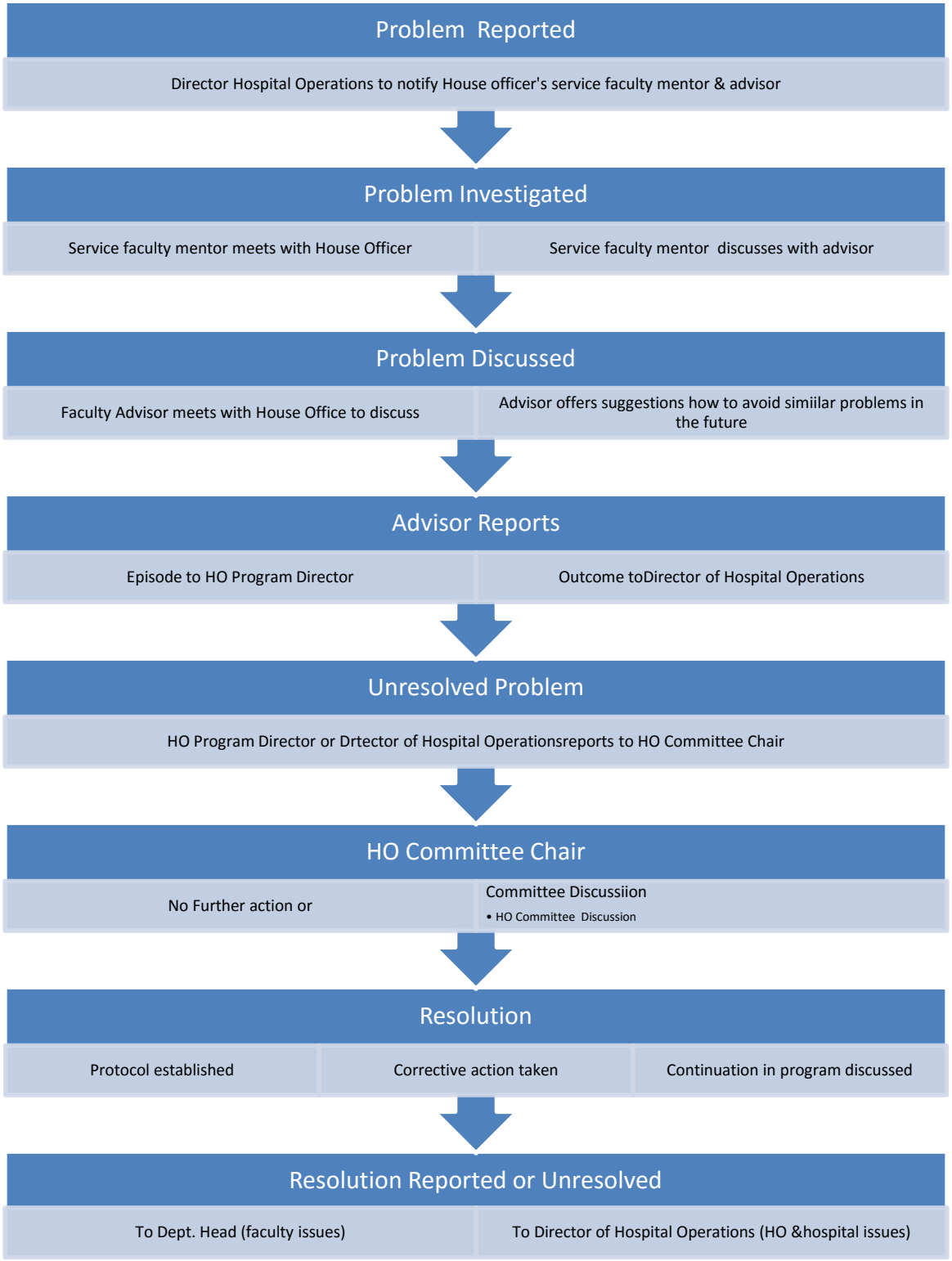
Client Complaint via evaluation of service or other means to Hospital Director or other Administrators:



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Appendix D. **Consulting Request**

Consulting Request Approval Form

IOWA STATE UNIVERSITY
College of Veterinary Medicine

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.

3/24/15

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Appendix E. **House Officer Leave Request (in LVMC office)**

VCS/VMC ABSENCE/OVERTIME REQUEST

NAME _____ **DATE**_____

Beginning Date of Leave _____ **Last Date of Leave**_____

NUMBER OF HOURS ABSENT_____

___ Vacation Leave	___	Sick Leave	___ FMLA
___ Converted Vacation	___	Emergency Leave	___ Leave w/o pay
___ Comp Time Leave	___	Funeral Leave	
___ Authorized Travel	___	Other _____	

EMERGENCY PHONE NUMBER _____

OVERTIME

___ **Comp Earned (Med Rec Required)** ___ **Comp Pay Out (Med Rec Required)**

TOTAL COMPENSATORY HOURS WORKED_____

Employee's Signature: _____

APPROVED: Supervisor _____ **Date** _____

Chair/Director _____ **Date** _____

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 **external rotation** is similar:

1. Approved external rotations are considered authorized leave.
2. Notify advisor and program director well in advance of your intent to participate in an out-rotation. *(See section 8.5)*
3. Organize the rotation with an approved program and mentor at the external 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.

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Appendix F. **House Officer Case Presentation Evaluation Form**

Case Presentation Evaluation Form

House Officer: _____

Date: _____Topic:_____

	Evaluation	Comments
E = excellent G = good N = needs improvement		
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: _____

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Appendix G. **LVMC House Officer Seminar Evaluation Form**

LVMC House Officer Seminar Evaluation

Presenter: _____ Date: _____

Audience: _____

Title/Topic: _____

Evaluation Criteria:	**Points**	**Evaluation**
1. Definition of Subject: introduction, importance, clinical significance	0-5 pts	_____
2. Organization:	0-15 pts	_____
3. Quality of material, scientific depth	0-15 pts	_____
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: _____

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Appendix H. **House Officer Evaluation Form**:

Iowa State University Oncology Resident Evaluation

Resident's Name: Click here to enter text. **Year of Residency:** Choose an item.

Evaluator's Name: Click here to enter text. **Date:** Click here to enter a date.

Resident's Mentor: Click here to enter text. **Evaluation period:** Choose an item.

Each SAIM resident is evaluated based on the eight competencies listed below. These core competencies are based in part on the recommendations established by the Accreditation Council for Graduate Medical Education (ACGME) as the criteria for evaluating the development of medical residents during their post professional education clinical training program.

Each resident evaluation is made based on level of proficiency for the year of residency.
Each competency is evaluated on a scale of 1–5. A mark of 2 indicates that performance in the area needs improvement. A mark of 4 indicates good performance in the area. For any competencies that require attention or are rated ≤ 2, specific comments and recommendations are essential.

Resident Overall Competence in SAIM

1 **2** **3**
4 **5**

Unsatisfactory	**Satisfactory**	
Additional comments: Click here to enter text.		

Evaluator signature: _____ **Date**: Click here to enter a date.

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1) <u>Patient Care & Clinical Application of Knowledge</u>: Provides patient care that is compassionate, appropriate, and effective.

1 2 3 4 5

Unsatisfactory	Satisfactory	
☐ Incomplete, inaccurate historical examinations, physical exams, and review of other data (including referring veterinarian records). ☐ Incompetent performance of essential procedures. ☐ Fails to completely analyze clinical data and apply new information when available ☐ Fails to consider client preferences when making medical decisions. ☐ Fails to follow patient closely and provide competent, compassionate care. ☐ Inconsistently reviews treatment orders and/or signs ICU treatment sheets in a timely fashion	☐ Obtains a detailed and accurate history and physical exam and reviews referring veterinarian records ☐ Competent in performing essential procedures. ☐ Forms clear diagnostic, treatment and client education plans. ☐ Usually considers client preferences when making medical decisions ☐ Follows patient closely and provides competent, compassionate care. ☐ Treatment sheets are usually reviewed and signed in a timely fashion	☐ Superior and physical exa skills. ☐ Proficient in willing to tea ☐ Always make based on av preferences ☐ Always revie teachable m

Performance that warrants praise:

Click here to enter text.

Performance that needs attention:

Click here to enter text.

☐ **Insufficient contact to judge**

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2) Medical Knowledge: Demonstrates a solid knowledge base about the pathophysiology of both common and uncommon internal medicine diseases.

1 2 3 4 5

Unsatisfactory	Satisfactory	
☐ Limited knowledge of basic and clinical sciences. ☐ Does not understand the complex relations and mechanisms of disease. ☐ Fails to identify learning issues ☐ Fails to quickly gain new knowledge when gaps are identified. ☐ Unable to apply the problem-oriented approach to cases and efficiently works up difficult cases.	☐ Understands basic science and literature of the specialty. Keeps up to date with current literature. ☐ Basic understanding of the complex relationships and mechanisms of disease. ☐ Demonstrates growth of knowledge – identifies and adequately addresses learning issues; critically evaluates new reported information and includes as develops plans ☐ Usually able to apply the problem-oriented approach to cases and efficiently works up difficult cases.	☐ Exceptional k ☐ Comprehens relationships ☐ Identifies and knowledge b ☐ Able to apply and efficient

Performance that warrants praise:

Click here to enter text.

Performance that needs attention:

Click here to enter text.

☐ **Insufficient contact to judge**

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3) <u>Professional Development:</u> Committed to improvement through self-assessment, organizational skills, time-management and incorporating constructive feedback.

1 2 3 4 5

Unsatisfactory:	**Satisfactory:**	
☐ Fails to perform self-evaluation. ☐ Lacks insight or initiative. ☐ Does not utilize mentors for professional growth. ☐ Resists or ignores feedback. ☐ Fails to incorporate new knowledge and information to enhance patient care or pursue self-improvement. ☐ Fails to organize ACVIM & VCS requirements (Journal Club, Resident Reviews, Seminars, Annual Progress Report…) ☐ Consistently resists opportunities of leadership within resident group and within the veterinary team	☐ Usually evaluates own performance. ☐ Appreciative of constructive feedback and actively works toward improvement. ☐ Actively works on further developing areas of weakness and learn from own mistakes. ☐ Utilizes evidence from scientific studies to optimize patient care. ☐ Needs occasional reminders to organize ACVIM & VCS requirements (Journal Club, Resident Reviews, Seminars, Annual Progress Report…) ☐ Usually seeks opportunities for leadership within resident group and within the veterinary team	☐ Constantly ev feedback int ☐ Proactively s ☐ Effectively in information ☐ Consistently (Journal Clu Progress Re ☐ Displays exc
Performance that warrants praise: Click here to enter text.		
Performance that needs attention: Click here to enter text.		
☐ **Insufficient contact to judge**		

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4) <u>Interpersonal and communication skills:</u> Demonstrates effective interpersonal and communication skills with clients, referring veterinarians, students, house officers, staff, and faculty.

1 2 3 4 5

Unsatisfactory	Satisfactory	
☐ Does not establish even minimally effective relationships with patients, owners and rDVMs, colleagues, and students. ☐ Does not demonstrate ability to build relationships or to be an effective team member through listening, narrative, or nonverbal skills. ☐ Fails to complete medical records in a timely manner following patient discharge. ☐ Poor or late follow up with owners and rDVM on pending results and plans for patients. ☐ Does not provide education or advice to owner or colleagues. ☐ Does not demonstrate collegiality within PUVTH	☐ Communicates the diagnostic and therapeutic plan clearly with other clinicians and supervising faculty as well as rDVM and owners. Provides a clear hand-off of medical information. ☐ Effectively communicates with faculty/students/other house officers/technicians/receptionists/staff supporting a team effort. ☐ Completes medical records in a timely manner following patient discharge. ☐ Usually follows up with owners and rDVM on pending results and plans for patients. ☐ Interacts collegially with colleagues within and outside the PUVTH and actively participates in consultations.	☐ Establishe owners ar ☐ Demonstra through lis ☐ Excellent c house offi supporting ☐ Consistent ☐ Displays s and outsid ☐ Always "in

Performance that warrants praise:

Click here to enter text.

Performance that needs attention:

Click here to enter text.

☐ **Insufficient contact to judge**

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5) Professionalism: Maintains a professional demeanor on the clinic floor, and demonstrates a commitment to ethical principles at all times.

1 2 3 4 5

Unsatisfactory	Satisfactory	
☐ Lacks respect, compassion, integrity, honesty. ☐ Fails to acknowledge errors. ☐ Does not consider needs of patient, owners, and veterinary team. ☐ Does not display responsible behavior (i.e. not willing to work hard, habitually late for clinics or rounds, tries to hide errors, exhibits poor judgement). ☐ Avoids responsibilities outside of clinical duties (ex. scheduling) ☐ Unaware of climate within the hospital and rarely addresses concerns or informs faculty when appropriate	☐ Usually demonstrates respect, compassion, integrity, honesty. ☐ Usually considers needs of patient, owners, and veterinary team. ☐ Demonstrates willingness to work hard, has sound judgment, and maturity. ☐ Demonstrates professionalism and maintains professional image when dealing with difficult situations (i.e. cases, personalities, etc.). ☐ Respectful to colleagues and arrives on time for house officer and student rounds, and seminars. ☐ Volunteers for responsibilities outside of clinical duties ☐ Aware of climate within the hospital and usually addresses concerns or informs faculty when appropriate	☐ Always demo honesty. ☐ Willingly ack teaching/lea ☐ Always consi veterinary te ☐ Role model f ☐ Demonstrate clinical dutie ☐ Eager to take duties ☐ Sensitive to addresses c appropriate
Performance that warrants praise: Click here to enter text.		
Performance that needs attention: Click here to enter text.		
☐ **Insufficient contact to judge**		

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6) Learning: Participates actively in medicine journal club, house officer rounds, and other applicable learning opportunities provided by the residency. Attends daily rounds consistently and is on time.

1 2 3 4 5

Unsatisfactory	Satisfactory	
☐ Lacks interest and willingness to participate in learning opportunities. ☐ Consistently arrives late or unprepared for rounds, book club, journal club, classes. ☐ Does not regularly attend journal club or present at Journal Club, Book Club ☐ Frequently cancels scheduled didactic presentations due to lack of preparation. ☐ Oral presentation are not well prepared, disorganized, illogical, and/or inaccurate.	☐ Arrives to rounds, book club, journal club or classes on time, is prepared, and participates in round discussions. ☐ Attends journal club and Book Club regularly and willingly presents at each ☐ Oral presentation style is well prepared, organized, logical, and accurate.	☐ Demonstrate opportunities ☐ Always arrive ☐ Proactively p club and oth ☐ Organization ☐ Committed to do the same
Performance that warrants praise: Click here to enter text.		
Performance that needs attention: Click here to enter text.		
☐ **Insufficient contact to judge**		

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7) <u>Clinical Research and Publication Productivity</u>: Demonstrates initiative to identify, participate in, and complete a clinical research project for publication under the supervision of a faculty mentor.

1 2 3 4 5

Unsatisfactory	Satisfactory	
☐ Lacks enthusiasm and initiative to identify a research project of interest. ☐ Fails to write a project proposal and/or associated animal care and use committee protocols. ☐ Fails to initiate moving identified project forward and/or resists active participation in patient recruitment, data collection or analysis. ☐ Lack of research productivity – misses identified deadlines, meeting dates, etc.	☐ Initiates or assists in the design and/or implementation of a research proposal. ☐ Reviews relevant literature and actively participates in grant writing. ☐ Active participation in study recruitment, data collection, organization, and analysis. ☐ Demonstrates commitment to ethical principles of research. ☐ Active participation in the writing of animal care and use protocol.	☐ Demonstrate ☐ Demonstrate ☐ Successful c research pro presentation

Performance that warrants praise:

.Click here to enter text.

Performance that needs attention:

Click here to enter text.

☐ **Insufficient contact to judge**

8) Didactic and Clinical Teaching: Participates actively, shows effort and growth in teaching, to include teaching in case rounds and topics rounds, CE to practicing veterinarians, and other applicable teaching opportunities provided in the residency.

1 2 3 3.5 4 5

Unsatisfactory	Satisfactory	
☐ Fails to initiate leading or actively participate in ☐ case and topic round discussions. ☐ Does not initiate student rounds ☐ No interest in developing teaching or presentation skills. ☐ Presentation skills need improvements ☐ Lacks enthusiasm and initiative for participating in teaching or lecturing. ☐ Does not read student records in a timely manner or supervise students in owner communication or patient care ☐ Does not create a positive learning environment	☐ Actively assists in leading case and topic round discussions. ☐ Effective presentation style with up-to-date material that is well-organized and presented in sufficient depth. ☐ Interested and enthusiastic about lecture topics and demonstrates a comprehensive knowledge of subject presented. ☐ Utilizes handouts or other learning aids to enhance lecture content. ☐ Adequately supervises students including patient care and owner communication ☐ Usually critiques and assesses medical records ☐ Usually creates a positive learning environment	☐ Regularly initiates discussions. ☐ Organization and ☐ Always demonstr ☐ Committed to cor skills. ☐ Consistently eage effectively enga student particip ☐ Excellent supervis and owner com ☐ Consistently critic ☐ Consistently crea

Performance that warrants praise:

Click here to enter text.

Performance that needs attention:

Click here to enter text.

☐ **Insufficient contact to judge:**

9) Case Log/Procedures Log Review

Comments:

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

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

House Officer:	Rotation Location:	Dates:
ISU Faculty Advisor/Program Director:		

	Excellent	Good	Satisfactory	Needs Improvement	Unsatisfactory	Not Evaluated	Remarks
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							
Acceptance of service responsibilities							
Work towards service objectives							

Record keeping							
Communication with RDVMs							
Communication with clients							
Overall Performance							

Appendix J. **Service Expectations:**

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

Appendix K. **Other Forms:**