1. **Overview**

This oncology internship program has been designed to provide training in Small Animal Clinical Oncology and related basic and applied sciences. The program has been developed to provide the intern with a comprehensive knowledge of medical oncology affecting companion 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 or application to a residency program.

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 (Large Animal) 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 Clinical Oncology.

2.1.1 To become familiar with the cancers afflicting veterinary patients and to be able to logically correlate all clinical data (including clinical staging and interpretation of histopathology) in order to formulate and execute correct diagnostic and treatment plans with an appropriate prognosis.

2.1.2 To provide a firm understanding of the underlying pathobiology of disease. To begin to understand the basic science of cancer.

2.1.3 To master the art and science of complete patient care, assess treatment 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 appropriate colleague and client relationships. To develop the interpersonal communication skills unique to effective communication with clients whose pets have been diagnosed with cancer.

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 including participation in ongoing research investigations.

3. **Prerequisites**

3.1 Candidates must have a DVM/VMD 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 be/become licensed to practice veterinary medicine in the state of Iowa prior to employment.

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

3.5 Candidates must have a satisfactory moral and ethical standing.

3.6 Previous successful completion of a Small Animal Rotating Medicine and Surgical Internship is required.

4. **Faculty Advisor**

4.1 The intern will be assigned to a faculty advisor (mentor) 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.
5.0 **House Officer Presentations & Rounds Programs**

The VCS Department 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 VCS Seminar/Rounds Program requires attendance and participation by all House Officers while participation in other rounds is program dependent.

5.1 The **VCS 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 Chief Resident.

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 Leader 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 **VCS 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 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 20 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 15.6)

5.1.5 **VCS 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.

5.1.5.2 Topic selection should be focused and approved by the House Officer’s advisor well 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 15.7)

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>VCS Seminar/Case Presentation</td>
<td>weekly (Thursday 8 a.m.)</td>
<td>required</td>
</tr>
<tr>
<td>Service Intern Rounds</td>
<td>per service</td>
<td>required</td>
</tr>
<tr>
<td>Service Rounds w/students</td>
<td>per program</td>
<td>required</td>
</tr>
<tr>
<td>(including hospice &amp; video review rounds)</td>
<td></td>
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</tr>
</tbody>
</table>
Radiology-Pathology Rounds
Evidence based medicine Rounds
Morbidity/Mortality Rounds
Student Grand Rounds

(*Required when student is presenting a case in which intern was the Primary Clinician)

Journal Club (internal medicine)
Textbook Review Session (internal medicine)
Anatomic Pathology Rounds.

5.1.1 Attendance and participation is required as indicated unless the intern is assigned to active Oncology duty that day.
5.1.2 The faculty will make every effort to assist the Intern in attending these rounds.
5.1.3 Rounds and seminars are part of your educational enrichment. Other Seminar rounds for the College and the VMC will be attended as scheduling permits.

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 will participate in the evaluation of veterinary students assigned to clinics.
6.3 Other than seminars and rounds the Intern is not to be involved in any other teaching missions in the hospital without approval from the Internship Committee.
6.4 The intern will participate in preclinical didactic lecture and laboratory instruction as assigned by his/her advisor after approval of the Internship Committee.

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.
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 -Intern Year

8.1 Internship Committee Members:

VCS faculty from a variety of hospital services will serve as members of this committee to guide the intern and program.

8.2 Internship Learning Objectives: The specific objectives of the Internship Program are to provide the intern with the following opportunities:

8.2.1 To acquire advanced training in the diagnosis and treatment of companion animals with cancer.
8.2.2 To acquire advanced training in the acquisition of radiographic images and the accurate interpretation of these images and those obtained by imaging faculty and staff with ultrasound, CT and MRI.
8.2.3 To develop teaching skills, including small group interactive teaching techniques (student case rounds) and developing high quality didactic (lecture) formats with educational technology.
8.2.4 To prepare for a residency training program, for post-graduate study, or for entry into a high quality small animal veterinary practice.

8.3 The Clinical Program
The Oncology Intern will work within the VMC for 54 weeks. The rotation schedule will be modified according to the needs of the Oncology Service and the intern.

<table>
<thead>
<tr>
<th>Oncology Internship Year (54 wk)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required Rotations (49 wk)</strong></td>
</tr>
<tr>
<td>40 wk Oncology*</td>
</tr>
<tr>
<td>2 wk Medicine</td>
</tr>
<tr>
<td>2 wk Radiology</td>
</tr>
<tr>
<td>1 wk Clinical Pathology</td>
</tr>
<tr>
<td>1 wk Soft Tissue Surgery</td>
</tr>
<tr>
<td>3 wk Elective (Selected from Medicine, Cardiology, Neurology, Radiology, Clinical Pathology, Anatomic Pathology)</td>
</tr>
<tr>
<td>* Partial or complete weeks may be completed with the Oncology Service at Iowa Veterinary Specialties in Des Moines as mutually agreed upon</td>
</tr>
<tr>
<td>VMC Orientation (2 wk)</td>
</tr>
</tbody>
</table>
• *See appendix 15.5  Elective rotations. Approval of special elective rotations must be granted by the Internship Committee. Request for Radiation Oncology rotation must be submitted in writing at least 4 weeks prior to the desired date. This can be done via email. Approval for the activity will be granted after consultation with the Intern’s faculty advisor and the written approval of the Internship Program Director. A case log for each outside experience will be maintained by the Intern and submitted to Drs. Fox/Johannes along with an evaluation of the experience to the Internship Committee for approval within two weeks after returning.

8.3.1  As detailed above
8.3.2  The intern will participate in the instruction of clinical students. Participation in CVM student laboratories will be assigned.
8.3.3  The intern will participate in house officer rounds, ward rounds, journal club, special topic conferences, seminars, and other scheduled conferences of the VMC. He/She will attend other scheduled seminars in the CVM as time permits.
8.3.4  The intern will present 1 seminar and 1 case report (to faculty and house officers) on the topic of clinical oncology during VCS Seminar/Rounds sessions.
8.3.5  The intern is encouraged to attend and participate in continuing education meetings sponsored by the CVM or by local and regional veterinary organizations.
8.3.6  The Intern will either develop 4 teaching cases with Power Point Slides for suitable for small group interaction, and/or the Intern will prepare a manuscript suitable for publication (first author) in a refereed journal.
8.3.7  The intern is encouraged to apply for specialty training in their area of interest through the VMIRP matching program in the fall.
8.3.8  The intern is encouraged to prepare a research proposal; review it with his/her faculty mentor, and submit it for funding consideration.

Time Table for Internship Training Program Guide for Interns

<table>
<thead>
<tr>
<th>Month</th>
<th>Program Requirement</th>
<th>Program Director Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>June/July</td>
<td>Faculty advisor assigned</td>
<td></td>
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<tr>
<td></td>
<td>Orientation to the Hospital and Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Selection of required rotation times.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>Radiation Oncology Rotation time selected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>First teaching cases or manuscript initiated</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 month Informal Review</td>
<td></td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>Career goal for next year defined</td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>6 month progress review</td>
<td></td>
<td></td>
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<tr>
<td>----------</td>
<td>-------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>Two teaching cases completed and/or manuscript outline, literature search, and case identified where applicable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>Two teaching cases completed and/or manuscript outline, literature search, and case identified where applicable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>11 month progress review</td>
<td></td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>Intern seminar completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>Exit interview with the committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>Exit interview with the committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>Written exit program evaluation due</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4 teaching cases and/or manuscript complete</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Final checklist completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June 30</td>
<td>Submission of Completion Checklist</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8.4 Intern Responsibilities

Oncology Intern responsibilities include patient care (as directed by clinicians), rotating night and weekend availability for Oncology Consultations for interns on emergency duty and client communication, participation in clinical teaching of Junior and Senior students, and participation in rounds and seminars where indicated.

8.4.1 Case Responsibilities: The Intern will be assigned to receive cases at the discretion of the faculty member in charge. The Intern will be the “clinician of record” on all assigned cases and will assume the responsibilities of the attending veterinarian with supervision. Interns are expected to consult with the faculty clinician whenever questions arise and provide timely communication with the referring veterinarian and the pet owner. The faculty clinician will be available to give feedback on the Intern’s diagnostic and treatment plan for the patient as well as teaching and communication skills. If the Intern fails to communicate effectively with the faculty clinician in charge, then the privilege of “clinician of record” will be withdrawn. The medical record (including protocol flow sheets) need to be completed in a timely manner.
8.4.2 Intern-Student Interactions: Interns will assist and supervise patient care delivered by students. It is very important to communicate clearly and precisely with students about tests to be performed, paperwork that needs to be filled out by the student, doses and frequencies of medication, ICU orders, and items that should or should not be discussed by the student with the client. In many cases, it is appropriate to write your instructions clearly in the medical record or have the students write down your orders on a notepad and repeat them to avoid mistakes. The client/patient information is privileged and should never be discussed outside of the VMC (for example, in a local restaurant).

8.4.3 Intern-Referring Veterinarian Interactions: The Intern will communicate with referring practitioners by telephone and discharge letter in a timely and appropriate manner and document these communications in the medical record.

9. Scholarly Activities
The Department of Veterinary Clinical Sciences encourages its interns to participate in scholarly activity such as literature reviews, and basic, applied or clinical research. Participation in ongoing research is required. The Intern is encouraged to do the following:
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 project should be completed by December of the 1st year.
   9.2.2 Proposals are to be submitted for funding.
   9.2.3 IACUC approval and Client Permission forms are required for all clinical research.
9.3 Conduct the research according to the experimental design.
   9.3.1 Research is to be conducted during off-clinic time.
   9.3.2 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 strongly encouraged
   9.5.1 Submission of a manuscript before the end of the Internship is encouraged.

10 Facilities and Equipment
10.1 The College of Veterinary Medicine Teaching Hospital (VTH) 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 VTH 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 Reappointment

11.1 Following completion of each rotation a VMC Intern Evaluation Form (see appendix) will be filled out by each faculty member with whom the intern has been assigned.

11.1.1 The evaluation will be given to and maintained by the Internship Program Director.

11.1.2 Copies of the evaluation will be available for the intern and their advisor.

11.2 A written critique will be provided at least every 6 months by the advisor or section. The critique will cover:

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

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

11.2.3 Personal characteristics; to include responsibility, initiative, interaction with faculty, staff and students, deportment and leadership

11.3 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.

11.3.1 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:

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

11.3.1.2 A specified date for follow-up evaluation.
11.3.1.3 A description of consequences if the action items are not completed by the designated timeline.

11.3.2 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 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 Head of the Department of Veterinary Clinical Sciences to:

11.4.1 Award a certificate upon satisfactory completion of the program.
11.4.2 Notify the intern of unsatisfactory performance and failure to successfully complete the program.

11.4.3 Internship Certificate Requirements:

11.4.3.1 A certificate of successful Internship Completion will be awarded at the end of a 12-month internship period when the Internship Certificate Requirements are met and the Internship Completion form has been signed by the Program Director and the Internship Committee Members.

11.4.3.2 The Intern must demonstrate competency in medical oncology skills appropriate for Internship level of training documented by overall satisfactory evaluations by all faculty evaluators. Remediation is not possible.

11.4.3.3 The Intern will attend all of the scheduled service and Hospital rounds as outlined in the document above.

11.4.3.4 The Intern will present at least one, 45 minute seminar and one 20 minute case report at the Thursday VCS Seminar/Rounds Series as scheduled by the Chief Resident. Seminar topics are selected 3 months in advance, approved by the Faculty advisor prepared, reviewed by the advisor and presented on the scheduled date. Additionally the intern must present at least one time at M&M rounds and Medicine Topic rounds. Case presentations should also be approved and reviewed by the advisor prior to preparation and presentation.

11.4.3.5 The Intern will either develop 4 teaching cases with Power Point Slides for suitable for small group interaction, and/or the Intern will prepare a manuscript suitable for publication (first author) in a refereed journal. Papers considered appropriate are review articles, case reports, and original research. The cases and/or the manuscript will be reviewed by the faculty advisor and approved by the Internship Committee. Completion of these tasks is required by June 15. If you are considering a residency and/or a future in academic medicine, it is strongly
recommended that you develop 4 teaching cases and write a manuscript for publication in a refereed journal.

11.4.3.6 The Intern must complete an exit interview and written evaluation of the Internship Program by the end of June, of the internship year.

11.4.3.7 The Intern must complete and submit the final checklist to the Program (see appendix 15.9.)

11.4.3.8 The Intern must complete all clinical rotations, scheduled emergency duty, medical records, referral letters and client/referring veterinarian case communications.

11.4.3.9 Completion of a formal review with the Internship Committee will occur at 11 months of the 12-month program prior to receiving the certificate. Formal review will consist of a written evaluation by the Program Director and an interview meeting with the Director, Intern, and Faculty Advisor. An informal review consisting of a meeting with the Director, Intern, and Faculty Advisor will be performed after 3 and 6 months of the Internship Program. A review can be requested by the intern at any time.

11.5 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 residents and interns are classified as adjunct, non-tenure eligible faculty and as such are governed by the faculty handbook (www.provost.iastate.edu/faculty/handbook/current)

13.2 Iowa State University offers a competitive salary and a comprehensive benefit package to house officers. Full faculty benefits are provided, including medical, dental, and professional liability (limited). House officers are encouraged to investigate personal professional liability insurance coverage. (http://www.hrs.iastate.edu/hrs/files/Faculty-Benefit-Summary-2011.pdf)
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 adjunct faculty 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.

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

13.4.1 Annual leave is to be taken when the house officer is not scheduled on clinic duty. Vacation requests must be made at least 2 weeks in advance of the desired vacation time.

13.4.2 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 Chair of the Department of Veterinary Clinical Sciences or the Hospital Director.

13.4.3 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.

13.4.4 The Intern must be present in the hospital for the last week of the Internship. Vacation may not be taken during the last week of the Internship.

13.4.5 See appendix 15.5 for specific guidelines

13.5 A cell phone, desk, chair, place for book storage, and intern 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. VIN at no charge is available after registration by the Intern. Electronic books and Journals are available online through the library webpage.

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.

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 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, 1600 South 16th Street, Ames, Iowa 50011-1250. (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

15.1 Faculty in support of the Program
15.2 Code of Conduct & Collegiality
15.3 Communication Tree
15.4 Consultation Request
15.5 House Officer Leave Request (in VCS office)
15.6 House Officer Rounds Evaluation Form
15.7 VCS Seminar Evaluation Form
15.8 HO Evaluation Form
15.9 Checklists for internship completion and clinical competencies
15. Faculty in Support of the Internship Programs:

Anesthesiology
Stefano Di Concetto, DVM, Diplomate ACVAA
Dean H. Riedesel, DVM, PhD, Diplomate ACVA
Bonnie H. Kraus, DVM, Diplomate ACVS, Diplomate ACVAA
Jennifer Bornkamp, DVM

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)
Diana Miller, DVM

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

Emergency and Critical Care Medicine
Michael Curtis, DVM, PhD, Diplomate ACVA
Lisa Olsen, DVM, Diplomate ACVECC

Internal Medicine
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)
Jean-Sebastien Palerme, DVM, Diplomate ACVIM (Internal Medicine)
Brett Sponseller, DVM, PhD, Diplomate ACVIM-LA
Laura Van Vertloo, DVM, Diplomate ACVIM (Internal Medicine)
David Wong, DVM, MS, Diplomate ACVIM-LA, ACVECC

Neurology
Rodney Bagley, DVM, Diplomate ACVIM (Neurology), Department Chair (practice limited to consultation)
Nicholas Jeffery, BVSc PhD, Diplomate ECVN, ECVS, FRCVS (spinal surgery)

Oncology
Leslie E. Fox, DVM, MS, Diplomate ACVIM (Internal Medicine)

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

Primary Care
Bianca Zaffarano, DVM
Brenda Mulherin, DVM, Diplomate AVDC
June Olds, DVM
Bryce Kibbel, DVM
Joyce Carnevale, DVM

Surgery -SAS
Karl Kraus, DVM, Diplomate ACVS
Mary Sarah Bergh, DVM, MS, Diplomate ACVS-SA, Diplomate ACV Sports Medicine
Cheryl Hedlund, DVM, MS, Diplomate ACVS
Approved, September 2015

William D. Hoefle, DVM, MS, Diplomate ACVS
Louisa Ho, DVM
James P. Toombs, DVM, MS, Diplomate ACVS

Surgery – Equine
Scott McClure, DVM, PhD, Diplomate ACVS
Larry Booth, DVM, MS, Diplomate ACVS
Stephanie Caston, DVM, Diplomate ACVS-LA
Kevin Kersh, DVM, Diplomate ACVS-LA

Theriogenology
Swanand Sathe, BVSc. MVSc. MS Diplomate ACT
Tyler Dohlman DVM MS Diplomate ACT
Patrick Phillips DVM Diplomate ACT
Nyomi Galow-Kersch, DVM
15.2 **Code of professional conduct**

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.

**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.
15.3  **Communication/ Conflict Pathway to Resolution:**

15.3.1 Personnel interactions

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

**Problem Reported**
Hospital Director to notify House officers service faculty mentor & advisor

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

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

**Advisor Reports**
Episode to HO Program Director  Outcome to Hospital Director

**Unresolved Problem**
HO Program Director or Hospital Director reports to HO Committee Leader

**HO Committee Leader**
No Further action or  Committee Discussion
- HO Committee Discussion

**Resolution**
Protocol established  Corrective action taken  Continuation in program discussed

**Resolution Reported or Unresolved**
To Dept. Head (program issues)  To Hospital Director (hospital issues)
CONSULTING REQUEST APPROVAL FORM

This form must be approved by the Department Chair/Unit Director and Dean prior to consulting activity.

Name

Date of this Request

Proposed Date of 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: www.provost.iastate.edu/COI/

APPROVALS

_________________________________________  _________________________________________
Department Chair/Unit Director  College Dean
15.5 Leave authorization forms are available in the VCS office.

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.
15.6 VCS House Officer Rounds

Case Presentation Evaluation Form

House Officer: ___________________________________________________________
Date: ____________ Topic: ____________________________________________

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>E = excellent</td>
<td>G = good</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: ____________________________________________________________
15.7 **Seminar evaluation:**

VCS Seminar Evaluation

Presenter: ________________________________ Date: _____________________

Audience: ___________________________________________________________________

Title/Topic: ___________________________________________________________________

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

**Total**

Comments: ___________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

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______________________________________________________________________________

Evaluator: ____________________________
**House Officer Evaluation Form:**

**Intern Evaluation**

<table>
<thead>
<tr>
<th>Intern: ____________________</th>
<th>Rotation: ________________</th>
<th>Dates: ________________</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Professional Ability</th>
<th>Excellent</th>
<th>Good</th>
<th>Satisfactory</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>Theoretical knowledge</td>
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<td>Application of knowledge</td>
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<table>
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<tr>
<th>Professional Development</th>
<th>Excellent</th>
<th>Good</th>
<th>Satisfactory</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>Awareness of current literature</td>
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<td>Ability to make independent decisions</td>
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<tr>
<td>Attendance at seminars and rounds</td>
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<tr>
<td>Participation in rounds and seminars</td>
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<tr>
<td>Contribution to student education</td>
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<tr>
<th>Personal Characteristics</th>
<th>Excellent</th>
<th>Good</th>
<th>Satisfactory</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>Quality of faculty interactions</td>
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<td>Quality of intern-resident interactions</td>
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<td>Quality of student interactions</td>
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<td>Quality of staff interactions</td>
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<td>Independence and initiative</td>
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<td>Maturity</td>
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<td>Motivation</td>
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<td>Attitude and enthusiasm</td>
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<td>Leadership qualities</td>
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<th>Hospital Service</th>
<th>Excellent</th>
<th>Good</th>
<th>Satisfactory</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
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<td>Completion of duties</td>
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<td>Quality of work</td>
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<td>Acceptance of service responsibilities</td>
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<td>Work towards service objectives</td>
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<td>Record keeping</td>
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<td>Communication with referring veterinarians</td>
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<tr>
<td>Communication with clients</td>
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**Overall Intern Evaluation**

| Miscellaneous Comments and Constructive Suggestions for Improvements |  |  |  |

This is my individual evaluation of the intern following the intern's completion of a rotation on my service. The evaluation has been completed with the intent of providing constructive suggestions to assist the positive progress of the intern.

**Evaluator (Print):**

**Evaluator Signature:**

**Date of Evaluation:**

After completing the evaluation, please return this form to Dr. Curtis, Intern Committee Co-Chair. The evaluation will then be forwarded to the intern and the intern's advisor.
15.9 Intern Completion Checklist

Iowa State University, Rotating Internship in Small Animal Medicine and Surgery
Program Final Completion Checklist

Intern Name: ________________________________

Faculty Advisor: ________________________________

Program Director: ________________________________

- Rotation Completion Checklist: total of 54 weeks
  1. Orientation: 2 weeks
  2. Required Internship Rotations: 46 weeks
     a. 40 weeks Oncology
     b. 2 weeks of Internal Medicine
     c. 2 weeks of Radiology
     d. 1 week Soft Tissue Surgery
     e. 1 week of Radiation Oncology
     f. Iowa Veterinary Specialties
  3. Elective Internship Rotations: 4 weeks
  4. Vacation: 2 weeks

- First author manuscript and/or 4 teaching cases with Power Point Slides suitable for presentation in small groups. Completed two weeks before program completion. O

  Title of manuscript: ________________________________
  ________________________________

  Authors: ________________________________

  Intended Journal for publication: ________________________________
  ________________________________

  And/or….Completed 4 teaching cases for small group presentation O

  Titles of Cases:
  a. ________________________________
  b. ________________________________
  c. ________________________________
  d. ________________________________
• Intern Seminar

Title: ________________________________

Date given: ________________________________

• Completion of an informal review will occur in December (or 6 months after starting date).

• Completion of a formal review will occur in May or June (or 11 months after starting date).

• Completed scheduled emergency duty, medical records, client/referring veterinarian communications, and referral letters.

• Submit updated CV to Program Director.

• Submit completed Checklist to Program Director.

• Complete an exit interview with the Internship Committee.

**Clinical Skills Checklist for Interns**

This is a guideline list of procedures that you should have seen or done at least once during your Internship year. It is divided into competencies (you should have done this many times and know about potential adverse effects, etc.) and procedures that you may do only once or a few times, but should be quite familiar with. Obviously, you will obtain urine via cystocentesis many times and may perform gastroenteroscopy once. If you have not seen or done a procedure on the checklist by mid-year, please see Drs. Fox/Johannes to assist you in seeing or doing the procedure.

**Clinical Competencies**

1. Complete physical examination

2. Complete neurological exam

3. Phlebotomy

4. Blood pressure determination

5. Cystocentesis

6. Wound management

7. In-house laboratory skills (after hours support)
8. IV catheter placement

9. Indwelling urinary catheter placement

10. Chemotherapy administration including use of PPE

11. Computer skills (word processing, Power Point slide preparation, electronic medical record)

12. Direct and indirect ophthalmoscopy

13. Bone marrow aspiration and core biopsy

14. Tumor fine needle aspiration and cytology

15. Clinical staging of patients with cancer

16. Tissue biopsy and submission

17. Routine ECG interpretation.

18. Pubmed and computer-assisted searches

19. VIN use

20. Obtain excellent quality thoracic, abdominal, and extremity radiographs