

**INFORMATION FOR NEW GRADUATE STUDENT/RESIDENTS
SMALL ANIMAL INTERNAL MEDICINE
2015-2016**

I. Description of the program

- A. The graduate student/residency program is a three year program which is directed towards the development of expertise and competence in the specialty of small animal internal medicine and the building of a foundation for academic pursuits such as teaching, writing and clinical research.
- B. This graduate student/residency program gives a high priority to preparation for board certification by the American College of Veterinary Internal Medicine (A.C.V.I.M.). It is expected that all graduate student/residents will take the General Examination of the A.C.V.I.M. in the spring after the second year of their program.
- C. The major emphasis of the graduate student/residency program is clinical training. Exposure to a wide variety of clinical case material and primary case management of routine cases, emergency cases and referrals will enable the graduate student/resident to become more proficient in diagnostic and therapeutic methods in small animal internal medicine. Access to veterinary and medical libraries and consultation with specialists in internal medicine, oncology, ophthalmology, surgery, theriogenology, radiology, clinical pathology, pathology, clinical pharmacology, immunology and microbiology will enable the graduate student/resident to improve and update his/her knowledge of medicine and diseases as cases are managed through the clinic of the Veterinary Medical Center.
- D. In addition to the clinical training, each graduate student/resident must enrol in the College of Graduate Studies and Research and work towards the Master of Veterinary Science (Project) degree. This involves coursework and a research project as outlined below.

II. Clinical Education /Clinical duties

- A. The major part of the graduate student/residency program is participation in the clinical service and teaching program in the clinic.
- B. **Receiving**
 - 1. The graduate student/resident will have a busy receiving schedule and will see scheduled appointments and emergency cases on a daily basis.
 - 2. The graduate student/resident will participate in the teaching of third and fourth year students in the clinic and in helping to train the interns. In addition, the second and third year graduate student/residents will be expected to play an active part in the training of the more junior graduate student/residents and in leading student rounds.
 - 3. The daily receiving schedule will be prepared monthly by the Small Animal Medicine Schedule Supervisor (*Dr. Taylor*). The graduate student/resident will be assigned to see scheduled appointments in the morning and/or the afternoon

and may be scheduled for day emergency cases and/or recheck appointments. They may also be assigned to answer client telephone calls or calls from referring veterinarians. The graduate student/resident should be familiar with the schedule and their responsibilities for that day. Minor problems or conflicts with the schedule that arise during the week should be "fixed" by trading with other clinicians on the service (mutually agreed upon switches) and these changes should be communicated to the front desk so that the schedule can be altered. More major changes (ie trading a week on a service or unavailability because of course obligations) should be communicated to Dr. Taylor so she can alter the online schedule.

4. The senior clinician receiving cases each morning or afternoon will assign the scheduled cases in the computer. If there is a particular case that a graduate student/resident would like to see they should make the senior clinician aware of this. Whenever possible, residents will be scheduled to see all of the referral cases.

C. Emergency Duty

1. The first year graduate student/resident will participate, on a rotating basis, in the operation of the emergency service of the WCVI on weekends, evenings and holidays.
2. When on emergency duty, the graduate student/resident will stay in the hospital. They will see emergency cases, teach the students assigned to emergency duty and oversee the operation of the intensive care unit. It is important to remember that if a client thinks a case requires emergency evaluation, it should never be turned away.
3. The second and third year graduate student/residents will be scheduled for medicine back-up duty on a rotating basis with the medicine faculty.
4. The graduate student/resident or intern on emergency duty should not hesitate to ask for assistance when it is required. Back-up medicine clinicians can be called for advice on cases or to help with a diagnostic or therapeutic procedure with which the emergency clinician is unfamiliar or uncomfortable. Surgery back-up personnel can be called for advice, to help decide if emergency surgery is indicated, or to perform surgery.

Radiology personnel are on call to help with the evaluation of radiographs (which they can do from home through PACS) or to perform specialized diagnostic techniques (CT, ultrasound) in challenging cases but should only be called when their input will substantially affect the short term emergency management of the case (for example when deciding whether emergency surgery will be required outside of normal clinic hours). When procedures or review of your radiographs can be reasonably delayed until the next regular work day that is preferred.

When animals are stable and not deteriorating it is usually in the animal's best interest to postpone advanced procedures (imaging, diagnostic procedures like

CSF taps or endoscopy, surgeries) until regular working hours during the week. The emergency clinician's primary role is to stabilize the patient and determine if it needs emergency intervention. Before calling their Medicine or Surgery backup the emergency clinician should have an organized case summary and should have specific questions that their backup can help them with.

5. The emergency duty after-hours schedule will be coordinated and prepared by the Small Animal Clinic intern coordinators (Drs. Casey Gaunt and Sherisse Sakals) and will be distributed (for the year) at the beginning of the residency.
6. Billing procedures and admission/discharge procedures will be outlined by VMC personnel during orientation.
7. Any problems which the graduate student/resident encounters regarding clients, clinic operations or personnel should be brought to the attention of the medicine faculty member(s) on-clinics during the next regular working day.

D. Case Management

1. Residents will have their own cases and will be given the opportunity to manage them independently as they feel appropriate. Discussion of all cases with faculty is encouraged and considered to be a very important part of the training program. Discussion of each referral case with faculty is mandatory (see below).
2. Intern/Graduate Student/Resident/Faculty rounds are held every morning (Monday-Friday) before student rounds. These involve discussion of every hospitalized case, serving as an ideal forum for interaction and discussion of cases. Informal questions and discussion of cases are also encouraged anytime.
3. ICU rounds will be held at 8am every Saturday/Sunday and on holidays. During these rounds clinicians with cases in ICU, clinicians having cases transferred to them, and graduate students/residents scheduled on backup duty should be in attendance.

E. Referrals

1. Graduate Student/Residents will be encouraged to manage most of the Medicine referral cases at the WCVI. They may work together with an intern if an intern takes a referral case in during Day-Emergency receiving. When cases are transferred to the Medicine service from the on-call after-hours clinician, residents will normally take all of the cases that are referrals. Faculty may ask a graduate student/resident to see a referral case which they feel has potential as a good learning case even if they are not scheduled for receiving.
2. When a graduate student/resident receives a referral case through emergency or scheduled receiving, it is expected that they will:
 - a. call the referring veterinarian on the day of admission to let them know the case has arrived and the general diagnostic plan for the workup. At

this time they should tell the referring veterinarian who the supervising Medicine faculty member is that will be overseeing the case.

- b. consult with faculty clinician(s) frequently regarding the diagnosis and management of the case while it is in the hospital and as test results come back. This consultation is mandatory on all referral cases in order to maximize your learning and to ensure high level care is being provided for the patient/client.
- c. send a copy of the discharge notes from the case to the referring veterinarian (by email) at the time of patient discharge . This can now be done easily in the Discharge Note menu.
- d. call the referring veterinarian at the first opportunity when you are likely to reach them in the event of the patient's death
- e. Prepare a referral letter to send to the vet within 1 week of hospital discharge or patient death. Letters should include an in-depth description of the management of the case so that the referring veterinarian can learn from their referral. Merely cutting and pasting owner's discharge notes into referral letters is not appropriate. Often pertinent laboratory data is either summarized or attached. These referral letters must be approved and co-signed by a supervising faculty member - after they are locked by the faculty member they can be emailed to the referring veterinarian. Take the time to write concise but informative letters for referral letters to maximize your learning from these cases. Referral letters also serve as a good summary for your case binder documenting the cases you have seen and managed.

F. Teaching Allowances

1. The supervising small animal medicine faculty member on-clinics may sometimes agree to "write off" part of a bill on a graduate student's case by applying a teaching allowance. This privilege will normally be reserved for extraordinary cases which provide a unique learning experience for the graduate student/resident and/or students. Often this involves performing a test that is of academic interest in understanding the pathophysiology of a case but would not necessarily change your management of the case.

G. Evaluation of Clinical Performance

1. Each graduate student/resident will have a faculty advisor/clinical supervisor assigned when they arrive. Clinical supervisors are assigned on a rotating basis in this section. In some cases it will work best if the faculty member that the graduate student/resident chooses as their research supervisor also serves as their clinical supervisor.
2. The faculty advisor/clinical supervisor of the graduate student/resident or the Department Head will solicit evaluations of the graduate student/resident's performance from clinicians and staff within the Small Animal Clinic in November and May of each year of their residency (total 6 evaluations). A summary of the comments and an overall evaluation will be provided to the graduate student/resident. The objective of these evaluations is to provide the graduate student/resident with feedback and constructive suggestions for improvement.
3. If a faculty or staff member has a problem with a medicine graduate student/resident they may express their concern directly to the graduate student/resident or to the graduate student/resident's faculty supervisor who will make the graduate student/resident aware of the problem and discuss options for resolving the conflict.
4. The faculty advisor/clinical supervisor will participate in graduate committee meetings for the graduate student/resident and will try to ensure that they are familiar with and meet all of the ACVIM requirements for the Residency, the Departmental requirements for the Residency certificate, and also the University of Saskatchewan requirements for the MVetSc degree.

H. VMC Manual

1. A VMC manual is available which outlines the daily procedures and protocols in the clinic. The graduate student/resident should be familiar with this manual.

I. 580 Rotation

1. The graduate student/residents are an integral part of the Small Animal Medicine team which trains fourth year students in the clinics (580 Small Animal Medicine rotation).
2. The 580 handout outlines the objectives and protocols of the student rotation through the small animal medicine block.
3. The problem oriented approach to cases is encouraged in the management and discussion of all clinical cases with students. The problem oriented medical record is utilized. A handout describing this format is distributed to students at the beginning of each rotation; residents should be familiar with this handout.
4. Small animal medicine student rounds are held every morning (M-F). Graduate students/residents are expected to attend and participate in these rounds daily when they are on clinics. Once or twice a week, each resident will be assigned

to direct the student rounds discussions. When assigned, the graduate student/resident should discuss the case with the student and help them to organize their approach to the case on the day prior to presentation. The graduate student/resident should then help to direct rounds and encourage case discussions. At the beginning of each student rotation the most senior resident "on clinics" will generate and distribute a schedule of topics for rounds for the 4 week block, including the faculty/resident who will lead the rounds. The students will then assign individual students to each rounds session.

5. Students on the small animal medicine rotation are given a quiz on topics covered in rounds, Small Animal Friday Morning Seminars and possibly on 1 to 2 selected journal articles assigned to students to read during the four week rotation. It is the responsibility of the first year graduate student/resident to make up these quizzes and go over them with the students. Copies of old quiz questions are available and the first year resident should keep a bank of appropriate questions on their computer. The first year resident will grade the quizzes, determine the "average" mark and bring the quiz grades to the grading session for the students.
6. A graduate student/resident may be asked to present a mystery case to the students and to lead the rounds discussion.
7. Graduate Student/Residents are expected to play an important role in the evaluation of student performance (grading) on all 580 rotations that they participate in, even if they were only on-clinics for 1 of the 4 weeks of the rotation. They should keep notes on their experiences with each student so they can participate in the evaluation process.
8. All Graduate Student/Residents will take part in assessing clinical skills of 4th year students through graded OSCEs (objective structured clinical examinations) on history taking, physical examination, diagnostic approach and discharge notes. The yellow copy of the completed OSCE grade sheets will be turned in by the resident to the Department office where a score will be recorded, and the original copy will be taken upstairs by the student to the office of the Associate Dean Academic.

J. Licensing requirements

1. All graduate student/residents must register with the Saskatchewan Veterinary Medical Association (SVMA) and pay the fees required to obtain a license to practice in the province of Saskatchewan. Attendance at a licensing seminar which outlines the rules and regulations of the provincial association is required by the SVMA.

III. Coursework - Graduate M.V.Sc.

- A. Each graduate student/resident must enrol in the Master of Veterinary Science (Project) Degree program. The requirements for the degree include the three year clinical program, graduate courses worth 30 credits plus successful completion of a research project (VSAC 992). Application for admission to the College of Graduate Studies and Research should be made immediately after the individual successfully matches to the

WCVI program

- B. The graduate student/resident must register for courses in early September, so consultation with faculty and other graduate students regarding which courses to take should occur early in the program.
- C. Every Small Animal Medicine graduate student/resident in the M.Vet.Sc. program must enrol in:

Project (VSAC 992) - All students in the Master of Veterinary Science (Project) program must register for this course each term (three times per year: Fall (September), Winter(January), Spring/Summer(May) during each year of their program, starting in the first Fall session of their program. There is no credit for this course but successful completion is a requirement for the M.Vet.Sc. degree. A grade will be assigned once a college-wide seminar on the research has been presented and the committee has approved the manuscript and conducted an oral examination.

Clinical Practice (VSAC 980) - This course recognizes the many clinical activities of students in the program. Students are required to make satisfactory progress in this course to maintain full-time status in the program. There is no credit for this course but students must register for it each term (three times per year: September, January and May) during each year of their program, starting in the first Fall session of their program.

Advanced Veterinary Internal Medicine (VSAC 800.6) - 6 credits, full year course, offered every 3rd year (to be offered in 2016/2017). *This is a systems-based physiology/pathophysiology course.*

VSAC 874.6 Special Topics - **Endoscopy in Small Animal Medicine:** 6 credits, full year course, offered every 3rd year (last offered in 2014-15, to be offered in 2017-2018). *This is a lecture and laboratory based course on endoscopic techniques and relevant literature.*

Topics in Advanced Small Animal Internal Medicine (VSAC 870.6) 6 credits, full year course, offered every 3rd year (will be offered in 2015/2016). *This course involves a review of the current literature on selected important small animal internal medicine topics through assigned journal readings and discussions. This course partially fulfils the requirement for journal club participation as required by ACVIM.*

Advanced Medical Imaging-Small Animals (VSAC 865.3) half-year, 3 credits. *This lecture and laboratory course (or equivalent internal or external experience), is a requirement in order to have radiology sign-off on the ultrasound portion of your ACVIM diagnostic imaging/ultrasound required exposure. Typically offered every 2 or 3 years, last offered in 2012-2013). After taking the lecture /lab course, every Medicine resident must complete a **1 week clinical ultrasound experience** performing ultrasounds in the medical imaging area with an ACVR Diplomate supervising (to be arranged during their off clinics time).*

NEW: *In order to meet ACVIM requirements for contact with ACVR boarded radiologists, all of our residents must spend **one additional week in the Radiology area** reviewing radiographs, CT images and MRIs with the radiologists (looking at current*

cases and the student teaching sets). This will normally be done during the first year of the program during academic time. All of these radiology experiences are in addition to keeping a radiology case log throughout the residency.

Special Topics in Clinical Pathology (VTPA 898). One week experience in Clinical pathology (cytology reading and case discussions). Register for this course in the Fall, offered in the summer. Will be offered August 2015 to the 2nd and 3rd year residents – the first year resident will take this course in August 2016.

Advanced Clinical Veterinary Medicine (VSAC 873.6) - 6 credits given over 3 years for clinical work. Register one time (in final year).

Friday morning seminars (VSAC 990) - Register for this non-credit course each September and January. Residents will give one or two lectures each academic year in this course and will attend as many of the lectures as possible, even when they are off clinics. The participation of residents in providing constructive criticism/formal evaluation of lectures by other speakers is mandatory.

Two mandatory on-line courses, **Introduction to Ethics and Integrity** (GSR 960) and **Ethics and Integrity in Animal Research** (GSR 962), must be taken through the University during your first term. Students register for these Ethics courses through PAWS along with their other courses and will receive a CR on their transcript for the courses once they have been completed.

- D. Each medicine graduate student/resident (M.Vet.Sc. program) should register in a course which deals with experimental design and statistics such as:

Clinical Trial Design and Analysis (VLAC 881.3) 3 credits, half-year offered every 2nd year (should be offered: January-May 2016). This is a very relevant course with a heavy workload but it is preferred by most veterinary medicine graduate students/residents.

Other options:

Design and Analysis of Experiments (STAT 345.3): has a basic stats course as a prerequisite (STAT 242.3 or STAT 245.3).

Biostatistics 1 (CHEP805.3): has a basic stats course as a prerequisite (STAT 242.3 or STAT 245.3).

- E. Additional courses should be selected which suit the interests or needs of the graduate student/resident. These may be selected from courses offered within the WCVI or other Colleges at the University of Saskatchewan. Some of the courses taken by our graduate students in the past have included:

- **Veterinary Critical Care** (VSAC 869.6) full year, 6 credits. Offered every third year (next offered in 2016-2017).

- **Clinical Hematology** (VT PA 810.3)

- **Advanced Endocrinology** (VBMS 826.3)

- **Advanced Veterinary Anesthesiology** (VSAC 868.6)

- **Pharmacokinetics and Biopharmaceutics** (PHARM 307.2)

- F. In some cases in-depth study of a special topic in internal medicine or a directed review of selected veterinary literature (ie: Current Vet Therapy, Ettinger) may be undertaken under the direction of faculty members and taken for credit for 1/2 year (VSAC 898.3, 3

credits) or a full year (VSAC 898.6, 6 credits).

- G. One special topics course (2 to 4 weeks intensive) may also be taken away from the WCVI (usually at another school) if a curriculum, supervising faculty and grading scheme is approved by the committee.
- H. The graduate student/resident must obtain a grade of at least 60% in each course and a weighted average of at least 70% in the program.
- I. The graduate student/resident should let the Small Animal Medicine schedule supervisor (Dr. Taylor) know their class schedule as soon as they know it so that the receiving schedule can be manipulated to avoid conflicts.
- J. Graduate students/residents interested in an academic career are encouraged to attend seminars designed to improve their clinical and classroom teaching skills. A variety of useful seminars are available through the Teaching and Learning Centre and through the Department of Medical Education on campus.

IV. Research Project

- A. The graduate student/resident should discuss their interests with faculty and try to discover some areas of mutual interest and some ideas which could lead to a research project. The graduate student/resident should identify a research project within the first month at the WCVI (by August 1 whenever possible). They will need to identify their research supervisor at this time – the faculty member who will be their primary supervisor in the planning and execution of the research project based on areas of interest or established research programs.
- B. Research projects should be well designed and realistic, so that publishable results can be obtained within an 18 month period of time. Time taken by the research project should approximate the time taken in and out of a regular 6 credit graduate course.
- C. When a potential project has been identified and a faculty member has agreed to supervise the project, the graduate student/resident advisory committee will be formed. This consists of the faculty research supervisor, the resident's faculty clinical supervisor, the Department Head or Graduate Chair and at least one other faculty member (often 2 faculty members from within Small Animal Medicine and occasionally one from outside the Section/Department).
- D. The advisory committee will meet with the graduate student/resident and discuss their proposed program, including coursework and the proposed research project. Committee meetings will be scheduled as needed during the year to review the graduate student/resident's progress in courses and the project. The committee will meet at least twice yearly.
- E. The graduate student/resident will research the literature and design their research project under the guidance of the project supervisor. The graduate student/resident will write a research grant proposal together with the faculty supervisor for submission to a

research granting agency.

- F. If possible, the graduate student/resident should have completed all data collection by June of the 2nd year of the graduate student/residency program. This will allow time for analyzing the data, writing the paper and preparing the presentation
- G. A research paper written in a form acceptable for submission to a scientific journal and approved by the advisory committee is a requirement for the degree. The completed paper should be in the hands of the committee before March 1 of the third year of the program. Whenever possible, graduate student/residents should attempt to complete their papers well ahead of this deadline. Editorial collaboration with co-authors is expected before the "final" paper is turned into the committee, so that the final version of the paper is considered journal-ready.
- H. Graduate Student/Residents are encouraged to submit their research results as an abstract for presentation at the American College of Veterinary Internal Medicine Forum.
- I. The graduate student/resident will present their project results in a research seminar to the faculty and students of the WCVI before April 15th of the final year of their program. On that same day they will normally defend their project for their committee. This involves approval of the finished (revised) research paper by the committee and the demonstration of satisfactory knowledge of the project and related areas of internal medicine as determined through oral examination of the graduate student/resident by committee members.

V. Other Items of Importance

A. Publications

- 1. The graduate student/resident is required to write at least one clinical case report, review article or retrospective study for publication, to be submitted before May of their second year of their graduate student/residency program. This may be done in collaboration with a faculty member as long as the graduate student/resident is the primary author. All graduate student/residents must complete this requirement in order to successfully complete their program.
- 2. Graduate Student/Residents are also expected to submit for publication at least one paper arising from their research. This paper is expected to be publication-ready at the time of project presentation and defense (before April 15th of the final year of the program).
- 3. The graduate student will also be given the opportunity to present their research in the form of a poster during the WCVI Graduate Student Poster Day.
- 4. Graduate Student/Residents will also be encouraged to submit for publication by the middle of their third year a second clinical paper or review article.
- 5. Graduate Student/Residents should be aware of the current publication requirements of the American College of Veterinary Internal Medicine. (See

ACVIM Requirements).

B. ACVIM examination and requirements

1. It is expected that all graduate student/residents will take the General Examination of the American College of Veterinary Internal Medicine at the end of the second year of their program and the Certifying exam near the end of their third year. They should seek the guidance of their supervisor and other faculty in preparation for these examinations.
2. Graduate Student/Residents are responsible for making the appropriate application to the A.C.V.I.M. to register in the program. **This must be done by October 1st of the first year of their program.**
3. Graduate Student/Residents are responsible for familiarizing themselves with and satisfying all ACVIM requirements and deadlines. **They should access the most current General Information Guide (GIG) online at the ACVIM website and read the sections pertaining to their program.**

Some specific requirements:

a. Medicine. WCVIM Residents should keep a **case log** throughout their residency to document the depth and breadth of their internal medicine experience (it is suggested that the resident maintain a notebook with case stickers and diagnoses from every case they manage. A file containing discharge notes or referral letters (case summaries) from all cases they are involved with (as primary clinician or as helper/consultant) should also be maintained as this will provide more detailed information on the cases managed. Along with their case log, it is advisable for residents to keep a **procedures log** to document all endoscopy procedures, ultrasound exams, tracheal washes, CSF collections, bone marrow collections, joint taps, etc that they perform or are involved with. Residents should review their case logs and their progress towards meeting ACVIM requirements at least annually with their clinical supervisor. These logs are not ACVIM requirements, but if at any time ACVIM wanted to review our program the logs would provide documentation that the resident is meeting ACVIM requirements.

b. Clinical Pathology. ACVIM requirements state that residents must spend the equivalent during their 3 year program of *40 hours in contact with a board certified veterinary pathologist (clinical pathology)* looking at and discussing blood smears, lab results and cytology preparations. It is very important that the resident keep track of each case-based interaction by keeping a **ClinPath log** (list date, time spent, case#, sample type, diagnosis, and clinical pathologist involved) as they may be asked by ACVIM to produce these and they will be asking the clinical pathologist(s) to sign off on their level of contact at the completion of their three year program. Whenever possible, residents should take the opportunity to review cytology smears from not only their cases but from other interesting cases being evaluated by the Clinical Pathologist (and record time spent on the case log).

In 2013 the Clinical Pathologists agreed to offer a one week course Special Topics in Clinical Pathology (VTPA 898). emphasizing diagnostic cytology and hematology to our residents, and this is now a required course. The plan is to offer this course every 2 years (next offering summer 2015). All residents must either take this course or travel to another institution for 1 or 2 weeks to take part in formal Clinical Pathology training during their academic time.

c. Radiology. ACVIM requirements state that residents must receive training in medical imaging from a board certified radiologist equivalent to 40 hours of diagnostic radiology and 40 hours of ultrasonography during their 3 year program. At the WCVI you will meet these requirements by (1) interacting with radiologists about your cases and cases being managed by other clinicians (keep a log to document these interactions), (2) spending one week in Radiology during the academic year of your first year reading radiographs, CTs and MRIs from clinic cases and the student study sets and interacting with the ACVR boarded radiologist on duty, (3) completing the required Advanced Small Animal Radiology course (VSAC 865.3) or an equivalent external or internal experience learning and practicing ultrasound examination, and (4) completing a required one week clinical experience performing ultrasound examinations in the medical imaging area (or an external rotation) after they have taken the VSAC 865.3 course or had their equivalent external/internal experience.

Residents should keep a **Radiology log** (list date, time spent in consultation with the radiologist, case#, study type, diagnosis, and radiologist involved) to document their exposure to diagnostic radiology and ultrasound and contact time with a boarded radiologist (include the radiologist name). The ACVIM may ask to see the hours logged during the annual review of the program.

d. Scholarship. ACVIM requirements state that residents are required to document that a minimum amount of instruction or participation in creative scholarship activities has been incorporated into their residency program (GIG Section D.2.d). These activities must be documented on the Scholarly Activity Report available online and to be submitted as part of the application to sit for the SAIM Specialty Exam (Due in October of final year with rest of packet). The requirements include:

(1) routine and regular participation in a critical review of the literature (eg journal club) amounting to over 80h during the 3years.

Approximately 60 eligible hours are provided in the **Topics in Advanced Small Animal Internal Medicine** (VSAC 870.6) course.

Graduate Student/Residents should also organize and participate in their own journal club to aid in boards preparation and to meet the additional 20h requirement for ACVIM (in addition to the 60 met through VSAC 870.6). This might include ECG rounds or reviews of appropriate books or journal articles with other residents during boards review or as a formal regularly meeting journal club.

During the last few years a Medicine journal club has been organized every 2nd week during the academic year during the Thursday morning time when

students are taking their quiz (8:30-10am). Participation is important.

(2) in addition to the journal article discussions, ACVIM regulations state that residents must complete one of the following:

- completion of a prospective or retrospective research project in small animal internal medicine
- acceptance and presentation of an abstract or poster based on original work in small animal internal medicine
- submission of a grant proposal for original research in small animal internal medicine
- completion of graduate coursework in biostatistics, research methods or research ethics
- successful completion of 2 ACVIM workshops or short courses.

(3). Once each year in the summer, each resident must fill out a **Small Animal Internal Medicine Resident Annual Progress form**. On this form they must document the weeks/hours they have spent that previous year fulfilling the various requirements of the ACVIM (see ACVIM General Information Guide). They will need to indicate:

- the number of weeks they have spent on Medicine clinics that year being directly supervised by the DACVIM (Small Animal Medicine) clinicians at the WCVI
- the number of weeks (if any) they have spent during the year on other WCVI or outside rotations such as Oncology, , Emergency/Critical Care, Anesthesiology, Pathology, Surgery, Dermatology, Ophthalmology, Clinical Nutrition, Clinical Pharmacology , Radiology, Clinical Pathology, Neurology or Cardiology.
- the number of weeks they have spent doing research, studying, writing or teaching (and teaching preparation).
- the number of hours of logged clinical pathology (Diplomate ACVP) contact time
- the number of hours of logged radiology (Diplomate ACVR) contact time
- the number of weeks of vacation taken that year
- Conferences attended (must attend at least one during residency).

Each resident's clinical supervisor will need to review and sign their resident's Small Animal Internal Medicine Resident Annual Progress form and it will need to be forwarded to the ACVIM before October 1st each year.

C. Teaching/Seminars

1. All graduate student/residents will be required to give didactic lectures in the Advanced Veterinary Internal Medicine course and the Endoscopy course is taught and to lead literature discussions in the Topics in Advanced Small Animal Internal Medicine (VSAC 870.6) course.

2. All graduate student/residents will be required to present one or two Friday morning seminars (VSAC 990) each year to faculty, students, staff and their peers. These seminars are brief (40-45 minutes plus questions) presentations of a case report, a medical condition, a discussion of new topics or treatments or a report on research findings.
3. All graduate student/residents will be expected to assist in the teaching of medical exercise laboratories to first, second and third year veterinary students.
4. Additional lecturing opportunities in elective courses, student seminars, continuing education programs, the Small Animal Medicine course and the General Medicine course will be made available to interested graduate student/residents. This will need to be arranged on an individual basis with the faculty member who provides the lectures within the resident's area of interest in the regular undergraduate curriculum

D. Time Out of Clinics

1. All graduate student/residents are allowed three weeks of vacation time and twelve weeks of academic time (time off Medicine clinics) per year
2. Academic time is time scheduled out of Medicine clinics. It is intended to be used to work on the research project or other academic pursuits such as writing papers for publication. Many 2nd and 3rd year graduate student/residents use some of their academic time to study for the A.C.V.I.M. examinations. Both one week radiology experiences, the Clinical Pathology week-long course, and any external rotations, experiences or meetings will also use academic time.
3. A one or two week externship in an area of special interest and approved by the graduate student/resident's committee may be allowed during vacation and/or academic time. Internal or external rotations in Medical Oncology, Radiation Oncology, Emergency/Critical Care, Clinical Nutrition, Diagnostic Imaging, Clinical Pathology, Neurology or Cardiology would be encouraged.
4. Scientific meetings may be attended during vacation time or academic time. You will receive \$1300 that you can use for travel (and some research expenses). Some additional assistance with funds for travel may be available from the Department in terms of a bursary which you apply for.
5. ***Graduate student/residents should sit down together early in the year (before the end of July) to plan the scheduling of their academic time and vacation time for the entire year so that there are no conflicts.***

Normally academic time and vacation time will be taken in blocks of 2 to 4 weeks. Except for the 6 weeks preceding the ACVIM boards, at least two of the three graduate student/residents should be scheduled on clinics during any given week. Schedules will also have to be coordinated with the Small Animal Medicine intern.

The 3rd year resident often takes 8 or 9 of their academic time weeks just prior to ACVIM boards to study, and they get first priority in scheduling if they are taking the Certifying examination. The 2nd year resident has next priority in scheduling – they can take a maximum of 6 weeks of their academic time in the 2 months before the ACVIM General exam, but we encourage them to only take 4 weeks at this time to study. The next priority in scheduling is the first year resident, followed by the Medicine intern.

Unless there are extenuating circumstances, all of you should be scheduled on clinics during the cross-over weeks (when we are training new interns and resident) from June 20 to July 4 and July 15-25.

6. Scheduling of the resident's clinic duty during Christmas break should also be done early in the year to avoid conflicts. All residents will be scheduled for duty for an equal share of the Christmas holiday and will normally take one week of their vacation time during the Christmas break.

F. Miscellaneous

1. Stationary supplies are supplied to the graduate student/resident through the Department of Small Animal Clinical Sciences office.
2. Computers are available in the Department and in the Auto-tutorial center and can be used by graduate student/residents for word processing and data entry.
3. Graduate student/residents will be issued a personal number for use of the Xerox machine in the Department. The maximum number allowed for the year is 3000 copies per resident. Anything over this amount will be billed to the graduate student/resident.
4. Each graduate student will be assigned to an office which they will share with one or more other residents within the department.

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