

RESIDENCY IN COMPANION ANIMAL SURGERY

**Louisiana State University
School of Veterinary Medicine
Department of Veterinary Clinical Sciences
Veterinary Teaching Hospital**

Revised September 2016

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**RESIDENCY PROGRAM
IN
COMPANION ANIMAL MEDICINE & SURGERY**

**Louisiana State University
School of Veterinary Medicine
Department of Veterinary Clinical Sciences
Veterinary Teaching Hospital**

1.0 INTRODUCTION

- 1.1 The Companion Animal Surgery (CAS) Residency Training Program at Louisiana State University, School of Veterinary Medicine (SVM) is designed to provide three years of post-DVM training in the surgical management of companion animals, with an emphasis on dogs and cats. This program follows the guidelines stated in the most current Informational Brochure of the American College of Veterinary Surgeons (ACVS). Successful completion of this residency program will partially fulfill the requirements for board eligibility by the ACVS. The training program will utilize faculty of the Department of Veterinary Clinical Sciences (VCS) and other participating departments as mentors. Clinical facilities of the Veterinary Teaching Hospital (VTH) will be the primary training site.
- 1.2 The residency will fulfill the training requirements and partially fulfill the requirements for examination (certification) of the American College of Veterinary Surgeons.
- 1.3 The training program will utilize faculty of the Department of Veterinary Clinical Sciences (VCS) as mentors.
- 1.4 Clinical facilities of the Veterinary Teaching Hospital (VTH) will be the primary training location for the LSU portion of the residency.

2.0 OBJECTIVES

- 2.1 To provide advanced training in clinical problem solving and diagnostic and therapeutic techniques in the specialty field.
- 2.2 To provide didactic and tutorial teaching training and experience.
- 2.3 To satisfy the requirements for examination by the American College of Veterinary Surgeons.
- 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.
- 2.6 To provide experience in designing and conducting a clinical research project.

- 2.7** To provide opportunity to participate in graduate level courses that support and strengthen the clinical training program.
- 2.8** Additional Objectives
- 2.8.1** To become familiar with areas of parallel interest in small animal and human surgery through participation in rounds, seminars and short courses at LSU and various medical institutions.
- 2.8.2** The resident should make provisions to attend the ASIF Orthopedic Course offered at The Ohio State University. This course is to be attended during the first year of residency.
- 2.8.3** The resident should attend the ACVS Surgery Symposium during the 2nd and / or 3rd year of the program.
- 2.8.4** The resident is expected to remain current with the veterinary surgical literature, both in Small Animal Surgery, and in related areas.
- 2.8.5** The resident is expected to develop teaching materials that will serve the instructional as well as the continuing education programs. This should include the organization of a pertinent veterinary literature file, patient data for the development of case studies and an image file as a basis for future instructional efforts.
- 2.8.6** The resident is expected to publish two first author publications in a refereed journal. The residency certificate will not be issued until these publications are accepted by the resident's committee.

3.0 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 small animal 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.
- 3.4** Candidates must have the goal of board certification by the American College of Veterinary Surgeons.
- 3.5** Candidates should be academically acceptable for admission to the Graduate School.

4.0 FACULTY MENTOR

- 4.1** The resident will be assigned to a faculty mentor who has diplomate status in the specialty field Veterinary Surgery

- 4.1.1 The ACVS resident advisor will be the same person as the faculty mentor and must be a Diplomate, ACVS.
- 4.1.2 The Resident Advisor must be assigned within the first calendar quarter (by September) of the program.
- 4.1.3 The faculty advisor will be a member of resident's Graduate Advisory Committee.
- 4.2 Responsibilities of the mentor include the direction and coordination of the clinical program, advise on research, publications, and preparation for Specialty Board examinations, and general counseling.
- 4.3 **ADVISORY COMMITTEE:** The advisory committee will include the resident's advisor as chairman or co-chairman with the Graduate Committee Chairman.
 - 4.3.1 The committee will consist of at least one additional Diplomate of the ACVS and other pertinent diplomates and graduate faculty members depending upon the research interests of the resident.
 - 4.3.2 This committee should be formed by January of the first year.
 - 4.3.3 Responsibilities of Advisory Committees
 - 4.3.3.1 Coordination of clinical and research programs
 - 4.3.3.2 General counseling.

5.0 HOUSE OFFICER ROUNDS AND SEMINAR PROGRAM

- 5.1 The House Officer Rounds are designed to provide the resident 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. The resident will participate with the other VCS house officers on a rotating basis and will make at least 1 case presentation in House Officer Rounds during the year.
- 5.2 The House Officer Seminar series is designed to provide the resident with the opportunity to research and present scientific information to professional colleagues.
- 5.3 One seminar will be prepared and given in each year of the residency.
- 5.4 The seminar will include a written manuscript with references in a suitable form for a publication that is to be forwarded electronically one week prior to the seminar to the faculty and house officers.
- 5.5 One seminar topic will relate to original research conducted by the resident.

5.6 Attendance: The resident is required to attend and participate in the following: VMED 7001 (VCS Seminar), Grand Rounds, House Officer Rounds, other seminars that are requirements of the resident's home department and/or section.

5.7 VCS HO Rounds/Seminar Policy

5.7.1 HO attendance at all HO Rounds/Seminar sessions is required. HO attendance is required at only those rounds and seminars designated as VCS HO Rounds/Seminar sessions and that others occurring in the same time slot are not required by the House Officer Committee.

5.7.2 Attendance will be taken at the beginning of each session.

5.7.3 HO will be required to present an additional seminar if they have more than one unexcused absence during the program year. All absences must be accounted for by completing a HO Leave Request Form and submitting it to the HOC chair.

5.7.4 Excused absences include the following: illness, annual leave, attendance or participation in a continuing education program, presentation of a student lecture, scheduled out-rotation or special service requirements per request of advisor. All other absences are unexcused unless deemed excusable by the HO advisor.

6.0 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 in the evaluation of Phase II veterinary students assigned to the section.

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

6.3.1 The resident will be required to prepare and present two formal lectures (including handouts and visual aids) to Phase 1 students during the second and third years of the program. Attendance at these lectures the previous year is recommended.

6.3.2 The lecture presentations will be previewed and evaluated by a VCS faculty surgeon.

6.3.3 The resident will participate in assigned Phase 1 & 2 surgery laboratories. Student evaluation will be a part of this participation.

7.0 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 Surgeons
- 7.2** In order to qualify for examination the resident should refer to the published requirements of the college. A description of the ACVS and its requirements, forms and logs can be found at www.acvs.org.
- 7.2.1** Resident logs (surgery & activity) must be submitted to the ACVS Residency Program Committee **prior** to August 1st of each year. Prior faculty/mentor verification must be obtained.
- 7.2.1.1** The resident is required to maintain a Surgery Log of each case participated in with details including: Date, case number, species, animal identification, procedure performed, and primary or assistant surgeon. Find on-line forms at www.acvs.org.
- 7.2.2** If the resident plans to write the ACVS qualifying examination in February of the year following completion of the residency, application must be made by August 1st of the preceding year. One first authored, refereed publication resulting from prospective / retrospective studies or original research must be completed and **fully accepted** prior to August 1st of the year the residency is completed or the year credentials are submitted, as a credentials requirement.
- 7.2.2.1** Publications must reflect original work or a previously unpublished case series. The manuscript must follow the scientific method containing: an introductory statement, a hypothesis or objective, a description of techniques used, a report of results, a discussion, and a conclusion.
- 7.2.2.2** The resident will be kept current of ACVS guidelines, protocols, and decisions regarding the standard residency training program by his / her diplomate advisor and ACVS website.
- 7.3** It is solely the responsibility of the resident to submit any material and fees required by the college for registration for board examinations.

8.0 CLINICAL PROGRAM

The major responsibility of the surgical resident, under direct supervision of faculty, is to receive, diagnose, operate upon and / or otherwise provide surgical and medical management of patients admitted to the VTH. The resident's responsibility for patient care and teaching will increase as training progresses, dependent upon his/her demonstrated level of proficiency. Direct surgical supervision by an ACVS diplomate and consultation on patient management will continue throughout the program. The residency program follows the Year 4 professional teaching schedule.

- 8.1** The schedule outlined below satisfies the ACVS requirements of 94 weeks of clinical surgery under the direct supervision of an ACVS diplomate and the requirement of 80 hours each of diplomate supervision in Radiology, Pathology (Clinical Pathology), Anesthesiology and Internal Medicine. It also fulfills the 31 week ACVS requirement for other activities such as research, graduate work, external rotations and manuscript preparation.

Year 1	Year 2	Year 3
10 Blocks CAS	8 Blocks CAS	9 Blocks CAS
1 Block Research	2 Block Research	2 Block Research
½ Block Anesth ½ Block Med	1½ Block Elective ½ Block Rad	1 Block Elective

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

- 8.3 Clinical rounds:** The resident will attend and participate in the Year 4 clinical rounds program of the service to which he/she is currently assigned. In addition, a schedule of mandatory rounds and seminars will be established which may include: clinician ward rounds, resident rounds, journal club and other seminars or conferences within the SVM. Attendance at rounds and seminars at local medical facilities is encouraged.

8.4 Year I Resident's Program

- 8.4.1** Rotations parallel the student block rotations (4 to 6 weeks each) for 52 weeks: 10 blocks on CAS, 1 block research/scholarly activities, two required 1/2 block rotations in anesthesia, internal medicine, &/or radiology

8.4.1.1 Objectives for assignments other than CAS are outlined in Appendix

8.4.1.2 Training away from the LSU SVM campus including travel will be at the resident's personal expense. Special funds can be requested from the Dean via the Department Head.

- 8.4.2** The resident will participate in the instruction of Phase II students and interns. Participation in SVM student laboratories will be assigned.

- 8.4.3** The resident will participate in house officer rounds, ward rounds, journal club, special topic conferences, seminars, and other

scheduled conferences of the VTH. He/She will attend other scheduled seminars in the SVM as time permits.

8.4.4 The resident will present 2 seminars (to faculty and house officers) on topics of interest to the resident.

8.4.4.1 One seminar will be part of the VCS Seminar series and the other will be in conjunction with graduate courses.

8.4.4.2 The resident's class/seminar schedule will be presented to each of their mentors as their rotation with that mentor begins. The resident will be excused from any rotation to attend scheduled rounds, classes, and seminars following notification of the block mentor.

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

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

8.4.7 The resident must register with the specialty college.

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

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

8.5 Year II Resident's Program

8.5.1 Rotations parallel the student block rotations (4 to 6 weeks each) for 52 weeks: 8 blocks on CAS, 2 blocks research/scholarly activities, one required 1/2 block rotations in anesthesia, internal medicine, &/or radiology and 1.5 blocks of elective rotation.

8.5.1.1 Objectives for assignments other than CAS are outlined in Appendix

8.5.1.2 Training away from the LSU SVM campus including travel will be at the resident's personal expense. Special funds can be requested from the Dean via the Department Head.

- 8.5.2** The resident will participate in the instruction of Phase II students and interns. Participation in SVM student laboratories will be assigned.
- 8.5.3** The resident will participate in house officer rounds, ward rounds, journal club, special topic conferences, seminars, and other scheduled conferences of the VTH. He/She will attend other scheduled seminars in the SVM as time permits.
- 8.5.4** The resident will present 2 seminars (to faculty and house officers) on topics of interest to the resident.
 - 8.5.4.1** One seminar will be part of the VCS Seminar series and the other will be in conjunction with graduate courses.
 - 8.5.4.2** The resident's class/seminar schedule will be presented to each of their mentors as their rotation with that mentor begins. The resident will be excused from any rotation to attend scheduled rounds, classes, and seminars following notification of the block mentor.
- 8.5.5** The resident will submit one paper suitable for publication to their mentor and the House Officer Chair by June 1. Topic considerations should be discussed with his/her mentor prior to working on the manuscript.
- 8.5.6** The resident should make applications for sitting examinations if applicable. N/A for surgery residents.
- 8.5.7** The resident will begin or continue the research project if funding has been obtained.
- 8.5.8** The resident is required to give at least 1 hour of didactic instruction in courses offered to veterinary students.
- 8.5.9** The resident may attend a major professional meeting at some point during the program with the advice and approval of his/her faculty mentor and the house officer committee (see form Appendix 17.1). Expenses will be paid by the resident. The meeting must be scheduled during a non-clinical block.
- 8.5.10** The resident is encouraged to attend and participate in continuing education meetings sponsored by the SVM or by local and regional veterinary organizations.
- 8.5.11** The resident is encouraged to prepare a research proposal; review it with his/her faculty mentor, and submit it for funding consideration.
- 8.5.12** The resident may, with the approval of the resident's advisor and the surgical faculty, participate in clinically relevant graduate

courses. Course work must not interfere with the clinical and instructional responsibilities of the resident.

8.6 Year III Resident's Program

8.6.1 Rotations parallel the student block rotations (4 to 6 weeks each) for 52 weeks: 9 blocks on CAS, 2 block research/scholarly activities, and one elective block.

8.6.1.1 Objectives for assignments other than CAS are outlined in Appendix

8.6.1.2 Training away from the LSU SVM campus including travel will be at the residents personal expense. Special funds can be requested from the Dean via the Department Head.

8.6.2 The resident will participate in the instruction of Phase II students and interns. Participation in SVM student laboratories will be assigned.

8.6.3 The resident will participate in house officer rounds, ward rounds, journal club, special topic conferences, seminars, and other scheduled conferences of the VTH. He/She will attend other scheduled seminars in the SVM as time permits.

8.6.4 The resident will present 2 seminars (to faculty and house officers) on topics of interest to the resident.

8.6.4.1 One seminar will be part of the VCS Seminar series and the other will be in conjunction with graduate courses.

8.6.4.2 The resident's class/seminar schedule will be presented to each of their mentors as their rotation with that mentor begins. The resident will be excused from any rotation to attend scheduled rounds, classes, and seminars following notification of the block mentor.

8.6.5 The resident may attend a major professional meeting at some point during the program with the advice and approval of his/her faculty mentor and the house officer committee (see form Appendix 17.1). Expenses will be paid by the resident. The meeting must be scheduled during a non-clinical block.

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

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

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

8.6.9 The resident should make applications for sitting examinations if applicable.

8.7 Outside Rotations

8.7.1 Outside rotations may be necessary if the number of qualified diplomates are insufficient to supervise required surgical rotations or rotations in anesthesia, radiology, internal medicine or pathology.

8.7.2 Elective: The purpose of an elective block is to allow residents the opportunity to learn skills and obtain knowledge in clinical areas of special interest. The resident may select a clinical block within the SVM or at another medical facility. The resident should seek rotations at other facilities only if this opportunity does not exist at the SVM.

8.7.2.1 Protocol:

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

8.7.2.1.2 Contact the desired elective and determine the feasibility of your rotation. Present them with preliminary objectives and determine if they are able to fulfill these objectives.

8.7.2.1.3 Write formal objectives for your elective and present them to your advisor to request approval from the Companion Animal Surgeons.

8.7.2.1.4 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.

8.7.2.1.5 Present the letter of acceptance from your elective mentor to the Companion Animal Surgeons for final approval.

8.7.2.1.6 Perform admirably in your elective rotation. Get our block evaluation form filled out by your elective mentor and sent to the Residency Director. The evaluation should include comments regarding the fulfillment of the objectives.

9.0 RESEARCH PROJECT

- 9.1** The Department of Veterinary Clinical Sciences requires its residents to participate in scholarly activity such as basic, applied or clinical research. To that end the resident is required to:
- 9.1.1** Design a research project to address a specific question or problem in the discipline
 - 9.1.2** Write a research grant proposal that may be used to seek funding for the project.
 - 9.1.3** Conduct the research according to the experimental design
 - 9.1.4** Analyze and report the results of the project
 - 9.1.5** Publication of these results in a refereed journal is strongly encouraged
- 9.2** Timetable:
- 9.2.1** First year: Write and submit research proposal to a funding source. If not immediately funded the project must be redesigned and resubmitted. The project must be completed in publishable form by March of the third year (preferably January). A case report must be written & submitted to a refereed journal during the resident's first 6 months.
 - 9.2.2** Second year: Research project is to be performed. A prospective or retrospective study must be designed, researched and initiated by the end of the first-half of the second year.
 - 9.2.3** Third year: Complete funded research and submit to a refereed journal for publication before March (strive for Jan). If possible present results of research at ACVS Residents Competition (submit abstract for presentation during 3rd year). Submit manuscript from prospective or retrospective study for publication in a refereed journal before the end of the 3rd year (ACVS goal Jan 1st) .
- 9.3** Research and scholarly activities are to be accomplished 1) during research blocks, 2) after normal hospital hours & activities are completed, or 3) when released to do so by the mentor they are assigned for the day/week.
- 9.4** The resident Advisor is responsible for monitoring development, continuity, progress and completion of research / scholarly activities.

10.0 GRADUATE PROGRAM

- 10.1** The graduate academic program is considered to be an important adjunct to the residency program. Enrollment will produce a more balanced educational experience, which will prepare the resident for an academic

career as a member of the clinical faculty of a school or college of veterinary medicine. The graduate program is not required, but is encouraged.

10.2 Requirements for admission to the LSU Graduate School are given in the current catalog under "Requirements for Advanced Degrees". The resident should apply for admission to the Graduate School at the time of acceptance to the residency.

10.3 All MS graduate students must complete a minimum of 30 credit hours of graduate courses, a final examination and a thesis. Course requirements include:

10.3.1 A minimum of 12 hours of graduate work must be at the 7000 level or greater.

10.3.2 A minimum of 10 hours of course credit must be from VCS courses

10.3.3 A minimum of 6 hours of research/thesis credit must be completed (only 6 hours counted towards degree)

10.3.4 A maximum of 4 hours of seminar (VCS 7001) may be applied toward the MS degree

10.3.5 A maximum 8 hours of special topics (VCS 7003) may be applied toward the MS degree

10.3.6 A minimum of 8 hours of non-VCS courses

10.4 The resident shall choose a major advisor. The resident and major advisor are responsible for the selection of a graduate committee (usually 3 members) by January of the first year.

11.0 ADDITIONAL OBJECTIVES

11.1 Mentors for these blocks of time will evaluate the residents and be asked to sign a form verifying that the resident has spent 80 hours in the discipline

11.2 RADIOLOGY

11.2.1 The time on this service with an ACVR diplomate is intended to fulfill the 80 hour ACVS requirement. Additional time will be spent with the radiologists on a case-by-case basis during CAS block assignments. Radiology block objectives include:

11.2.2 Attend and participate in all film reading sessions, discussions and seminars, large and small animal.

11.2.3 Review the radiology teaching file.

11.2.4 Develop familiarity with how to perform and interpret special procedures. Special effort should be devoted to myelograms, urethrograms, cystograms, IVP's, barium swallows, GI series, angiograms, portograms, and ultrasonography. Laboratory dogs from 5457 are to be used (before or after the lab.) to practice lumbar and cisternal CSF taps, catheterization of vessels, and urethral catheterization.

11.2.5 Study areas of perceived weakness and interest by reviewing the veterinary radiology literature and by personal communication with the radiologist.

11.3 ANESTHESIOLOGY

11.3.1 The ACVS requires the resident to spend 80 hours with a Diplomate of the ACVA. This requirement is to be fulfilled in the following ways.

11.3.2 Attend and participate in weekly anesthesia rounds with the students and anesthesia faculty.

11.3.3 The resident is to become familiar with anesthesia equipment, gas machines and ventilators, and review the pharmacology of anesthetic agents and emergency drugs.

11.3.4 Rotating with a Diplomate of the ACVA:

11.3.5 Take an active role in the anesthetic care and maintenance of all cases presented to the anesthesia service.

11.3.6 Attend and participate in all discussions, rounds, and seminars of the anesthesia service.

11.3.7 Participate in the service as other residents do including out-of-hours responsibilities.

11.3.8 Accomplish any projects / publications requested by the mentor.

11.3.9 Review veterinary anesthesia literature and protocols in the following areas: endocrine diseases, hepatic disease, cardiac disease, trauma patients, pediatric patients, geriatric patients, CPR, fluid & electrolyte therapy, blood-gas interpretation, muscle relaxants and analgesics.

11.4 PATHOLOGY

11.4.1 The 80 hour ACVS requirement should be fulfilled in the following ways.

11.4.2 Enroll in the Surgical Biopsy Course (VP 7003) every fall (1 credit x 3 = 48 contact hours).

- 11.4.3** Enroll in Clinical Pathology Course (VP7525 VC Hematology, VP7526 VC Chemistry, VP7527 VC Cytology each 2-4 credits) (2 credits = 32 contact hours).
- 11.4.4** Take an active role in the collection and interpretation of clinical laboratory and histopathology specimens from surgery cases. Participate / observe necropsies on surgically related cases.
- 11.4.5** Attend and participate in rounds / seminars given by the pathology department.
- 11.4.6** Review the veterinary pathology literature in areas of interest and perceived weakness, especially in areas directly related to surgery.

11.5 INTERNAL MEDICINE

- 11.5.1** The ACVS requires the surgery resident to spend 80 hours with a Diplomate of the American College of Veterinary Internal Medicine. This requirement will be met by spending 2 weeks on an internal medicine rotation and case consults throughout the residency. The objectives include:
 - 11.5.2** Learning the operation of the medicine service and becoming familiar with the medicine clinicians.
 - 11.5.3** Reviewing protocols for internal medicine case work-up.
 - 11.5.4** Learning to perform endoscopic examinations and proper use of the equipment.
 - 11.5.5** Obtaining a better appreciation for internal medicine.

12.0 EVALUATION AND REAPPOINTMENT

- 12.1** An evaluation will be provided by the block mentor at the end of each assigned block through the E*Value software. A summary evaluation will be made quarterly by the faculty in conjunction with the resident's advisor. The evaluation covers:
 - 12.1.1** Professional ability; to include theoretical knowledge and application of that knowledge, clinical skills, tutorial skills, and scholarly activity.
 - 12.1.2** Hospital services; to include communication skills, patient care, medical record quality, emergency duty quality, and adherence to VTH protocol.
 - 12.1.3** Personal characteristics; to include responsibility, initiative, interaction with faculty, staff and students, department and leadership

- 12.2** The resident will meet with his or her mentor on a quarterly basis to discuss their progress and block evaluations.
- 12.3** At any time in the resident's program, and at the latest in March of each year, the House Officer Committee will review all evaluations to date. Following that review, the committee will make a recommendation to the Head of the Department of Veterinary Clinical Sciences to:
 - 12.3.1** Continue the appointment for another year with or without probation
 - 12.3.2** Award the certificate upon satisfactory completion of the program.
 - 12.3.3** 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.
- 12.4** All House Officers are required to complete an annual evaluation of their program with suggestions for improvement before continuation or completion of their program is granted.

13.0 HOUSE OFFICER COMMITTEE

- 13.1** The Committee is comprised of a representative of each House Officer program. It is responsible for the year-end review of each house officer's progress. This review is based on block evaluations received throughout the course of the program. The Committee grants recommendation for reappointment or a certificate to those who successfully complete the program.
- 13.2** All House Officers are required to complete an annual evaluation of their program with suggestions for improvement before continuation or completion of their program is granted.

14.0 EMPLOYMENT AND BENEFITS

- 14.1** Louisiana State University classifies interns and residents as University employees. As such, they (and their eligible dependents) qualify for the Louisiana State University Baton Rouge health insurance and benefits. The School of Veterinary Medicine provides malpractice insurance coverage. 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 via direct deposit. Retirement contributions are required and withheld from each paycheck. No social security tax is withheld. Federal and state income tax is withheld. The employee may be eligible to petition the IRS for exemption from federal tax on part of his/her salary.
- 14.2** The Veterinary Teaching Hospital operates year round. House officers will share emergency duty with other house officers within their specialty. House Officers will also share evening, weekend and holiday duty on a

scheduled basis.

- 14.3** The University offers accrual of annual time off following either the University accrual rate (14 hours/month with a maximum accumulation of 176 hours) or the Civil Service Schedule rate (8 hours/month with no maximum accumulation). Sick time off accrual is 8 hours/month. All time off, except for illness and emergencies, should be requested and approved 30 days in advance. Time off requests must be entered into Workday (via the employee's MyLSU account) by the employee and approved by the supervisor before time off will be granted. Annual time off will be granted on an individual basis taking into account the reason for the requested absence and the needs of the service and hospital. Annual time off for personal business is to be taken during elective or research blocks. Emergency absence such as for illness or a death in the immediate family should be brought to the attention of the clinician to whom the House Officer is assigned as soon as the House Officer learns that he/she will be absent. The official request should be entered into Workday upon the House Officer's return. Except in unusual circumstances, approval will not be granted for time off during the final month of the program.
- 14.4** Reappointment to the second and third years of the residency program is contingent upon satisfactory completion of the previous year's requirements.

15.0 APPLICATION

- 15.1** Candidates may apply for the Residency in Companion Animal Surgery by completing:
- 15.1.1** A standard residency application through www.virmp.org.
 - 15.1.2** A statement of residency objectives and subsequent career goals.
 - 15.1.3** Official academic transcripts.
 - 15.1.4** Three letters of reference from individuals currently familiar with the applicant's professional status.
 - 15.1.5** A curriculum vitae.
 - 15.1.6** A GRE score less than five years old, if admission to graduate school is sought.

16.0 APPENDICES

16.1 HOUSE OFFICER ROUNDS EVALUATION FORM

House Officer: _____

Date: _____

Evaluator: _____

	<u>Evaluation</u> E=Excellent G=Good N=Needs Improvement	<u>Comments</u>
Case Selection		
Complexity of case		
Appropriate follow-up		
Content		
Format of presentation		
Discussion		
Conclusions		
Use of problem-oriented approach		
Delivery		
Clarity of speech		
Rate of delivery		
Effectiveness of Visual Presentation		
Use of visual aids		
Body language and enthusiasm		
Questions handled appropriately		

Additional Comments: _____

16.2 VCS SEMINAR EVALUATION FORM

Presenter: _____ Date: _____

Audience: _____

Title/Topic: _____

Evaluation Criteria:

	Points	Evaluation
Definition of subject: introduction, importance, clinical significance	0-5	
Organization	0-10	
Quality of material	0-10	
Presence: speaking ability		
Clarity	0-10	
Rate of delivery	0-10	
Enthusiasm, expressiveness	0-10	
Support Materials		
Handouts, manuscript	0-15	
Visual aids	0-5	
Appropriate Summary	0-5	
Presentation consistent with audience level	0-10	
Questions/discussion handled appropriately	0-10	
	Total	

Comments:

Evaluator: _____

16.4 HOUSE OFFICER BLOCK EVALUATION FORM (E-Value)

<u>House Officer Evaluation Form in E-Value</u>	Needs Improvement	Satisfactory	Good	Excellent	Not Applicable
Professional Ability					
Theoretical Knowledge					
Knowledge Application					
Skills					
Patient Care					
Thoroughness					

Individual Characteristics					
Communication with clinicians					
Communication with students					
Communication with staff					
Independent study & initiative					
Awareness of current literature					
Contribution to student education					
Performance under stress					
Ability to accept criticism					
Organizational skills					
Ability to work in a team					
Reliability					
Motivation					
Attendance at seminars & rounds					
Presentation at seminars & rounds					
Ability to make independent decisions					

Hospital Service					
Completion of duties					
Quality of work					
Emergency services duty					
Communication with veterinarians					
Client communication					
Referral letters & record keeping					
Acceptance of service & case responsibility					
Adherence to VTH protocol					

Strengths:
Areas for Improvement:

17.0 COMPANION ANIMAL SURGERY RESIDENT ACTIVITIES SUMMARY

17.1 First Year

- 17.1.1** Select or be assigned an ACVS diplomate advisor (by September).
- 17.1.2** Establish a surgery biopsy log and a surgery log.
- 17.1.3** Apply for admission to the graduate school within 45 days if not already admitted.
- 17.1.4** Select an Advisory/Graduate Committee by January.
- 17.1.5** Seminar - Prepare and give one seminar based on a literature review for research proposal.
- 17.1.6** Case Presentation - present a case during House Office Rounds
- 17.1.7** Research Proposal - write and submit for outside funding.
- 17.1.8** Case Report - write and submit a case report for publication in a refereed journal during the first 6 months.
- 17.1.9** Laboratories - assist with student labs.
- 17.1.10** Attend the ASIF Course in Ohio (usually given in March)
- 17.1.11** CV - submit a curriculum vitae to the Program Director at year's end.

17.2 Second Year

- 17.2.1** Prospective / retrospective study - design, research and initiate during the first 6 months.
- 17.2.2** Seminar - One seminar for the year should be based on the prospective / retrospective study.
- 17.2.3** Case Presentation - present a case during House Office Rounds
- 17.2.4** Research - Initiate funded research if not previously started.
- 17.2.5** Lectures - Prepare and give 2 student lectures.
- 17.2.6** Laboratories - assist with student labs.
- 17.2.7** CV - submit a curriculum vitae to the Program Director at year's end.

17.3 Third Year

- 17.3.1** ACVS Residents Competition - submit abstract for presentation.
- 17.3.2** Lectures - Prepare and give 2 student lectures.
- 17.3.3** Laboratories - mentor and assist with student labs.
- 17.3.4** Seminar - One seminar should be prepared on research results.
- 17.3.5** Case Presentation - present a case during House Office Rounds
- 17.3.6** Submit articles, complete thesis - generate and submit manuscripts from research data and prospective / retrospective data to refereed journals (before Jan.1st if anticipating submitting ACVS credentials August 1).
- 17.3.7** CV - submit a curriculum vitae to the Program Director at year's end.

18.0 RESIDENT'S QUARTERLY ACTIVITIES REPORT

INCLUSIVE DATES: _____

1. Blocks assigned and mentors:

a. _____

b. _____

c. _____

2. Surgery Log: attach

3. Seminars, lectures, presentations given:

Date

Audience

Topic & Length

a. _____

b. _____

c. _____

d. _____

e. _____

f. _____

4. Seminars, special rounds, presentations attended:

Date

Audience

Topic & Length

a. _____

b. _____

c. _____

d. _____

e. _____

f. _____

g. _____

h. _____

i. _____

- j. _____
- k. _____
- l. _____

5. Continuing Education Programs attended (list date, location, and attach a copy or summary of the program.)

6. Scholarly activity (list courses enrolled in, proposals written, research in progress, publications in progress).