

PROSPECTIVE INTERN EMPLOYER CHECKLIST

Below is a list of factors to consider prior to hiring an intern.

Working conditions:

Do the veterinary interns' minimum employment conditions (salary, allowances, superannuation, professional development etc) meet those outlined in clause 18.2 of the Animal Care and Veterinary Services Award 2020?

Source: https://awards.fairwork.gov.au/MA000118.html#_Toc184825326:

18.2 Residency/internship

- (a) A veterinary surgeon undertaking a program of residency or internship must receive payment in accordance with the award for required practice duties.
- (b) At the commencement of the residency or internship an agreement will be entered into which includes clarification of the following matters:
 - (i) the goals of the program and the expectations of both parties;
 - (ii) the time devoted to required practice duties and a mechanism to respond to additional requirements;
 - (iii) the provision and type of structured training and supervision and whether this includes formal teaching time (such as lectures and tutorials); and
 - (iv) the access that the resident/intern will have to the practice for observation and study.
- (c) For the purpose of clause 18.2, required practice means the agreed clinical duties and responsibilities primarily associated with the training program in which the veterinary surgeon is currently engaged.
- (d) Agreements under clause 18.2 must be recorded in writing and kept as a part of the time and wages records kept by the employer.

- ☐ What are the start and end dates of the internship? Duration should be <24 months.
- ☐ What degree of supervision will be provided to interns performing clinical duties? Will this change throughout the course of the internship? If they are a new graduate does this align with the requirement in the Animal Care and Veterinary Services Award 2020 for supervision of Level 1A/B veterinary surgeons?
- ☐ What is the structure of the internship ie do interns remain in one department or do they rotate through different departments/roles? If they rotate what % of time is spent on each rotation?
- ☐ What are the expected normal working hours and on-call requirements? Do interns receive payment on a per case/hourly/daily basis, time off in lieu or an annual allowance for completing on-call duties?
- ☐ Does your practice have a fatigue management plan in place which can be instituted in the event of a period of extended working hours or if the intern is struggling to adjust to clinical duties?
- ☐ Are there specifications on when/how annual leave and study leave can be taken during the internship?
- ☐ Will the intern be provided with a practice car, phone or housing? Will they be given a CPD allowance? Will the practice pay for their state registration, EVA membership or radiology license?
- ☐ Will the intern have access to an Employee Assistance Program to support their wellbeing?

Mentorship structure:

- ☐ Who is the overall internship co-ordinator responsible for administering the program?
- ☐ In the event of a rotating internship, who is the intern supervisor in each department?
- ☐ Will each intern be allocated an individual mentor within the practice or will the internship co-ordinator/department supervisors fulfil this role for all interns? Is this an informal mentoring arrangement or will regular mentor-mentee meetings be scheduled?
- ☐ How will the internship co-ordinator ensure interns are progressing through the internship and have a forum to raise concerns and receive constructive feedback? E.g. self-reflection journal, consultation between intern co-ordinator and other senior veterinarians regarding intern performance, monthly/quarterly intern-supervisor meetings, competency lists with specific outcomes to be regularly reviewed and cosigned by intern and supervisors.
- ☐ What didactic learning be provided during the internship e.g. lectures, M&M rounds, case rounds?

Expectations of interns:

- ☐ Do you have a written list of general workplace/employer expectations to provide the intern with?
- ☐ Will interns be expected to admit cases/attend outcalls alone or will they always be under direct supervision of a senior veterinarian? What degree of consultation/autonomy do you expect from interns in management of hospitalised patients?
- ☐ What responsibility do you expect interns to take vs support staff in conducting routine examinations, treatments and husbandry of hospitalised patients?
- ☐ What are your expectations regarding written or verbal communication between interns and clients?
- ☐ Do you expect interns to take a role in training visiting veterinary students or junior nursing staff?
- ☐ What are your expectations of interns in terms of academic learning? E.g. home reading, participation in journal club, presenting hospital case rounds, conducting a research project, completing a written article, abstract or poster submission.
- ☐ Do you have an orientation process/intern guidelines clearly outlining the above expectations? Is there a clear point of contact for interns if they require clarification regarding their responsibilities?
- ☐ Do you have a process in place in the event that an intern is failing to meet expectations?

Internship performance:

- ☐ How many interns have completed the program in the last 5 years (or since the program was established if < 5 years)?
- ☐ What have previous interns gone on to do?
- ☐ What have been the strengths and weakness of the internship as identified by previous interns e.g. heavy focus on particular caseload/skill set, degree of primary case responsibility, clinical vs academic caseload? Does this align with the goals of the current intern applicant? Is there any flexibility to tailor the program to meet each intern's goals?
- ☐ Are you willing to connect applicants with previous interns to discuss their experience of the program?