

PROSPECTIVE INTERN CHECKLIST

Below is a list of factors to consider when applying for internships.

Employment information:

- ☐ Is there a written contract?
- ☐ Are the salary and conditions at or above the minimum wages specified in the Animal Care and Veterinary Services Award 2020? https://awards.fairwork.gov.au/MA000118.html#_Toc184825326
- ☐ Is the salary commensurate with your level of training and experience?
- ☐ Is the salary offered solely your wage or is it a package including superannuation, on-call remuneration and/or other inclusions?
- ☐ What are the on-call requirements and how will you be compensated for this work?
- ☐ What are your annual leave, personal/sick leave and study leave entitlements? Are there restrictions on how this leave is taken e.g. during times the caseload is lower?
- ☐ Are you covered by the practice's professional indemnity insurance?
- ☐ Does the practice pay for your state veterinary registration, radiation licence, and/or EVA membership?
- ☐ Will you receive a phone and/or uniform allowance?
- ☐ Will you have access to a practice car? If so, what are the rules surrounding personal use, petrol costs etc?
- ☐ Will you have access to practice-organised housing? If so, what are the rules regarding sharing with other interns/ staff/visitors, rent and electricity/water/internet bills?
- ☐ What is the maximum radius from the practice you must be within when on-call?
- ☐ When can you expect to receive an offer if your application is successful, and how much time would you be given to consider it?
- ☐ Will you be informed if you are not successful in your application and if so, by what date?

The intern role:

- ☐ Is there an internship guidelines document or hospital manual providing a detailed description of the role and outlining job expectations?
- ☐ Is a formal orientation program provided?
- ☐ What will your working hours be, and are they monitored?
- ☐ What is the routine and emergency caseload across departments, and is there seasonality?
- ☐ How many interns share the position, and do they commence the program together or have staggered starts?
- ☐ Are there residents or fellows, and if so, what impact does this have on intern learning?
- ☐ How will you know what you are doing each day? Is there a pre-determined schedule?
- ☐ Does the internship have defined rotations? If so, what percentage is spent on each? What does a typical day look like on each rotation?
- ☐ Will you see first-opinion ambulatory or newly referred hospital cases independently, or will you always be under the direct supervision of a senior clinician?
- ☐ When not under direct supervision what back-up will be provided?
- ☐ What degree of responsibility will you have for hospitalised patients? How do your responsibilities differ to that of nursing staff for hospitalised patients?
- ☐ Are you expected to present at clinical case rounds? How frequently do case rounds occur?
- ☐ Will you have access to training from specialists who either work within the practice or regularly consult at the practice?

- ☐ Are equipment and resources available within the practice to allow for exposure to advanced techniques, gaining foundational clinical skills and expanding your veterinary knowledge?
- ☐ What extra-clinical opportunities will you be presented with? E.g. journal club, formal presentation to peers within the practice, involvement with research projects, submitting articles for publication or abstracts/posters for presentation at a conference.

Mentorship:

- ☐ Is there a dedicated internship co-ordinator/supervisor(s) you will answer to in your role?
- ☐ Will you be assigned a specific mentor, a team of mentors or no mentor?
- ☐ Will you have formal check-ins with your mentor or is this an informal arrangement?
- ☐ Will you have regular meetings with the internship co-ordinator/supervisor(s) to discuss your progress within the program? Will you receive verbal or written feedback on your performance?
- ☐ Are you expected to complete a skills competency list or self-reflections during the program?
- ☐ Are lectures/rounds/labs provided to the interns by senior clinicians?

Internship performance and culture:

- ☐ How many interns have completed the program in the last 5 years?
- ☐ What roles did the previous interns go on to fill e.g. general practice, residencies etc? Are there any opportunities to stay within the practice post-internship?
- ☐ How can the practice support your post-internship goals?
- ☐ Are they willing to provide feedback from previous interns regarding the strengths and weakness of the program, or to provide an introduction to previous interns to discuss their experience?
- ☐ What is the practice culture/values? Does this foster a strong team dynamic amongst interns?
- ☐ What is done to promote wellbeing amongst staff? Is there an employee assistance program (EAP)?

Your internship goals:

- ☐ Are there any dealbreakers for you in terms of geography, housing or other logistics?
- ☐ What are your specific internship goals? How broad or narrow are your areas of interest? How do you prioritise skills acquisition and knowledge acquisition at this stage of your career?
- ☐ Does the job description and caseload of the practice align with your career goals?
- ☐ Are you able to visit the practice or talk to friends or colleagues about their experience with the practice? Does the practice culture resonate with you?
- ☐ Is an internship for you? An internship is a different prospect to entering primary first-opinion practice. Be sure you ask lots of questions of your mentors and peers and understand the expectations of your prospective employers before making this decision.