

INTERNSHIP GUIDELINES TEMPLATE

Practice Name:

Year:

Program Overview

- Describe program mission/primary goal of the program e.g. to provide structured training in (general practice, internal medicine, anaesthesia etc), to provide a transition between education and independent clinical practice.
- Outline program objectives i.e. what the intern should gain from the program (clinical and non-clinical skills).
- Define the internship duration.

Program Structure

- Describe reporting structure i.e. overall intern program co-ordinator; primary supervisor on individual rotations/departments, person whom approves intern roster/leave requests, internal or external mentor allocated to the individual intern.
- Description of orientation/induction process.
- Outline duration/location of rotations (if appropriate) +/- weekly/fortnightly/monthly calendar.
- Outline working hours and on call requirements.

Key Expectations

- Outline expectations re professional conduct as per your individual workplace policies.

Roles And Responsibilities

- Outline required clinical duties (divide per rotation if appropriate) e.g. routine physical examinations, treatments, lab tests etc, role in patient admission/discharge procedure, medical record procedures etc.
- Outline educational requirements e.g. private reading, journal club participation, research projects, poster/abstract presentation etc.
- Outline communication requirements e.g. written or phone handovers to co-workers (nurses, other interns, senior clinicians), written or phone updates to clients.
- Define direct and indirect supervision procedure i.e. what will be done only under direct supervision of senior clinician, what can be done independently by the intern, communication requirements for when supervising clinician(s) are not in the clinic, how this may change as internship milestones are reached.

Assessment And Feedback

- Outline mechanism of formal and informal reviews e.g. monthly meeting with mentor/supervisor, annual/biannual formal review with management. Be specific as to when and where these meetings will occur and how they will be scheduled.
- Include assessment criteria and how this will be assessed e.g. list of minimal required clinical skills to be signed off by senior clinicians at set time points of internship, criteria for assessment of professionalism/communication/knowledge acquisition.
- Include requirements for intern self-assessment e.g. self-reflection diary with directed questions to be filled out prior to monthly meeting with mentor/supervisor; list of clinical skills which intern should aim to achieve familiarity/competency/confidence in by end of internship appropriate to your caseload to be completed quarterly and shared with supervisor to identify opportunities for ongoing growth during the internship.
- Include any requirements for internship completion/graduation.
- Outline contact person and process intern should follow in the case of a workplace grievance arising.

Approved By:

Date:

(Director of Clinical Training/Head Veterinarian)

Accepted By:

Date:

(Intern)

Notes:

- Guidelines should be reviewed annually by the program co-ordinator/department supervisors to ensure ongoing accuracy.
- The intern should sign that they have received and read the guidelines at the commencement of their internship.
- Additional information regarding working conditions e.g. salary, insurance, annual leave, sick leave, study leave, after-hours remuneration, wellbeing support (EAC, fatigue policy etc), licensure requirements etc should be provided in the interns' contracts.