



**EQUINE
VETERINARIANS
AUSTRALIA**

EVA INTERN GUIDELINES:

A guide for practices and interns

July 2026

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?

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.

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.

EXAMPLE INTERN SKILLS ACQUISITION LIST

- The following is an example of a skills list that can be used by both employers and interns to track internship milestones.
- A program-specific skills list should be generated based on the style of internship (single discipline, rotating, 12-month duration, 18-month duration etc) and practice caseload (racetrack, breeding, sports horse focused etc).
- This list could be divided in multiple ways including by timeline (i.e. proficiencies required by month 1, 3, 6, 9, 12), discipline (medicine, surgery etc) or expected proficiency level at completion of internship (e.g. observed, assisted with, performed a few times, competent, proficient).
- It is suggested that this list is reviewed on a quarterly basis to help focus clinical opportunities and independent study during the next quarter of the program to ensure the requirements of the internship are fulfilled and to support individual interns' immediate development and future career goals.

Required Preliminary Proficiencies

Must be signed off by a senior clinician by week x of internship (suggest 4-12 weeks depending on how busy the caseload is). If proficiency is not obtained by this time, then further training and mentorship is to be provided by senior staff until the intern is proficient in these skills.

Skill	Observed	Performed	Proficient
Apply and remove PPE following proper practice protocol			
Demonstrate safe handling of adult horses			
Demonstrate safe handling of foals			
Perform thorough physical examinations in adult horses			
Collect blood from the jugular vein of adult horses			
Perform intravenous injections in adult horses			
Perform intramuscular injections in adult horses			
Give oral medications to adult horses			
Apply a nose twitch to adult horses			
Apply a neck twitch to adult horses			
Safely load adult horses in a crush/stocks			
Place over-the needle catheters in adult horses			
Place distal limb bandages on adult horses			
Pass nasogastric tubes in adult horses			
Set up gravity-flow intravenous fluids			
Set up intravenous fluids/CRI medications via pump			
Tie one-handed ties demonstrating proper technique			
Tie surgical knots demonstrating proper technique			
Scrub, gown and glove for surgery using sterile technique			
Perform a sterile skin preparation			
Measure blood lactate concentration			

Skill	Observed	Performed	Proficient
Run a venous blood gas measurement			
Measure packed cell volume, total protein and USG			
Set up, clean, pack up ultrasound machines properly			
Set up, clean, pack up endoscopes properly			
Utilise practice administration systems accurately (billing, medical records, scheduling, drug dispensing etc)			

Competencies Likely To Be Achieved By Internship Completion

NB Will vary annually depending on clinical caseload and individual intern exposure to specific clinical conditions, so while all skills are expected to have been performed, they will not all achieve proficiency. The below example assumes the practice has both high breeding and performance horse exposure. Boxes have been highlighted to indicate likely competency level expected at completion of this theoretical internship.

Internal Medicine

Skill	Observed	Performed	Proficient
Identify abnormal heart, lung and gastrointestinal sounds on auscultation of adult horses			
Identify elevated digital pulses in adult horses			
Perform thorough physical examinations of foals			
Identify abnormal heart, lung and gastrointestinal sounds on auscultation of foals			
Collect blood from the transverse facial sinus of adult horses			
Collect blood from the jugular vein of foals			
Collect blood from the cephalic vein of foals			
Collect blood from the medial saphenous vein of foals			
Place over-the-wire catheters in adult horses			
Place over-the-wire catheters in foals			
Monitor indwelling intravenous catheters for evidence of reaction/infection			
Perform upper respiratory tract endoscopy			
Perform guttural pouch endoscopy			
Perform a rebreathing examination			
Perform thoracic ultrasounds in adult horses			
Perform thoracic ultrasounds in foals			
Perform umbilical ultrasounds in foals			
Perform abdominal ultrasounds in adult horses			
Perform abdominal ultrasounds in foals			
Perform gastroscopy			
Check adult horses effectively for gastric reflux			

Skill	Observed	Performed	Proficient
Place indwelling nasogastric tubes in foals			
Check foals effectively for gastric reflux			
Perform abdominocentesis in adult horses			
Perform rectal palpation of horses with colic			
Perform abdominal lavage through indwelling drains			
Place abdominal bandages and/or hernia belts			
Prepare and administer faecal microbiota transplants			
Prepare and administer enteral fluids			
Administer phosphate +/- retention enemas to foals			
Perform nursing care of critically ill neonatal foals (standing, turning, feeding etc)			
Place entropion sutures in foals			
Place limb bandages and/or splints on foals			
Perform post-foaling uterine lavage in mares			
Milk mares by hand			
Calculate fluid plans for adult horses and foals			
Collect blood from a blood donor			
Perform blood and plasma transfusions			
Perform a thorough ophthalmic examination including auriculopalpebral and supraorbital nerve blocks			
Administer eye medications topically and through a subpalpebral lavage system			
Place and maintain ice boots on adult horses			
Perform euthanasia of adult horses and foals			

Surgery/Anaesthesia

Skill	Observed	Performed	Proficient
Estimate weight of adult horses			
Estimate weight of foals			
Sedate adult horses for standing procedures			
Sedate foals for standing procedures			
Calculate drug dosages for induction of general anaesthesia (GA)			
Induce GA in adult horses			
Induce GA in foals			
Maintain a horse under total intravenous GA with appropriate monitoring			
Maintain a horse under gaseous GA with appropriate monitoring			

Skill	Observed	Performed	Proficient
Place cephalic catheters in adult horses under GA			
Place urinary catheters in adult horses under GA			
Measure blood pressure via non-invasive and invasive techniques			
Recover a horse from GA without rope assistance			
Recover a horse from GA with rope assistance			
Assist in a variety of surgical procedures under GA and standing sedation			
Suture wounds/incisions under supervision with appropriate choice of suture material and technique			
Identify and manage post-surgical complications e.g. haemorrhage/swelling/discharge			
Bandage the carpus			
Bandage the hock			
Bandage the foot			
Dress the stifle			
Perform a musculoskeletal exam of a horse presented for lameness			
Determine degree of lameness and affected limb(s)			
Perform basic lower limb diagnostic nerve blocks			
Perform regional limb perfusion			

Radiology

Skill	Observed	Performed	Proficient
Demonstrate sound knowledge and application of radiographic safety			
Competently set up and use digital x-ray systems			
Demonstrate sound knowledge of appropriate x-ray factors for specific body conditions in the horse			
Obtain a full radiographic yearling/sales survey series using standardised views			
Obtain common radiographic views of the feet, fetlocks, knees, hocks and stifles			
Demonstrate basic knowledge of evaluation of radiographs for diagnostic quality control			
Demonstrate basic knowledge of reading radiographs and an ability to describe common lesions			

Ambulatory/General practice

Skill	Observed	Performed	Proficient
Become familiar with EVA mortality insurance exam process on foals and adult horses			
Perform body condition scoring of adult horses			
Perform trans-rectal palpation and ultrasound			

Skill	Observed	Performed	Proficient
Interpret reproductive ultrasounds of mares at all stages of the oestrus cycle and pregnancy			
Collect samples for pre-breeding culture of mares			
Inseminate a mare with chilled fresh semen			
Perform a Caslicks procedure			
Undo a Caslicks procedure prior to foaling			
Assist in collection of stallions, and semen analysis, handling, transport			
Collect samples for DNA identification of Thoroughbreds and implant microchips			
Administer Hendra virus vaccinations and complete supporting paperwork			
Assist in assessment and treatment of first opinion emergencies e.g. wounds, colics, corneal ulcers			
Suture simple lacerations			
Assist in field castrations			
Perform and document a complete oral and dental examination			
Recognise common dental and oral pathology			
Perform dentistry procedures to manage sharp enamel points and occlusal abnormalities			
Remove shoes			
Demonstrate proficient use of hoof testers			
Localise and treat a subsolar abscess			
Perform a systematic post-mortem examination			
Perform a systematic foetal and placental post-mortem examination			

Additional Skills Which May Be Observed Or Participated In During Internship

These skills are either more general in nature or more rarely performed than the above, and will vary with clinical exposure. They might however be used by the intern to guide ongoing learning.

Skill	Observed	Performed	Proficient
Perform a complete neurologic examination and identify the lesion location			
Perform a prepurchase examination per the EVA prepurchase exam procedure			
Perform a breeding soundness examination on a mare			
Perform a skin scraping			
Aspirate a mass			
Perform a skin biopsy			
Collect samples for cytology and culture from a corneal ulcer			

Skill	Observed	Performed	Proficient
Flush a nasolacrimal duct			
Place a subpalpebral lavage system			
Perform a faecal flotation			
Prepare and read Gram and Diff Quick stained slides			
Clean, debride and dress a variety of wounds			
Assess wounds and identify synovial sepsis			
Remove sutures and staples from healed wounds			
Perform bronchoalveolar lavage			
Perform a transtracheal wash (endoscopic)			
Perform a transtracheal wash (percutaneous)			
Place a thoracic drain under standing sedation			
Perform an emergency tracheotomy			
Perform cystoscopy including identification of ureters			
Perform and interpret skull radiographs			
Perform and interpret neck radiographs			
Perform and interpret thoracic radiographs			
Perform and interpret abdominal radiographs			
Perform arthrocentesis/injection of the carpus			
Perform arthrocentesis/injection of the fetlock			
Perform arthrocentesis/injection of the hock			
Perform arthrocentesis/injection of the stifle			
Perform arthrocentesis of the digital flexor tendon sheath			
Perform and interpret limb musculoskeletal ultrasound			
Discuss the indications and locations of advanced diagnostic nerve blocks			
Discuss indications and limitations for advanced imaging of a lameness case			
Splint a distal limb injury for stabilisation/transport			
Develop and implement a treatment plan for angular limb deformities in foals			
Know the basics of therapeutic joint therapy options			
Perform a castration unassisted			
Treat an uncomplicated umbilical hernia			
Evaluate and recognise the need for advanced dental diagnostic and oral surgery procedures			
Take a complete medical history and tailor questions to the presenting complaint			

Skill	Observed	Performed	Proficient
Formulate a comprehensive problem list and differential diagnosis list following clinical examination			
Develop a diagnostic plan and a treatment plan			
Be able to diagnose and establish a prognosis for common medical and surgical conditions			
Interpret routine laboratory tests for horses of all ages (haematology, biochemistry, urinalysis, SAA, peritoneal or synovial fluid analysis, etc)			
Recognise and treat systemic and localised pain			
Estimate degree of dehydration in adults and foals			
Analyse the basic components of a horse's diet and make general nutritional recommendations			
Formulate a feeding plan for sick neonatal foals and healthy orphan foals			

Skill	Observed	Performed	Proficient
Devise treatment plans in line with recommendations regarding judicious use of antimicrobials			
Understand/be able to find information on drug withdrawal periods and have knowledge of their implications for treatment of performance horses			
Know drug doses of routine medications used in equine practice and be able to develop a treatment plan for less common medications/conditions using the principles of evidence-based medicine			
Be able to formulate a biosecurity plan for common equine contagious diseases e.g. Strangles			
Formulate individual and herd health and wellness programs (vaccinations, parasite prevention etc)			
Recognise and treat laminitis			
Formulate a plan for diagnosis and treat of pneumonia in foals and adults			
Formulate a plan to evaluate and care for a patient with colic, including recognition of the need for likely surgical intervention			
Identify and manage a case of acute colitis			
Develop a diagnostic and treatment plan for common dermatologic diseases e.g. pastern dermatitis.			
Identify and manage a foal with neonatal maladjustment syndrome			
Identify and manage a foal with diarrhoea			
Identify and manage a foal with failure of transfer of passive immunity			
Recognise and grade heart murmurs			
Recognise and develop diagnostic/treatment plans for muscular abnormalities e.g. RER, PSSM			
Recognise and develop diagnostic/treatment plans for endocrine disorders e.g. EMS, PPID			
Develop a plan to medically manage a superficial or deep corneal ulcer, stromal abscess, or foreign body and recognise when surgical intervention is indicated			
Pharmacologically manage a mare's reproductive cycle			

Skill	Observed	Performed	Proficient
Devise and implement treatment plan for a uterine infection			
Treat retained foetal membranes			
Discuss the aspects of an unsuccessful breeding cycle (mare, stallion and management factors)			
Have knowledge of the techniques of managing mares being bred with frozen semen vs chilled vs live cover			
Maintain complete and concise medical records			
Effectively communicate over the telephone			
Write clear discharge Instructions in lay terminology			
Manage time and resources appropriately to meet the needs of a busy schedule including emergencies			
Work co-operatively as a member of a mixed team of professionals and co-workers			

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