



### STUDENT EXTERNSHIP APPLICATION

Name:		Date:	
Address:		Date of Birth:	
		Gender:	
Telephone:		Best time to call:	

E-mail address:	
Interested in Internship Program ( Yes or No)	
Current School:	
Level of Study:	
Anticipated Graduation Date:	

#### Previous Education

Undergraduate School:	
Major:	
Graduate Work:	

#### Past experience with horses:

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Dates interested in coming to WEC:	
Will you require housing?	
Specific veterinary interests: (i.e. Repro, dentistry, surgery, etc.)	

**Insurance Coverage:** *The home university must provide a certificate of insurance for the applicant showing proof that the student is covered by that school under a professional and general liability policy. If the school does not provide this insurance, it can be obtained at [www.avmaplit.com/sutdents](http://www.avmaplit.com/sutdents).*

\_\_\_\_\_ I will provide a copy of proof of my liability insurance when I submit this application.  
 Initials

**Students must carry their own medical insurance while at Woodside Equine Clinic.**

Medical Insurance Company:			
Telephone:		Subscriber Name:	
Policy Number:			

**Emergency Contacts**

Name:		Name:	
Address:		Address:	
Telephone:		Telephone:	

**Confidentiality Agreement**

The medical records of the horses that are treated by Woodside Equine Clinic, Inc. are *strictly* confidential. We treat our doctor/client/patient relationships with our highest respect; and for legal and professional reasons, we do not discuss the diagnosis, treatment, prognosis or any other aspect of our cases with anyone other than the owner of the horse.

As a student, employee or assistant at Woodside Equine Clinic, we ask that you maintain this confidentiality. You should not discuss any medical information with anyone outside of the clinic, even on a casual basis. If pressed on this issue, you may simply reply that you have signed a confidentiality agreement and are not able to speak about business at the clinic.

With the rise of social media, it is also important to remember that you may not post any pictures or make any references to names of patients or clients on any website including Facebook, Twitter, etc

I have read the above confidentiality policy and agree to abide by it.

Signature:	
Date:	

## Externship Goals and Expectations

Thank you for choosing Woodside Equine Clinic for an externship! We're excited to have you stay with us. Here is a guide which has been created to help you get the most out of your time here.

### First day:

- Please arrive the first morning of the externship by 8am, introduce yourself to the receptionist and fill out any paperwork that still needs to be completed.
- After this, an office staff member will escort you to the barn and introduce you to the interns. The interns will orient you to the barn and treatment area and will round with you about specific cases in the hospital as time permits.
- You may arrive the day before to get settled in the intern house. If the interns are able, they will orient you with the house and the barn. You will not be expected to assist in emergencies the first night.

### Schedule:

- You will be scheduled with a specific doctor each day. If your assigned doctor has slow time during the day, you may help with hospitalized patients or use the textbooks in the intern office to research cases. Please do not follow another doctor who already has an intern and/or extern with them as this becomes overwhelming for our clients.
- Please make your specific interests (i.e. surgery, lameness, internal medicine, ambulatory practice) are known to the interns so your schedule can be customized as much as possible.

### Morning duties:

- Externs are expected to assist the interns in the daily assessment and care of hospitalized patients.
- Depending on the caseload, interns will arrive at the clinic around 7am; please check with the interns the evening prior to determine when you should arrive.
- Under the supervision and direction of the interns or clinicians, externs should be prepared to perform physical examinations and administer treatments. Any abnormal findings should be relayed to the intern or clinician on the case immediately.
- Our record keeping system is computerized. You will be oriented on this system during your first day; ask an intern or technician if you have any questions.

### Ambulatory days:

- Each morning that you are assigned to an ambulatory vet, find his/her assistant (ask the interns if you are unsure). Introduce yourself and let them know that you have been assigned to ride with them for the day. The assistant will let you know an estimated time of departure.
- Once on the road, you may be asked to restrain horses for procedures, or trot horses for lameness examination. You will likely be asked to perform routine physical examinations and will be asked for differential diagnoses and treatment plans as the opportunities arise. Depending on your skill level as well as the relationship with the client, you may be invited to perform or assist in procedures under direct veterinary supervision, such as venipuncture, motorized dentistry, laceration repair, etc.
- Many farms we visit have restrooms that you may use but most do not. If you need to use a restroom while on the road, give plenty of warning so a stop can be planned.

### In-house days:

- Introduce yourself to the doctor you are assigned to at the beginning of the day (again, ask the interns if you have questions) and let them know that you will be shadowing them.

- As always, be as available and attentive as possible, but do not get in the way of the technicians and doctors when they are trying to get their jobs done. Busy days can get hectic, and the staff is very efficient at what they do. Offer to help, but do not be offended if you are asked to just watch and learn.
- You will likely have the opportunity to scrub in and/or observe surgical procedures. When in surgery, please be especially attentive to what is going on around you. Getting a horse on the table is a well-practiced routine, and it is often best to just stand back and watch the induction and positioning procedure for your first few surgeries.

**On call:**

- Please leave your telephone number on the whiteboard, and also with the interns, so that you may be called if emergencies come into the clinic after hours.
- If you are the only extern, you will be considered to be “on call” at all times, within reason. All externs will be given at least 6 hours off if kept at the clinic overnight on emergencies.
- In emergencies, be perceptive and look for where you are needed. Holding the horse so that the owner is free to fill out paperwork and the technician is free to run bloodwork, is often the most helpful thing you can do. If the situation allows, you may be asked to place a catheter, flush a wound, ultrasound, etc.

**Weekends:**

- If your externship will include a weekend, you will be expected to come in each morning at 8am to assist the interns and the in-house doctor with any hospitalized patients.
- Once the morning examinations, treatments and any procedures are complete, you are free to go, but will remain on-call for any emergencies.

**Confidentiality:**

- You are welcome to discuss any and all cases you see with the doctors at Woodside Equine Clinic, but under no circumstances may you discuss the names of clients or their horses with people outside the clinic. This is a serious issue and comes up often, so it is worth stressing. You have already signed a confidentiality agreement and we expect you to adhere to it.
- No pictures of client’s horses unless given permission

**Safety:**

- Safety is always paramount at Woodside Equine Clinic. This is a dangerous business. Please always use common sense and do your best to avoid situations where you can be injured by the horses you will be working with. Be aware of where you are in relation to hooves and teeth!
- For the health of our patients, staff and clients, there is NO SMOKING in the clinic, in the barns or in the trucks at any time.
- Be careful when handling equipment, which may be much more delicate than it appears.

**Housing:**

- There are two slots available for free housing on clinic property at the intern house.
- Extern housing includes: twin bunk bed with sheets, washer/dryer, mini fridge, microwave, and a Keurig coffee maker in the clinic. No towels are provided, externs are responsible for washing sheets at the end of their stay.

**General tips:**

- The more you are available and ready to help, the more you will be asked to do.
- If you have any questions about where you should be or what you should be doing, ask an intern.

- The intern/ambulatory office is available to you during downtime, and it's also a good place to keep your stuff. Be mindful that this small office is shared by at least six other people, so keep your belongings as neat as possible.
- Feel free to research the cases you are seeing with the resources in the office or the radiography room. You may use the internet in the office as long as the computers are not needed by the staff.

**What to bring with you:**

1. Appropriate clothing and footwear
  - a. Jeans are fine for students but do try to present yourself professionally (i.e. no shorts, no T-shirts/tank tops).
  - b. Sturdy boots are highly advised
  - c. Clean shoes/sneakers and scrubs are necessary for surgery
  - d. During the winter, it is best to dress in layers, especially if scheduled with an ambulatory vet.
2. Nametag: not required but recommended if you have one, at least for the first few days
3. Stethoscope: also not required, but feel free to bring one if you have it. Please label your stethoscope in case it becomes misplaced.
4. A lunch
  - a. There is not always time to leave the clinic to purchase lunch, and if you are on the road, your vet may or may not stop to eat. **Packing food or snacks, as well as water on the road, is recommended.**
  - b. There is a fridge, freezer, microwave and toaster oven in the clinic which you may use.
  - c. In hot weather, it is best to pack a small cooler if you are scheduled to ride with an ambulatory vet.

I acknowledge that I have received a copy of Woodside Equine Clinic, Inc.'s **Extern Expectations** and description for my externship at Woodside Equine Clinic.

I have read the extern expectations description thoroughly and fully understand and accept the duties, responsibilities and physical requirements of this job as outlined in the description.

Please sign and date this receipt and return it at your earliest convenience.

Signature:	
Date:	