

Handbook of Practical Exercises for Interns & Residents

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General Information for Interns and Residents

Interns and a F M

and the results show that a significant practical contribution to the work arising from their program of study that is described in any publication or presentation

Internships

Internships are usually 5 (weeks or 1 year) subject to satisfactory progress assessment. Final progress assessment will be held at 6 months however ultimate success or failure will be provided at the end of the year and at the end of the academic year. The progress assessment may be organized if deemed necessary by the supervisor and/or the course coordinator if deemed necessary by the student. The student must agree to the conditions of the internship with the Program Director and approved by the Head of Department. Except in the case of a student who is a graduate of the relevant Head of Department in consultation with the Program Director and the Graduate School. Internships are performed and funded by the student. If the student is deemed unsatisfactory by the supervisor or the program director, the student may be required to withdraw from the program. **see Progress**

Assessment (see title).

Residence

Residence are normally awarded for 36 months of full-time study although external funding may be available for training periods of up to 8 months. Continuation of the Residence programme is subject to satisfactory performance and annual progress assessments. **Assessment & Award Regulations**.

Residence may take up to 5 days a year to attend external professional meetings, seminars, tutorials and lectures and for preparing written reports as approved by their supervisor for example off-site PD and conference attendance). Additional PD may be undertaken during the course of the studentship if deemed necessary and approved by the supervisor.

Any extension of the studentship following a period of unpaid leave is at the discretion of the relevant Head of Department.

For Residence wishing to leave for having completed their programme of study then a notice period of **three months** must be agreed with their supervisor and approved by their Head of Department. Exceptions to this notice period may be agreed by the relevant Head of Department in consultation with the Programme Director and the Graduate School.

Assessment & Award Regulations for information a notice period for Residence when required to leave the programme because their performance has been found to be unsatisfactory at progress assessment **see Progress Assessment Regulations**.

Head of Department

- Ensuring that their Department provides a supportive infrastructure for Interns and Residents whilst they are carrying out their studies
- Making requests to E and PG for funding to put in budgets for departmental resources for Internships/Residency placements for their advertised
- Working with the VP Clinical Services VP Students and VP Learning Teaching and Assessment with the associated Dean for Postgraduate Studies and with the Head of the Graduate School as well as the clinical leads in the hospitals laboratories and partner practices to ensure that appropriate clinical pathways and research facilities are available to support their Internships and Residency programmes
- Ensuring that each RV - based Intern/Resident has access to adequate workspace including use of desktop computer and networked computer
- Ensuring that Interns/Residents are provided with all the appropriate health and safety information
- Supporting their Internship/Residency programme directors and supervisors in offering training programmes that fit them into their department
- Ensuring that a head of service has put in place suitable alternative supervisory arrangements in the event of a Resident's absence and/or research supervisor going absent for a prolonged period leaving them alone.

The Graduate School

- Ensuring that international requirements are being met for admission and registering International students in their respective programs of study at the College. Registering with the appropriate American or European specialist and paying associated fees is the responsibility of the International students
- Monitoring the progress and verifying the progress assessment of International students
- Providing administrative matters and assisting with program issues where appropriate through the **Student Progress and Development System (SPDS)**.

Pr gra Dir ct rs

- Ensuring that th Int rns/R sid nts r c iv an appr priat inducti n t th ir pr gra f study
- ct as sup rvis r s) f r th Int rns/R sid nts n th pr gra th y dir ct
- dvising th Int rns/R sid nts r nsuring th y r c iv guidanc n all r l vant asp cts f th ir clinical s rvic w rk
- Pr viding th Int rns/R sid nts with nc urag nt supp rt and f d ack n th ir pr gr ss
- M nit ring th g n ral w lfar f th Int rns/R sid nts and inf r ing th f s r es f ssist n e wh r n c ssary
- List ning t th c nc rns f individual Int rns/R sid nts and wh r appr priat r c nding an appr priat c urs facti n which ay includ r f rring th stud nt t SPD
- Ensuring th Graduat Sch l is inf r d if an Int rn/R sid nt is una l t c ntinu with th ir studi s f r p rs nal h alth r th r r as ns
- Ensuring th Graduat Sch l is inf r d f any circu stanc that ay r quir an Int rn/R sid nt t r qu stan int rrupti n t th ir studi s
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- Organising pr gr ss ass ss nts at 6 nths f r all Int rns and v ry 12 nths f r R sid nts and s nding th c pl t d f r st th Graduat Sch l aft r th pr gr ss ass ss nt. F r R sid ncy Pr gra Dir ct rs this ans rganising with th R sid nt and th ss ss rs a suita l ti dat and plac f r th annual pr gr ss ass ss nt ting t tak plac tw n May and Jun f th ir first and s c nd y ar and su itting th c pl t d annual Pr gr ss ss ss nt pap rw rk D cu nts 1 t 8) t th Graduat Sch l y th 1st July ach y ar.

Interns & Residents

- In compliance with all applicable state and federal regulations, the RVC Charter and RCVS Code of Professional Practice

- Being prepared to undergo the program to receive guidance and act upon feedback to their performance in all aspects of their studies including academic ability, clinical skills, teaching and research.
- Discussing any outside professional activity (i.e. paid or otherwise) with their supervisor and/or the Program Directors/Coordinating Partner and gaining their approval for undertaking the activity (i.e. which must not interfere with their duties and requirements of their studentship).
- Securing the Health Service Enquiry (HSE) 1010 1020 1010 1020 E E5

- gr ing with th ir sup rvis r th dat s f h lidays which will tak n with du r gard t clinical r tas.

1 R sid nts wh ar pl y s will n d th Bsqf f th ir s pl y

Supervisors

Interns:

Interns will have one or two clinical supervisors usually including a resident from the program in which they are interning.

Responsibilities of Supervisors

Guidance:

- Providing Interns/Residents with encouragement, support and feedback on their progress
- Advising Interns/Residents on ensuring they have received guidance on all relevant aspects of their clinical pathology service work and research
- Providing advice on scheduling of work and when appropriate checking of duties so that the Diploma or Master's degree and target professional qualifications can be achieved. *

content). Infrared spectroscopy within the infrared region and spectroscopy are examples

Pr gr ss ss ss nt

t Pr gr ss ss ss nt an Int rn r R sid nt will valuat d against th standards and achi v nts appr priat f r th stag r ach d in th ir clinical training and Dipl a/Mast r's d gr f r which an Int rn/R sid nt is r gist r d). Stud nts xp ri ncing difficulti s with any asp ct f th ir studi s sh uld discuss th s in th first instanc with th ir sup rvis r s) r a pr gra (Int rn) r Mast r's R sid nt) c urs dir ct r. It rnativ ly r in additi n th y ar als w lc t c ntact th Graduat Sch l r SPD d inistrat r **see Griev n es & Ch n e f S ervice r Se ti n**).

Interns:

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1. S tisf t ry r **ress: th Int rn sh uld pr c d**
2. S tisf t ry r **ress with dvi s h d d h1 h i r d r l w**

The following annual (interim) Progress assessment will be followed by:

1. **Satisfactory progress:** the Resident should proceed
2. **Satisfactory progress with advice:** the Resident should proceed
3. **Progress under review:** further and/or ongoing concerns identified with advice and recommendations given in regard to addressing these for the student can progress.

Student Progress & Development System

(SPDS) at this stage for advice and support in addressing these concerns. Further progress assessment during will be scheduled within the next 4 weeks. If satisfactory progress has not been achieved by the 4-week follow-up the student will normally be required to withdraw from the course. The student has a right of appeal against the decision to withdraw from the course as described in the College Regulations. The student may give a further "Progress Under Review" decision if the progress has not improved but further monitoring is required for progression can be confirmed.

Completed Progress Assessment Form for both Residents & Interns should be returned to the Graduate Secretary of the Faculty

S NC S

The following wings contain the procedure for S NC S.

Annual Lav

The total annual Lav all wanc for **Interns** fund d d* dd* d * d

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ll r qu sts t int rrupt th ir studi s ust discuss d with th ir sup rvis r th Pr gra
Dir ct r and th H ad f D part nt and su itt d in writing t th Graduat Sch If r
c nsid rati n yth **St dent Pr ress nd Devel ent System (SPDS)**

Sinc Due To Sickness

Interns and Residents that are required to work during an illness must contact their supervisor to inform them of their illness at the earliest opportunity. Supervisors will mail at the start of the absence and upon return to work a dictated mail box (**IntResSickness@rv.edu.ky**) where the information is recorded and the **Bradford Factor** is calculated. The Bradford Factor system is used to score absences and is designed to trigger points for referral to Occupational Health and/or the Graduate School for a calculation over a 12-month period. For interns and residents the trigger point for referral is set at a Bradford Factor of 100. Students who accumulate frequent short-term absences and trigger the Bradford Factor will be referred to Occupational Health and/or the Graduate School. During sickness a synchronous video medical certificates payment of the stipend will continue at the full rate for four weeks. Any payment beyond this period will be at the discretion of the College.

If requests interrupt their studies must be discussed with their supervisor (course directors) and Head of Department and submitted in writing to the Graduate School for consideration by the **Student Progress and Development System** (SPDS). For interns the high clinical component and duration of the course means that any absence or interruption for a period greater than two weeks is likely to have a significant impact on their ability to complete the clinical requirements of the course. For absences for more than two weeks the Graduate School will in most cases require students to withdraw from the course.

Interns and Residents supported by external funding in relation to

Interns and Residents supported by external funding where their presence is required by the RV must identify the funders' terms and conditions/MOUs and/or collaborative partner contracts including those relating to annual leave, sickness and maternity/paternity/adoption leave.

Grievances and Handling of Supervisor

Resident Intern who has concerns about the quality of any aspect of their supervision or any other aspect of their program should initially try to discuss the matter with their supervisor. Should they not feel able to do so directly they can contact their senior clinical tutors and/or the Head of the Graduate School who will work with their supervisor(s), Head of Department and/or their senior academic staff in trying to resolve the situation. If it is demonstrated that a supervisory relationship has broken down irreversibly the supervisor may be changed through this procedure although the student must recognise that this is not always possible.

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Representation of Interviews and Recordings

Recordings and Interviews are represented at the following levels: Postgraduate Medicine / Masters / Nursing Management / etc. They are also represented at the Academic Board and the relevant following strength Postgraduate Student Representative / etc. Recordings and Interviews are also invited to Departmental meetings which provide an additional channel for their consideration / etc.

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The following pages contain the contact details for all those involved with the Internships & Residencies at the RV.

Graduat Sch l

N e	Title	E il
Pr fK nS ith	H ad f Gradat P	

d i s s i n s

N e	Title	E il
Rhiann n Tayl r	S ni r d i s s i n s Offic r	d i s s i n s@rv . . k

Internship Program

Name	Title	Email	Telephone
Dr Stefan Irtllini	PGDip Veterinary Director	sirtellini@rv.vic.gov.au	01 0 6669 5
Dr Richard Benth	PGDip Veterinary Deputy Director	rbenth@rv.vic.gov.au	01 0 666211
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Dr Richard Benth	Production Manager/Pig Health & Production Manager	rbenth@rv.vic.gov.au	01 0 666211
Dr John Fishwick	Production Deputy Manager	jfishwick@rv.vic.gov.au	01 0 66620
Dr SR *MI			

Residency Program

Name	Title	Email	Telephone
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Vacant	Didactic M dul L ad r		
Pr f Dav Br d It	R s arch M dul L ad r	dbr dbelt@rv . . k	01 0 66 155
Dr St v n D D ck r	R s arch D puty M dul L ad r	sdederker@rv . . k	
Ms Lisa Har r	Pr gra Supp rt - rdinat r	VetMedAdmin@rv . . k	01 0 666 323

Dignity at Work and Study Policy

Please read the **Dignity at Work and Study Policy**

Travel Policy

Write your version of the travel policy. It should be a 1-page document.

