

## AAHA Internship Standards

MA70. The practice offering internships is AAHA accredited.

Rationale: Practices offering an internship program must have the facilities and equipment (diagnostic and therapeutic), necessary to support the learning objectives.

MA71. At a minimum, there must be one full time board-certified veterinarian on the staff, in charge of supervising interns, for each discipline involved in the Internship. Based upon the classification of the Internship:

- Rotating internships (specialist required for each component)\*
- Specialty or Emergency Internship (specialist required)\*\*

Rationale: Primary case responsibility under the supervision of a boarded specialist is considered optimal to maximize the value of the educational experience.

\*Specialists for rotating portions can be boarded in associated specialties.

\*\*Applicants for Specialty or Emergency Internships must have completed a rotating internship or have 2 years of full-time experience in clinical practice.

MA72. The supervising board certified veterinarian and other staff, as appropriate, conduct and document performance evaluation and provide semi-annual feedback to and from the Intern.

### Program Administrator

IN01. The Program Administrator oversees the implementation of the internship program(s) and develops a written plan that includes:

IN01a. Assigning mentor(s) and/or supervisor(s)	20 pts
IN01b. Scheduling and rotation(s)	20 pts
IN01c. Training (such as didactic training)	20 pts
IN01d. Documenting evaluations provided throughout the internship by hospital clinicians	20 pts
IN01e. Methods for feedback addressing concerns related to the program	20 pts
IN01f. Career planning	20 pts
IN01g. "Graduation" and certification of satisfactory completion of Internship	20 pts

### Intern

IN02. The intern is selected via the matching process set by the guidelines of the Veterinary Internship and Residency Matching Program (VIRMP). 10 pts

Rationale: AAHA Internship Accreditation sets your practice apart as being well prepared to handle the complexities of providing a quality internship program. Demonstrate your pride and commitment by including your accreditation commitment in the additional information category of the VIRMP match process.

IN03. The practice provides a written individualized Internship Agreement. The Agreement includes:

- Duty hours and on-call responsibilities
- Number of hours that will be directly supervised with a staff clinician
- Number of hours that credentialed technical support staff is available
- Estimate of primary vs. secondary case responsibility (percentages)
- Stipend and/or compensation information

- Applicable benefits
  - Specific information regarding any non-compete clauses
- 60 pts

Rationale: Applicants and Interns should know the specifics of the Agreement before committing to the Internship.

### **Orientation Program**

- IN04. The practice utilizes a written Internship Orientation Manual that includes:
- IN04a. An overview of the Internship Program 20 pts
  - IN04b. Specific goals of the Internship Program 20 pts
  - IN04c. The practice's ownership, history, and practice philosophy 20 pts
  - IN04d. The practice's Core Values, Mission, and Vision 20 pts
  - IN04e. The specifics of intern skill-set advancement/progression including meeting target dates, milestones, deadlines 20 pts
  - IN04f. A sample schedule showing the details of the schedule for the first month, including meetings, rounds, journal club and any on-call duties 20 pts
  - IN04g. A specific list of the intern's duties and responsibilities 20 pts
  - IN04h. Documented safety training 20 pts
  - IN04i. Documented training of state, provincial, and federal regulatory requirements 20 pts
- IN05. The intern is provided a written copy of the practice's policies and procedures that includes:
- IN05a. Financial policies 20 pts
  - IN05b. Medical protocols and forms 20 pts
  - IN05c. Administrative forms 20 pts
  - IN05d. Dispensing and administrations of medications including controlled substances and supplies 20 pts
  - IN05e. Communication protocols 20 pts
  - IN05f. Use of computer network and practice information management software (PIMS) 20 pts
  - IN05g. Medical records 20 pts
  - IN05h. A list of key contacts and their role in the practice 20 pts
  - IN05i. Human resources 20 pts

Rationale: The key to providing or completing a successful Internship Program is establishing clear, mutual understanding of what is being provided, and what is expected in return.

- IN06. The intern is educated about the purpose and meaning of AAHA Accreditation and the standards that are applicable to the practice. 60 pts

### **Didactic Training**

- IN07. Documented teaching rounds, such as journal club, morbidity, mortality, and/or clinical rounds are held at a minimum once a week. 80 pts
- IN08. The Intern delivers a clinical and/or scientific presentation, at a minimum once during their internship. 60 pts

### **Scholarly Activities**

- IN09. During the course of the internship, the practice provides funding for the Intern(s) to attend:
- IN09a. A national level veterinary meeting 80 pts
  - IN09b. The AAHA National meeting to help develop successful clinical, business, and management skills in preparation for practice after the internship 80 pts

Rationale: Funding to attend continuing education are key components of the hospital's commitment to teaching and education, as well as promoting the importance of lifelong learning.

- IN10. The practice provides funding and/or resources that support and encourage Intern(s) to pursue scholarly activities, such as clinical research or publishable case studies. 80 pts

Rationale: Research and case studies are an integral part of improving patient care and providing an Intern with a well-rounded experience at the practice.

### Intern Evaluation

- IN11. Semi-annual feedback regarding the intern's performance is documented and addresses the following topics:
- a. Case management 30 pts
  - b. Medical record maintenance 30 pts
  - c. Efficiency – progression to clinical independence 30 pts
  - d. Patient assessment skills 30 pts
  - e. Diagnostic skills 30 pts
  - f. Surgical skills 30 pts
  - g. Communication skills 30 pts
  - h. Professionalism/work habits (initiative, flexibility, conduct, appearance, attendance, etc.) 30 pts
  - i. Teamwork/interpersonal skills 30 pts
  - j. Leadership (initiative, delegation skills, workflow, management) 30 pts

### Program Evaluation

- IN12. The intern completes an evaluation of the Internship Program at the end of the program. The questionnaire includes how likely the intern is to recommend the program and is based on AAHA's evaluation rubric. 80 pts
- IN13. The Program Director evaluates and identifies areas of program improvement based on feedback from both the intern and their immediate supervisor(s). 80 pts

Rationale: Regular feedback to encourage improvement and development of both the Intern and the Program are critical to a successful Program

Passing Percentage 70%

**Total 1,470 pts/Passing 1,030 pts**