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