

## Referral Intern Job Description

Accommodation close to the practice also available.

### General information about our internships

A high level of passion, enthusiasm and commitment to clinical work and patient care is necessary to achieve the most from your internship position.

A professional approach and appearance is expected at all times. Work should be carried out following practice protocols and adhering to health and safety standards (manual and training will be provided).

Vale is a multi-department business and expects all colleagues to treat each other with respect regardless of position and to promote teamwork and support at all times whilst providing excellent standards in patient and client care.

Attendance of CPD and clinical clubs/discussion is expected in addition to meetings and clinical audit sessions. There may be opportunities to be involved with research projects.

As an intern with us you will spend alternating two week blocks focusing on surgery and medicine, experiencing the following areas –

- ❖ Oncology
- ❖ Orthopaedic surgery
- ❖ Soft tissue surgery
- ❖ Medicine
- ❖ Imaging including CT, Radiography, Ultrasound & Endoscopy
- ❖ In Patient care and emergencies including alternate weekends on call
- ❖ Interns may also be exposed to cases in cardiology, dermatology and ophthalmology

### Medicine Rotation ( 2 week )

Our interns are expected to understand what cases may be coming in for that week and to understand what cases are in the hospital that is under the care of Medicine (this includes some cardiology cases, dermatology if the clinician requests)

- ❖ Check medicine in patients from overnight and be ready to present at rounds
- ❖ Attend ward rounds – discuss signalment, diagnosis and treatment plan
- ❖ Admit patients as directed by the lead clinician
- ❖ Perform and record pre op clinical examinations

- ❖ Complete care plan with meds nurse
- ❖ Assist/perform diagnostics – CT, radiographs, blood samples
- ❖ Carry out manual cytology
- ❖ Assist with medicine procedures & recover patients
- ❖ Complete hospital records and medication schedules
- ❖ Administer chemotherapy (training provided)
- ❖ Hand patients to ward nurse and duty vet
- ❖ Write letter and summary of visit for referring surgeon
- ❖ Perform discharge appointments as requested
- ❖ Check letters and reports prior to sending
- ❖ Assist with advice calls
- ❖ Check lab results for previous cases and report as directed
- ❖ Check referral paperwork including existing diagnostics in preparation for next day

### **Surgery Rotation ( 2 week )**

Our interns are expected to understand what cases may be coming in for that week and to understand what cases are in the hospital that is under the care of Surgery (this includes soft tissue, orthopaedic and ophthalmology if the clinician requests)

- ❖ Check surgery in patients from overnight and be ready to present at rounds
- ❖ Attend ward rounds – discuss signalment, diagnosis and treatment plan
- ❖ Admit patients as directed by the lead clinician
- ❖ Perform and record pre op clinical examinations
- ❖ Complete surgical plan and pre med with surgery nurse
- ❖ Assist/perform diagnostics – CT, radiographs, blood samples
- ❖ Prepare patient for surgery, including induction, positioning, clipping and transfer to theatre
- ❖ Check and layout surgical instruments
- ❖ Assist with surgery
- ❖ Remain with patient until recovered, complete hospital paperwork and post op plan/medication schedule
- ❖ Hand patient to ward nurse and duty vet

- ❖ Write letter and summary of visit for referring surgeon
- ❖ Perform discharge appointments as requested
- ❖ Check letters and reports prior to sending
- ❖ Check lab results for previous cases and report as directed
- ❖ Check referral paperwork including existing diagnostics in preparation for next day

### **Patient Care**

Assist clinicians with admits, discharges and client communication as necessary on a daily basis

Ensure hospital records and medication schedules are completed for all hospitalised cases in your rotation discipline

On occasion it may be necessary to stay with a critical patient out of hours and assess their condition, informing the clinician if changes occur.

### **Weekend cover and responsibilities (Friday evening - Monday morning)**

The weekend intern has responsibility for ensuring weekend plans are completed for all referral in patients (all disciplines)

We as you liaise with the referral administrator and duty vet to confirm the availability of referral clinicians over the weekend.

### **Weekend cover and responsibilities (Saturday 8.30am – 5pm and Sunday 9am- 1pm)**

Saturday 8.30am – 5pm: Our interns are expected to be onsite in the hospital, however they can leave if quiet and the intern has checked with the 1st opinion duty vet

Sunday 9am – 1pm: Our interns are expected to be onsite in the hospital , however can leave if quiet and the intern has checked with the 1st opinion on call vet.

You will attend ward rounds with the duty vet and nurse, and agree plans under supervision of duty vet.

Before leaving ensure you have assessed all in patients and recorded clinical notes and labs are up to date and correct and you have contacted owners with an update.

- Carry out any procedures required
- Check discharge paperwork and update referring vets where necessary
- Discharge referral patients
- If there are any referral calls from a referring vet the intern will be responsible for triaging these calls. The intern should find out details such as signalment, outline of condition, and name of referring vet before contacting the on call clinician. The on call clinician will let the intern know when they are available to see the referral, the intern will then arrange the appointment and prepare computer record and paper work.
- Assist with any emergency referrals (all disciplines)
- Update 1st opinion on cases before leaving
- 1st opinion vets to check 1st opinion cases in the hospital and to contact owners unless emergency/time precludes then intern would take responsibility
- Available as a second vet for 1st opinion to pick up consults, perform minor procedures. If 1st opinion is otherwise occupied e.g. on a house visit, performing surgery
- Available to assist 1st opinion vet in case of an emergency e.g. GDV (likely to be very rare occurrence)
- To handle calls from referral clinicians/clients in the first instance including OOH. Intern to contact on-duty 1st opinion vet if need further assistance.
- Night nurse to contact intern if concerned about hospitalised referral patient. Intern to contact on- duty 1st opinion vet if need further assistance

### **Monday**

- Provide a comprehensive handover of in patients and any emergency admissions from the weekend

### **Rota**

Surgery – Week 1-2

Medicine – Week 3-4

Non duty week

8.30am – 6pm Mon/Tues/Weds/Thurs

8.30 – 1pm Friday

Off Sat and Sunday

Duty week

8.30am – 6pm Mon/Weds/Thurs/Friday

8.30-1pm – Tuesday

Sat/Sun 8.30am - In patients and emergencies

## Duty Intern

On the week preceding the weekend on call (Monday- Friday), the intern is expected to be available to field phone calls from the on duty vet or night nurse and be available to come into the hospital for patient checks, emergency referrals or emergency help for the 1st opinion vets if needed.

- To handle calls from referral clinicians/clients in the first instance including OOH. Intern to contact on-duty 1st opinion vet if need further assistance.

Night nurse to contact intern if concerned about hospitalised referral patient. Intern to contact on- duty 1st opinion vet if need further assistance

The interns are expected to coordinate and organise their diary and duty cover between them (or through the 1st opinion vets) when not available.