

Veterinary Technician Student Externship Program

IndyVet Emergency and Specialty Hospital offers an externship program for successful veterinary technician students to further their clinical training. Participating students are allowed the opportunity to observe cases as they are handled from diagnosis through treatment in a 24-hour specialty practice comprised of emergency, internal medicine, surgery, anesthesia, neurology, oncology, and ophthalmology services. We also house a blood donation center as well as Iodine 131 therapy. Our 22,000 square foot state of the art facility gives us the resources, technology and skilled staff to diagnose and treat almost any medical, surgical or emergent condition. Students will also have the chance to practice fear free and feline friendly handling, as IndyVet employees strive for this standard of care. This is an outstanding opportunity to gain extensive experience at an AAHA accredited hospital and we would be pleased to have you learn with us.

**Objective**

The goal of our externship program is to teach and educate students by allowing them to be exposed to a diverse caseload in an Emergency and Specialty Hospital. Externs participate directly with clinicians and technicians in case management and in rounds providing an opportunity to build upon clinical and practical skills learned in the classroom. Students looking for an externship where they will observe and assist with numerous complex medical and surgical cases under the guidance of Registered Veterinary Technicians and Veterinary Specialists, will enjoy and appreciate the IndyVet externship experience.

**Lectures & Journal Clubs**

Externs are given the opportunity to attend any CE lecture being held at IndyVet during the duration of their stay. If journal clubs are held in the department that the extern is assisting with, they are able to attend these meetings as well.

**Housing**

Housing is available if needed. IndyVet has a small two-bedroom living area that can accommodate up to four externs. There are showers available as well as a kitchenette with the necessary appliances. Accommodations are provided at no charge to our externs.

**Schedule**

Externs are given the opportunity to select which departments they would like to rotate through. All externs are placed on an ER rotation at some point. Schedules will be available two weeks prior to the start date.

**Timekeeping**

Since this is a paid position, you will be held to the same standards as other employees when it comes to timekeeping. You are responsible for clocking in and out from each shift. You are responsible for texting the Nursing Director if you are going to be late, or if you will be missing a shift. You will not clock in or out for lunch, but will be given a 30 minute break each day. The standard rate of pay for technician externs is $12/hr.

**How to Apply**

Applicants should submit a cover letter, resume, and school requirements along with preferred dates of externship to the Nursing Director by email at nursingdirector@indyvet.com. Externs are encouraged to take advantage of rotations through all departments, but may request one discipline as a main focus.

A limited number of externs are scheduled at any given time.

**Insurance**

IndyVet does not require or provide professional liability insurance, health insurance, or worker’s compensation insurance for externs. If your college mandates that these be arranged, it is the responsibility of the extern to arrange such coverage.

**Orientation**

When you arrive to begin your externship, you will be given a tour of the hospital. You will be given a packet with important policy information to study and know. You will be provided with a locker to keep your belongings. Once you have completed orientation you will be directed to the supervising technician for your shift/rotation.

**Dress Code**

You will be given a name tag upon arrival. This must be worn at all times while in the building. Neat and clean, plain colored scrubs are appropriate attire while you are on the floor. Make sure to have pens, a stethoscope, a watch and a thermometer.

**Introduction to DVM’s and staff:**

We would like to be able to personally introduce you to every member of the IndyVet Team. However, with multiple specialists and 24-hour emergency, it is just not possible to give personal introductions. It is important to take the initiative by introducing yourself to the doctors and staff whom you meet each day. Please do not feel that staff is unapproachable or unaware of your presence here. Working 10-12 hour shifts, they are busy and may not stop to chat but they welcome your interest and are happy to teach!

**Roles and Responsibilities:**

Your responsibilities while at IndyVet are to learn, to show initiative and get involved (don’t wait to be asked!), and to ask questions. Education is the reason for being here. Externs do not have primary responsibility for patient care, treatments, communication with clients and referring veterinarians, or recordkeeping.

**Get Involved:**

You are expected to observe (and assist when requested) with examinations, diagnostic procedures, treatment, surgery, etc. It is the responsibility of the extern to become involved and not wait to be asked. Make the effort and get involved. We cannot emphasize this often enough. You are welcome to observe and ask to participate in whatever is going on in the hospital. All externs are welcome to put on a cap, mask and shoe covers to observe and ask questions during surgical procedures. Do not wait for an invitation. Ask to participate in any case you are interested in.

**Technical and Practical “Hands-On” Skills:**

Our goal is to give externs as much “hands-on” experience as possible, while maintaining certain constraints and protocols. Extern performance of technical procedures is at the supervising technician or DVM’s discretion.

**Observe Client Communication:**

Externs do not have primary responsibility for client and referring veterinarian communication at IndyVet. You are expected to accompany the DVM or technician into the exam room to listen and observe. Afterwards, ask the DVM or technician any questions you have regarding what was communicated.

**Ask Questions to Maximize the Teaching and Educational Process:**

You may, and must, always ask questions during your work shift, during rounds, and at any other time. It is your responsibility to ask. If you do not, the attending DVM or technician will presume that you already know the information, or do not wish to know.

Feel free to ask the DVM or technician to discuss the case, their plans, diagnostic findings, or client communication at any time.

**Role in Managing Patients:**

Externs do not have primary responsibility for patient care. However, for any case that you and your supervising technician are involved with, the extern is expected to review the diagnostic plan and any treatment orders and make suggestions or ask questions if there is anything unclear to you. In addition to teaching externs, we also want to learn from them as well, so if you have any suggestions, input, or things you have seen done differently at other hospitals, please let us know.

**What are externs NOT responsible for?**

1. Externs do not have primary responsibility for patient care at IndyVet. Externs are, of course, expected to accompany the technician, observe, and assist with patient care at the technician’s discretion.

2. Externs do not handle client, or referring veterinarian communication at IndyVet. All such communication is conducted by the attending DVM or technician only. This is to ensure accurate, detailed, and time-efficient communication, and will assure to the client that their pet is being cared for by an experienced doctor.

**Extern Requirements and Evaluation Forms:**

If your school has a list of requirements that must be fulfilled during the externship, it is your responsibility to ensure that your supervising technician and the Nursing Director receive a copy. We prefer to have these 2 weeks in advance of the first day of your externship.

If your school requires a written evaluation, it is your responsibility to ensure your mentor receives this form and to confirm with them that it has been submitted. Even if your school has told you that the evaluation form was emailed to IndyVet, confirm with your mentor that they have received it.

We are very excited to have you with us! As with any learning experience, what you put into this experience is what you will get out of it. Go the extra-mile and be resourceful, respectful and helpful. We are here to help you discover what you don’t know and to help you learn.

**Nursing Director Contact Information**

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