

2023 – 2024 RESIDENCY PROGRAM HANDBOOK

**Department of Veterinary Clinical Sciences College of Veterinary Medicine
The Ohio State University**

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A. PREFACE

Post-DVM residency training programs in the Department of Veterinary Clinical Sciences at The Ohio State University provide advanced and intensive training in the principles and practice of specialty veterinary medicine. The Faculty of each Service provides the day-to-day oversight and training of our Residents, while the Post-Professional Education Committee (PPEC) serves as the administrative unit for Resident clinical training and graduate studies.

This handbook serves as a reference for both Residents and Faculty regarding the rules and policies of the Department of Veterinary Clinical Sciences, the College of Veterinary Medicine, and The Ohio State University that pertain to all Residents within the Department. In addition, Residents should receive and be familiar with the guidelines and policies of their specialty as outlined in the Specialty Service Residency Program Descriptions. The residents who choose to pursue a post-DVM masters or doctoral degree should also receive and be familiar with the rules and policies relative to graduate studies that are detailed in the College of Veterinary Medicine Graduate Program Handbook and the Graduate School Handbook of The Ohio State University.

The training, mentoring and advising of Residents through three years of clinical specialty training is a primary mission of the Department of Veterinary Clinical Sciences to which the Faculty is deeply committed. This Residency Program Handbook (along with the Specialty Service Residency Program Description, CVM Graduate Program Handbook, and OSU Graduate School Handbook) provides the framework for all Residents to successfully complete their residency program, and for Faculty to advise their Residents through successful completion of the residency.

B. MISSION, VISION, CORE VALUES, AND GUIDING PRINCIPLES

1. Mission

The **mission** of the Department of Veterinary Clinical Sciences is the advancement of animal health and well-being through providing exceptional educational experiences, delivering outstanding veterinary care, and discovering innovative methods to diagnose, prevent and treat disease. In support of these activities, we manage comprehensive professional and post-graduate curricula, provide leading-edge veterinary medical care, engage in consultation services and outreach activities that benefit the public and veterinary profession, and perform meaningful clinical, basic, and translational research for the improvement of animal and human health.

2. Vision, Core Values, and Guiding Principles

Our **vision** is to *create and maintain academic, clinical, research, and outreach programs that are recognized nationally and internationally for their quality and innovation*. While striving toward this vision, we are mindful of values that guide our personal and collective works. Central to these are intellectual integrity, professionalism, innovation, commitment, accountability, and a drive for excellence. These core values are representative of the standards and principles we embrace individually and collectively.

a. Group Values and Principles

- Commitment to Programmatic Growth – we will develop and advance our programs for the benefit of our students, animal health, and the profession
- Commitment to Public Service – we serve the public through outstanding patient care, consultation, continuing education, and outreach
- Commitment to the Profession – we serve our profession through consultation, engagement with professional societies and governing bodies, and by provision of continuing education
- Commitment to our Students – we believe that the education of our professional and post-graduate students is paramount
- Discovery – we strive to find better ways to improve animal and human health through clinical, basic, and translational research
- Impact – we perform meaningful research that impacts and enhances animal health and veterinary medical care
- Inclusiveness – we value and encourage the participation of all members of our team in discussion and decision-making
- Innovation – we advance our academic and clinical programs through personal creativity and collaborative innovation
- Inspiration – we motivate our students to embrace our profession and to explore the many opportunities available to members of our profession
- Involvement – we understand that our personal engagement in Department, College, and University programs and service is pivotal for advancement of our Department goals
- Leadership – we are active in our academic, hospital, and specialty communities
- Programmatic Goals – we emphasize performance and outcomes as benchmarks of academic and clinical success
- Quality – we strive continuously for excellence in our teaching, research, clinical practice, service, and outreach efforts
- Responsibility – we recognize our collective responsibilities for careful management and strategic optimization of resources
- Teamwork – we recognize that programmatic success depends on each of us working together selflessly towards our collective goals

b. Personal Values and Principles

- Accountability – we are answerable for our individual actions and responsibilities
- Balance – we seek an appropriate work-life balance
- Clinical Expertise – we strive to maintain and advance our clinical expertise
- Collegiality – we foster positive, collaborative relationships and interactions with Faculty, colleagues, staff, and students
- Communication – we engage in honest, forthright, issue-oriented, and civil dialogue
- Compassion – we treat our patients, students, and colleagues with understanding, empathy, and kindness
- Composure – we maintain a professional comportment during stressful events
- Contribution – we understand that our individual engagement and involvement in programs is critical to both programmatic and personal success
- Efficiency – we aim to improve our delivery of care and services while always maintaining focus on the quality of our work
- Enthusiasm – we value and foster enthusiasm and positive thinking
- Ethics – we embrace the importance of both personal and professional ethics in our work,

- behavior, and lives
- Hard Work – we value individual initiative and personal dedication to the job
 - Humor – we believe that appropriate humor can enhance the work environment and help people connect
 - Inquisitiveness – we value curiosity and seek understanding
 - Integrity – we approach academic issues, research, and patient-care ethically and with intellectual honesty
 - Learning – we embrace life-long learning
 - Loyalty – we value loyalty to our collective ideals, programs, and colleagues
 - Open-mindedness – we listen and openly and fairly consider new ideas or other viewpoints
 - Optimism – we balance introspection, analysis, and constructive criticism with a positive attitude and outlook regarding our programs, profession, and people
 - Passion – we sincerely care about our programs, students, colleagues, patients, and clients
 - Persistence – we celebrate diligence and determination
 - Professionalism – we honor colleagues whose behavior reflects credit on our profession
 - Reflection – we accept constructive criticism and hold personal accountability as pivotal to programmatic success and professional development
 - Respect for Differences – we recognize, respect, and value diversity as a source of strength
 - Satisfaction – we believe that learning and working together create many opportunities for professional gratification and personal enjoyment
 - Service – we embrace a “customer-oriented” approach in the delivery of patient and client care
 - Trust – we appreciate that learning to trust each other is a fundamental step in achieving our vision of programmatic distinction

C. LIST OF VCS RESIDENCY PROGRAMS

Program	Faculty Program Director	Email of Program Director
Anesthesia	Ricco	Riccopereira.1@osu.edu
Behavioral Medicine	Lilly	Lilly.136@osu.edu
Cardiology	Rhinehart	rhinehart.34@osu.edu
Medical Oncology	Kisseberth	Kisseberth.2@osu.edu
Dermatology	Lorch	Lorch.2@osu.edu
Equine Medicine	Toribio	Toribio.1@osu.edu
Equine Surgery	Rice	Rice.871@osu.edu
Farm Animal Medicine & Surgery	Niehaus	Niehaus.25@osu.edu
Neurology	Moore	Moore.2204@osu.edu
Ophthalmology	Newbold	Newbold.16@osu.edu
Radiation Oncology	Green	Green.689@osu.edu
Radiology (Diagnostic Imaging)	Green	Green.689@osu.edu
Small Animal Emergency & Critical Care	Yaxley	yaxley.1@osu.edu
Small Animal Internal Medicine	Langston	Langston.35@osu.edu
Small Animal Surgery	Wanstrath	Wanstrath.8@osu.edu
Theriogenology	da Silva	Coutinho-da-silva.1@osu.edu

D. OBJECTIVES AND EXPECTATIONS OF RESIDENCY PROGRAM

It is the objective of the Department and its Faculty to provide the facilities, case material, mentoring, and training that allow each Resident to develop comprehensive knowledge, expertise, and proficiency in their specialty. Successful completion of the residency program will satisfy the credentials requirements of the specialty colleges and will afford each Resident the opportunity to be thoroughly prepared for their specialty College Board certifying examinations.

Residents share in the responsibility of the Faculty to provide exceptional educational experiences for our professional students and outstanding clinical services to our constituents. Residents are expected to contribute to the mission and function of their Service, the Veterinary Medical Center, and the Department of Veterinary Clinical Sciences, and to abide by the policies and rules of each.

1. Clinical Service

An integral and major element of the clinical residency training program is undertaken in the Specialty Clinical Service, delivering outstanding veterinary care to our patients and professional service to animal owners and referring DVMs. Our Faculty clinicians will provide expert and direct supervision of clinical duties and responsibilities as Residents develop the knowledge, skills, and expertise expected of a specialist. Specific day-to-day clinical duties are detailed in each Specialty Service Residency Program Handbook.

2. Graduate Program

Enrollment as Graduate Students of the Graduate School of The Ohio State University is optional and at the discretion of the resident. Residents interested in pursuing a graduate program should identify an advisor and develop a plan for completion. Tuition and fees for MS graduate courses are supported by the Faculty and Staff Tuition Assistance Plan provided by the University; tuition and fees for Residents pursuing PhD degrees must be prearranged with the resident's PhD advisor.

Degrees are awarded to students who have demonstrated the ability to successfully perform significant original independent research or scholarly work in any of the areas of specialization within the Department of Veterinary Clinical Sciences, AND who have presented the results of their work orally and in writing to their peers and colleagues, including CVM Research Day, AND who have completed all university and college graduate requirements. The results of this research must be submitted for publication in order to meet the requirements to graduate. Specific requirements regarding didactic coursework, courses offered, etc. may be found in the CVM Graduate Program Handbook.

Independent research and manuscript publication as a requirement of the Specialty Colleges must be completed during the Residency program. To facilitate research opportunities, Residents are given time off clinics each year during which they are free from scheduled clinical service duties and clinical case responsibilities to pursue these and other scholarly activities.

The Chair of the PPEC generally meets with the Residents on the first Tuesday of each month from 7:00am-8:00am via Zoom. This meeting is mandatory for Residents to attend.

3. Teaching

Teaching opportunities can be an important part of the training in both the clinical residency and the graduate program. Teaching responsibilities will include clinical teaching to senior veterinary students and interns assigned to the Service as well as participating in teaching technical skills to junior veterinary students during laboratories. Depending on the interest of the Resident and the needs of the Service, Residents may have the opportunity to develop lecture skills by preparing and delivering selected formal classroom lectures to professional students.

Successful completion of a residency and the award of a Residency Certificate are dependent on completion of the 3-year clinical residency training program.

E. QUALIFICATIONS AND APPLICATION REQUIREMENTS

1. Resident Candidate Requirements

Applicants must be graduates of an AVMA-Accredited or Faculty-approved College or School of Veterinary Medicine and must have completed a one-year rotating internship or acceptable equivalent clinical experience. Potential Resident candidates should review the Specialty Service Residency Program Description for any further specific requirements pertaining to each program/specialty, and must provide all other necessary documentation (such as letters of reference, academic transcripts, etc.) as stipulated by the Service and the matching program.

2. Graduate School (Optional)

Residents pursuing a graduate degree must meet admission requirements to The Ohio State University Graduate School as well as admission requirements of the Comparative and Veterinary Medicine Graduate program, without exception. Specifics of these requirements may be found in the CVM Graduate Program Handbook

3. Equal Opportunity

The Ohio State University is an Equal Opportunity/Affirmative Action Employer. Qualified women, minorities, Vietnam-era Veterans, disabled veterans, and individuals with disabilities are encouraged to apply.

4. International Candidates

Currently foreign candidates are not eligible for the residency program without United States Citizenship or a green card.

F. EMPLOYMENT AND BENEFITS

1. Health Insurance and Benefits

As part of the benefits package, residents will have the option to purchase health insurance and other benefits. Residents are classified as Clinical Instructor – House Staff. Clinical Instructor – House Staff are considered employees by the University. As employees, residents are required to contribute to a retirement plan. More information on health insurance, retirement and other benefits will be provided during orientation. More information can be found at: <https://hr.osu.edu/benefits/>

2. Travel Policies and Process

As a state institution, The Ohio State University is required to abide by federal and state requirements for University business travel that is to be reimbursed. The complete policy on travel is available at <https://busfin.osu.edu/policies-forms?combine=&department%5B%5D=258>. Residents are required to adhere to this policy. The information provided below is not all inclusive, and University policy or administrative staff should be consulted when questions arise.

All travel time and anticipated travel expenses must be pre-approved. This is accomplished by completing both the “Request for Leave – Residents” form and requesting for preapproval for travel by creating a Spend Authorization in Workday. Leave forms can be found on the Resident Hub or by emailing the Education Program Coordinator. Both requests should be completed at least 30 days prior to your intended travel. The “Request for Leave – Residents” form should be completed and emailed to the Education Program Coordinator who will route for faculty signatures via DocuSign. A fully signed, approved copy of the request will be returned to the resident via email. The request for preapproval for travel requires Worktags. All Worktag information can be requested from the Education Program Coordinator or found on Resident Hub. If your service is providing support for your travel, please check with the service head about the Worktags to be used. Some expenses can be prepaid (see below)..

Pre-Paid Expenses

There are two travel expenses that can be pre-paid for you: registration and airfare. Other expenses such as hotel, ground transportation (taxi, Uber, Lyft), meals, and rental car must be paid by you and then reimbursed to by submitting an Expense Report in Workday. The University expects that you will incur the lowest reasonable travel expenses. For instance, if you want to drive your own car, the expense must be less than economy airfare or the cost to rent a car for the trip.

Registration– To prepay your registration, you must submit a requisition in Workday. Upon submission and approval of the requisition, a member of the Procurement Shared Service Center (PSSC) will contact you to meet in person or set up a time to meet via Zoom (as login information cannot be accepted) to purchase the registration.

Airfare – When pre-paying airfare, you will be required to use Corporate Travel Planners/Concur. To book your flight, go to <https://busfin.osu.edu/buy-schedule-travel/travel> and select ‘Book Travel Online’ and submit flight information. When you come to the payment screen, select AIRFARE PREPAYMENT* (...1329) from the dropdown.. You will be asked to enter your approved Spend Authorization number before submitting. When your airfare is prepaid by the University, you will need to approve the Expense Report in Workday to have those funds deducted from your CE balance.

Other Expenses

On the Spend Authorization, you will be asked to provide estimated costs for all anticipated expenses up to the amount of your current CE funds balance. It is important to provide accurate over-estimates of your travel as the actual cost of your trip cannot exceed your estimate by more than 20%. You will be reimbursed for actual expenses supported by original receipts by submitting an Expense Report in Workday. Multiple expense reports are permitted and reimbursements are processed weekly on Thursdays by the PSSC. Any reimbursements will be direct deposited into the bank account listed in your Workday profile.

Submission of original itemized receipts that indicate payment of the bill are required for hotel, hotel lodging fees and taxes, rental car, airfare or registration (if purchased by traveler), and other expenses over \$25.

Hotels will often put an invoice under your door on the day of checkout. While this receipt is itemized, there is no evidence that the hotel bill was paid and it will not be accepted for reimbursement. Always check out at the hotel desk and ask for an itemized receipt that reflects payment of the bill. The University will not reimburse for personal items on your hotel bill such as movie rental, clothes cleaning or room mini-bars. The University will also not reimburse for additional charges due to double occupancy. If you are sharing a room and splitting the cost, ask the hotel if they can charge each occupant their share of the bill and provide a receipt for each party. If this is not possible, then one person should pay the hotel bill and request reimbursement but indicate that the room was shared. Do not pay an individual for your share of expenses as the University will not reimburse for those payments. You will be paid a per diem for your meals and incidentals (service tips to housekeeping, porters, subway fares, etc.). The per diem rate is based upon the city you are visiting and is set by the federal government. No receipts are required for per diem reimbursements. The per diem will be reduced proportionately for meals that are provided by the conference or en-route on the airline.

Other expenses that are reimbursable include: baggage fees, internet connectivity, and ground transportation (such as Uber, Lyft, taxi etc.). Original itemized receipts are required for any expense in excess of \$25, and are encouraged for any expense (except meals) being submitted for reimbursement.

Requests for reimbursement must be submitted within 90 days after the travel is completed. Under no circumstances will requests for travel reimbursement be honored once the Resident has terminated his/her employment with the University.

Expenses that will not be reimbursed

- First class airfare
- Expenses being paid by a third party
- Mileage for driving your own vehicle unless it is less expensive than economy airfare or a rental car (mileage reimbursement is based on the federal rate and includes fuel, vehicle wear and personal auto insurance)
- Insurance on rental cars other than damage waiver, collision damage waiver, loss damage waiver, and liability insurance
- Hotel expenses for friends or family who are sharing your hotel room.
- Personal items on a hotel bill (movie rental, clothes cleaning, mini-bars, etc.)

Please note that the State of Ohio Ethics Commission does not permit you to earn frequent flyer miles, hotel points or participate in any other award programs while on University travel unless you maintain a log and can provide evidence to an auditor that those awards were used for University travel.

3. Resident Continuing Education Funds

The Veterinary Medical Center seeks to foster dissemination of scientific knowledge contributed by residents during the course of their specialty residency/graduate degree programs and to support resident professional development opportunities. As such, the VMC will provide funds to Residents in Veterinary Clinical Sciences as a Continuing Education Funds (\$1,500 maximum over the 3-year appointment) to defray costs incurred by the resident for these purposes. The funds may be used for travel expenses to one or more approved meetings or educational opportunities, books, board examination fees (must be taken during residency) and travel related to taking board exams during residency.

The Continuing Education Funds are intended to support travel expenses to:

- A scientific meeting where the resident is presenting an abstract of their research performed during the residency.
- Complete mandated specialty college training requirements
- Mandated specialty college boards preparation courses
- Annual meetings of the resident's specialty college
- A meeting or training opportunity approved by the resident advisor

Use of the Resident Continuing Education Funds toward board exam fees or board exam travel fees not associated with annual conference are subject to taxation. This taxable amount will be automatically deducted from the resident's next paycheck upon approval of the requisition or expense report in Workday.

Reimbursements may cover airfare or other transportation, conference registration, hotel accommodations and per diem expenses. Residents are required to adhere to all University policies regarding travel (see F-2, above).

The procedure for using Continuing Education funds is detailed in section F-2, "Travel Policies and Processes"

NOTE: Some services provide additional funding support to their residents for travel to meetings – please speak to the faculty in your service.

4. Leave Policy

Paid and unpaid time off for Residents is based on their classification in the University system. Residents are classified as Clinical Instructor – House Staff and as such must adhere to the policies and procedures of the University, the College of Veterinary Medicine, and the Department of Veterinary Clinical Sciences.

Department Provided Benefits

This policy only addresses leaves of absence that are provided and administered by the

Department of Veterinary Clinical Sciences. Leave provided by the Department of Veterinary Clinical Sciences is a privilege and not an entitlement. Clinical service needs (patient management, client care, referring veterinarian service and professional student education), the performance of the individual requesting leave and, for professional and educational leave, the educational value of the meeting or off-site training will be considered.

Department provided leaves of absence are further divided into personal, professional, educational, and illness/injury leaves that are defined below. Personal, professional, and educational leave categories contribute to the days or weeks allocated to off-clinic time (i.e. illness/injury does not contribute to the weeks off-clinic). Residents on personal leave are not expected to respond to work-related phone calls, text messages, emails or any other form of correspondence. Residents on professional and educational leave are not expected to answer any urgent correspondence related to clinical patients, but are expected to address work related emails, text messages or other forms of correspondence in a timely manner. Urgent patient/client-related matters will be addressed by the colleagues on clinic duty at the time.

Personal leave refers to any time away from assigned duty for vacation or personal business. Days taken for short-term illness are not included in the personal leave allocation. Ten days of personal leave will be allocated each year for Residents. The VCS policy is that Residents may carry forward a maximum of 5 days not used in the current year (i.e. 10 days for the current year and 5 days carried forward if not used in the previous year). All leave requests are subject to approval from section heads, clinical faculty, and the department chair. Residents are responsible for knowing specialty college requirements (re: personal time) that may differ from VCS policies. Residents must abide by policies of BOTH their specialty college & VCS.

Professional leave refers to any time away from assigned duty for approved scientific meetings related to the Resident's specialty or research, elective educational experiences at remote locations or, in the final year of training, for job interviews. Residents will be allocated 15 days of professional leave to be used over the course of their three-year training program. Residents should work with their Clinical Advisor and/or Service Head to develop a three-year professional leave plan early in their employment. When professional leave is exhausted, then personal leave may be used in lieu.

Educational leave refers to any time used to conduct research at facilities outside of OSU, fulfill mandatory specialty college training requirements at off-site facilities, attend mandated Boards preparation courses, or to take Board examinations (general or certifying) inclusive of examination days and reasonable travel time (but does not include time off to study for examinations). If a Resident can demonstrate compelling reasons to attend additional scientific meetings (other than the elected/agreed upon meeting for which they use Professional leave) such as to present an abstract, meet with potential collaborators for research, or attend a mini- course relevant to their research, then they can also request that this be included as Educational Leave. Approval of Educational Leave would require completion of the "Additional Information" section of the Request for Leave – Residents form, Academic Advisor and Service Head approval.. Educational leave is additional time allotted beyond the 15 professional days. As the need for Educational leaves and, when necessary, the duration of Educational leave is variable between Residents, there is no defined time for Educational leave. The granting of Educational leave is ultimately at the discretion of the Department Chair.

Illness/Injury leave refers to any time away for short-term or long-term absences.

- Short-term absence is generally one to two days in length for illness or bereavement. Submission of a leave request with proof of communication to service head of absence via Workday is required, as illness/injury leave balances are maintained at a university level. Appropriate documentation (e.g. letter from a medical practitioner) is required for absences of more than 3 days. Multiple requests for leave in excess of a total of two weeks over the course of the residency may impact academic progress and require additional documentation and/or approval.
 - Long-term/Leave of absence is for a personal serious health condition or to care for an immediate family member with a serious health condition.
 - Medical documentation is required for leaves of absence for medical/family reasons
 - Definitions of serious health conditions or immediate family members can be found on the back of the Request for Leave – Residents form
 - Reasonable progress toward obtaining the degree and good academic standing are required to be approved for a leave of absence
- - COVID-19: If you test positive for COVID-19, please refer to the following website for guidelines on contact tracing, isolation and quarantine: <https://safeandhealthy.osu.edu/tracing-isolation-quarantine> For specific questions related to COVID-19, please contact Kristi Pyke (pyke.2@osu.edu) or HR Connection at (614) 247-6947
 - If you are able to perform research or remote work responsibilities, please consult with your section head about using off-clinics time.
 - If you are unable to perform research or remote work duties, you must submit sick time in Workday.

Requests must be approved by the Resident’s Advisor, Residency Director and Service Head. It is expected that leave will be requested as far in advance as possible, but no later than 30 days prior to the first day of leave requested. All leave must be pre-approved and taken when off clinical service (except emergent leave such as illness or bereavement). If leave must be taken while on clinical service, it is the responsibility of the person requesting the leave to identify and arrange coverage by an appropriate replacement clinician (other Service Resident, instructor, or Faculty clinician not on service at that time) so that there is no negative impact on patient management, client care, and clinical education responsibilities and duties provided by the Service.

5. Procedure – Department Leaves of Absence

- a. At least thirty days prior to the anticipated leave the person requesting the leave will obtain verbal approval for the leave from their service and complete the Department’s “Request for Leave – Residents” form that has been appended to this policy. Forms are available on Resident Hub or by emailing the Education Program Coordinator.

- b. The individual requesting the leave will email the “Request for Leave – Residents” form to the Education Program Coordinator who will send for the required signatures via DocuSign.
- c. The resident’s advisor (clinical or research), residency director and service head are all required to sign the form to indicate full approval of the request.
 - i. A copy of the “Request for Leave – Residents” form is retained by the Service Head
- d. If any party denies the request, that party will advise the requestor and the Education Program Coordinator of the denial.
- e. The fully signed, approved copy of the form will be filed in the Department office and the absence will be recorded in the Department Log.
- f. The fully approved, signed form will be emailed to the requestor

6. Licensure

The Ohio Revised Code requires all veterinarians within the College to hold a current Ohio license to practice veterinary medicine. A limited license is sufficient for all professional activities carried on within the College. Holding a limited license restricts you to engage in the practice of veterinary medicine only to the extent necessary to fulfill your employment obligations. Conditions of employment are contingent based upon your eligibility to obtain and maintain the minimal state requirement of a limited license. If at any time you lose eligibility to be licensed, your employment with the University will be at risk. More information on licensure can be found at <http://ovmlb.ohio.gov/licensing.stm> or by contacting the Department office.

The application process and payment for the limited licensure is the responsibility of the resident. Residents are required to be licensed prior to the first day of employment as outlined in position offer letters and to keep their license current throughout their residency. First time applicants will be required to be fingerprinted and submit to a background check.

7. Authorization to Work Requirements

The University is required by Federal law to verify the identity and work authorization of all new employees. This verifies you are either a US citizen or eligible to work in the United States. Accordingly, the offer of a residency position is contingent upon such verification. You will be asked to complete the I-9 form in Workday and to schedule an appointment with main University Human Resources to verify your forms of identification within the first three days of employment.

[Information on the Form I-9 and acceptable forms of identification can be found by clicking here.](#)

8. Non-Compete Clause

Residents will be required to sign a non-compete/non-solicitation agreement upon hiring. This will involve a one (1) year non-solicitation agreement and a one (1) year non-compete agreement within a 30-mile radius from any location of the Veterinary Medical Center.

9. Self-Disclosure of Criminal Convictions and Fraud Reporting

As part of the revised Self-Disclosure of Criminal Convictions and Background Check Policy, please note that effective July 1, 2011, all current faculty, staff, graduate associates and student employees, appointees, volunteers, and staff provided by third party vendors will be required to self-disclose criminal convictions that occur on or after July 1, 2011 within three business days of the conviction.

Pursuant to Ohio Revised Code 117.103(B) (1), Ohio State is required to provide information about the Ohio Fraud Reporting System and the means of reporting fraud to each new employee upon employment. A copy of this legislation will be included in your new hire packet and should be returned signed within 30 days after beginning employment to confirm receipt.

G. ADVISORS

A Resident's Clinical Advisor is assigned by the service. The Clinical Advisor is responsible for Resident Performance evaluations. The Clinical Advisor is responsible for advising the resident regarding adherence to OSU policies including travel and leave. Residents enrolled in the graduate program also need to retain a Research Advisor. **The Resident's Research Advisor is chosen by the graduate student.** The Research Advisor is often in the same service as the graduate student, but can be from another service. Research Advisors are responsible for advising on graduate course work including credit hours and program requirements. Research advisors are also responsible for CVM Graduate Student Annual Progress Reports and working with the graduate student on a research project in partial fulfillment of MS graduate degree requirements, including manuscript preparation and submission, research day poster presentation, and coordination of MS examination. See CVM Graduate Program Handbook for specifics.

H. TIME OFF CLINICS

Each resident will be afforded time off clinics each year to pursue Leave and scholarly activities. The number of weeks per year off clinics will be section specific and vary with clinical requirements for each specialty college and the degree granting program for the resident (thesis or non-thesis degree).

Residents are referred to their Specialty Service Resident Program for details.

Residents have 10 working days per year as Personal Leave. Additionally, our department supports Professional Leave and Educational Leave (see Appendix A of this handbook) that can be taken during off clinic time. Appropriate employee leave forms will need to be completed and approved at least 30 days prior to the date of departure. For Personal Leave this consists of completing the "Request for Leave - Residents" and emailing it to the department's Education Program Coordinator. For conferences and other business leave, as well as medical leave also require a leave form. Thus, if a resident utilizes all of their Personal Leave (10 days per year for a total of 30 days over 3 years) and all of their Professional Leave (15 days over 3 years) this leave will account for 9 weeks of off clinic time (considering a "typical" 5 day working week); Note that Leaves of Absence for personal injury/illness do not contribute to the weeks off clinic time.

Residents should note the following points relative to off clinic time:

- Time off clinics must be discussed and approved by the individual specialty service faculty such that clinical service, duties and responsibilities to the VMC are not adversely affected.
- During off-clinic time, residents are expected to:

- be actively engaged in activities contributing to the successful completion of their educational program and the academic missions of the Department, VMC and service
- be immediately available by VMC telephone, text message and email during normal business hours.
- If residents are absent from the College of Veterinary Medicine and unavailable, appropriate Personal, Professional or Educational Leave of Absence requests must be completed and approved prior to the absence (see Section F-4).
- Residents are expected to provide all assigned emergency duty services during off-clinic time in those Specialty Services requiring this unless appropriate arrangements have been made and the clinical service faculty and section head notified.
- Residents must check-in and remain available daily for telephone messages during off-clinic time.
- Residents are expected to attend graduate courses in which they are enrolled and any other service-specific educational opportunities (such as journal club or book club) during off-clinic time unless prior approval from the course instructor(s) is obtained.
- Remote work (outside of the VMC or the resident's home address) during off-clinic time is at the discretion of each service head.

In individual circumstances, all residents are allowed to petition their service and Clinical Advisor for additional time off-clinical service.

Points of note regarding additional time off-clinics include:

- There is no prescribed additional time off clinics allocation.
- Additional time off may be granted for appropriate training or scholarly activities as determined by the resident's service faculty.
- Any additional time off requested cannot affect the continuation of full clinical services provided by each specific section or the Veterinary Medical Center. This includes assigned emergency duty for those services/specialty colleges requiring this of each resident.
- Residents must still comply with and fulfill their specialty college training guidelines. Any additional time off requested will be considered in light of these requirements.
- The resident's performance in all aspects of their program will be considered in the request for additional time off.

Requests for additional time off may vary between residents in the same service, or between residents in different services.

Requests for additional time off clinics:

- Requests for additional time off must be submitted in via email to the Education Program Coordinator, indicating the amount of time requested, dates of time off requested, reason(s) for additional time requested, and what will be accomplished/achieved during this time. Residents should provide reasonable justification for the request.
- Residents should work with their Clinical and/or Research Advisor, Residency Director, and service head in the preparation of each request and provide reasonable justification(s) for each request in the documentation.
- The request for additional time off clinics should be provided to the resident's Clinical or Research Advisor, Residency Director, and service head for approval and signatures.

Appeal of denied request for additional time off:

- If a request for additional time off clinics is denied, the resident may choose to appeal the decision to the Chair of the Department of Veterinary Clinical Sciences for additional consideration.
- In consideration of the denial of additional time off clinics, the Chair will request the service specific faculty rationale for denying this request in writing to the resident and Department Chair.
- The decision of the Department Chair will be final.

I. RESIDENT PERFORMANCE EVALUATIONS

1. Introduction

The goal of the Resident Performance Evaluation is to ensure that our Resident colleagues successfully complete their programs in a timely manner. The evaluations provide the constructive feedback and reinforcement of desired skills and attitudes that motivate Residents to continued excellence. Moreover, if problems of performance arise they can be addressed and attempts made to resolve them in a timely manner. **The following are minimum requirements for the evaluation of Resident performance.** More frequent evaluations may be performed at the discretion of the Resident's Clinical or Research Advisor, Service Head, Department Chair, or the Post Professional Education Committee of the Department. Residents are expected to ask for performance reviews as frequently as necessary to assure satisfactory progress. An example of the Evaluation form is located in Appendix B.

Residents and Graduate Students must adhere to The Ohio State University "Code of Student Conduct" (section 3335-23), the Ohio Veterinary Practice Act, and other applicable Department, College, University, State, and Federal rules and regulations.

- A. **Informal guidance** – Residents should receive informal feedback on their performance from Faculty members as a regular part of their interaction.
- B. **Service performance review** – All Residents will be evaluated by their supervising Service Faculty by January 15th of the first year of their residency (approximately 6 months after the commencement of the residency), and then bi- annually (July 15th and January 15th) thereafter. Residents may be evaluated more frequently than stipulated by this schedule. The evaluation will include:
 1. Completion of the Resident Performance Evaluation, using forms approved by the VCS Department and VCS Post-professional Education Committee, by the supervising Faculty using equivalent fillable PDF form. A copy of this must be provided to the resident prior to or at the time of the evaluation meeting. The evaluation includes assignment of scores relating to performance in eight categories (See below), as well as written summaries relating to performance in each category and general indicators of performance and future expectations at the end of the form. The final evaluation form will be discussed at a meeting of supervising Faculty and a decision for successful performance or whether remediation or probation will be made. Service Faculty who cannot attend the discussion should provide their input by completing the Resident Performance Evaluation form. The information provided will be included in the discussion.

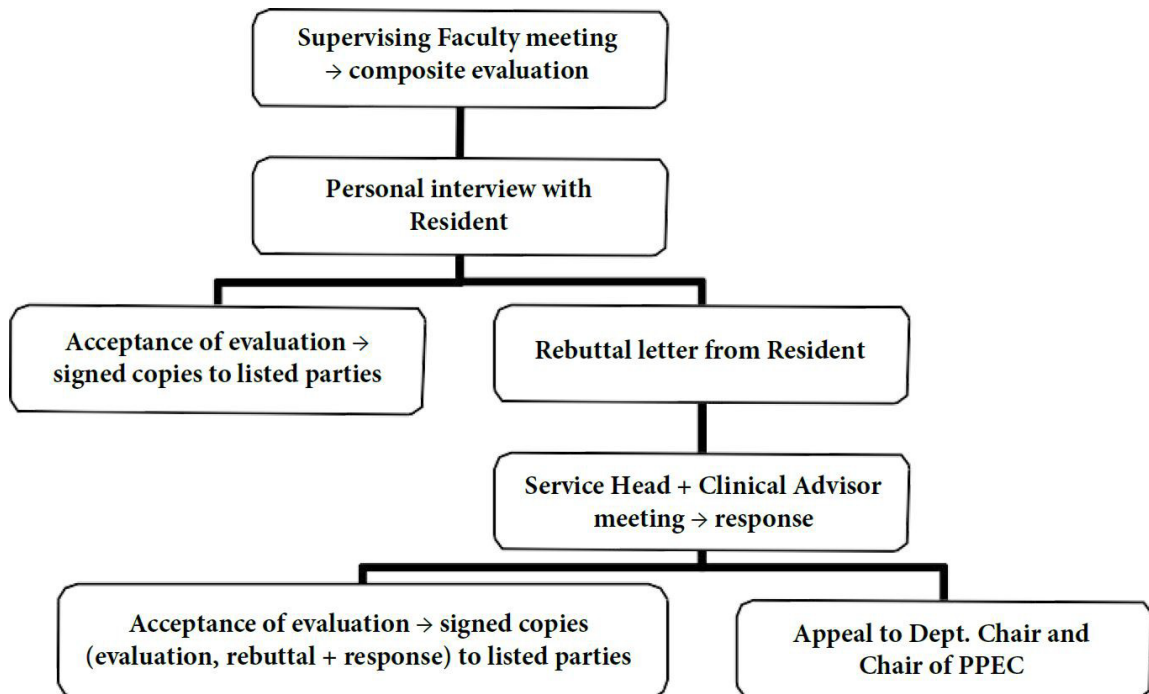
2. A personal evaluation meeting with the Resident may be attended by the Service Head, and the student's Research Advisor and/or Clinical Advisor.

Following the in-person meeting and delivery of the evaluation form, the Resident has 1 (one) week to consider the evaluation and either sign it (in acceptance) or provide a written rebuttal of the evaluation if desired. If a rebuttal is submitted, the Service Head and the Resident's Clinical Advisor will meet to consider the rebuttal and provide a response to the Resident within 1 (one) week of submission of a rebuttal. The Resident Performance Evaluation form is to be signed by all parties that participated in the evaluation meeting. A rebuttal (if provided), and a response to the rebuttal are to be signed by the Resident and Service Head, with electronic copies submitted to:

- Department Office (Education Program Coordinator)
- Resident
- Resident Clinical Advisor
- Resident Research Advisor
- Service Head
- Chair of the Department's Post Professional Education Committee

Evaluation Appeal Process: The Resident may appeal the evaluation and response to their rebuttal to the Department Chair and the Chair of the Post Professional Education Committee; the rebuttal and response procedures described above must have been completed. The appeal must be submitted in writing within 1 (one) week of the Resident receiving the response to their rebuttal. The appeal must include the specific grounds for the appeal and should provide supporting documentary evidence, as appropriate. The Department Chair will decide on the course of action within 1 (one) week of receiving the appeal.

Review of Procedures:



2. Evaluations

Performance Evaluation forms include the following categories: Clinical Ability, Knowledge, Interpersonal Skills and Professional Conduct, Teaching Ability, Clerical and Managerial Skills, Balance of Research and Clinics, Coursework, Publication Productivity, Attendance and Participation at Conferences, and Service-Specific Criteria. Residents are evaluated on the extent to which they meet the performance expectations, at that stage of their program, according to the following scale;

5 = Performed in a fully independent manner, did not need assistance, input or correction

4 = Needed very infrequent assistance, input or correction

3 = Needed minimal assistance, input or correction

2 = Needed moderate assistance, input or correction

1 = Needed significant assistance, input or correction

NO = Not observed

3. Guidelines for Remediation and Probation

Continuation in the program on unrestricted status is contingent upon favorable performance. For residents in which improvement in certain areas is deemed necessary by the specialty group of faculty for the program, the performance evaluation will reflect a need for remediation or probation.

- A. The need for remediation generally reflects that the resident is deficient in certain aspects of the training program that must be overcome by the resident to successfully complete the program. This will be discussed with the resident by the clinical and research advisors and section head at the performance review meeting. A plan to assist with additional learning in the area of deficiency will be conveyed by a meeting and a letter to the resident after the performance review. This letter will convey action items recommended by the faculty to the resident to assist with learning the deficient material or skill. The letter will convey the deficiencies, and the timeline of next evaluations, if any are recommended. If the resident has not made sufficient improvement as deemed by the faculty in the specialty program by or at the next performance evaluation, then the resident may be placed on continued remediation or probation. The remediation letter will include:
 - a. A summary description of the inadequacies that led to the remediation, including specific examples.
 - b. Specific direction (when possible) and a timetable for correcting inadequacies.
 - c. Dates for reevaluation while on remediation such as the next performance evaluation or times of interim evaluation.
 - d. A statement that clarifies the criteria for the improvements that are needed (such as an increase in score in the deficient category)
 - e. A statement that clarifies that failure to successfully complete the necessary improvements may result in probation.

The remediation letter, signed by the PPEC Chair, Clinical Advisor, Section Head and Resident will be submitted to the Education Program Coordinator and filed in the resident's folder. A follow-up letter indicating successful completion of remediation or elevation to probation is required to be submitted to the Education Program Coordinator.

A resident can be placed on probation at any time directly as a consequence of a performance evaluation and does not have to go through the remediation pathway. Although probation can be imposed at any time, it usually results from problems identified during a regularly scheduled performance review conducted by the Service or group of supervising Faculty or if remediation did not improve the resident's performance. Individual Faculty can request out-of-cycle reviews of a Resident's performance by the Service, or group of supervising Faculty. This request should be made to the Service Head, or the Resident's Clinical Advisor. Unsatisfactory performance will be relayed to the resident based on lack of sufficient progress in performance evaluations as determined by the Service, or group of Faculty evaluating the Resident in any one or more of the categories of evaluation above or based upon unresolved concerns raised at section discussions of the individual Resident's performance or at the personal interview.

Residents placed on probation will be notified at the time of the personal performance interview (See section I-3, above), through the evaluation, and by probationary letter. Copies of the evaluation and probationary letter must be submitted to the Department Chair and the Chair of the Post Professional Education committee prior to the personal interview. The probationary letter will include:

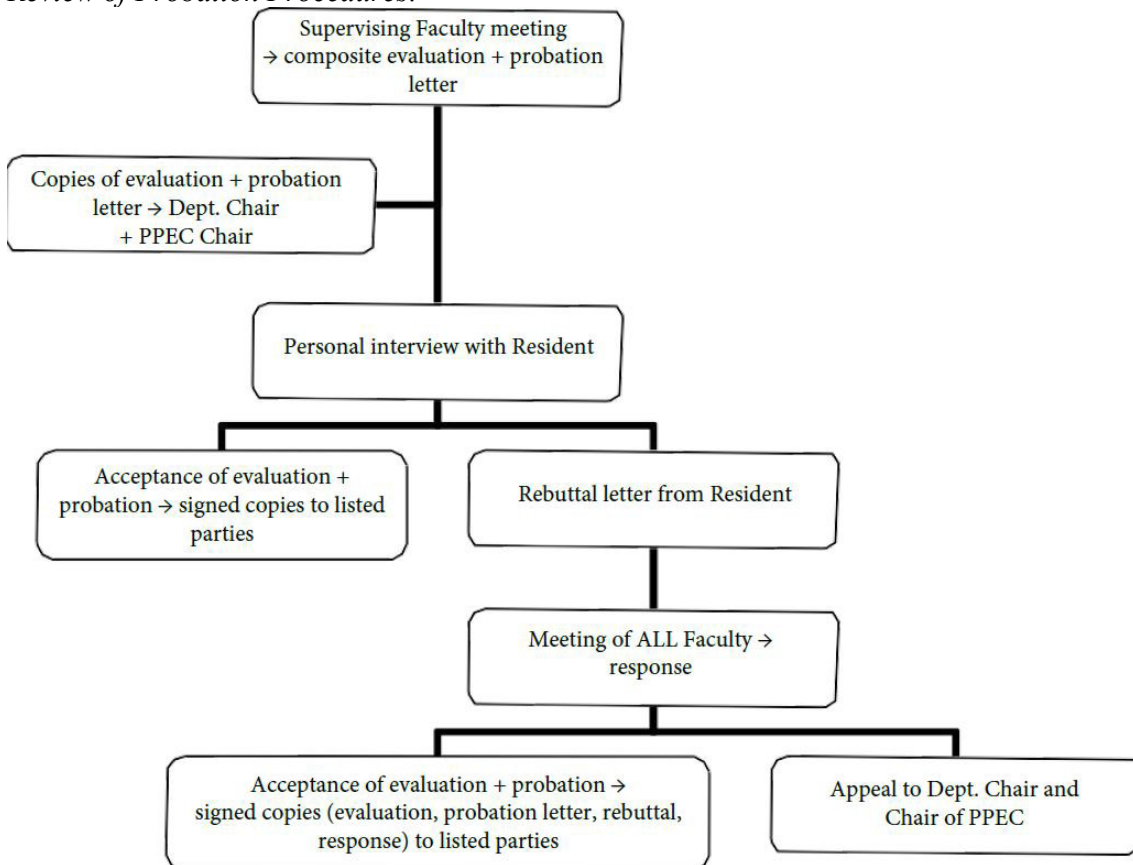
1. A summary description of the inadequacies that led to probation, including specific examples.
2. Specific directions (when possible) and timetable for correcting inadequacies.
3. Dates for the mandatory 6-week and 12-week reevaluation while on probation.

The Resident has 1 (one) week from the date of the personal interview to provide a written rebuttal of the evaluation and probationary letter if desired.

- If the Resident accepts the evaluation as is and will not be submitting a rebuttal, the evaluation and probationary letter must be signed by all parties within 1 (one) week of the interview. The 12-week probationary period will begin on the day that the evaluation and probationary letter are signed by the Resident.
- If the Resident provides a rebuttal, all Service Faculty must meet to discuss the rebuttal and respond to the Resident by letter within 1 (one) week of the date of submission of the rebuttal letter. It is anticipated that both parties should meet to discuss the final decision within this 1-week period as well.
- If the original decision for probation is upheld, the 12-week probationary period will commence on the day that the letter of response is delivered to the Resident
- If the original decision for probation is overturned, then the original evaluation should be amended and signed by the Resident, Service Head, and Clinical Advisor
- The Resident Performance Evaluation form, probationary letter, rebuttal (if provided), and response to rebuttal are to be signed by the Resident and Service Head, with electronic copies submitted to:
 - Department Office (Education Program Coordinator)
 - Resident
 - Resident Clinical Advisor
 - Resident Research Advisor
 - Service Head
 - Chair of the Department's Post Professional Education Committee

Probationary Appeal Process: Residents may appeal the evaluation and probationary status to the Department Chair and Chair of the Post Professional Education Committee.

Review of Probation Procedures:



Removal of Probationary Status: Return to unrestricted status will depend upon substantial improvement in performance, which means receipt of favorable written evaluations 6 and/or 12 weeks after the initial unsatisfactory evaluation, or as indicated in the remediation letter. Substantial improvement means improvement of all previously unsatisfactory ratings of at least one score or higher, and/or resolution of problems identified at section discussions and interviews. Performance of Residents on probation will be completed at 6 and 12-weeks of

probation by the appropriate Faculty (Service Faculty, or group of responsible Faculty).

If substantial improvement does not occur at both the 6-and 12-week evaluation periods, the Resident will be dismissed after the second evaluation (12 weeks after the initial unsatisfactory evaluation). If the 6- and 12-week evaluations are satisfactory, the Resident will be taken off probation.

If improvement is evident, but not adequate, the Resident may be kept on probation for an additional 12 weeks. If substantial improvement occurs during this extended probationary period, the Resident may resume normal status. If substantial improvement does not occur during this extended probationary period, the Resident will be dismissed. A Resident may be placed on probation at any subsequent evaluation period.

Examples of reasons for a Resident being placed on probation or dismissed from the program include, but are not limited to:

1. Failure to provide the expected standard of care
2. Uncollegial behavior. Collegiality, mutual support, and respect for others are

strongly held values in the College of Veterinary Medicine. We support diverse beliefs and the free exchange of ideas and expect that Faculty, Residents, staff, and students promote these values and apply them in a professional manner in all academic endeavors

3. Behavior that reflects badly on the veterinary profession, The Ohio State University, the College, and/or colleagues
4. Neglect of duty, including but not limited to:
 - i. Not attending and participating in ward rounds and compulsory conferences (grand rounds, etc.)
 - ii. Absence from scheduled emergency duty
 - iii. Absence from regularly-scheduled appointments
 - iv. Inadequate client communication
 - v. Failure to complete bills and medical records in the prescribed time frame and fashion
5. Negligence, incompetence, and reckless behavior toward people, patients, or equipment
6. Failure to comply with directives issued by the Department Chair, Hospital Director, Post Professional Education Committee, Service Head, or Clinical Advisor
7. Failure to comply with Department guidelines regarding outside employment
8. Academic misconduct and/or dismissal from Graduate School
9. Abuse of prescription or non-prescription drugs, alcohol, or other substances
10. Physical or mental limitations that interfere with the Resident's performance that cannot be remedied by reasonable ADA-approved accommodations
11. Failure to comply with OSU policies on sexual harassment, consensual relationships, or discrimination
12. Other deficiencies identified by the performance evaluation that identify unsatisfactory performance

During periods of probation, the Resident will work under the direct supervision of a Faculty member, and will be expected to make considerable improvement in the identified areas of deficiency.

4. Guidelines for Dismissal

The following constitute grounds for dismissal from the residency program:

- Gross misconduct or unprofessional behavior
- Any criteria outlined under reasons for probation
- Egregious behavior that reflects poorly upon the University, the veterinary profession, or both
- Violations of the Ohio Veterinary Practice Act

5. Dismissal Appeal Process:

Residents placed on probation or dismissed can appeal to the Department's Post Professional Education Committee and the Chair of the Department of Veterinary Clinical Sciences. The appeal must be submitted in writing within 1 (one) week of the Resident receiving written notification of their probation or dismissal. The appeal must include the specific grounds for the

appeal and should provide supporting documentary evidence, as appropriate. The Department Chair will decide on the course of action within 1 (one) week of receiving the appeal.

There may be other appeal mechanisms available to the Resident, depending on the particular circumstances. The Resident's Clinical Advisor, the Chair of the Post Professional Education Committee, and/or the Chair of the Department of Veterinary Clinical Sciences can advise the Resident on these options.

6. Evaluation Timeframe

Residents must be evaluated in January and July of each year of their program, beginning in January of the first year. **Completed evaluation forms should be submitted to the Education Program Coordinator by January 15th or the first working day after January 15th of each year for the, and July 15th or the first working day after July 15th of each year.**

Note: If Resident Performance Evaluations are not submitted by the above deadlines, the Service Head will be sent email reminders and a formal reminder letter (cc'd to the Department Chair and Chair of the Post Professional Education Committee) that the evaluation must be completed and submitted within 30 days. Failure to comply with this deadline may affect the ability of the Service to recruit and mentor future Residents.

7. Academic and Research Progress Report

Annual Academic and Research Progress Reports will be distributed to all graduate students within the College of Veterinary Medicine. The report is to be filled out as part of the resident performance evaluation process each fall and is due in early/mid-January. Progress reports will be reviewed by the Council for Graduate Studies in the spring to identify resident/graduate students that may not be on target for completion of the graduate degree. Resident/graduate students will be evaluated on academic performance as part of their bi-annual performance evaluation. [The report form is housed online](#). This URL is active year-round but may vary upon date of access as its contents are subject to change by the Council for Graduate Studies.

J. RESIDENT RESOURCES

The Resident Hub: is an on-line informational center called which can be found on Carmen Canvas; It is available to All VCS Residents and graduate students. This resource provides updated information and links to important forms, applications and handbooks.

Resident Representatives: are two residents elected by their peers to serve as representatives at PPEC meetings. They are responsible for attending the meetings each month. Additionally, they are to relay any issues relevant to residents for both work and social related interactions to the PPEC chair and the committees. They also serve as a contact for sponsors seeking to host a dinner or event for the Residents. Resident Reps lead independent Resident Meetings free of department administration; these are held quarterly and are held during the monthly Resident meeting timeslot. A Resident Representative's term limit is 2 year.

K. ON-BOARDING AND ORIENTATION

Residents will attend a required orientation session starting the first day of employment in July. Upon arrival, residents will have several days of an orientation that provides introduction, administrative requirements, the function of the Department and the Residency and other important items that pertain to being successful as a resident in the Department of Veterinary Clinical Sciences

L. CVM RESEARCH DAY

The CVM Research Day takes place every year in April. All Residents participating in research, particularly those nearing the end of their program, are expected to participate in Research Day by submitting an abstract and presenting a poster. This is in the best interest of the resident/student and also the Research Advisor. It provides an opportunity to highlight and advertise the important research going on in laboratories and the clinic. This is a College wide expectation. It is an expectation that all Residents will participate in Research Day at least once during the residency. [Information on formatting and submitting the abstract can be found by clicking this link.](#)

M. CODES OF CONDUCT

Residents in the Department of Veterinary Clinical Sciences are subject to:

- [OSU Student Code of Conduct 33325-23](#)
- [Ohio Veterinary Medical Licensing Board](#)

N. CONFLICT OF COMMITMENT

Residents are subject to the [Conflict of Commitment Policy](#) (approved by the Board of Trustees 07/08/05) that states:

“A conflict of commitment exists when external or other activities are so substantial or demanding as to interfere with the individual’s teaching, research, scholarship or service responsibilities to the University or its students.”

Residents are subject to the [Financial Conflict of Interest Policy for Faculty](#) that states:

“A conflict of interest exists if financial interests or other opportunities for tangible personal benefit may exert a substantial and improper influence upon a Faculty member or administrator’s professional judgment in exercising any University duty or responsibility, including designing, conducting or reporting research.”

A University employee may not accept compensation for the performance of his or her University duties from any person or entity other than the University.

Residents should also be aware of the [University Policy on Patents and Copyrights](#) that states: “This policy reaffirms the University’s right and policy, consistent with applicable law, of ownership of all legal rights in products of University research and establishes procedures and guidelines to assure the responsible exercise of that right.”

Residents are also subject to the following Department of Veterinary Clinical Sciences policies:

- Residents are not permitted to practice veterinary medicine in any capacity during their residency, outside of the duties and responsibilities towards the University as defined by their Specialty Service.
- Residents are not permitted to provide paid external consulting services to industry, businesses, foundations, boards or other groups during the course of their residency.
- Residents may provide paid Continuing Education lectures and presentations during their residency subject to approval by the Specialty Service Head and the Department Chair.
- Residents must have a Request for Leave – Residents form completed and approved before leaving to attend any off-campus professional duty or activity.

O. STATEMENT OF COLLEGIALITY

Collegiality, civility, mutual support, and respect for others are strongly held values in the College of Veterinary Medicine. We support diverse beliefs and the free exchange of ideas and expect that Faculty, staff, and students promote these values and apply them in a professional manner in all academic endeavors. The College is committed to evaluating the practice of these values as part of Faculty performance evaluations.

P. USEFUL WEBSITES AND EMAIL ADDRESSES

1. University Websites

- | | |
|--|---|
| <ul style="list-style-type: none"> ▪ Campus Maps ▪ Current Student Homepage ▪ Academic Calendar ▪ The Graduate School ▪ Graduate School Handbook ▪ Buckeye Link ▪ Carmen ▪ Payroll Services ▪ Tax Information | <ul style="list-style-type: none"> ▪ New employee Information & Benefits Information ▪ Office of the Chief Information Officer (OCIO) ▪ Research Training (health and safety, lab standard) ▪ IACUC – Office of Responsible Research Practices ▪ University Lab Animal Resources ▪ University Libraries ▪ Electronic Journals ▪ Research Database |
|--|---|

2. College of Veterinary Medicine Websites

- [CVM Community](#)
- [CVM Graduate Program Handbook](#)
- [VCS Clinical Trials Office](#)

3. Emails

VCS Administration:

- Dr. Angela Marolf – VCS Department Chair – marolf.7@osu.edu
- Lara Lacey – Assistant to the Chair – lacey.63@osu.edu
- Chelsea Souder – Education Program Coordinator – souder.60@osu.edu
- Priscilla Horning – Faculty Affairs Program Coordinator – horning.70@osu.edu
- Dr. Page Yaxley – Vice Chair of House Officer Success – yaxley.1@osu.edu
- Dr. Brian Husbands – Vice Chair of Small Animal Faculty – husbands.2@osu.edu
- Dr. Andy Niehaus – Vice Chair of Large and Mixed Animal Faculty – niehaus.25@osu.edu
- Dr. Jessica Quimby – Vice Chair of Research – quimby.19@osu.edu

VMC Administration:

- Karin Zuckerman – VMC Director – zuckerman.21@osu.edu
- Jeannette Schmidt – Assistant to the Director – schmidt.690@osu.edu
- Lora Montgomery – Director of Client Services – montgomery.1012@osu.edu
- Kelley Norris – Assistant Director of Patient Care – norris.8@osu.edu

Other:

- CVM Graduate Student Coordinator: Shannon Binkley – binkley.45@osu.edu
- College Graduate Studies Committee: Dr. Estelle Cormet-Boyaka – Chair - cormet-boyaka.1@osu.edu
- Internal Research Grant Coordinator: Michele Morscher – morscher.1@osu.edu
- Clinical Trials Office Associate Director: Dr. Sarah Moore – moore.2204@osu.edu
- Grant Support: Jeff Workman – workman.45@osu.edu

Q. APPENDICIES

1. Appendix A: Resident Leave Request Form



THE OHIO STATE UNIVERSITY

Request for Leave – Residents

Department of Veterinary Clinical Sciences

This form is used to make and approve leave requests for residents. Students on leave from their appointments must generally continue to meet minimum registration requirements. Requests for scheduled time off should be made as far in advance as possible, but no later than 30 days prior to the first day of leave requested.

****For any short-term (sick, injury, bereavement etc.) or long-term absences (parental leave etc.), you must first notify the section head (or appropriate faculty within your section) and submit in Workday. Proof of communication with faculty must also be included if the Education Program Coordinator was not included in communication to the section head or appropriate faculty in your section. If you need instructions for how to submit in Workday, please contact Chelsea Souder (souder.60@osu.edu)****

Resident's Name (Print): _____

Dates: _____ to _____

Total # of Days: _____ Total # of hours: _____

**Only weekdays are counted toward the total number of days and only 8 hours per day are counted toward total number of hours.*

PERSONAL

(Vacation etc.) [10 days per year with possible carryover of 5 days; maximum of 30 days per three-year residency]

PROFESSIONAL

(attend scientific meeting, elective educational experiences, interviews etc.) [maximum of 15 days per three-year residency]

Name & Location of Meeting/experience: _____

EDUCATIONAL

(conduct research outside of OSU, external rotations, mandatory specialty college training requirements, board preparation courses or time to take board exams – does not include time to study for examinations)

Nature & Location of Educational experience: _____

Will you be using CE funds to pay for board exam fees or travel to take the board exam? Yes No

***If yes, you must email Chelsea Souder (souder.60@osu.edu) to assist with submitting a Spend Authorization and/or an Expense Report in Workday. Expenses related to board exam fees and related travel are a taxable expense and the taxed amount will be deducted from your paycheck.*

I certify that the information provided as a part of this request is true, accurate and complete. I understand that a person who, knowingly and with intent to defraud, requests leave using materially false information is guilty of fraud, which may result in disciplinary action.

Resident's Signature: _____

Date: _____

*The department will retain a copy of this form in the Resident's records. By signing the Request for Leave, the Service Head indicates they have received this form with complete signatures and approve the absence of the Resident.

Clinical or Research Advisor: _____

Date: _____

Residency Program Director: _____

Date: _____

Service Head: _____

Date: _____

2.



Department of **Veterinary Clinical Sciences**

Month: Year:

Resident Name:

1. Clinical Abilities

	Needed significant assistance, input or correction (1)	Needed moderate assistance, input or correction (2)	Needed minimal assistance, input or correction (3)	Needed very infrequent assistance, input or correction (4)	Performed in a fully independent manner, did not need assistance, input or correction (5)	Not observed (6)
Efficient during clinics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to handle emergencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to solve problems (diagnostic ability)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attentive to changes in patient condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides good patient care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manages cases properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conducts procedures competently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates appropriate technical skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses consultations with other specialists effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Critically examines decisions and actions for optimal performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses evidence-based medicine to the extent available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seeks out and adjusts performance according to feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates animal handling skills to properly restrain and manage animals in a safe and humane manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

2. Medical Knowledge

	Needed significant assistance, input or correction (1)	Needed moderate assistance, input or correction (2)	Needed minimal assistance, input or correction (3)	Needed very infrequent assistance, input or correction (4)	Performed in a fully independent manner, did not need assistance, input or correction (5)	Not observed (6)
Understands basic science of specialty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Familiar with and understands relevant literature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates growth in knowledge base	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can critically evaluate newly reported information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gives succinct, accurate case rounds with appropriate interpretation of physical exam results and lab data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

3. Professional Conduct

	Needed significant assistance, input or correction (1)	Needed moderate assistance, input or correction (2)	Needed minimal assistance, input or correction (3)	Needed very infrequent assistance, input or correction (4)	Performed in a fully independent manner, did not need assistance, input or correction (5)	Not observed (6)
Is fully prepared at the start of clinical shift	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acts and appears in a manner consistent with a medical professional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Takes timely and appropriate breaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates good work ethic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is aware of and attends to the goals and objectives for the rotation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interacts with others in a caring and thoughtful fashion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explains and defends decisions in a defensible and understandable form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

4. Interpersonal Skills, Communication Skills and Resiliency

	Needed significant assistance, input or correction (1)	Needed moderate assistance, input or correction (2)	Needed minimal assistance, input or correction (3)	Needed very infrequent assistance, input or correction (4)	Performed in a fully independent manner, did not need assistance, input or correction (5)	Not observed (6)
Communicates effectively and respectfully with faculty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates effectively and respectfully with students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates effectively and respectfully with technicians, staff and receptionists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interacts collegially with staff and colleagues in other services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interacts collegially with staff and colleagues within service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interacts collegially with RDVMs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates willingness to work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts constructive criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handles adversity well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains composure during stressful events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supports a "team effort"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participates in consultations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

5. Teaching Ability

	Needed significant assistance, input or correction (1)	Needed moderate assistance, input or correction (2)	Needed minimal assistance, input or correction (3)	Needed very infrequent assistance, input or correction (4)	Performed in a fully independent manner, did not need assistance, input or correction (5)	Not observed (6)
Demonstrates teaching ability during clinics, rounds, workups and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shares knowledge with other residents/faculty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervises students effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fulfillment of assigned student teaching requirements in laboratories, lectures and seminars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shows good judgement in the oversight of students during procedures and case management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

6. Clerical and Managerial Skills

	Needed significant assistance, input or correction (1)	Needed moderate assistance, input or correction (2)	Needed minimal assistance, input or correction (3)	Needed very infrequent assistance, input or correction (4)	Performed in a fully independent manner, did not need assistance, input or correction (5)	Not observed (6)
Completes medical records promptly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides follow-up to DVMs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows up on outpatient lab evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manages case flow efficiently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervises student notations in medical record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Records all client communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arrives for rounds or seminars on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

7. Research Activity, course work and publications

	Needed significant assistance, input or correction (1)	Needed moderate assistance, input or correction (2)	Needed minimal assistance, input or correction (3)	Needed very infrequent assistance, input or correction (4)	Performed in a fully independent manner, did not need assistance, input or correction (5)	Not observed (6)
Maintains appropriate progress on research and projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is cognizant of requirements and status of their research and residency requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consults with advisors in a timely and appropriate manner before presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completes presentations, abstracts and manuscripts in a timely fashion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seeks out and responds to feedback on research presentations and manuscripts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

8. Conferences and Meetings

	Needed significant assistance, input or correction (1)	Needed moderate assistance, input or correction (2)	Needed minimal assistance, input or correction (3)	Needed very infrequent assistance, input or correction (4)	Performed in a fully independent manner, did not need assistance, input or correction (5)	Not observed (6)
Participates in journal club/book review, attends pertinent conferences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

What are the strengths of this resident?

What are specific items or areas of improvement the resident should focus on?

This evaluation indicates the need for remediation.

- Yes
- No

This evaluation puts the resident on probation.

- Yes
- No

Student Evaluations have been discussed with the resident.

- Yes
- No

I have met with the resident and they have seen a copy of this evaluation.

Yes

No

Please include the names of faculty that participated in the review of this resident.

This resident is enrolled in a graduate program (i.e. Master's or PhD program within any college/department within OSU). If no, a response to the following questions is not required.

Yes

No

Please list cumulative GPA. *3.0 is required to be in good standing

Please list number of graded credit hours completed.

**Master's must have 30 credits total, with at least 20 of those credits graded. PhD must have 80 credits, 50 of which completed beyond Master's degree and 20 of those credits must be graded.*

Resident Signature: _____