

# **RESIDENCY IN MEDICAL ONCOLOGY**

**Louisiana State University  
School of Veterinary Medicine  
Department of Veterinary Clinical Sciences  
Veterinary Teaching Hospital**

**Revised September 2016**

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## **1.0 INTRODUCTION**

- 1.1 The residency will fulfill the training requirements and partially fulfill the requirements for examination (certification) of the American College of Veterinary Internal Medicine, specialty of oncology.
- 1.2 The training program will utilize faculty of the Department of Veterinary Clinical Sciences (VCS) as mentors. Clinical facilities of the Veterinary Teaching Hospital (VTH) will be the primary training location for the LSU portion of the residency.

## **2.0 OBJECTIVES**

- 2.1 To provide advanced training in clinical problem solving and diagnostic and therapeutic techniques in the specialty field of medical oncology.
- 2.2 To provide didactic and tutorial teaching training and experience.
- 2.3 To satisfy the requirements for examination by the American College of Veterinary Internal Medicine, specialty of oncology.
- 2.4 To provide experience in scientific and clinical case presentation through the seminar and house officer rounds program.
- 2.5 To provide experience in the preparation and submission of scientific articles for publication and/or presentation.
- 2.6 To provide experience in designing and conducting a clinical research project.
- 2.7 To provide opportunity to participate in graduate level courses that support and strengthen the clinical training program.

## **3.0 PREREQUISITES**

- 3.1 Candidates must have a DVM or an equivalent degree.
- 3.2 Candidates must have satisfactorily completed at least a one year rotating small animal internship or its equivalent post graduate veterinary experience.
- 3.3 Candidates must have successfully completed the National Board examination or its equivalent in the certifying country.
- 3.4 Candidates must have the goal of board certification by the American College of Veterinary Internal Medicine, specialty of Oncology.

## **4.0 FACULTY MENTOR**

- 4.1 The resident will be assigned to a faculty mentor who has diplomate status in the specialty field of medical oncology.

- 4.2** Responsibilities of the mentor include the direction and coordination of the clinical program, advise on research, publications, and preparation for Specialty Board examinations, and general counseling.

## **5.0 HOUSE OFFICER ROUNDS AND SEMINAR PROGRAM**

- 5.1** The House Officer Rounds are designed to provide the resident the opportunity to receive and present interesting, unusual, or difficult clinical case material utilizing a problem oriented approach to professional colleagues. The resident will participate with the other VCS house officers on a rotating basis and will make at least 1 case presentation in House Officer Rounds during the year.
- 5.2** The House Officer Seminar series is designed to provide the resident with the opportunity to research and present scientific information to professional colleagues.
- 5.3** One seminar will be prepared and given in each year of the residency.
- 5.4** One seminar topic will relate to original research conducted by the resident.
- 5.5** Attendance: The resident is required to attend and participate in the following: VMED 7001 (VCS Seminar), Grand Rounds, House Officer Rounds, other seminars that are requirements of the resident's home department and/or section.
- 5.6 VCS HO Rounds/Seminar Policy**
- 5.6.1** HO attendance at all HO Rounds/Seminar sessions is required. HO attendance is required at only those rounds and seminars designated as VCS HO Rounds/Seminar sessions and that others occurring in the same time slot are not required by the House Officer Committee.
- 5.6.2** Attendance will be taken at the beginning of each session.
- 5.6.3** HO will be required to present an additional seminar if they have more than one unexcused absence during the program year. All absences must be accounted for by completing a HO Leave Request Form and submitting it to the HOC chair.
- 5.7** Excused absences include the following: illness, annual leave, attendance or participation in a continuing education program, presentation of a student lecture, scheduled out-rotation or special service requirements per request of advisor. All other absences are unexcused unless deemed excusable by the HO advisor.

## **6.0 TEACHING PROGRAM**

- 6.1** Throughout the program residents will be viewed as role models by both interns and professional students. They should always present

themselves in a professional manner. Adherence to VTH dress protocols are required. No jeans or open toed shoes are permitted while on clinic duty.

- 6.2 The resident will participate in clinical instruction and in the evaluation of Phase II veterinary students assigned to the section.
- 6.3 The resident will participate in preclinical didactic lecture and laboratory instruction as assigned by his/her mentor. Each resident will lecture for 1 hour minimum in the Clinical Oncology Course for 2<sup>nd</sup> year students. The topic will be determined by the course coordinator and the resident.

## **7.0 BOARD CERTIFICATION**

- 7.1 An important credential in veterinary medicine is board certification in a specialty area. One of the objectives of the program is to prepare the resident for certification by the American College of Veterinary Internal Medicine, specialty of oncology.
- 7.2 In order to qualify for examination the resident should refer to the published requirements of the college.
- 7.3 It is solely the responsibility of the resident to submit any material and fees required by the college for registration for board examinations.

## **8.0 CLINICAL PROGRAM**

Below, a description of the 52 weeks per year of training is required. Each individual year of training should be described in detail with the number of weeks in various sections, out-rotations, independent study, leave, etc... adding up to the total weeks in the training program. The resident is required to keep a case log, which should be evaluated annually by the faculty mentor. A copy of the expectations for house officers will be given to each resident at the beginning of Year 1.

### **8.1 Year I Resident's Program**

- 8.1.1 The goal of year one is to heavily introduce the resident to the concepts of clinical oncology. The resident will also experience concepts important to oncology through the rotations onto other services. These numbers are a guideline and may be changed based upon the need of the resident.
  - 14 half blocks – medical oncology
  - 1 half block – radiation oncology
  - 1 half block – ophthalmology or dermatology
  - 1 half block – clinical pathology
  - 2 half blocks – research
  - 1 half block – vacation
  - 2 half blocks – internal medicine
  - 1 half block – radiology
  - 1 half block – cardiology

0.5 half blocks – holiday (To be taken at either Christmas or New Year's week)

- 8.1.2** Out rotations on other services may be scheduled depending on the needs of the oncology service. Out rotations must be approved prior to scheduling with the oncology course coordinator and the resident's mentor. Out rotations are paid for strictly by the resident.
- 8.1.3** The resident will participate in the instruction of Phase II students and interns.
- 8.1.4** The resident will participate in the emergency duty either rotating or as primary backup with other house officers.
- 8.1.5** The resident will participate in house officer rounds, ward rounds, journal club, special topic conferences, seminars, and other scheduled conferences of the VTH. He/She will attend other scheduled seminars in the SVM as time permits.
- 8.1.6** The resident will present 1 seminar (to faculty and house officers) on a topic of interest to the resident.
- 8.1.7** The resident will attend the Veterinary Cancer Society meeting with the advice and approval of his/her faculty mentor and the house officer committee. Expenses will be paid by the resident.
- 8.1.8** The resident is encouraged to attend and participate in continuing education meetings sponsored by the SVM or by local and regional veterinary organizations.
- 8.1.9** The resident is required to submit one paper to a refereed journal for publication as required by the specialty college.
- 8.1.10** The resident must register with the specialty college within the time period designated by the specialty college.
- 8.1.11** The resident is encouraged to prepare a research proposal; review it with his/her faculty mentor, and submit it for funding consideration.
- 8.1.12** The resident may, with the approval of the resident's advisor and the medicine faculty, participate in clinically relevant graduate courses. Course work must not interfere with the clinical and instructional responsibilities of the resident.

## **8.2 Year II Resident's Program**

- 8.2.1** The goal of the second year is to expose the resident to as many subspecialties as possible while maintaining their growth in the field of oncology. This year is designed to help the resident prepare for and successfully complete their general board examination. These

numbers are approximate and may be changed based upon the need of the resident.

12 half blocks – medical oncology

1 half block – radiation oncology

1 half block – radiology

1 half block – clinical pathology

1 half block – dermatology or ophthalmology

1 half block – cardiology

2 half blocks – research

1 half block – vacation

2 half blocks – internal medicine. Can have 1 half block of this be neurology or other specialty not represented at LSU, if desired.

2 half blocks – boards prep

0.5 half blocks – holiday

**8.2.2** The resident will submit one paper suitable for publication to their mentor and the House Officer Chair by June 1. Topic considerations should be discussed with his/her mentor prior to working on the manuscript.

**8.2.3** The resident should make application for sitting for the ACVIM General Examination.

**8.2.4** The resident will begin or continue the research project if funding has been obtained. If possible, the resident should prepare the research project to be presented at the Veterinary Cancer Society meeting.

**8.2.5** The resident is required to give at least 1 hour of didactic instruction in courses offered to veterinary students.

**8.2.6** The resident will participate in the instruction of Phase II students and interns.

### **8.3 Year III Resident's Program**

**8.3.1** The goal of year three is to solidify the basic science and clinical science aspects of veterinary oncology. Residents will be allowed to conduct one or two senior rotations based upon the need of the service and the faculty/mentor's determination of resident.

13 half blocks – medical oncology

2 half blocks – radiation oncology

1 half block – radiology

3 half blocks – research

1 half block – vacation

1 half block – clinical pathology

3 half blocks – boards prep

0.5 half block – holiday

**8.3.2** Year 2 and 3 may be slightly variable depending upon the timing of the ACVIM examination. These numbers are also contingent upon successful completion of the general examination after Year 2. If a

resident does not successfully complete the general examination, alterations in the schedule will be made to accommodate more time on internal medicine.

- 8.3.3** The resident will submit one paper suitable for publication to their mentor and the House Officer Chair by June 1.
- 8.3.4** The resident should make application for sitting the Oncology Certifying examination.
- 8.3.5** The resident is required to give at least 1 hour of didactic instruction in courses offered to veterinary students.
- 8.3.6** The resident will participate in the instruction of Phase II students and interns.
- 8.3.7** By the completion of the third year, the research project should be completed and a manuscript submitted to an ACVIM-approved journal. This publication should fulfill the requirements of the ACVIM specialty of oncology for board certification. If possible, the resident should prepare the research project to be presented at the Veterinary Cancer Society meeting.

#### **8.4 Outside Rotations**

- 8.4.1** Out rotations may include clinical rotations on medical or radiation oncology services at other universities or private practices and/or time spent on a human hospital oncology service. Approval by the oncology faculty will be required. Travel will be paid by the resident.

- 8.5** An exit interview will be conducted by the resident's mentor at the completion of the program.

### **9.0 RESEARCH PROJECT**

- 9.1** The Department of Veterinary Clinical Sciences requires its residents to participate in scholarly activity such as basic, applied or clinical research. To that end the resident is required to:
  - 9.1.1** Design a research project to address a specific question or problem in the discipline.
  - 9.1.2** Write a research grant proposal that may be used to seek funding for the project.
  - 9.1.3** Conduct the research according to the experimental design.
  - 9.1.4** Analyze and report the results of the project.
  - 9.1.5** Publication of these results in a referred journal is required as part of ACVIM board certification; the manuscript should be submitted before the end of the 3<sup>rd</sup> year of the residency.



## **10.0 GRADUATE PROGRAM**

Not applicable

## **11.0 ADDITIONAL OBJECTIVES**

## **12.0 EVALUATION AND REAPPOINTMENT**

**12.1** An evaluation will be provided by the block mentor at the end of each assigned block through the E\*Value software. A summary evaluation will be made quarterly by the faculty in conjunction with the resident's advisor. The evaluation covers:

**12.1.1** Professional ability; to include theoretical knowledge and application of that knowledge, clinical skills, tutorial skills, and scholarly activity.

**12.1.2** Hospital services; to include communication skills, patient care, medical record quality, emergency duty quality, and adherence to VTH protocol.

**12.1.3** Personal characteristics; to include responsibility, initiative, interaction with faculty, staff and students, department and leadership

**12.2** The resident will meet with his or her mentor on a quarterly basis to discuss their progress and block evaluations.

**12.3** At any time in the resident's program, and at the latest in March of each year, the House Officer Committee will review all evaluations to date. Following that review, the committee will make a recommendation to the Head of the Department of Veterinary Clinical Sciences to:

**12.3.1** Continue the appointment for another year with or without probation

**12.3.2** Award the certificate upon satisfactory completion of the program.

**12.3.3** Not to reappoint the resident, with a minimum of 30 days notice of termination. At the discretion of the House Officer Committee and in consultation with the resident's service, guidelines can be formulated that if met, may allow the resident to be re-instated at the end of the specified period.

**12.4** All House Officers are required to complete an annual evaluation of their program with suggestions for improvement before continuation or completion of their program is granted.

## **13.0 HOUSE OFFICER COMMITTEE**

**13.1** The Committee is comprised of a representative of each House Officer program. It is responsible for the year-end review of each house officer's progress. This review is based on block evaluations received throughout

the course of the program. The Committee grants recommendation for reappointment or a certificate to those who successfully complete the program.

- 13.2** All House Officers are required to complete an annual evaluation of their program with suggestions for improvement before continuation or completion of their program is granted.

## **14.0 EMPLOYMENT AND BENEFITS**

**14.1** Louisiana State University classifies interns and residents as University employees. As such, they (and their eligible dependents) qualify for the Louisiana State University Baton Rouge health insurance and benefits. The School of Veterinary Medicine provides malpractice insurance coverage. The salary (not a stipend) is published in the Directory of Internships and Residencies as published by the American Association of Veterinary Clinicians ([www.virmp.org](http://www.virmp.org)). Salary is payable in monthly increments via direct deposit. Retirement contributions are required and withheld from each paycheck. No social security tax is withheld. Federal and state income tax is withheld. The employee may be eligible to petition the IRS for exemption from federal tax on part of his/her salary.

**14.2** The Veterinary Teaching Hospital operates year round. House officers will share emergency duty with other house officers within their specialty. House Officers will also share evening, weekend and holiday duty on a scheduled basis.

**14.3** The University offers accrual of annual time off following either the University accrual rate (14 hours/month with a maximum accumulation of 176 hours) or the Civil Service Schedule rate (8 hours/month with no maximum accumulation). Sick time off accrual is 8 hours/month. All time off, except for illness and emergencies, should be requested and approved 30 days in advance. Time off requests must be entered into Workday (via the employee's MyLSU account) by the employee and approved by the supervisor before time off will be granted. Annual time off will be granted on an individual basis taking into account the reason for the requested absence and the needs of the service and hospital. Annual time off for personal business is to be taken during elective or research blocks. Emergency absence such as for illness or a death in the immediate family should be brought to the attention of the clinician to whom the House Officer is assigned as soon as the House Officer learns that he/she will be absent. The official request should be entered into Workday upon the House Officer's return. Except in unusual circumstances, approval will not be granted for time off during the final month of the program.

**14.4** Reappointment to the second and third years of the residency program is contingent upon satisfactory completion of the previous year's requirements.

## **15.0 APPLICATIONS**

- 15.1** Candidates may apply for the Residency in Medical Oncology by completing:
- 15.1.1** A standard residency application through [www.virmp.org](http://www.virmp.org).
  - 15.1.2** A statement of residency objectives and subsequent career goals.
  - 15.1.3** Official academic transcripts.
  - 15.1.4** Three letters of reference from individuals currently familiar with the applicant's professional status.
  - 15.1.5** A curriculum vitae.

## 16.0 APPENDICES

### 16.1 HOUSE OFFICER ROUNDS EVALUATION FORM

House Officer: \_\_\_\_\_

Date: \_\_\_\_\_

Evaluator: \_\_\_\_\_

	<b><u>Evaluation</u></b> E=Excellent G=Good N=Needs Improvement	<b><u>Comments</u></b>
<b>Case Selection</b>		
Complexity of case		
Appropriate follow-up		
<b>Content</b>		
Format of presentation		
Discussion		
Conclusions		
Use of problem-oriented approach		
<b>Delivery</b>		
Clarity of speech		
Rate of delivery		
<b>Effectiveness of Visual Presentation</b>		
Use of visual aids		
Body language and enthusiasm		
Questions handled appropriately		

**Additional Comments:** \_\_\_\_\_

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**16.2 VCS SEMINAR EVALUATION FORM**

**Presenter:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Audience:** \_\_\_\_\_

**Title/Topic:** \_\_\_\_\_

**Evaluation Criteria:**

	<b>Points</b>	<b>Evaluation</b>
<b>Definition of subject: introduction, importance, clinical significance</b>	<b>0-5</b>	
<b>Organization</b>	<b>0-10</b>	
<b>Quality of material</b>	<b>0-10</b>	
<b>Presence: speaking ability</b>		
<b>Clarity</b>	<b>0-10</b>	
<b>Rate of delivery</b>	<b>0-10</b>	
<b>Enthusiasm, expressiveness</b>	<b>0-10</b>	
<b>Support Materials</b>		
<b>Handouts, manuscript</b>	<b>0-15</b>	
<b>Visual aids</b>	<b>0-5</b>	
<b>Appropriate Summary</b>	<b>0-5</b>	
<b>Presentation consistent with audience level</b>	<b>0-10</b>	
<b>Questions/discussion handled appropriately</b>	<b>0-10</b>	
	<b>Total</b>	

**Comments:**

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**Evaluator:** \_\_\_\_\_

**16.3 HOUSE OFFICER LEAVE REQUEST**

**HOUSE OFFICER LEAVE REQUEST**

I am requesting leave approval for the following dates and reasons:

1. To attend the meeting listed below.

\_\_\_\_\_

2. To attend to personal activities (illness, family emergency, vacation).

\_\_\_\_\_

3. To attend to official activities (out rotations, special circumstance requirements).

\_\_\_\_\_

INTERN/RESIDENT: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Sign

ADVISOR: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Sign

BLOCK MENTOR: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Sign

CHAIR HOC: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Sign

## 16.4 HOUSE OFFICER BLOCK EVALUATION FORM (E-Value)

<u>House Officer Evaluation Form in E-Value</u>	Needs Improvement	Satisfactory	Good	Excellent	Not Applicable
<b>Professional Ability</b>					
Theoretical Knowledge					
Knowledge Application					
Skills					
Patient Care					
Thoroughness					
<b>Individual Characteristics</b>					
Communication with clinicians					
Communication with students					
Communication with staff					
Independent study & initiative					
Awareness of current literature					
Contribution to student education					
Performance under stress					
Ability to accept criticism					
Organizational skills					
Ability to work in a team					
Reliability					
Motivation					
Attendance at seminars & rounds					
Presentation at seminars & rounds					
Ability to make independent decisions					
<b>Hospital Service</b>					
Completion of duties					
Quality of work					
Emergency services duty					
Communication with veterinarians					
Client communication					
Referral letters & record keeping					
Acceptance of service & case responsibility					
Adherence to VTH protocol					
<b>Strengths:</b>					
<b>Areas for Improvement:</b>					