

Tennessee Equine Hospital Extern Agreement

When you arrive at TN Equine, please check in at Hospital Reception. If you are arriving outside of normal business hours (M-F 8-5) please contact Kathryn Ayers or Ashley Gallagher during normal business hours prior to your arrival at kayers@tnequinehospital.com or agallagher@tnequinehospital.com or call the hospital at 615-591-1232, so we can let the interns know when you will be arriving.

To optimize your experience and those of your fellow externs at TN Equine a list of expectations and responsibilities are outlined below.

Externship Experience

We strive to provide the best externship possible. However, your experience is completely dependent upon your desire. A master schedule of all activities/appointments is available daily on our computer system. Please see a staff member in Hospital Reception for the next day's schedule. If there is something that you wish to observe, please let her know and she will try to accommodate your wishes. You may also be placed in an ambulatory vehicle to observe/assist that doctor in their daily calls.

Externs are expected to help assist the interns and senior doctors with daily and nightly treatments for hospital inpatients. You will also be expected to assist with emergency cases including surgeries in the hospital.

Security and Keys

The extern housing level is for externs, staff, and guests of TN Equine only. Only those with authorization are allowed in this area. Externs are not allowed to bring guests or spouses into this area for any reason. We do have a No Pet Policy. If you wish to give a tour of the premises to a guest, please contact Kathryn Ayers or Ashley Gallagher for authorization.

The keys to your room are your responsibility if given to you when you arrive. They are not to be loaned to anyone for any reason. Your safety and security during your stay with us is our primary concern. Sharing

your keys could result in the termination of your externship at TN equine. At the completion of your externships, all keys must be returned to the reception lobby.

The key to your personal room is unique. You will be the only one with a key to that room. Please keep all valuables in your room and the door to your room locked when you are not in the room. TN Equine is not responsible for the loss of any valuables during your stay with us.

Rooms and Housekeeping

You are free to use the laundry for your clothes during your stay. When you check out, please strip the sheets from your bed and wash and dry them along with any towels you have used. After they are washed, please fold them and put them on the bed for the next extern.

Please keep the bathroom and shower clean as you may be sharing this space with other guests. A basket is provided in your room for your bathroom needs and personal items. Please keep these items in the basket in your room. Since others may be using the bathroom, we prefer to have all personal items not left in the bathroom.

Try to keep the kitchen clean and in order. Do not allow dirty dishes to accumulate. Please place dirty dishes in the dishwasher and run when appropriate. Please clean any spills in the kitchen when they occur. Staff will mop the kitchen once weekly. If you see that it needs attention, please notify the staff. At the end of your stay please take any trash that has accumulated out to the dumpster. If you purchase food during your stay, please take it out when you leave or throw it away. We do not want anything left behind!

You will be responsible for any damage to the extern quarters resulting from misuse or abuse. Costs for repairs will be forwarded to your CVM in your name.

Ethics

All externs will be held to the “Principles of Veterinary Medical Ethics of the AVMA” as well as to the high ethical standard which is practiced at

TN Equine Hospital. Tennessee Equine Hospital reserves the right to communicate any violation of ethics (written or unwritten) or any violation of Tennessee State Law with the appropriate authority governing externships at your veterinary school. We expect you to report any ethical violation by fellow externs, staff or clients which might be observed while at TN Equine.

Alcohol and tobacco products are prohibited in the student housing and hospital at TN Equine. The entire complex is a non-smoking facility.

Special Needs

Please advise Kathryn Ayers or Ashley Gallagher if you have any special needs prior to your visit to TN Equine Hospital. We will accommodate any special needs to the best of our ability. Due to the inherent danger of our patients, there may be some special needs which cannot be accommodated to ensure the safety of the extern, staff, and patient. If you are pregnant or have any medical condition which may require that you not participate in certain procedures such as radiography or nuclear scintigraphy, you are required to notify the staff so that precautions are taken to safeguard your health.

Liability Insurance

Prior to your externship, you are required to complete an application for Veterinary Professional Liability Student Coverage Endorsement Form. This form is available from the AVMA PLIT or through the link provided on our website. This needs to be done and submitted to Kathryn Ayers or Ashley Gallagher prior to your arrival. This certificate of endorsement is required to be on file prior to your visit or you will not be allowed contact with patients, and you will only be allowed to observe the doctors.

Checkout

Please remove any personal items from the kitchen, bathroom and your extern room. Please place all the used linens including bed sheets in the washer and dryer. Please place all used dishes in the dishwasher and start the cleaning cycle. Please take out any trash to the dumpster. Please take out any food. Return all keys to the reception lobby. We reserve the right

to delay any student evaluation required by your university unless all keys are returned.

Disclaimer

Under Tennessee Law, an equine professional is not liable for an injury to or the death of a participant in equine activities resulting from the inherent risks of equine activities, pursuant to Tennessee Code Annotated, title 44, chapter 20.

Agreement

I acknowledge that I have read, understand and agree to the above listed conditions outlined in “Tennessee Equine Hospital Extern Agreement”. I promise to adhere to these conditions and give my consent to TN Equine Hospital to provide feedback on my externship to my college of Veterinary Medicine.

Signature and date

Date Arrived: _____

Date Departed: _____

Room #: _____

Room Reviewed By: _____