

RESIDENCY PROGRAM HANDBOOK 2017

Department of Veterinary Clinical Sciences

College of Veterinary Medicine

The Ohio State University

PART I

(General Policies)

PART II

(Specialty Service Residency Program Description)

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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. As Residents within this Department will also pursue a post-DVM masters or doctoral degree, they 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. (See Section M. below)

The training, mentoring and advising of Residents through 3 years of clinical specialty training and their MS/PhD degrees 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 RESIDENCIES & GRADUATE PROGRAMS

Program	Faculty Program Director	Email of Program Director
Anesthesia	Bednarski	Bednarski.1@osu.edu
Behavioral Medicine	Herron	Herron.47@osu.edu
Cardiology	Schober	Schober.4@osu.edu
Clinical Oncology	McLoughlin	McLoughlin.1@osu.edu
Dermatology	Cole	Cole.143@osu.edu
Equine Ambulatory	Brokken	Brokken.1@osu.edu
Equine Critical Care	Mudge	Mudge.3@osu.edu
Equine Medicine	Toribio	Toribio.1@osu.edu
Equine Surgery	Bertone	Bertone.1@osu.edu
FFA - Camelid	Lakritz	Lakritz.1@osu.edu
FFA - Farm Animal	Niehaus	Niehaus.25@osu.edu
Neurology	da Costa	Dacosta.6@osu.edu
Ophthalmology	Metzler	Metzler.134@osu.edu
Radiation Oncology	Green	Green.689@osu.edu
Radiology (Diagnostic Imaging)	Drost	Drost.2@osu.edu
Small Animal EM/CC	Cooper	Cooper.1697@osu.edu
Small Animal Internal Medicine	Langston	Langston.35@osu.edu
Small Animal Surgery	Ham	Ham.61@osu.edu
Theriogenology	da Silva	Coutinho-da-silva.1@osu.edu

D. OBJECTIVES AND EXPECTATIONS OF RESIDENCY/GRADUATE 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

Residents will be enrolled as Graduate Students of the Graduate School of The Ohio State University and will complete either an MS or PhD degree unless granted a waiver by the PPEC, Department Chair or Office of Research and Graduate Studies. These graduate degree programs are an integral component of our residency training. The Department offers a comprehensive selection of graduate courses taught within the Veterinary Medical Center and coordinated so as to have minimal impact on clinical service responsibilities and opportunities (See Section G. below). Tuition fees for MS graduate courses are supported by the Faculty and Staff Tuition Assistance Program provided by the University; tuition fees for Residents pursuing PhD degrees may be funded by the CVM Graduate Program.

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, college, and department graduate requirements. It is expected that the results of this research will eventuate in the publication of at least one (1) manuscript in a peer-reviewed journal.

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 (See Section H. below). Specific requirements regarding didactic coursework, courses offered, etc. may be found in the CVM Graduate Program Handbook.

The Chair of the PPEC generally meets with the Residents on the first Monday of each month from 7:30am-8:00am in the VMC Auditorium. 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 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, as well as attainment of either an MS or PhD degree.

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

Residents in the Department of Veterinary Clinical Sciences are enrolled in graduate school pursuing MS or PhD degrees unless a waiver has been approved by the PPEC, Department Chair, or Office of Research and Graduate Studies. Residents 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. Current admission requirements include a minimum 3.0 GPA during undergraduate and professional (veterinary degree) studies, a minimum 3.3 GPA for all prior graduate coursework, and submission of the results of the GRE (Graduate Record Examination).

Prospective Residents and Faculty Advisors should note that these admission requirements are subject to change. Graduate Students in the Department of Veterinary Clinical Sciences must meet the admission requirements of the Comparative and Veterinary Medicine Graduate Program and The Ohio State University Graduate School that are in place at the time of application for admission to the Graduate School.

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 combined residency and graduate program without United States Citizenship or a green card. Foreign applicants in which English is not a primary language must meet the Graduate School admissions requirements for the Test of English as a Foreign Language (TOEFL) (a score of 550 for the paper-based test, 213 for the computer-based test, or 79 for the internet-based test) or MELAB (a score of 82 is required). International applicants that meet eligibility for the residency program outlined above may be exempt from the requirement for completion and submission of the GRE. Offer will be contingent upon obtaining an approved work authorization (visa) that will allow you to report to The Ohio State University Department of Veterinary Clinical Sciences for the beginning of your residency no later than July 15.

If you are not presently authorized to work at The Ohio State University, it is important that you inform our Department of any special circumstances or concerns as soon as possible. The Office of International Affairs (OIA) at 614-292-6101 will assist us with immigration processing as needed. This Department must make the first contact with OIE before you can receive immigration guidance.

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.

Benefit information for Clinical Instructors - House Staff can be found at:

<http://hr.osu.edu/hrpubs/ben/overviewbook.pdf>

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 http://busfin.osu.edu/FileStore/PDFs/211_Travel.pdf. 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 the “CVM Travel Estimate” form. Leave forms can be found near the faculty mailboxes in the hospital. Travel forms can be found on CVM Community at www.vet.osu.edu. Both forms should be completed at least 30 days prior to your intended travel. The “Request for Leave – Residents” form should be completed and all signatures obtained prior to the form being turned into the Assistant to the Chair in VMC 216 who will secure the signature of the Chair. A scanned copy of the request will be returned to you via email, The “CVM Travel Estimate” form requires that you provide a chart field. All chart field information can be requested from the department fiscal personnel, Dan Aldworth in Goss Lab. If your service is providing support for your travel, please check with the service head about the funding source and obtain their signature on the form.

All travel is processed by the CVM Shared Business Center (SBC) located in room 04 VMAB. To request that a travel be processed send an email to CVM-SharedBusinessCenter@osu.edu and attach the signed “Request for Leave – Resident” and “CVM Travel Estimate” forms. Some expenses can be prepaid (see below). To request prepayment be sure to check the “SBC to make arrangements” box at the top of the worksheet. The SBC will make the arrangements requested and generate a travel request or T#. The travel request is routed to the department’s fiscal manager for approval. Upon approval, the traveler is emailed a T#. The T# is your authorization to travel.

Pre-Paid Expenses

There are two travel expenses that can be pre-paid for you, registration and airfare. Other expenses such as hotel, meals, and rental car must be paid by you and then reimbursed to you after completion of the trip. If you choose to pay registration or airfare yourself, then that expense will not be reimbursed to you until after the trip. 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, the SBC will need to be provided with a completed registration form. The form can be scanned and attached to the email you send to the SBC. If you must register on-line you may either provide the registration link and necessary passwords to the SBC in your email or

you can visit the SBC, located in room 04 VMAB, to obtain the PCard (University credit card) to pay your registration.

Airfare – When pre-paying airfare, you will be required to use the University-approved travel agents. You can provide your preferred flight information in your email. If you do not provide preferred flights the SBC will contact you. While you can use Expedia, Kayak, Travelocity or other travel web sites to select preferred flights, the travel must be booked through the approved University travel agent. The SBC will contact the University travel agent to book the flight, obtain the cost for the flight, and confirm the booking with you. You will be charged \$30 to use the University approved travel agent.

Other Expenses

On the CVM Travel Estimate form, you will be asked to provide estimated costs for hotel, per diem, and any other anticipated expenses. It is important to provide accurate 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 after returning from the trip.

Upon completion of your trip, you will be required to complete a Travel Reimbursement Worksheet. This form can be found on CVM Community at www.vet.osu.edu. Submission of original itemized receipts that indicate payment of the bill are required for hotel, 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 taxi. 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 Travel Grant

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 educational opportunities. As such, the VMC will provide funds to Residents in Veterinary Clinical Sciences as a Travel Grant (\$1,000 maximum over the 3-year appointment) to defray costs incurred by the resident for these purposes. The \$1,000 may be used for travel expenses to one or more approved meetings or educational opportunities. These funds MAY NOT be used to pay for Specialty College examination fees or costs associated with taking a Specialty College Examination.

The Travel Grant is 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

Reimbursements may cover airfare or other transportation, meeting registration, hotel accommodations and per diem expenses. Residents are required to adhere to all University policies regarding travel (see below 4.Travel Policies and Processes).

The procedure for using Travel Grant funds is detailed in section 3, "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).

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. 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).

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 Academic 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 requested.

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, Advisor and Service Head approval, and prior discussion and approval by the Department Chair. 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 are 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. Completion of the "Request for Leave – Residents" form would be required upon return. 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
 - Requests must be approved by the Resident's Advisor, Service Head, and Department Chair

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.

Procedure – Department Leaves of Absence

1. Thirty days prior to the anticipated leave the person requesting the leave will complete the Department's "Request for Leave – Residents" form that has been appended to this policy. Forms are available near the faculty mailboxes in the hospital.
2. The individual requesting the leave will submit the "Request for Leave – Residents" form to their Academic/Clinical Advisor and Faculty member on Clinical Service or Research Rotation (if absence occurs when on clinical service or Research Rotation) for signature.
3. The signed "Request for Leave – Residents" form is submitted by the individual requesting the leave to the Service Head for signature.
4. The Service Head signs the "Request for Leave – Residents" form to indicate approval of the request.
 - a) A copy of the "Request for Leave – Residents" form is retained by the Service Head
 - b) The original "Request for Leave – Residents" form is forwarded to the Department Chair for approval and signature
5. If the Service Head denies the request, the Service Head will advise the requestor of the denial.
6. The Department Chair will sign the "Request for Leave – Residents" form to indicate approval of the request.
 - a) The original form will be filed in the Department office and the absence will be recorded in the Department log
 - b) A scanned copy of the form will be emailed to the requestor
7. Department Chair denies the request, the "Request for Leave – Residents" form will be returned to the Service Head who will advise the requestor of the denial.

5. 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 anytime 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 before they begin employment on July 15th and to keep their license current throughout their residency. First time applicants will be required to be fingerprinted and submit to a background check.

6. 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 by a representative of the Department to complete the Form I-9 (Employment Eligibility Verification form) no later than your first day of work. Information on the Form I-9 and acceptable forms of identification can be found at <https://hr.osu.edu/services/formi9-everify/>

7. 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 for Franklin County, Ohio and the contiguous counties.

8. 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. GRADUATE PROGRAM

Residents in the Department of Veterinary Clinical Sciences are typically required to undertake studies for an advanced degree, either an MS or PhD in our Comparative and Veterinary Graduate program. All graduate programs at The Ohio State University are under the guidance of the Graduate School and are governed and administered by the Council for Graduate Studies of the College of Veterinary Medicine under the CVM Office of Research and Graduate Studies. Residents are directed to the handbooks of each of these bodies for guidance and details of the graduate program (see links below). Residents in the MS program can request for the non-thesis option after arrival. A request for transfer form must be completed and approved by your Academic Advisor, Section Head, Department Chair, CVM Council for Graduate Studies, and the University Graduate School. Residents can request a transfer to the non-thesis MSc program up until the end of the Spring semester of their second year of a three-year residency program.

Residents who enter a residency program with a prior MS or PhD in a relevant field may petition the Post Professional Education Committee (PPEC) to forego further advanced degree training during their residency. However, even if the PPEC grants this request, these Residents should be aware of the following points:

- Residents with an MS or PhD are expected to pursue, complete, and publish an investigational study at the level expected of an MS degree during the course of their residency.
- Residents with an MS or PhD are expected to enroll in graduate courses that are pertinent to their graduate training and or Specialty training (under direction of their Academic Advisor).

1. OSU Graduate School Handbook

<http://www.gradsch.ohio-state.edu/Depo/PDF/Handbook.pdf>

2. College of Veterinary Medicine Graduate Handbook

<http://vet.osu.edu/node/1666/newly-admitted-students>

3. VCS Graduate Course Grids

The overall 3-year course grid (listing core graduate courses offered in VCS) and individual semester course grid (listing all courses offered in that semester) can be found at:

<http://vet.osu.edu/education/veterinary-clinical-sciences-residency-program>

4. VCS Graduate Course Requirements

a. Didactic Graded Credit Hours

Residents in MS and PhD programs must successfully pass and complete 20 didactic graded credit hours of graduate courses as a requirement for completion of their degree. Residents in MS programs must complete a minimum of 30 credits total. Residents in PhD programs must complete a minimum of 80 credits total.

The required credit hours are typically fulfilled through courses offered in the Department of Veterinary Clinical Sciences (see VCS Graduate Course Grids above) and by service specific didactic courses. However, some Residents/Graduate Students participate in courses in other departments of CVM or in graduate courses in other colleges of the University where such courses are deemed to be advantageous to the scholarly education of the student. The student will discuss with their Academic Advisor a desirable plan for completion of the graduate credit hour requirement during the course of their program.

b. Veterinary Preventative Medicine Research Seminar (VPM 8891.01 and VPM 8891.02)

All Residents and graduate students are required to enroll in either 8891.01 or 8891.02 research seminar and critique course Spring semester of the graduate program and present their final research before the end of the Spring semester of the third year of the program. This course is graded S/U (VPM 8891.01) or graded (A-E) for didactic credit (8891.02)

c. Veterinary Clinical Sciences Research Methods 1 (VETCLIN 8781) is mandatory for VCS residents/graduate students and is recommended for fall semester of the first year.

d. All residents and graduate students in the CVM, including in VCS, will be required to complete at least 2 semester credit hours of graded graduate level statistics that are approved by the college graduate program to meet this requirement. A grade of B or better is required in each statistics course. Options within our department to meet this requirement are currently;

- Experimental Design & Data Analysis 1 (ED1) (VCS 8783) – 1 hr graded A-E
- Experimental Design & Data Analysis 2 (ED2) (VCS 8784)– 1 hr graded A-E
- Clinical Epidemiology (VPM 8782) - 1 hr graded A-E
- Other statistics courses offered at the University with approval from the VCS Department

Notes:

1. Successful completion of ED1 is a prerequisite for enrollment in ED2 (students with a background in biostatistics may petition the team leader of ED2 for an exemption from this rule).

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 section F.4 of this handbook) that can be taken during weeks 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 a written form turned in to the department. 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 (see section F.4 of this handbook) 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 present at the University each day
 - 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 available by VMC telephone.
- If residents are absent from the College of Veterinary Medicine, 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 classes of graduate courses in which they are enrolled during off clinic time unless prior approval from the course instructor(s) is obtained.

In individual circumstances, all residents are allowed to petition their service and 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 writing, 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 residency advisor 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 advisor 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 Advisor(s), 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.

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 the first Monday in December of the first year of their residency (approximately 4.5 months after the commencement of the residency), and then bi-annually (Autumn and Spring semester) 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 either the Qualtrics survey software or the paper equivalent. 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 must 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 attended by the Service Head, and the student's Research Advisor and Clinical Advisor.

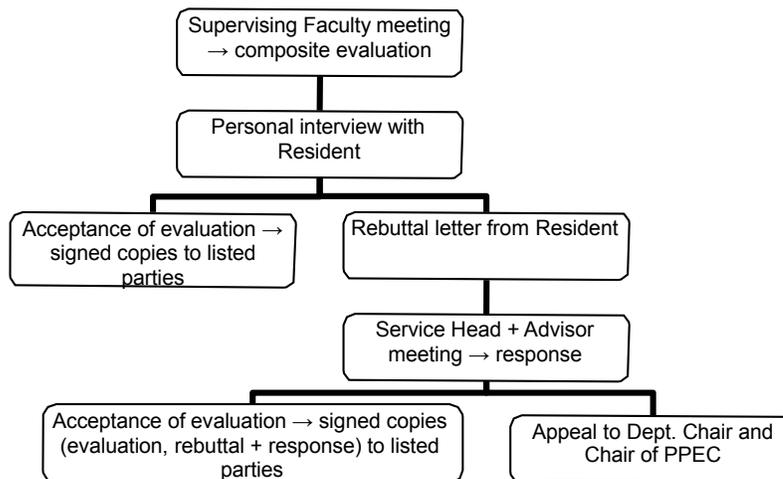
Following the personal meeting and delivery of the evaluation form, the Resident has 1 (one) week to consider the evaluation and either sign it (in acceptance) or provide a written rebuttal of the evaluation if desired. If a rebuttal is submitted, the Service Head and the Resident's Advisors will meet 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, 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

NA = Not applicable

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.

1. 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 probation. The remediation letter will include: A summary description of the inadequacies that led to the remediation, including specific examples.
2. Specific direction (when possible) and a timetable for correcting inadequacies.
3. Dates for reevaluation while on remediation such as the next performance evaluation or times of interim evaluation.
4. A statement that clarifies the criteria for the improvements that are needed (such as an increase in score in the deficient category)
5. A statement that clarifies that failure to successfully complete the necessary improvements may result in probation.

The remediation letter, signed by the clinical advisor, section head and resident will be submitted to the VCS graduate program coordinator and filed in the resident's folder.

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 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 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:

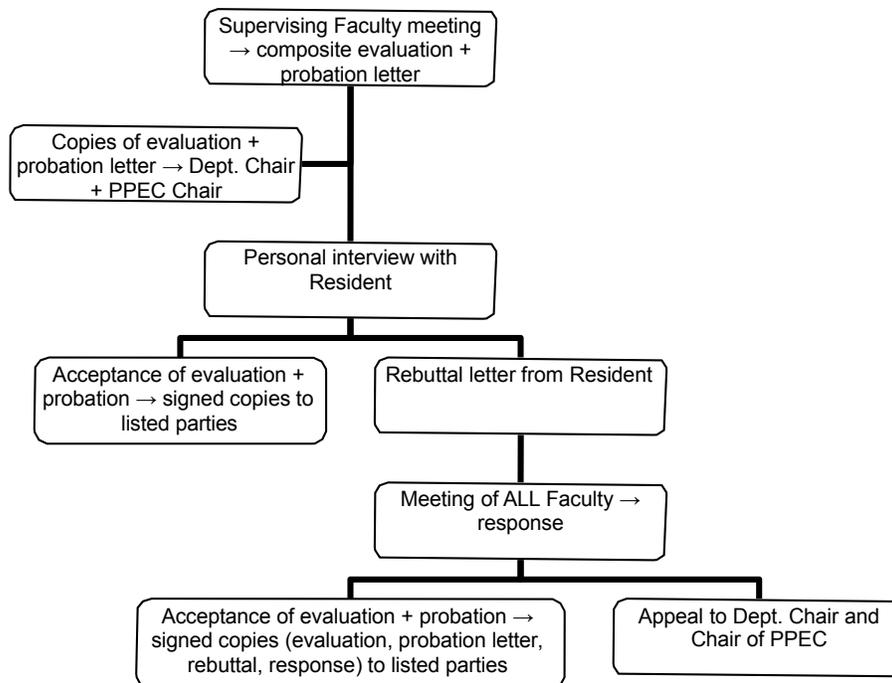
1. A summary description of the inadequacies that led to probation, including specific examples.
2. Specific directions (when possible) and timetable for correcting inadequacies.
3. Dates for the mandatory 6-week and 12-week reevaluation while on probation.

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 Advisors
- 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 – Amy Shaw)
 - 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 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:
 - a. Not attending and participating in ward rounds and compulsory conferences (grand rounds, etc.)
 - b. Absence from scheduled emergency duty
 - c. Absence from regularly-scheduled appointments
 - d. Inadequate client communication
 - e. 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 Advisor(s)
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

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 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.

5. **Evaluation Timeframe**

Residents must be evaluated in the Autumn and Spring semesters of each year of their program, beginning in the Autumn semester of the first year. **Completed evaluation forms should be submitted in the Department Office by December 1st or the first working day after December 1st of each year for the Autumn semester evaluation, and June 1st or the first working day after June 1st of each year for the Spring semester evaluation.**

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.

6. Academic and Research Progress Report

Annual Academic and Research Progress Reports will be distributed for completion by December 1st to all residents that are also graduate students within the Department of Veterinary Clinical Sciences. The report is to be filled out as part of the resident performance evaluation process each fall. Progress reports will be reviewed by the Department Post- Professional Education Committee 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.

J. RESIDENT RESOURCES

Residents and graduate students will have access to an on-line informational center called The Resident Hub which can be found on Carmen Canvas. This resource provides updated information and links to important forms, applications and handbooks.

The Resident's Advisory Committee (RAC) is a self-governing body consisting of the residents in the Department of Veterinary Clinical Sciences that meet as needed to discuss issues relevant to residents for both work and social related interactions. The RAC can relay any issues or concerns through the representatives on the PPEC or directly to the VCS Department Chair.

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 to each service, administrative requirements, the function of the Department and the Residency/Graduate Program 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/Graduate Students, particularly those nearing graduation, are expected to participate in Research Day by submitting an abstract and presenting a poster. This is not only in the best interest of the resident/student but also the 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 3rd year Residents will participate in Research Day if they have not yet presented in this venue. Other Residents are encouraged to participate as well. Information on the format of the abstract and how to submit the abstract can be found at <http://vet.osu.edu/research/college-research-day>.

M. CODES OF CONDUCT

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

OSU Student Code of Conduct 33325-23: <http://studentaffairs.osu.edu/csc/>

Ohio Veterinary Medical Licensing Board: <http://ovmlb.ohio.gov/>

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 (approved by the Board of Trustees 07/10/98) 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 the course of 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. The Ohio State University

University Homepage – <http://www.osu.edu/>

Campus maps – <http://www.osu.edu/map>

College of Veterinary Medicine – <http://vet.osu.edu/>

Grad School – <http://www.gradsch.ohio-state.edu/>

Student Affairs – <http://studentaffairs.osu.edu/csc/>

Grad School Handbook – <http://www.gradsch.ohio-state.edu/Depo/PDF/Handbook.pdf>

Buckeye Link – <http://buckeyelink.osu.edu/>

Current Student Homepage – <http://osu.edu/currentstudents/>

Carmen – <https://carmen.osu.edu/>

Payroll Services – <http://www.controller.osu.edu/pay/pay-home.shtm>

E-payroll (for pay stubs, W2's) (Ohio State's employer code is 10380) – <http://www.controller.osu.edu/pay/pay-selfservice.shtm>

To update your personal information (address, phone, etc) - <http://www.controller.osu.edu/pay/pay-selfservice.shtm>

New employee orientation – <https://hr.osu.edu/new-employees/>

Office of Information Technology – <https://ocio.osu.edu/>

Tax Office – <http://controller.osu.edu/pay/pay-tax.shtm>

Academic calendar: <http://registrar.osu.edu/staff/bigcal.asp>

Research Training (health and safety, lab standard) – <http://research.osu.edu/>

IACUC – Office of Responsible Research Practices – <http://orpp.osu.edu/iacuc/>

University Libraries – <http://library.osu.edu/>

Electronic journals – <http://nf4hr2ve4v.search.serialssolutions.com/>

Research database – <http://library.ohio-state.edu/screens/databases.html>

University Lab Animal Resources – <http://ular.osu.edu/>

2. College of Veterinary Medicine

OSU College of Veterinary Medicine homepage - <http://vet.osu.edu/>

Veterinary Medical Center Homepage - <http://vet.osu.edu/vmc>

College Intranet – My CVM - <http://vet.osu.edu/>

College Code of Conduct – <http://vet.osu.edu/education/veterinary-code-conduct>

VCS Clinical Trials Office – <http://vet.osu.edu/vmc/clinical-trials>

CVM Graduate Program Handbook –

http://vet.osu.edu/sites/vet.osu.edu/files/documents/education/graduate/CVM%20Graduate%20Program%20Handbook_2016.pdf

3. Emails and Listservs

VCS Administration:

Dr. David Wilkie – VCS Chair – wilkie.1@osu.edu

Lara Lacey – Assistant to the Chair – lacey.63@osu.edu

Amy Shaw – Education Program Coordinator – shaw.229@osu.edu

Priscilla Horning – Faculty Affairs Program Coordinator – horning.70@osu.edu

VMC Administration:

Karin Zuckerman – VMC Director – zuckerman.21@osu.edu

Jeannette Schmidt – Assistant to the Director – schmidt.690@osu.edu

Post Professional Education Committee (PPEC):

Dr. Alicia Bertone – Chair – bertone.1@osu.edu

PPEC Committee Members:

Dr. Lynette Cole

Dr. Turi Aarnes

Dr. Nina Kieves

Dr. Jeff Lakritz

Dr. Carolina Ricco Pereira

Other:

Internal Research Grant Coordinator:

Michele Morscher – morscher.1@osu.edu

Clinical Trials Office:

Dr. Cheryl London – Director – london.20@osu.edu

Nicole Stingle – Coordinator – stingle.5@osu.edu

Grant Support:

Dr. Kate Hayes-Ozello – hayes-ozello.1@osu.edu

CVM Graduate Student support:

Kathryn Froilan – froilan.2@osu.edu

College Graduate Studies Committee:

Dr. Krista La Perle – Chair - la-perle.1@osu.edu

List serves:

VCS Faculty CVM-VCSFaculty@osu.edu

VCS Residents CVM-VCSResidents@osu.edu

VCS Interns CVM-VCSInterns@osu.edu

Non-business related communication (optional participation) – cvmchat@lists.acs.ohio-state.edu

Resident Evaluations (June and December)
Q2 Clinical Abilities

	1 Needed significant assistance, input or correction (1)	2 Needed moderate assistance, input or correction (2)	3 Needed minimal assistance, input or correction (3)	4 Needed very infrequent assistance, input or correction (4)	5 Performed in a fully independent manner, did not need assistance, input or correction (5)	Not observed (6)
Efficient during clinics (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Able to handle emergencies (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Able to solve problems (diagnostic ability) (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attentive to changes in patient condition (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provides good patient care (5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Manages cases properly (6)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conducts procedures competently (7)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates appropriate technical skills (8)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Uses consultations with other specialists effectively (9)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Critically examines decisions and actions for	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

optimal performance (10)						
Uses evidence-based medicine to the extent available (11)	○	○	○	○	○	○
Seeks out and adjusts performance according to feedback (12)	○	○	○	○	○	○
Demonstrates animal handling skills to properly restrain and manage animals in a safe and humane manner (13)	○	○	○	○	○	○

Q3 Comments:

Q5 Medical Knowledge

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

Q4 Comments

Q6 Professional Conduct

	1 Needed significant assistance, input or correction (1)	2 Needed moderate assistance, input or correction (2)	3 Needed minimal assistance, input or correction (3)	4 Needed very infrequent assistance, input or correction (4)	5 Performed in a fully independent manner, did not need assistance, input or correction (5)	Not observed (6)
Is fully prepared at the start of the clinical shift (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Acts and appears in a manner consistent with a medical professional (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Takes timely and appropriate breaks (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates good work ethic (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is aware of and attends to the goals and objectives for the rotation (5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interacts with others in a caring and thoughtful fashion (6)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Explains and defends decisions in a defensible and understandable form (7)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q7 Comments:

Q8 Interpersonal Skills, Communication Skills, and Resiliency

	1 Needed significant assistance, input or correction (1)	2 Needed moderate assistance, input or correction (2)	3 Needed minimal assistance, input or correction (3)	4 Needed very infrequent assistance, input or correction (4)	5 Performed in a fully independent manner, did not need assistance, input or correction (5)	Not observed (6)
Communicates effectively and respectfully with faculty (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communicates effectively and respectfully with students (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communicates effectively and respectfully with technicians/staff/receptionists (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interacts collegially with other services (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interacts collegially with other staff and colleagues (5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interacts collegially with RDVMs (6)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates enthusiasm (7)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates willingness to work (8)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accepts responsibility (9)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accepts constructive criticism (10)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Handles adversity well (14)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintains composure during stressful events (15)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates judgment, maturity and professionalism (11)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supports a "team effort" (12)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Participates in consultations (13)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q9 Comments:

Q10 Teaching Ability

	1 Needed significant assistance, input or correction (1)	2 Needed moderate assistance, input or correction (2)	3 Needed minimal assistance, input or correction (3)	4 Needed very infrequent assistance, input or correction (4)	5 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 (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shares knowledge with other residents/faculty (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supervises students effectively (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fulfillment of assigned student teaching requirements in laboratories, lectures and seminars (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shows good judgment in the oversight of students during procedures and case management (5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q11 Comments:

Q12 Clerical/Managerial Skills

	1 Needed significant assistance, input or correction (1)	2 Needed moderate assistance, input or correction (2)	3 Needed minimal assistance, input or correction (3)	4 Needed very infrequent assistance, input or correction (4)	5 Performed in a fully independent manner, did not need assistance, input or correction (5)	Not observed (6)
Files lab work/reports promptly (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Completes medical records promptly (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Returns medical records promptly after discharge (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provides follow-up to DVMs (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Follows-up on outpatient lab evaluations (5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Manages case flow efficiently (6)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supervises student notations in medical record (7)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Records all client communications (8)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Arrives for rounds or seminars on time (9)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q13 Comments:

Q14 Balance of Clinical Activities with Research activity, Course work, Publications

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

Q15 Comments:

Q16 Conferences / Meetings

	1 Needed significant assistance, input or correction (1)	2 Needed moderate assistance, input or correction (2)	3 Needed minimal assistance, input or correction (3)	4 Needed very infrequent assistance, input or correction (4)	5 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 (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q17 Comments:

Q18 What are particular strengths of this resident?

Q19 Residents want to know how they can improve. Note specific areas or items that this resident should focus on improving:

Q20 This evaluation indicates a need for remediation

- Yes (1)
- No (2)

Q21 This evaluation places the resident on probation

- Yes (1)
- No (2)

Q22 I have discussed student evaluations with this resident from rotations in which we worked together.

- Yes (1)
- No (2)

Q23 Please include the names of the faculty that participated in the review of this resident.

Q24 I have met with the resident and they have seen a copy of this evaluation.

- Yes (1)
- No (2)

Q25 Please select the courses in which a B or better was earned:

- VETCLIN 8781 Research Methods 1 (required) (1)
- VETCLIN 8783 Experimental Design 1

- VETCLIN 8784 Experimental Design 2
- VETPREV 8782 Clinical Epidemiology
- Other

Q26 Please list cumulative GPA. (3.0 required to be in good standing)

Q27 Please list number of graded credit hours completed. (Must have at least 20 graded credit hours and 30 hours total)



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.

Resident's Name (Print): _____

Dates: _____, 20____ to _____, 20____
Month Day Year Month Day Year

Total # of days: _____ Total # 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]
 [Note: Additional information to include name and location of meeting/experience]

EDUCATIONAL
 (conduct research outside of OSU, mandatory specialty college training requirements, board preparation courses, or time to take board exams – does not include time to study for examinations)
 [Note: Additional information to include nature and location of educational experience]

ILLNESS/INJURY - (check **Short-term absence** – or - **Long-term/Leave of Absence** and reason for request)

Short-term absence

[Note: generally one to two days; three days or more requires appropriate documentation be attached; multiple requests for leave in excess of two weeks over the course of the residency may impact academic progress and require additional documentation and/or approval]

- Personal illness/injury
- Death in immediate family
 (Relationship: _____)
- Other (Explain: _____)

Long-term/Leave of absence

[Note: see definitions on back of form; **attach appropriate documentation in support of the request**; maximum of six weeks during three-year residency program]

- Personal serious health condition
- Care for immediate family member with serious health condition
- Childbirth or adoption

I certify that the information provided as 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, including action under the Code of Student Conduct.

Student'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.

Academic Advisor: _____ **Date:** _____

Faculty Member/Clinical: _____ **Date:** _____

Service Head: _____ **Date:** _____

Department Chair: _____ **Date:** _____

Request for Leave – Residents (VCS) - Page Two

DEFINITIONS:

Serious health condition – an illness, injury, impairment, or physical/mental condition that meets any one of the following:

- Involves inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care
- Continuing treatment by a health care provider that consists of a period of incapacity that also involves treatment multiple times by a health care provider, or treatment at least once by a health care provider that results in a regimen of continuing treatment and continuing incapacity
- Chronic conditions – episodic incapacity (e.g. diabetes, epilepsy), permanent/long-term conditions (e.g. Alzheimer's, cancer) or multiple treatments (e.g. chemotherapy, dialysis)

Immediate family – spouse, domestic partner, mother, father, sister, brother, daughter, son, grandparent, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent-in-law, grandchild-in-law, or corresponding relatives of the graduate student's partner, other persons for whom the graduate student is legally responsible, and anyone who stood *in loco parentis* to the graduate student as a child.

To use a leave of absence for the care of a domestic partner or for the corresponding relative of the partner, a completed Affidavit of Domestic Partnership for Funded Graduate Students' Leaves of Absence must be on file with the Graduate School.

Childbirth/Adoption:

- Birth mother – a female who gives birth to a child. (up to 6 weeks)
- Father – a male who is legally responsible for child rearing as the male spouse or domestic partner of the birth mother (up to 3 weeks)
- Domestic partner – a same- or opposite-sex adult partner who has met the requirements of and has a completed Affidavit of Domestic Partnership on file with the Graduate School
- Adoptive parent – a parent who has taken a child into one's family, through legal means, to raise as one's own child

Resident Academic and Research Progress Report

Q1 Resident name:

Q2 Start date of residency/graduate program (month/year):

Q3 Anticipated end date of residency/graduate program (month/year):

Q4 Graduate degree being pursued:

- MS
- PhD

Q5 Research Advisor:

Q6 Thesis committee members:

Q7 Date of last thesis committee meeting:

Q8 Title of research project:

Q9 If a project has not yet been decided on, please indicate the areas of interest where projects are being considered:

Q11 Have you received funding?

- Yes
- No

Q12 If the project is funded, please indicate the source of funding and the amount:

Q13 If the project is not funded but application has been made for funding, please indicate all funding agencies to which applications have been sent and the amount requested:

Q14 Current status of project:

Q15 If the project is completed, what is your anticipated graduation semester (semester/year):

Q16 Please list any manuscripts that have been published, or are in press, that have been submitted to a journal or are in preparation from your resident research project (do not include any manuscripts not related to your research project):

Q17 Please describe the status of your research, whether you are satisfied with the progress that you are making or not, and any problems that you have encountered or anticipate that are worrisome to you.

Q18 Name one research-related issue that concerns you when completing this section:

Q20 Residents must complete 20 didactic graded credit hours and a minimum of 30 total credit hours for completion of their degree.

Q21 Please list the number of didactic graded credit hours completed.

Q22 Please list the total credit hours earned.

Q24 Please choose the courses completed with a B or better:

- VETCLIN 8781 Research Methods 1 (required)
- VETCLIN 8783 Experimental Design 1 (2 out of 3 required)
- VETCLIN 8784 Experimental Design 2 (2 out of 3 required)
- VETPREV 8782 Clinical Epidemiology (2 out of 3 required)
- Other

Q25 Residents are required to enroll in VPM 8891 every Spring semester. This course is the research seminar and critique course. Residents are required to present their final research in their third year.

Q26 A minimum GPA of 3.0 is required to remain in good standing.

Q27 Please indicate your current GPA:

Q28 Date of completing this report:

**THE MASTER OF SCIENCE PROGRAM
Comparative and Veterinary Medicine
MS Non-Thesis Option**

For VCS Residents that plan to pursue the MS Non-Thesis Option, please submit the following materials:

- Letter of support from Section Head and Advisor

Deadline to submit a request for the non-thesis option is May 1st of the second year of the residency. Please submit materials to Amy Shaw, VMC 222 or shaw.229@osu.edu.

Degree Requirements

30 total graduate credit hours are required for an MS degree

- A. Of these 30 hours, at least 20 credit hours must be graded graduate level courses.
- a. All residents and graduate students in the CVM will be required to complete at least 2 semester credit hours of graded graduate level statistics that are approved by the college graduate program to meet this requirement. A grade of B or better is required in each statistics course. Options within our department to meet this requirement are currently;
 - Experimental Design & Data Analysis 1 (ED1) (VCS 8783) – 1 hr graded A-E
 - Experimental Design & Data Analysis 2 (ED2) (VCS 8784)– 1 hr graded A-E
 - Clinical Epidemiology (VPM 8782) - 1 hr graded A-E
 - Other statistics courses offered at the University with approval from the VCS Department
 - b. Veterinary Clinical Sciences Research Methods 1 (VETCLIN 8781) is mandatory for VCS residents/graduate students and is recommended for fall semester of the first year.
 - c. Veterinary Preventative Medicine Research Seminar (VPM 8891.01 and VPM 8891.02) All Residents and graduate students are required to enroll in either 8891.01 or 8891.02 research seminar and critique course Spring semester of the graduate program and present their final research before the end of the Spring semester of the third year of the program. This course is graded S/U (VPM 8891.01) or graded (A-E) for didactic credit (8891.02)
- B. The remaining credit hours may be fulfilled with S/U Graduate Courses
- a. Independent Study
 - VCS 7193.01 can be used for effort on research or scholarly work
 - b. Section Specific Courses
 - These include CVM Journal Clubs, Book Clubs, and Seminar series relevant to residency training program

M.S. Non-Thesis Exam

- A. The non-thesis option also requires satisfactory performance on the M.S. Non-thesis exam
- a. Must submit an original scholarly or scholarly article suitable for publication in a peer-reviewed journal that must be approved by the MS committee
 - b. Satisfactory performance in an oral defense based on the candidate's research paper

The M.S non-thesis program is structured to allow its completion within three years, in parallel with the clinical residency program.