



# Best Practice Guidelines Rotating Internships

## Learning objectives

Rotating Internships should:

- Have clearly defined learning objectives in each discipline
- Provide protected time for learning
- Provide learning opportunities aligned to the learning objectives
- Encourage recording and monitoring of the interns' progress in achieving the learning objectives
- Have a designated supervisor who should perform regular, at least twice yearly, reviews of the interns' progress towards achievement of the learning objectives
- Allow opportunities for research, presenting, and/or scientific writing

If the internship is intended to lead to a qualification, the syllabus, means of assessment, and criteria for marking should be provided to interns at the commencement of the programme.

## Clinical responsibilities

Rotating Internships should:

- Include balanced and broad exposure to medical and surgical disciplines, anaesthesia, and diagnostic imaging
- Ensure interns work in close collaboration with specialists during each rotation
- Allow some primary case responsibility, commensurate with the skills and experience of the interns and expectations of referring veterinary surgeons and clients
- Give experience of clinical decision-making, as appropriate for the case and setting

## Welfare and pastoral support

Rotating Internships should:

- Provide a designated contact, ideally different to the line manager, who is responsible for pastoral support and who meets with the interns at least twice yearly to ensure that their pastoral needs are being met
- Give consideration to the likely effects of working practices on the wellbeing of interns, including working antisocial hours, long shifts, alone, in high pressure environments, and when English is not the first language

## Terms of engagement

Rotating Internships should:

- State the duties, working hours, responsibilities, accommodation arrangements, holiday and CPD allowances, remuneration package and employment status for tax in the initial description provided to potential applicants for the programme, and at the commencement of the programme in the form of a contract of employment or set of terms and conditions
- Where interns are engaged as full-time students, terms set out before the commencement of the programme should specify the student's and University's obligations in the event of illness, parenthood, family or close personal bereavement or other circumstance which may require the intern to be absent from the programme for a period of more than a few days.
- Describe the procedures to be followed in the event of a dispute between the intern and engaging institution, including disciplinary and appeal procedures.

## Induction

Interns embarking on a rotating programme should have an induction at the beginning of the programme and before starting work. This should include all relevant healthy and safety procedures, as well as procedural information required for the intern to work effectively at the institution.

## Conclusion of the Programme

At the conclusion of the programme, interns should be provided with documentary evidence of their having completed a rotating internship, usually in the form of a certificate signed by a representative of the institution.