



# Extern Orientation & Welcome Packet

## Welcome to the Mid-Atlantic Equine Medical Center!

Thank you for choosing us for your externship experience! We are happy you are here and want to make this an excellent learning opportunity for you. Please take a moment to read over this handout. It will provide you with helpful information regarding your externship. We will make every effort to include you in the care of our patients and give you the opportunity to ask questions and assist our clinicians with patient care. The more effort you put into the externship the more rewarding it will be! Please contact anyone at the front desk or one of the Interns for anything you need during your stay. The phone number here at the clinic is 609-397-0078 or toll free 800-724-5358 in case you want to provide this number to any family/friends that may need to reach you. Feel free to ask any questions in case we left something out! Please remember there is no such thing as a stupid question!

### **To start we would like to tell you a little bit about the clinic...**

Since opening its doors in 1986, The Mid-Atlantic Equine Medical Center has developed an enviable reputation as one of the premier equine veterinary hospitals in the country. Our reputation has given us the opportunity over the years to work on horses of various breeds and disciplines, from Kentucky Derby, Hambletonian winners and Olympic athletes to our local Hunterdon County equine friends.

Over the years, our facility and staff have grown. We currently have a 5 stall Surgery Barn with exam rooms for emergencies, a Medicine Barn with 4 intensive care stalls, NICU and exam room, a Back Barn with 7 stalls and a scintigraphy room, a 4 stall Isolation Barn and a 16 stall Long Barn and surgery wing for elective surgeries, MRI, CT and also houses our pharmacy. Our staff is comprised of dedicated individuals, including board certified specialists in the fields of surgery, internal medicine, reproduction, and cardiology. In addition to the hospital clinicians, we also have a field service department, whose veterinarians work closely with the specialists as a team, providing quality care at home. The team that has been put in place allows the hospital to provide exceptional care to the patient, 24 hours a day, seven days a week. Perhaps more than any of our credentials is our doctor's commitment to resolve equine health issues and patiently and effectively communicate with horse owners, trainers and their referring veterinarians.





**Rodney L. Belgrave**  
*DVM,MS,Diplomate ACVIM*  
 Partner and Internal Medicine Specialist since 2003. Interests include respiratory and neurological disorders, neonatology, and gastroenterology.



**Janik C. Gasiorowski**  
*VMD, Diplomate ACVS*  
 Partner and one of our surgeons. Interests include orthopedic and upper respiratory surgery, lameness diagnosis and nuclear scintigraphy. More recently, he's been focusing on the development of surgical techniques in standing horse.



**Patricia S. Doyle**  
*DVM,MS, Diplomate ACVS*  
 One of our surgeons, her special interests include emergency abdominal surgery, lameness evaluation, and its associated diagnostic/therapeutic approaches.



**Mary M. Durando**  
*DVM, PhD, Diplomate ACVIM*  
 One of our Internal Medicine & Cardiology Specialists, offering services in the field and in clinic.



**Gemma Gerardi**  
*DVM*  
 One of our field service veterinarians. Dr. Gerardi's professional interests include lameness, reproduction, dentistry, nutrition and emergency medicine.



**Katy Sullivan**  
*VMD*  
 One of our field service veterinarians. Dr. Sullivan's interests include reproduction, sports and emergency medicine.



Interns are here from June until the following June. Our internship program is designed to prepare vet grads for either residency training, or to enter private practice. There are 5-6 slots available every year. The internship program is very competitive so you are encouraged to apply early.

## General Information

Here at Mid-Atlantic we offer a variety of services to our clients. Some cases are admitted as “in-patients” and other cases are seen on an “out-patient” basis. During your stay, you are encouraged to spend time with each of the various services. The first day or two of your stay, we ask that you stay in the hospital so our doctors and staff can get to know you, and you get familiar with our hospital. Then, you can begin to focus your externship to any area you would like, including medicine, surgery, and field service. We will try to let you cater your externship to your interests. \*\*If you will be applying for an internship with us, it is required that you participate in all of our departments (Surgery, Internal Medicine, and Field Service).

In addition to the digital photo of yourself that you sent prior to the start of your externship, please be sure to have your picture taken while you are here. **THIS IS VERY IMPORTANT FOR ANY STUDENTS INTERESTED IN APPLYING FOR AN INTERSHIP!** The front desk will also provide you with a name tag; please be sure to wear it at all times when working in the clinic. They will also give you a feedback and housing evaluation form that can be handed back before your departure.

Accommodations: We will provide you with living quarters on site if you wish. Our “extern apartment” is located above the back barn. It has beds, linens are provided, a small kitchen area with microwave and fridge, and a phone. Please make yourself comfortable. There is also a larger kitchen/lunchroom located in the main building that you may use. The apartment is cleaned every Monday, so when you see them if you can vacate the apt at that time it will make cleaning quicker and more efficient. You may use the washer/dryer located across the drive in the New Surgery building. Before you leave, please place your sheets in the hamper there so they can be cleaned. Also, there are 2 showers, one in the back barn below the apartment and one in the locker rooms of the new surgery building. \*\*Please take note that because of limited availability, housing **will not be available until your start date** unless previously arranged with the externship coordinator. If you need to arrive before your start date, there are hotels in the area that will accommodate you at your own expense.\*\*

Restaurants/Deli: There are two delis in Ringoes where you can get hot food, as well as grocery items. About 6 miles North on Route 202 is Flemington, a much larger town with a Shoprite, Panera, Applebees, fast food, etc. If you do not have your own vehicle with you during your stay, you will need to bring some food, snacks or grocery items for yourself, at least for the first few days of your stay, until we can have someone give you a ride to the grocery store. Also, in a pinch, Uber does operate in this area.

Parking: If you have a car, please follow the driveway to the right (right side of the main building). Be sure not to block any gates.

Internet: You will need to bring your own laptop, iPad or other electronic device to get on to the internet. We do have WiFi access and will provide you with the log in information. If you use any of the work stations in the clinic please be sure to access only work appropriate websites.

Dress Code: We ask that you wear professional, work appropriate attire during the week, especially when you will be interacting with clients. For example, khakis with a polo or nice shirt are professional and appropriate. Please be sure to wear shoes appropriate for working around horses! You may wear more casual (yet appropriate) clothing and footwear if you are helping with evening or weekend treatments.

## Around The Clinic

Pharmacy: The pharmacy is located in the new surgery building. This room has electronic locks that are active at all times. If you need something, you must find an intern or technician to get it for you. Medications need to be signed out and are billed appropriately through the treatment scheduler or the billing screen, which will be shown to you.







**Clinical Lab:** The lab is covered by technicians Monday-Friday, 8am-5pm and on Saturday, 8am-12pm. If you are asked to submit a sample to the lab, Please fill out a lab submission form (located to the right when you walk in the door).

**Reception Area:** Please feel free to ask the front desk if you need assistance with anything. Try to refrain from having conversations around the reception area during business hours, or discussing any cases. You never know when clients may be in the restroom, or around the corner making a call. Confidentiality of patient/client information is critical.



**Barns/Exam Rooms:** There are multiple barns on site with varying protocols for handling, care, and clean-up, which will be explained to you when you start. Feed rooms are located at the end of each barn. Shavings and straw can be stored here or in the lofts above each barn. Interns, externs, and technicians are responsible for feeding and filling water buckets for in-patients at treatment times. Water buckets should be checked and filled as needed during the day. If you are asked to turn out a horse, please be certain you know which paddock it can go into. We have designated paddocks for medicine cases, surgery cases and Isolation cases. If a horse should become loose, IMMEDIATELY pick up a phone and hit page, the number “1” and say “PLEASE CLOSE THE GATES.” The entire perimeter of the hospital is fenced so once alerted the entrance gates will be closed. When in the barns or exam rooms please remember to clean up after yourself, counters should be wiped down and trash discarded appropriately. If you are working with clinicians in the general treatment areas, please assist in keeping the floor and environment clean between examinations/patients. Floors are generally cleaned and disinfected after the exam is completed and the horse leaves. Please help keep the aisle ways clean and tidy. Sweep the aisles whenever bedding or hay is tracked into the aisles by a horse that you have removed from a stall. Please pick horses feet, if possible, before leading them out of stalls.



1. Main Office
2. Med Exam
3. Med Barn
4. Old Surgery
5. Surgery Exam
6. Surgery Barn
7. Extern Dorm
8. Bone Scan Room
9. Back Barn
10. Isolation
11. Long Barn
12. New Exam
13. New Surgery
14. Pharmacy
15. Arena
16. Isolation Paddock

## What to Expect and what is Expected of You

### Medical Allowances for Externs:

1<sup>st</sup> year students: Just TPRs

2<sup>nd</sup> and 3<sup>rd</sup> year students: Oral medications and TPRs

4<sup>th</sup> year students: oral and adult horse IV medication (with catheter) and TPRs

### Typical Daily Extern Schedule:

6:30am: The overnight Intern meets with the day time Interns and go through rounds. If you would like to be a part of this please make mention to one of the Interns. You are not required to be a part of this meeting.

8am: Meet in the intern office to start the day. Typically, when senior clinicians will start their morning rounds and check on their in-patients.

8am-4pm: Observe and help with cases

4pm-6pm: We ask that you help with PM treatments, which start at 4pm, unless you are involved with a case

6pm-10pm: Once PM treatments are completed, you are free until midnight treatments begin, barring any emergencies.

10pm-12am: Meet up with the overnight tech or intern to help with midnight treatments. Please be sure to check in with the overnight intern to round on the cases that you examined prior to going to bed.

12am-8am: You will be informed of and asked to help with emergencies admitted overnight. Additionally, when mares are at the clinic and being monitored for ovulation/breeding, it is greatly appreciated if the externs take turns assisting the doctor after-hours. The overnight intern will inform you if Dr. Pink will be checking any mares overnight.

**Rotations For University Credit:** You must fulfill the requirements of your University to receive a passing grade. Participation in night time emergencies is strongly recommended, especially for those planning to apply for an internship.

**Time Off:** Each weekday, barring emergencies, the time from completion of 6pm treatments to the start of 12am treatments is time that you may spend as you wish. On the weekends, we do ask that you help with procedures and treatments throughout the day as well. However, we do understand that this can be a very busy, demanding externship. As such, you are allotted one weekend day off if you are here for a 2 week period or, if you are here for a 3 week period, 2 weekend days off. We ask that you coordinate these weekend days off with your fellow externs so that only one person is off per day. Please let the externship coordinator and an Intern know which days you will be off.

**If you choose to stay in the on-site housing, you will be on-call to help with emergencies 24/7. THIS IS ESPECIALLY IMPORTANT FOR EXTERNS SEEKING UNIVERSITY CREDIT OR INTERNSHIP!** This is when we get to know you best and you can be involved in some very interesting cases. If an emergency arrives during treatments and there are enough of you, we ask you to rotate treatment and emergency duty. If you choose to commute for your externship then you are still expected to be here from 8am thorough 6pm treatments; coming in for after hours and emergency cases are up to your discretion. Please let us know if you would like to be called in for these cases.

**\*\*Please be aware that there may be numerous students, techs, etc. here and we ask that you rotate with your fellow externs so that only one of you is present at a time on cases where the owners are here. We are a private practice facility and some owners may be uncomfortable having too many individuals around during their horses' exam. We would like you to participate in all areas of the hospital, so if you have trouble coming up with a rotation schedule between your fellow externs or aren't sure where you can go, please check in with the front desk or one of our interns to give you the case schedule.\*\***

Patient Handling: We understand that everyone has a different amount of experience when it comes to handling horses. Please let the interns and clinicians know what you are comfortable with and what you are not. We do not want to have people or horses hurt!

Daily Exams: Externs are asked to help perform daily physical exams including TPRs on all in-patients. If you find ANY problem with a case (e.g., fever, diarrhea, laminitis, colic, etc.), please immediately contact an intern, technician, or senior clinician to report your abnormal findings. Before being released from TPRs please discuss with an intern the call parameters used at Mid-Atlantic. We use a computer based medical record system at the hospital that you will be shown how to use so that you can enter your exam notes into the medical record.

Treatments: Externs are asked to help the technicians perform patient treatments and hand walks during the day. You will also be expected to assist the overnight intern and technician with treatments. Most of the treatments are scheduled at the 6pm and 12am treatment times. Generally, 6pm treatments are started at 4pm, and 12am treatments are started at 10pm, to ensure all treatments are completed on time. After 6pm treatments are completed, there is often a break in the evening at which time, you are encouraged to get dinner, relax for a while. Barring emergencies, after midnight treatments are completed, externs can go to bed. **Due to the varying degrees of experience of our externs, shadowing of the interns and/or technicians during treatments is generally required before undertaking any treatment responsibilities unsupervised. Your clinical experience will dictate the level of responsibility assigned. If you are unfamiliar or uncomfortable with performing certain treatments, please ask a technician or intern for guidance.**

#### Guidelines for Administering Medication to Patients:

- 1) Be certain you are clear about the amount of drug to give and its route of administration. If the treatment orders are unclear, ask a clinician or technician for clarification. Also, ensure that the drug quantity in the treatment scheduler matches the quantity in the syringe or bag.
- 2) Some drugs are located in the patient's treatment box in the treatment rooms in the front of each barn or in the medicine cabinets in the treatment rooms. During foaling season, most medications for foals are kept on individual patient treatment carts located outside each stall in the NICU.
- 3) Please sign and date anything written in the medical record and be sure to put notes and your initials in the daily exam note section of inpatient records on the computer system.
- 4) When administering IV medications, always use a clean needle to draw up the medication. Turn off IV fluids if they are running. Flush the IV catheter and extension set with 8-10cc of heparinized saline flush solution, and then slowly administer your IV drug followed by another flush with heparinized saline. Flush before, between and after all medications. It is **important** to thoroughly flush IV lines when giving medications to prevent catheters from clogging and to prevent drugs from interacting or precipitating with one another within the IV lines.
- 5) Discard all needles and syringes (except oral catheter-tipped dose syringes) in the red plastic hazardous waste receptacles available throughout the clinic.
- 6) Once you have administered a medication, please mark off the treatment on the patient's treatment order sheet in Vetstar as being given.
- 7) If cases are critical or receiving IV fluids, please walk by and check on them as frequently as time permits in addition to those required by the treatment scheduler. If a patient is running low on IV fluids or is tangling his/her fluid lines, please inform an intern or technician.
- 8) Whenever you are administering drugs through catheters, always check to be certain there is no evidence of abnormal swelling, heat, or pain at the catheter insertion site. Please notify the intern whose case it is of your findings.

**Surgery & Diagnostic Services:** Externs are welcomed and encouraged to observe surgeries. If you choose to scrub in with Drs. Doyle or Gasiorowski, clean scrubs will be provided for you. While you are with us, you may see many different surgeries, including colic, arthroscopic, orthopedic, laparoscopic and respiratory surgeries. We also offer state of the art diagnostic services including Nuclear Scintigraphy, MRI and CT, which you can observe as well.



**Internal Medicine:** As an extern here, you will get to observe many different Internal medicine cases. Our Internal Medicine department offers an extensive range of state-of-the-art diagnostic technology to ensure a complete, thorough work up of our patient's condition. Such diagnostics include digital radiography, myelography, upper and lower respiratory tract endoscopy, lower urinary tract endoscopy and gastroscopy and ultrasonography. We specialize in the diagnosis and treatment of a wide variety of conditions, including disorders of the upper respiratory tract, ophthalmological, gastrointestinal, cardiovascular, central nervous and urinary system. We also provide “mobile diagnostic services”, catering to local racetracks or owners unable to bring their horses into the clinic for evaluation.



**Neonatal Intensive Care Unit:** Over the past 15 years the NICU at Mid-Atlantic has established itself as the premier private practice NICU in the northeast. We provide round the clock care to critically ill neonates and are equipped with specialized stalls, radiant heat beds, oxygen ports, timed intravenous fluid delivery systems and intranasal oxygen therapy. If you are completing your externship from January through June there is a good chance you will see and may have the chance to assist in the care of NICU patients.

**Field Service:** We provide full service field care including general and preventative medicine and reproductive services. Our field service team is also available 24 hours a day/7 days a week to provide at the farm emergency care.

*\*\*\*Please talk with one of the Interns upon arrival to arrange your time here to include riding with one of our Field Service clinicians. This is especially important for those wanting to apply for an internship with us!\*\*\**



Thank you for your time and effort while you are here as an extern at Mid-Atlantic Equine Medical Center. We appreciate your help and sincerely hope you have an excellent learning experience. Again, if you have any questions, comments, or concerns please don't hesitate to come and talk to us.