The minimum requirements for veterinary practical work shall be:

SIX (6) weeks attendance under the supervision of a registered veterinary surgeon. It is essential that you experience a range of clinical practices – at least HALF (i.e. 3 weeks) of the veterinary work experience must be completed in New Zealand, in a minimum of two practices and one week must be a large animal/rural practice.

Granting of Credits
The following conditions govern the granting of credit for attendance in veterinary practices:
- all work must be supervised by a registered veterinary surgeon.
- experience must be with at least two veterinary practices (one being a large animal/rural practice).
- veterinary practice experience may only be carried out from the end of semester one (June) of the third academic year and is to be completed by the start of semester two of the fourth academic year.
- a minimum experience of at least one week in each practice, attending for full days, and for the dates indicated on the cover sheet. You must complete at least five days to give credit of a week, unless the fifth day is a public holiday, ONLY then will four days be credited as a week.

Registration of Veterinary Practical Work
The Online Registration of Attendance at a Veterinary Practice, located on the Practical Work Website (http://pwo.massey.ac.nz) must be completed at least two weeks prior to commencement of veterinary experience by the student. Details can be logged into the Online Registration anytime in advance to your visit, then approximately two weeks prior to your visit the Practical Work Office will send a letter with the Confidential Assessment Form to the practice.

- the Confidential Assessment Report will be sent out by the Practical Work Office (after student has completed the Online Registration) and should be completed by a veterinary surgeon of the practice and returned to the Practical Work Office by post (refer to the back of the Guidelines). If the Assessment Report is returned with a tick in the “Fail” column then the week will not be credited towards your six week requirement and you will be required to explain the circumstances to the Chairman of the Practical Work Committee and also repeat the veterinary practical experience.
- the Veterinary Practical Work Student Form (refer to the back of the Guidelines - forms can be printed from the Practical Work Website). Please have this form completed by a veterinary surgeon of the practice, and deliver to the Practical Work Office upon return to the campus after the semester breaks. If we don’t receive the Confidential Assessment form and you have handed in the signed Student Veterinary Form, then you will still be credited with the weeks.

Completion of Veterinary Practical Work
It is required that students complete ALL veterinary practical work by the commencement of semester two of the fourth year.

Note that must have completed the requirements for 227.410 BVSc Veterinary Practical Work BEFORE YOU CAN PROGRESS TO THE FINAL YEAR OF THE BVSc (except with prior approval of the Programme Director).
**Purpose of Veterinary Practical Work placements**

You should consider carefully the following purposes of gaining experience in clinical practice:

a) To develop your clinical skills such as conducting clinical examinations, reaching diagnoses and administering appropriate therapy and advice as well as dealing with the public and clients.

b) To gain an appreciation of the business and management of the veterinary practice, for example:
   - how the services are marketed
   - how the practices deal with client enquiries
   - how after-hour services are provided
   - how new clients and drug representatives are dealt with
   - how drugs are ordered and dispensed.

*All of these aspects are critical to the smooth and efficient running of a practice.*

**Legal Aspects**

When a veterinary student is engaged in veterinary practical work in New Zealand, the supervising veterinarian is responsible and legally liable for your actions. (Vet students engaged in veterinary work experience overseas and requested by the practice to have indemnity insurance cover, please contact the Practical Work Office for more information.)

**Courtesy and Goodwill**

Remember at all times that practical work experience is provided through the *courtesy and goodwill* of veterinarians. Your actions or inaction could jeopardise this relationship for future veterinary students. Remember you are representing both Massey University and the practice that is hosting you. A high standard of personal presentation and professional behaviour is therefore expected of you. In addition this can be a valuable time to assist you with future job opportunities.

**Good Practice**

- make contact with the practice principal well in advance
- check with the practice principal a week before you attend
- be punctual and reliable
- actively participate
- be courteous and polite to both staff and clients at all times
- maintain client confidentiality
- discuss case reports with the veterinarian/s
- maintain a reasonable standard of dress (including appropriate clean protective clothing)

**Confidential Student Assessment Report**

This Assessment Report will be sent out from the Practical Work Office directly to the Veterinary Practice. This is triggered by the student completing the online Registration of Attendance on the Practical Work Website. The veterinarian will be requested to complete the confidential report and return by Freepost to the Practical Work Office.

**Insurance**

**Indemnity Insurance**

Massey University holds coverage for all students who are undertaking Veterinary Practical Work overseas and are required to provide evidence that they are covered by Indemnity Insurance. The form required to be completed can be downloaded from the Practical Work Office Website ([http://pwo.massey.ac.nz](http://pwo.massey.ac.nz)) under Document and Downloads. You will need to complete the top
section and either scan and email to the veterinary practice or fax. Once the form is received at the Practical Work Office, a letter confirming your Indemnity coverage will be scanned and email to the practice, with the original being sent by mail.

**Travel Insurance**
If you are an International student you should be covered under the StudentSafe Policy for working whilst travelling overseas or in New Zealand.

However students purchasing Travel Insurance should ensure that they are covered for injuries caused whilst working. Some policies are purely for leisure travel only and will not cover you for medical etc if you are working on placements. You can arrange suitable Travel Insurance through Orbit Travel (for Massey University students) for $5 per day which will give you full coverage whilst overseas and on veterinary placements.

**Career Employment**
Veterinary students should be aware that each Veterinary Practice may be assessing you as a potential employee on completion of your degree, and you should be considering career employment at each practice you are attending.

**Practice Management Essay**
In your final year you are required to prepare a practice management essay as part of Veterinary Professional Studies. This is to improve your understanding and appreciation of veterinary practice management. This is an academic paper and not part of the practical requirements, but through your veterinary practical work experience you will gain an appreciation of practice management and you will call on your experience in veterinary practices to assist you in this paper.
**Competency Standards of Veterinary Graduates**

A survey completed from veterinarians in a range of practices indicated practical skills that were expected of new graduates. This is a guide to the expectations of practitioners, of your level of competence by the time you graduate, and so is a useful reference point for you while you are developing your clinical skills while doing your veterinary practical work and your clinical work during your course. The following is a set of general principles that you can use as a guide.

A graduate, unsupervised, should be able to:
- recognise a ‘normal’ animal, and be able to carry out a clinical examination of all common species (including safe handling and restraint; take a history; investigate temperature, pulse, respiration, mucous membranes, eyes, ears, bodily condition, etc. using appropriate techniques such as auscultation, palpation, etc.);
- collect appropriate samples for diagnosis using appropriate procedures for the species concerned and the circumstances (this would include, for example: taking blood samples from appropriate sites - e.g. jugular or tail veins in cattle, cephalic or saphenous veins of dogs and cats; collecting urine samples - eg. by cystocentesis or catheterisation in dogs and cats; collecting faecal samples);
- carry out basic examination of such samples (this would include for example, Packed cell volume, specific gravity of urine, simple dipstick chemistry, faecal examinations for common parasites, etc.;
- carry out humane euthanasia appropriate for the species;
- perform a necropsy, assess gross pathology and take appropriate samples for diagnosis;
- calculate correct doses of medication to be given;
- administer injections by intramuscular, subcutaneous, intravenous routes (including a pole-syringe in the deer and vaccinating animals) and administer intravenous fluids, or fluids by other appropriate routes;
- administer oral medications in appropriate forms (e.g. pills, pastes, liquids such as drenches) and include nasogastric, stomach or crop tubing as appropriate;
- apply topical medications, including to eyes and ears (eg. Ointments and dressings, washes, pour-ons, drops, etc.);
- induce and monitor sedation;
- induce, monitor and maintain general anaesthesia in routine, uncomplicated cases;
- induce local anaesthesia in simple uncomplicated cases (e.g. cornual and regional limb block in cattle and local infiltration block in dogs and cats);
- carry out minor surgical and medical procedures (e.g. drain abscess, suture wounds, apply bandaging, apply casts, dehorning - with appropriate anaesthesia, emptying anal glands of dogs, trim claws, etc;

A graduate, with some supervision, should aim to develop expertise and experience in:
- assessing bodily condition and nutritional parameters (eg. condition scoring of ruminants, estimating quantity and quality of pasture, performance evaluation in pig herds, assessing condition of dogs and cats relative to ideal weights and assessing nutritional requirements);
- diagnosing pregnancy (eg. by rectal examination of large animals, ultrasound scanning, abdominal palpation in dogs and cats, etc.)
- assessing breeding soundness in bulls and rams;
- diagnosing anthelmintic resistance by a faecal egg count reduction test;
- carrying out Tuberculosis testing;
- examining teeth and carry out basic dental procedures (including scaling and extraction in small animals, rasping in horses;
- carrying out more advanced local anaesthesia (eg epidural, paravertebral, line block, intravenous block);
- inducing, monitor, and maintain general anaesthesia in compromised patients;
- managing dystocia, including caesarian section;
- carrying out dehorning of cattle and velvetting of stags
- miscellaneous skills including such things as controlled intravaginal drug releases (CIDR) application, administering rumen boluses, removing horse’s shoes, foot trimming, urinary catheterisation.

**NOTE: You should take every opportunity to familiarise yourself with the above wherever possible. Please remember your experience in a veterinary practice is provided through the courtesy and goodwill of veterinarians.**
### Bachelor of Veterinary Science
Veterinary Practical Work
Student Form

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### Type of Work (circle to suit):
- Small Animal
- Large Animal or Mixed Practice

(Note: at least two practices must be in New Zealand – one of which MUST be a large animal/rural practice in New Zealand)

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*I confirm all details shown above are correct*

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### Bachelor of Veterinary Science

**Veterinary Practical Assessment Report**

**Student Name:** ____________________________  **Student ID:** __________

**Year of Programme:** ____________________________

**Supervising Veterinarian:** ____________________________

**Veterinary Practice:** ____________________________

**Address:** ______________________________________

**Phone:** ____________________________

**Dates student in attendance:** From: __/___/___ To: __/___/___

**Type of Work** (circle to suit): Small Animal  Large Animal or Rural Practice  Mixed Practice

#### REPORT (please tick as appropriate)

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**Additional Comments:**

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

This report is confidential and
should be returned direct to:

Freepost No. 114094
Veterinary Science
Academic Administration (PN 610)
Massey University
Private Bag 11222
PALMERSTON NORTH 4442

**Veterinary Practical Committee:**  **Date Received:** __/___/___  **Signed:** _________  **Weeks Credited:** __________
**VETERINARY PRACTICAL WORK**

*From Professor Tim Parkinson – Programme Director, Veterinary Science*

**DEAR VETERINARIAN**

Thank you for assisting veterinary students to acquire the skills needed to become successful members of the profession. This extramural experience is provided through the courtesy and goodwill of veterinarians and your contribution is gratefully acknowledged.

Veterinary students are required to spend a minimum of six (6) weeks seeing practice between the mid-semester break in Semester 2 of their third year and prior to commencing their final year of the programme. You will appreciate that students earlier in their course will have less clinical ability than later students and may not be able to undertake the same procedures.

**Legal Aspects**

You should be aware that in New Zealand the conduct of veterinary students seeing practice is governed by the conditions stated in “Code of Professional Conduct for Veterinarians” – Veterinary Council of New Zealand 2004, see Section 6.10

> When veterinary students are engaged in ‘veterinary practical work’ the responsible veterinarians must explain the standard of behaviour, including legal obligations, expected of them in dealing with patients and clients.

> Students may be allowed to examine, test and treat animals under the control of a veterinarian, provided such duties are consistent with the ability of the student and the nature of the case being attended. At no time should such activities be allowed to prejudice the interests of a client or the welfare of any animal.

The Veterinary Council of New Zealand recognises three levels of veterinary control:

(i) **At the direction of a veterinarian.** The registered veterinarian gives direction in regard to the tests or treatment to be carried out but is not necessarily present when they are performed.

(ii) **Under the supervision of a veterinarian.** The registered veterinarian surgeon is present and in a position to respond to a request for assistance but is not necessarily standing by the individual’s side or even in the same room.

(iii) **Under the direct and continuous personal supervision of a veterinarian.** The registered veterinarian is present and giving the individual (and the animal) undivided personal attention.

The appropriate level of control should be established before the student begins ‘seeing practice’. The responsible veterinarian is responsible for, and may be liable for, the actions of the student.

**Purpose of the Veterinary Work**

While gaining experience with clinical cases is a valuable learning outcome of the veterinary practical work, it is also important for students to also gain an appreciation of the business and management of the veterinary practice. Thus students should be encouraged to ask questions relating to practice management as well as clinical cases.

**Expectations of the Students**

We expect, but cannot guarantee that students will behave in an exemplary and courteous way at all times. The need for them to be punctual, presentable, reliable, courteous and participate, and maintain client confidentiality has been stressed to them. We trust this can be a rewarding experience for both parties. From the student’s perspective, they would like veterinarians to ask them what they wish to do and accomplish when seeing practice.

**Confidential Students Assessment Report**

We appreciate getting constructive feedback on how students are performing. Where patterns of behaviour that are of concern are identified, students can be counselled. Again your assistance in this matter is appreciated.

**Competency Standards of Veterinary Graduates**

The following guide to the level of skill required by graduation is given to students to help them in their preparation for entering the profession. If you have any queries or suggestions regarding the veterinary practical work, please contact me directly. I thank you for your support and trust you and your staff, enjoy the student’s company.
A survey of veterinarians in various kinds of practices indicated practical skills that could be expected of new graduates. The following is a guide to the expectations of practitioners or your level of competence by the time you graduate and so is a useful reference point for you while you are developing your clinical skills while doing your Veterinary Practical Work and your clinical work during the course.

Respondents agreed a new graduate should be able to do the following unsupervised:

1. Carry out a clinical examination of all common species. This should include safe handling and restraint, take a history, and investigate temperature, pulse, respiration, mucous membranes, eyes, ears, bodily condition, etc., using appropriate techniques (auscultation, palpation, etc.)
2. Collect appropriate samples for diagnosis using appropriate procedures for the species concerned and the circumstances. This may include taking blood samples from appropriate sites (eg. Jugular or tail veins in cattle, cephalic or saphenous veins of dogs and cats, etc.), collecting urine samples (eg. By cystocentesis or catheterisation in dogs and cats), and collect faecal samples.
3. Carry out basic examination of such samples – including PCV estimation, specific gravity of urine, simple dipstick biochemistry, faecal examination for common parasites, etc.
4. Carry out humane euthanasia appropriate for the species.
5. Collect and preserve samples for diagnosis.
6. Calculate correct doses of medications to be given.
7. Administer injections by IM, SC, and IV routes, (including using a pole-syringe in deer), vaccinating animals, and administer intravenous fluids, or fluids by other appropriate routes.
8. Carry out necropsy, assess gross pathology and take appropriate samples for diagnosis.
9. Induce and monitor sedation.
10. Induce, monitor and maintain general anaesthesia in routine uncomplicated cases.
11. Induce, monitor and maintain general anaesthesia in routine uncomplicated cases.
12. Induce local anaesthesia in simple uncomplicated cases (eg. corneal and regional limb block in cattle, local infiltration block in dogs and cats).
13. Carry out minor surgical and medical procedures (eg. drain abscess, suture wounds, applying bandaging, apply casts, dehorning – with appropriate anaesthesia, emptying anal glands of dogs, trim claws, etc.).

Practices you should aim to develop expertise and experience in even if some supervision and assistance is required to start with:

1. Assess bodily condition and nutritional parameters. This includes condition scoring of ruminants, estimating quantity and quality of pasture, performance evaluation in pig herds, assessing condition of dogs and cats, and ‘ideal’ weights and assessing nutritional requirements.
2. Diagnose pregnancy – including rectal examination of large animals, ultrasound scanning, abdominal palpation in dogs and cats.
3. Assess breeding soundness in bulls and rams.
4. Diagnose anthelmintic resistance by faecal egg count reduction test.
5. Carry out TB testing.
6. Examine teeth and carry out basic dental procedures – eg. scaling and extraction in small animals, and rasping in horses.
7. Carry out more advanced local anaesthesia (eg. epidural, paravertebral, line block, IV block).
8. Induce, monitor, and maintain general anaesthesia in compromised patients.
9. Manage dystocia including caesarean section.
10. Carry out dehorning of cattle velvetting stags.
11. Miscellaneous skills, including CIDR application, administering rumen boluses, removing horses’ shoes, foot trimming, urinary catheterisation.

A range of other activities should be seen or experienced by the time you graduate, and you should take every opportunity to develop your skills not only in the areas listed, but in other appropriate areas whenever you get the chance.