

**GUIDELINES AND POLICY FOR VISITING
FOREIGN VETERINARIANS AND VETERINARY STUDENTS TO
COLORADO STATE UNIVERSITY AND CSU PVM STUDENT VISITATION
OF FOREIGN VETERINARY SCHOOLS**

**Department of Clinical Sciences
College of Veterinary Medicine and Biomedical Sciences
Colorado State University
Fort Collins, Colorado 80523**

Due to the constraints and rigor of the Professional Veterinary Medical (PVM) Program at Colorado State University (CSU), the Department of Clinical Sciences (Department) does not offer an official student exchange program with foreign veterinary colleges or schools (outside of Canada) until such time as the educational value of such a program to the training of our students can be determined (see options below). Until such time as an official exchange program is established, students of foreign veterinary schools desiring to visit or take part in the CSU PVM Program are referred to the details below. **CSU PVM students desiring to visit foreign veterinary schools are referred to point 2 below.**

1. A foreign veterinary school may petition (in writing) the Department for consideration of the formation of an official exchange program. This petition would include a summary of the program with details depicting the CSU students responsibilities as well as the educational experiences gained. Particular attention should be paid to the uniqueness of the experience (I.e., defense that the experience could not be gained at CSU or through an approved externship experience within the US). Approval of a program would be facilitated through the process of the foreign institution sponsoring a 'pilot group' of exchange students and an overseeing faculty member for an abbreviated exchange visit; allowing this group to experience first-hand the type and value of the educational experience that is being proposed in the exchange.
 - a. Owing to the fact that CSU PVM students are personally responsible for financially supporting themselves throughout their veterinary training program (including tuition and all living expenses), financial support (direct or indirect) of CSU PVM student visitation of foreign veterinary schools would greatly encourage and facilitate the number of visiting students as well as encourage and facilitate the development of an official exchange program.
2. No official policy or program is in place for CSU PVM students visiting foreign veterinary schools (outside of Canada). Therefore, all visitations will be the sole responsibility of the student involved and must be scheduled during the students vacation time. This responsibility includes all costs incurred.
 - a. Upon the students return, a voluntary evaluation of the experience will be requested by the Department. This information will be used to asses the feasibility of instituting an official exchange program with that foreign institution in the future (see 2 above).

- b. If, upon completion of an externship/rotation/visit to a foreign veterinary school, a student desires to petition the Department of Clinical Sciences to obtain credit for the externship/rotation/visit, he or she may do so, in writing. Items to address in the petition would include a summary of the experience with specific attention to the educational value of the experience towards the individuals training as a veterinarian. Specific attention should be paid to the uniqueness of the experience (I.e., defense that the experience could not be gained at CSU or through an approved externship experience within the US).

GUIDELINES FOR VISITING FOREIGN VETERINARIANS AND VETERINARY STUDENTS

**Department of Clinical Sciences
College of Veterinary Medicine and Biomedical Sciences
Colorado State University
Fort Collins, Colorado 80523**

I. Introduction

The Department of Clinical Sciences will accept a limited number of visiting foreign veterinarians and students for educational or training purposes, provided facilities and resources permit and it is not detrimental to our student, intern and residency training programs.

Acceptance by the Department of Clinical Sciences of a visiting veterinarian or veterinary student, or enrollment in the Colorado State University Continuing Education Program or Colorado Veterinary Medical Association Colorado State University Continuing Education Veterinary Medicine course offerings does NOT IMPLY OR CONVEY acceptance into any academic degree program.

II. Liability and medical insurance

Colorado State University does not provide liability insurance coverage except for veterinarians or veterinary students who register with the Colorado State University Continuing Education Program.

Liability insurance coverage by Colorado State University applies only to conduct by state "authorized volunteers", which includes students acting at the request of, for the benefit of, and under the control and supervision of authorized faculty of Colorado State University.

Health, disability, and life insurance are the visitor's responsibility.

III. Visitor classification and fees

A visiting student may request to be included in the clinical setting of the Veterinary Teaching Hospital with involvement in actual clinical procedures equal to those performed by our own Senior veterinary students. **Visiting foreign veterinarians and veterinary students will be assessed a fee of \$844 for each week of their visit at Colorado State University. This fee must be paid in the Clinical Sciences Department office the day you arrive. Visa, MasterCard or US currency are accepted. This fee has been determined as the cost of providing this level of instruction and is the same fee paid by “non-sponsored” Colorado State University Professional Veterinary Medical students.**

A visiting foreign veterinarian or veterinary student may request to participate as an “observer” only, for which a lower fee of **\$250** in fY2006 will be assessed. This will give the students **no** hands on experience.

The maximum duration of each visit is 4 weeks, either contiguous or divided over the course of up to one calendar year from the first visit day. Longer visits may be considered by the Department Head or Assistant Department Head for the PVM Program on a case-by-case basis. Any foreign veterinarian or veterinary student visit must have prior approval of the Department Head or Assistant Department Head for the PVM Program.

IV. Application process and approval

A. Requests - Requests should be directed to the Department Head, Department of Clinical Sciences, College of Veterinary Medicine and Biomedical Sciences, Colorado State University, Fort Collins, Colorado 80523. **If you have contacted us previously by letter, e-mail, or phone, this step is not necessary.**

1. Visitor requests will be forwarded to Ms. Debbie Liptak. Ms. Liptak will assess availability of space within the clinical rotation(s) requested by the visiting veterinarian or student. If approved, a faculty member or members associated with the service(s) of the approved visit will be contacted and designated to assume responsibility for hosting the visitor at the Colorado State University James L. Voss Veterinary Teaching Hospital.

2. Visitor requests received by faculty should be directed to and approved by the Department Head or Assistant Department Head for the PVM Program.

B. Requirements for students

1. Application must include one letter of recommendation from faculty or practicing veterinarians or one letter of recommendation from the institution's externship/preceptorship director.
2. If evaluation is requested by the student's home institution, the Department will forward an evaluation when the visit is completed, using our own form. If the home institution requires specific information, please provide an electronic copy of the evaluation standards or specific institutional form.
3. **Students will be expected to be able to read, write and speak English**, and if requested, provide transcripts of their completed veterinary curricula.

C. Requirements Foreign Veterinarians

1. A letter of recommendation or explanation of the visit goals and objectives from faculty, a practicing veterinarian, or from the institution/practice director may be requested by the Department or faculty member.
2. If an evaluation is requested by the veterinarian or the veterinarian's home institution, the department will forward an evaluation at the completion of the visit if appropriate evaluation forms are provided by the student's home institution.

V. **General information**

- A. Visitors are responsible for all expenses involving travel, health, disability, and life insurance, food and housing, and Continuing Education fees as applicable.

Visitors taking part in large animal rotations are required to wear rubber boots (over boots) and coveralls while in the barn area. These items must be provided by the visitor.

Visitors **MUST** provide their own laboratory coats or clinic jackets and surgery scrub suits.

- B. Radiation Safety Requirements

The CSU Radiation Safety Program requires radiation safety training for all users of radiation. This includes those whose official duties may potentially expose them to radiation. The Radiation Control Officer has traditionally provided radiation safety training to ensure that regulatory requirements for training have been met. These requirements are outlined in the Radiation Control Manual you will receive from the VTH on-site Radiation Safety Technician upon arrival. The last three pages of the manual are forms that must be completed by the visitor. The RF-1A form and RF-1B form can be completed prior to additional training, and returned to the VTH on-site Radiation Safety Technician. When the Radiation Safety Technician receives the RF-1A form, a radiation badge will be ordered for the visitor. In addition to the information in the Radiation Control Manual, all visitors are required to take a training course entitled "Module O" (Orientation). Module O is a one-hour long video and can be scheduled through the VTH on-site Radiation Safety Technician at a time convenient for the visitor. The Module O certification form (the last page of the Radiation Control Manual) will be completed after the visitor has watched the Module O video and read the Radiation Control Manual. Visitors will not receive radiation badges or be able to work in areas with radiation until all training is completed. The Radiation Safety Technician will also transmit visitors' RF-1B forms to their previous institutions for a record of their exposure history.

C. Provisions by the Department of Clinical Sciences

1. Visitor badges are given out at the Hospital Director's office the day of your arrival.
2. Temporary parking permits can be purchased from the University Office of Parking Management on arrival.
3. Additional information may be provided by the section(s) to which the visitor is assigned.

**Department of Clinical Sciences
College of Veterinary Medicine and Biomedical Sciences
Colorado State University
Fort Collins, Colorado 80523**

**GUIDELINES FOR
UNITED STATES AND CANADIAN UNIVERSITY
VETERINARY STUDENT VISITORS AND
INTERN AND RESIDENT TRAINEES**

I. Introduction

The Department of Clinical Sciences will accept a limited number of visiting veterinary students, intern and resident trainees for educational purposes, provided facilities and resources permit and it is not detrimental to our student, intern and residency teaching/training program.

Acceptance by the Department of Clinical Sciences of a visiting veterinary student, intern or resident trainee or enrollment in the Colorado State University Continuing Education Program or Colorado Veterinary Medical Association-Colorado State University Continuing Education Veterinary Medicine course offerings does NOT IMPLY OR CONVEY acceptance into any academic degree program.

II. Liability and medical insurance

Colorado State University does not provide liability insurance coverage except for veterinary students who are registered in a professional veterinary medical program or who are registered with the Colorado State University Continuing Education Program.

Liability insurance coverage by Colorado State University applies only to conduct by state "authorized volunteers," which includes students acting at the request of, for the benefit of, and under the control and supervision of authorized faculty of Colorado State University.

Health and life insurance is the visitor's responsibility.

III. Visitor classification and fees

As part of a general agreement between United States and Canadian veterinary colleges, veterinary students, intern and resident trainees are eligible for up to a four week visit at no cost, provided they are a registered student at their home institution performing a required externship. A document from their home institution, stating the student is enrolled legitimately as a student and therefore is covered under their home institution's liability and workman's compensation policies, must be provided to the Department Head, Clinical Sciences, Colorado State University at the onset of the externship. Failure to do so will require the student to register and pay \$844 a week including four weeks of externship experience.

Under special arrangements made with the Department Head, a visiting student may stay longer than four weeks. Students will then be charged \$844 a week for the externship experience.

This policy also applies to intern and resident trainees, unless prior (altered) arrangements are made in advance with the Department.

Unless prior (altered) arrangements are made, students, intern and resident trainees who are not registered with their home university (e.g., on vacation time) must register for one Continuing Education credit through the Colorado State University Continuing Education Program for up to four weeks of externship experience. An additional credit per week is required for externships longer than four weeks. **This also applies to intern/resident trainees not associated with US/Canadian veterinary colleges.**

IV. Guidelines for US and Canadian Visiting interns and residents Requesting Limited Integration into Clinical Services

Visiting, (US or Canadian) interns and residents may request to spend up to 4 weeks in attendance with one or more clinical services of the James L. Voss Veterinary Teaching Hospital with a predetermined level of service integration. This includes trainees who are visiting in order to fulfill requirements of non-CSU training programs. The level of integration and experience will vary, based on the VTH service, the individual visitor and the sponsoring faculty clinician. It is required, therefore, of the visitor to contact the Department of Clinical Sciences and discuss the specifics of their request and expectations/needs.

Examples of service integration might include, but are not limited to:

1. Assisting in surgical, diagnostic or treatment procedures.
2. Participation in rounds discussions.
3. Presentation of clinical or research topics to service faculty, house officers, students and staff.
4. Assistance in primary case management.

Due to logistic and legal issues, it is assumed that visiting veterinarians will not have primary case responsibility. If this is a requirement of their training program, this aspect will have to be agreed upon prior to the visit (see below).

Once the visitor contacts the departmental representative they will then be put in contact with an appropriate faculty member of the service(s) experience requested. The sponsoring faculty member will either provide the inquiring visitor with a policy document from that service or draft a memo outlining specific duties and responsibilities of the visitor, as well as expectations from the service. The duties, responsibilities and expectations will need to be agreed upon in writing, prior to the scheduled visit. The sponsoring faculty will be responsible for approving the visit schedule (through the departmental office). The sponsoring faculty will also be responsible for the visitor and his/her experience during their visit, however, it is not required that the sponsoring faculty necessarily be present on service with the visitor. The sponsoring faculty will also be responsible for evaluation of the visitor, if that is requested.

V. Application process and approval

A. Requests - It is recommended that requests be directed to the Department Head, Department of Clinical Sciences, College of Veterinary Medicine and Biomedical Sciences, Colorado State University, Fort Collins, Colorado 80523. If you have already requested an externship by email or by phone, this step is not required.

1. Visitor requests will be forwarded to Ms. Debbie Liptak. Ms. Liptak will assess availability of space within the clinical rotation(s) requested by the visiting veterinarian or student. If approved, a faculty member or members associated with the service(s) of the approved visit will be contacted and designated to assume responsibility for hosting the visitor at the Colorado State University James L. Voss Veterinary Teaching Hospital.

2. Visitor requests received by faculty should be directed to and approved by the Department Head or Assistant Department Head for the PVM Program.

B. Requirements for students

1. Veterinary student externship requests must include a letter of recommendation from faculty, a practicing veterinarian, or from the institution's externship/preceptorship director. An example of an application for externship is on page 5 of this document.

2. If an evaluation is requested by the student's home institution, the department will forward an evaluation at the completion of the visit using our own web form (or similar

form, example attached on page 7). If the home institution requires specific information, please provide an electronic copy of the evaluation standards or specific institutional form.

3. Foreign students will be **expected to be able to read, write, and speak English** and if requested, provide transcripts of their veterinary education.
- C. Requirements for intern and resident trainees
 1. A letter of recommendation or explanation of the visit goals and objectives from faculty, a practicing veterinarian, or from the institution/practice internship/residency director may be requested by the department or faculty member.
 2. If an evaluation is requested by the intern/resident trainee's home institution, the department will forward an evaluation at the completion of the visit if appropriate evaluation forms are provided by the student's home institution.

VI. General information

- A. Visitors are responsible for all expenses involving travel, disability, health and life insurance, food and housing, and Continuing Education fees as applicable.

Visitors taking part in or observing large animal rotations are required to wear rubber boots and coveralls while in the barn area. These items must be provided by the visitor.

Visitors **MUST** provide their own laboratory coats or clinic jackets and surgery scrub suits.

- B. Radiation Safety Requirements

The CSU Radiation Safety Program requires radiation safety training for all users of radiation. This includes those whose official duties may potentially expose them to radiation. The Radiation Control Officer has traditionally provided radiation safety training to ensure that regulatory requirements for training have been met. These requirements are outlined in the Radiation Control Manual you will receive from the VTH on-site Radiation Safety Technician upon arrival. The last three pages of the manual are forms that must be completed by the visitor. The RF-1A form and RF-1B form can be completed prior to additional training, and returned to the VTH on-site Radiation Safety Technician. When the Radiation Safety Technician receives the RF-1A form, a radiation badge will be ordered for the visitor. In addition to the information in the Radiation Control Manual, all visitors are required to take a training course entitled "Module O" (Orientation). Module O is a one-hour long video and can be scheduled through the VTH on-site Radiation Safety Technician at a time convenient for the visitor. The Module O certification form (the last page of the Radiation Control Manual) will be completed after the visitor has watched the Module O video and read the Radiation Control Manual. Visitors will not receive radiation badges or be able to work in areas with radiation until all training is completed. The Radiation Safety Technician will also transmit visitors' RF-1B forms to their previous institutions for a record of their exposure history.

- C. Provisions by the Department of Clinical Sciences

1. Name badges are available at the Hospital Director's office.
2. Temporary parking permits can be purchased from the University Office of Parking Management on arrival.

3. Visitors (staying more than one week) MUST provide their own laboratory coats or clinic jackets and surgery scrub suits.
4. Additional information may be provided by the section(s) to which the visitor is assigned.

Other information sources

Limousine schedule--shuttle from airport, consult web site
nfodenver.denver.co.us/~aviation/index.html
City and campus maps--www.colostate.edu/Level2/maps.htm
About Fort Collins--www.fortnet.com

**CSU DEPARTMENT OF CLINICAL SCIENCES/PROFESSIONAL
VETERINARY MEDICAL PROGRAM SENIOR
EXTERNSHIP/PRECEPTORSHIP APPLICATION**

Name _____

Address _____

Daytime Telephone # _____ Evening Telephone # _____

FAX # _____ E-Mail Address _____

Practice/Veterinary School Externship Program _____

Contact Person _____ Phone/Email _____

PART I: COURSES/ROTATIONS YOU WOULD LIKE

	Course/Rotation Title	Dates of Rotation
FIRST CHOICE		
SECOND CHOICE		
THIRD CHOICE		
FOURTH CHOICE		

Scheduling will be at the discretion of the externship/preceptorship supervisor

PART II: ATTACH YOUR EXTERNSHIP/PRECEPTORSHIP PLAN

**PLEASE RETURN THIS FORM TO DEBBIE LIPTAK, DEPT OF
CLINICAL SCIENCES OFFICE**

**PART III: SUPPORT LETTER FROM ASSISTANT DEPARTMENT CHAIR,
PROFESSIONAL VETERINARY MEDICAL PROGRAM**

Date: _____ has a GPA of
at least _____ (Name of Student)
2.75, and is a student in good standing. I recommend him/her for the

Externship Program.

Assistant Department Chair, Clinical Sciences, PVM Program

Student Evaluation

Student Name _____ Dates of
Elective _____
Practice Name _____

At the conclusion of the elective rotation, the CSU faculty supervisor is asked to complete a student evaluation form. The purpose of the evaluation is to provide feedback to the student regarding their clinical skills, knowledge, interpersonal relations, professionalism, etc. The student is responsible for having the faculty supervisor.

Each statement below should be scored on a 1-4 basis as follows:

1. Performance below expectations
 2. Expected performance
 3. Performance exceeded expectations
 4. Excellent performance
- NA Not applicable or could not be evaluated

1. _____ The student demonstrated adequate knowledge of medical principles and disease.
2. _____ The student had adequate knowledge of surgical principles and techniques.
3. _____ The student demonstrated adequate psychomotor skills.
- 3a. _____ Surgical skills
- 3b. _____ Procedural skills
- 3c. _____ Animal handling skills
4. _____ The student demonstrated adequate analytical/diagnostic skills.
- 4a. _____ Physical examination skills
- 4b. _____ History taking skills
- 4c. _____ Radiographic interpretation skills
- 4d. _____ Laboratory interpretation skills
- 4e. _____ Problem solving skills
- 4f. _____ Practice management knowledge
5. _____ The student was interested in learning.
6. _____ The student was interested in working.
7. _____ The student got along well with veterinarians in the institution.
8. _____ The student got along well with technical staff in the institution.
9. _____ The student communicated well with others.
10. _____ The student demonstrated initiative.
11. _____ The student provided adequate patient care.
12. _____ The student was always prompt.
13. _____ The student was enthusiastic.
14. _____ The student acted in a professional manner at all times.

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15. Provide any appropriate comments regarding student performance. (Use back of page if necessary.)

Recommended grade:

Pass/Fail

Practice Supervisor's Signature

Date _____

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GUIDELINES FOR VISITING US AND CANADIAN VETERINARIANS

I. Introduction

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Acceptance by the Department of Clinical Sciences of a visiting veterinarian, or enrollment in the Colorado Veterinary Medical Association-Colorado State University Continuing Education Veterinary Medicine course offerings does NOT IMPLY OR CONVEY acceptance into any academic degree program.

II. Liability and medical insurance

Graduate veterinarians gainfully employed must provide their own liability insurance.

Health, disability and life insurance is the visitor's responsibility.

III. Visiting practicing veterinarians

A visitor can choose to be considered an observer or an observer with limited integration into the clinical service in the clinical setting of the Veterinary Teaching Hospital.

1. Observing only (without involvement in actual clinical procedures) will result in a \$250 fee per week. This fee must be paid in the Clinical Sciences Department office the day you arrive. Visa, MasterCard or US currency are accepted.
2. Observing with limited integration into the clinical service will result in a \$500 fee (guidelines below). This fee must be paid in the Clinical Sciences Department office the day you arrive. Visa, MasterCard or US currency are accepted.

Guidelines for US and Canadian Visiting Veterinarians Requesting Limited Integration into Clinical Services

Visiting, (US or Canadian) licensed veterinarians may request to spend up to 4 weeks in attendance with one or more clinical services of the James L. Voss Veterinary Teaching Hospital with a predetermined level of service integration. This includes veterinarians who are visiting in order to fulfill requirements of non-CSU training programs. The level of integration and experience will vary, based on the VTH service, the individual visitor and the sponsoring faculty clinician. It is required, therefore, of the visitor to contact the Department of Clinical Sciences and discuss the specifics of their request and expectations/needs.

Examples of service integration might include, but are not limited to:

- a. Assisting in surgical, diagnostic or treatment procedures.
- b. Participation in rounds discussions.
- c. Presentation of clinical or research topics to service faculty, house officers, students and staff.
- d. Assistance in primary case management.

Due to logistic and legal issues, it is assumed that visiting veterinarians will not have primary case responsibility. If this is a requirement of their training program, this aspect will have to be agreed upon prior to the visit (see below).

Once the visitor contacts the departmental representative they will then be put in contact with an appropriate faculty member of the service(s) experience requested. The sponsoring faculty member will either provide the inquiring visitor with a policy document from that service or draft a memo outlining specific duties and responsibilities of the visitor, as well as expectations from the service. The duties, responsibilities and expectations will need to be agreed upon in writing, prior to the scheduled visit. The sponsoring faculty will be responsible for approving the visit schedule (through the departmental office). The sponsoring faculty will also be responsible for the visitor and his/her experience during their visit, however, it is not required that the sponsoring faculty necessarily be present on service with the visitor. The sponsoring faculty will also be responsible for evaluation of the visitor, if that is requested.

3. Practicing veterinarians desiring continuing education credits for license renewal have the opportunity to participate in special Continuing Education courses offered in conjunction with the Colorado Veterinary Medical Association. Details are available on request by calling 1-800-457-9715.

IV. Application process and approval

A. Requests - It is recommended that requests be directed to the Department Head, Department of Clinical Sciences, College of Veterinary Medicine and Biomedical Sciences, Colorado State University, Fort Collins, Colorado 80523-1678. Or, by contacting Debbie Liptak by email at dliptak@colostate.edu. If you have already contacted the department by email or fax with your request, you need not contact the department head.

1. Visitor requests received by the Department Head will be forwarded to the section(s) involved for approval. If approved, a faculty member will be designated to assume responsibility for hosting the visitor at the Colorado State University Veterinary Teaching Hospital.

2. Visitor requests received by faculty should be directed to and approved by the Department Head.

V. General information

A. Visitors are responsible for all expenses involving travel, health and life insurance, food and housing, and Continuing Education fees as applicable.

Visitors taking part in or observing large animal rotations are required to wear rubber boots and coveralls while in the barn area. These items must be provided by the visitor.

B. Provisions by the Department of Clinical Sciences

1. Name badges are available at the Hospital Director's and Department office

2. Temporary parking permits can be purchased from the Office of Parking Management on arrival.

3. Visitors (staying more than one week) MUST provide their own laboratory coats or clinic jackets and surgery scrub suits.

4. Additional information may be provided by the section(s) to which the visitor is assigned.

Limousine schedule, consult web site nfodenver.denver.co.us/~aviation/index.html

City and campus maps--www.colostate.edu/Level2/maps.htm

About Fort Collins-- www.fortnet.com

**GUIDELINES FOR VISITING
FOREIGN VETERINARIANS AND VETERINARY STUDENTS**

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Health, disability, and life insurance are the visitor's responsibility.

III. Visitor classification and fees

a. Full Clinical Integration:

A visiting student may request to be included in the clinical setting of the Veterinary Teaching Hospital with involvement in actual clinical procedures equal to those performed by our own Senior veterinary students. **Visiting foreign veterinarians and veterinary students will be assessed a fee of \$844 for each week of their visit at Colorado State University. This fee must be paid in the Clinical Sciences Department office the day you arrive. Visa, MasterCard or US currency are accepted. This fee has been determined as the cost of**

providing this level of instruction and is the same fee paid by “non-sponsored” Colorado State University Professional Veterinary Medical students.

b. Observation Only:

A visiting foreign veterinarian or veterinary student may request to participate as an “observer” only, for which a lower fee of **\$250** in fY2006 will be assessed. This will give the students **no** hands on experience.

The maximum duration of each visit is 4 weeks, either contiguous or divided over the course of up to one calendar year from the first visit day. Longer visits may be considered by the Department Head or Assistant Department Head for the PVM Program on a case-by-case basis. Any foreign veterinarian or veterinary student visit must have prior approval of the Department Head or Assistant Department Head for the PVM Program.

IV. Application process and approval

A. Requests - Requests should be directed to the Department Head, Department of Clinical Sciences, College of Veterinary Medicine and Biomedical Sciences, Colorado State University, Fort Collins, Colorado 80523. **If you have contacted us previously by letter, e-mail, or phone, this step is not necessary.**

1. Visitor requests will be forwarded to Ms. Debbie Liptak. Ms. Liptak will assess availability of space within the clinical rotation(s) requested by the visiting veterinarian or student. If approved, a faculty member or members associated with the service(s) of the approved visit will be contacted and designated to assume responsibility for hosting the visitor at the Colorado State University James L. Voss Veterinary Teaching Hospital.
2. Visitor requests received by faculty should be directed to and approved by the Department Head or Assistant Department Head for the PVM Program.

B. Requirements for students

1. Application must include one letter of recommendation from faculty or practicing veterinarians or one letter of recommendation from the institution's externship/preceptorship director.
2. If evaluation is requested by the student's home institution, the Department will forward an evaluation when the visit is completed, using our own form. If the home institution requires specific information, please provide an electronic copy of the evaluation standards or specific institutional form.

3. **Students will be expected to be able to read, write and speak English**, and if requested, provide transcripts of their completed veterinary curricula.

C. Requirements Foreign Veterinarians

1. A letter of recommendation or explanation of the visit goals and objectives from faculty, a practicing veterinarian, or from the institution/practice director may be requested by the Department or faculty member.
2. If an evaluation is requested by the veterinarian or the veterinarian's home institution, the department will forward an evaluation at the completion of the visit if appropriate evaluation forms are provided by the student's home institution.

V. General information

- A. Visitors are responsible for all expenses involving travel, health, disability, and life insurance, food and housing, and Continuing Education fees as applicable.

Visitors taking part in large animal rotations are required to wear rubber boots (over boots) and coveralls while in the barn area. These items must be provided by the visitor.

Visitors **MUST** provide their own laboratory coats or clinic jackets and surgery scrub suits.

- B. Radiation Safety Requirements

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Technician at a time convenient for the visitor. The Module O certification form (the last page of the Radiation Control Manual) will be completed after the visitor has watched the Module O video and read the Radiation Control Manual. Visitors will not receive radiation badges or be able to work in areas with radiation until all training is completed. The Radiation Safety Technician will also transmit visitors' RF-1B forms to their previous institutions for a record of their exposure history.

C. Provisions by the Department of Clinical Sciences

1. Visitor badges are given out at the Hospital Director's office the day of your arrival.
2. Temporary parking permits can be purchased from the University Office of Parking Management on arrival.
3. Additional information may be provided by the section(s) to which the visitor is assigned.

POLICY FOR DEPARTMENTAL DISTRIBUTION OF VISITOR FEES

- I. See guidelines and policies for visiting veterinary students and veterinarians for established fee structures.
- II. All visitors assessed a fee must have a faculty sponsor and contact prior to arranging their visit.
- III. The department of Continuing Education will receive 12% of all collected fees.
- IV. The Department of Clinical Sciences will receive 28% of all collected fees to cover costs of administration.
- V. All remaining fees will be returned to the section of the faculty sponsor
 - a. It is left up to that section to decide how these monies are distributed or used within that section.
 - i. In cases where the faculty sponsor plays a major role in the oversight and training of the visitor, consideration should be made for return of a portion of those monies to the faculty sponsor.