

LOUISIANA BOARD OF VETERINARY MEDICINE

Preceptor - General Information Sheet

Please read carefully and contact the board office if you need additional information or forms.

Practices who wish to participate as a host facility in the preceptorship program must complete and submit a Practice Assessment Questionnaire, which is a form the Board uses to determine if a practice meets the standards to be a preceptorship host facility. As part of the Practice Assessment Questionnaire, the practice must satisfactorily complete a Job Description form which is distributed to prospective participants interested in performing a preceptorship with the facility so that both parties understand in advance what will be expected during the preceptorship.

Practices must submit a completed questionnaire and job description at least two weeks prior to the start of a preceptorship by a prospective participant to provide adequate time for approval of the practice as a host facility. No firm commitment can be made between the prospective preceptee and preceptor facility and no preceptorship should be started before the practice is approved. Limited approval for a specialty facility, such as but not limited to; referral clinics, research facilities, and humane societies, may take longer as the request must go before the full Board at its bi-monthly meeting.

Approval of a facility includes:

1. Practices providing small animal service must adhere to high standards of surgical services including a separate prep room; availability of gas anesthesia; and use of gowns, caps and masks for orthopedic and other involved surgeries.
2. Standards for large animal surgery must be consistent with good modern surgical techniques and provide for the performance of aseptic operative procedures.

Practices must be equipped or have the availability to provide full radiographic services and comply with all state and federal radiological standards. Clinical pathology diagnostic services must be utilized. The caseload of the practice must be such as to provide a good exposure while allowing for preceptor-preceptee interaction. A preceptor must be willing to provide supervised, hands-on experience in all areas of a private, clinical practice including administrative management as well as medical.

Practices dealing in specialty areas, such as but not limited to, referral clinics, research facilities, and humane societies, may receive limited approval from the Board which will allow for no more than one-half (1/2) of a required preceptorship to be performed by a preceptee at the facility.

An approved preceptor is responsible for assuming the roll of an instructor during the preceptorship period with the primary objective of training the preceptee under direct supervision and to ensure that the degree of delegated duties to the preceptee does not conflict with the veterinary practice act of the state in which the facility is located. The preceptor is to assure that the preceptee's assignments cover all aspects of the practice including office management, bookkeeping, and economics - unless the facility holds a limited approval. The Preceptor must conduct oneself in a professional and ethical manner and extend the same privileges to the preceptee as afforded other practice employees. The preceptor should never consider the preceptee as a substitute employee or to represent the preceptee as being a fully licensed veterinarian. The preceptor will be required to evaluation the preceptee's performance at the end of the preceptorship.

LOUISIANA BOARD OF VETERINARY MEDICINE

Preceptor – Frequently Asked Questions

The Louisiana Board of Veterinary Medicine is pleased that you are participating in the Preceptorship Program. The Board considers this program to be a vital element in the licensing process for **DVM applicants**.

Please make note of the following elements of the program. These items are among the most frequently asked questions about the program. If you have other questions or concerns, please feel free to contact the Board office.

1. **Financial arrangements.** The Board does not have a policy in this area. Preceptors may offer financial compensation or not. This should be negotiated with your preceptee in advance and may be indicated on the agreement form if you wish.
2. **Direct supervision** means that a licensed veterinarian is on the premises with the preceptee. Under direct supervision, a preceptee may perform certain activities which an unlicensed person cannot do under any circumstances. This approval is only valid during the period of the preceptorship
3. **Limitations of practice.** Preceptees may legally perform the following activities under **direct supervision** during their preceptorship:
surgery diagnosis prognosis prescribing of drugs, medicine, and appliances for domestic animals inoculate animals and issue certificates of inoculation

Preceptees may **not** make off-site calls, work alone or otherwise "cover" a practice unless **direct supervision** is provided.

4. **Changes in Supervision during Preceptorship.** If the supervising preceptor cannot be present for a portion of the preceptorship period, only those persons whose names were submitted for review on the Practice Assessment Questionnaire may supervise the preceptee. If this is not possible, the supervising preceptor should contact the Board office for further information. Time spent with a relief veterinarian may not be able to be counted on the preceptee's attendance log.
5. **Liability Insurance.** The Board strongly recommends that liability insurance be purchased to cover the practice and the preceptee during the preceptorship. Contact the AVMA or your own insurance carrier. An inexpensive rider may be available on the student's liability insurance. Neither the Louisiana Board of Veterinary Medicine nor the applicant's school of veterinary medicine carries insurance for this purpose.
6. **Week of Training.** All preceptorships must consist of not less than eight (8) calendar weeks in training -- a minimum of 320 hours over 8 full weeks -- spent in a board-approved, private clinical practice. A week in training consists of a minimum of 40 hours earned during a maximum of six (6) calendar days. A calendar day shall not exceed twelve (12) hours in duration. The board office will only count a maximum of 6 calendar days in a week and only twelve hours per calendar day. There must be STRICT ADHERANCE to the dates on the Preceptorship Agreement form.

We hope that you find the preceptorship program to be a useful and valuable experience for both you and the preceptee. Any comments you have about the program may be made on the Evaluation Form you will fill out at the end of your preceptorship. Thank you again for your participation.