



DATE

NAME

EMAIL ADDRESS

Dear NAME,

We are pleased to offer you a full-time appointment as an Intern in Maddie's Shelter Medicine in the Department of XXXXXXX, School of Veterinary Medicine, University of Wisconsin-Madison. This is a one-year clinical internship comprised primarily of clinical work at Dane County Humane Society and Shelter Medicine related activities with the University of Wisconsin Shelter Medicine Program.

Dr. FACULTY NAME (EMAIL ADDRESS) will be your faculty mentor and will assume responsibility for your clinical training and be available to advise you with regard to your elective rotations. Additional information about your faculty mentor will be assigned to you when your program begins. Feel free to call or e-mail Dr. NAME with any questions regarding your internship. Please make sure that you contact her to let her know when you will first arrive at the School.

Your internship will begin on June XX, 20XX at Dane County Humane Society and end on June XX, 20XX.

The Intern Committee and a clinical advisor will evaluate your performance in the internship periodically. Evaluation of your clinical performance will address degree of medical knowledge, problem solving abilities, communication and technical skills, and adequacy of participation in clinical activities. Receipt of a Certificate of Internship will depend on successful completion of all the requirements of the clinical program.

Your duties and responsibilities as an intern will include, but not be limited to the following:

A. UW Responsibilities

1. Assist with research projects as directed
 - a. Conduct data collection
 - b. Complete data analysis
2. Assist with development of shelter medicine educational materials
3. Prepare presentations
 - a. National rounds

School of Veterinary Medicine • Department of Medical Sciences

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- b. Online seminars
 - c. Others as assigned
4. Assist with consultations including interactions with shelters throughout the United States
 5. Conduct on site sample collection from shelter disease outbreaks
 6. Other duties as assigned by the Director

B. DCHS Responsibilities

1. Work collaboratively with and under the supervision and direction of the Shelter Veterinarians.
2. Diagnose and treat medical conditions in all DCHS animals. Follow progress of all patients placed on treatment keeping records of all treatments and final outcomes.
3. Under supervision of the shelter veterinarians, the intern will direct, conduct and evaluate treatment plans, disease control measures, and hands-on medical treatment and progress of animals housed at the shelter including but not limited to:
 - a. vaccination protocols
 - b. nutrition and feeding protocols
 - c. parasite control measures
 - d. housing and sanitation
 - e. treatment protocols for routine infectious diseases
 - f. preventative medicine procedures
 - g. emergency evaluation, treatment, and procedures
 - h. pre-adoption exams in accordance with regulations
4. With guidance from the Shelter Veterinarians, create, implement, and measure compliance with procedures and protocols to ensure continued health.
5. Under direction from the Shelter Veterinarians, develop, conduct, and monitor medical program protocols and procedures.
6. Assist in maintaining a cost-contained sterilization program, including performance of ovariohysterectomies and castrations on domestic animals. Supervise all aspects of the procedures including anesthesia and post-operative care of the patient.
7. Perform non-sterilization surgical procedures when deemed appropriate for the adoptability of a DCHS animal.
8. Communicate the need for scheduling of outside veterinary resources for procedures not available at DCHS. This would include after-hours emergency care and some orthopedic surgery. The Shelter Veterinarians will decide what treatments or procedures are needed.
9. Assist with internal and public relations consultation and education services as they pertain to veterinary medical issues.
10. Advise and assist with the Foster Program including assessment of foster candidates, development of training materials for foster parents and providing prompt medical services for animals in foster care.
11. Assist with field recoveries of animals when on site medical expertise is requested.
12. Provide emergency medical care for domestic and non-domestic animals.
13. Provide after-hours telephone consultation pertaining to issues of veterinary medical importance as deemed appropriate by Shelter Veterinarians.
14. Assist in the instruction of Veterinary Medical Extern students and Animal Medical Services Pre-Veterinary Interns.
15. Provide support for the volunteer veterinary program.
16. Advise and assist with Maddie's Felines in Treatment (FIT) - dermatophyte treatment

operations.

17. Adhere to all safety and medical protocols.
18. Maintain patient records by accurately recording treatments, procedures, and test results in the computerized shelter database.
19. Other duties as assigned by DCHS Shelter Veterinarians.

As an intern, the category of your appointment will be "Employee-in-Training". Your official title will be "Postgraduate Trainee 1". Your program will begin on June XX, 20XX and is scheduled to end on June XX, 20XX. Your beginning salary will be \$XX,XXX per annum and is taxable. Interns are allocated 10 vacation days and 5 professional days to attend conferences or interviews. Vacation requests must be made in advance and must be approved by the UWSMP Clinical Instructor. During orientation interns will be advised of specific weeks that are not eligible for vacation requests including Fellowship Week and Animal Care Expo.

Interns and residents are both allocated 12 working days of sick leave 1 year from start date. It is understood that when illness or injury prevents you from meeting your obligations, you will follow established procedures for notifying your clinical advisor and arranging for a substitute to fulfill your teaching and/or clinical obligations when appropriate. Unused leave may not and will not be carried over from year-to-year.

Wisconsin License

Under Wisconsin law, veterinarians with clinical responsibilities at the School are required to be licensed to practice veterinary medicine in Wisconsin. Therefore, you must have a Wisconsin veterinary license on or before you begin employment with SVM, and to maintain it throughout your appointment at the School. Delay in becoming licensed in Wisconsin will postpone the date your employment is effective. Please contact Ms. Kris Connolly at kaconnolly@wisc.edu immediately to discuss questions. **You will not be paid without an active Wisconsin license.**

Controlled Substance Agreement

In order to follow DEA regulations regarding the prescription of controlled substances, we require that all of our veterinarians complete the attached Controlled Substances Agreement form. Any questions or concerns regarding this form may be directed to Dr. Christopher Snyder, VMTH Hospital Director, christopher.snyder@wisc.edu or to Shelby Williams, PharmD, srwilliams5@wisc.edu.

2024 Benefit Summary

You are eligible for insurance coverage as outlined on the attached **2024 Benefits Summary for Graduate Students**. You will need to complete your benefit enrollments using e-benefits through the MyUW portal: employee self-service. All elections must be made within 30 days of your date of hire, failure to do so could result in the loss of important benefits. Our Benefits Coordinator, Kris Connolly, will be contacting you via email with more information. you can email her at: kaconnolly@wisc.edu.

Employment Verification (I-9)

This offer of employment is contingent upon verification of the appropriate identity and employment eligibility documentation on the Form I-9, as required by the Immigration Reform and Control Act of 1986. For information on the Form I-9 and the list of acceptable documents, please see the Forms section of the U.S. Citizenship and Immigration Service website:

<http://www.uscis.gov/portal/site/uscis>. If you accept this offer of employment, you will receive an email from your hiring department with a link to UW-Madison's electronic I-9 system and login instructions, which is run by the company HireRight. **Section 1 of the electronic Form I-9 must be completed by the employee on or before the first day of employment.** The system will provide the list of acceptable documents and detailed instructions on how to complete the electronic Form I-9. The list of documents is also attached to this letter for your easy reference. The required documents must be presented to your employing department, in person, within three days of your employment start date. The law prohibits the University from employing or continuing to employ an individual who has not provided the required documents within the relevant time period. **Please set up a time to meet with Kris Connolly (kaconnolly@wisc.edu) in Human Resources within three days to complete the I-9 form.**

Background Check

This offer of employment is conditional pending the results of a criminal background check. If the results are unacceptable, the offer will be withdrawn or, if you have started employment, your employment will be terminated. The School of Veterinary Medicine HR staff will be submitting your name to HireRight to initiate the background check. Please watch for an email from **HireRight**.

UW-Madison prohibits discrimination against applicants, employees, students, and visitors to campus who wish to participate in University programs or activities. Information about relevant law, policies, resources and complaint procedures and protected bases is available at:

<https://compliance.wisc.edu/eo-complaint/>

Cybersecurity Awareness Training

All employees must complete **Cybersecurity Awareness Training** within 30 days of starting employment and annually thereafter. The training is a requirement from the UW System Board of Regents. You can access the training once you are issued your NetID and set up your password. Information and training options can be accessed at: <https://it.wisc.edu/it-projects/cybersecurity-awareness-training/#started>.

It is the policy of the School of Veterinary Medicine to provide reasonable accommodations for qualified employees with disabilities. If you need an accommodation(s) to perform the essential functions of your position, please contact Kate Kaminski at kate.kaminski@wisc.edu

All employees, faculty and staff are strongly encouraged to help make the University a drug-free workplace. You can do this by learning about substance abuse (its dangers and warning signs), encouraging others to avoid substance abuse, and getting help if you need it—either for yourself or for someone you are concerned about. Please review the “UW-Madison Compliance with the Drug-Free Schools & Communities Act”, which is provided to all employees as part of their orientation to the University community. This document can be found at:

<https://alcoholanddruginfo.students.wisc.edu/dfsac-act/>

A variety of **Transportation Options** (parking, vanpools, bus, biking, etc.) are available to UW employees through Transportation Services at <http://transportation.wisc.edu/>. Parking may be available to employees according to parking allocation criteria. The fees are payable by payroll deduction or by cash payment. Handicapped employees needing special accommodations should also contact the Transportation Services Office. For questions, please contact your parking coordinator, **Kris Connolly** (kaconnolly@wisc.edu).

We hope that the above information answers questions you may have related to our program, but please reach out if there is anything further you would like to know. We believe that we can provide an excellent Internship program and that the research exposure you will receive as part of your program here is second to none. With the combined resources and faculty of the School of Veterinary Medicine and the University of Wisconsin-Madison available to you, you will have an excellent opportunity to further your professional career. Please acknowledge acceptance of this offer in writing **by XXXXX, 20XX**. We look forward to you joining us at the University of Wisconsin-Madison.

Sincerely,

Department Chair
Professor, XXXXXXX
Chair, Department of Medical Sciences

Christopher Snyder, DVM, DAVDC
Clinical Professor
Associate Dean for Clinical Affairs
Director, UW Veterinary Care

Enclosures:
Marketplace

xc Department, SVM Human Resources

I HAVE READ, UNDERSTAND, AND ACCEPT THE TERMS OF THE APPOINTMENT AS THEY ARE PRESENTED HEREIN.

Signature

Date

Federal Affordable Care Act Notification

The University of Wisconsin is required to provide all employees with a notice of the availability of the Health Insurance Marketplace and information on health insurance coverage available through your employment at the University of Wisconsin (UW). The Health Insurance Marketplace Notice is enclosed.

Although almost all individuals have been required to maintain health insurance because of what is called the Individual Mandate under the Affordable Care Act (ACA), beginning on January 1, 2019, individuals no longer have to comply with the Individual Mandate. However, individuals may continue to obtain health insurance coverage through employer-sponsored coverage with the UW, a governmental plan, such as Medicare, or the Marketplace (also known as the Exchange), which was created as an option for individuals to purchase health insurance (potentially with premium assistance).

If you are eligible for and plan to enroll in the State Group Health Insurance plan through your employment at the UW, you do not need to enroll in coverage through the Marketplace, unless you choose to do so. Most UW employees who are eligible for State Group Health Insurance will not be eligible for a premium subsidy for coverage purchased through the Marketplace.

For information about the Health Insurance Marketplace and options available to you, please visit the following websites:

HealthCare.gov: <https://www.healthcare.gov> (for detailed information about health plans available to you, eligibility, premiums and premium subsidies, FAQs....)

UW System Affordable Care Act webpage at: <http://www.wisconsin.edu/ohrwd/aca/>

If you need this information in another language, please visit <https://www.healthcare.gov/language-resource/> or call HealthCare.gov at 1-800-318-2596.

If you have questions about your eligibility for health insurance through your employment, contact your institution's human resources office (contact information available at:

<http://www.wisconsin.edu/ohrwd/benefits/contact/>