

INSTRUCTIONS FOR COMPLETING CONTRACTS, AGREEMENTS FOR CLINICAL MENTORSHIPS

Prior to beginning a Clinical Mentorship, several documents, agreements, and contracts must be completed to insure that you, the veterinary practice, your Clinical Mentorship supervisor, and Purdue University are all informed of what is expected of you during the Clinical Mentorship.

Note that a set of documents must be completed for EACH Clinical Mentorship.

These documents will be available on the VNDL web site should you need extra copies.

Please return the completed documents and insurance check as soon as possible to insure that no delay occurs in beginning of your Clinical Mentorship.

All mentorship contracts **MUST** be correctly completed, signed, and **RECEIVED IN THE VETERINARY NURSING OFFICE BY 5:00 PM (Eastern time) on the Monday before classes have started.**

Failure to complete this process by 5:00 PM on that date means you will **NOT** be able to register to take the Clinical Mentorship.

CLINICAL MENTORSHIP SITE FACILITY REQUIREMENT AGREEMENT(S)

- Each Clinical Mentorship has specific requirements for equipment and disposable supplies to which you must have access. If a veterinary practice does not have such equipment or supplies, or if these supplies or equipment are not accessible to you, you will have to choose another site for your Clinical Mentorship for that particular mentorship experience.
- Each item box must be checked. The name of the veterinary hospital, your name, and the name and signature of the facility's owner/veterinarian must be included on this form.

CLINICAL MENTORSHIP AGREEMENT

- This agreement is between you, the Clinical Mentorship site veterinarian, and Purdue University. It states that the Clinical Mentorship site will provide you with the experience you need, that you will take certain responsibilities for your behavior and wellbeing, and that Purdue certifies that you are a VNDL student. Please read this carefully so you understand your responsibilities!
- You (and your parent/guardian if you are minor) and the mentorship veterinarian must read and sign this contract. When it is sent back to Purdue VNDL office, one of the deans in the School of Veterinary Medicine and the Purdue Office of University Contracts will sign it to make it official.

CLINICAL MENTORSHIP SUPERVISOR AGREEMENT

- This identifies the main person who will actually be signing off on your log book and assessing your performance in the Clinical Mentorship site. This person must be a credentialed veterinary technician (graduated from an AVMA accredited VT program or met State requirements for credentialed veterinary technician status) or a licensed veterinarian.
- Make sure you include the Clinical Mentorship course number (e.g. VM 205).
- The Clinical Mentorship supervisor must sign the form and provide information relative to their license or certificate (as appropriate). This information is for external auditing that the individual supervising is indeed a licensed or certified professional.

HEALTH RISK AND INSURANCE ACKNOWLEDGEMENT

- Veterinary medicine is a risky occupation. You can become injured easily. Therefore, it is important that you take precautions to assure that you are protected against the most common risks found in your area. Read this information carefully!
- You are responsible for paying your own medical bills! It is strongly advisable that you have medical insurance. Purdue will not pay medical bills for students injured during a Clinical Mentorship.
- You must sign. If you are a minor, your parent or guardian must sign the second page. Make sure you have a witness print their name and sign indicating that you (and your parent/guardian if necessary) were actually the person signing this document.

PROFESSIONAL LIABILITY INSURANCE COVERAGE

- This form is your request for liability insurance to protect you against suits filed against you by a client or others for something you've done in the Clinical Mentorship.
- The insurance runs from the date you start the Clinical Mentorship until the very next July 31st. The coverage will cover all Clinical Mentorships during that period. You will then need to renew the insurance to cover the next August 1st-July 31st period.

AGREEMENT AND RELEASE OF LIABILITY

- This agreement states that you release Purdue University from liability should you become injured during your Clinical Mentorship.
- Make sure you include the course number (e.g. VM 20500)
- This document requires your signature, and witness signature.

TECHNICAL STANDARDS ACKNOWLEDGEMENT

- This document is the one located on the web site to which you have been referred in your course Registration Forms. It states that there are certain minimal capabilities you must have in order to safely and effectively perform in a veterinary facility.
- Read these carefully and sign ONE (only ONE!) of the two statements at the end that describe your ability to meet these Technical Standards.

RETURN ALL FORMS TO THE VNDL OFFICE VIA FAX (765-496-2873) or EMAIL (VETNURSE@PURDUE.EDU)

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These forms and insurance must be completed and paid for prior to beginning the Clinical Mentorship!