



**OCVH Student Externship
(Formal & Unpaid)
Application & Guidelines**

Student/Extern Name: ____ FIRST LAST _____ **Date:** _____

Email address: _____ **Phone:** _____

Veterinary School: _____

Grad Year: _____ **GPA:** _____

Desired Dates of Externship: _____

Veterinary Area of Interest: _____

Objectives for this externship *(please be clear and concise on what you expect to gain during your visit):*

Current Health Insurance Coverage? Yes ___ No ___ **Provider:** _____ **PLAN#** _____

Prior to starting your Externship OCVH will run a drug test and background check and you will need to provide:

1. Social Security card and Driver's License (or other government issued photo ID)
2. Proper visa and other credentials (if not a US citizen)
2. Veterinary transcript and recommendation letter from a professor on official university letterhead.
3. Your own lodging in the area and reliable transportation (limited onsite lodging is available with advance reservation)
4. Proof of health insurance that will be valid in the US during your stay

The New Jersey Veterinary Practice Act laws prohibit unlicensed Externs from actually performing surgery, dentistry or any other medical procedures. You may observe and assist licensed veterinarians.

OCVH reserves the right to terminate your externship at any time, with or without cause and with no notice.

Please email the completed application to extern@ocvh.com .

It can take up to two weeks to process applications for approval so submit your application as early as possible.

Thank you for your application. We look forward to sharing an exciting and education filled program with you!

OCVH
EXTERNSHIP PROGRAM
ACKNOWLEDGMENT AND RELEASE WAIVER

I acknowledge and understand that acceptance to, and participation in, OCVH's Student Externship program voluntary does not make me an Employee of the Company. As part of my veterinary university sponsored program the Externship does not entitle me to any monetary or non-monetary compensation or any benefits. I certify that my veterinary university has a health and/or personal injury insurance policy that will fully cover all claims should I become ill or injured as a result of my presence at OCVH or its affiliate hospitals. I understand that I am covered by OCVH's professional liability policy except for any claims, costs and expenses that arise from my own gross negligence. Further, I understand and agree that I am providing assistance without any express or implied promise of future employment.

.....
Extern Signature

.....
Print Name

.....
Date

APPROVED

.....
OCVH Mentor/Medical Director Signature

.....
Print Name

.....
Hospital

.....
Date

Preparation Guidelines for OCVH Externs

Please keep a copy for your records, do not send the guidelines back with your completed application.

1. Once you have completed your application for consideration, please submit all files via email to extern@OCVH.com.
2. Externships are reserved for veterinary students in their 3rd or 4th year of study, and as part of the formal externship requirements of their programs (post graduate externships will be considered on a one off basis).
3. You will be notified by OCVH's support office of your externship status. In general, this process will take about two to three weeks from the time you submit your application.
4. Please contact our support office at extern@OCVH.com to confirm receipt of the application if you have not received confirmation that your request is being processed within the first two weeks. **Submitting an application does not confirm your extern dates or participation.** If at any time you have questions regarding the status of your application, please submit an email and/or telephone call to our support office, by calling 732-363-7202 or email extern@OCVH.com. Thorough communication and follow up with the support office and hospital team is KEY to a successful and rewarding externship.
5. Two weeks prior to your scheduled externship start date, contact the Extern Director and discuss his/her expectations of you, including:
 - Attire.
 - Your hourly schedule for the weeks you participate.
 - Who to meet for orientation and introductions on your first day.
6. Expect to pitch-in and be an enthusiastic team player. Our hospitals can be very busy! Your talent and efforts will be appreciated by all team members.
7. During any slow periods, here are some ideas (please take some initiative here, don't always wait to be directed):
 - Review any x-rays from the hospital's case file
 - Ask if any of the doctors need to have any medical topic research done
 - Assist techs with patient care and recovery
8. At the end of your externship, you should complete an OCVH Externship Evaluation Form. Your feedback is very important to us.

Enjoy your time at OCVH! Feel free to contact Nina Baldasare at extern@ocvh.com or 732-363-7202 should you have any questions.