

PRECEPTORSHIP PROGRAM INSTRUCTIONS

*Please read carefully and contact the board office if you need additional information or forms.
Original signed forms are required – no faxed or scanned forms.*

GENERAL INFORMATION

1. Preceptees should contact the Board office to confirm that the practice selected is a pre-approved facility. If not, preceptees may request that a “**Practice Assessment Questionnaire**” be sent to the practice for completion.
2. All forms mentioned below are required elements of the program. Incomplete submissions cannot be approved. No license numbers can be issued until the preceptorship has been completed, reviewed, and approved.
3. Approval of preceptorships is not automatic. Deficiencies in the program or in the evaluation of the preceptee may cause a delay in the licensing process. Normal processing time for complete submissions is two to four weeks.
4. 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 nine hours per calendar day. There must be STRICT ADHERANCE to the dates on the Preceptorship Agreement form.

BEFORE YOU BEGIN YOUR PRECEPTORSHIP

1. The practice selected must be pre-approved BEFORE the preceptorship begins. Preceptees can contact the Board office to confirm a chosen practice as pre-approved or to request a list of pre-approved practices in a specific area. If the practice chosen is not a pre-approved facility, the preceptee may request that a “**Practice Assessment Questionnaire**” be sent to the practice for completion. The completed questionnaire must be submitted to the Board office. **Allow at least two weeks for approval.** 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.
2. When an approved practice has been selected, the preceptee and the practice must jointly submit an “**Agreement Form.**” This agreement form should be submitted to the Board office at least two weeks in advance of the preceptorship starting date. Approval of a facility’s “Practice Assessment Questionnaire” is not approval to start your preceptorship.
3. Preceptees will receive an acknowledgment sheet with a copy of the approved job description on file for the practice chosen. After the job description has been reviewed by the preceptee, the preceptee should sign and return the acknowledgment sheet to the Board office.

DURING THE PRECEPTORSHIP

1. An “**Attendance Log**” must be kept. Preceptees must keep a record of the days and number of hours worked. Preceptees must work no less than eight full weeks -- a minimum of 320 hours over 8 weeks. A week in training consists of no more than 40 hours earned during no more than six days within a calendar week.
2. The attendance log must be signed by both the supervising veterinarian and the preceptee before being submitted to the Board office upon completion of the preceptorship.

UPON COMPLETION OF PRECEPTORSHIP

1. Preceptees must complete and submit a “**Practice Evaluation**” form.
2. The supervising veterinarian preceptor must complete and submit a “**Preceptor's Evaluation of Preceptee Participation**” form.

LOUISIANA BOARD OF VETERINARY MEDICINE
5825 Florida Blvd., Baton Rouge, LA 70806 (225) 925-6620 admin@lsbvm.org