

REPUBLIC OF KENYA



MINISTRY OF AGRICULTURE, LIVESTOCK & FISHERIES
STATE DEPARTMENT OF LIVESTOCK

GUIDELINES FOR VETERINARY INTERNSHIP PROGRAMME

AUTHORED AND ISSUED BY:



THE KENYA VETERINARY BOARD

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THE KENYA VETERINARY BOARD

GUIDELINES FOR VETERINARY INTERNSHIP PROGRAMME

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FOREWORD

Internship is a system of on-job training for veterinary professionals. It is prescribed in the Veterinary Surgeons' and Veterinary Paraprofessionals' Act Cap 366, Section 15 (1) (b) and Section 17 (1) (b) (i) and (ii). It is necessary that veterinary professionals undergo a supervised practical training for a period of time in order for them to experience, internalize and have hands-on experience in veterinary practice. Apart from gaining experience in the professional aspects, they will also be inducted into workplace environment, gain team work skills and learn how institutions are managed. After this induction, they will take a shorter time to acclimatize to work environment when they are registered. This will translate into more efficiency and higher outputs.

Internship will enable practicing veterinary professionals to inculcate good values and attitudes in the young graduates before they are assimilated into veterinary practice. Besides, the interns will assist in the daily duties in the Institutions where they are attached, increasing manpower which will thereby improve efficiency especially in areas where there are shortages of technical personnel.

It is envisaged that the interns will take their work seriously and the supervisors will expose them adequately to all aspects of veterinary practice to ensure success of the program.

We shall be grateful to all the persons and institutions who will host the interns and we look forward to collaborating in this noble endeavor.

I issue these guidelines which are subject to review as and when need arises.



Dr. Indraph Ragwa
Registrar
Kenya Veterinary Board

ACKNOWLEDGEMENT

We sincerely thank His Excellency the President of the Republic of Kenya, Uhuru Muigai Kenyatta CGH for ensuring that the Government rolls out Veterinary Internship. We acknowledge the Cabinet Secretary Mr. Willy Bett, EGH – Ministry of Agriculture, Livestock and Fisheries for the leadership he has shown in the implementation of the internship program. We recognize the efforts of the Principal Secretary, Dr. Andrew Tuimur for dedication in ensuring the success of the program. Further, we thank the Director of Veterinary Services, Dr. Kisa Juma Ngeiywa for his role in the implementation of this program. We acknowledge the role played by the Chairman, Dr. Mwenda Mbaka and other Directors of Kenya Veterinary Board in the commencement of the program.

Similarly, we laud the dedication and tireless efforts of the ad hoc Committee of the Kenya Veterinary Board tasked with planning and organizing for the roll out of the programme chaired by Ms. Winnie Makotsi from the office of the Principal Secretary-State Department of Livestock in the Ministry of Agriculture, Livestock and Fisheries; with membership of Prof. John Demesi Mande and Dr. Christopher Wanga as directors of Kenya Veterinary Board, Dr. Thomas D. Dulu and Dr. Cathryn Wanjohi of the Directorate of Veterinary Services, Dr. Indraph Ragwa and Dr. Mary T. Agutu of Kenya Veterinary Board secretariat.

Finally, we recognize the input of all stakeholders in making this program a success.

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INTRODUCTION

INTERNSHIP

This is a one year on-job training period during which a graduate will have an opportunity to consolidate his/her knowledge skills and attitude to achieve competence in veterinary practice to enhance the delivery of veterinary services. Veterinary services refer to the governmental, non-governmental organizations and private practice that implement animal health, animal production, animal welfare measures and other standards including food safety, trade in animals, animal products and by-products

Throughout this period the intern is expected to adhere to the Veterinary Surgeons and Veterinary Paraprofessionals (VSVP) Act Cap 366, Code of Ethics and Regulations 2013. The intern will be expected to acquire knowledge and skills in this document to consolidate the Day 1 Competencies as prescribed by the World Animal Health Organization (OIE) for veterinarians and other standards for veterinary paraprofessionals.

Internship is a legal requirement for registration of Veterinary Surgeons and Veterinary Paraprofessionals as stipulated in the VSVP Act, Cap 366. The program will also be guided by the public service policies on professional internship.

ROLES OF VARIOUS STAKEHOLDERS

1. The Kenya Veterinary Board

The Kenya Veterinary Board (KVB) is a statutory body established by an Act of Parliament, the Veterinary Surgeons and Veterinary Para-professional Act Cap 366. The mandate the Board is to exercise supervision and control over the training, business, practice and employment of Veterinary surgeons and Veterinary paraprofessional in Kenya and advise the Government in relation to all aspect thereof.

KVB will play the following roles in regard to Internship:

- i. Setting of Standards for Internship
- ii. Register interns
- iii. Approve internship supervision nominees
- iv. Provide the necessary guidance on professional matters to the internship process
- v. Liaise with employers and supervisors to ensure that the interns have enabling working environment.
- vi. Enforce compliance to the Standards to ensure quality assurance during for the internship program
- vii. Approve centers where internship may be undertaken
- viii. Sensitize all stakeholders on internship program in collaboration with Director of Veterinary Services
- ix. Receive Internship Report Form from the supervisor on the performance of the interns. This will determine registration or otherwise of the veterinary practitioner

2. The Directorate of Veterinary Services

The Directorate of Veterinary Services under the State Department of Livestock, Ministry of Agriculture, Livestock and Fisheries is responsible for Policy direction on Veterinary Services at the National and County levels. The Director of Veterinary Services (DVS) is the competent Veterinary Authority in line with provisions of the World Organization for Animal Health (OIE). The DVS shall provide overall leadership in the implementation of internship programme and specifically:

- i. Sourcing and efficient utilization of resources allocated for the program.
- ii. Sensitization of all internship providers and training of supervisors for internship
- iii. Placement of interns
- iv. Monitor and evaluate internship program
- v. Liaise with internship providers and supervisors to ensure that the interns

- have enabling working environment
- vi. Be responsible for the overall oversight of the Internship

3. County Veterinary Services

Veterinary services are delivered at the County level under the County Directors of Veterinary Services (CDVS) whose professional duties are regulated by the Kenya Veterinary Board. The veterinary policy provides for the co-ordination of veterinary services between counties and national office through the Directorate of Veterinary Services who in turn represents Kenya in the OIE. The roles of the CDVSs in internship implementation includes:

- i. Co-ordination of internship at the county level
- ii. Supporting supervisors in discharging their duties
- iii. Liaise with Kenya Veterinary Board, Directorate of Veterinary Services and other stakeholders for effective and efficient implementation
- iv. Lobby for resources and logistical support from the County authorities for effective delivery of veterinary services

4. Development Partners

Development partners are encouraged to support the internship program through provision of resource and capacity building.

5. Other internship providers

Private veterinary practices, governmental agencies, non-governmental agencies and animal resources industry institutions are expected to play an active role in:

- i. Providing internship placement opportunities
- ii. Providing support to supervisors in discharging their duties
- iii. Liaise with Kenya Veterinary Board, Directorate of Veterinary Services and other stakeholders for effective and efficient implementation

OBJECTIVES OF INTERNSHIP PROGRAMME

The overall objective of the internship programme is to contribute to improved livelihoods and wealth creation through enhanced animal health and production and welfare, safeguarding public health, ensuring food security and safety by provision of accessible and affordable quality veterinary services countrywide.

The specific objectives are:

- i. To consolidate and hone interns knowledge, experience and skills in order to achieve competence in delivery of veterinary services
- ii. To ensure that animal owners/keepers have access to quality veterinary services
- iii. To enhance provision of veterinary services especially in the Arid and Semi-Arid Lands (ASAL) areas
- iv. To facilitate quality assurance of veterinary services by the Directorate of Veterinary Services and the Kenya Veterinary Board countrywide
- v. To facilitate interns in identifying areas of specialization early in their career

INTERNSHIP PROGRAM

VETERINARY MEDICINE INTERN

PART I

(a) Eligibility for Internship

The following are requirements for entry into the program:

- i. Evidence of indexing as a veterinary medicine student
- ii. Bachelor of Veterinary Medicine Certificate from an Institution recognized by the KVB

- iii. Passing of a qualifying examination determined by the Board for Veterinary graduates qualified from institutions not recognized by the KVB
- iv. Temporary registration certificate from the KVB
- v. National Identification Card
- vi. Personal Identification Number (PIN) from the Kenya Revenue Authority
- vii. Application
- viii. Insurance (medical and accident)
- ix. Certificate of good conduct
- x. Colored passport photographs

(b) Process of Internship

Internship shall be carried out for a continuous period of not less than 12 months (52 weeks). During this period, the intern will cover: Clinical practice, Disease control, Public health, Livestock Extension services, Laboratory work and Pharmaceuticals. At least 6 months of the internship shall be in clinical practice and disease control.

After temporary registration by the KVB, the DVS shall receive and process applications for internship. Placement can be done in Counties and approved Institutions based on needs, capacity, and availability of supervisors. The supervisors shall undergo an appropriate training to equip them with the required skills. The interns are not entitled to any leave during the 12 months programme.

(c) Roles and Responsibilities of Internship Supervisors

During this period the intern will be supervised by a Veterinary Surgeon in the institution approved by the Board. Some of the knowledge and skills an intern is expected to develop and demonstrate during the course of the year of internship

are contained in these guidelines. These should be recorded in a log-book on daily basis and countersigned by the supervisor. It is important that the intern be exposed to most, if not all, of the activities in veterinary practice.

The supervisor shall be expected to;

- i. Have a thorough understanding of the VSVP Act, VSVP Regulations, Code of Ethics and the OIE Competencies of Day 1 graduates
- ii. Demonstrate high standards of ethics and skills in veterinary practice
- iii. Maintain a high level of professionalism, respecting moral, social and personal freedoms
- iv. Have graduated 5 years preceding for Veterinary Surgeon and Veterinary paraprofessional supervision
- v. Provide orientation to the intern
- vi. Identify the various stations for the intern's rotation
- vii. Seek support from the CDVS in the implementation of the program
- viii. Provide feedback to the Board regarding performance of the intern and any other relevant information
- ix. Identify and liaise with veterinarians in other stations to facilitate internship rotation
- x. Provide objective assessment of the intern and make recommendations to the Board.

(d) Assessment during Internship

The Interns should record all the activities covered in the logbooks and ensure its counter signed on weekly basis by the supervisor. At the end of the internship an assessment form and declaration form (Form 42) will be filled for every intern by the supervisor and together with the duly filled log-book, forwarded to the Kenya Veterinary Board by the supervisor under confidential cover.

(e) Registration of the Veterinarian

This is a process which recognizes that the Veterinary Surgeon has successfully completed the internship programme and is capable of functioning independently as a veterinary practitioner with minimal supervision.

Registration will be based on the content of the log-book, assessment and declaration forms. The decision of the Board on whether an intern has successfully completed internship shall be final.

(f) Failure to successfully complete Internship

In addition to the provisions of the Code of Ethics a Veterinary Medicine intern shall be deemed

to have failed internship if he/she demonstrates:

1. Professional incompetence including:
 - a. Performance below average in knowledge and /or skills
 - b. Failure to undertake two or more of the activities prescribed in the guidelines
2. Professional and general misconduct such as:
 - a. Negligence in the management of clients' problems
 - b. Lack of sense of responsibility
 - c. Lack of respect for clients, public and/or colleagues
 - d. Indiscipline such as absence from duty without good cause, drunkenness and lateness to work

These weaknesses when evident, in one, several or all the rotations should be noted and reported to the Board. They will lead either to:

- Extension of internship period or
- Discontinuation from the programme

(g) Institutions that may be approved by the Board as Internship Centers or Rotation Stations

1. Public, National, County and sub county Veterinary Offices
2. Private practice
3. Veterinary Pharmacies
4. Teaching and Research Institutions
5. Laboratories
6. Animal Welfare Institutions
7. Non-Governmental Organizations offering veterinary Services
8. Governmental Parastatal entities offering Veterinary services
9. Any other institutions as the Board may approve

PART II

Minimum requirements in clinical skills and animal care for internship programme

Interns will be required to meet the OIE veterinary Day 1 competencies and hone their skills

(a) Goals

The intern should be able to:

1. Take a full history, carry out a complete physical examination and reach a differential and tentative diagnosis
2. Carry out relevant investigations of veterinary importance and show competence in their interpretation and reporting
3. Be conversant with veterinary laboratory diagnostic procedures
4. Show adequate knowledge of distribution, safe and rational use of veterinary medicines based on existing policies and laws
5. Knowledge of relevant surgical procedures

6. Carry out veterinary public health procedures
7. Be proficient in recording case summaries and veterinary certification
8. Be conversant with all laws, regulations and policies pertaining to veterinary practice
9. Practice effective communication strategies in the delivery of extension services
10. Understand disaster mitigation, animal welfare standards and their implementation

(b) Rotation Stations

During the Internship process graduates will be expected to acquire different skills through placement in 4 rotations stations namely; Clinical practice, Laboratory practice, Public Health, Ambulatory and Herd Health.

During these rotations interns should cover seven thematic areas;

1. Animal Welfare and Extension/Communication, Herd Health, Nutrition & Animal Production
2. Parasitology, Microbiology, Epidemiology and Pathology
3. Disease Control
4. Veterinary Public Health
5. Clinical Practice, Diagnostics and Business Management
6. Veterinary Pharmacology and Toxicology
7. Policy, Legislation, Jurisprudence and Ethics

(To be completed in triplicate)

REPUBLIC OF KENYA
KENYA VETERINARY BOARD

VETERINARY SURGEONS ASSESSMENT FORM

Name (in full) _____

Internship Certificate No. _____

Institution/Organization _____

Dates: From: _____ To: _____

	Thematic Areas	Good	Satisfactory	Poor	Not covered	Remarks
1	Animal Welfare and Extension/Communication, Herd Health, Nutrition & Animal Production					
2	Parasitology, Microbiology, Epidemiology and Pathology					
3	Disease Control					
4	Veterinary Public Health					
5	Clinical Practice, Diagnostics and Business Management					
6	Veterinary Pharmacology and Toxicology					
7	Policy, Legislation, Jurisprudence and Ethics					

GENERAL COMMENTS BY THE INTERN

Name: _____

Signature: _____ Date: _____

OVERALL ASSESSMENT BY SUPERVISOR

Name of Supervisor: _____

Qualifications: _____

KVB Reg. No: _____

Date: _____

Signature: _____

COUNTY DIRECTOR OF VETERINARY SERVICES/ VETERINARY HEAD OF INSTITUTION

I certify that the above named intern was engaged in full-time internship, in accordance with section 15 (1) (b) of the Act.

Comment

Name (in full) _____

Date: _____

Signature: _____

Telephone: _____

E-mail: _____

OFFICIAL STAMP
(Mandatory) _____

FOR OFFICIAL USE ONLY

Recommendation by Chief Examination Officer

Recommended/Not recommended

Reason not recommended

Signed

Date

DECISION BY THE BOARD

Approved/Not Approved for Registration

Date: _____

REGISTRAR

KENYA VETERINARY BOARD

Official Stamp

2. VETERINARY PARA-PROFESSIONAL INTERN

PART I

(a) Eligibility to enter Internship

The following are requirements for entry into the program:

- i. Evidence of indexing as an Animal Health student
- ii. Certificate of training in an Animal Health Course from an Institution recognized by the KVB
- iii. Passing of a qualifying examination determined by the Board for Animal Health graduates qualified from institutions not recognized by the KVB
- iv. Temporary registration certificate from the KVB.
- v. National Identification Card
- vi. Personal Identification Number (PIN) from the Kenya Revenue Authority
- vii. Letter of Application
- xi. Insurance (medical and accident)
- xii. Certificate of good conduct
- xiii. Colored passport photographs

(b) Process of Internship

Internship shall be carried out for a period of not less than 12 months (52 weeks). During this period, the intern will cover: Clinical practice, Disease control, Public health, Livestock Extension services, Laboratory work and Pharmaceuticals. At least 6 months of the internship shall be in clinical practice and disease control.

After temporary registration by the KVB the DVS shall receive and process applications for internship. Placement shall be done based on County needs, centers approved by KVB and availability of supervisors. The supervisors shall undergo an appropriate training to equip them with the required skills. The interns are not entitled to any leave during the 12 months programme.

(c) Roles and Responsibilities of Internship Supervisors

During this period the intern will be supervised by a Veterinary Surgeon in the Centre or institution approved by the Board. Some of the knowledge and skills an intern is expected to develop and demonstrate during the course of the year of internship are contained in these guidelines. These should be recorded in a log-book and countersigned by the supervisor. It is important that the intern be exposed to most, if not all, of the activities in veterinary practice.

The supervisor shall be expected to:

- i. Have a thorough understanding of the VSVP Act, VSVP Regulations and the Code of Ethics
- ii. Demonstrate high standards of ethics and skills in veterinary practice
- iii. Maintain a high level of professionalism, respecting moral, social and personal freedoms
- iv. Have graduated 5 years preceding for Veterinary Surgeon and Veterinary paraprofessional supervision
- v. Provide orientation to the intern
- vi. Identify the various stations for the intern's rotation
- vii. Seek support from the CDVS in the implementation of the program
- viii. Provide feedback to the Board regarding performance of the intern and any other relevant information
- ix. Identify and liaise with veterinarians in other stations to facilitate internship rotation
- x. Provide objective assessment of the intern and make recommendations to the Board

(d) Assessment during Internship

The Interns should record all the activities covered in the logbooks and ensure its counter signed on weekly basis by the supervisor. At the end of the internship an assessment and declaration form (Form 42) will be filled for every intern by the supervisor and together with the duly filled log-book, forwarded to the Kenya Veterinary Board by the supervisor under confidential cover.

(e) Registration of the Veterinary Para-professional

This is a process which recognizes that the Veterinary Paraprofessional has successfully completed the internship programme and is capable of functioning under supervision or direction of a veterinary practitioner as stipulated in the VSVP Act, 366.

Registration will be based on the content of the log-book, assessment and declaration forms. The decision of the Board on whether an intern has successfully completed internship shall be final.

(f) Failure to successfully complete Internship

A Veterinary Para-professional intern will be deemed to have failed internship if he/she demonstrates:

1. Professional incompetence. These include:
 - a. Performance below average in knowledge and /or skills
 - b. Failure to undertake most/all of the activities prescribed in the checklist
2. Professional and general misconduct. These include:
 - a. Negligence in the management of clients' problems
 - b. Lack of sense of responsibility
 - c. Lack of respect for clients, public and/or colleagues
 - d. Indiscipline such as absence from duty without good cause, drunkenness and lateness to work

These weaknesses when evident, in one, several or all the rotations should be noted and reported to the Board. They will lead either to:

- Extension of internship period or
- Discontinuation from the programme

(g) Institutions that may be approved by the Board as Internship Centers or Rotation Stations

1. Public, National, County and sub-county Veterinary Offices
2. Private practice
3. Veterinary Pharmacies
4. Teaching and Research Institutions
5. Laboratories
6. Animal Welfare Institutions
7. Non Governmental Organizations offering veterinary Services
8. Governmental Parastatal entities offering Veterinary services
9. Any other institutions as the Board may approve

PART II

Minimum requirements in clinical skills and animal care for Internship Programme

(a) General Guidelines

The intern should be able to do the following:

1. Take a full history, carry out a complete physical examination and reach a tentative diagnosis
2. Implementation of Parasite control
3. Disease control and Extension services

4. Collect data and compile reports
5. Sample collection and analysis
6. Basic postmortem examination, collection and submission of samples
7. Simple surgical procedures according to the provisions of the Act
8. Administration of injections and medicines
9. Be conversant with all laws, regulations and policies pertaining to veterinary practice
10. Show adequate knowledge of distribution, safe and rational use of veterinary medicines based on existing policies and laws
11. Understand effective communication strategies during the delivery of extension services
12. Understand disaster mitigation, animal welfare standards and their implementation

(b) Rotation Stations

During the Internship process graduates will be expected to acquire different skills through placement in 4 rotations stations namely; Clinical practice, Laboratory practice, Public Health, Ambulatory and Herd Health.

During these rotations, interns should cover seven thematic areas:

1. Animal Welfare and Extension/Communication, Herd Health, Nutrition & Animal Production
2. Parasitology, Microbiology, Epidemiology and Pathology
3. Disease Control
4. Veterinary Public Health

5. Clinical Practice, Diagnostics and Business Management
6. Veterinary Pharmacology and Toxicology
7. Policy, Legislation, Jurisprudence and Ethics

(To be completed in triplicate)

REPUBLIC OF KENYA

KENYA VETERINARY BOARD

VETERINARY PARA-PROFESSIONALS INTERNSHIP ASSESSMENT FORM

Name (in full) _____
Internship Certificate No. _____
Institution/Organization _____
Dates: From: _____ To: _____

GRADE: **S** = Satisfactory **U** = Unsatisfactory **NC** = Not Covered

I: KNOWLEDGE	GRADE (Good, Satisfactory, Poor, Not covered)	REMARKS
Basic Sciences		
Theoretical Knowledge in the Discipline		

I: KNOWLEDGE	GRADE (Good, Satisfactory, Poor, Not covered)	REMARKS
II: CLINICAL SKILLS		
History Taking		
Case notes		
Use of drugs		
Case Management		
III: PROFESSIONAL CONDUCT		
To clients		
To colleagues		
To public		
Punctuality & availability		
Personal grooming and presentation		

I: KNOWLEDGE	GRADE (Good, Satisfactory, Poor, Not covered)	REMARKS
IV: LIVESTOCK EXTENSION		
Communication Skills and responsibility		
Multidisciplinary team spirit		
Ethics in handling animals and interacting with clients and professionals		
V: PHARMACEUTICAL SKILLS		
Management of Veterinary drugs in a Veterinary Pharmacy		
Storage and Care of Drugs and Vaccines		
Use and disposal of drugs		
Legal Requirements for Drugs/Chemicals/Vaccines/ Pesticides Registration		

GENERAL COMMENTS BY THE INTERN

Name: _____
Signature: _____ Date: _____

OVERALL ASSESSMENT BY SUPERVISOR

Name of Supervisor _____
Qualifications: _____
KVB Reg. No: _____
Date: _____
Physical Address: _____
Telephone: _____
Email: _____

SIGNATURE: _____

COUNTY DIRECTOR OF VETERINARY SERVICES/ VETERINARY HEAD OF INSTITUTION

I certify that the above named intern was engaged in full-time internship, in accordance with section 17 1b (ii) of the Act.

Comment

Name (in full) _____

Designation: _____

Date: _____

Signature: _____

Physical Address: _____

Telephone: _____

E-mail: _____

OFFICIAL STAMP
(Mandatory) _____

FOR OFFICIAL USE ONLY

Recommendation by Chief Veterinary Examiner

Recommended/Not recommended

Signed Date

Chairman _____

DECISION BY THE BOARD

Approved/Not Approved for Registration

Date: _____

REGISTRAR

KENYA VETERINARY BOARD

Official Stamp



APPLICATION FORM FOR REGISTRATION OF INTERNS (FORM 40)

FORM 40

(r. 38 (1))

APPLICATION FORM FOR REGISTRATION OF INTERNS

The Registrar,
The Kenya Veterinary Board,
Kabete.

I.....
of hereby make
an application for registration as a veterinary surgeon/veterinary paraprofessionals
(mark as appropriate) intern.

My qualifications are:
.....

Host organization

Name of supervising veterinary surgeon
.....

I enclose the following:

1. Certificate/diploma/degree.....
2. Veterinary surgeon's/Paraprofessional's (mark as appropriate) oath as required by section 16 (3) of the Veterinary Surgeons and Veterinary Paraprofessionals Act

Signature Date



CERTIFICATE OF REGISTRATION AS A VETERINARY INTERN (FORM 41)

FORM 41

(r. 38 (2))

CERTIFICATE OF REGISTRATION AS A VETERINARY INTERN

(Name).....

Registration No.....

is hereby registered as a Veterinary Surgeon /Veterinary Paraprofessional Intern
(delete as appropriate).

Given this day of 20.....

Valid up to

.....
Registrar, Kenya Veterinary Board



DECLARATION BY SUPERVISOR (FORM 42)

FORM 42

(r. 38 (6))

INTERNSHIP REPORT FORM

DECLARATION BY SUPERVISOR

The Registrar

Kenya Veterinary Board

I (Full name in block letters) _____

Registration Number _____

Hereby certify that (intern's full Name and reference intern registration)

Has been undergoing internship training at _____

(establishment) from _____ to _____ (dates internship).

Being the internship Supervisor, I make the following observations:

Recommended/not recommended

Signature: _____ Official Stamp

Date: _____

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