



Externship Guidelines

Thank you for choosing Twin Pines Equine for an externship. We have created this guide to answer some questions you may have prior to your arrival. If there are any further questions, please feel free to contact us. We look forward to working with you!

Office

- Our office is located at 1 Colonel Brown Road, Griswold, CT 06351.
- Parking is available on premises, and we ask that you leave your vehicle there for the day. Please keep your car locked as we are not responsible for any lost or stolen items.
- We are open from 8:00 am to 5:00 pm Monday - Friday. When the doctors are not in, the office is locked.
- We ask that you arrive by 8:00 am each day you are riding along, unless otherwise specified.
- We have a refrigerator and microwave for food which you are welcome to use.
- There will be down time while in the office. Feel free to utilize any books or tools available to you during this time to further your knowledge and answer questions you may have.
- Depending on your skill level and comfort, we may ask you to perform some lab duties. These would include processing blood samples, fecal egg counts, wrapping packs and cleaning instruments.

On the Road

We are an ambulatory practice. We do have truck-in appointments as an option for our clients; however, they are rare. You should always be prepared to be on the road most of the day.

- Attire should be professional but comfortable. Ideally, khaki pants and a collared shirt (polo) are preferred, but alternatives such as jeans, or a scrub top, are allowed.
- Good sturdy boots are required. No sneakers, clogs, sandals, etc. If your footwear is not appropriate, you will not be able to ride along that day.
- Depending on comfort level and experience, you may be asked to restrain horses for procedures, or trot horses for lameness examination.
- While questions may arise during appointments, our main focus will be on the client. Every opportunity will be given to you to answer any questions you may have about a case, however the best time to ask may be while in the truck.

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www.twinpinesequine.com
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- Many farms we visit have restrooms that you may use, but most do not. If you need to use a restroom while on the road, give plenty of warning so a stop can be planned.
- Bear in mind that the doctor you are riding with may have had a long night on an emergency call. We always try to be pleasant, but sometimes a little pause in the conversation in the truck is appreciated.
- If you have particularly muddy or manure covered shoes or boots, please do your best to wipe them before entering the office. If you leave a mess behind, please ask someone for the broom and dustpan.
- Be sure to bring a lunch/snacks and water with you to get you through the day. Some days we do not have time to stop for food and it is always good to be prepared.
- Emergencies can pop up at any time and sometimes can significantly extend our day. Your schedule should be flexible to allow for days that can extend into the evening due to add-on appointments.

Confidentiality

- You are welcome to discuss any and all cases you see with the doctors at Twin Pines Equine, but under no circumstances may you discuss the names of clients or their horses with people outside the clinic. This is a serious issue and comes up often, so it is worth stressing. You will be required to sign a confidentiality agreement, and we expect you to adhere to it.
- No information or photos are to be posted on any social media or file sharing sites without express consent of the owner and the doctors of Twin Pines Equine.

Safety

- Safety is very important to us at Twin Pines Equine. This is a dangerous business. Please always use common sense and do your best to avoid situations where you can be injured by the horses you will be working with. Be aware of where you are in relation to hooves and teeth!
- For the health of our patients, staff and clients, there is NO SMOKING in the office or trucks at any time.
- Be careful when handling equipment, which may be much more delicate than it appears.

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What to bring with you

1. Appropriate clothing and footwear
 - a. During the winter, it is best to dress in layers.
2. A lunch/snacks/water
 - a. In hot weather, it is best to pack a small cooler. Please remember that space is limited in the trucks.
3. A notebook
 - a. It is important to keep notes on what you see so that you can reference it at a later date. You may want to follow up on a specific case, and writing it down can make it easier to do so.

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