



Sport Horse Performance Medicine Rotation Handbook

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University of Calgary, Faculty of Veterinary Medicine

Introduction

On behalf of Spruce Meadows, Teradan Equine, and all of our support team, we would like to genuinely welcome you to your rotation in Sport Horse Performance Medicine. We hope that your time with us will be an educational, enjoyable, unique experience. Spruce Meadows is an internationally acclaimed show jumping facility that was established in 1976 and is currently ranked the top show jumping venue in the world. We are extremely fortunate to be able to share with you the opportunity to work with some of the top national and international show jumping horses in the sport. This not only provides a unique educational opportunity, but also creates a certain level of responsibility shared by all of us. The horses we are privileged to work with are extremely valuable, both financially and emotionally, and there are a number of unique requirements that must be attended to when working with the national and international bodies that govern the sport. The importance of following protocols, paying attention to detail, and ensuring clear communication cannot be overemphasized.

With this in mind, we approach and deal with cases as a team, and so individual hands on experience may be limited in some cases. None the less, we know you will find the cases to be interesting and challenging and you will have much to learn from the intense and varied caseload. Please be willing to pitch in and help out carrying equipment, setting up and cleaning up afterwards. Being that the clinic can get very busy, we expect everyone to clean as they go and work together.

This handbook is meant to be a guide for you but if you have any questions not answered please do not hesitate to ask us. We are here to help and are looking forward to working with you.

Personnel

The following is a list of the personnel currently affiliated with the Teradan Equine Team working at Spruce Meadows, that you will be working with during your rotation. We will try to introduce you to everyone but please don't hesitate to introduce yourself as soon as you can.

Treating Veterinarians: Dan French (DVM, MVSc., DACVS), Alfredo Romero (DVM, DACVS), Candice Crosby (DVM), Sarah Pedersen (DVM), Jordan Koivu (DVM), Lucia Rangel (DVM)

Staff: Charlotte Wightman (Vet Asst), Karli Mergen (Admin)

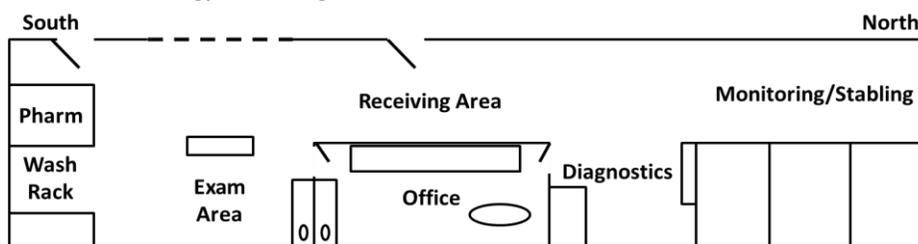
FEI Stabling Compound

Unique to the Spruce Meadows tournaments is the integration of both international (FEI) and national (EC) competitions held during the same tournament. Unlike previous years, the FEI horses will be stabled independently from the national horses because there are distinct differences in rules governing the two jurisdictions with respect to medication, competitions, etc. The entire stabling compound is fenced and secured from the general public with the FEI stabling additionally separated within the stabling compound. You will be issued accreditation badges, in order to enter the stabling compound and must be **worn at all times** in the stabling area.

Spruce Meadows and Clinic Facilities

Spruce Meadows is a large (400 acre) facility, which can quickly become a very busy and confusing place during tournaments. Please familiarize yourself with the attached grounds map, as you never know where you may get called to next.

Within the clinic, there are designated areas to aid in animal and people flow. Ideally we keep the garage door open with the chain across directing individuals to the larger side door. Whenever possible we prefer to have people wait outside and may consider a “take a number” system to assist us in processing cases and answering questions more efficiently. We prefer to bring the horses into the receiving area where we are able to take a history and an initial assessment and from there direct them either to the south side of the building to the examination area, pharmacy, wash rack, or to the north side of the building to diagnostics, or monitoring/stabling.



Tournament Schedule, Parking, and Food

Tournament Schedule:

Tournaments run from Tuesday/Wednesday through to Sunday. There are a number of cases processed on the Monday and Tuesday prior to the start of the next tournament, making these days the best for case review and rounds discussions. Although we are not required to be ringside, it is our policy to have a veterinary team on the grounds at the start of each day's competition, as such we usually meet as a group at Spruce Meadows at least 30 minutes before the start of competition. Please note the start time may change daily, as such please check what time we are expected to meet the following morning prior to leaving. We will discuss with you individually whether you want to stay until the end of each day as classes usually go through into the evenings during the week and weekend, and we are required as per FEI regulations to remain open for 1 hour after the end of the last class.

Tournament Parking:

The first day we will arrange a place to park and meet us outside the stabling compound to bring you in to get your barn pass. Once you have your barn pass you are allowed to park in the rider's **parking lot 11**, located north of the stabling area.

Tournament Food:

The treatment center is equipped with a mini kitchen including a toaster oven, microwave, and refrigerator. If contents of your lunch bag need to be refrigerated, please be mindful of the quantity of people working in the clinic and the precious refrigerator space. Lunch is also available to purchase on the grounds. Lunch is usually eaten as cases permit; don't always anticipate a full relaxed hour for lunch. Lunch should be eaten in the administration area or outside of the clinic, not in the area used for animal workup.

Tournament Case Material

Admitting and Processing Cases:

During the tournaments, the majority of cases are brought to us at the treatment center where we use a unique ticket system. The ticket system is designed to obtain pertinent information about the horse and client, serves as medical record keeping system and is used for invoicing/billing.

As a case is being admitted, we require that a ticket is started for EVERY HORSE that enters the clinic. We would ask that the students always introduce themselves to clients as a senior (or final year) veterinary student from UCVM, and obtain the following information on a ticket:

- **Client Information:**
 - **Date:**
 - **Horse Name:**
 - **Rider Name:**
 - ***Cell #*:**
 - ****Tournament Competition #**:**
 - This is the MOST IMPORTANT piece of information to obtain as it allows us to obtain the required information from the tournament database for further billing and invoicing. The number is like a room number in a hotel – everything relates back to that number in the Spruce Meadows system.
- **History:**
 - Under “Medical Records/Treatments” please provide a brief but accurate history/reason for clinic admission in order to understand what needs to be done further with this case
 - Some useful history questions particular to sport horse medicine:
 - When did the horse last compete and compete next?
 - Is the horse National or FEI?
 - Lameness: When and where did you notice the lameness (in the stall, in warm up, during a class, after a class)?

We would then like you to get the attention of one of the receiving clinicians and be in a position to discuss the obtained history, and provide some personal thought as to the steps one would take to further work up the case.

Following this, all medical notes, procedures, medications, treatments, including all supplies used, are entered on the ticket under "Medical Records/Treatments". All entries must be signed and have a date and time associated with them. Please be as accurate and legible as possible as when we do our invoicing, our staff will fill in the boxes titled "Professional Services" and "Medications and Supplies" based on your notes in "Medical Records/Treatments".

Ticket Progression through the Treatment Center:

Being how busy it can get in the treatment center, it is very easy to lose track of a ticket. As such we have organized a system to allocate tickets in various stages of processing to try to reduce this as much as possible.

- ***Needs Codes:***
 - The ticket has been completed and is to be reviewed by Dr. French. All student tickets should go in here for review.
- ***Ongoing Treatment:***
 - If a horse is coming in for multiple check-ups or medication administration please be sure to:
 - Put the ticket in the "Ongoing ticket file"
 - Record the appropriate information on the Ongoing Cases Log
- ***To Be Entered:***
 - These tickets have been reviewed and coded and are about to be entered in the computer for invoicing. If you remove the ticket and:
 - NO changes are made: replace it into the "To be entered" folder
 - ANY changes are made: place it in the "To be coded" with a sticky note indicating what was added to facilitate re-coding.
- ***To Be Checked:***
 - These tickets have been invoiced and are to be checked for final approval before billing. DO NOT MAKE CHANGES TO THE TICKET and ENSURE PRINTED INVOICE & WRITTEN TICKET STAY IN FOLDER
- ***To File:***
 - These tickets have been invoiced and billed and are to be filled in the binders. DO NOT MAKE CHANGES TO THESE TICKETS.

A few notes on Tickets:

- When starting a new ticket, please try to use the tickets in sequential order.
- For audit purposes ALL tickets must be accounted for, NEVER destroyed
 - Cross out mistakes with a single line.
 - Duplicate tickets should try to be re-used or have a line drawn through and write "void" and the reason why (i.e. "Duplicate").
- Cases with >1 ticket always write on the new ticket: "Continued from ticket#"

Pharmacy Requests:

Similarly, if there is a client request for medication, we will also use the same ticket system with the request written under the “Medical Records/Treatments” section. Students are NOT AUTHORIZED to dispense the medication WITHOUT veterinary consultation. This is vital considering the penalties for drug infractions in sport horse competition!

Technical Procedures:

Due to liability reasons, intravenous injections should not be administered unsupervised. Please make sure that a technician or preferably a doctor watches you administer any IV medications.

Passports, Coggins Forms and Export Forms:

Being that these are permanent documents that can have a huge impact on a client’s competition schedule, it is essential that they are to be filled out ONLY by the licensed veterinarian. They may ask you to assist with the drawing, but please do not complete the entire form. If you are doing the drawing, remember to make it as accurate as possible (remember your clinical skills!).

FEI and National Horse Injections:

As previously mentioned, NO prohibited substances, syringes or needles are permitted in the stabling area, as such ALL injections must be administered in the FEI Veterinary Treatment Center (West Side Barn D) unless special permission is received from the FEI Vet.

→ FEI Horses:

- The **DAY PRIOR** to treatment, an Official Treatment Form **ETUE 3** must be completed & returned **BEFORE 5:00pm** to the North Meadows Office to be signed the FEI Veterinary Delegate. Once signed, this form **MUST** be presented to the stewards at time of treatment.
- The Treatment Center is open daily for the treatment of FEI horses:
 - **Between 10:00 am – 12:00 pm, 1 hour after last FEI competition is completed**
 - NOTE: During this time, FEI horses take precedence with respect to injections
- The horses Medical Log Book must be updated after each treatment

→ National Horses:

- NO Form ETUE 3 is required, but the horse **MUST** be presented with their competition # to the treating veterinarian at the Treatment Center.
- The Treatment Center is open daily for the treatment of National horses:
 - **From 8:00 am – 10:00 am and from 12:00 pm – 7:00 pm**

→ IMPORTANT: You must fill out the **Treatment Center FEI or NATIONAL Injection Log**

- Date, Tournament Number, Horse Name, Rider
- Medication Administered: Drug, Amount, Route
- Presenting Person and Treating Veterinarian: each write and sign their name
- Steward must sign – **FEI ONLY**
- If they use medication from the treatment center
 - Under “Billed” write “ON TICKET” → make sure to fill out a ticket

Case Logs

We would like to ensure this is a valuable learning opportunity for you and that you gain the most out of this experience possible. With that being said, we would ask that you please keep in mind that there are times where, based on confidentiality, case material sensitivity, or time constraints, it may not always be the most appropriate time to discuss certain questions. We strongly encourage you, in these cases, to please write down your questions for us to attend to at a more convenient time for all of us. We will also do our best to try to dedicate a set amount of time within our rounds discussions to answer any questions or discuss specific case material we have seen. We also strongly encourage you to come prepared for rounds and to try to provide some of your own research on your questions in order to foster a more comprehensive discussion of the topics.

Biosecurity

We have a biosecurity protocol in place that you should make yourself aware of as we may have to activate it at any time, and we would like to ensure everyone is prepared. You can find the biosecurity manual in the Procedures Handbook. If you have any questions on this protocol, please do not hesitate to get clarification.

Student Expectations

Confidentiality:

As previously mentioned, we are working with the top show jumping horses in the world, as such we expect that you maintain the utmost level of confidentiality when dealing with any of the cases presented to the clinic. Do not discuss hospitalized cases with anyone other than the owner. Use caution when having casual conversations regarding specific cases with third party members who may be present when dealing with an unrelated case (this includes grooms, trainers and other riders). All conversations with the client should remain general, with specific comments about the case's care, treatment, prognosis, etc. made AFTER consultation with the managing veterinarian, and preferably with them present. If you are disposing of any material with client or patient information on it, please do so via shredding.

Safety

Please remember that you are working with 500kg horses that can be quite unpredictable especially when hurt. Wear appropriate footwear!

Dress Code

You are expected to bring your own stethoscope, thermometer, penlight, scissors, and pens. It can be helpful to have a small notebook to record cases, questions, and details to look up later. Please bring your dosimeter from UCVM to wear when you are taking radiographs.

Please dress professionally. We expect you to wear clean chino pants and a simple shirt (golf shirt, button down, plain solid color t-shirt). Please avoid short shirts or low rise pants (no mid-riff exposure). Wear simple professional closed toe shoes. Do not wear excessive jewelry and if you have long hair please tie it back, when appropriate. Always

have a clean pair of coveralls available to be worn if necessary. Wear your name tag at all times so that clients know who you are and we can learn your name more quickly.

Please dress for the weather, and as we say here at Spruce Meadows... be prepared for anything! Best advice is to dress in layers as it can be cold in the morning and very warm in the afternoon. It is also advised to have the following available when you need them: boots, a warm jacket, a waterproof jacket, and of course a professional looking baseball hat, sunscreen, and mosquito spray for the hot days.

Your personal items and clothing can be kept in the student locker made available to you. Please keep your personal items in the locker to minimize the amount of personal items in the administration area as it can often become quite cluttered.

Computers

There is internet in the treatment center office which can be used to access your email or the library as needed. Please bring your own laptop to work on in the administration area.

Equipment Review

The equipment in our clinic includes: Digital Radiograph (DR), Digital Ultrasound (US), and Shockwave Therapy all located in the diagnostics area. Please refer to the US, X-Ray, Shockwave handbook for procedures on set up, use, shut-down, and backup. For future case reference it is important to fill out the log sheets every time you use any of this equipment.

For all patients that come in for US, X-Rays, or shockwave treatment, you MUST:

1. Complete a ticket for the patient
2. Complete the designated equipment log
3. Enter the information into the equipment

A Final Word

We hope this handbook covers most generalities, but if you have any other questions, please do not hesitate to ask. We would rather you ask and be sure, rather than have you make a mistake that we all could have avoided. Finally, because we are all new to this process we would greatly appreciate your feedback and suggestions for improvement upon completion of your rotation with us. We hope that you have a great time here. Thanks for choosing this practice to do your Sport Horse Performance Medicine Rotation with us!