Goulburn Valley
Equine Hospital

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# THE GVEH EXTERNSHIP INFORMATION DOCUMENT

## Externships at Goulburn Valley Equine Hospital

Externships at Goulburn Valley Equine Hospital (GVEH), Congupna (Shepparton) Victoria Australia are available from time to time.

At GVEH we have specialists in reproduction, surgery, internal medicine, dentistry and emergency and critical care, that are all very keen to have students, residents and other vets around. Therefore, our externships offer a great opportunity to gain experience in an equine hospital, as the extern is allowed to join our highly skilled team in the daily diagnostic and therapeutic work up of the patients.

GVEH externships can be done as

- a student placement or rotation (students that are enrolled in a veterinary degree; all years are eligible however mostly final year students apply)
- a visit as a veterinarian that wants to gain experience in a certain field
- a resident that needs an externship for his/her residency program

GVEH externships are highly desirable and demand for a position is strong.

**This document provides an overview of what an externship is, how you can apply for one and how you need to prepare for your externship.**

Please do not hesitate to contact us if you have questions after reading this document.



Document version 1; prepared by GvG, RR, November 2022

# Internship vs. externship at GVEH

At GVEH we have internships and externships.
To clarify what the differences are, you can find details in the table below.

| | **Internship** | **Externship** |
|---|---|---|
| **You will be** | Employee | Visitor |
| **Rostered on** | Yes, we rely on you for the functioning of the hospital | No, we are grateful for your assistance during your stay, but we do not rely on you for the functioning of the hospital |
| **Responsibilities / activities** | Responsible for care of hospitalised patients under supervision of seniors, assistance of seniors with the workup / treatment of patients | You are welcome to attend all activities and learn from that exposure.<br>See below for more information. |
| **Rotation through services** | Yes | Optional, dependent on request |
| **Time of the year** | August – January, or January – January.<br>There is some flexibility around these periods | Externships can be planned whole year around, but the busiest and best period is between August and December (the season) |
| **Salary** | Yes | No |
| **Duration** | 6 or 12 months | Variable, usually ranging from 1 week to 3 months |
| **Contract** | Yes, a work contract | Usually not, but visiting students can obtain a supervision contract |
| **Assessments** | Yes, during the 6 or 12 months there will be regular assessments | Usually not, but visiting students and residents can get assessments if required |
| **Who can undertake an internship / externship?** | Graduated veterinarians only. See below from which countries / universities veterinary degrees are eligible for registration with the Veterinary Practitioners Board of Victoria | Students, general veterinarians, residents. |
| **Registration at the Veterinary Practitioners Board of Victoria** | Yes<br>See below from which countries / universities veterinary degrees are eligible for registration. | Optional<br>See below for more information |
| **Visa** | Work visa<br>See below for more information | Work visa or visiting visa<br>See below for more information |
| **Visa costs** | Not generally covered but can be negotiated | Not covered by GVEH |
| **Professional indemnity insurance** | Covered by GVEH as part of your contract | It is the extern's responsibility to ensure and/or obtain professional indemnity insurance before visiting the practice. Most universities will provide professional indemnity to students or residents visiting other practices for externships |


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| | | |
|---|---|---|
| **Accommodation** | We sometimes are able to offer onsite accommodation for the start of the internship. We can also assist the intern to obtain other accommodation. | The extern needs to find accommodation her/himself; GVEH does not assist in this. However, we have a list of addresses available of hotels, motels and staff that rent out a room. See below. |
| **Car** | GVEH is located in a semi-rural area, outside the city of Shepparton. There is no public transport (Bus). You need a car to get around. GVEH does not offer you a car. We suggest that you have your own car. | GVEH is located in a semi-rural area, outside the city of Shepparton. There is no public transport (Bus). You need a car to get around. GVEH does not offer you a car. We suggest that you have your own car or hire a car. See below suggestions where you can rent a car. |
| **Pick-ups from train station on arrival** | Yes | Negotiable |
| **Application** | See GVEH website for more details.<br>Application includes an email application with CV and letter of intent, list of referees.<br>Shortlisted candidates will be invited for an online interview.<br>Following a successful interview an offer of employment will be made. | See below for more details.<br>Application includes an email application with CV and letter of intent. By email reply you will be notified if your application is successful. |

# How to apply and prepare for my GVEH Externship

Externships at Goulburn Valley Equine Hospital (GVEH), Congupna (Shepparton) Victoria Australia may be available from time to time.

These externships are highly desirable and demand for a position is strong.

GVEH externships can be organised with a focus on one speciality or with a combination, dependent on the need of the extern.

Please note GVEH is unable to contribute to any travel, accommodation or incidental costs involved whilst travelling to or participating in the externship. From time to time very limited accommodation may be available onsite at a reasonable fee however this cannot be guaranteed.

## 1. Applications

Please apply in time as these positions fill up quickly.

Applications should be made to the Practice Manager, Robert Ralston at robert.ralston@gvequine.com.au and/or the externship coordinator Gaby van Galen at gaby.vangalen@gvequine.com.au

**The application process:**

**STEP 1**: Read the "***GVEH externship information document***", available on the website

**STEP 2**: Download and fill in the "***application form***" and send it to GVEH (Practice Manager, Robert Ralston at robert.ralston@gvequine.com.au and the externship coordinator Gaby van Galen at gaby.vangalen@gvequine.com.au)

**STEP 3**: You will receive an email from us to let you know whether we can accommodate your request or not

**STEP 4**: If we can, we will reserve your time slot and we send you a second form ("***the externship details form***"). This will provide us with details of your professional indemnity and health insurance, flight, veterinary board registration, visa type, etc. For more information on these topics, please see the "***GVEH externship information document***".

**STEP 5**: To obtain a final approval you will need to fill in the "***externship details form***" and return it to us. This form needs to be with us at least 2 weeks prior to your arrival.

**STEP 6**: When we receive this second document from you and approve of the information provided, we will send you a final confirmation of your externship

## 2. Professional Indemnity Insurance

Goulburn Valley Equine Hospital does not provide professional indemnity insurance to visiting veterinarians and veterinary students undertaking externships.

It is the extern's responsibility to ensure and/or obtain professional indemnity insurance before visiting the practice. Most universities will provide professional indemnity to students or residents visiting other practices for externships.

## 3. Registration with the Veterinary Practitioner's Registration Board of Victoria (VPRBV)

Veterinary students do not need registration.

Australian and New Zealand graduated veterinarians who already possess general registration do not need to register with the VPRBV to practice in this state – reciprocal registration applies.

Graduated veterinarians undertaking externships have the option to apply for registration with the VPRBV. If wishing to fully participate in clinic activities during an externship, it is recommended that registration is obtained. The type of registration required depends upon where the extern's veterinary degree was obtained.

1. If the extern's degree is on the AVBC recognised qualification's list (see AVBC-Qualifications-Generally-Recognised.pdf ) apply for general registration. The link to apply for general registration can be found here: Registration (vetboard.vic.gov.au)
2. If the veterinarian's qualification is not an AVBC recognised degree, then specific registration is required. This category of registration is different to general registration. Specific registration requires a registered veterinarian at the practice to 'supervise' the extern. The degree of supervision will be 'direct' or 'indirect' and is determined by the board after the application is submitted. The link to apply for specific registration can be found here: Specific Registration (vetboard.vic.gov.au). The extern will need to liaise with GVEH to find a suitable supervisor (a veterinarian with general registration and graduated for > 3 years).

If the extern chooses not to obtain registration it may impact their ability to fully participate in all clinical activities. However, the clinic will make every effort to ensure the extern still has a worthwhile visit if registration is not obtained.

Note: The decision to choose registration or not will determine how much hands on work the extern can have whilst supervised by a GVEH veterinarian. All externs, without exception, are always supervised by GVEH veterinarians. Patient responsibility will be carried by veterinarians at GVEH, and not by an extern; this does not depend on the type of registration.

## 4. Visa requirements – international externs

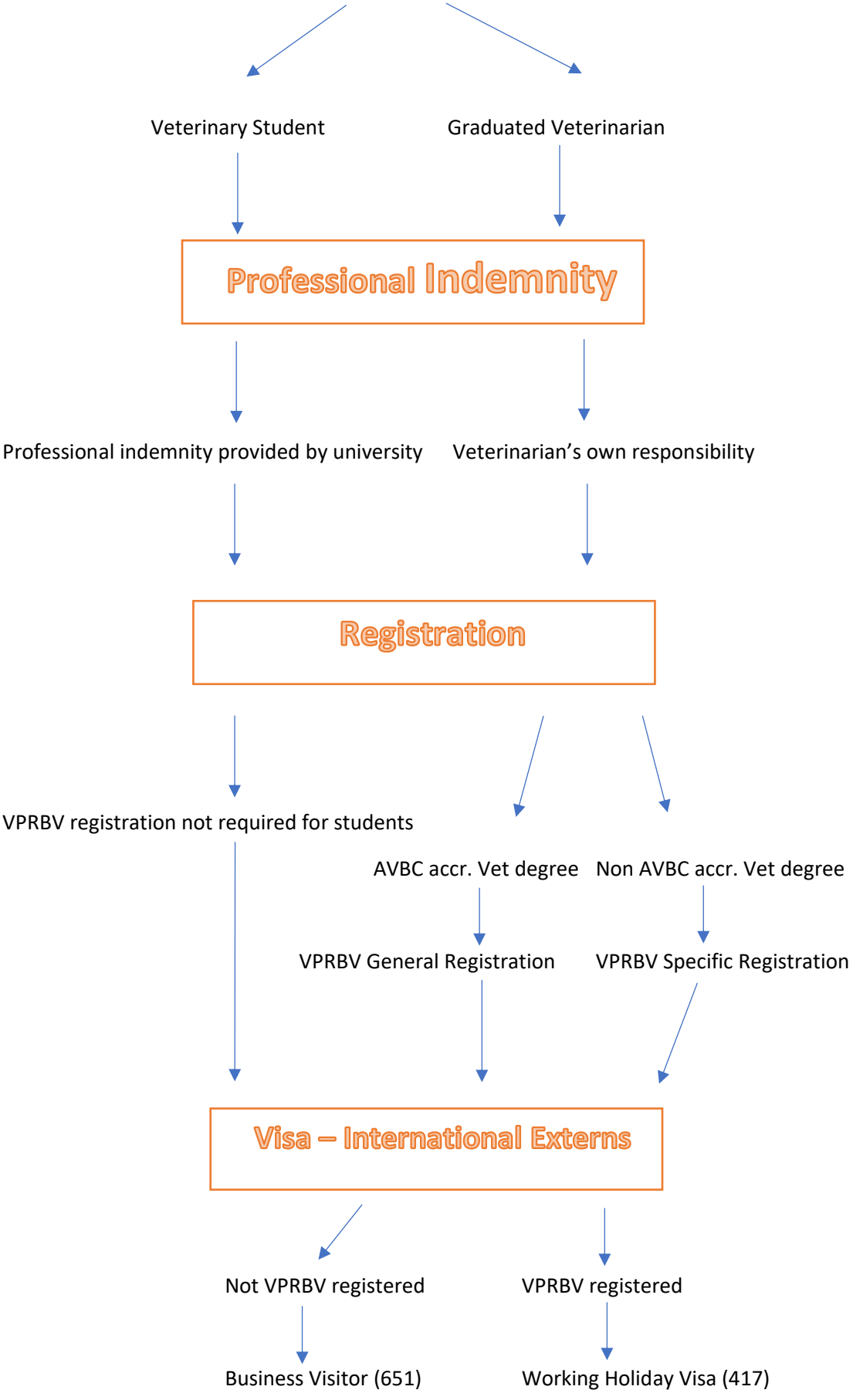
All international externs require a visa to enter Australia.

An externship is unpaid employment, thus visiting externs do not necessarily require a 'work' visa; in some instances, a visitor visa is appropriate.

If the extern wishes to become registered for the duration of their externship at GVEH (see above), a work visa will be necessary – typically a working holiday visa (417). To check your eligibility for a working holiday visa please see: Working Holiday visa (subclass 417) First Working Holiday visa (homeaffairs.gov.au).

If the extern is not going to pursue registration, then a visitor visa is still required. For graduated veterinarians, a business visitor (651) visa is recommended.

# Externship Decision Tree






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**** Please see attached document for qualifications generally recognised by the Australasian Veterinary Boards Council (AVBC).***

## 5. Medical information

Safety of our staff and visitors is a very high priority to us. Therefore, we have a couple of requirements if you are coming for an externship:

- We need emergency contact details from at least two people, and they need to be able to speak English

- It speaks for itself that we need to ensure you have health insurance.
    - Sometimes your standard health care covers international care.
    - Another option is reciprocal health insurance (the Australian health system Medicare has an agreement with certain countries and recognises and accepts their health care covers. For more information see: https://www.servicesaustralia.gov.au/reciprocal-health-care-agreements
    - International visitors can also obtain coverage at private Australian health funds, for example BUPA. For more information see: https://www.bupa.com.au/health-insurance/cover/overseas-visitors
    - In Victoria emergency ambulance service costs are not standardly covered in health insurances. You can get an additional ambulance membership to cover these costs. As a single person you can register for a 3 month period for a small fee. For more information: https://www.ambulance.vic.gov.au/membership/fees-terms/ We strongly recommend that you check whether your medical cover includes ambulance costs, and if not, that you take this membership.

- Vaccinations
    - To protect our staff and maintain hospital activities, we expect externships to comply with the current COVID vaccination recommendations. For more information see : https://www.coronavirus.vic.gov.au/get-vaccinated .
    - Other vaccinations such as tetanus, rabies and Q fever are recommended but not mandatory for externships.

- If you have medical conditions that can place yourself or others in a dangerous situation, we need you to inform us about these conditions before your arrival.

- We strongly recommend that everybody that works or visits GVEH wears protective shoes.

All these points will addressed in step 5 and 6 of the application process through the"***externship details form***" that you will be required to fill in.

6. **How to get to GVEH**

Melbourne Airport is the closest international and domestic airport to Shepparton and the hospital. The airport is situated on the fringe of the city of Melbourne. There are direct buses, taxis etc. from the airport to the city centre. Hire cars are also available at the airport.

Rail or bus travel from Melbourne to Shepparton is possible from the city centre of Melbourne.
Please see this link for bookings on a VLine service;
https://www.vline.com.au/Fares-general-info/Ticketing-Fares
Please note you will need to travel on the Shepparton line.

Travel from Melbourne Airport direct to Shepparton;
We can, at times, possibly arrange to have you picked up and brought back to Shepparton depending on the flight arrival time but this is in no way guaranteed and is dependent on having staff in the area of the airport at the time of arrival.

There is a direct bus service to which travels to Shepparton from Melbourne Airport.
This service would be at your cost.
The link to make bookings is;
https://www.balfoursairportdirect.com.au/

The hospital is situated approximately 4 kilometres from the northern edge of the city of Shepparton. There is no public transport as we are in a semi-rural location. The hospital will not be able to allocate a motor vehicle to you unfortunately as all vehicles are required for ambulatory/emergency work.

**7. Car rentals**

- At Melbourne airport
- In Shepparton:
    - Hertz car rental
    - Avis car rental
    - Budget Australia
    - VroomVroomVroom
    - Thrifty car rental Australia
    - Car next door

## 8. Accommodation

The extern is responsible for finding accommodation. From time to time, we may be able to assist with finding accommodation.

The following options are available:

1. In an onsite cottage depending on available space and staff demand. Cost is $150 per week. Private bedroom and shared facilities. Includes utilities, but not food.
    a. Contact: Rhiannon Nicholas: officemanager@gvequine.com.au

2. With a staff member in their home. Cost is $150 to $200 depending on the home. Private bedroom and shared facilities. Includes utilities, but not food.
    a. Contact: Rhiannon Nicholas: officemanager@gvequine.com.au

3. There are numerous motels and Airbnb properties in Shepparton. A google search for available properties is suggested. When searching look for properties towards the northern end of Shepparton for convenience of travel. Some suggestions would be:

    - Airbnb
    - Pines Country Club Motor Inn
    - Courtyard Motor Inn
    - Southgate Motor Inn
    - Wyndhamere Motel Shepparton
    - Tudor House Motor Inn

4. There are also caravan parks with onsite cabins in the area.

(Prices quoted are current as at July 2025)