**Working Ahead in VNDL Clinical Mentorships**

Students are permitted to perform tasks for documentation for clinical mentorship courses up to one year prior to completing a mentorship course. For example, if a student documents a skill in the fall of one year, they must register for and complete the corresponding course no later than fall of the following year.

Task Verification forms should be completed and signed at the time the skill is done. The student is responsible for maintaining all videos and documentation of skills performed, until they are registered for the course and can submit materials.

**Students must have valid Professional Liability Insurance through Purdue to cover them any time they are performing skills for a mentorship.** If they are currently in a mentorship and have valid insurance, they are covered.  If a student is not currently enrolled in a clinic mentorship course, the following criteria must be met in order for a student to work ahead in a clinical mentorship:

- The student must be enrolled in at least one VNDL course for the semester the liability insurance is issued.
- In order to obtain the liability insurance for the semester, the student must submit the liability insurance DocuSign form by the Monday before classes begin. Liability insurance forms cannot be accepted after this deadline.
- If the student is not covered by Purdue's liability insurance, they may not work ahead on mentorship tasks.

The process for obtaining liability insurance should be completed through the Docusign procedure on the [VNDL](#) [website](#). If the student has questions, they should contact [vetnurse@purdue.edu.](#)

If a student has worked ahead in a mentorship, it will be important to check the most current version of the mentorship logbook for the course, for the semester when they will register. Requirements may change over time, and the current course requirements are the standard in any semester.