Supplement

Clinical Practicum 1
Clinical Practicum 1

The goal of this clinical practicum is to provide you with the hands-on experience necessary to develop the skills needed by veterinary technicians. You’ll practice these skills under the direct supervision of a licensed veterinarian or credentialed veterinary technician. This practicum encompasses a minimum of 225 hours of clinical experience in a full-service companion animal practice. You’re expected to complete the required hours in approximately twelve weeks.

The veterinary clinic must meet minimum criteria for quality. These criteria include, but aren’t limited to:

- Availability of clinical equipment required for completion of skills (See more information below.)
- Availability of a credentialed veterinary technician that’s a graduate of an AVMA-accredited program or licensed veterinarian with the time and expertise necessary to appropriately supervise and mentor you.

Before beginning the practicum, you must submit the following items for completion to the clinical site supervisor of your chosen clinical site. Then mail the completed forms to the practicum instructor at Penn Foster:

- Clinical Site Facility Criteria (see page 5)
- Equipment and Supplies Available to the Student (see page 7)
- Clinical Mentorship Agreement (see page 9)
- Proof of student health insurance
- Proof of liability insurance where required by state law

You’ll be notified if your clinical site has been accepted. You’ll be assigned a facility advisor to assist you in completing the requirements of the practicum.

You must consult with your personal physician and/or medical authorities to determine and procure whatever immunizations (e.g., rabies, tetanus, etc.) and/or preventative health procedures (e.g., TB testing, etc.) are advisable and prudent for your safety in performance of the skills in the clinical practicum.

Should any required equipment item be unavailable at the clinical site, you must locate a secondary clinic at which to perform the required skill and then submit a blank copy of the clinical site facility criteria and clinical mentorship agreement to that clinical site supervisor to complete. These forms must then be mailed to the practicum instructor at Penn Foster.
During the clinical practicum, you’re required to

- Maintain a record of hours worked (see Time Sheet at the end of this booklet)
- Complete the required skills and submit the documentation requested on the skills sheets
- Use proper spelling, grammar, and medical terminology in your reports at all times and ensure that the reports meet all legal requirements
- Submit your descriptions written in detailed narrative format

Your submissions must verify that you’ve met the stated criteria and description of the skill. If the instructor requests additional information to verify that those criteria have been met, you’re required to provide it.

You’re required to submit the skills sheets and required documentation to the practicum instructor at Penn Foster on a weekly basis. You may submit more than the required documentation.

Write your name, student number, and skills sheet number on all the materials you send to the school (photos, log book, written descriptions, X-rays, etc.). If your materials aren’t properly labeled, they won’t be evaluated. Furthermore, all submitted photos, X-rays, etc. become the property of Penn Foster.

You may perform activities on your own pet. You don’t need to perform activities on clinical cases.

You’ll receive either a pass or fail grade on each of the skills sheets. Please don’t send a skills sheet to the practicum instructor until you earn a passing grade from your clinical site supervisor. You must pass each skill to pass the clinical practicum. Practice each skill until you’re able to perform it successfully. If you don’t pass the clinical practicum, you’ll be given the opportunity to repeat the practicum. However, you won’t be able to continue on to the next semester of the Veterinary Technician program if you don’t pass the practicum successfully.

Please give the letter from the following page to your clinical site supervisor.
Dear Clinical Site Supervisor:

Thank you for supervising a Penn Foster Veterinary Technician student. You're providing valuable practical experience.

The student is expected to learn the skills needed by veterinary technicians under your tutelage. You’ll find the skills listed in this Clinical Practicum supplement, which also contains skills sheets listing the clinical skill(s), a description of the skill, the criteria for completing the skill, the number of times the student should perform the skill(s), the materials the student should submit to the practicum instructor, and a table listing the skill(s) where you'll record either a passing or a failing grade for each skill(s).

The student will send the completed skills sheet to the practicum instructor at Penn Foster for review and for his or her final records. We've directed the student to send skills sheets on a weekly basis.

The student must earn a passing grade for each skills sheet before he or she sends it to Penn Foster. The student can practice each skill until he or she is able to perform it correctly. If the student continually fails the skill(s), mark the skills sheet with a failing grade and send it to Penn Foster for review. The student must pass each skill to pass the clinical practicum. The student can repeat the practicum if he or she fails it the first time around.

Before you begin supervision, please complete the Clinical Site Facility Criteria form on page 5, the Equipment and Supplies Available to the Student form on page 7, and the Clinical Mentorship Agreement form on page 9 of the student’s Clinical Practicum booklet. Then send them to

Penn Foster
Student Service Center
925 Oak Street
Scranton, PA  18515

Thank you.

Student Name (PRINT) __________________________________________________________
Student Number ________________________________________________________________
CLINICAL SITE FACILITY CRITERIA

The clinical site supervisor must complete the following.

Name of clinic ____________________________________________________________________

Clinical site supervisor name _____________________________________________________

Address _________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Phone ______________________________ Fax __________________________________________

E-mail address of supervisor: _____________________________________________________

Clinical facility website address: ________________________________________________

Credential(s) of supervisor _______________________________________________________  

Graduate of ______________________________________________________________________

________________________________________________________________________________

Number of veterinarians at clinic ________________________________________________

Number of credentialed veterinary technicians ______________________________________

________________________________________________________________________________

________________________________________________________________________________

Number and titles of other staff members __________________________________________

________________________________________________________________________________

________________________________________________________________________________

Clinic hours: _____________________________________________________________________

Supervisor’s hours: __________________________________________________________________

Species Treated (average # per month)

Canine _____ Feline _____ Equine _____ Avian _____ Other (specify)____________

Average number of clients seen per day ______

Student Name (PRINT)_______________________

Student Number _____________________

REV1111
# Equipment and Supplies Available to the Student

Please place a checkmark next to each item that is present and available for use by you. All of the following equipment must be available to you at the clinic(s).

<table>
<thead>
<tr>
<th>Equipment SUPPLIES Available</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Pharmacy supplies</td>
<td>Small-animal stomach tube</td>
</tr>
<tr>
<td>Thermometer</td>
<td>Splints</td>
</tr>
<tr>
<td>Examination table</td>
<td>Examination gloves</td>
</tr>
<tr>
<td>Narcotics locker</td>
<td>Otic and ophthalmic medications</td>
</tr>
<tr>
<td>Canine and feline muzzles</td>
<td>Stationary X-ray machine</td>
</tr>
<tr>
<td>Restraint pole</td>
<td>X-ray film (assorted sizes)</td>
</tr>
<tr>
<td>Blood collection/injection supplies</td>
<td>X-ray film-processing equipment</td>
</tr>
<tr>
<td>Electric clippers</td>
<td>Lead-lined aprons and gloves</td>
</tr>
<tr>
<td>Bandaging material</td>
<td>Storage rack for gloves and aprons</td>
</tr>
<tr>
<td>Hemostatic agent</td>
<td>Film identification supplies</td>
</tr>
<tr>
<td>Enemas</td>
<td>X-ray screen cleaner</td>
</tr>
<tr>
<td>Microchip or tattoo supplies</td>
<td>Calipers</td>
</tr>
<tr>
<td>Computer</td>
<td>High-speed/rare earth screens</td>
</tr>
<tr>
<td>Stethoscope</td>
<td>Small-animal radiographic positioning aids</td>
</tr>
<tr>
<td>Small-animal cages</td>
<td>Lead thyroid collar</td>
</tr>
<tr>
<td>Animal weighing scale</td>
<td>Radiation safety monitoring badge</td>
</tr>
<tr>
<td>Elizabethan collar</td>
<td>Film filing folders</td>
</tr>
<tr>
<td>Nail trimmers</td>
<td>X-ray viewer</td>
</tr>
<tr>
<td>Feline restraint bag</td>
<td>Appointment book</td>
</tr>
<tr>
<td>Tourniquet</td>
<td></td>
</tr>
</tbody>
</table>

Signature of Clinical Site Supervisor _________________________________ Date ________

Signature of Student ________________________________________________ Date ________

Student Name (PRINT)_______________________

Student Number _____________________

REV1111
CLINICAL MENTORSHIP AGREEMENT

Clinical Practicum 1

The clinical site supervisor has a critical role in your education. The veterinary technician program has planned educational experiences designed to allow you to develop the skills required by practicing veterinary technicians. The clinical site supervisor agrees to assist you in achieving the learning objectives of the clinical practicum as designated by the Penn Foster Veterinary Technology Program. The clinical site supervisor retains control over the course of your employment.

Certification by Clinical Site Supervisor

I agree to invest the time necessary to assist you in achieving the learning objectives of the clinical practicum. I agree to allow you to use equipment as required by the program and provide additional disposable supplies as needed. I agree to allow you the opportunity to practice skills in the clinic as needed to complete the requirements of the clinical practicum.

I further certify that the veterinary facility has written policies on safety as required by the Occupational Safety and Health Act and that the student has been informed of these policies, which include information on required immunizations, potential zoonotic diseases, pregnancy, and personal protective equipment. The veterinary facility has written protocols in place describing the handling of bites, scratches, and/or other injuries. The veterinary facility will promptly report to the college any injury sustained by the student while performing clinical skills required of the practicum.

This agreement terminates on the last day of your enrollment in this clinical practicum.

Signature of Clinical Site Supervisor ________________________________________________

Name (PRINT) ____________________________________________________________________

Date Signed ________________________
STUDENT PRACTICUM AGREEMENT

The Clinical Practicums are designed to allow us to document your acquisition of specific skills using criteria described in your practicum materials. You must strictly adhere to all practicum policies and procedures. Failure to do so may result in disciplinary action, up to and including dismissal from the program. Also note that you must adhere to the following:

1. Submit all required clinical facility documents, including this agreement, to the address provided.
2. Verify that all documents required are complete and accurate to the best of your ability.
3. Do not begin working on any part of the Clinical Practicum until approval is sent to you to do so.
4. Work closely with the faculty adviser assigned to you when your approval to begin is received to ensure that you’re meeting the requirements of the practicum.
5. Carefully read the description and criteria for each skill and ensure that you’re providing evidence that you’ve met those criteria.
6. Ensure that your work meets all legal requirements for medical records.
7. Submit only your own work for evaluation and properly cite any specific reference material you use in any written descriptions you submit. Plagiarism is a serious offense that will likely result in dismissal from the program.
8. Submit skills sheets for evaluation each week as they’re completed by you and signed by your supervisor.
9. Promptly provide any additional materials requested by your faculty advisor.
10. Continue to participate as required on the discussion forum for the entire length of the practicum.
11. Use only the version of the practicum materials present on your course page on the date you are approved to begin the practicum.
12. Ensure that your clinical site supervisor reviews the entire skills sheet (all pages) and that you return the entire sheet with the signature page.

My signature below certifies that I have read and agree to all the above:

Signature of Student __________________________ Date ________
Student Name (PRINT)_______________________
Student Number _____________________

REV1111
REQUIRED SKILLS

You’re required to perform certain essential skills during your clinical practicum. Following is a list of the required skills in the categories of Office and Clinic Procedures, Communication/Client Relations, Examination Room Procedures, Pharmacy and Pharmacology, and Radiology and Ultrasound Imaging. You must be able to demonstrate your ability to perform the skills to your clinical site supervisor, who will verify that you performed each skill satisfactorily by marking the skills sheet for that particular skill. The skills sheets begin on page 17. When you’ve satisfactorily performed the skill(s) listed on the skills sheet, your clinical site supervisor will mark the appropriate box in the table at the bottom of the skills sheet. Your clinical site supervisor will sign and date the sheet when you complete all the required skills. You’ll send the completed sheet and any other required documentation to the practicum instructor at Penn Foster for evaluation and for your permanent records. You must type all required documentation that asks for a description on 8\(\frac{1}{2}\) by 11 paper. Send in any skills sheets you have completed at least every two weeks or as you complete several.

**Note:** Please label any photo or extra paper accompanying a skill sheet. Include your name, student number, and the skill to which it applies. Also, write on the back of the photo the procedure you’re performing.

Your practicum will encompass a minimum of 225 required hours in approximately 12 weeks. Your clinical site supervisor will verify the hours you complete using the time sheets on the last two pages of this booklet. When you complete the required hours, send the completed and signed time sheets and any remaining completed skills sheets to the practicum instructor at Penn Foster.
Office and Clinic Procedures

- Handle telephone contacts and make appointments
- Admit and discharge patients, take histories, maintain records, and prepare appropriate certificates for signature
- Clean/disinfect cages, kennels, and stalls
- Maintain basic cleanliness and orderliness of all areas within the veterinary facility (i.e., hospital, clinic, laboratory)
- Perform basic filing of medical records, radiographs, and laboratory reports
- Maintain x-ray, surgery, anesthesia, laboratory, and controlled-substance logbooks
- Perform basic veterinary medical record-keeping procedures
- Develop computer skills
- Become familiar with common software programs for veterinary hospital management
- Become familiar with veterinary on-line services
- Recognize and respond appropriately to veterinary medical emergencies
- Provide routine record keeping, care, and observation of hospitalized patients
- Maintain routine patient medical records
- Obtain and record a patient medical history

Communication/Client Relations

- Develop effective client communication skills
- Perform client education under supervision
- Use crisis intervention/grief management skills with clients
Examination Room Procedures

- Demonstrate the ability to obtain objective patient data
- Determine and know normal values of temperature, pulse, and respiration for dogs and cats
- Auscultate heart and lungs using a stethoscope
- Properly restrain dogs and cats for procedures
- Place in and remove small animals from cages
- Apply dog and cat safety muzzles
- Apply Elizabethan collar
- Apply restraint pole
- Place and restrain small animals on tables
- Perform venipuncture for treatment or blood sampling from the following veins:
  ➢ Cephalic (dog, cat)
  ➢ Jugular (dog, cat)
  ➢ Saphenous (dog)
- Administer parenteral injections
  ➢ Intramuscularly
  ➢ Subcutaneously
- Medicate orally by means of
  ➢ Gastric intubation (small-animal)
  ➢ Hand-pilling (dog, cat)
- Apply and remove bandages and splints
- Perform therapeutic bathing, basic grooming, and dipping of small animals
- Provide routine record-keeping, care, and observation of hospitalized patients
- Implement patient and personal safety measures
- Prepare feed and prescription diets
- Trim nails (dogs, cats)
• Express canine anal sacs
• Clean and medicate ears (dogs, cats)
• Administer enemas
• Apply topical medication to eyes
• Demonstrate understanding of permanent identification methods (e.g., implanting microchips and tattooing)
• Explain care of recumbent patients

Pharmacy and Pharmacology

• Recognize general types and groups of drugs
• Perform inventory control procedures
• Differentiate prescription drugs from over-the-counter drugs
• Label and package dispensed drugs correctly
• Prepare medications and reconstitute vaccines
• Differentiate between abnormal and normal responses to medication
• Use and explain appropriate routes and methods of drug and vaccine administration
• Use weights and measures correctly
• Calculate dosages
• Become familiar with a drug formulary and the Physicians’ Desk Reference (PDR)
• Store, safely handle, and dispose of biological and therapeutic agents, pesticides, and hazardous wastes as needed
• Handle controlled substances correctly
Radiology and Ultrasound Imaging

- Prepare and use technique charts
- Properly use stationary x-ray machines
- Choose the appropriate exposure settings
- Take diagnostic radiographs
- Position small-animal patients
- Use Orthopedic Foundation of America (OFA) applications/positioning for canine dysplasia
- Implement and follow recommended radiology safety measures
- Process diagnostic radiographs
- Use hand processing in the darkroom
- Maintain quality control
- Label, file, and store film
- Properly care for radiographic equipment
- Clean screens
- Recognize faulty equipment operation

The following pages contain descriptions of the skills you’ll practice and master throughout your practicum experience. Once you successfully complete these skills, your clinical site supervisor should complete the appropriate skill form. Read through the skills carefully, so you know where to concentrate your efforts.
Skills Sheet #1

Student Name (PRINT) _____________________________________________

Student Number __________________

Clinical Skill

• Handle telephone contacts and make appointments

Description

• You'll answer the telephone according to clinic procedures, determine the caller's need(s), and respond appropriately
• You'll make appointments for examinations and other procedures according to clinic procedures

Criteria:

• You record clients name, pet’s name, contact information, and reason for visit in appointment book
• You schedule appointment according to client’s and facility’s availability
• You allow appropriate amount of time for visit
• You demonstrate ability to triage patients based on the patient’s need to be seen or the client’s perception of need to be seen into three categories: immediate, same day, and elective
• You answer the phone in three rings or less
• You answer the phone with a pleasant voice, identified the clinic, and gave your name
• You demonstrate courteous and respectful attitude toward callers
• You speak slowly and clearly to callers
• You listen to the caller
• You repeat information such as names and numbers to ensure you obtained correct information
• When necessary, you ask callers if they can be placed on hold; you get back to them as quickly as possible
• You demonstrate knowledge of limitations of giving advice over the phone

Number of Times Needed for Successful Performance: 10
**Materials Submitted for Evaluation**

- Photocopy of appointment book identifying minimum of 10 appointments made by you (Appointments you made must be highlighted.)
- Skills Sheet #1 signed by clinical site supervisor with a passing grade on all components
- Name and describe two types of scheduling. Then indicate which type is used at your clinic. All required descriptions must be typed and double-spaced on 8½ × 11 paper.
- Skills Sheet #1 (to be completed by clinical site supervisor)

*Reminder:* Write your name, student number, and skills sheet number on all the materials you send to the school (photos, log book, written descriptions, X-rays, etc.), or your materials will be returned to you incomplete. This goes for *all* skills.

*Note:* All photos, X-rays, etc. become the property of Penn Foster.

<table>
<thead>
<tr>
<th></th>
<th>Pass</th>
<th>Fail</th>
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<tbody>
<tr>
<td>Answered the telephone in a professional manner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allowed the callers to state their query</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asked questions clearly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Answered questions accurately</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Made at least 10 appointments according to clinic procedures</td>
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<td></td>
</tr>
</tbody>
</table>

I certify that the student performed the skills in my presence and has submitted his or her own work for evaluation.

Signature of Clinical Site Supervisor _________________ Date _________
Clinical Site Supervisor: If the student is resubmitting this skills sheet, use the box below to mark the resubmission.

<table>
<thead>
<tr>
<th>Skills Sheet #1</th>
<th>Pass</th>
<th>Fail</th>
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</thead>
<tbody>
<tr>
<td>Answered the telephone in a professional manner</td>
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</table>

I certify that the student performed the skills in my presence and has submitted his or her own work for evaluation.

Signature of Clinical Site Supervisor _______________________ Date _________
Skills Sheet #2

Student Name (PRINT) _____________________________________________

Student Number __________________

Clinical Skill
• Admit and discharge patients
• Take histories and maintain records
• Prepare appropriate certificates for signature

Description
• You’ll develop effective client communication skills by greeting a patient on admittance to the hospital and completing appropriate release forms
• You’ll discharge hospitalized and post-surgical patients and review any specific instructions regarding care, medications, and precautions with clients
• You’ll prepare official documents and United States Department of Agriculture rabies certificates for the veterinarian’s approval and signature

Criteria
• You greet clients according to clinic procedures
• You admit patients
  ➢ Identify and verify client and pet
  ➢ Make appropriate notation on appointment book
  ➢ Locate patient’s medical record
  ➢ Verify current contact information
  ➢ Complete appropriate authorization forms and obtain client signature
• You discharge patients
  ➢ Verify all treatments and/or medications were given
  ➢ Verify that all prescriptions are prepared
  ➢ Prepare appropriate discharge papers and after-care instructions for patient
  ➢ Review information with client
  ➢ Prepare invoice and collect payment
  ➢ Release patient to client
  ➢ Schedule recheck appointment if appropriate
• You prepare vaccination and rabies certificates with the following information:
  ➢ Owner’s name and address
  ➢ Hospital’s name and address
  ➢ Pet’s name
  ➢ Pet’s signalment
  ➢ Date of vaccinations
  ➢ Type of vaccinations
  ➢ Expiration of certificate
  ➢ Doctor’s signature

**Number of Times Needed for Successful Performance: 5**

**Materials Submitted for Evaluation**

• Photocopy of euthanasia release forms and surgery/anesthesia release forms used at the clinic (i.e., blank with no client information)
• Photocopy of a properly completed rabies and/or vaccination (i.e., client information blacked out)
• Student written description of discharge instructions for post-surgical patients who have any elective procedure
• Skills Sheet #2 (to be completed by clinical site supervisor)

<table>
<thead>
<tr>
<th></th>
<th>Pass</th>
<th>Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greeted clients</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepared and reviewed official admission and discharge documents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepared certificates for vaccination and rabies</td>
<td></td>
<td></td>
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</tbody>
</table>

I certify that the student performed the skills in my presence and has submitted his or her own work for evaluation.

Signature of Clinical Site Supervisor _______________________ Date _________
Clinical Site Supervisor: If the student is resubmitting this skills sheet, use the box below to mark the resubmission.

<table>
<thead>
<tr>
<th>Skills Sheet #2</th>
<th>Pass</th>
<th>Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greeted clients</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepared and reviewed official admittance and discharge documents</td>
<td></td>
<td></td>
</tr>
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</table>

I certify that the student performed the skills in my presence and has submitted his or her own work for evaluation.

Signature of Clinical Site Supervisor _______________________ Date __________
Skills Sheet #3

Student Name (PRINT) _____________________________________________

Student Number ________________

Clinical Skills

• Clean and disinfect cages, kennels, and stalls
• Maintain basic cleanliness and orderliness of a veterinary facility (including hospital, clinic, and laboratory)

Description

• You’ll maintain hospital cleanliness via cleaning and disinfecting cages, kennels, and stalls according to clinic procedures
• You’ll perform procedures involved with the control and prevention of infectious diseases such as parvovirus
• You’ll maintain the cleanliness and orderliness according to clinic procedures for surgery, radiology, pharmacy, laboratory, and examination areas

Criteria

• You demonstrate understanding of appropriate sanitation and nosocomial protocols for a veterinary facility
  ➢ Describe characteristics of different disinfectant groups and their uses
  ➢ Demonstrate understanding of differences in cleaning needs between various areas (i.e. frequent cleaning, daily cleaning, weekly cleaning)
• You observe sanitary protocols for treating patients in isolation
• You practice aseptic techniques
• You wash hands between patients
• You wear clean clothes and shoes
• You follow hospital’s established cleaning, disinfecting, and sterilizing protocols
• You clean and disinfect cages, kennels, and stalls
• You maintain cleanliness of all areas of the veterinary clinic

Number of Times Needed for Successful Performance: 5
**Materials Submitted for Evaluation**

- Student description of clinic procedures to reduce the possibility of nosocomial infection, including characteristics and uses of disinfectant groups and the cleaning requirements for various areas in the facility
- Skills Sheet #3 (to be completed by clinical site supervisor)

<table>
<thead>
<tr>
<th></th>
<th>Pass</th>
<th>Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleaned and disinfected cages, kennels, and stalls</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Controlled and prevented infectious diseases</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintained hospital cleanliness for surgical and clinic areas</td>
<td></td>
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</tr>
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</table>

I certify that the student performed the skills in my presence and has submitted his or her own work for evaluation.

Signature of Clinical Site Supervisor _______________________ Date _________

Clinical Site Supervisor: If the student is resubmitting this skills sheet, use the box below to mark the resubmission.

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</table>

I certify that the student performed the skills in my presence and has submitted his or her own work for evaluation.

Signature of Clinical Site Supervisor _______________________ Date _________
Skills Sheet #4

Student Name (PRINT) _____________________________________________

Student Number __________________

Clinical Skills

• Perform basic filing of medical records, radiographs, and laboratory reports
• Maintain x-ray, surgery, anesthesia, laboratory, and controlled substance logbooks
• Perform basic veterinary medical record-keeping procedures
• Develop computer skills
• Become familiar with commonly used management software programs and veterinary online services

Description

• You’ll perform basic filing of medical records, radiographs, laboratory reports, and any other materials according to clinic procedures
• You’ll maintain x-ray, surgery, anesthesia, laboratory, and controlled substance logbooks according to clinic procedures
• You’ll demonstrate an understanding of in-house management software programs and veterinary online services in use at the clinic

Criteria

• You perform basic filing of medical records
  ➢ Properly label file chart with the following information and labels:
    ◦ Client’s name (last, first)
    ◦ Client’s number
    ◦ Labels in accordance with the clinic filing system (numerical or alphabetic)
    ◦ File alphabetically and by year

• You perform basic filing of lab reports
  ➢ Prepare lab report with the following information:
    ◦ Client’s name
    ◦ Client number
    ◦ Pet’s name
    ◦ Pet’s signalment (age, breed, sex)
  ➢ File report in patient medical record
• You maintain x-ray log book with the following information:
  ➢ Date
  ➢ Client’s last name
  ➢ Pet’s name
  ➢ Pet’s signalment
  ➢ View taken
  ➢ Measurement site
  ➢ kVp and mAs for view
  ➢ Comments
  ➢ Technician’s name/initials

• You maintain surgery/procedure log book with the following information:
  ➢ Date
  ➢ Client’s last name
  ➢ Pet’s name
  ➢ Pet’s signalment
  ➢ Surgery performed
  ➢ Doctor’s name
  ➢ Technician’s name

• You maintain anesthesia log book with the following information:
  ➢ Date
  ➢ Client’s last name
  ➢ Pet’s name
  ➢ Pet’s signalment
  ➢ Pre-anesthetics used
  ➢ Anesthesia used
  ➢ Duration of anesthesia
  ➢ Doctor’s name
  ➢ Technician’s name
• You maintain laboratory log book with the following information:
  ➢ Date
  ➢ Client’s last name
  ➢ Pet’s name
  ➢ Pet’s signalment
  ➢ Name(s) of lab test(s) performed
  ➢ Test results
  ➢ Technician’s name

• You maintain controlled substance log book with the following information:
  ➢ Name of drug
  ➢ Drug strength
  ➢ Drug form
  ➢ Drug quantity
  ➢ Date
  ➢ Client’s last name
  ➢ Pet’s name
  ➢ Pet’s signalment
  ➢ Quantity removed for use
  ➢ Remaining Balance on hand
  ➢ Doctor/technician’s initials

• You demonstrate knowledge in use of veterinary practice management software
• You enter and retrieve patient records
• You demonstrate familiarity with veterinary online services (i.e. online pharmacies, medical databases)

**Number of Times Needed for Successful Performance: 5**
**Materials Submitted for Evaluation**

- Student description of filing system used for routine patient medical records
- Photocopy of student entries in controlled-substance logbooks (entries you made must be highlighted)
- Student description of commonly used veterinary practice software and its uses in the clinic
- Skills Sheet #4 (to be completed by clinical site supervisor)

<table>
<thead>
<tr>
<th>Competency in filing medical records, radiographs, laboratory reports</th>
<th>Pass</th>
<th>Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Properly retrieved medical records from files</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Competency in maintaining x-ray, surgery, anesthesia, laboratory, and controlled-substance logbooks</td>
<td></td>
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<tr>
<td>Ability to use management software and online services</td>
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Signature of Clinical Site Supervisor _______________________ Date __________

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Signature of Clinical Site Supervisor _______________________ Date __________
Skills Sheet #5

Student Name (PRINT) _____________________________________________

Student Number __________________

Clinical Skill
- Recognize and respond appropriately to veterinary medical emergencies

Description
- You’ll demonstrate the ability to recognize surgical/medical emergencies with hospitalized patients, patients visiting the clinic for appointments, and during screening of telephone calls for potential emergency situations
- After recognition of an emergency situation, you’ll prepare or administer proper emergency procedures according to clinic procedures, including participating in cardiopulmonary resuscitation

Criteria
- You recognize and respond appropriately to veterinary medical emergency
  ➢ Recognize clinical signs of shock, respiratory distress, poisoning, and trauma
  ➢ Identify client and pet and obtain brief explanation of what happened
  ➢ Place animal in treatment area, advising treatment staff and doctor of situation
  ➢ Locate patient medical record
  ➢ Prepare appropriate examination and treatment authorization forms
- You maintain emergency medical supplies/crash cart
  ➢ Identify the drugs and supplies needed to stock a crash cart

Number of Times Needed for Successful Performance: 2
**Materials Submitted for Evaluation**

- Student’s detailed description of clinical signs of shock, respiratory distress, poisoning, and trauma (choose examples of poisoning and trauma cases common in your area)
- Skills Sheet #5 (to be completed by clinical site supervisor)

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<thead>
<tr>
<th></th>
<th>Pass</th>
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</thead>
<tbody>
<tr>
<td>Ability to recognize medical and surgical emergencies</td>
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Signature of Clinical Site Supervisor _______________________ Date _________
Skills Sheet #6

Student Name (PRINT) _____________________________________________

Student Number __________________

Clinical Skill

• Obtain and record a patient medical history

Description

• You’ll perform a thorough patient history, including presenting complaint(s), past medical problems, current medications, and other pertinent information regarding the patient and office visit

• You’ll record these findings within the medical record according to clinic procedures

Criteria

• You obtain patient history

➢ Prepare form with the following information:
  o Owner’s name and address
  o Pet’s name
  o Pet’s signalment
  o Client number
  o Pet’s vaccine history
  o Pet’s exam history
  o Pet’s surgical history
  o Pet’s medication history

• You accurately record the history obtained from the client in sufficient detail to convey all the information needed by the veterinarian

• You ask appropriate, nonleading questions using clear terminology the client understands, so the client is able to answer the question accurately

Number of Times Needed for Successful Performance: 2
**Materials Submitted for Evaluation**

- Photocopy of two complete patient medical history forms (This can be a first patient visit or a first visit for a new medical problem.)
- Skills Sheet #6 (to be completed by clinical site supervisor)

<table>
<thead>
<tr>
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<th>Pass</th>
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<tbody>
<tr>
<td>Ability to obtain a thorough patient history</td>
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<tr>
<td>Ability to ask open-ended questions to obtain detailed information from clients</td>
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<tr>
<td>Ability to record a medical history in the patient’s chart</td>
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Signature of Clinical Site Supervisor _________________ Date _________

REV1111
Skills Sheet #7

Student Name (PRINT) _____________________________________________

Student Number ____________

Clinical Skills

- Develop effective client communication skills
- Perform client education under supervision
- Use crisis intervention/grief management skills with clients

Description

- You'll actively participate in and develop client communication and education skills in answering client questions according to clinic procedures
- You'll demonstrate confidence in educating clients about basic disease processes and prevention efforts, including heartworm and flea and tick prevention
- You'll also participate in the performance of euthanasia and grief counseling with clients

Criteria

- You effectively communicate with clients
- You explain medical information to clients in an understandable manner
- You apply crisis intervention/grief management skills with clients
  ➢ Demonstrate understanding of the human-animal bond
  ➢ Describe the stages of the grief process, i.e., denial, bargaining, anger, depression, and resolution
  ➢ Demonstrate empathy and compassion to grieving clients
  ➢ Provide grief counseling phone numbers or services to the client
  ➢ Send condolence card to owner in a timely manner

Number of Times Needed for Successful Performance: 5
Materials Submitted for Evaluation

- Student description of clinic tools used for client education (e.g., brochures, models, handouts, etc.)
- Student description indicating type of client education performed, including patient name and topic of discussion (5 different topics, including at least one related to grief counseling)
- Skills Sheet #7 (to be completed by clinical site supervisor)

<table>
<thead>
<tr>
<th>Ability to effectively communicate with clients</th>
<th>Pass</th>
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</thead>
<tbody>
<tr>
<td>Ability to educate about basic disease processes</td>
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<tr>
<td>Ability to educate about flea, heartworm, and tick prevention</td>
<td></td>
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<td>Participation in euthanasia and grief counseling</td>
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Signature of Clinical Site Supervisor _______________________ Date __________
Skills Sheet #8

Student Name (PRINT) _____________________________________________

Student Number ______________

Clinical Skills

- Demonstrate the ability to obtain objective patient data
- Know canine and feline normal values for temperature, pulse, and respiration and determine values for individual patients
- Assess hydration status
- Auscultate heart and lungs using a stethoscope

Description

- You’ll obtain temperature as well as pulse and respiration rates on canine and feline patients and compare these findings to normal ranges
- You’ll auscultate patients’ heart and lungs with a stethoscope and discern normal from commonly occurring pathological sounds, including heart murmurs, cardiac arrhythmias, pulmonary congestion, crackles, and wheezes

Criteria

- You appropriately use thermometer to obtain rectal temperature of dogs and cats
- You palpate peripheral pulse in at least one location on dogs and cats
- You obtain pulse rate and recognize normal pulse characteristics
- You utilize stethoscope to locate heart sounds on both sides of chest
- You utilize stethoscope to locate lung sounds on the four quadrants of chest
- You obtain respiratory rate
- You recognize and describe normal and abnormal lung and heart sounds

Number of Times Needed for Successful Performance: 10
Materials Submitted for Evaluation

Copy of patient record containing patient information and results of examination for 10 patients (i.e. temperature, heart rate and rhythm, pulse rate and character, respiratory rate and lung sounds, and hydration stats. Include presence or absence of any abnormal heart or lung sounds.)

Skills Sheet #8 (to be completed by clinical site supervisor)

| Ability to obtain a temperature, pulse, respiratory rate on canine and feline patients | Pass | Fail |
| Ability to compare patients' values to normal ranges | | |
| Ability to auscultate heart and lung sounds | | |
| Ability to recognize pathological heart and lung sounds | | |
| Ability to assess hydration status | | |

I certify that the student performed the skills in my presence and has submitted his or her own work for evaluation.

Signature of Clinical Site Supervisor _______________________ Date _________

Clinical Site Supervisor: If the student is resubmitting this skills sheet, use the box below to mark the resubmission.

| Ability to obtain a temperature, pulse, respiratory rate on canine and feline patients | Pass | Fail |
| Ability to compare patients' values to normal ranges | | |
| Ability to auscultate heart and lung sounds | | |
| Ability to recognize pathological heart and lung sounds | | |
| Ability to assess hydration status | | |

I certify that the student performed the skills in my presence and has submitted his or her own work for evaluation.

Signature of Clinical Site Supervisor _______________________ Date _________

REV1111
Skills Sheet #9

Student Name (PRINT) _____________________________________________

Student Number __________________

Clinical Skills

• Properly restrain cats for procedures
• Place in and remove cats from cages
• Handle aggressive or frightened patients
• Place and restrain cats on tables

Description

• You’ll properly restrain cats for procedures
• You’ll properly place and remove cats from cages
• You’ll demonstrate understanding of methods used to handle aggressive or frightened patients
• You’ll properly handle and restrain cats for physical examinations and medical procedures
• You’ll use a muzzle and restraint pole when needed for any aggressive patient

Criteria

• You demonstrate how to handle aggressive or frightened patients
• You apply feline restraint—stretch technique
  ➢ Properly position the cat in lateral recumbency with one hand on the scruff of the neck and the other controlling the back legs
  ➢ Control the head so as to prevent the veterinarian or yourself from being bitten or injured by movement of the head
  ➢ Control the feet so as to prevent the veterinarian or yourself from being scratched or injured by the claws
• You use feline restraint—towel technique
  ➢ Properly position the cat in sternal recumbency on the towel
  ➢ Position the cat so that it is perpendicular to the length of the towel with its head off the edge of the towel
  ➢ Wrap the cat in the towel to control the head and feet to prevent the veterinarian or yourself from being bitten or injured by movement of the head or feet
• You apply feline restraint—cat bag technique
  ➢ Secure cat in bag
  ➢ Manipulate appendages through the appropriate openings
• You encage and remove cats from cages
  ➢ Open a crate, carrier, or cage without allowing the cat to escape
  ➢ Place a cat into a crate, carrier, or cage and close it without letting the animal escape
  ➢ Transport animal safely and securely

**Number of Times Needed for Successful Performance:** 5

**Materials Submitted for Evaluation**

• Photographs of student:
  ➢ Applying feline restraint (stretch technique)
  ➢ Applying feline restraint (towel technique)
  ➢ Applying feline restraint (cat bag technique)
  ➢ Removing a cat from an upper cage (i.e. at or above your head, depending on student height) without assistance
  ➢ Squatting and properly removing a cat from a lower cage without assistance

• Skills Sheet #9 (to be completed by clinical site supervisor)

<table>
<thead>
<tr>
<th></th>
<th>Pass</th>
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<tbody>
<tr>
<td>Ability to place and remove cats from cages</td>
<td></td>
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</tr>
<tr>
<td>Ability to handle aggressive and frightened cats</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to handle and restrain cats for examinations and procedures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Competency in applying a cat safety muzzle</td>
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<th>Pass</th>
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<tbody>
<tr>
<td>Ability to place and remove cats from cages</td>
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Signature of Clinical Site Supervisor _______________________ Date _________
Skills Sheet #10

Student Name (PRINT) _____________________________________________

Student Number ______________

Clinical Skills

• Properly restrain large and small dogs for procedures
• Place in and remove large and small dogs from cages
• Handle aggressive or frightened dogs
• Apply dog safety muzzles
• Apply Elizabethan collar
• Apply restraint pole
• Place and restrain large and small dogs on tables

Description

• You’ll properly restrain large and small dogs for procedures
• You’ll properly place and remove large and small dogs from cages
• You’ll demonstrate understanding of methods used to handle aggressive or frightened dogs
• You’ll properly handle and restrain large and small dogs for physical examinations and medical procedures
• You’ll use a muzzle and restraint pole when needed for any aggressive dog
• You’ll assemble and properly fit a dog with an Elizabethan collar

Criteria

• You demonstrate how to handle aggressive or frightened dogs
• You encage and remove small dogs from cages
  ➢ Open a crate, carrier, or cage without allowing the animal to escape
  ➢ Place the animal into a crate, carrier, or cage and close it without letting the animal escape
  ➢ Transport animal safely and securely
• You demonstrate sternal recumbency
  ➢ Properly position your hand and arm around dog’s neck and head so as to control the head and prevent personnel from being bitten or injured
  ➢ Properly position your hand, arm, and body to keep the body of the dog properly immobilized so as to prevent personnel from being injured
  ➢ Restrain the dog in a manner that is adequate for control, yet of no harm to the animal
• You apply canine restraint—lateral recumbence
  ➢ Properly position the animal in lateral recumbence
  ➢ Properly position your hand and arm around animal’s neck and head so as to control the head and prevent personnel from being bitten or injured
  ➢ Properly position your hand, arm, and body to keep the body of the animal properly immobilized so as to prevent personnel from being injured

• You apply dog muzzle safely—gauze muzzle
  ➢ Choose appropriate length to wrap around the muzzle, tie the dog’s muzzle, and still have sufficient length to tie in a bow behind the head
  ➢ Place muzzle appropriately on the dog so that the mouth can’t open sufficiently to allow biting, and snug enough to not easily slip off the head
  ➢ Apply muzzle in such a way that the animal experiences minimal discomfort

• You apply dog muzzle safely—nylon or leather muzzle
  ➢ Select the correct size, type, and style
  ➢ Place muzzle appropriately on the dog so that the mouth can’t open sufficiently to allow biting, and snug enough to not easily slip off the head
  ➢ Apply muzzle in such a way that the animal experiences minimal discomfort

• You apply Elizabethan collar on a dog
  ➢ Select and assemble the appropriate size e-collar
  ➢ Secure e-collar safely on animal’s neck

• You use a restraint pole to immobilize dogs without injuring the animal or personnel

**Number of Times Needed for Successful Performance: 5**

**Materials Submitted for Evaluation**
• Photographs of student:
  ➢ Applying canine restraint (lateral recumbency)
  ➢ Applying canine restraint (sternal recumbency)
  ➢ Lifting a large dog (40–49 pounds) onto exam table without assistance using proper posture and lifting technique
  ➢ Applying dog muzzle, including gauze and nylon or leather muzzles
  ➢ Removing a small to medium dog from a middle or upper cage using proper posture and lifting technique
  ➢ Removing a large incapacitated (can’t walk or stand on its own) dog from a lower cage
  ➢ Using a restraint pole on a dog
• Skills Sheet #10 (to be completed by clinical site supervisor)
<table>
<thead>
<tr>
<th>Skills Sheet #10</th>
<th>Pass</th>
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<tbody>
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<td>Ability to place and remove large and small dogs from upper and lower cages</td>
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Signature of Clinical Site Supervisor _______________________ Date _________
Skills Sheet #11

Student Name (PRINT) _____________________________________________
Student Number __________________

**Clinical Skill**
- Perform venipuncture for treatment or blood sampling from the following veins:
  - Cephalic (dog, cat)
  - Jugular (dog, cat)
  - Saphenous (dog)

**Description**
- You’ll demonstrate competency in performing venipuncture via syringe and Vacutainer methods

**Criteria**
- You select and prepare appropriate equipment
- You perform venipuncture:
  - Cephalic (dog, cat)
    - Use appropriate positioning and restraint
    - Prepare site properly
    - Apply and release a tourniquet or compress the vein in order to raise the vein, so that the venipuncture can be done successfully
    - Apply pressure to the venipuncture site to prevent bleeding from the site
  - You perform venipuncture:
    - Jugular (dog, cat)
      - Use appropriate positioning and restraint
      - Prepare site properly
      - Correctly place finger in the jugular groove to act as a tourniquet
      - Palpate the area to determine the location of the jugular vein
      - Place the needle into the vein with the bevel up and in the proper location
      - Acquire the necessary volume for the tests ordered
      - Remove needle and syringe from the patient and apply pressure to prevent a hematoma
• You perform venipuncture:
  ➢ Saphenous (dog)
    o Use appropriate positioning and restraint
    o Prepare site properly
    o Apply and release a tourniquet or compress the vein in order to raise the vein so that the venipuncture can be done successfully
    o Apply pressure to the venipuncture site to prevent bleeding from the site (adequate hemostasis)

**Number of Times Needed for Successful Performance: 9**

• Cephalic (dog)—2
• Cephalic (cat)—2
• Jugular (dog)—2
• Jugular (cat)—2
• Saphenous (dog)—1

**Materials Submitted for Evaluation**

• Photographs of student performance of each procedure (one photo per species and collection site [five photos total])
• Skills Sheet #11 (to be completed by clinical site supervisor)

<table>
<thead>
<tr>
<th>Competency</th>
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<tbody>
<tr>
<td>Competency in preparing blood collection site and all necessary venipuncture equipment</td>
<td></td>
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<tr>
<td>Competency in cephalic venipuncture in the canine patient</td>
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Signature of Clinical Site Supervisor _______________________ Date _________

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Signature of Clinical Site Supervisor _______________________ Date __________
Skills Sheet #12

Student Name (PRINT) _____________________________________________

Student Number ______________

Clinical Skill

• Administer parenteral injections both intramuscularly and subcutaneously

Description

• You’ll demonstrate competency in determining which medications and treatments are administered by certain routes (i.e., intramuscular, subcutaneous)

• You’ll also perform intramuscular and subcutaneous injections on both canine and feline patients

Criteria

• You properly administer parenteral medications
  ➢ Subcutaneous
    o Select the proper site for administration
    o Properly prepare and introduce the needle into the site of administration
    o Aspirate the syringe to check for blood or air prior to injection
    o Successfully administer the prescribed amount of medication
  ➢ Intramuscular
    o Select the proper site for administration based on anatomical landmarks
    o Properly prepare and introduce the needle into the site of administration
    o Aspirate the syringe to check for blood prior to injection
    o Successfully administer the prescribed amount of medication
  ➢ Intravenous
    o Select the proper site for administration
    o Properly prepare and introduce the needle into the site of administration
    o Aspirate the syringe to check for blood prior to injection
    o Inject the drug without signs of extravasation
    o Assure proper application of pressure to the puncture site to reduce bleeding
Number of Times Needed forSuccessful Performance: 8 (Twice for each route and species)

Materials Submitted for Evaluation

- Photographs of student performing intramuscular injection on a cat, subcutaneous injection on a cat, intramuscular injection on a dog, subcutaneous injection on a dog
- Skills Sheet #12 (to be completed by clinical site supervisor)

<table>
<thead>
<tr>
<th></th>
<th>Pass</th>
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<tbody>
<tr>
<td>Properly prepared the injection site and administered medications or fluids correctly</td>
<td></td>
<td></td>
</tr>
<tr>
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<td></td>
<td></td>
</tr>
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Signature of Clinical Site Supervisor _______________________ Date _________
Skills Sheet #13

Student Name (PRINT) _____________________________________________

Student Number __________________

Clinical Skill

• Orally medicate small animals by means of gastric intubation and hand-pilling
• Perform gastric intubation

Description

• You’ll administer oral medications to small-animal patients via gastric intubation and hand-pilling

Criteria

• You perform gastric intubation—canine or feline
  ➢ Choose correct size tube for patient
  ➢ Measure the tube, place the tip of the tube at the last rib and mark the tube at the point of the mouth prior to placement
  ➢ Place the mouth speculum in the mouth in the correct position
  ➢ Properly lubricate the stomach tube
  ➢ Properly pass the tube into the animal’s stomach without force
  ➢ Verify the tube is in the stomach by palpating the tube within the neck, injecting 100 ml of air and an assistant auscultating the stomach for gurgling, or injecting 50 ml of sterile saline and listening for a cough
  ➢ Seal the end of the tube to prevent aspiration of medication and remove the stomach tube from the animal

• You demonstrate hand pilling—canine or feline
  ➢ Safely open the mouth of the animal
  ➢ Maintain control of the head or muzzle during the administration of the medication
  ➢ Ensure patient swallows medication without choking
  ➢ Control the animal in a manner adequate to administer the medication, yet without harming the animal

Number of Times Needed for Successful Performance: 8 (twice for each route and species)
**Materials Submitted for Evaluation**

- Photographs of student performing each step of gastric intubation on a dog or cat
- Photograph of student performing hand-pilling on a dog or cat
- Skills Sheet #13 (to be completed by clinical site supervisor)

<table>
<thead>
<tr>
<th>Competency</th>
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</thead>
<tbody>
<tr>
<td>Competency in administering oral medication via hand pilling</td>
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Signature of Clinical Site Supervisor ________________ Date __________
Skills Sheet #14

Student Name (PRINT) _____________________________________________

Student Number __________________

Clinical Skill

• Apply and remove bandages and splints

Description

• You’ll apply and remove a Robert Jones bandage
• You’ll also properly fit patients with splints and incorporate them into a bandage or cast

Criteria

• You gather appropriate supplies and equipment for applying and removing bandages and splints
• You apply soft bandage—modified Robert Jones method for cats and small dogs
  ➢ Apply tape stirrups to the distal portion of the limb
  ➢ Apply two layers of soft padding onto the limb starting at the distal portion of the limb
  ➢ Verify correct tightness of padding before adding gauze
  ➢ Apply a layer of gauze to the limb, starting at the distal portion of the limb
  ➢ Verify correct tightness of gauze
  ➢ Adjust tape stirrups to adhere to the gauze
  ➢ Apply a layer of protective tape, such as vetwrap, to the limb
  ➢ Verify correct tightness of wrap
  ➢ Ensure the limb is in proper position when the bandage is complete
  ➢ Check the toes for temperature and swelling
• You apply soft bandage—Robert Jones method for medium and large dogs
  ➢ Apply tape stirrups to the distal portion of the limb
  ➢ Apply two layers of roll cotton onto the limb starting at the distal portion of the limb
  ➢ Verify correct tightness of padding before adding gauze
  ➢ Apply a layer of gauze to the limb, starting at the distal portion of the limb
  ➢ Verify correct tightness of gauze
➢ Adjust tape stirrups to adhere to the gauze
➢ Apply a layer of protective tape, such as vetwrap, to the limb
➢ Verify correct tightness of wrap
➢ Ensure the limb is in proper position when the bandage is complete
➢ Check the toes for temperature and swelling

**Number of Times Needed for Successful Performance**

- Soft bandages: 1
- Fit splints: 1

**Materials Submitted for Evaluation**

- Photographs of student applying each layer of modified Robert Jones or Robert Jones to appropriately sized animal (only one bandage necessary for submission)
- Skills Sheet #14 (to be completed by clinical site supervisor)

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Ability to apply and remove Robert Jones bandages</td>
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Signature of Clinical Site Supervisor _______________________ Date _________

REV1111
Skills Sheet #15

Student Name (PRINT) _____________________________________________

Student Number ______________

Clinical Skill

• Perform therapeutic bathing, basic grooming, and dipping of small animals

Description

• In addition to basic grooming, you’ll perform therapeutic bathing and dipping of small-animal patients with dermatological problems, including prescription shampoos or dips
• You’ll demonstrate understanding of which prescription shampoos are used for particular dermatological diseases and explain usage directions to clients

Criteria

• You perform therapeutic bathing, basic grooming, and dipping of small animals
  ➢ Express anal sacs, trim toe nails, remove any collars or harnesses before bathing, if required
  ➢ Thoroughly wet the animal prior to application of the shampoo
  ➢ Apply shampoo appropriately, avoiding patient discomfort
  ➢ Observe all precautions mandated by the particular shampoo
  ➢ Rinse hair and skin thoroughly, removing all shampoo
  ➢ Safely and adequately dry the animal
  ➢ Comb or brush animal, removing mats if required

Number of Times Needed for Successful Performance: 5

Materials Submitted for Evaluation

• Student description of 5 procedures performed by the student, including patient name and name of therapeutic shampoo or dip used
• Student description of safety procedures needed for using therapeutic shampoos and dips available in the clinic
• Skills Sheet #15 (to be completed by clinical site supervisor)
<table>
<thead>
<tr>
<th>Competency in performing therapeutic bathing and basic grooming</th>
<th>Pass</th>
<th>Fail</th>
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<tr>
<td>Knowledge of prescription shampoos and dips</td>
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Signature of Clinical Site Supervisor _____________________ Date __________
Skills Sheet #16

Student Name (PRINT) _____________________________________________

Student Number __________________

Clinical Skill
• Provide routine record-keeping, care, and observation of hospitalized patients

Description
• You’ll record the progress of the patient’s recovery by observing them on a regular basis
• You’ll provide routine care to hospitalized patients

Criteria
• You monitor patients on a regular basis and record appropriate progress notes
• You utilize proper terminology in recording progress notes

Number of Times Needed for Successful Performance: 4

Materials Submitted for Evaluation
• Copies of the pages from the logbook, treatment sheet, or medical record of the student’s observations recorded during the recovery of at least 4 patients, with the procedures performed by the student highlighted or circled in the record
• Skills Sheet #16 (to be completed by the clinical site supervisor)

<table>
<thead>
<tr>
<th>Pass</th>
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<tbody>
<tr>
<td>Competency in routine periodic check of the hospitalized animals</td>
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<tr>
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Signature of Clinical Site Supervisor ____________________ Date _______

REV1111
Skills Sheet #17

Student Name (PRINT) _____________________________________________

Student Number ________________

Clinical Skills

• Implement patient and personal safety measures

Description

• You'll implement and follow patient and personal safety measures through proper handling of medications and equipment

Criteria

• You identify the need for any personal protective equipment (PPE)
• You locate and properly use the PPE

Number of Times Needed for Successful Performance: 10

Materials Submitted for Evaluation

• Student description of personal protective equipment used in all areas of the clinic and indications for use
• Skills Sheet #17 (to be completed by clinical site supervisor)

<table>
<thead>
<tr>
<th>Ability to implement and follow patient and personnel safety measures</th>
<th>Pass</th>
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Signature of Clinical Site Supervisor __________________ Date ______
Skills Sheet #18

Student Name (PRINT) ________________________________

Student Number __________________

Clinical Skill

• Prepare feed and prescription diets

Description

• You’ll demonstrate understanding of which prescription diets are used for a particular pathological disease
• You’ll prepare a diet particular to the patient’s needs and calculate the proper amount to be fed

Criteria

• You calculate caloric needs for a puppy or kitten
• You calculate caloric needs for a pregnant and nursing dog or cat
• You calculate caloric needs for a geriatric animal
• You understand the role nutrition plays in treating and preventing endocrine and metabolic disease
• You evaluate an overweight animal’s diet and determine a proper diet
• You demonstrate familiarity with therapeutic diets
• You recognize the commonly used prescription diets and what conditions they’re used for
• You demonstrate knowledge of vitamins and mineral
• You demonstrate knowledge of common nutricuticals
• You provide written instructions to client for the amount, type and times of feeding

Number of Times Needed for Successful Performance: 2

Materials Submitted for Evaluation

• Student description of the calculation formula used by the student for proper feed amounts and detailed description of two clinical cases requiring prescription diets, including calculation of amount to feed
• Skills Sheet #18 (to be completed by clinical site supervisor)
<table>
<thead>
<tr>
<th></th>
<th>Pass</th>
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</tr>
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<tbody>
<tr>
<td>Knowledge of prescription diets</td>
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Signature of Clinical Site Supervisor _______________________ Date _________
Skills Sheet #19

Student Name (PRINT) _____________________________________________

Student Number __________________

Clinical Skill

• Trim nails (dogs, cats)

Description

• You’ll perform and teach clients how to trim nails, including methods to treat bleeding following nail trimming

Criteria

• You place nail trimmers in the proper position on the nail
• You remove appropriate length of nail tip
• You perform procedure without evidence of nail bleeding or you apply appropriate hemostasis as needed
• You effectively describe and demonstrate the skill to clients

Number of Times Needed for Successful Performance: 4 (2 each species)

Materials Submitted for Evaluation

• Student’s detailed description of procedure for each species (correct terminology must be used)
• Skills Sheet #19 (to be completed by clinical site supervisor)

<table>
<thead>
<tr>
<th>Ability to trim nails on canine patients</th>
<th>Pass</th>
<th>Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to trim nails on feline patients</td>
<td></td>
<td></td>
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Signature of Clinical Site Supervisor ________________ Date ________
Skills Sheet #20

Student Name (PRINT) _____________________________________________

Student Number __________________

Clinical Skill

• Express canine anal sacs

Description

• You’ll perform and teach clients how to express canine anal sacs

Criteria

• You express canine anal sacs
  ➢ Wear exam gloves and lubricate the index finger
  ➢ Locate the position of the anal sacs
  ➢ Appropriately position the finger internally and thumb externally to express the anal sacs
  ➢ Adequately express the contents of each anal sac into a 4x4 gauze, positioned properly to prevent spraying or leakage
  ➢ Clean the area after expressing the anal sacs

• You properly explain and demonstrate the technique to clients

Number of Times Needed for Successful Performance: 2

Materials Submitted for Evaluation

• Student’s detailed description of procedure
• Skills Sheet #20 (to be completed by clinical site supervisor)

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<thead>
<tr>
<th>Ability to express canine anal sacs</th>
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Signature of Clinical Site Supervisor _________________ Date ________
Skills Sheet #21

Student Name (PRINT) _____________________________________________

Student Number __________________

Clinical Skill

• Clean and medicate ears (dog, cat)

Description

• You’ll perform and demonstrate to clients proper ear cleaning of canine and feline patients
• You’ll demonstrate and explain administration of otic medications to clients

Criteria

• You properly clean and medicate ears (dog, cat)
  ➢ Appropriately administer cleaning solution to the ear canal in sufficient quantity
  ➢ Massage the ear canal externally
  ➢ Clean the outer ear with cotton balls
  ➢ Ensure ear canal is clean after the cleaning process
  ➢ Place the medication applicator in the proper position
  ➢ Control the animal in a manner that is adequate to administer the medication, yet not harm the animal
  ➢ Successfully administer the medication into the ear canal
  ➢ Administer medication without contaminating the applicator tip
• You effectively describe and demonstrate administration of otic medications to clients

Number of Times Needed for Successful Performance: 2

Materials Submitted for Evaluation

• Photographs of student administering otic medication to a dog and cat
• Skills Sheet #21 (to be completed by clinical site supervisor)
<table>
<thead>
<tr>
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<td>Ability to clean ears of canine patients</td>
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Signature of Clinical Site Supervisor _______________________ Date _________
Skills Sheet #22

Student Name (PRINT) _____________________________________________

Student Number __________________

Clinical Skill

• Administer enemas

Description

• You’ll administer warm water and/or lactulose enemas to canine or feline patients

Criteria

• You prepare all necessary supplies and equipment for procedure
• You administer enema—canine or feline
  ➢ Wear exam gloves; properly lubricate the tube
  ➢ Pass the tube into the animal’s rectum without force
  ➢ Properly administer the prepared fluid
  ➢ Remove the tube from the rectum

Number of Times Needed for Successful Performance: 2 (canine or feline)

Materials Submitted for Evaluation

• Student’s detailed description of procedure
• Skills Sheet #22 (to be completed by clinical site supervisor)

<table>
<thead>
<tr>
<th>Ability to administer enemas</th>
<th>Pass</th>
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Signature of Clinical Site Supervisor _______________________ Date _________
Skills Sheet #23

Student Name (PRINT) _____________________________________________

Student Number __________________

Clinical Skill
• Apply topical medication to eye

Description
• You’ll administer and educate clients on how to apply ocular medications to patients with ophthalmological problems
• You’ll demonstrate understanding of ophthalmological medical shorthand directions (i.e., OU [both eyes], OD [right eye], and OS [left eye])

Criteria
• You administer topical ophthalmic medications
  ➢ Restrain the animal such that the eye medication is successfully administered
  ➢ Do not touch the cornea of the eye with the applicator tip
  ➢ Properly interpret the medication order to administer the medication in the correct eye
  ➢ Record medication administration utilizing correct medical terminology and ocular shorthand

Number of Times Needed for Successful Performance: 2

Materials Submitted for Evaluation
• Student detailed description of procedure
• Skills Sheet #23 (to be completed by clinical site supervisor)

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Ability to administer eye medications to canine and feline patients</td>
<td></td>
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<td>Understanding of ocular shorthand</td>
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Signature of Clinical Site Supervisor _________________ Date ________
Skills Sheet #24

Student Name (PRINT) _____________________________________________

Student Number ______________

Clinical Skill

• Demonstrate understanding of permanent identification methods

Description

• You’ll describe permanent identification methods, such as implanting microchips and tattooing, to clients

Criteria

• You describe various permanent identification methods
• You describe method for placement of microchip for permanent identification of patients
• You describe procedure for application of tattoo for permanent identification of patients
• You use signalment to describe or ID animal

Number of Times Needed for Successful Performance: 1

Materials Submitted for Evaluation

• Student’s detailed description of at least two different methods for performing permanent identification methods in dogs and cats
• Skills Sheet #24 (to be completed by clinical site supervisor)

<table>
<thead>
<tr>
<th>Demonstrate understanding of permanent identification methods</th>
<th>Pass</th>
<th>Fail</th>
</tr>
</thead>
</table>

I certify that the student performed the skills in my presence and has submitted his or her own work for evaluation.

Signature of Clinical Site Supervisor ______________________ Date _________
Clinical Site Supervisor: If the student is resubmitting this skills sheet, use the box below to mark the resubmission.

| Demonstrate understanding of permanent identification methods | Pass | Fail |

I certify that the student performed the skills in my presence and has submitted his or her own work for evaluation.

Signature of Clinical Site Supervisor _______________________ Date _________
Skills Sheet #25

Student Name (PRINT) _____________________________________________

Student Number __________________

Clinical Skill

• Explain care of recumbent patient

Description

• You’ll educate and demonstrate to clients at-home care of recumbent patients, including physical therapy and positional rotation

Criteria

• You describe the need for and procedures used for care of recumbent patients
  ➢ Explain needs for patient rotation and demonstrate method to clients
  ➢ Understand decubital ulcer prevention and care
  ➢ Explain the special husbandry needs of a recumbent patient

Number of Times Needed for Successful Performance: 1

Materials Submitted for Evaluation

• Student’s detailed description of need for and methods used for care of recumbent patients
• Skills Sheet #25 (to be completed by clinical site supervisor)

<table>
<thead>
<tr>
<th></th>
<th>Pass</th>
<th>Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to explain care of recumbent patients</td>
<td></td>
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<tr>
<td>Ability to demonstrate care of recumbent patients</td>
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</tr>
</tbody>
</table>

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Signature of Clinical Site Supervisor _______________________ Date _________
Clinical Site Supervisor: If the student is resubmitting this skills sheet, use the box below to mark the resubmission.

<table>
<thead>
<tr>
<th></th>
<th>Pass</th>
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</thead>
<tbody>
<tr>
<td>Ability to explain care of recumbent patients</td>
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I certify that the student performed the skills in my presence and has submitted his or her own work for evaluation.

Signature of Clinical Site Supervisor _________________ Date _______
Skills Sheet #26

Student Name (PRINT) _____________________________________________

Student Number __________________

Clinical Skill

• Recognize general types and groups of drugs
• Perform inventory control procedures
• Differentiate prescription drugs from over-the-counter drugs

Description

• You’ll familiarize yourself with the most commonly used small animal generic and trade name medications, and gain an understanding of which drugs require a prescription from the veterinarian
• You’ll follow clinic procedures for inventory control of medications
• You’ll demonstrate an understanding of the major groups of drugs: antibiotics, anti-parasitics, anti-fungals, anti-inflammatories, gastrointestinal, cardiovascular, endocrine, respiratory, and nervous system medications

Criteria

• You follow hospital procedure for inventory control of medications
• You categorize medications used in veterinary clinical practice based upon therapeutic use
• You recognize mechanism of action for medications routinely used in veterinary clinical practice
• You recognize the side effects of medications routinely used in veterinary clinical practice
• You differentiate prescription medications from over-the-counter medications

Number of Times Needed for Successful Performance: 10

Materials Submitted for Evaluation

• A list of at least 10 prescription and OTC medications used during your practicum, along with their trade/generic names, whether they’re over-the-counter or by prescription only, their therapeutic use, and their mechanism of action and side effects
• Skills Sheet #26 (to be completed by clinical site supervisor)
| Ability to recognize general types and groups of drugs | Pass | Fail |
| Ability to perform inventory control procedures | Pass | Fail |
| Ability to differentiate prescription drugs from over-the-counter drugs | Pass | Fail |

I certify that the student performed the skills in my presence and has submitted his or her own work for evaluation.

Signature of Clinical Site Supervisor _______________________ Date _________

Clinical Site Supervisor: If the student is resubmitting this skills sheet, use the box below to mark the resubmission.

| Ability to recognize general types and groups of drugs | Pass | Fail |
| Ability to perform inventory control procedures | Pass | Fail |
| Ability to differentiate prescription drugs from over-the-counter drugs | Pass | Fail |

I certify that the student performed the skills in my presence and has submitted his or her own work for evaluation.

Signature of Clinical Site Supervisor _______________________ Date _________
Skills Sheet #27

Student Name (PRINT) _____________________________________________

Student Number __________________

Clinical Skill

• Label and package dispensed drugs correctly
• Prepare medications and reconstitute vaccines
• Differentiate between abnormal and normal responses to medications
• Use and explain appropriate routes and methods of drug and vaccine administration

Description

• You’ll fill, dispense, and label medications to go home with the patient
• You’ll reconstitute vaccines and medications
• You’ll recognize reactions and complications associated with medications
• You’ll educate clients regarding directions of usage and any possible side effects and warnings of the prescribing drug
• You’ll understand the proper drug administration routes (IM, IV, PO, SQ) and feel comfortable administering medications via these routes

Criteria

• You communicate instructions and warnings of medications to clients
• You administer medicines IM, IV, PO, and SQ
• You select ordered medication from pharmacy
• You correctly count medication or measure volume of liquid for oral or topical medication
• You correctly measure volume of liquid for parenteral administration
• You correctly reconstitute medication for dispensing using correct type and volume of diluents
• You package medication in legally acceptable secondary containers
• You label medication as required by law
• You define commonly used abbreviations used in prescriptions
• You correctly fill a written or oral medication order
• You administer correct amount of prescribed medication to the correct patient, by prescribed route at the correct time
• You list the types of vaccines available for use in veterinary medicine
• You list the routes by which vaccination can be administered to veterinary patients
• You choose proper vaccine as specified by the veterinarian and reconstitute using correct diluents and volume as specified by manufacturer
• You list and be able to identify the adverse side effects that can be caused by the vaccination of domestic animals
• You describe proper management of patients exhibiting local and systemic adverse reactions to vaccine administration
• You properly monitor patient for adverse drug reactions of prescribed drug
• You accurately record a patient’s response to drug administration in medical record

**Number of Times Needed for Successful Performance: 10**

**Materials Submitted for Evaluation**

• A written description of five common medications used, with the most common side effects
• Skills Sheet #27 (to be completed by clinical site supervisor)

<table>
<thead>
<tr>
<th></th>
<th>Pass</th>
<th>Fail</th>
</tr>
</thead>
<tbody>
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<tr>
<td>Correctly prepared medications and reconstituted vaccines</td>
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<td></td>
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<tr>
<td>Ability to differentiate between abnormal and normal responses to medications</td>
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</tr>
<tr>
<td>Efficiently educated the client on the proper use and side effects of medications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to use and explain appropriate routes and methods of drug and vaccine administration</td>
<td></td>
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</tbody>
</table>

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Signature of Clinical Site Supervisor _______________________ Date _________
Skills Sheet #28

Student Name (PRINT) _____________________________________________

Student Number __________________

Clinical Skill

• Use weights and measures correctly
• Calculate drug dosages
• Become familiar with a drug formulary and the Physicians’ Desk Reference (PDR)

Description

• You’ll properly convert patients’ weight between kilograms and pounds and apply those figures towards calculating proper drug dosages for injectable and oral medicines
• You’ll familiarize yourself with the usage of a drug formulary and the Physicians’ Desk Reference (PDR)

Criteria

• Given the animal’s weight, dosage rate, and concentration of the drug, you accurately determine a drug dose for
  ➢ Tablets/boluses
  ➢ Capsules
  ➢ Liquids
• Given a patient’s drug dose, the frequency at which it is to be administered, and the duration the medication is to be administered, you calculate the total number of tablets/capsules/boluses or total volume liquid that must be dispensed
• You calculate dosages in quantities that can be accurately measured and administered

Number of Times Needed for Successful Performance: 10

Materials Submitted for Evaluation

• Student’s examples of drug calculations, for both tablets and liquids, that can be accurately measured and administered
• Skills Sheet #28 (to be completed by clinical site supervisor)
I certify that the student performed the skills in my presence and has submitted his or her own work for evaluation.

Signature of Clinical Site Supervisor _______________________ Date __________

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<table>
<thead>
<tr>
<th></th>
<th>Pass</th>
<th>Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correctly used weights and measure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accurately calculated injectable medicines</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accurately calculated solid medicines</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to use drug formulary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to use the Physicians’ Desk Reference</td>
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<td></td>
</tr>
</tbody>
</table>

I certify that the student performed the skills in my presence and has submitted his or her own work for evaluation.

Signature of Clinical Site Supervisor _______________________ Date __________
Skills Sheet #29

Student Name (PRINT) _____________________________________________

Student Number __________________

Clinical Skill

• Store, safely handle, and dispose of biological and therapeutic agents, pesticides, and hazardous wastes as needed

Description

• You’ll properly store, record, and handle the substances following OSHA and DEA standards
• You’ll recognize biohazardous substances

Criteria

• You maintain appropriate disposal protocols for hazardous materials
• You utilize rigid, puncture-proof containers with appropriate labels and biohazard symbol for sharps waste
• You establish tracking system of disposed material
• You have number available for registered hauler of biohazard waste
• You recognize roles of appropriate regulatory agencies
  ➢ OSHA—Workplace health and safety standards
  ➢ DEA—Controlled substance regulations
  ➢ State Veterinary Board—Practice standards and licensing
  ➢ Veterinary Pharmacy Board—Drugs and drug reactions
  ➢ Local Animal Control—State laws for animal control and rabies prevention
• You properly store hazardous substances in a veterinary practice
• You follow proper procedures for disposal of hazardous substances

Number of Times Needed for Successful Performance: 5

Materials Submitted for Evaluation

• A list of five controlled substances that you commonly used
• A description of the storage, handling, and disposal of a variety of hazardous substances
• Skills Sheet #29 (to be completed by clinical site supervisor)
I certify that the student performed the skills in my presence and has submitted his or her own work for evaluation.

Signature of Clinical Site Supervisor _______________________ Date _________

Clinical Site Supervisor: If the student is resubmitting this skills sheet, use the box below to mark the resubmission.

| Safe disposal of biohazardous materials | Pass | Fail |
| Safe handling of biohazardous materials |     |     |
| Ability to recognize controlled and biohazardous medications |     |     |

I certify that the student performed the skills in my presence and has submitted his or her own work for evaluation.

Signature of Clinical Site Supervisor _______________________ Date _________
Skills Sheet #30

Student Name (PRINT) _____________________________________________

Student Number __________________

Clinical Skill

- Prepare and use technique charts

Description

- You'll competently measure small-animal patients for radiographic technique charts and have an understanding of the concepts of milliampere-second and kilovolt peak
- You’ll create a radiograph technique chart

Criteria

- You choose appropriate animal for trial radiographs
- You acquire accurate measurement(s) using caliper
- You determine x-ray machine settings using appropriate procedures
- You follow standard radiographic safety procedures when making exposures
- You properly process trial radiographs in the darkroom
- You appropriately evaluate processed radiographs for overall radiographic quality and select the best quality film for further use developing the technique chart
- You construct radiographic technique chart using appropriate procedures
- You obtain test radiographs using newly constructed technique chart
- You obtain radiographs utilizing established technique chart
- You demonstrate understanding of the concepts of milliampere-second and kilovolt peak

Number of Times Needed for Successful Performance: 5

Materials Submitted for Evaluation

- Student description of method for preparing a technique chart
- Photograph of student properly using calipers to measure small-animal patients
- Skills Sheet #30 (to be completed by clinical site supervisor)
<table>
<thead>
<tr>
<th>Ability to create a radiographic technique chart</th>
<th>Pass</th>
<th>Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding the concepts of milliampere-second and kilovolt peak</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Competency in measuring patients for radiographic images</td>
<td></td>
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</tr>
</tbody>
</table>

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Signature of Clinical Site Supervisor _______________________ Date _________

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<table>
<thead>
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<tbody>
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</tbody>
</table>

I certify that the student performed the skills in my presence and has submitted his or her own work for evaluation.

Signature of Clinical Site Supervisor _______________________ Date _________
Skills Sheet #31

Student Name (PRINT) _____________________________________________

Student Number __________________

Clinical Skills

• Properly use stationary x-ray machines
• Choose the appropriate exposure settings
• Take diagnostic radiographs
• Position small-animal patients
• Use Orthopedic Foundation of America (OFA) applications/positioning for canine dysplasia
• Implement radiation safety measures

Description

• You’ll perform basic radiographic studies using a stationary x-ray machine, including thoracic, abdominal, skull, pelvic, and extremity views
• You’ll also position canine patients in the standard OFA position for diagnosis of hip dysplasia

Criteria

• You implement all radiation safety measures, including using radiation monitoring badges, lead aprons, gloves, and thyroid collars
• You inspect the x-ray machine and equipment for proper functioning before use
• You choose the smallest cassette that allowed visualization of the area of interest
• You accurately measure patient with caliper
• You determine appropriate x-ray machine settings
• You utilize appropriate patient restraint method(s) selected for the species and study being performed
• You use topographical/anatomical landmarks to properly position patient, center x-ray beam for the exposure, and collimate the x-ray beam
• You operate exposure control correctly to expose the x-ray film
• Your radiographs exhibit diagnostic quality (appropriate contrast and density)
• There is no evidence of any human exposure to the primary x-ray beam
• You use appropriate lead marker(s) selected and placed in the correct location(s)
• You apply a permanent label to radiograph prior to processing
  ➢ Your label includes all information required for identification and interpretation of the radiograph
  ➢ Label information is legible on the finished radiograph

**Number of Times Needed for Successful Performance: 1 (for each radiographic study and 1 OFA position)**

**Materials Submitted for Evaluation**

• Properly labeled radiographic studies (two views each) completed by you
  ➢ Extremity study (radius/ulna or tibia/fibula)
  ➢ Thoracic study
  ➢ Abdominal
  ➢ Skull
  ➢ Pelvic (lateral and VD frog)
  ➢ OFA study (1 view)

• Skills Sheet #31 (to be completed by clinical site supervisor)

<table>
<thead>
<tr>
<th></th>
<th>Pass</th>
<th>Fail</th>
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</thead>
<tbody>
<tr>
<td>Correctly chose appropriate exposure settings</td>
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<td></td>
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<tr>
<td>Competency in performing basic radiographs, including thoracic, abdominal, skull, pelvic, and extremity views</td>
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<tr>
<td>Competency in OFA positioning</td>
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<tr>
<td>Ability to use radiation safety measures</td>
<td></td>
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<tr>
<td>Correctly identified each radiographic film</td>
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</tbody>
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<tbody>
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Signature of Clinical Site Supervisor __________________________ Date _________
Skills Sheet #32

Student Name (PRINT) _____________________________________________

Student Number __________________

Clinical Skills

• Process diagnostic radiographs
• Maintain quality control
• Label, file, and store film

Description

• You’ll develop radiographs using manual and/or automatic processing in the darkroom setting
• You’ll also maintain quality control of radiographic film by storing film properly in the correct storage container and loading film in screens without damage to the film. After development, you’ll label, file, and store the radiographs according to clinic procedures

Criteria

• You inspect darkroom for general cleanliness, supplies, proper light function, and the presence of light leaks before use
• You inspect automatic processing equipment before use
• You evaluate automatic processor readiness following manufacturer’s directions
• You extinguish white light and turn on safe light before opening cassette
• You unload film from cassette without damaging the film or cassette
• You place film on processor tray so it will be drawn into the processor
• You properly load cassettes for next use
• You evaluate processed radiographs for overall radiographic quality
  ➢ Identify common radiographic artifacts
  ➢ Identify errors in processing and offer viable options for correction
• You properly record information about radiographic exposures in records or logbooks
• You apply permanent label to radiograph prior to processing
  ➢ Label includes all information required for identification and interpretation of the radiograph
  ➢ Label information is legible on the finished radiograph
  ➢ Label placement and/or patient positioning is selected so that vital portions of the subject are visible on the finished radiographic image
• You process radiographs placed in appropriate sized film envelope
• You ensure envelope label information follows standard operating procedures for the facility in use
• You file envelopes in the manner prescribed by the facility in use
• You store unexposed film boxes on end, protected from light, x-rays, heat, pressure, and chemical vapors
• You employ inventory control procedures, such that the oldest film is used first

**Number of Times Needed for Successful Performance: 10**

**Materials Submitted for Evaluation**

• Student description of radiographic filing and retrieval procedures in the clinic
• Skills Sheet #32 (to be completed by clinical site supervisor)

<table>
<thead>
<tr>
<th>Ability</th>
<th>Pass</th>
<th>Fail</th>
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</thead>
<tbody>
<tr>
<td>Ability to develop radiographs using hand and/or automatic processing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to maintain quality control of radiographic film</td>
<td></td>
<td></td>
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<tr>
<td>Ability to label, file, and store film properly</td>
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</table>

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Signature of Clinical Site Supervisor _______________________ Date __________

REV1111
Clinical Site Supervisor: If the student is resubmitting this skills sheet, use the box below to mark the resubmission.

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<th>Skills Sheet #32</th>
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Signature of Clinical Site Supervisor _______________________ Date _________
Skills Sheet #33

Student Name (PRINT) _____________________________________________

Student Number __________________

Clinical Skills

• Properly care for radiographic equipment
• Clean screens
• Recognize faulty equipment operation

Description

• You’ll demonstrate understanding of the mechanics and care of radiographic equipment and screens, including cleaning screens and maintaining automatic developers
• You’ll identify faulty equipment and notify the proper authorities according to clinic procedures

Criteria

• You inspect x-ray machine for proper function before use
• You inspect radiographic processing equipment for proper function before use
• You visually inspect PPE for damage before use; identify suspect areas and evaluate further
• You visually inspect intensifying screens for damage before use; identify suspect areas and evaluate further
• You properly clean intensifying screens using appropriate materials and techniques
• You test safelight for proper illumination
• You identify defects in equipment function and report to the appropriate supervisory personnel
• You successfully change development solution

Number of Times Needed for Successful Performance: 2
Materials Submitted for Evaluation

- Student description of routine maintenance schedules for radiographic equipment and supplies in place at the veterinary clinic
- Skills Sheet #33 (to be completed by clinical site supervisor)

<table>
<thead>
<tr>
<th>Skills</th>
<th>Pass</th>
<th>Fail</th>
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</thead>
<tbody>
<tr>
<td>Understanding of mechanics and care of radiographic equipment and screens</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to change development solutions</td>
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<td>Ability to identify faulty radiographic equipment</td>
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<td>Ability to identify faulty radiographic equipment</td>
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Signature of Clinical Site Supervisor _______________________ Date _________
Skills Sheet #34

Student Name (PRINT) _____________________________________________

Student Number __________________

Clinical Skill

Assist with performance of a radiographic contrast study (one of the following):
- GI series
- Pneumocystogram
- Intravenous urogram

Description
- You’ll participate as part of a team in performance of a radiographic contrast study on a dog or cat
- You’ll implement appropriate patient and personnel safety measures

Criteria
- You provide assistance during or performed a radiographic contrast study according to standard procedures

Number of Times Needed for Successful Performance: 1

Materials Submitted for Evaluation
- Student detailed narrative description of procedure(s) performed or assisted with including patient information and identification of the specific role of the student in completion of the contrast study
- Skills Sheet #34 (to be completed by clinical site supervisor)

<table>
<thead>
<tr>
<th>Competency</th>
<th>Pass</th>
<th>Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competency in performing or assisting with radiographic contrast studies (GI series, pneumocystogram, and/or intravenous urogram)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to use radiation safety measures</td>
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</table>

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Signature of Clinical Site Supervisor _______________________ Date _________
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<table>
<thead>
<tr>
<th>Competency in performing or assisting with radiographic contrast studies (GI series, pneumocystogram, and/or intravenous urogram)</th>
<th>Pass</th>
<th>Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to use radiation safety measures</td>
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</table>

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Signature of Clinical Site Supervisor ______________________ Date __________
**Clinical Practicum 1**

**Time Sheet**

Student Name (PRINT) _____________________________________________________

Student Number ___________________________________________________

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