

WEEK ONE

Week one focuses on learning the general operations of the transport system, focusing primarily on loading & unloading patients, post-operative instructions, & working with transport partners.

Day 1:

- Review E-Learning documents:
 - *Admission Form:* http://humanealliance.org/elearning/Admission_Form.pdf
 - *Transport Loading:* http://humanealliance.org/elearning/Transport_Loading.pdf
 - Review E-Learning video:
 - *Transport Vehicle Loading Procedures:* https://youtu.be/wORpu0A_PT4
 - Ride along with *Transport Assistant* to pick up patients
 - Assist in unloading vehicle
 - Assist in cleaning vehicle
 - Learn counties served, number of partners, and how far the transport program goes
 - Review *Transport Partner Agreement*
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Days 2, 3, & 4:

- Assist in loading vehicle
 - Ride along with *Transport Assistant* to return & pick up patients
 - Assist in cleaning vehicle
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Day 5:

- Review E-Learning documents:
 - *Transport Manual:* http://humanealliance.org/elearning/Transport_Manual.pdf
 - *FAQ Handbook:* http://humanealliance.org/elearning/FAQ_Handbook.docx
 - *C-Cat Post-Op Handout:* http://humanealliance.org/elearning/Client_Community_Cat_Post-Op_Handout.pdf
- Review E-Learning videos:
 - *Disease Prevention Procedures:* <https://youtu.be/5PFu7dvD25Q>
 - *Check-Out/Incisions Procedures:* <https://youtu.be/eYkuC3BHULk>
 - *Generic Post-Op Instructions:* <https://youtu.be/yvwwldefAFI>
- Assist in loading vehicle
- Ride along with *Transport Assistant* to return patients
- Assist in cleaning vehicle

WEEK TWO

Week two continues training with the *Transport Assistant*, & delves deeper into evaluating patients for transport/surgery, post-operative instructions, & transport partner responsibilities.

Day 1:

- Ride along with *Transport Assistant* to pick up patients
 - Assist in unloading vehicle
 - Assist in cleaning vehicle
 - Review the following information with the *Manager, Office*:
 - Proper animal transport procedures, inc. crate requirements, crate security & stacking, disease control protocols, & feral cat traps
 - Reasons for refusal
 - Stressed animals
 - Recognizing common diseases
 - Daily cleaning
 - Deep cleaning
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Days 2, 3, & 4:

- Assist in loading vehicle
 - Ride along with *Transport Assistant* to return & pick up patients
 - Assist in cleaning vehicle
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Day 5:

- Assist in loading vehicle
- Ride along with *Transport Assistant* to return patients
- Assist in cleaning vehicle
- Review the following information with *Manager, Office*:
 - Transport partner responsibilities, inc. admission forms, animal name bands, & crate marking
 - Fees for partners/invoicing
 - Weather cancellation policy
 - Partner contacts & directions
 - Development of transport calendar
 - Routine maintenance of vehicle, inc. inspections/licenses
 - Emergency situations
 - Communicating with partners

A quiz which tests employees on the content of this checklist can be found in our E-Learning materials (http://humanealliance.org/elearning/Exam_Transport_Assistant.docx)