

WEEK ONE

The first week consists of learning kennel cleaning, the basics of disease prevention, pack preparation, and an introduction to the release and intake of patients. The week will vary between first and second shifts.

Days 1 & 2:

- Review *How-to* videos:
 - *Kennel Cleaning*
 - *Disease Prevention*
- Refer to Monday/Tuesday duties on *Kennel Assistant A Checklist*

Days 3, 4, & 5:

- Day 3: Review E-Learning video:
 - *Packs Preparation*
- Surgical Packs
 - Learn instrument names
 - Set up Sonicator, instrument cleaning area, & pack area
 - Obtain surgical numbers for the day
 - Wash & fold pack laundry
 - Wash, scrub, sonicate, & lubricate instruments
 - Assemble & autoclave surgical packs
 - Obtain laundry & instruments from suites
 - Break down & clean pack room at end of day
- Learn proper cleaning of endotracheal tubes & masks
- Learn to prepare chlorhexidine scrub & solution
 - Solution mixture – 1oz. chlorhexidine solution per gallon of water
 - Scrub mixture – ½ gallon chlorhexidine scrub per ½ gallon of solution mixture

WEEK TWO

The employee will learn animal handling, anesthesia, disease control/prevention, and CPR/emergency measures. These classes will be taught by other team members and will be scheduled throughout the week.

Days 1 & 2:

- Second shift arrival with trainer
- Day 1: Review E-Learning video:
 - *Suite Set-Up Procedures*
- Learn how set up suites
 - Prep Area
 - Floor mats, clippers, pulse oximeter, eye lube, warm rice bags, trash receptacle, Turbo Shock spray bottles, turn on scavenger system, 1 in turbo shock soaked gauze for pulse oximeter, hook up vacuum, prep alcohol & soap gauze, stock scrub & solution, stock extra gauze, urine collecting bowls, baby socks, glue, & ink at each table
 - Operating Room
 - Floor mats, stools, pulse oximeter, heated thoracic positioners, warm rice bags, trash & laundry receptacles, instrument bucket, turn on surgery lights, prepare tissue block, obtain any packs needed for surgery, glue & ink at each table
 - Recovery Area
 - Assemble recovery mat, recovery area supplies (thermometer, lube, Karo syrup, gauze, fluids, needles, nail trimmers, cotton tipped applicators, post-surgical signs)
- Begin learning animal handling
- Begin learning second shift dog check-in

Days 3 & 4:

Animal Handling

- Review E-Learning videos:
 - *Handling – Canine*
 - *Feline Stress Reduction Techniques*
 - *Hypothermia Prevention*
 - *Intake – Canine*
- Observe animal handling by staff members while practicing with appointed animals, begin utilizing Sophia Yin low stress techniques
- Learn proper handling during loading & unloading
- Read any notes on carrier or cage card
- Approach patient using Sophia Yin low-stress handling techniques
- Learn restraint techniques for injections
 - Subcutaneous
 - Intramuscular
 - Intravenous

Second Shift Intake

- Unload transport trucks
- Observe unloading of patients from carriers & begin practicing with designated patients
- Cats stay in carriers until processed, carrier is labeled, seek instruction for trapped cat intake
- Learn how dogs are weighed & presented for doctor examination
- Safe & gentle restraint will be practiced & critiqued
- Observe how patients are placed in cages & cleaned as needed
- Observe how hypothermia protocols are followed

Patient Surgical Prep

- Review *How-to* videos:
 - *Patient Prep – Canine*
 - *Patient Prep – Feline*
 - *CPR Protocol*
 - *Patient Recovery*
- Set up prep & surgical table for patient
 - New needle, alcohol soaked gauze, proper breathing circuit, & reservoir bag
- Bring patient out from kennel
 - Verify patient & drugs match with veterinary technician's log
 - Practice proper restraint for induction & intubation for dogs

OR

 - Monitor cats after induction in cat room (mucous membrane, capillary refill time, respiratory rate, heart rate)
 - Prepare patient in towel & verify name & sex
 - Place food in kennel once ready for surgery
- Lubricate patients' eyes
- Properly connect patient to anesthesia machine (all canines, & as directed for felines) & pulse oximeter
 - Ensure oxygen & anesthesia are on, then hook up patient
- Administer injectable pain control medication
- Monitor anesthesia manually & electronically
 - Understand the dangers of anesthesia & importance of proper monitoring techniques (heart rate, respiratory rate, mucous membrane, capillary refill time)
 - Use monitoring techniques to evaluate if the patient is at the proper level of anesthesia for surgery
 - Maintenance level of vaporized anesthesia is approximately 2%
- Follow hypothermia protocol

- Clip surgical site
 - Female patients prepped from xiphoid process to the pubis bone with a 1-2 in. lateral margin on either side of the mammary chain
 - Male patients prepped from tip of the penis to the underside of the testicles with a 1-2 in lateral margin on either side of the testicles
 - Prep all patients for tattoo, a shaved & prepped area just below the umbilicus
 - Express bladder for female patients
- Prep surgical site with scrub & solution if needed
 - Use soap & alcohol to clean the patient for surgical prep
 - Use chlorhexidine scrub test wipe to determine that the patient is completely clean
 - Use an alternating pattern of chlorhexidine scrub & chlorhexidine solution to prep the surgical site for surgery. Complete the pattern 3 times, leaving a pad on the surgical site for extended contact time.
- Unhook patient from anesthesia machine & transport to surgical table as needed
 - First unhook the patient from the machine & plug the end of the F-circuit, then turn off isoflurane & oxygen

Surgery

- Properly connect patient to anesthesia machine & pulse oximeter
- On table display patient baggie & drugs/vaccines for doctor to see
- Open surgical pack & set up surgical light
- Maintain hypothermia protocol
- Monitor anesthesia manually & electronically
- Administer local anesthetic block as requested by doctor
- Shut off isoflurane & leave patient on O2 for at least 1.2 minutes
- Unhook patient from anesthesia machine & deflate endotracheal cuff when procedure is over

Recovery

- Transport patient to recovery mat & untie string holding endotracheal tube in place
- Maintain hypothermia protocol
- Monitor vitals manually
- Administer subcutaneous fluids as directed
- Implement disease control protocols in recovery area
- Transport to kennel upon readiness

End-of-Shift

- Care of all surgical patients
- Break down surgical suite
- Assist in pack room as needed
- Follow end of shift duties check list

Day 5:

Employee will perform deep cleaning of the building, as directed.

WEEK THREE

The employee will continue to review skills from the previous week. Anesthesia will be learned in more depth, and the trainee will begin learning feline handling. This week will generally be a second shift schedule.

Days 1, 2, 3, & 4:

- Review *E-Learning* videos:
 - *Anesthesia – Canine*
 - *Anesthesia – Feline*
 - *Handling – Feline*
 - *Handling – Trapped Cats*
- Anesthetic Monitoring Parameters
 - Is the patient too light for surgery?
 - Eye position – forward constricted pupils
 - Palpebral reflex – blinking, strong reflex
 - Jaw tone – has jaw tone
 - Toe pinch – patient pulls back feet
 - Peripheral pulse – very strong
 - Heart rate – high resting heart rate
 - Respiratory rate – huffing or breathing heavily
 - Is the patient at a good plane of anesthesia for surgery?
 - Eye position – third eye lids slightly visible & rolled back
 - Palpebral reflex – little to no reflex
 - Jaw tone – little to no jaw tone
 - Toe pinch – little to no reflex
 - Peripheral pulse – distant to slightly distant
 - Heart rate – decreased stable heart rate
 - Respiratory rate – stable, effortless breathing
 - What are the danger signs that a patient is too deep for surgery?
 - Eye position – cornea is dry & centered between the palpebral, pupil is dilated
 - Palpebral reflex – no reflex
 - Jaw tone – no jaw tone
 - Toe pinch – no reflex
 - Peripheral pulse – none
 - Heart rate – decreased or decreasing low heart rate
 - Respiratory rate – uneven respiratory pattern

Day 5:

- Employee will perform deep cleaning of the building as directed.

WEEK FOUR

The employee will continue to refine previously learned skills. The trainee may attend either first shift or second shift, and may be participating in feline check-in. The trainee will also learn public intake and release, recheck protocols, and anything else as noted by trainer or supervisors.

Days 1, 2, 3, & 4:

- Review *E-Learning* videos:
 - *Intake – Feline*
 - *Medical Flow*
 - *Intake – Already Been S/N*
 - *Post-Op Instructions For Clinics*
- Additional references:
 - *Vaccine Protocols*
 - *Medical Shift Checklist*
- Vaccine Protocols
 - Reconstitution & location of vaccines
 - Rabies (right hind) - only by NC licensed veterinarians or technicians
 - Canine DHLpp (right shoulder)
 - Canine Bordetella (intranasal)
 - Feline Leukemia (low left hind)
 - FVRCP (low right shoulder)
- Microchip Application
 - Scan the patient for possible existing microchip
 - Scan the microchip to be applied
 - Insert the microchip
 - Scan the patient for microchip applied
 - Give all necessary microchip paper/stickers to technician
- First Shift Intake or Release
 - Greet owners & patients appropriately for intake & obtain patient.
 - Cats stay in carriers until processed, carrier is labeled, seek instruction for trapped cat intake
 - Dogs are weighed & presented for doctor examination
 - Safe & gentle restraint is practiced & critiqued
 - Patients are placed in cages & cleaned as needed
 - Hypothermia protocols are followed
 - Greet owners & patients appropriately & confirm owner has received post-operative discharge instructions & pink copy of form.
 - Locate patient in kennel. Inspect incision site & observe patient demeanor.
 - Release the patient to owner

- Surgical Flow
 - Skills to be developed
 - Anticipate completion of surgeries
 - Anticipate patient recovery from mat
 - Continually readying work stations for next patients
 - Communicate with other team members
 - Prioritizing duties during spare moments

Day 5:

Employee will perform deep cleaning of the building as directed

ADDITIONAL REFERENCES

- Sophia Yin Low Stress Handling Techniques
 - Re-Breathing Bag Chart*
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CLASSES ATTENDED

- Anesthesia
 - Animal Handling
 - Disease Prevention
 - Emergency/CPR
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A quiz which tests employees on the content of this checklist can be found on ASPCAPro