

NOTE:

For clinics using this training schedule, it is recommended that your RVT be trained using the *Veterinary Assistant Training Checklist* first:

http://humanealliance.org/elearning/Training_Checklist_Vet_Assistant.pdf

WEEK ONE

Day 1 & 2:

- Learn contents of dry box & cold storage
- Receive patient paperwork & apply to drug logs
- Learn to check paperwork for signatures & phone numbers
- Make name bands & cage cards
- Observe feline handling at check-in, & assist training tech & doctor by recording weights, patient information, etc.
- Enter quantities of drugs on drug logs
- Prepare baggies for each patient (drugs, vaccines, & notes for requested services)
- Begin drawing drugs
- Learn & understand drug protocols used at Humane Alliance
- Follow disease control measures, such as hand sanitizer use & disinfection of surfaces between patients
- Familiarization with anesthetic machines & supplies
- Reference E-Learning videos:
 - *Canine Check-in Procedures:* <https://youtu.be/7uRtvZKpiYM>
 - *Feline Check-in Procedures:* <https://youtu.be/YT4m-0B3F8k>
 - *Anesthetic Protocols:* <https://youtu.be/esxk47Ma7jM>

Day 3 & 4:

- Continue day 1 & 2 skills
- Watch & assist with canine check-in
- Begin timing pre-surgical duties (drug drawing, etc.)
- Perform double-checking of drugs
- Canine induction & intubation, including appropriate filling of endotracheal tube cuff
- Feline induction & observation of patients succumbing to anesthesia
- End of day balancing of drug logs
- Introduction to end of day processing of paperwork (attaching rabies tags, storing patient medical records, preparation of drug logs for next day)

Day 5:

- Learn patient intake, including confirming age, medical or health concerns, medications or injections received recently, identification of higher risk patients
 - Completion of introduction to paperwork, including admission forms, post-operative instruction forms, patient medical records, changes list, etc.
 - Continue daily balancing of drug logs
 - Learn surgery & vaccine prices
 - Learn post-operative instructions & speech
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WEEK TWO

Day 1 - 4

- Patient release, including inspection of incision & overall demeanor of patient, & loading of patient in kennel or release to owner
 - Identification/discussion of complications, & relaying to veterinarian
 - Begin owner communications
 - Learn & observe cleaning protocols
 - Morning set-up, including obtaining controlled drugs & preparation of needed supplies for the day
 - Continue with week 1 skills
 - Place intravenous catheters
 - Intubation of felines (we do not normally intubate feline patients, but teach it so staff is prepared in case of an emergency or case by case basis)
 - Preparation of feline drug protocol (DTM)
 - Handling of feline patients, including low-stress restraint, loading & unloading, use of 3-point hold, use of towels
 - Patient examination, including sex confirmation, hydration status, gum color, general demeanor, presence of a hernia, etc.
 - Handling of canine patients, including low-stress restraint, use of towels, loading & unloading, gentle muzzle placement
 - Administration of pre-medication as needed
 - Maintain drug logs
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Day 5 - Friday of Week 2

- Receive medical calls, triage medical phone calls, book surgical appointments
- Introduction to *Clinic HQ*
- Front counter client interactions
- Learn patient recheck system
- Reference E-Learning videos:
 - *Already Been Spayed/Neutered Procedures:* <https://youtu.be/7cFBPICHuBY>
 - *Feline Hold Procedures:* <https://youtu.be/irXiuKtwKF4>
 - *Canine Hold Procedures:* <https://youtu.be/rYE7dmhwyLI>
 - *Medical Flow Procedures:* <https://youtu.be/zJPeQocGmo8>

WEEK THREE

Day 1 – 4:

- Review all previous skills
 - Handling & management of fractious cats, including proper use of shield & net
 - Induction of trapped cats, competency with trap divider
 - Explanations to owners of high-risk surgeries & completing high-risk waiver forms
 - Client communication regarding go-home medications & costs
 - Accurate recording of additional information on patient medical records
 - Handling & induction of “caution” canines
 - Increasing paperwork efficiency
 - Increased responsibility for surgical flow, including anticipation of completion of procedures, efficient & accurate prep
 - Increased individual responsibility for monitoring all patients in the surgical suite
 - Understanding priorities to maintain flow & safety
 - Ensure hypothermia protocols are maintained, including rewarming rice bags & fluids, dry blankets, etc.
 - Identification of patients not recovering normally, ability to recognize complications & communicate to doctor
 - Identification of patients needing additional pain management
 - Administration of analgesics or sedatives in recovery area
 - Identification of breaks in infectious disease protocols
 - Monitoring of patients in kennels, particularly an end-of-day walk-through
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Day 5:

- Emergency training
- Reference E-Learning videos:
 - *Trapped Cat Handling Procedures:* <https://youtu.be/hPnduEXFmP8>
 - *Emergency CPR Procedures:* <https://youtu.be/ZaYdFXvgnc>

WEEK FOUR

Day 1 – 4:

Put it all together!

- Effectively direct staff to ensure efficient pace
 - Maintain acute awareness of general pace of doctors & staff
 - Maintain the flow in surgical suite
 - Effectively communicate within the surgical team
 - Ensure adequate monitoring of patients
 - Maintain focus on surgical flow, good patient care, leadership of the team
 - Learn time management with paperwork
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Day 5:

- Learn all E-Learning content
 - Familiarize yourself with website
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WEEK FIVE

- Work independently under supervision

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