

Employee Name: _____ **Trainer Name(s):** _____

Onboarding	Employee Initials	Trainee Initials
Review on-boarding orientation & paperwork		
Review training schedule & daily routine		
Review videos & documents as listed on Workplace		

Further Documentation	Employee Initials	Trainee Initials
Understand & perform of disease control/prevention, laundry & facilities maintenance (<i>using Kennel Assistant Training Checklist & Kennel Cleaning Procedures</i>)		
Perform all duties of the pack room (<i>using Kennel Assistant Training Checklist: Packs & Packs Guide</i>)		
Read <i>Recheck Procedures</i> document & can perform rechecks		
Perform all duties on the <i>End-of-Shift Checklist (Building A or B)</i>		
Perform all <i>Deep Cleaning Procedures</i>		
Perform all items on <i>Suite Setup and Breakdown</i> document (Building A or B)		
Perform maintenance on clippers using <i>Daily Clipper Maintenance</i> document		

Classes (attend first available offering)	1st Viewing (Date)	2nd Viewing (Date)	Employee Initials	Trainee Initials
Anesthesia machine operation (twice)				
Anesthesia (twice)				
Animal handling & behavior (classroom)				
Animal handling & behavior (hands-on)				
CPR (twice)				
Disease prevention				

Anesthesia Machines	Employee Initials	Trainee Initials
Obtain & attach breathing circuits & reservoir bags		
Describe correct bag size for a patient & why it is important		
Supply oxygen to the anesthesia machine (turn on & off oxygen at tank & flow meter)		
Determine & monitor how many liters of oxygen are left in a tank (E-tank - Building A; H-tank, Building B) & estimate amount of time left in a tank		
Change oxygen tank (E-tank - Building A)		
Know when & how to place an oxygen order		
Perform a leak test		
Check isoflurane levels & correctly refill		
Know what the flush valve does, as well as proper use & contraindications of use		
Know the difference between the occlusion valve & the accessory occlusion valve		
Understand & describe oxygen molecule flow through anesthesia machine		
Identify components of the anesthesia machine		
Know proper maintenance of breathing circuits & reservoir bags		
Change CO ₂ absorbent, know PPEs & know how long CO ₂ absorbent is effective		

Safe & Gentle Animal Handling	Employee Initials	Trainee Initials
Properly approach dogs & cats of all demeanors		
Recognize signs of anxiety &/or fear in dogs		
Recognize signs of anxiety &/or fear in cats		
Safely transport patients through the flow of the day's procedures		
Handle fearful animals appropriately		
Understand technique of <i>3-tries-for-3-seconds</i> rule (dog) & <i>2-tries-for-2-seconds</i> rule (cat)		
Understand & perform techniques for removing/loading a reluctant dog from a carrier		
Understand & perform techniques for removing/loading a reluctant cat from a carrier		
Perform toweling techniques for dogs		
Perform toweling techniques for cats		
Exhibit proficiency in handling aggressive patients		
Safely place a leash muzzle		
Safely place a traditional muzzle		
Safely net a feline patient		
Exhibit proficiency in handling patients experiencing emergence delirium (restraint, safety & alerting appropriate staff)		

Intake & Release	Employee Initials	Trainee Initials
Know intake & release times		
Greet owners/transport partners/patients appropriately		
Recognize high-risk waiver patients & know when to have owner/transport wait for further communication		
Know why patients could be considered higher risk (i.e., obese animals have a more difficult time breathing due to the added weight)		
Know why it is recommended for patients to have eaten the morning of surgery		
Know why pre-anesthetic blood work is sometimes recommended		
Interpret intake paperwork & review for completeness		
Interpret completed transport paperwork & demonstrate use of transport check-off list		
Safely load & unload the transport truck - identify safety & integrity of patient carriers		
Safely load & unload dogs from carriers		
Safely load & unload cats from carriers		
Get an accurate patient weight		
Know protocol for cats in soft carriers		
Understand trapped cat intake		
Practice safe & gentle restraint for doctor exam and injections (subcutaneous, intramuscular & intravenous)		
Size & place Elizabethan collars		
Inspect incision sites, recognize problems & alert DVM for rechecks, as needed		
Recognize abnormal demeanor before release		
Properly utilize recheck board/form for morning rechecks		
Comfortably & appropriately answer owner's questions regarding discharge instructions		

Drugs & Injectables	Employee Initials	Trainee Initials
Drugs for patient premedication & side effects (check when drug understood & explained):		
Acepromazine		
Hydromorphone		
Gabapentin		
Drugs for patient induction & side effects (check when drug understood & explained):		
Midazolam		
Ketamine		
TTDex (butorphanol, telazol, dexmedetomidine)		
Drugs for pain & side effects (check when drug understood & explained):		
Meloxicam		
Buprenorphine		
Know drugs used for local blocks - lidocaine, bupivacaine, phenylephrine (& other uses)		
Know antibiotics & uses - cephalexin, cefazolin, penicillin G, Convenia, Clavamox, ampicillin		
Know emergency/reversal drugs & their uses (check when drug understood & explained):		
Epinephrine		
Atropine		
Flumazenil		
Antisedan		
Naloxone		
Know miscellaneous drugs & their uses (check when drug understood & explained):		
Ivermectin		
Capstar		
Trazodone		
Cerenia		
Omeprazole		
Famotidine		
Dexamethasone SP		

Drugs & Injectables (continued)	Employee Initials	Trainee Initials
Fill medications & make prescription labels		
Make IV catheter flushes & label correctly		
Know what it means & how to determine if a catheter is patent		
Calculate IV fluid rates for canine/feline patients & set fluid pump for administration		
Know why SQ fluids are given to an animal & effects of improper administration		
Safely & accurately administer SQ & IM injections in an anatomically correct method		
Know vaccination protocols (rabies, DA2PP vs. DA2LPP, FVRCP, Bordetella)		
Identify clinical signs that may be associated with vaccine reactions		
Know common medical terminology, acronyms & meanings (BID, SID, prn, directional terminology, etc.)		

Patient Surgical Prep	Employee Initials	Trainee Initials
Set up prep & surgical table for patient		
Set up anesthesia machine based on patient size		
Perform proper restraint for induction of anesthesia		
Perform safe restraint for endotracheal tube placement		
Perform lubrication of the eyes & understand why we do it		
Ensure endotracheal tube does not rotate within the trachea during rotation of the patient onto the v-tray & understand why		
Understand GDV & predisposed signalment - perform proper taping & rotation of patients for prevention		
Shave correct margins & explain in anatomical terms		
Female dogs & cats (xiphoid process to the pubis bone with a 1-2" lateral margin on either side of the mammary chain)		
Male dogs (1-2" margin surrounding the scrotum) - understand when increased margins are indicated		
Scrotal puppies & male cats		
Use of corn starch		
Understand & explain proper tattoo placement in each species & sex		
Draw up & administer a testicular block to the center of the testicle		
Palpate & express bladders		
Know why we express bladders in females & appropriate situation to NOT express		
Prep the surgical site appropriately using aseptic techniques		
Explain the procedure		
Know when the first surgical scrub begins		
Know why you do not retrace an area that has been scrubbed		
Know what can happen if a dirty animal is sent into surgery		
Appropriately hook up & unhook a patient from the anesthesia machine		
Carry a patient into the OR without contaminating surgical area, & supporting airway & back (all sized patients)		

Surgery & Anesthesia	Employee Initials	Trainee Initials
Know & recall normal parameters for dog & cat vitals while awake		
Know & recall normal parameters while under anesthesia		
Assess depth of anesthesia using vitals & reflexes		
Explain induction agents used for dogs		
Explain induction agents used for cats		
Explain why your patient will not receive isoflurane if the oxygen is not on		
Know maintenance rates for oxygen & isoflurane		
Explain pre-meds used in dogs & how long they last		
Pulse oximeter:		
Know & recall normal values		
Describe use & function		
Understand various alarms & respond appropriately		
Probe placement		
Troubleshooting		
Read information on patient baggies		
Check for leaks in endotracheal tubes & consult RVT (know guidelines for how much air to put in cuff for cats & dogs - appropriate breath size to give a patient)		
Know what may happen if endotracheal tube cuffs are overinflated		
Open surgical packs sterilely		
Set up surgical light		
Demonstrate proper placement of patients on the surgical table		
Know process when patients have low heart rate		
Know process when patients have no heart beat		
Know process if patient is not breathing, but has heart beat		
Explain techniques to monitor patient's breathing		
Manually obtain heart rate & know locations for pulse palpation		
Understand & utilize techniques for managing efficient surgical flow		
Anticipate completion of surgeries		
Continually ready work stations for next patients		
Effectively communicate with other team members		
Prioritize duties during moments of downtime		

Recovery	Employee Initials	Trainee Initials
Know the signs that a patient is recovered & safely able to return to their kennel		
Calculate & administer SQ fluids to appropriate patients		
Understand dysphoria/delirium procedures		
Understand & perform reversal injections		
Perform set-up & break down of recovery room		
Understand & perform safe animal placement on the recovery mat		
Deflate an endotracheal tube		
Understand & perform extubation at appropriate times (dogs, cats, brachycephalic)		
Know & recall normal temperature ranges for cats & dogs		
Explain complications from hypothermia		
Explain all hypothermia causes & preventions		
Identify animals that are susceptible to hypoglycemia		
Know all hypoglycemia preventions		

Video Checklist	Employee Initials	Trainee Initials
Kennel Cleaning		
Disease Prevention		
Packs Preparation		
Handling - Canine		
Leashing a Kenneled Dog		
Handling - Feline		
Feline Stress Reduction Techniques		
Handling - Trapped Cats		
Kennel Cards		
Intake - Canine		
Intake - Feline		
Intake - Already Been Spayed/Neutered		
Hypothermia Prevention		
Patient Prep - Canine		
Patient Prep - Feline		
CPR Protocol		
Patient Recovery		
Anesthesia Machine Operation		
Anesthesia - Canine		
Anesthesia - Feline		
Manual Anesthesia Monitoring		
Medical Flow		
Transport Loading		
Patient Release		

Employee Name: _____ **Trainer Name(s):** _____

Employee Signature: _____ Date: _____

Trainee Signature: _____ Date: _____