

Employee Name:	Trainer Name(s):		
Onboarding		Employee Initials	Trainee Initials
Review on-boarding orientation & paperwork			
Review training schedule & daily routine			
Review Trello onboarding plan			

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

In-Person Classes (attend first available offering)	1st Viewing (Date)	2nd Viewing (Date)	Employee Initials	Trainee Initials
Animal handling & behavior				
Anesthesia				
CPR				
Drug Protocol Overview				
Complete "Fear Free Shelters" program & forward certification to Senior Manager of training & education.				

Online Courses	Employee Initials	Trainee Initials
Anesthesia I: Use & Care of the Anesthesia Machine		
Surgical Equipment: Pulse Oximeter, Clippers, & Infusion Pump		
Disease I: Common Infectious Diseases of Dogs & Cats		

Online Courses	Employee Initials	Trainee Initials
Diseases II: Disease Prevention at Spay/Neuter Clinics		
Ergonomics for Veterinary Staff		
Sterility & Packs in Spay/Neuter Clinics		
Handling I: Animal Communication in Spay/Neuter Clinics		

Video Checklist	Employee Initials	Trainee Initials
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		
Hypothermic Prevention		
Patient Prep – Canine		
Patient Prep – Feline		
Patient Recovery		
Anesthesia – Canine		
Anesthesia – Feline		
Manual Anesthesia Monitoring		
Medical Flow		
Transport Loading		
Patient Release		

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 pressure check - identify areas where leaks commonly occur		
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 <sub>2</sub> absorbent, know PPEs & know how long CO <sub>2</sub> absorbent is effective		

Safe & Gentle Animal Handling	Employee Initials	Trainee Initials
Properly approach dogs & cats of all demeanors		
Recognize signs of anxiety and/or fear in dogs		
Recognize signs of anxiety and/or fear in cats		
Safely transport patients through the flow of the day's procedures		
Handle fearful animals appropriately		
Understand technique of 3-tries-for-3-seconds rule (dog) & 2-tries-for-2-seconds 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 & utilizing restraint devices		

Safe & Gentle Animal Handling	Employee Initials	Trainee Initials
Safely place a leash muzzle		
Safely place a traditional muzzle		
Understand proper use of a rabies/catch/control pole		
Understand proper use of snappy snare		
Safely net a feline patient		
Exhibit proficiency in handling patients experiencing emergence delirium (restraint, safety & alerting appropriate staff)		
Review "ladder of aggression", "body language of fear in dogs", & "body language of anxiety in cats" documents		
Learn how to properly utilize cat traps & be able to describe proper use to a client		
Learn safe handling of community cats in traps		
Safely transfer cat from a carrier to a trap & vice versa		
Understand purpose of pheromone sprays for dogs & cats		

Intake & Release	Employee Initials	Trainee Initials
Know intake & release times for public animals		
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		
Utilize CHQ to identify animals that do not have consent forms signed & be able to assist driver in completing in person consent forms		
Utilize "E Lobby" in CHQ to check in/ check out & depart all transport animals		
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 & injections (subcutaneous, intramuscular & intravenous)		
Size & place Elizabethan collars		
Inspect incision sites, utilize recheck board as needed		
Recognize abnormal demeanor before release		
Identify possible ABS/ABN patients at check in, notify doctor for confirmation		
Scan patient for microchip & document number for the owner/ group to follow up		
Perform additional services as our policy indicates		
Be able to provide discharge instructions to public clients & answer questions appropriately		
Identify possible high risk/no surgery patients & ask owner to wait for doctor examination before leaving		
Understand bite protocols for bites that happen on or off campus		

Drugs & Injectables	Employee Initials	Trainee Initials
Drugs for patient premedication (intended purpose, side effects, & route(s) administered):		
Acepromazine		
Hydromorphone		
Gabapentin		
Drugs for patient induction (intended purpose, side effects, & route(s) administered):		
Midazolam		
Ketamine		
TTDex (butorphanol, telazol, dexmedetomadine)		
Drugs for pain (intended purpose, side effects, & route(s) administered):		
Meloxicam		
Buprenorphine		
Know drugs used for local blocks - lidocaine, bupivacaine, phenylephrine (& other uses)		
Know antibiotics & uses - cephalexin, cefazolin, Convenia, Clavamox		
Know emergency/reversal drugs (intended purpose, side effects, & route(s) administered):		
Epinephrine		
Atropine		
Flumazenil		
Flumazenil		
Flumazenil Atipamezole		
Flumazenil Atipamezole Naloxone		
Flumazenil Atipamezole Naloxone Know miscellaneous drugs (intended purpose, side effects, & route(s) administered):		
Flumazenil Atipamezole Naloxone Know miscellaneous drugs (intended purpose, side effects, & route(s) administered): Ivermectin		
Flumazenil Atipamezole Naloxone Know miscellaneous drugs (intended purpose, side effects, & route(s) administered): Ivermectin Capstar		
Flumazenil Atipamezole Naloxone Know miscellaneous drugs (intended purpose, side effects, & route(s) administered): Ivermectin Capstar Trazodone		
Flumazenil Atipamezole Naloxone Know miscellaneous drugs (intended purpose, side effects, & route(s) administered): Ivermectin Capstar Trazodone Cerenia		

Drugs & Injectables (continued)	Employee Initials	Trainee Initials
Fill medications according to 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, FVRCP, Bordetella)		
Identify clinical signs that may be associated with vaccine reactions		
Know common medical terminology, acronyms & meanings (BID, SID, prn, directional terminology, etc.)		
Utilize drug charts to pull drugs that are not pre-drawn (meloxicam, ivermectin, lidocaine) & understand potential risks of errors in dosing		
Identify which drugs or services must be given by a RVT or DVM		
Understand why SQ fluid bags cannot be used as IV fluid bags		
Understand expiration dates of injectables once "spiked" (LRS, drugs in vials (compounded vs. not compounded), sterile saline & sterile water, Dextrose)		

Patient Surgical Prep	Employee Initials	Trainee Initials
Set up prep & surgical table for patient		
Set up anesthesia machine based on patient size		
Confirm first & last name of patient prior to induction using cage card & ID band		
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 potential complications		
Understand GDV & predisposed signalment - perform proper taping & rotation of patients for prevention		
Understand brachycephalic pre-operative protocol (precautions taken & drugs administered)		
Shave correct margins & explain in anatomical terms		

Patient Surgical Prep	Employee Initials	Trainee Initials
Female dogs & cats (xiphoid process to the pubis bone with a $1^{"}$ – $2^{"}$ lateral margin on either side of the mammary chain		
Male dogs – scrotal approach (1" – 2" margin surrounding the scrotum) – understand when increased margins are indicated		
Pre scrotal approach (2" – 3" margin lateral to the scrotum & prepuce)		
Cryptorchid males (varying margins depending on SQ/abdominal & bilateral/unilateral)		
Male cats (1" margin around scrotum & prepuce, 1" square just caudal of the umbilicus)		
Use of corn starch		
Understand & explain proper tattoo placement in each species & sex		
Draw up & administer a testicular block following the procedure outlined on the testicular block chart		
Palpate & express bladders		
Know why we express bladders in patients who are having abdominal surgery & 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		
Understand potential complications that can occur if surgical site is not properly cleaned		
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 pre-sedation or post-operatively		
Know & recall normal parameters while under anesthesia		
Assess depth of anesthesia using vitals & reflexes		
Perform a mouth to snout breath on a dog & cat. Understand when this can be necessary		
Understand possible complications if a patient is hooked up to an anesthesia machine but the oxygen is not on		
Know maintenance rates for oxygen & isoflurane (in dogs, in cats while intubated, in cats while receiving flow by gasses)		
Understand potential risks associated with cats receiving isoflurane while not intubated		
Manually perform a breath using the anesthesia machine (what can happen if too much pressure is applied?)		
Safely monitor cats being induced for surgery (both in traps & kennels)		
Safely monitor dogs being induced using our "puppy magic" protocol		
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 drug bag insert		
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 & change bulb		
Demonstrate proper placement of patients on the surgical table		
Be able to locate the crash carts & all emergency drugs		
Know process when patients have low heart rate		
Know process when patients have no heartbeat		

Surgery & Anesthesia	Employee Initials	Trainee Initials
Know process if patient is not breathing, but has heartbeat		
Explain techniques to monitor patient's breathing		
Manually obtain heart rate & know locations for pulse palpation		
Sterilely open blades/surgical supplies & re-tip suture upon instruction from a DVM		
Understand & utilize techniques for managing efficient surgical flow in order to fulfil the concept of "highest & best use"		
Communicate with your team using closed loop communication		
Continually ready workstations for next patients & assist with logging medical information		
Prioritize patient safety while ensuring the doctor remains in surgery consistently		
Ensure patients are being monitored following a 2-minute loop standard		

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 emergence delirium procedures (name common drugs used to treat in both dogs & cats)		
Understand & perform reversal injections		
Perform set-up & break down of recovery mat/area		
Understand & perform safe animal placement on the recovery mat		
Deflate an endotracheal tube		
Understand & perform extubation at appropriate times (dogs, cats, brachycephalic)		
Understand brachycephalic recovery procedures (sternal recumbency, watch for regurgitation, etc.)		
Properly remove a catheter & place a pressure bandage		
Know & recall normal temperature ranges for cats & dogs		
Identify animals that are susceptible to hypoglycemia		
Know all hypoglycemia preventions		

Patient care & Disease prevention	Employee Initials	Trainee Initials
Identify the potential complications associated with hypothermia or hyperthermia		
Understand the difference between a patient that is hyperthermic or febrile		
List all the steps we take to prevent hypothermia in our patients		
Understand procedure for caring for <b>no surgery</b> animals (ABS/ABN vs declined surgery)		
Demonstrate use of feeding chart for all animals		
Safely walk dogs of varying sizes & strengths (over 6 months of age)		
Be able to identify dogs that are unsafe to walk (flight risk, severe aggression)		
Understand how disease is spread & identify the ways we prevent the spread of disease		
Properly utilize the Rescue mixing system		
Identify some different pathogens that rescue kills & contact time needed to disinfect		
Understand the difference between cleaning & disinfecting		
Properly clean & disinfect ET tubes, staplers, & pulse oximeters using 78% calcium hypochlorite (pool shock)		
General knowledge of disease prevention & fomites in animal handling		

Working with Veterinary Externs	Employee Initials	Trainee Initials
Shadow extern orientation & demonstrate on two separate occasions		
Identify the differences between clinic operations & extern operations		
Larger margins for patient prep		
Review & understand differences on drug bag sheet		
Checking anesthetic depth behind externs to prioritize patient safety		
Understand why female patients on extern teams are catheterized & intubated (cats)		
Blankets used in surgery must be clean & free of hair		
Ability to demonstrate & delegate various tasks to externs		
Opening surgical packs		
Safe transfer of patients from prep to surgery areas		
Safe transfer of patients from surgery to recovery		
Utilizing drug charts to pull up intra-testicular lidocaine block or injectable ivermectin		
How to utilize "anesthesia monitoring sheets"		
Keeping track of surgical times		
Manually monitoring anesthetic depth & adjusting isoflurane as needed		
Set up of surgical table for next patient		
Set up of flow rate for IV fluid pump		
Transfer of patients back to kennels when appropriate		
Breakdown of surgical suite/ end of day cleaning processes		
Demonstrate "recovery spiel" on two separate occasions		
Employee       Signature:       Date:		
Trainee       Signature:       Date:		

 Employee Name:
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 Trainer Name(s):
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