

**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		

Cross-training	Employee Initials	Trainee Initials
Has been checked off & can perform all duties on <i>Kennel Assistant Training Checklist</i>		
Has been checked off & can perform all duties on <i>Veterinary Assistant Training Checklist</i>		
Has received <i>Recheck Procedures</i> document & can fully perform recheck process		

Intake & Release	Employee Initials	Trainee Initials
Know prices & availability of services, including additional medications		
Review medical questions with owners, confirm age, medical history, medications/injections		
Identify high-risk patients during intake/check-in		
Perform pre-doctor patient evaluation: sex confirmation, hydration status, gum color, mentation, umbilical hernia check		
Know & recall age & weight requirements for surgery (both owned & shelter)		
Know & recall age requirements for vaccinations, when to utilize teeth & consult with DVM		
Accurately estimate weight of community cats		
Evaluate community cats for presence of ear-tip & recognize potential health concerns		
Understand what services to give ABS/N & induced patients vs. not (inc. community cats)		
Understand & communicate post-operative instructions for group discharge		
Review individual patient post-operative paperwork with owners, noting any concerns & additional information		

Patient Paperwork & Processing	Employee Initials	Trainee Initials
Evaluate both public & transport intake paperwork for completeness		
Understand drug log format & use		
Understand all abbreviations & terms used on drug log		
Transfer all needed information to drug log from paperwork		
Fill out kennel cards		
Complete <i>High-Risk Waiver Form</i> & perform client phone calls		
Complete <i>No-Surgery Form</i> & perform client phone calls		
Know which staff to hand paperwork to for processing into Clinic HQ		
Utilize drug log appropriately & record needed patient surgical information		
Identify types of, & properly notate, "changes" on drug logs & admin copies		
Understand flow of patient paperwork from intake to release		
Fill out post-operative instructions (pink sheet)		
Correct highlighting of information		
Attach client education handouts		
Correct notation of additional instructions (TGH meds, etc.)		
Fill out patient medical record (white sheet)		
Record drug amounts & routes		
Understand & record doctor surgical techniques on medical record		
Know where to record additional surgical information		
Attach rabies certificates to post-op instructions & file in appropriate areas, know process for "changes" to rabies certificates		
Make prescription labels & fill medications		

Controlled Drug Handling	Employee Initials	Trainee Initials
Balance daily drug totals, follow procedure for check-off by 2nd technician & bottle volume check by DVM & record totals to next day		
Understand how to troubleshoot odd calculations		
Perform accuracy/discrepancy check of opened controlled drugs, following <i>Controlled Drug Procedures</i> during morning drug check out		
Perform accuracy/discrepancy check of opened controlled drugs, following <i>Controlled Drug Procedures</i> during end-of-day drug lock up		
Understand when to report controlled drug discrepancies & to whom		

Technician Duties & Morning Set-up	Employee Initials	Trainee Initials
Know contents of DVM's dry box & cold storage		
Obtain controlled drugs for the day		
Obtain vaccinations		
Understand protocol for tracking rabies lot number		
Record & maintain controlled drug records		
Prepare bottles of TTDex & weekly hydromorphone bottles		
Label all controlled drugs appropriately		
Perform all tasks & prepare all drugs following <i>Friday Technician Duties</i> document		
Receive & triage medical phone calls		
Know general use of Clinic HQ		
Know how to book surgical appointments		
Know how to locate patient record		

Patient Drug Handling & Preparation	Employee Initials	Trainee Initials
Perform pre-medication of canine/feline patients, know when re-dosing is warranted & communicate with DVM		
Calculate drug doses & fluid rates		
Locate & use patient drug dosing charts & transfer quantities to log		
Prepare baggies for each patient		
Understand & perform drug drawing technique		
Label different drugs (i.e., meloxicam) following protocol		
Organize tech station throughout the day		
Ensures right patient, right weight, right drug, right dose, right route, right documentation		

Technical & Surgical Skills	Employee Initials	Trainee Initials
Understand & recall drug protocols for dogs/cats/puppy magic/brachycephalic, etc.		
Perform IV catheter placement, know what surgical candidates require IV access		
Perform canine intubation (dorsal & sternal recumbency)		
Perform feline intubation (dorsal & sternal recumbency), know when intubation is required or warranted		
Understand & follow guidelines for adding air to ET tube cuff		
Understand & perform correct sequence of patient induction		
Understand & demonstrate prioritization/planning surgical flow & leading of surgical team		
Assist & communicate with DVM in planning the day's surgical flow		
Perform handling & induction of fearful canines		
Perform induction of fearful felines, ability to judge utilization of shield/netting/toweling techniques		
Perform induction of community cats - competency with trap divider		
Perform solo induction of feline patients		
Ensure safe monitoring procedures are being followed by surgical team		
Recognize, assess & communicate complications during recovery		
Recognize, assess & communicate complications during surgery		
Recognize & handle patients experiencing emergence delirium		
Identify patients in need of additional pain medication & communicate to DVM		
Perform microchip implantation		
Lead practice CPR effort		
Obtain a blood pressure		
Run & read PCV/TP		
Perform a blood smear & perform platelet estimate		
Run bloodwork on the Abaxis machines		
Comfortable with the Surgivet - can correctly attach ECG leads		
Proper use of ambubag in emergent situations		

**Employee Name:** \_\_\_\_\_ **Trainer Name(s):** \_\_\_\_\_

**Employee** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Trainee** Signature: \_\_\_\_\_ Date: \_\_\_\_\_