

NOTE:

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

<https://www.aspcapro.org/resource/training-materials-sn-clinic-staff>

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
- ❑ Review resources on ASPCApro.org:
 - *Intake - Canine:* https://youtu.be/batI_FVnJrg
 - *Intake - Feline:* <https://youtu.be/uWPv9SKvxYA>
 - *Anesthetic Protocols:* <https://vimeo.com/247141182>

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

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 *How-to* videos:
 - *Intake - Already Been Spayed/Neutered:* <https://youtu.be/P2TKohdS7tA>
 - *Handling - Feline:* <https://youtu.be/mKIDDt5S5oY>
 - *Handling - Canine:* <https://youtu.be/wy3xN5rGULk>
 - *Medical Flow:* <https://youtu.be/TLpwwlo-KdY>

WEEK THREEDay 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
- ❑ Review resources on ASPCApro.org:
 - *Handling – Trapped Cats:* <https://youtu.be/iKq2BVC2T4E>

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:

- ☐ Review all content at: www.aspcapro.org/nsnrt
 - ☐ Familiarize yourself with website
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WEEK FIVE

- ☐ Work independently under supervision

A quiz that tests employees on the content of this checklist can also be found at:

<https://www.aspcapro.org/resource/training-materials-sn-clinic-staff>