Training Checklist - Veterinary Technician

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/batl_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)

Updated 2/12/18
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
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/mKlDDt5S5oY
  - Handling - Canine: https://youtu.be/wy3xN5rGULk
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

Day 5:

- Emergency training
- Review resources on ASPCApro.org:
  - Handling – Trapped Cats: https://youtu.be/iKq2BVC2T4E
  - CPR Protocol: https://youtu.be/IZA5sxVyVIY
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

Day 5:

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

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