

Pikes Peak State College

Skills List

All competencies will need to be either demonstrated or described by the student.

Date	Mentor Initials	Skill	Comments
<u>Office Procedures</u>			
		Greets Clients	Pass / Fail
		Demonstrate proper appointment scheduling and ability to make appointments.	Pass / Fail
		Prepare appropriate forms and certificates for signature.	Pass / Fail
		Admit patient	Pass / Fail
		Discharge patient	Pass / Fail
		Perform basic filing and retrieving of medical records.	Pass / Fail
		Perform basic veterinary medical record keeping procedures.	Pass / Fail
		Demonstrate elementary computer skills	Pass / Fail
		Utilize basic medical terminology and abbreviations.	Pass / Fail
		Perform basic invoicing, billing, and payment on account procedures	Pass / Fail
		Answer and direct phone calls	Pass / Fail
		Recognize and respond appropriately to veterinary medical emergencies by notifying the appropriate personnel.	Pass / Fail
		Request records and information from other veterinary facilities.	Pass / Fail
		Inventory supplies	Pass / Fail

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Skills List (continued)

		Restock shelves	Pass / Fail
		Perform basic filing and retrieving of medical records, radiographs, lab reports, etc.	Pass / Fail
		Demonstrate knowledge of basic sanitation and disinfection techniques of animal kennels and bedding, exam rooms, hospital facilities, and surgical suites.	Pass / Fail

Communication and Client Relations

		Develop effective client communication skills	Pass / Fail
		Professional communication (written and electronic) with clients and colleagues.	Pass / Fail
		Describe the roles and responsibilities of each member of the veterinary health team and the important part that each play in the delivery of excellent care.	Pass / Fail
		Understand the human-animal bond and responding to clients in various stages of grief.	Pass / Fail
		Demonstrate appropriate use of ethical electronic communication in the workplace (cell phone usage, text messaging, social networking, digital photography, etc.)	Pass / Fail

Pharmacy and Pharmacology

		Recognize legal issues involving all drugs (controlled and non-controlled) in the workplace.	Pass / Fail
		Recognize general types and groups of drugs and demonstrate proper terminology.	Pass / Fail
		Differentiate prescription drugs from over-the-counter and describe proper label requirements.	Pass / Fail
		Label and package dispensed drugs correctly.	Pass / Fail
		Store, safely handle, and dispose of biological and therapeutic agents, pesticides, and hazardous waste.	Pass / Fail
		Perform inventory control procedures including restocking supplies and checking expiration dates.	Pass / Fail
		Reconstitute vaccines and be familiar with proper protocols.	Pass / Fail

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Skills List (continued)

		Describe possible routes and methods of drug and vaccine administration and demonstrate appropriate restraint for such protocols.	Pass / Fail
<u>Examination Room Procedures</u>			
		Place and remove small animals from cages.	Pass / Fail
		Place and restrain small animals on tables and floor	Pass / Fail
		Safely apply a canine safety muzzle.	Pass / Fail
		Safely apply a feline safety muzzle.	Pass / Fail
		Apply an Elizabethan collar	Pass / Fail
		Apply a restraint pole	Pass / Fail
		Demonstrate standing, sitting, lateral, sternal, and dorsal restraint positions	Pass / Fail
		Recognize when to alter normal restraint for compromised patients in the exam room and describe appropriate action or personnel to notify.	Pass / Fail
		Restrain birds, rabbits, pocket pets, reptiles, and other exotics (if applicable)	Pass / Fail
		Determine and record temperature, pulse, respirations, body condition score, and weight of patients.	Pass / Fail
		CRT and normal mucous membrane evaluation.	Pass / Fail
		Trim nails. Dog _____ Cat _____	Pass / Fail
		Express anal glands externally (under supervision)	Pass / Fail
		Be able to properly identify the gender of small animal species.	Pass / Fail
		External ear canal cleaning.	Pass / Fail
		Apply ear medication	Pass / Fail

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Skills List (continued)

		Apply eye medication	Pass / Fail
		Take an accurate history and report chief complaint.	Pass / Fail
<u>Small Animal Nursing</u>			
		Demonstrate knowledge of basic normal and abnormal animal behavior.	Pass / Fail
		Utilize patient & personnel safety.	Pass / Fail
		Identify potential Zoonotic diseases.	Pass / Fail
		Describe isolation procedures.	Pass / Fail
		Describe hazardous waste disposal.	Pass / Fail
		Describe basic sanitation as associated with animal handling and clinical care.	Pass / Fail
		Be familiar with OSHA standards.	Pass / Fail
		Provide routine record-keeping and observation of hospitalized patients.	Pass / Fail
		Demonstrate basic understanding of small animal anatomy.	Pass / Fail
		Demonstrate basic understanding of common diseases.	Pass / Fail
		Demonstrate basic understanding of common medical terms.	Pass / Fail
		Monitor/restrain patients for fluid therapy and record observations.	Pass / Fail
		Demonstrate understanding of a treatment plan.	Pass / Fail
		Clean external ear canals	Pass / Fail
		Administer oral liquid medication DOG _____ CAT _____	Pass / Fail

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Skills List (continued)

		Perform hand pilling. DOG _____ CAT _____	Pass / Fail
		Apply and remove bandages to healthy animals.	Pass / Fail
		Perform therapeutic bathing and basic grooming.	Pass / Fail
		Prepare food and prescription diets.	Pass / Fail
		Demonstrate an understanding of euthanasia and postmortem care.	Pass / Fail
<u>Surgical Preparation and Assisting</u>			
		Prepare surgical equipment/supplies.	Pass / Fail
		Sterilize instruments & sanitize supplies using appropriate methods.	Pass / Fail
		Operate and maintain autoclaves.	Pass / Fail
		Identify common instruments.	Pass / Fail
		Identify common suture materials, types, and sizes.	Pass / Fail
		Assist the veterinarian and/or veterinary technician with preparation of patients using aseptic technique.	Pass / Fail
		Assist with positioning surgical patients.	Pass / Fail
		Aid the veterinarian and/or veterinary technician with physical monitoring of recovering surgical patients.	Pass / Fail
		Maintain the surgical log.	Pass / Fail
		Maintain proper operating room conduct and asepsis.	Pass / Fail
		Perform post-surgical clean up.	Pass / Fail
		Fold surgical gowns and drapes.	Pass / Fail

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Skills List (continued)

		Maintain operating room sanitation and care.	Pass / Fail
<u>Laboratory Procedures</u>			
		Collect voided urine samples.	Pass / Fail
		Determine physical properties of urine including color and clarity.	Pass / Fail
		Assist in the collection of blood samples with restraint and supply preparation.	Pass / Fail
		Identify common blood tubes used in veterinary medicine.	Pass / Fail
		Collect voided fecal samples for examination.	Pass / Fail
		Prepare fecal flotation solutions and set up fecal flotations and direct smears.	Pass / Fail
		Understand the role of the veterinary assistant in necropsy procedures.	Pass / Fail
		Explain how to handle rabies suspects and samples safely.	Pass / Fail
		Handle disposal of deceased animals.	Pass / Fail
		Assist in the preparation of various specimen staining techniques.	Pass / Fail
		Identify external parasites Mites Lice Fleas Ticks	Pass / Fail
		Prepare and spin microhematocrit tubes for evaluation by DVM or veterinary technician.	Pass / Fail
		Ensure all laboratory results are accurately recorded.	Pass / Fail
		Stock laboratory supplies.	Pass / Fail
		File laboratory reports	Pass / Fail
		Maintain laboratory log	Pass / Fail

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Skills List (continued)

<u>Radiology & Ultrasound Imaging</u>			
		Follow recommended safety measures.	Pass / Fail
		Assist the veterinarian and/or veterinary technician in completion of diagnostic radiographs and ultrasound including the restraint, preparation and positioning of patients.	Pass / Fail
		Maintain quality control.	Pass / Fail
		Label, file, and store film and/or digital radiographs.	Pass / Fail
		Properly care for radiography equipment.	Pass / Fail
		Care and maintenance of film cassettes and screens (optional).	Pass / Fail
		Know safety techniques for handling processing chemicals (optional).	Pass / Fail
		Assist in the processing of diagnostic radiographs using manual dipping tank processing OR automatic processing OR digital processing.	Pass / Fail
		Maintain radiograph log.	Pass / Fail

Notes: _____

Mentor Name: _____ Student Name: _____

Mentor Signature: _____ Student Signature: _____