



APPLICANT'S INFORMATION

Name: _____

LEVEL I SKILLS VALIDATION CHECKLIST

(MUST BE SUPERVISED AND CHECKED OFF BY DVM OR CREDENTIALLED VETERINARY TECHNICIAN ONLY)

NOTE: All competencies must be either performed or described by the applicant, even if a topic is not seen /performed by the practice.

Applicant has demonstrated reasonable proficiency or competency in the following work requirements:

Client Relations and Medical Records

Date Supervisor's Initials	Skill
	Demonstrates appropriate understanding and respect for the human-animal bond in dealing with clients and their animals
	Obtains information relative to patient admission
	Gives appropriate information to clients upon patient discharge
	Processes payments to client accounts as directed
	Interacts cheerfully with clients and handles complaints professionally
	Prepares deceased animals and uses proper decorum when presenting deceased animals to owners
	Can explain and discuss client options for disposal and cremation options for euthanized or deceased animals with owners
	Accurately records necessary information in patient medical records

General Clinical

	Recognizes and avoids potential safety hazards in the examination room or area
	Uses the proper procedure for placing animals in a cage
	Uses the proper procedure for lifting and positioning animals
	Properly restrains animals when assisting with blood collection
	Understands how to use restraint devices for fractious animals, including muzzles, to avoid bites to handlers

General Clinical

Date Supervisor's Initials	Skill
	Provides an additional set of eyes and hands for the attending veterinarian
	Aids the veterinarian and handles animals in the exam room and other areas of the veterinary facility to prevent harm to themselves and others
	Uses common terminology (spoken and written) required in your veterinary practice
	Keeps assigned work areas clean and orderly
	Demonstrates a basic knowledge of sanitary procedures
	Properly disposes of syringes, needles and other sharp objects commonly used in the veterinary clinic
	Handles and disposes of "sharps" and sharps containers safely and in compliance with practice standards
	Handles animals in a safe, humane manner
	Recognizes the symptoms commonly associated with animals affected by rabies
	Uses procedures to ensure personal safety when handling animals suspected of having infections and zoonotic diseases
	Recognizes and avoids safety hazards in the areas where patients are housed
	Safely handles and restrains exotic animals for examination and treatment
	Recognizes common breeds and varieties of exotic animals that visit the clinic and calls them by the correct common name
	Properly uses common devices and equipment to restrain horses, cattle, goats and swine for treatment



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General Clinical

Date Supervisor's Initials	Skill
	Understands the proper method of moving cattle and horses through chutes and into or out of stalls
	Practices the proper personal safety precautions when releasing a large animal
	Uses the proper method of haltering a large animal
	Uses the proper method for placing large animals in a stall
	Demonstrates an understanding of the importance of cleanliness to both patient and facility
	Demonstrates an understanding of applicable OSHA regulations to veterinary assistant tasks
	Uses appropriate personal protective equipment (PPE) for veterinary assistant tasks
	Recognizes common breeds of cats and dogs

Pharmacy and Administration

	Selects the correct needle for a procedure or on request
	Selects the correct syringe for a procedure or on request
	Correctly fills syringes with medication as directed
	Understand the proper method for administration of tablets, capsules, liquid and topical drugs to canine and feline patients
	Demonstrates a basic understanding of the most commonly used veterinary drugs
	Properly identifies and reports expired substances
	Recognizes intravenous, intramuscular and subcutaneous injections

Pharmacy and Administration

Date Supervisor's Initials	Skill
	Understands the proper method for administration of bolus, paste or topical drug to a large animal patient
Animal Care and Nursing	
	Uses proper sanitary procedure in changing bedding materials
	Properly disposes of used bedding materials as needed
	Changes bedding materials in a timely and efficient manner
	Uses the bedding types indicated for specific breeds/species of housed animals
	Safely cares for animals in runs, cages, stalls and paddocks
	Reads and correctly follows written instructions for animal feeding
	Reports animal's food and water consumption rates correctly and on schedule
	Measures food correctly according to written instructions
	Stores and measures food according to the food label
	Recognizes hazards and follows recommended procedures when performing medicated baths and/or dips
	Can name and select the equipment and supplies most commonly used in your veterinary practice
	Performs hydrotherapy according to instructions
	Carefully observes patients and surroundings and reports observations to the attending veterinarian
	Correctly determines temperature, pulse and respiration (TPR)
	Recognizes types of foods commonly fed to dogs, cats, large animals and exotic pets

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Lab, X-Ray and Surgery Skills

Date Supervisor's Initials	Skill
	Properly handles, uses and stores radiographic image-capturing equipment
	Implements and observes recommended radiation safety measures
	Correctly uses shielded gowns, gloves and other protective wear for radiographic image acquisition
	Understands how to collect a sterile urine sample appropriate for culture
	Collects a voided urine sample
	Understands the proper method for collecting the correct quantities of fresh fecal material for fecal flotation
	Follow OSHA guideline in collecting and disposing of biohazardous materials
	Ensures that all sharps and cutting blades are removed and disposed of properly following surgical procedures
	Recognizes and understands types of anesthetic scavenger systems and how an anesthetic scavenger system operates
	Maintains all dental equipment in clean and usable condition for performing dental procedures
	Follows a prescribed procedure for cleaning all stainless-steel instruments
	Follows correct procedures for ultrasonic cleaning of instruments
	Properly lubricates instruments during the cleaning process
	Autoclaves veterinary instruments using a steam pressure autoclave
	Understands common uses of and risks associates with chemical sterilization

Lab, X-Ray and Surgery Skills

Date Supervisor's Initials	Skill
	Correctly labels laboratory samples with all necessary information.
	Performs heartworm tests according to instructions
	Cleans ultrasound probes according to instructions
	Prepares patients for ultrasound exams according to instructions
	Wraps surgical packs according to instructions
	Cleans and prepares the surgical suite before and after surgical procedures

