# Veterinary/Animal Health Technology/Technician and Veterinary Assistant CIP 01.8301

# Competency Task List

## 100 Orientation and Safety

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| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 101 | Differentiate between the tasks and roles of veterinary team members. |   |   |
| 102 | Differentiate between the professions within the veterinary industry. |  |  |
| 103 | Differentiate between the areas within the veterinary facility. |  |  |
| 104 | Recognize normal and abnormal animal behavior patterns. |  |  |
| 105 | Follow personal safety measures, including personal protective equipment (PPE). |  |  |
| 106 | Identify potential zoonotic diseases. |  |  |
| 107 | Follow isolation procedures. |  |  |
| 108 | Differentiate between disposal of various types of hazardous material. |  |  |
| 109 | Practice sanitation and disinfection techniques within the veterinary facility. |  |  |
| 110 | Follow OSHA standards. |  |  |
| 111 | Solve basic medical math necessary for the profession.  |  |  |
| 112 | Comply with veterinary practice, local, state, and federal laws. |  |  |

## 200 Office and Hospital Procedures

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| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 201 | Greet clients. |   |   |
| 202 | Schedule appointments. |   |   |
| 203 | Prepare forms and certificates. |   |   |
| 204 | Admit a patient.  |   |   |
| 205 | Discharge a patient. |   |   |
| 206 | Perform basic filing and retrieving of medical records. |   |   |
| 207 | Perform basic veterinary medical record keeping procedures. |  |  |
| 208 | Use veterinary software programs.  |  |  |
| 209 | Utilize veterinary medical terminology and abbreviation. |  |  |
| 210 | Invoice, bill, and collect payment on account procedures. |  |  |
| 211 | Answer and direct phone calls. |  |  |
| 212 | Recognize and respond appropriately to veterinary medical emergencies by notifying the appropriate hospital personnel. |  |  |
| 213 | Request and transfer records to and from other veterinary facilities. |  |  |
| 214 | Manage basic inventory supplies and restock shelves, e.g., office supplies, retail supplies.  |  |  |

## 300 Communications and Client Relations

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| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 301 | Use verbal and written client communication.  |  |   |
| 302 | Follow ethical rules of conduct in the veterinary profession. |  |   |
| 304 | Demonstrate knowledge of the human-animal bond. |  |  |
| 305 | Demonstrate professional appearance and language in the workplace. |  |  |
| 306 | Use electronic devices/communications according to workplace policies, e.g., cell phone usage, text messaging, social networking, digital photography. |  |  |

## 400 Pharmacy and Pharmacology

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| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 401 | Recognize legal issues involving all controlled and non-controlled drugs. |  |   |
| 402 | Differentiate between the various pharmaceuticals and their classifications. |  |   |
| 403 | Interpret the terminology of a prescription. |  |  |
| 404 | Differentiate between over the counter and prescription drugs. |  |  |
| 405 | Formulate a prescription label with all necessary components. |  |  |
| 406 | Prepare and package dispensed drugs. |  |  |
| 407 | Store, handle, and dispose of drugs according to manufacturer’s directions. |  |  |
| 408 | Apply inventory control techniques. |  |  |
| 409 | Reconstitute vaccines and follow proper protocols. |  |  |
| 410 | Differentiate restraint techniques according to routes/methods of drug/vaccine administration. |  |  |

## 500 Examination Room Procedures

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| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 501 | Place small animals in and remove from cages. |   |   |
| 502 | Place and restrain small animals on tables and floor. |   |   |
| 503 | Apply dog and cat commercial muzzle. |  |  |
| 504 | Apply dog gauze muzzle. |  |  |
| 505 | Apply Elizabethan collar. |  |  |
| 506 | Apply restraint pole. |  |  |
| 507 | Demonstrate standing, sitting, lateral, sternal, and dorsal restraint positions. |  |  |
| 508 | Demonstrate restraint techniques for femoral, cephalic, jugular, and saphenous veins on a dog and a cat. |  |  |
| 509 | Identify situations requiring alternative restraint techniques, e.g., ringworm, geriatric, ectoparasite infestation. |  |  |
| 510 | Determine and record temperature, pulse, heart rate, respiration, body condition score, and patient weight. |  |  |
| 511 | Identify common AKC dog breeds and CFA cat breeds. |  |  |
| 512 | Identify the gender of cats and dogs. |  |  |
| 513 | Identify small animal nutritional requirements, e.g., AAFCO, prescription diet, dry matter basis calculations. |  |  |
| 514 | Take animal history and report chief complaint (SOAP format).  |  |  |

## 600 Small Animal Nursing

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| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 601 | Provide routine record keeping and observation of hospitalized patients. |   |   |
| 602 | Utilize terminology, illustrate the structure and function, and describe common diseases of the sensory system. |   |   |
| 603 | Utilize terminology, illustrate the structure and function, and describe common diseases of the integumentary system. |   |   |
| 604 | Utilize terminology, illustrate the structure and function, and describe common diseases of the skeletal system. |   |   |
| 605 | Utilize terminology, illustrate the structure and function, and describe common diseases of the muscular system. |  |  |
| 606 | Utilize terminology, illustrate the structure and function, and describe common diseases of the respiratory system. |  |  |
| 607 | Utilize terminology, illustrate the structure and function, and describe common diseases of the circulatory system. |  |  |
| 608 | Utilize terminology, illustrate the structure and function, and describe common diseases of the immune system. |  |  |
| 609 | Utilize terminology, illustrate the structure and function, and describe common diseases of the digestive system. |  |  |
| 610 | Utilize terminology, illustrate the structure and function, and describe common diseases of the urinary system. |  |  |
| 611 | Utilize terminology, illustrate the structure and function, and describe common diseases of the endocrine system. |  |  |
| 612 | Utilize terminology, illustrate the structure and function, and describe common diseases of the reproductive System. |  |  |
| 613 | Utilize terminology, illustrate the structure and function, and describe common diseases of the nervous system. |  |  |
| 614 | Monitor/restrain patients for fluid therapy and record observations. |  |  |
| 615 | Administer oral medication to a dog and a cat. |  |  |
| 616 | Administer ear medication to a dog and a cat. |  |  |
| 617 | Administer eye medication to a dog and a cat. |  |  |
| 618 | Follow patient treatment plan. |  |  |
| 619 | Locate and lay out materials needed for bandage application. |  |  |
| 620 | Select, identify, and use grooming equipment. |  |  |
| 621 | Comb and brush patients. |  |  |
| 622 | Clean external ear canals. |  |  |
| 623 | Trim nails of a patient. |  |  |
| 624 | Identify location of and problems associated with anal glands.  |  |  |
| 625 | Bathe a patient. |  |  |
| 626 | Dip a patient. |  |  |
| 627 | Prepare food according to treatment plan. |  |  |
| 628 | Clean and disinfect a kennel and cage. |  |  |
| 629 | Provide care and maintenance of nursing equipment. |  |  |
| 630 | Identify procedures and process of euthanasia and postmortem care. |  |  |
| 631 | Evaluate capillary refill time (CRT) and assess normal mucous membranes. |  |  |

## 700 Surgical Preparation and Assisting

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| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 701 | Prepare surgical equipment and supplies. |   |   |
| 702 | Sterilize instruments and sanitize supplies. |  |  |
| 703 | Operate and maintain autoclaves. |  |  |
| 704 | Identify common instruments. |  |  |
| 705 | Identify common suture materials, types, and sizes. |  |  |
| 706 | Assist with preparation of patients using aseptic technique. |  |  |
| 707 | Assist with positioning of surgical patients. |  |  |
| 708 | Assist with post-operative patient care. |  |  |
| 709 | Maintain the surgical log. |  |  |
| 710 | Maintain proper operating room conduct and asepsis. |  |  |
| 711 | Perform post-surgical clean up. |  |  |
| 712 | Fold surgical gowns and drapes. |  |  |
| 713 | Maintain operating room sanitation and care.  |  |  |
| 714 | Clean and maintain surgical instruments. |  |  |

## 800 Laboratory Procedures

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| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 801 | Collect voided urine samples. |   |   |
| 802 | Determine physical properties of urine, including color and clarity. |   |   |
| 803 | Prepare urine sediment for microscopic examination. |   |   |
| 804 | Identify common blood tubes used in veterinary medicine. |  |  |
| 805 | Prepare supplies for blood collection. |  |  |
| 806 | Set up a packed cell volume (PCV). |  |  |
| 807 | Set up a sample using a refractometer. |  |  |
| 808 | Assist in preparation of specimen staining techniques. |  |  |
| 809 | Collect voided fecal samples for examination. |  |  |
| 810 | Prepare a fecal direct smear for analysis. |  |  |
| 811 | Prepare a fecal flotation for analysis. |  |  |
| 812 | Prepare a fecal centrifugation for analysis. |  |  |
| 813 | Identify external parasites, e.g., mites, lice, fleas, ticks. |  |  |
| 814 | Assist with necropsy procedures. |  |  |
| 815 | Identify the state-level requirements for rabies suspects. |  |  |
| 816 | Handle disposal of deceased animals. |  |  |

## 900 Radiology and Ultrasound Imaging

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| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 901 | Practice radiological exposure protocol. |   |   |
| 902 | Assist the veterinarian and/or technician in diagnostic imaging including, restraint, preparation, positioning of patients, and processing images. |   |   |
| 903 | Care for radiology equipment and maintain quality control. |   |   |
| 904 | Maintain a radiology log.  |  |  |

1 Student Demonstrated Entry-Level Industry Proficiency as Indicated by (X)

Secondary CTE Instructor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_