

STUDENT _____ DATE _____

SUPERVISOR _____ COMPANY _____

TRAINING PLAN WORKSHEET

TO THE EMPLOYER:

Many of the Texas Essential Knowledge and Skills for Administrative Office Procedures are taught in the classroom, but many of them are learned and developed on the job throughout the year. In order to develop the student's individual training plan for the school year, please help by checking off the clinical hands-on training skills checklist for the CVA certification. (The skills checklist has been attached to this training plan.) Feel free to add duties/skills that may not be listed.

Thank you,

Hannah Lewandowski

Description of Specific and Related Occupational Training

The occupational essential knowledge and skills listed below are provided as a convenience to promote quality standards in work-based training.

NOTE: Occupational training objectives having no state adopted essential knowledge and skills will require the training plans to be individually developed.

| State Adopted Essential Knowledge and Skills | To Be Done | | Related Study Assignments |
|---|---------------------------|-------------------|--------------------------------------|
| | Work-Based Instruction | Class Instruction | |
| | | | 1. CVA Certification 2. Portfolio |
| 1. Demonstrate competencies related to resources, information, interpersonal skills, and systems of operation in veterinary science. | | X | |
| 2. Demonstrate knowledge of personal and occupational health and safety practices in the workplace. | | X | |
| 3. Identify employers' expectations, including appropriate work habits, ethical conduct, and legal responsibilities. | | X | |
| 4. Demonstrate characteristics of good citizenship such as stewardship, advocacy, and community leadership. | | X | |
| explain the human-animal bond and how to interact with clients and their animals. | | | |
| 5. Identify trends, issues, and historical events that have influenced animal use and care. | | X | |
| 6. Describe the legal aspects of animal welfare and animal rights. | | X | |
| 7. Evaluate the principles of veterinary medical ethics. | | X | |
| 8. Review policies and procedures in veterinary medicine that reflect various local, state, and federal laws. | | X | |
| 9. Identify skills needed to communicate effectively with clients and pet owners in the community. | | X | |
| 10. Identify vital information and demonstrate effective communication skills necessary to solve problems. | | X | |
| 11. Explain the role and importance of marketing and its effects on the success of a veterinary hospital. | | X | |
| 12. Develop skills involving the use of electronic technology commonly found in a veterinary hospital such as centrifuge, autoclave, and radiography positions. | | X | |
| 13. Analyze veterinary terms to discover their meanings and recognize common Greek and Latin prefixes, suffixes, and roots. | | X | |
| 14. Use directional anatomical terms appropriately | | X | |
| 15. Identify anatomical structures of animals. | | X | |
| 16. Describe the major body systems using appropriate medical terminology. | | X | |
| 17. Recognize, pronounce, spell, and define medical terms relating to diagnosis, pathology, and treatment of animals. | | X | |
| 18. Identify a variety of animal species such as companion, exotic, and large animal species according to common breed characteristics. | | X | |
| 19. Recognize common animal behavioral problems within companion, exotic, and large animals per industry standard. | | X | |
| 20. Identify correct handling protocols and discuss their relevance to veterinary medical staff. | | X | |
| 21. Demonstrate appropriate methods of handling a variety of animal behaviors. | | X | |
| 22. Identify the parts of the skeletal, muscular, respiratory, circulatory, digestive, endocrine, and nervous systems. | | X | |
| 23. Describe the functions of the skeletal, muscular, respiratory, circulatory, digestive, endocrine, and nervous systems. | | X | |
| 24. Identify appropriate anatomical sites for injections, measuring vital signs, and collecting blood samples for various animal species. | | X | |
| 25. Describe normal animal behavior and vital signs compared to sick animals using medical terminology. | | X | |
| 26. Add, subtract, multiply, and divide whole numbers, fractions, and decimals as related to veterinary medicine. | | X | |
| 27. Apply mathematical skills needed for accurate client assessment such as measurement, conversion, and data analysis. | | X | |
| 28. Solve veterinary problems by calculating percentages and averages. | | X | |
| 29. Convert between English and metric units. | | X | |
| 30. Determine weight, volume, and linear measurements using scientific calculations. | | X | |
| 31. Solve word problems using ratios and dimensional analysis. | | X | |

| | | | |
|--|--|---|--|
| 32. Interpret data using tables, charts, and graphs. | | X | |
| 33. Calculate and prepare chemical concentrations using mathematical equations. | | X | |
| 34. Identify factors that influence the health of animals. | | X | |
| 35. Identify pathogens and describe the effects that diseases have on various body systems. | | X | |
| 36. Explain courses of treatment for common viral and bacterial diseases. | | X | |
| 37. Describe the process of immunity and disease transmission. | | X | |
| 38. Identify internal, external, and protozoal parasites using common and scientific names. | | X | |
| 39. Describe life cycles of common parasites. | | X | |
| 40. Explain how parasites are transmitted and their effect on the host. | | X | |
| 41. Conduct parasitic diagnostic procedures. | | X | |
| 42. Describe types of treatments for diseases and parasites. | | X | |
| 43. Describe the characteristics and signs of a healthy animal. | | X | |
| 44. Recognize examples of abnormalities and relate them to their associated problems and illnesses. | | X | |
| 45. Take temperature, pulse, and respiration for a variety of animals. | | X | |
| 46. Describe effects of age, stress, and environmental factors on vital signs of animals. | | X | |
| 47. Explain procedures for physical examinations. | | X | |
| 48. Explain the regional approach to assess an animal's health. | | X | |
| 49. Identify imaging equipment such as an ultrasonograph, endoscope, electrocardiograph, and radiograph. | | X | |
| 50. Explain safety procedures, maintenance, and operation of imaging equipment. | | X | |
| 51. Demonstrate patient restraint and positioning methods used for imaging purposes. | | X | |
| 52. Identify the anatomy of the digestive system of ruminant and non-ruminant animals. | | X | |
| 53. Describe the process of digestion in ruminant and non-ruminant animals. | | X | |
| 54. Identify types and sources of nutrients and classes of feeds. | | X | |
| 55. Identify feed additives and describe how additives affect the food supply. | | X | |
| 56. Evaluate animal dietary needs and feeding factors. | | X | |
| 57. Calculate energy requirements and formulate rations. | | X | |
| 58. Discuss feeding practices and feed-quality issues. | | X | |
| 59. Analyze the quality of commercially prepared feeds. | | X | |
| 60. Describe laboratory tests and explain the importance of proper laboratory procedures. | | X | |
| 61. Demonstrate the procedures used in collecting, handling, preparing, and examining fecal, blood, and urine specimens. | | X | |
| 62. Discuss normal and abnormal results obtained in complete blood counts. | | X | |
| 63. Explain sensitivity testing and how to read testing results. | | X | |
| 64. Explain the care, maintenance, and use of equipment and instruments found in veterinary practice. | | X | |
| 65. Explain appropriate hospital procedures. | | X | |
| 66. Discuss emergency protocols and describe first aid procedures, including cardiopulmonary resuscitation, control of bleeding, and treatment for shock, for small and large animals. | | X | |
| 67. Demonstrate animal care skills such as administering medications, nail trimming, bathing, grooming, ear cleaning, expressing anal sacs, dental prophylaxis, enema administration, and identification of animals. | | X | |
| 68. Demonstrate therapeutic care such as patient observation, maintaining and administering fluids, applying bandages, caring for open wounds, and managing hydrotherapy and physical therapy. | | X | |
| 69. Describe skills involved in the reproductive and genetic evaluation of animals. | | X | |
| 70. Explain the protocol for pre-surgical and post-surgical care of a patient. | | X | |
| 71. Describe methods used in the sterilization and preparation of small and large animal surgery packs. | | X | |
| 72. Review skills involved in patient and surgical room preparation. | | X | |
| 73. Describe surgical procedures such as castration, dehorning, and docking. | | | |
| 74. Describe care of newborn, orphan, and recumbent patients; and identify and monitor equipment used in surgical procedures. | | X | |
| 75. Identify medications according to their classification, form, routes, | | X | |

| | | | |
|--|---|---|--|
| and methods of administration. | | | |
| 76. Explain handling and distribution, protocol, and laws for controlled substances, including the U.S. Drug Enforcement Agency. | | X | |
| 77. Calculate dosage using factors such as concentration of drug, weight of animal, and required dosage. | | X | |
| 78. Complete a prescription label with identifiers that are required by the U.S. Food and Drug Administration. | | X | |
| 79. Select equipment and instruments used to give medications. | | X | |
| 80. Uses common terminology (spoken and written) required in your veterinary practice | X | | |
| 81. Keeps assigned work areas clean and orderly | X | | |
| 82. Demonstrates a basic knowledge of sanitary procedures | X | | |
| 83. Handles animals in a safe, humane manner | X | | |
| 84. Can name and select the equipment items most commonly used in your veterinary practice | X | | |
| 85. Demonstrates a basic understanding of the most commonly used veterinary drugs | X | | |
| 86. Recognizes the symptoms commonly associated with animals affected by rabies | X | | |
| 87. Uses procedures that ensure personal safety when handling animals suspected of having rabies | X | | |
| 88. Demonstrates appropriate understanding and respect for the human-animal bond in dealing with clients and their animals | X | | |
| 89. Handles and disposes of “sharps” instruments safely and in compliance with practice standards | X | | |
| 90. Uses the proper procedure for lifting and positioning animals | X | | |
| 91. Uses the proper procedure for placing animals in a cage | X | | |
| 92. Uses the proper procedure for placing animals in a stall | X | | |
| 93. Uses (or can describe) the proper method of haltering a large animal | X | | |
| 94. Practices (or can describe) the proper personal safety precautions when releasing a large animal | X | | |
| 95. Properly restrains animals when assisting the veterinarian with cephalic and saphenous venous sampling | X | | |
| 96. Properly muzzles fractious animals | X | | |
| 97. Handles and holds animals so as to generally avoid bites to themselves and to the attending veterinarian | X | | |
| 98. Demonstrates (or describes) the proper method of moving cattle and horses through chutes and into or out of stalls | X | | |
| 99. Recognizes and avoids potential safety hazards in the examination room or area | X | | |
| 100. Handles animals in the examination room or area so as to prevent harm to the patient and humans | X | | |
| 101. Carefully observes patients and surroundings and reports observations to the attending veterinarian | X | | |
| 102. Aids the veterinarian in the handling and treatment of patients | X | | |
| 103. Provides an additional set of eyes and hands for the attending veterinarian | X | | |
| 104. Handles and uses disposable “sharps” containers in a safe manner | X | | |
| 105. Follows OSHA guidelines in collecting and disposing of bio-hazardous materials | X | | |
| 106. Demonstrates (or explains) the proper method of collecting fecal samples (including the palpation sleeve) in the large animal | X | | |
| 107. Uses correct quantities of feces for fecal flotations | X | | |
| 108. Recognizes fresh fecal samples | X | | |
| 109. Can explain client options for disposal of euthanized or deceased animals | X | | |
| 110. Discusses individual or communal cremation options with owners of deceased pets | X | | |
| 111. Properly prepares the deceased animal for presentation to the owner | X | | |
| 112. Exhibits proper decorum when presenting a deceased animal to its owner | X | | |

| | | | |
|---|---|--|--|
| 113. Correctly collects urine through natural means | X | | |
| 114. Knows proper method for collecting urine samples that are adequate for culturing microorganisms | X | | |
| 115. Collects urine samples during the correct time of day | X | | |
| 116. Correctly demonstrates usage of shielded gowns, gloves, and other protective wear for radiographic image acquisition | X | | |
| 117. Implement and observe recommended radiation safety measures | X | | |
| 118. Handle, use and store radiographic image capturing equipment | X | | |
| 119. Bathes and dips patients as instructed | X | | |
| 120. Avoids basic hazards and species susceptibilities to certain bath and dip products when preparing and giving dips and baths | X | | |
| 121. Follows accepted procedures when bathing or dipping patients | X | | |
| 122. Safely cares for animals in runs, cages, stalls and paddocks | X | | |
| 123. Uses the bedding types indicated for specific breeds/species of housed animals | X | | |
| 124. Changes bedding materials in a timely and efficient manner | X | | |
| 125. Disposes of used bedding materials as needed and in a proper manner | X | | |
| 126. Recognizes and avoids safety hazards in the areas where patients are housed | X | | |
| 127. Uses proper sanitary procedures in changing bedding materials | X | | |
| 128. Maintains and repairs cages, kennels and stalls as needed | X | | |
| 129. Properly uses (or describes the proper use of) common devices and equipment to restrain horses, cattle, goats and swine for treatment | X | | |
| 130. Recognizes common breeds and varieties of exotic animals that visit the clinic and calls them by the correct common name | X | | |
| 131. Safely handles and restrains exotic animals for examination and treatment | X | | |
| 132. Autoclaves veterinary instruments using moist pressure autoclave and chemical sterilization | X | | |
| 133. Follows a proscribed procedure for cleaning all stainless-steel instruments | X | | |
| 134. Follows correct procedure for ultra-sonic cleaning of instruments | X | | |
| 135. Lubricates instruments properly during the cleaning process | X | | |
| 136. Maintains all dental equipment in clean and usable condition for performing prophylaxis treatments | X | | |
| 137. Determines that all active scavengers are working properly in evacuating anesthesia gases as needed | X | | |
| 138. Ensures that all sharp and cutting blades are removed and disposed of properly following surgical procedures | X | | |
| 139. Describes (or demonstrates) the proper method for administration of a paste or topical drug on an equine patient | X | | |
| 140. Describes (or demonstrates) the proper method for administration of a bolus, paste or topical drug for a bovine patient | X | | |
| 141. Describes (or demonstrates) the proper method for administration of tablets, capsules, liquid and topical drugs for canine and feline patients | X | | |
| 142. Stores animal feeds according to instructions | X | | |
| 143. Measures food quantities accurately | X | | |
| 144. Reads and follows food label directions correctly | X | | |
| 145. Reads and correctly follows written instructions for animal feeding | X | | |
| 146. Reports animal food and water consumption rates correctly and on schedule | X | | |
| 147. Administers hydrotherapy according to directions | X | | |
| 148. Administers hydrotherapy according to directions | X | | |
| 149. Correctly fills syringes with medication as directed | X | | |
| 150. Recognizes intravenous, intramuscular, subcutaneous, and intraperitoneal applications | X | | |
| 151. Selects correctly the needle gauge and length requested by the veterinarian | X | | |
| 152. Properly disposes of syringes, needles and other sharp objects commonly used in the veterinary clinic | X | | |
| 153. Properly identifies and disposes of expired substances | X | | |
| 154. Obtains information relative to animal being boarded and/or discharged | X | | |
| 155. Discusses and explains the charge for boarding costs | X | | |
| 156. Posts and records money collected to the appropriate records as directed | X | | |
| 157. Interacts cheerfully with clients and handles complaints with a smile | X | | |