

**Clinical Duties Assignment Worksheet**  
(submit to instructor for grading)

- 1) **Management Skill:** Participate in facility management utilizing traditional and electronic media and appropriate veterinary medical terminology and abbreviations.

## Tasks:

Annotate client records as needed to include observations on patient appetite, attitude, urinary output, bowel movements, and incision/wound/vaccination site appearance  
Perform basic filing of medical records, radiographs, lab reports, etc; file client records as indicated  
Maintain all facility logs in compliance with regulatory guidelines  
Facilitate inventory control (inform program staff as supplies run low anticipating usage)  
Maintain appropriate disposal protocols for hazardous materials and biological waste  
Maintain appropriate sanitation for a veterinary facility, including patient and laboratory area

Score: (0-5 points possible)
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- 2) **Communication Skill:** Communicate in a professional manner in all formats – written, oral, non-verbal, and electronic.

Apply understanding of interpersonal skills and team dynamics: working cooperatively with Program staff and fellow students to facilitate excellent animal health care. Includes making proper notations on equipment checks so others will be able to determine when the next scheduled maintenance tasks need to occur.  
Recognize the legality of the veterinary-client-patient relationship: admit and discharge patients in accordance with the laws as well as established facility protocols  
Provide client education in a clear and accurate manner at a level the client understands: provide written handouts with facility policy outlined; answer client questions within the scope of a student technician demonstrating a respect for and willingness to learn from program staff

Score: (0-5 points possible)
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- 3) **Laws and Ethics:** Follow and uphold applicable laws and the veterinary technology profession's ethical codes to provide high quality care to patients.

Understand and observe legal boundaries of veterinary health care team members  
Interact professionally with clients and program staff and fellow students: demonstrate respect for yourself, the Program and the veterinary profession by adhering to uniform regulations, arriving promptly and being prepared to carry out assigned clinical duties.  
Demonstrate a commitment to high quality patient care: in keeping with established Program protocols, work with others to achieve the common goal of providing animal patients with a clean, dry and safe environment  
Respect and protect the confidentiality of client and patient information: Client names are not to be mentioned outside the facility; hospital cases are to be discussed from a medical perspective within the classroom setting only.

Score: (0-5 points possible)
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- 4) **Pharmacy and Pharmacology Administration:** Safely and effectively administer prescribed drugs to patients.

Read and follow veterinarian's pharmacy orders

Demonstrate knowledge of the safe and effective manner in which vaccines must be administered  
Safely administer drugs by common parenteral and enteral routes  
Monitor therapeutic responses communicating effectively with DVM regarding patient progress  
Accurately record medical information to include drugs administered, routes, times and responses

Score: (0-5 points possible)

- 5) **Dispensing:** Accurately dispense and explain prescribe drugs to client  
Given a drug order, properly prepare medications for dispensing, including performing accurate calculations  
Relay drug safety handling, storage and administration information to client

Score: (0-5 points possible)

- 6) **Patient Assessment:** Demonstrate and perform patient assessment techniques in a variety of animal species.  
Recognize common domestic animal species and breeds  
Use common animal identification methods  
Use effective and appropriate restraint techniques for various animal species: encage and remove small animals from cages, apply dog muzzle safely, apply Elizabethan collar, use restraint pole, restrain birds, pocket pets and exotics  
Obtain a thorough patient history at patient admission

Score: (0-5 points possible)

- 7) **Patient Care:** Demonstrate knowledge of animal husbandry, and nutrition and facilities maintenance.
- Grooming
- perform therapeutic bathing, basic grooming, and dipping of small animals
  - trim nails (dogs, cats, birds, pocket pets)
  - express canine anal sacs
  - clean and medicate ears (dog, cat)
- Environmental conditions: implement sanitation procedures for animal holding and housing areas (to include surgical suite, classroom, kennel, radiology, Feline & Isolation wards)
- clean all cages and dog runs adequately
  - sweep and mop all floors
  - wipe down all surfaces; remove cobwebs (remember to check the light fixtures, white board, AV and computer equipment, electrical conduit covers, cage tops, etc.)
  - change solutions in Bard-Parker Tray, Ultrasonic Cleaner, etc weekly noting date of change
  - fill spray bottles, soap dispensers (isopropyl alcohol, chlorhexidine)
  - fill sundry jars with cotton balls, gauze, etc as needed
  - wash, dry, fold and store all laundry (clean lint trap each load)
  - scrub all sinks to include the prep sink in the kennel
  - check and clean kennel drain at back of dog runs
  - ensure food storage bins are closed and latch is secure

clean and lube clippers  
clean vacuum filter (inside exam table cabinet)  
restock paper towels

Score: (0-5 points possible)

- 8) **Patient Management:** understand and integrate all aspects of patient management for common surgical procedures in a variety of animal species.

Provide post-operative care:

- i. Pain management as necessary (to be determined by DVM)
- ii. Fluid therapy as necessary (to be determined by DVM)
- iii. Adequate nutrition
- iv. Wound management

Score: (0-5 points possible)

- 9) **Procedural management:** Understand and provide the appropriate instruments, supplies and environment to maintain asepsis during surgical procedures.

Prepare surgical instruments and supplies

Prepare gowns, masks, gloves, and drapes

Operate and maintain autoclaves (to include emptying and cleaning of autoclave monthly—see program staff for further instructions)

Sterilize instruments and supplies using appropriate methods

Provide operating room sanitation and care

Score: (0-5 points possible)

- 10) **Laboratory animals:** Safely and effectively handle common laboratory animals used in animal research (mice, rats and rabbits)

Recognize and restrain

Determine sex and understand reproduction

Perform basic care procedures

- i. handling
- ii. nutritional needs
- iii. water
- iv. identification

Administer drugs using appropriate sites and routes

Collect blood samples

Perform oral dosing

Score: (0-5 points possible)