

**Competency Task List – Secondary Component****Veterinary/Animal Health Technology/Technician and Veterinary Assistant CIP 01.8301**

High School Graduation Years 2022, 2023, 2024

**100 Orientation and Safety**

| Item | Task  | (X) Indicates Proficiency <sup>1</sup> | 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**

| Item | Task                            | (X) Indicates Proficiency <sup>1</sup> | Secondary Course Crosswalk |
|------|---------------------------------|--|----------------------------|
| 201  | Greet clients.                  |  |                            |
| 202  | Schedule appointments.          |  |                            |
| 203  | Prepare forms and certificates. |  |                            |
| 204  | Admit a patient.                |  |                            |
| 205  | Discharge a patient.            |  |                            |

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| 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

| Item | Task   | (X) Indicates Proficiency <sup>1</sup> | 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

| Item | Task   | (X) Indicates Proficiency <sup>1</sup> | 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.                |  |                            |

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| 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

| Item | Task   | (X) Indicates Proficiency <sup>1</sup> | 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

| Item | Task  | (X) Indicates Proficiency <sup>1</sup> | 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.  |  |                            |

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|-----|--|--|--|--|
| 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

| Item | Task   | (X) Indicates Proficiency <sup>1</sup> | 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

| Item | Task   | (X) Indicates Proficiency <sup>1</sup> | 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**

| Item | Task   | (X) Indicates Proficiency <sup>1</sup> | 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.  |  |                            |

<sup>1</sup> Student Demonstrated Entry-Level Industry Proficiency as Indicated by (X)

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

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