

AAEVT List of Required Skills: AAEVT On Line Certificate Academy Program

6 PAGES

Office Procedures	Date	Initialed by	Location
Answer the Phone and basic triage			
Schedule Appointments, including ambulatory and Telemedicine			
Basic Filing			
Create/ issue estimates and invoices			
Admit and Discharge of Patients			
Understand the role of a RDVM, Specialist, Agent, Trainer			
Discusses and explains boarding, hospitalization charges			
Understands Financial Policy : AR and collection procedures			
Posts invoices and records payments to appropriate record			
Regulatory Logs:DEA, Controlled Substances, Radiology, Scintigraphy			
Properly identifies and disposes of expired substances			
Familiar with Medical Records and SOAP			
Know basic acronyms and abbreviations			
Use common veterinary terminology (spoken and written)			
Be familiar with Insurance/Exam forms			
Keep assigned work areas clean, stocked and orderly			
Demonstrates a basic knowledge of sanitary procedures			
Understands OSHA regulations and correct labeling			
Can explain client options for disposal of euthanized or deceased animals, to and including cremation			

Examinations	Date	Initialed by	Location
Know Normal Values			
How to obtain T, P, R			
How to perform Physical Exam			
Safe, humane Restraint			
Recognizes and avoids potential safety hazards			
Halter, Tie, Lead, Release			
Know Proper Horse Handling			
Know how to jog for lameness/PPE exams			
Load into stocks / trailer/ chutes			
Know how to properly pick up feet and clean hooves			
Ascultate heart and lungs and gut sounds			
Know how to check for Dehydration, CRT			
Know how to assist in lameness/ PPE examinations/ Treatments			
Know supplies and equipment used for:			
Dental procedures/exams; opthalmic exams; US/ DR/ Endoscopy and their proper storage, care, maintenance and set up			
Correctly demonstrates usage of radiographic shield gowns, gloves, and other protective wear and their proper storage			
Pharmacy and Pharmacology	Date	Initialed by	Location
Recognize General types and groups of drugs			
Label and Package RX drugs			

Calculate dosages			
Handle and store hazardous materials			
Handle and store scheduled drugs			
Prepare medications and vaccines			
Differentiate between normal and abnormal responses to medications			
Know appropriate routes and methods of drug and vaccine administration			
Be familiar with Deworming protocols and drugs			
Surgical Prep and Assistance	Date	Initialed by	Location
Recognize basic Surgical Equipment			
Recognize basic Anesthetic Equipment			
Recognize basic Surgical/ Anesthetic supplies			
Determines all active scavengers are working properly			
Determines all oxygen/ nitrous/ nitrogen are working properly			
Understand Sedation and protocols used			
Be familiar with basic surgical instruments and their care			
Ensures all sharp, cutting blades are removed and disposed of			
Know sterilization procedures, including ultrasonic and gas			
Know sterile technique			
Prepare surgical or injection site using aseptic tech			
Know basic anesthetic drugs, analgesic drugs, local block drugs and routes of admin			
Know basic procedures and equipment used for: field castrations, dentals, standing procedures, field anesthesia			
Know basic emergency supplies, drugs and equipment			

Maintains all dental equipment in clean and usable condition			
Maintains all endoscopic equipment in clean and usable condition			
Obtains correct endotracheal tube for surgical procedure			
Maintains all surgical equipment/ tubes in clean and usable condition			
Nursing Care and Treatments	Date	Initialed by	Location
Perform Venipuncture			
Know IV, IM, SC , IP injection sites			
Selects correct needle gauge and length as per DVM orders			
Selects correct catheter as per DVM orders			
Be familiar with fluid therapy- procedure & Equip			
Medicate orally-demonstrate (oral, bolus, paste, tablets, liquid, capsules)			
Medicate topically according to directions			
Safely cares for animals in stalls, paddocks			
Understands stall bedding and how to clean stalls/ paddocks			
Understands and follows Biohazard protocols			
Be familiar with bandaging procedures and supplies			
Be familiar with medical records and how to complete			
Obtains information relative to an animal being boarded or hospitalized			
Reads and correctly follows written instructions for feed, care, treatment			
Stores animal feeds correctly and follows food label instructions			
Reports animal food and water consumption and fecal/ urination			

Be able to clean and prep wounds			
Be familiar with Emergency procedures			
Know how to monitor for ICU cases			
Know signs of colic, choke and basic procedures to treat			
Handles and disposes of "Sharps", syringes, needles appropriately			
Administers Hydrotherapy according to directions			
Laboratory	Date	Initialed by	Location
Be able to collect and handle specimens			
Know how to submit samples to labs			
Be familiar with CBC, Blood Chemistry, TP			
Be familiar with routine equine lab tests			
Be familiar with fluid analysis			
Recognize signs of Rabies and know proper handling			
Know how to complete an EIA form			
Know how to assist with a necropsy			
Be familiar with microbiology procedures			
Be familiar with Equine parasites			
Collect urine samples and label			
Collect fecal samples and label			
Demonstrates /explains the proper method of collecting fecal samples(including palpation) and analysis			

Diagnostics: Radiology, Ultrasound	Date	Initialed by	Location
Be familiar with basic diagnostic equipment- set up			
Be familiar with basic positioning of horses for Xrays			
Be familiar with Xray and US equipment			
Know how to take care of and maintain equipment			
Know how to label and file records			
Be familiar with other modalities:			
SWT, MRI, Scintigraphy, Endoscopy and their use			
Be familiar with basic Anatomy			
Reproduction and Foals	Date	Initialed by	Location
Know gestation period and heat cycles			
Aware of the foaling/ birthing process			
Aware of breeding processes and equipment			
Aware of IgG testing and how to use			
Aware of foaling problems and emergencies			
Full Name of Mentor/Supervising DVM/ Cred Tech			
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