

Name: _____

Animal Care Assistant

Directions:

Evaluate the student by entering the appropriate number to indicate the degree of competency.

Rating Scale (0-6):

- 0 No Exposure** – no experience/knowledge in this area; program/course did not provide instruction in this area
- 1 Unsuccessful Attempt** – unable to meet knowledge or performance criteria and/or required significant assistance
- 2 Partial Demonstration** – met some of the knowledge or performance criteria with or without minor assistance
- 3 Knowledge Demonstrated** – met knowledge criteria without assistance at least once
- 4 Performance Demonstrated** – met performance criteria without assistance at least once
- 5 Repetitive Demonstration** – met performance and/or knowledge criteria without assistance on multiple occasions
- 6 Mastered** – successfully applied knowledge or skills in this area to solve related problems independently

The student has successfully completed the Health Care Assistant Core Competencies.

0	1	2	3	4	5	6	A. Introduction to Veterinary Medicine	Notes:
							1. Identify the roles and responsibilities of veterinary team members	
							2. Maintain professional work habits	
							3. Apply ethical and legal principles to the veterinary field	
							4. Maintain confidentiality	
							5. Recognize local, state, and federal regulations that affect veterinary practice	
							Other:	

0	1	2	3	4	5	6	B. Communication Skills	Notes:
							1. Communicate effectively with animal owners (clients) and coworkers	
							2. Greet clients appropriately	
							3. Use correct terminology and grammar when communicating with clients and coworkers	
							4. Treat clients and coworkers with respect and courtesy	
							5. Answer telephone properly	
							6. Transfer calls	
							7. Place caller on hold	
							8. Take accurate telephone messages	
							Other:	

0	1	2	3	4	5	6	C. Basic Office Procedures	Notes:
							1. File alphabetically and numerically	
							2. Complete identification band and cage card	
							3. Maintain animal identification	
							4. Use observation skills to assist with daily progress notes	

								5. Assist with admitting animals into the clinic	
								6. Assist with discharging animals from the clinic	
								7. Clean, dust, restock, and straighten supplies	
								8. Report low inventory	
								Other:	

0	1	2	3	4	5	6	D. Animal Identification	Notes:
							1. Identify common breeds of animals treated	
							2. Utilize species terminology appropriately	
							Other:	

0	1	2	3	4	5	6	E. Clinic Safety	Notes:
							1. Identify types of hazardous materials	
							2. Prepare hazardous materials for disposal	
							3. Identify biohazard label	
							4. Identify OSHA requirements pertinent to the veterinary practice	
							5. Locate and read material safety data sheets (MSDS)	
							6. Maintain a safe environment for animals and workers	
							7. Prevent disease transmission	
							8. Maintain personal hygiene	
							9. Follow clinic procedures for cleaning	
							10. Handle antiseptics and disinfectants safely	
							11. Clean and routinely check for cleanliness of exam room	
							12. Clean and routinely check for cleanliness of surgical and treatment areas	
							13. Clean, disinfect, and routinely check for cleanliness of floors and corridors	
							14. Clean and routinely check for cleanliness of outdoor exercise areas and the parking lot	
							15. Remove hair/debris from drain grate in bathtubs, and routinely check bathtubs for cleanliness	
							16. Identify common zoonotic diseases	
							17. Identify modes of transmission of zoonotic diseases	
							18. Identify steps in preventing zoonotic diseases	
							19. Identify diseases that require isolation or quarantine	
							20. Implement isolation procedures	
							21. Identify principles that influence animal behavior	
							22. Recognize common warning signs of aggression	
							23. Identify procedures for safely approaching	

								animals	
								Other:	

0	1	2	3	4	5	6	F. Animal Care	Notes:
							1. Assist in restraining animals as directed	
							2. Securely support the animal's body weight when lifting	
							3. Identify potential routes of escape and take precautions	
							4. Examine restraint devices for security	
							5. Follow clinic procedures for walking and exercising animals	
							6. Properly lift animals	
							7. Walk and exercise animals	
							8. Recognize and report changes in conditions	
							9. Observe and report abnormal conditions	
							10. Recognize worms (internal parasites) in stool	
							11. Recognize the presence of external parasites	
							12. Report observed parasites	
							13. Clean and disinfect dog and cat compartments	
							14. Clean and disinfect bird cages	
							15. Clean and disinfect rodent and rabbit cages	
							16. Clean and disinfect equine and food animal stalls	
							17. Clean and disinfect feed and water containers	
							18. Measure and deliver food as directed	
							19. Monitor and replenish water supply	
							20. Record appetites	
							21. Recognize and follow NPO orders	
							22. Weigh animals on a platform scale	
							23. Weigh animals on a balance scale	
							24. Weigh animals on an infant scale	
							25. Weigh large animals using a weight measurement tape	
							26. Weigh animals on a portable scale	
							27. Record weight	
							28. Prepare animal for bathing and dipping	
							29. Bathe animal using prescribed shampoo or medication	
							30. Identify and implement appropriate drying techniques	

								31. Clean and disinfect tub	
								32. Remove hair/debris from bathtub drain	
								33. Follow safety precautions when using dips	
								34. Apply dips as directed	
								35. Recognize side effects of insecticide reaction	
								Other:	

0	1	2	3	4	5	6	G. Clinic Procedures	Notes:
							1. Maintain and clean equipment and instruments	
							2. Collect a fecal specimen	
							3. Collect a voided urine specimen	
							4. Label and store all types of specimen containers	
							5. Bag and label animal according to instructions	
							6. Store bagged animals appropriately	
							Other:	