



## Animal Healthcare Assistant – Rural strand - CHECK LIST -

This page is a check list for yourself to make sure you have completed and/or returned any documentation:

<input type="checkbox"/> Access to a computer and internet daily to be able to complete your online learning and assessments
<b>Basic health and safety course</b> <input type="checkbox"/> Create a Moodle account <input type="checkbox"/> Accessed and completed Health and Safety Pre-Observation Guests in a Veterinary Clinic <input type="checkbox"/> Printed Confirmation of Participation (Certificate of Proficiency) to take to all prospective Veterinary Clinics you visit
<b>Important information to be read</b> <input type="checkbox"/> Tips on Finding your Work Placement <input type="checkbox"/> What to expect on your first day at your work placement <input type="checkbox"/> Work Placement Contract and Otago Polytechnic Code of Privacy/Confidentiality
<b>To be read and taken to prospective work placement for signing:</b> <input type="checkbox"/> Letter of Introduction <input type="checkbox"/> Key Information <input type="checkbox"/> Farm and Rural/Mixed Veterinary Clinic Observation/Work Placement Confirmation Form <input type="checkbox"/> Emergency Contact Details Form (complete and leave with work placement supervisor) <input type="checkbox"/> Occupational Health and Safety form (to be signed by supervisor and student)
<b>To be read by student, sign and then scan to <a href="mailto:animalhealth@op.ac.nz">animalhealth@op.ac.nz</a> :</b> <input type="checkbox"/> Occupational Health and Safety Form (signed by <b>both</b> Work placement supervisor and Student) <input type="checkbox"/> Tetanus Declaration (named, student ID, signed and dated)
<b>Use this form to collect the details of your Work Placement and then scan to <a href="mailto:animalhealth@op.ac.nz">animalhealth@op.ac.nz</a> :</b> <input type="checkbox"/> Farm and Rural/Mixed Veterinary Clinic Observation/Work Placement - Confirmation Form
<b>Enter Information into the On-line Form “NZCAT RAT Farm and Veterinary Clinic Work Placement Details”</b> <input type="checkbox"/> Enter information on the <a href="#">Farm and Veterinary Clinic Work Placement</a> Details form
<b>Enter Information into the On-line Form “NZAHCA (Rural) Student Privacy Declaration”</b> <input type="checkbox"/> Click on link and fill in supporting information details for <a href="#">Student Privacy Declaration</a> Form
<b>Enter Information into the On-line Form “NZAHCA (Rural) Student Code of Conduct Declaration”</b> <input type="checkbox"/> Click on link and fill in supporting information details for <a href="#">Student Code of Conduct Declaration</a>
<b>Ordered:</b> <input type="checkbox"/> Compulsory Clothing and Equipment