



Rural Veterinary Clinic Work Placement – Key Information

Below is key information for prospective veterinary clinic work placement supervisors.

Planning Work Placement:

- Ākonga | learners undertaking the **New Zealand Certificate in Animal Healthcare Assisting (Level 4)** (Rural strand) (RAHCA) at Otago Polytechnic, will complete either: One year of full time study or Two years of part time study (both only by distance).
- Before ākonga | learners commence any veterinary clinic work placement they must have completed the first theory course, Rural Animal Healthcare.
- Practicum 1 and Practicum 2 each require a minimum of 120 hours of work placement. Across the two practicums ākonga | learners must complete a minimum of 80 hours in a rural or mixed animal veterinary clinic.
- Work placement can be completed in blocks or spread over a number of weeks as long as this is completed within the time-frames required for each enrollment. The **Practical Skills List** highlights the key skills/tasks and competencies ākonga | learners need to be exposed to and enable to practice, under supervision.
- Otago Polytechnic provides ākonga | learners with theoretical learning and knowledge prior to permitting ākonga | learners to attend veterinary clinic work placements. We also provide them with an excellent set of resources, including videos of almost every practical skill/task they need to gain competence in during their study. It would be expected that they will be given guidance in how to perform specific skills/tasks as per your veterinary clinic protocols but will in a work-based learning environment.

Practical Skills and Evidence Collection:

- Ākonga | learners are required to complete skill lists within their practicum course, which includes industry verification (IV) and a logbook for placement hours. This means that they are obtaining signed verifications of specific skills/tasks when completed with competence in the true veterinary clinic work placement setting. A copy of the skills list within the practicum course will be supplied by email communication.
- Industry Verifications must be signed off by supervising veterinary clinic staff. However, ākonga | learners **must** only be signed off when it is deemed in your (or the supervisors) professional opinion that the ākonga | learner has reached the level of competency required to complete skills/tasks without instruction and according to guide that is provided.
- Ākonga | learners are expected to work through their skills lists and record accurately their work placement hours. These will be submitted intermittently throughout their study and will be assessed and marked as part of the successful programme completion. Learning Advisers will be checking the assessments during the year and reviewing hours to check for satisfactory progress.
- **Videos:** In addition ākonga | learners will also be required to take short video clips as evidence of them performing some clinical skills on animals on their own (but only as medically indicated by the veterinarian) for instance restraining cattle using a leg rope. To show competency in and be assessed in a 'true to life' veterinary clinic workplace environment ensures they demonstrate they are work-ready at the completion of the programme. Note that video clips should be able to be taken

without impacting on staff or the flow of the veterinary clinic. Ākonga | learners are also expected to liaise with their supervisor in a timely fashion as to any video assessment requirements that need to be completed. Skill lists are provided in the practicum book, but if specific details are required do not hesitate to contact us.

- **Professionalism:** It is expected that ākonga | learners will uphold the highest personal, professional and practice ethical standards at this stage for rural animal technicians we will expect you to act according to the New Zealand Veterinary Association | Large Animal Veterinary Technician group's Code of Conduct (found at https://vetcouncil.org.nz/Web/Web/2.Resources/Code_Of_Conduct.aspx/). Practical evidence collection will include feedback from you on the ākonga | learner's professional practice. However if at anytime these standards are not upheld, please contact us immediately.

Otago Polytechnic, School of Animal Health Support:

- Otago Polytechnic will maintain appropriate insurance to provide professional indemnity and public liability cover for ākonga | learners on veterinary clinic work placements in New Zealand and will provide you with evidence of this upon request.
- Otago Polytechnic and the School of Animal Health place a very high value on the providers of veterinary clinic work placement, it is invaluable and we want to thank you for your time and patience and we look forward to working alongside you to develop the competencies required of a work- ready graduate. Should there be any concerns about the ākonga | learner, the programme or any other aspect; we welcome immediate feedback via telephone call or email.
- This agreement is one of goodwill. If for any reason you decide, at your discretion, that it is not beneficial for your veterinary clinic to mentor a ākonga | learner and/or it is not providing a mutually beneficial relationship and this is impacting on what your veterinary clinic can provide or the ākonga | learner can learn, please advise us as soon as possible so we can guide the ākonga | learner in finding an alternative work placement.

We would like to thank you for taking the time to consider hosting a Otago Polytechnic ākonga | learner for supervised work placement as part of the Rural AHCA programme.

If you have any questions please do not hesitate to contact us.

School of Animal Health
animalhealth@op.ac.nz
0800 762 786

Note to Ākonga | learner: please print this information and give to your potential Work Placement Supervisor.

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