

Suggested Induction Procedure for Otago Polytechnic School of Veterinary Nursing (SVN) Students into Veterinary Clinic Work Placement



Purpose:

To assist the veterinary clinic work placement supervisors (who do not have a standard staff and work experience student induction procedure) to develop a veterinary clinic student induction procedure prior to veterinary clinic work placement.

The SVN aims to maximize the value of the students' time in veterinary clinics, and endeavors to make this process as seamless as possible for all involved.

Prior to accepting an SVN student/s on work placement:

- The student should be enrolled in the National Certificate of Veterinary Nursing (NCVN).
- Distance students will have already completed the National Certificate in Animal Care.
- Fulltime students are enrolled in all unit standards for Animal Care and Veterinary Nursing at the same time
- Students already holding the NCVN (or equivalent) may require access to a veterinary clinic for completion of their National Diploma in Veterinary Nursing (NDVN) or Certificate in Rural Animal Technology (CRAT).
- In all cases, students will have already passed (all programmes except fulltime) /be working towards (fulltime) courses in
 - Health and Safety
 - Hygiene
 - Animal Health and Husbandry
 - Animal Ethics (amongst others).

Induction procedure:

Induction documentation should be provided on letterhead, with space to tick when complete and to fill out details specific to each student.

Both parties can then sign on completion of induction. This is a requirement of the Health and Safety Act and subsequent amendments. Use the ideas below to make a specific induction document for your veterinary clinic.

Suggested Induction:

1. Arrange an appointment prior to work placement commencing to undertake induction.
 - a. Induction should be undertaken by a senior member of staff.
2. Begin by collecting the student's full contact details and also the details of an emergency contact in case of emergency (illness, accident, or natural disaster). The SVN gives all students to a form they can fill out to leave with you that will provide these details. The form also has contact details for the student's primary contacts at Otago Polytechnic too.

3. Have the student read **YOUR** health and safety register and sign the appropriate section in the induction document.
 - a. Consider developing a quick quiz to ensure they have read it.
 - b. An example quick quiz is provided at the end of this document.
4. Discuss with the student situations they may find themselves witnessing e.g
 - a. an animal dying unexpectedly
 - b. an animal requiring euthanasia
 - c. dangerous animals and procedures for managing these
5. Explain what your expectations are in these types of situations
 - a. do not underestimate the effect for those seeing an animal die for the first time and how this may affect the student.
6. Remind the student about confidentiality, professionalism and the maintenance of this, at all times.
7. Give the student a guided tour of the veterinary clinic
 - a. point out hazards
 - b. any other relevant information appropriate to your specific environment, such as"
 - i. where to put their bag and coat
 - ii. fire exits
 - iii. location of the first aid kits.
8. Explain to the student any veterinary clinic protocols such as:
 - a. acceptable attire.

Note all SVN students (unless employed by the veterinary clinic) are expected to wear

 - Otago Polytechnic shirt (or overalls for RAT students)
 - Otago polytechnic School of Veterinary Nursing name badge
 - tidy trousers
 - covered in shoes
 - b. protocol for tea breaks – taking breaks and where/when they can have a drink and snack.
 - c. who they need to report to each time they come to the veterinary clinic.
 - d. procedure if they are sick and/or cannot attend a planned work-placement day.
 - e. procedure if they are unhappy during placement in the veterinary clinic
 - i. contact person
 - ii. “emergency exit” procedure (ie not coping with a situation)
 - f. procedure if your veterinary clinic is not happy with the student’s performance during work-placement.
9. Ask the student if there is anything that you need to know that may impact on their work placement with you.
 - a. **REMEMBER:** They do not have to divulge anything; however, you should encourage them to provide information, especially in relation to anything that may present a healthy and safety risk to ensure that procedures are in place to deal with the situation.

Examples include:

 - i. hearing impairment - protocols for managing this can be agreed upon (e.g. eye contact before speaking; facing when speaking to facilitate lip reading)
 - ii. identification of allergies is important, to minimize potential of allergic reaction
 - iii. medical issues/if they wear a medic alert bracelet should be identified so procedures are in place to detail with an emergency
 - iv. disclose any criminal convictions.

10. Ask the student to show you their work-placement logbook and have the student explain what skills they need to gain competency in during their work-placement. If you have any questions or concerns please contact the SVN.
11. Talk to the student about how the relationship between them and the work-placement will work.
 - a. SVN believes this should be: “we” (the veterinary clinic) will be prepared to help you learn and develop your skills, and allow you to complete your required practical assessments in the veterinary clinic and in return you arrive at the veterinary clinic prepared, having reviewed the tasks you need to practice and the underpinning knowledge around these and you will help us with additional tasks (stipulating your expectations here is always helpful) to ensure the day to day running of the veterinary clinic is able to continue.”
 - b. Arrange a five to ten minute meeting or briefing after each work-placement to ensure that you are both getting what you need out of the relationship
 - i. The student should be able to advise you on what is coming up with respect to assessment requirements and what areas of learning they need to focus on in the practice
 - ii. It is an opportunity for you to give feedback on how things are going and ensure any issues are dealt with early so they do not develop into problems
 - c. Also discuss the expectation that when the student is ready to produce a video assessment they:
 - i. are aware that clinics are not expected to provide staff, NOR accept strangers into their work environment, to hold video cameras or provide specialized scenarios for assessment purposes.
 - if you are happy to assist and facilitate, this is also acceptable, but it should not be under duress.
 - Assistance is not required to successfully collect a suitable video clip for any of our assessments.
 - students are given instructions on how to minimise staff involvement and inconvenience. SVN can provide these to you on request.
 - please contact us immediately if issues arise around assessments.
 - ii. pre-plan by speaking to your supervisor before arriving for work-placement so veterinary clinic is prepared.
 - iii. arrive prepared so that the assessment can be completed in minimum time (all video clips are set up to be able to be completed in a very short period of time)
 - iv. have thought about how they are going to achieve the task without interfering with the running of the veterinary clinic.
12. Please note: should feel free to call the Otago Polytechnic School of Veterinary Nursing on 0800 762 786 and seek advice on how to proceed at any time. We rely on your generosity in assisting to train our graduates, and this needs to be a process that is beneficial for all involved.

Full contact details are provided on the work-placement forms, on the emergency contacts form and on regular emails and telephone calls you will receive from the staff member in charge of your student.

Example Quick Quiz on Health and Safety

1. Who is your main supervisor at the veterinary clinic?
2. Where is the fire exit and meeting point?
3. What would you do if you stabbed yourself with a needle?
4. What would you do if you were asked to get a dog out of the kennel and it was growling?
5. Where is the first aid kit located?

6. When assisting with radiography what must you ensure?
7. When cleaning out kennels, what protective equipment should you wear?
8. Where is the biohazard bin and sharps container?
9. If you are unsure about how to complete a task you have been requested to do, what should you do?