

# New Zealand Certificate in Animal Technology Veterinary Nursing Assistant



## *Clinical Skills for Veterinary Nursing Assistants One* *AT507004 – Level 5, Credits 15, Version 4* Workbook

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<b>Your full name:</b>	
<b>Your phone number:</b>	

If you find this book, please attempt to contact the person above on the number listed or call 0800 762 786 and ask to speak to the School of Veterinary Nursing

# Introduction and Guide to Completion

Clinical Skills 1 is the first course that makes up the practical component of the New Zealand Certificate in Animal Technology, Veterinary Nursing Assistant qualification.

The skills are set out on individual submission forms throughout this workbook. You will be provided with a copy of this workbook at your block course.

When you are uploading a skill, note that you may be required to submit the skills submission page alongside your evidence.

OVERVIEW OF SKILLS REQUIRED IN - CLINICAL SKILLS FOR THE VNA ONE	
Take and record an accurate respiration rate	Complete at home
Distance examination	Complete at home
World Health Organisation hand-wash	Peer assessment at Block course or in class
Show how to correctly use a stethoscope to take a heart rate	Tutor Verification and Online Moodle Test
Simulation - Administer a sub cutaneous Injection	Tutor Verification
Take a femoral pulse from a dog	Tutor Verification
Restrain a dog for Cephalic venipuncture	Tutor Verification and Q's
Restrain a cat for Jugular venipuncture	Tutor Verification and Q's
Apply an effective towel wrap to a cat - Scarf wrap technique only	BC/In Class Simulation Video
Apply aural medication	BC/In Class Simulation Video
Administer ophthalmic medication	BC/In Class Simulation Video
Administer oral liquid medication	BC/In Class Simulation Video
Apply a muzzle to a dog (both soft muzzle and basket muzzle)	BC/In Class Simulation Video
Restrain a dog for a nail clip	ARF/VC Industry Verification and Questions
Clean kennels/cages according to facility protocol	ARF/VC Industry Verification and Questions
Remove dogs from kennel for a specific purpose and return to kennel	ARF/VC Industry Verification
Safely remove a cat from a cage for a reason (x3)	ARF/VC Industry Verification
Take heart rate of a Dog and record accurately	Veterinary Clinic Industry Verification
Take heart rate of a Cat and record accurately	Veterinary Clinic Industry Verification

## How you are assessed

Assessment in the clinical skills course is competency based. This is different to the other papers which are all criterion reference based (awarding A, B, C etc. grades).

In competency-based assessment, assessors will assess the evidence you submit, and you will be marked as either competent in the skill, or not yet competent.

If you have not provided enough evidence or have not demonstrated competence at the required level for a particular skill, you may be offered one opportunity to submit further evidence. To pass the course, you must attain competence in every skill listed.

Resits are not automatic. You may be eligible for resits in up to 50% of the skills in this clinical skills course.

# Animal Use in Teaching Declaration

As part of our responsibility to our Animal Ethics Approval Committee you are required to fill out an Animal Use in Teaching Form for any skills which require the use of a live animal. Please help us to fulfill this responsibility by ensuring this is done. Use the QR code to the right to take you directly to the online form.



## Timeline for completion of Clinical Skills 1

Completion of the assessments and practicums will vary according to the cohort you are enrolled in. A guide is provided below, together with a table summarising the evidence required. You should use this to keep track of what evidence you have completed and submitted so that nothing is missed.

Due Date One			
Evidence Required	Tick when completed	How to submit the evidence	Tick when submitted
<b>13 x Skills Completed</b> – All block course tutor signoffs, videos and at home skills		Upload your evidence for each skill to the relevant Moodle upload tool with the accompanying submission form.	
Final Due date			
Evidence Required	Tick when completed	How to submit the evidence	Tick when submitted
<b>6 x remaining skills completed</b> – All ARF/Veterinary Clinic skills		Upload your evidence of each skill to the relevant Moodle upload tool.	
Hours logs at least 40 hours in an Animal Facility* AND at least 80 hours in a Companion Animal Veterinary Clinic		Take a clear, digital image of the verified log and upload to Moodle	
Personal reflection		Upload your personal reflection to the relevant Moodle upload tool.	
Supervisor verification and feedback form completed (including professional behaviour) Tick when you have given this to your clinic PRINT FROM MOODLE		Workplace Supervisor to complete and email directly to <a href="mailto:vetnursing@op.ac.nz">vetnursing@op.ac.nz</a>	

\* Note: If you have completed these hours as part of the NZ Certificate in Animal Care, you will be cross credited for these hours

## LEARNING OUTCOMES

In the following assessments each skill covers aspects of the following two learning outcomes

- LO1 Perform veterinary nursing assistant skills related to clinical skills one, safely and with attention to animal welfare.
- LO2 Examine personal professionalism and performance of the veterinary nursing assistant technical skills relating to clinical skills one

# Skill lists

- You must work safely and adhere to all relevant health and safety and animal welfare legislation during completion of these practical skills at your work placement.
- You are always expected to demonstrate professional behaviour.
- All animal handling/restraint skills must be completed in a low stress manner i.e. causing minimal or no distress to the animal.

Marking criteria is provided for each skill listed. The criteria provide detail of what you need to show or provide in your evidence to demonstrate competence. It is your responsibility to ensure that the evidence you submit meets the marking criteria given, so make sure you read the criteria carefully. If you fail to meet the marking criteria a re-submission may be accepted for up to 50% of the skills in each list. If, after re-submission your evidence still does not meet the marking criteria, you will receive a not passed grade.

Ideally you should aim to complete the skills when you are competent that you are able to meet the marking criteria and upload them as you complete them. They can be completed and submitted in any order. You need to make sure you have submitted all skills by the final due date for that skill list. No late submissions will be accepted without a valid extension.

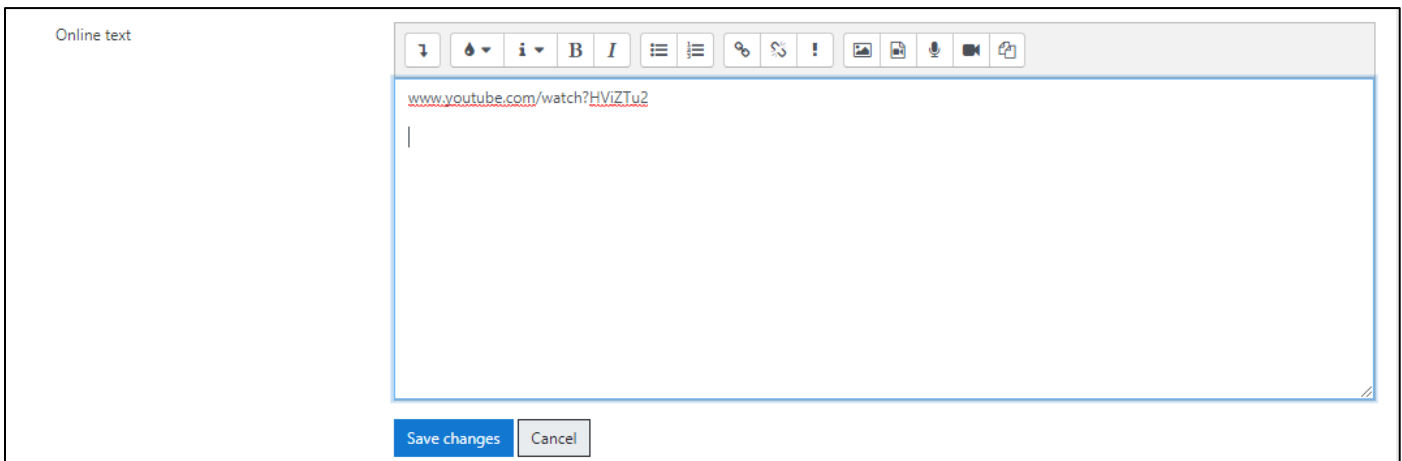
You should continue to practice all skills whenever you can, to gain confidence in your practical abilities. Where the skill involves animals, such as assessment of demeanour and restraint techniques, you should aim to practice these on a variety of animal species, breeds and ages.

You will also collect feedback and verification from your supervisor on your performance and development in these areas. Professionalism and communication will also be assessed by this method. Supervisor Verification and Feedback forms are available on Moodle and must be completed, signed and submitted by your work placement supervisor.

Some skills are also assessed at your block course, (or in class for on-campus students). A list of these is provided at the end of the skills lists. These skills should still be practiced in the workplace prior to block course, (or in class for on-campus students) if the opportunity arises.

The following skills are set out on individual submission forms. Once complete, the submission form can be photographed or scanned and uploaded to Moodle together with any other evidence required (e.g. monitoring sheets).

**PLEASE DO NOT HAND-WRITE URLS (LINKS TO VIDEOS) - THESE SHOULD BE COPIED AND PASTED DIRECTLY INTO THE ONLINE TEXT BOX ON MOODLE WHEN YOU UPLOAD YOUR SUBMISSION FORM**



Online text




[www.youtube.com/watch?HVIZTu2](http://www.youtube.com/watch?HVIZTu2)

Save changes Cancel

**ENSURE YOU FILL IN ALL ASPECTS OF THE FORM BEFORE SUBMISSION TO MOODLE  
TAKE PHOTOS OF THE PAPERWORK AND UPLOAD ALONGSIDE YOUR VIDEO EVIDENCE  
WHERE REQUIRED**




## Clinical Skills 1 Submission Form

### Take and record an accurate respiration rate

Category:	To be completed at home	
Student Name:		
Video/resource/s to help with skill		
Evidence Required to be submitted:	<b>Watch these two videos (Use QR codes below) and record the RR for each animal in the box below, upload a photo of your completed sheet to Moodle by the due date</b>	
<b>Fill in details below for each video</b>		
	<b>Cat</b> 	<b>Dog</b> 
Respiration Rate (rpm):		
Normal Range for Species (use BSAVA textbook)		



## Clinical Skills 1 Submission Form

### Complete a Distance Examination of an Animal

Category:	To be completed at home		
Student Name:			
Evidence Required:	Distance examination sheet completed below		
Resource to help with this skill	Ensure you have completed the Moodle Activity "Health Assessment: Performing a Distance Assessment" found at this link		
Special Notes:	Remember to only describe what you can <b><i>see!</i></b> Descriptions should be kept brief. Record your findings on the form below.		
Watch these two videos and use the BCS chart to help answer the final observation	Observation video	Respiration rate video	Body condition score chart
			
<b>DESCRIPTION OF FINDINGS</b>			
Respiration rate			
Demeanour/Level of consciousness			
Breed			
Sex (circle one)	Male    Female		
Approximate age (circle one)	Puppy          Juvenile          Young adult          Older adult          Geriatric		
Coat Condition			
Obvious wounds or abnormalities			
Posture/Gait			
Body condition score (use link above)			

## Clinical Skills 1 Submission Form

### PEER ASSESSMENT – World Health Organisation (WHO) Handwash technique

Category:	Peer assessment to be completed at Block course or In Class	
Student Name:		
Video/resource/s to help with this skill	WHO Handwash technique (Page 3) 	Video showing technique 
Evidence Required to be submitted:	<b>Peer assessment form below completed</b>	
Marking Criteria:	<ul style="list-style-type: none"> <li><input type="checkbox"/> Student wets hands with water</li> <li><input type="checkbox"/> Student applied enough soap to cover all hand surfaces</li> <li><input type="checkbox"/> Student rubbed hands palm to palm</li> <li><input type="checkbox"/> Student rubbed hands Right palm over left dorsum with interlaced fingers</li> <li><input type="checkbox"/> Student rubbed hands Left palm over right dorsum with interlaced fingers</li> <li><input type="checkbox"/> Student rubbed hands with fingers interlaced</li> <li><input type="checkbox"/> Student rubbed backs of fingers to opposing palms with fingers interlaced</li> <li><input type="checkbox"/> Student did rotational rub of left thumb clasped in right hand</li> <li><input type="checkbox"/> Student did rotational rub of right thumb clasped in left hand</li> <li><input type="checkbox"/> Student rubbed clasped fingers of right hand in left palm</li> <li><input type="checkbox"/> Student rubbed clasped fingers of left hand in right palm</li> <li><input type="checkbox"/> Student rinsed hands under warm water</li> <li><input type="checkbox"/> Student thoroughly dried hands with a single use towel</li> <li><input type="checkbox"/> Student used paper towel to turn off faucet</li> <li><input type="checkbox"/> The whole process took 40-60 seconds to complete</li> </ul>	
<b>Peer assessors' details</b>		
Peer assessor full name		
Date of assessment		
Signature of peer assessor		

## Clinical Skills 1 Submission Form


### Simulate use of a stethoscope to take a heart rate + complete heart rate quiz on Moodle

Category:	<b>Tutor verification to be completed at block course or skills collection day</b> <i>Note: Moodle quiz to be completed online prior to being assessed at block course or skills collection day</i>		
Student Name:			
Evidence Required to be submitted:	<b>Tutor Verification below - Count the femoral pulse rate and record below – ensure the tutor completes the verification and upload a photo to Moodle by the due date</b>		
<b>The verification below must be completed and signed by your tutor</b>			
	Student placed Stethoscope correctly in their ears	Student correctly placed stethoscope on the model	Student has passed online Moodle Test for HR
	YES                      NO	YES                      NO	YES                      NO
Tutor name:			
Signature:			
Qualification:			
Date:			




## Clinical Skills 1 Submission Form

### Simulation - Administer a subcutaneous injection

Category:	<b>Tutor verification – to be completed at Block Course or skills collection day</b>		
Student Name:			
Video/resource/s to help with this skill			
Evidence Required to be submitted:	<b>Tutor Verification below – ensure the tutor completes the verification below and then upload a photo or scan of this sheet to Moodle by the due date</b>		
Date:	Patient Details (See collar)	Medication name	Amount administered (mLs)
<b>The verification below must be completed and signed by your tutor</b>			
Tutor name:			
Verification:	I confirm that the student named, accurately administered a sub cutaneous injection on the simulation model provided as per the details recorded above.		
Signature:			
Qualification:			
Date:			

## Clinical Skills 1 Submission Form

### Take a femoral pulse from a dog



Category:	Tutor verification – to be completed at Block Course or skills collection day		
Student Name:			
Video/resource/s to help with this skill			
Evidence Required to be submitted:	Tutor Verification - Count the femoral pulse rate and record below – ensure the tutor completes the verification below, then upload a photo or scan of this sheet to Moodle by the due date		
	Patient Details	Femoral pulse rate result in bpm	Normal range for the species (use BSAVA textbook)
<b>The verification below must be completed and signed by your tutor</b>			
Tutor name:			
Verification:	I confirm that the student named, accurately obtained a femoral pulse rate of _____ bpm, from a dog, which I verified as being correct at the time.		
Signature:			
Qualification:			
Date:			

**Clinical Skills 1 Submission Form**

**Restrain a dog for cephalic venipuncture (blood sample or IV injection)**

Category: Tutor verification and questions – to be completed at Block Course or skills collection day

Student Name:

Video/resource/s to help with this skill	 <p>Note you will need to use your @dove login to access this video</p>	
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Evidence Required to be submitted: Tutor verification of skill and completed questions below – ensure the tutor completes the verification and once you have completed the questions upload a photo to Moodle by the due date.

**The verification below must be completed and signed by your tutor**

Tutor name:

Verification: I confirm that the student named, was able to effectively restrain a dog for cephalic venipuncture

Signature:

Qualification:

Date:


**The questions below must be completed before submitting for marking.**

If doing this restraint technique on a live patient, what things would you do to make this as low stress as possible for the patient?

What key points do you need to remember when doing this restraint technique on a live patient to make it successful?

## Clinical Skills 1 Submission Form

### Restrain a cat for jugular venipuncture for blood sampling.

Category:	Tutor verification and questions – to be completed at Block Course or skills collection day
Student Name:	
Video/resource/s to help with this skill	
Evidence Required to be submitted:	Tutor verification of skill and completed questions below – ensure the tutor completes the verification and once you have completed the questions upload a photo or scan of this page to Moodle by the due date.

**The verification below must be completed and signed by your tutor**


Tutor name:	
Verification:	I confirm that the student named, was able to effectively restrain a cat for jugular venipuncture
Signature:	
Qualification:	
Date:	

**The questions below must be completed before submitting for marking.**

If doing this restraint technique on a live patient, what things would you do to make this as low stress as possible for the patient?



What key points do you need to remember when doing this restraint technique on a live patient to make it successful?

**NOTE: You do not need to upload a photo of this page with your video**

<b>Clinical Skills 1 Submission Form</b>	
<b>Apply a scarf wrap restraint technique to a cat</b>	
Category:	<b>Video skill – completed as simulation at block course or skills collection days</b>
Video/resource/s to help with this skill	
Evidence Required to be submitted:	<b>Video showing all aspects in the marking criteria below, prior to submission, check your evidence against these marking criteria and if anything cannot be seen have another attempt.</b>
<ul style="list-style-type: none"><li><input type="checkbox"/> Surrounding environment is free of hazards.</li><li><input type="checkbox"/> All equipment must be ready and set up prior to retrieving the cat – a suitable sized towel must be used.</li><li><input type="checkbox"/> Cat is wrapped gently but firmly within the towel using an appropriate wrapping technique.</li><li><input type="checkbox"/> Cats body and legs must be fully secured within the towel with only the head exposed.</li><li><input type="checkbox"/> Towel must be securely wrapped at the neck with no open gaps.</li><li><input type="checkbox"/> Towel wrap must be secure enough to provide safety for both the cat and personnel.</li><li><input type="checkbox"/> Student must not cause undue stress to the cat.</li></ul>	
<b>Upload your completed video to Moodle or use the online text box on Moodle to copy and paste your video URL link.</b>	

## Clinical Skills 1 Submission Form

### Apply aural (ear) medication or cleansing solution (dog or cat)

<b>Category:</b>	<b>Video skill – completed as a simulation at block course or skills collection day</b>
<b>Student Name:</b>	
<b>Video/resource/s to help you with this skill</b>	 
<b>Evidence Required to be submitted:</b>	<p><b>Video showing all aspects in the marking criteria below, prior to submission, check your evidence against these marking criteria and if anything cannot be seen have another attempt.</b></p> <p><b>Answers to the questions below</b></p>

- All equipment must be ready and set up prior to retrieving the animal e.g. - towel or non-slip mat if the animal is on a high surface.
- Medication must be shaken if required.
- Usually, you would have someone assist with restraint of the dog but for this simulation this is not required.
- Demonstrate adequate control of the head.
- Lift the pinna of the ear upwards to help open the ear canal.
- Visualize the ear canal and apply the medication/ cleansing solution as directed by the instructions.
- Correctly massage the ear canal to disperse the medication (watch the videos linked above to ensure you know where/how you should be massaging the ear)
- Must not cause undue stress to the animal.
- Must wash your hands after application – this may be stated rather than shown.



#### Patient and Medication details

<b>Patient name (see collar)</b>	
<b>Patient weight (see collar)</b>	
<b>Medication name</b>	
<b>Expiry date</b>	
<b>Instructions for use</b>	

**Upload your completed video to Moodle or use the online text box on Moodle to copy and paste your video URL link.**

## Clinical Skills 1 Submission Form

### Apply ophthalmic (eye) medication (dog or cat)

Category:	Video skill – completed as a simulation at block course or skills collection day		
Student Name:			
Video/resource/s to help you with this skill		You will need to use your @dove login to access this video	
Evidence Required to be submitted:	<b>Video showing all aspects in the marking criteria below, prior to submission, check your evidence against these marking criteria and if anything cannot be seen have another attempt.</b>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> All equipment must be ready and set up e.g.- towel or non-slip mat, medication.</li> <li><input type="checkbox"/> You must check the product prior to application and state the name/ dose rate, expiry date and instructions for use. Note: If this is a simulation you must research a commonly used eye medication and use the information to complete these checks (except expiry).</li> <li><input type="checkbox"/> Medication must be shaken if required.</li> <li><input type="checkbox"/> Animal <b>MUST</b> be restrained appropriately by a second person.</li> <li><input type="checkbox"/> Eye is opened gently, and medication applied. The tip of the medication tube must NOT contact the eye.</li> <li><input type="checkbox"/> If using ointment, eyelids may be closed together gently to disperse the medication.</li> <li><input type="checkbox"/> Must not cause undue stress to the animal.</li> <li><input type="checkbox"/> You must wash your hands after application – this may be stated rather than shown.</li> </ul>			
<b>Patient and Medication details</b>			
Patient name (see collar)			
Patient weight (see collar)			
Medication name			
Expiry date			
Instructions for use			
<b>Upload your completed video to Moodle or use the online text box on Moodle to copy and paste your video URL link.</b>			

## Clinical Skills 1 Submission Form


### Administer liquid oral medication to a dog


Category:	Video skill – completed as a simulation at block course or skills collection day
Student Name:	
Video/resource/s to help with this skill	
Evidence Required to be submitted:	<p><b>Video showing all aspects in the marking criteria below, prior to submission, check your evidence against these marking criteria and if anything cannot be seen have another attempt.</b></p> <p><b>Upload a photo of this page to Moodle along with your video link in the online text box</b></p>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Surrounding environment is free of hazards.</li> <li><input type="checkbox"/> Equipment must be ready and set up prior to retrieving the animal e.g.- towel or non-slip mat, medication ready.</li> <li><input type="checkbox"/> Note usually you would have someone help to restrain the patient but for the purpose of this video you do not need someone to restrain the patient.</li> <li><input type="checkbox"/> Insert the syringe behind the canines towards the back of the mouth.</li> <li><input type="checkbox"/> Medication is administered slowly to allow the animal time to swallow.</li> <li><input type="checkbox"/> All medication is administered and swallowed by the patient.</li> <li><input type="checkbox"/> Must not cause undue stress to the animal.</li> <li><input type="checkbox"/> Must wash hands afterwards – this may be stated rather than shown</li> </ul>	
<b>Patient and Medication details</b>	
<b>Patient name (see collar)</b>	
<b>Patient weight (see collar)</b>	
<b>Medication name</b>	
<b>Expiry date</b>	
<b>Instructions for use</b>	
<p><b>Upload your completed video to Moodle or use the online text box on Moodle to copy and paste your video URL link</b></p>	





**COMPLETE BOTH THESE ASPECTS ON ONE VIDEO AND UPLOAD TOGETHER**

**NOTE: You do not need to upload a photo of this page with your video**

<b>Clinical Skills 1 Submission Form</b>	
<b>Apply a soft nylon/fabric muzzle to a dog</b>	
Category:	<b>Video skill – completed as a simulation at block course or skills collection day</b>
Video/resource/s to help with this skill	 <p>Note the nylon muzzle is part way through this video</p>
Evidence Required to be submitted:	<b>Video showing all aspects in the marking criteria below, prior to submission, check your evidence against these marking criteria and if anything cannot be seen have another attempt.</b>
<input type="checkbox"/> Equipment is ready for use i.e. nylon muzzle of the correct size for the dog <input type="checkbox"/> The dog <u>MUST</u> be restrained by a second person prior to placing muzzle on <input type="checkbox"/> You <u>MUST</u> assess the dogs demeanour prior to approaching <input type="checkbox"/> Safely approach the dog from the side and apply the muzzle correctly and effectively in a timely manner <input type="checkbox"/> Muzzle is fastened and checked for tightness before letting go and ears must not be trapped under the straps <input type="checkbox"/> Must not cause undue stress to the dog	
<b>Upload your completed video to Moodle or use the online text box on Moodle to copy and paste your video URL link.</b>	

<b>Clinical Skills 1 Submission Form</b>	
<b>Apply a basket muzzle to a dog</b>	
Category:	<b>Video skill – completed as a simulation at block course or skills collection day</b>
Video/resource/s to help with this skill	
Evidence Required to be submitted:	<b>Video showing all aspects in the marking criteria below, prior to submission, check your evidence against these marking criteria and if anything cannot be seen have another attempt.</b>
<input type="checkbox"/> Equipment is ready for use i.e. basket muzzle of the correct size for the dog <input type="checkbox"/> The dog <u>MUST</u> be restrained by a second person prior to placing muzzle on <input type="checkbox"/> You <u>MUST</u> assess the dogs demeanour prior to approaching <input type="checkbox"/> Safely approach the dog from the side and apply the muzzle correctly and effectively in a timely manner <input type="checkbox"/> Muzzle is fastened and checked for tightness before letting go and ears must not be trapped under the straps <input type="checkbox"/> Must not cause undue stress to the dog	
<b>Upload your completed video to Moodle or use the online text box on Moodle to copy and paste your video URL link.</b>	

<b>Clinical Skills 1 Submission Form</b>	
<b>Restrain a dog for nail clip</b>	
Category:	To be done on Animal Related Facility or Veterinary Clinic
Student Name:	
Video/resource/s to help with this skill	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Small dog restraint</p> </div> <div style="text-align: center;">  <p>Large dog restraint</p> </div> </div>
Evidence Required to be submitted:	<p><b>Supervisor verification and answers to the three questions below.</b></p> <p><b>Upload a photo of your completed sheet to Moodle by the due date</b></p>
Special Notes:	<ul style="list-style-type: none"> <li>You should aim to have had several opportunities to complete this in your facility/clinic prior to being asked to be assessed.</li> <li>Make sure that you are assessing the dog's demeanor throughout the nail clipping - this will help you to identify if the animal is showing signs of stress or fear.</li> <li>Ensure your restraint is adequate to enable the nails to be clipped safely but comfortable for the dog.</li> <li>The Animal Use in Teaching form must be filled in and submitted for this skill: See QR code on page 3 of this document.</li> </ul>
<b>Please provide details of the animal below and answer the three questions below</b>	
Name:	
Breed:	
<b>When performing your restraint, what did you do well?</b>	
<b>Was there any aspect in this situation you could have improved or made better?</b>	
<b>What would you change next time to make your restraint even more effective?</b>	
<b>The verification below must be completed and signed by your supervisor at the time of completion of this task</b>	
Supervisor name:	
Supervisor verification:	I confirm that this student assisted with a nail clip on a dog by providing safe and effective restraint on the date specified above
Signature:	
Qualification/Position:	
Clinic/Facility Name:	
Date:	


## Clinical Skills 1 Submission Form

### Clean and prepare kennels/cages according to the facility protocol (3 times)

Category:	To be completed in Animal Related Facility or Veterinary Clinic		
Student Name:			
Video/resource/s to help with this skill			
Evidence Required to be submitted:	<b>Supervisor verification x 3 and submission form with question completed.</b> <b>Upload a photo of your completed sheet to Moodle by the due date</b>		
Special Notes:	<ul style="list-style-type: none"> <li>You should aim to have had several opportunities to complete this in clinic or at an animal related facility prior to being asked to be assessed.</li> <li>You must follow and demonstrate all the correct steps of cleaning and disinfecting kennels/cages</li> <li>You must ensure you wear correct PPE</li> <li>Wasted must be correctly disposed of</li> <li>Cages must be set up as per facility/clinic protocol for the next patient.</li> </ul>		
<b>The verification below must be completed and signed by your supervisor on the date of completion of each task</b>			
	<b>First</b>	<b>Second</b>	<b>Third</b>
Provide dates each time this was completed:			
Supervisor name and facility name:			
Supervisor verification:	I confirm that the student named, has correctly and safely cleaned and prepared kennels/cages following the facility protocol for three separate animal patients.		
Signature:			
Qualification/Position:			
Date:			
<b>The questions below must be completed before submitting for marking.</b>			
Describe this facility's protocol for cleaning and disinfection of cages. Please include:			
<input type="checkbox"/> PPE worn and equipment used <input type="checkbox"/> Cleaning/disinfection agents used (include contact time for disinfectant) <input type="checkbox"/> Process from start to finish (use bullet points)			

## Clinical Skills 1 Submission Form


### Remove dogs from kennels for a specific purpose, and return to kennel (Small AND Large dog)

Category:	To be completed in Animal Related Facility or Veterinary Clinic	
Student Name:		
Video/resource/s to help with this skill		
Evidence Required to be submitted:	<b>Supervisor Verification – Small and Large dog filled in below.</b> <b>Upload a photo of your completed sheet to Moodle by the due date</b>	
Special Notes:	<ul style="list-style-type: none"> <li>You should aim to have had several opportunities to complete this in clinic prior to being asked to be assessed.</li> <li>The Animal Use in Teaching form must be filled in and submitted for this skill: See QR code on page 3 of this document.</li> <li>Make sure that you are assessing the dog's demeanor throughout this task - this will help you to identify if the dog is showing signs of stress or fear.</li> <li>You must remove the dog for a specific purpose, e.g., toileting, examination, exercise.</li> <li>You must include supervisor verification for BOTH one small dog (less than 10kg) and one large dog (over 25kg)</li> </ul>	
<b>Please provide the details below for each dog</b>		
<b>The verification below must be completed and signed by your supervisor on the date of completion of each task</b>		
	<b>Small dog (under 10kg)</b>	<b>Large dog (over 20kg)</b>
Facility Name and Type (e.g., boarding kennels, vet clinic)		
Date:		
Name and Breed		
Reason for Removal from kennel		
Supervisor Name		
Supervisor Signature		

## Clinical Skills 1 Submission Form

### Safely remove a cat from a cage for a specific reason

(this must be completed on three separate occasions)


Category:	<b>To be completed in Animal Related Facility or Veterinary Clinic</b>
Student Name:	
Video/resources to help with this skill	
Evidence Required to be submitted:	<b>Supervisor verification – evidence of three separate feline patients.</b> <b>Upload a photo of your completed sheet to Moodle by the due date</b>
Special Notes:	<ul style="list-style-type: none"> <li>You should aim to have had several opportunities to complete this in clinic prior to being asked to be assessed.</li> <li>Make sure that you are assessing the cat's demeanor throughout this task - this will help you to identify if the cat is showing signs of stress.</li> <li>You must use effective low stress handling techniques and not cause undue stress to the animal</li> <li><b>Must be for a specific reason – e.g. to allow for examination, to allow cleaning of cage etc</b></li> <li>The Animal Use in Teaching form must be filled in and submitted for this skill: See QR code on page 3 of this document.</li> </ul>

**The verification below must be completed and signed by your supervisor on the date of completion of each task**

	First	Second	Third
Date of completion			
State reason for removal from cage			
Supervisor name			
Facility name <i>If available use clinic/facility stamp</i>			
Supervisor verification	I confirm that the student named, safely and effectively removed a feline patient from its cage, without causing undue stress to the animal.		
Signature:			

## Clinical Skills 1 Submission Form

### Take a heart rate of a dog and record accurately

Category:	<b>To be completed in Veterinary Clinic</b>	
Student Name:		
Video/resource/s to help with this skill	Note you will need to use your @dove login to access this video	
Evidence Required to be submitted:	<b>Supervisor verification</b> <b>Upload a photo of your completed sheet to Moodle by the due date</b>	
Special Notes:	<ul style="list-style-type: none"> <li>You should aim to have had several opportunities to complete this in clinic prior to being asked to be assessed.</li> <li>The Animal Use in Teaching form must be filled in and submitted for this skill: See QR code on page 3 of this document</li> </ul>	
Marking Criteria:	Heart rate is taken effectively and accurately from a dog using a stethoscope, this may be done on a conscious or unconscious patient. Rate must be verified as correct by supervisor.	

#### Patient Details


Date:	Patient Details (Name and Species only)	Heart Rate (bpm)	Normal range for the species (use BSAVA textbook)

#### The verification below must be completed and signed by your veterinary clinic supervisor

Supervisor name:	
Supervisor verification:	I confirm that the student effectively obtained a heart rate of _____bpm, from a dog, using a stethoscope, which I verified as being correct at the time.
Signature:	
Qualification:	
Clinic Name: <i>Use clinic stamp if available</i>	
Date:	

## Clinical Skills 1 Submission Form

### Take a heart rate of a cat and record accurately

Category:	<b>To be completed in Veterinary Clinic</b>	
Student Name:		
Video/resource/s to help with this skill	Note you will need to use your @dove login to access this video	
Evidence Required to be submitted:	<b>Supervisor verification</b> <b>Upload a photo of your completed sheet to Moodle by the due date</b>	
Special Notes:	<ul style="list-style-type: none"> <li>You should aim to have had several opportunities to complete this in clinic prior to being asked to be assessed.</li> <li>The Animal Use in Teaching form must be filled in and submitted for this skill: See QR code on page 3 of this document</li> </ul>	
Marking Criteria:	Heart rate is taken effectively and accurately from a cat using a stethoscope, this may be done on a conscious or unconscious patient. Rate must be verified as correct by supervisor.	

#### Patient Details

Date:	Patient Details (Name and Species only)	Heart Rate (bpm)	Normal range for the species (use BSAVA textbook)

#### The verification below must be completed and signed by your veterinary clinic supervisor

Supervisor name:	
Supervisor verification:	I confirm that the student effectively obtained a heart rate of _____bpm, from a cat, using a stethoscope, which I verified as being correct at the time.
Signature:	
Qualification:	
Clinic Name: <i>Use clinic stamp if available</i>	
Date:	

# Clinical Skills Personal Reflection Template (LO2)

Ideally try to keep a notebook to jot down a summary of what you did as soon as possible after each work placement visit, while it is fresh in your mind, so that you can use this to help complete this reflection. Please answer the following questions and submit this form to Moodle as part of your Clinical Skills Assessment Evidence. Note there is a digital version of this page available to you on Moodle where you can type if you prefer. If you handwrite this please ensure your writing is legible.

Provide a short <b>general overview</b> of the sort of skills/tasks/procedures you have been able to be involved in during this time at your work placement(s). (Do not list individual skills).
Describe any particular experiences that stood out for you, good or bad.
What areas do you feel you do well in?
What have you found challenging, and why?
What do you need to do to improve in this area?
How will you achieve this?
Please provide any other comments below



# NZCAT VNA Animal Related Facility Hours Log

**Note: Use one form per facility**

You must show evidence of having completed at least 40 hours in one or more animal facilities for the first Clinical Skills Course. If you have previously passed the NZ Certificate in Animal Care, Level 3, and have completed 40 hours at an animal related facility, inform your Learning Advisor so that these hours can be cross credited for you. We may require proof if this was completed at another education provider.

**Student Name:**

**Facility Name:**

**Address:**

**Contact Number:**

**Supervisor Name:**

*Note: Your hours will not be accepted for marking unless they are signed by your supervisor. Your tutors may phone to verify this to please ensure you have provided the full facility details above*

Date	Start time	Finish time	Total Hours	Running total	Supervisor Signature
12/04/2021	9am	5pm	8	8	Supervisor to sign in pen each day
19/04/2021	9am	11am	2	10	



