

**Competency Task List – Secondary Component
 Veterinary/Animal Health Technology/Technician and Veterinary Assistant CIP 01.8301**

100 Orientation and Safety

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
101	Differentiate between the tasks and roles of veterinary team members.		
102	Differentiate between the professions within the veterinary industry.		
103	Differentiate between the areas within the veterinary facility.		
104	Recognize normal and abnormal animal behavior patterns.		
105	Follow personal safety measures, including personal protective equipment (PPE).		
106	Identify potential zoonotic diseases.		
107	Follow isolation procedures.		
108	Differentiate between disposal of various types of hazardous material.		
109	Practice sanitation and disinfection techniques within the veterinary facility.		
110	Follow OSHA standards.		
111	Solve basic medical math necessary for the profession.		
112	Comply with veterinary practice, local, state, and federal laws.		

200 Office and Hospital Procedures

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
201	Greet clients.		
202	Schedule appointments.		
203	Prepare forms and certificates.		
204	Admit a patient.		
205	Discharge a patient.		

206	Perform basic filing and retrieving of medical records.		
207	Perform basic veterinary medical record keeping procedures.		
208	Use veterinary software programs.		
209	Utilize veterinary medical terminology and abbreviation.		
210	Invoice, bill, and collect payment on account procedures.		
211	Answer and direct phone calls.		
212	Recognize and respond appropriately to veterinary medical emergencies by notifying the appropriate hospital personnel.		
213	Request and transfer records to and from other veterinary facilities.		
214	Manage basic inventory supplies and restock shelves, e.g., office supplies, retail supplies.		

300 Communications and Client Relations

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
301	Use verbal and written client communication.		
302	Follow ethical rules of conduct in the veterinary profession.		
304	Demonstrate knowledge of the human-animal bond.		
305	Demonstrate professional appearance and language in the workplace.		
306	Use electronic devices/communications according to workplace policies, e.g., cell phone usage, text messaging, social networking, digital photography.		

400 Pharmacy and Pharmacology

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
401	Recognize legal issues involving all controlled and non-controlled drugs.		
402	Differentiate between the various pharmaceuticals and their classifications.		
403	Interpret the terminology of a prescription.		
404	Differentiate between over the counter and prescription drugs.		
405	Formulate a prescription label with all necessary components.		

406	Prepare and package dispensed drugs.		
407	Store, handle, and dispose of drugs according to manufacturer's directions.		
408	Apply inventory control techniques.		
409	Reconstitute vaccines and follow proper protocols.		
410	Differentiate restraint techniques according to routes/methods of drug/vaccine administration.		

500 Examination Room Procedures

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
501	Place small animals in and remove from cages.		
502	Place and restrain small animals on tables and floor.		
503	Apply dog and cat commercial muzzle.		
504	Apply dog gauze muzzle.		
505	Apply Elizabethan collar.		
506	Apply restraint pole.		
507	Demonstrate standing, sitting, lateral, sternal, and dorsal restraint positions.		
508	Demonstrate restraint techniques for femoral, cephalic, jugular, and saphenous veins on a dog and a cat.		
509	Identify situations requiring alternative restraint techniques, e.g., ringworm, geriatric, ectoparasite infestation.		
510	Determine and record temperature, pulse, heart rate, respiration, body condition score, and patient weight.		
511	Identify common AKC dog breeds and CFA cat breeds.		
512	Identify the gender of cats and dogs.		
513	Identify small animal nutritional requirements, e.g., AAFCO, prescription diet, dry matter basis calculations.		
514	Take animal history and report chief complaint (SOAP format).		

600 Small Animal Nursing

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
601	Provide routine record keeping and observation of hospitalized patients.		
602	Utilize terminology, illustrate the structure and function, and describe common diseases of the sensory system.		
603	Utilize terminology, illustrate the structure and function, and describe common diseases of the integumentary system.		
604	Utilize terminology, illustrate the structure and function, and describe common diseases of the skeletal system.		
605	Utilize terminology, illustrate the structure and function, and describe common diseases of the muscular system.		
606	Utilize terminology, illustrate the structure and function, and describe common diseases of the respiratory system.		
607	Utilize terminology, illustrate the structure and function, and describe common diseases of the circulatory system.		
608	Utilize terminology, illustrate the structure and function, and describe common diseases of the immune system.		
609	Utilize terminology, illustrate the structure and function, and describe common diseases of the digestive system.		
610	Utilize terminology, illustrate the structure and function, and describe common diseases of the urinary system.		
611	Utilize terminology, illustrate the structure and function, and describe common diseases of the endocrine system.		
612	Utilize terminology, illustrate the structure and function, and describe common diseases of the reproductive System.		
613	Utilize terminology, illustrate the structure and function, and describe common diseases of the nervous system.		
614	Monitor/restrain patients for fluid therapy and record observations.		
615	Administer oral medication to a dog and a cat.		
616	Administer ear medication to a dog and a cat.		
617	Administer eye medication to a dog and a cat.		
618	Follow patient treatment plan.		
619	Locate and lay out materials needed for bandage application.		

620	Select, identify, and use grooming equipment.		
621	Comb and brush patients.		
622	Clean external ear canals.		
623	Trim nails of a patient.		
624	Identify location of and problems associated with anal glands.		
625	Bathe a patient.		
626	Dip a patient.		
627	Prepare food according to treatment plan.		
628	Clean and disinfect a kennel and cage.		
629	Provide care and maintenance of nursing equipment.		
630	Identify procedures and process of euthanasia and postmortem care.		
631	Evaluate capillary refill time (CRT) and assess normal mucous membranes.		

700 Surgical Preparation and Assisting

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
701	Prepare surgical equipment and supplies.		
702	Sterilize instruments and sanitize supplies.		
703	Operate and maintain autoclaves.		
704	Identify common instruments.		
705	Identify common suture materials, types, and sizes.		
706	Assist with preparation of patients using aseptic technique.		
707	Assist with positioning of surgical patients.		
708	Assist with post-operative patient care.		
709	Maintain the surgical log.		
710	Maintain proper operating room conduct and asepsis.		
711	Perform post-surgical clean up.		
712	Fold surgical gowns and drapes.		
713	Maintain operating room sanitation and care.		
714	Clean and maintain surgical instruments.		

800 Laboratory Procedures

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
801	Collect voided urine samples.		
802	Determine physical properties of urine, including color and clarity.		
803	Prepare urine sediment for microscopic examination.		
804	Identify common blood tubes used in veterinary medicine.		
805	Prepare supplies for blood collection.		
806	Set up a packed cell volume (PCV).		
807	Set up a sample using a refractometer.		
808	Assist in preparation of specimen staining techniques.		
809	Collect voided fecal samples for examination.		
810	Prepare a fecal direct smear for analysis.		
811	Prepare a fecal flotation for analysis.		
812	Prepare a fecal centrifugation for analysis.		
813	Identify external parasites, e.g., mites, lice, fleas, ticks.		
814	Assist with necropsy procedures.		
815	Identify the state-level requirements for rabies suspects.		
816	Handle disposal of deceased animals.		

900 Radiology and Ultrasound Imaging

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
901	Practice radiological exposure protocol.		
902	Assist the veterinarian and/or technician in diagnostic imaging including, restraint, preparation, positioning of patients, and processing images.		
903	Care for radiology equipment and maintain quality control.		
904	Maintain a radiology log.		

¹ Student Demonstrated Entry-Level Industry Proficiency as Indicated by (X)

Secondary CTE Instructor Signature _____ Date _____

Student Signature _____ Date _____