

The Applied Technology Center offers authentically engaging career and technical education programs that provide all students the opportunity to acquire the skills, knowledge and motivation to achieve success  
*in an ever changing world.*



# Applied Technology Center

## Veterinary Assisting Syllabus

Mrs. Haney

School year  
2017-2018

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**ACTIVITY/COURSE CODE: 5540**

**COURSE DESCRIPTION:**

Veterinary Assisting is designed to help students develop skills that are used in veterinary clinics and boarding and small animal grooming facilities. Veterinary assistants feed and bathe animals, administer medication as prescribed by the veterinarian and assist the veterinary team with animal nursing techniques. Students learn how to complete basic office procedures and provide large and small animal care. Students may also learn how to perform certain diagnostic procedures. Students will practice in a variety of settings as chosen by the instructor. Upon completion of this course and the pre-requisite course, students will have experiences and skills necessary to become employed in a veterinary clinic, boarding and grooming facility as well as continue their post-secondary education in Veterinary Technology.

**GENERAL REQUIREMENTS:**

This course is recommended for students in grades 11-12. Pre-requisites for the course are successful completion of Introduction to Health Science and Health Science 2. Students must also complete Medical Terminology.

**CREDIT:** 1 unit

**RESOURCES:**

Vanhorn, Beth and Robert Clark. Veterinary Assisting: Fundamentals and Applications. Clifton Park, NY; Delmar, latest edition.

Romich, Janet. Veterinary Medical Terminology. Clifton Park, NY; Delmar, latest edition.

Warren, Dean. Small Animal Care and Management. Clifton Park, NY: Delmar, latest edition.

Lawhead, James and MeeCee Baker. Introduction to Veterinary Science. Clifton Park, NY: Delmar, latest edition.

Sirois, Margi. Principles and Practices of Veterinary Technology. Mosby, latest edition.

**Veterinary Assisting**

**FOUNDATION STANDARD 1: ACADEMIC FOUNDATION**

Healthcare workers will know the academic subject matter required for proficiency within their area. They will use this knowledge as needed in their role. In addition to state high school graduation requirements, the following are included:

**Standard Topic 1.1**

**Animal Structure and Function**

- A. Identify basic prefixes, suffixes and combining forms to create medical terms associated with veterinary practice.
- B. Identify common breeds of dogs, cats, avian and small animals.
- C. Utilize abbreviations, acronyms, and symbols related to veterinary practice
- D. Describe the biology and development of dogs, cats, avian and small animals

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- E. Spell and define specific terms related to veterinary practices.
- F. Describe common diseases, disorders, preventions and treatments for dogs, cats, avian and small animals.
- G. Explain how animals use nutrition and nutrients.
- H. Describe the relationship of microbiology and parasitology in the care of pets.

**Standard Topic 1.2                      Veterinary Practice Management**

- A. Demonstrate proper recording in the medical record.
- B. Describe the importance of the legal requirements of the veterinary medical record.
- C. Demonstrate proper scheduling of appointments in a veterinary practice or other pet facility.
- D. Describe and demonstrate proper operation of office computers, software and other office machines.

**FOUNDATION STANDARD 2: COMMUNICATIONS**

**Standard Topic 2.1                      Oral Communications Skills**

- A. Adjust communication to other's ability to understand.
- B. Pronounce medical terms.
- C. Employ increasingly precise language to communicate.
- D. Translate medical terms to conversational language to facilitate communication.
- E. Evaluate the cultural use of verbal language in a variety of healthcare scenarios.

**Standard Topic 2.2                      Written Communication Skills**

- A. Organize, write and compile technical information and summaries.
- B. Use medical terminology within a scope of practice in order to interpret, transcribe, and communicate information, data and observations.
- C. Use medical and dental dictionaries and multimedia resources.
- D. Read and interpret technical material related to veterinary care.
- E. Use resources to interpret technical materials.
- F. Evaluate the use of written language in a variety of veterinary care scenarios.
- G. Utilize electronic media such as the Internet and other telecommunications, with appropriate supervision.

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**FOUNDATION STANDARD 3: Clinical Procedures for the Veterinary Assistant**

Veterinary Assistants will know the various methods of assisting with the clinical procedures frequently used in the veterinary practice.

**Standard Topic 3.1 Diagnostic Skills**

- A. Demonstrate how to record a patient history.
- B. Explain the procedures used in a physical exam.
- C. Demonstrate accurate measurement of vital signs in a pet.
- D. Organize treatment area for physical examination.
- E. Assist with radiological procedures in a veterinary practice.
- F. Identify and describe tools and equipment used in a veterinary practice.

**Standard Topic 3.2 Surgical Procedures**

- A. Describe how to maintain asepsis during surgical procedures.
- B. Demonstrate the procedures to properly restrain the patient for intubation.
- C. Demonstrate how to properly prepare surgical drapes, gowns, instrument packs, and towel packs for surgical procedures.
- D. Demonstrate how to properly handle and open sterile surgical packs.
- E. Demonstrate how to properly position the patient for surgery.
- F. Demonstrate how to properly monitor a patient during anesthesia and post-operative recovery.

**Standard Topic 3.3 Pharmacy Procedures**

- A. Explain how to interpret a prescription.
- B. Explain how to read labels correctly.
- C. Demonstrate how to properly label a dispensing container.
- D. Demonstrate how to administer oral, aural, topical and ophthalmic medications to a patient
- E. Demonstrate how to properly store medication in the pharmacy according to the manufacturer labels.

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**FOUNDATION STANDARD 4: Veterinary Practice Skills**

Veterinary Assistants will know the various methods of assisting routine veterinary practices.

**Standard Topic 4.1 Safety**

- A. Describe OSHA guidelines in veterinary medicine.
- B. Describe the safety hazards within the veterinary industry.
- C. Explain the use of MSDS.
- D. Complete the OSHA log and accident report paperwork
- E. Identify safety signs and equipment.
- F. Discuss safety plan guidelines in a veterinary facility.

**Standard Topic 4.2 Restraint and Handling**

- A. Describe the safety concerns with proper restraint and handling.
- B. Describe situations that require animal restraint.
- C. Properly tie knots used in animal restraint.
- D. Properly restrain small companion animals such as dogs and cats.

**Standard Topic 4.3 Grooming**

- A. Describe common grooming procedures performed in the veterinary facility.
- B. Maintain grooming equipment and tools through proper sanitation
- C. Perform a brush-out of patients, including patients that may be matted.
- D. Demonstrate how to properly trim, clip and shave patients using clippers and appropriate blades
- E. Demonstrate how to properly clean normal ears of a patient.
- F. Demonstrate how to properly trim nails of a patient
- G. Demonstrate how to properly express anal sacs using external expression techniques
- H. Demonstrate how to properly bathe and dry patients.
- I. Identify and describe tools and equipment used in a grooming practice.

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**Standard Topic 4.4**

**Sanitation**

- A. Explain the types of sanitation used in the veterinary industry.
- B. Describe methods of sanitation in a veterinary facility.
- C. List and describe common disinfectants used in a veterinary facility
- D. Discuss areas of importance in keeping clean in the veterinary facility.
- E. Identify factors of cleanliness in the veterinary facility
- F. Demonstrate how to properly trim nails of a patient
- G. Describe aseptic techniques.
- H. Describe rationale for using an isolation ward

**FOUNDATION STANDARD 5: Employability Skills**

Veterinary Assistants will understand how employability skills enhance their employment opportunities and job satisfaction. They will demonstrate key employability skills and will maintain and upgrade skills, as needed.

- 1. Classify personal traits or attitudes desirable in a member of the healthcare team.
- 2. Summarize professional standards as they apply to hygiene, dress, language, confidentiality, and behavior.
- 3. Apply employability skills in healthcare.
- 4. Exemplify professional characteristics.
- 5. Compare careers within the health science career pathways (diagnostic services, therapeutic services, health informatics, support services, or biotechnology research and development).
- 6. Recognize levels of education, credentialing requirements, employment opportunities, workplace environments, and career growth potential.
- 7. Complete components of a personal portfolio (letter of introduction, resume, healthcare project, writing sample, work-based learning, oral presentation, service learning, credentials, technology, and leadership experience).
- 8. Demonstrate process for obtaining employment.
- 9. Participate in work based learning activities.

**Grading Scale**

Tests /Projects: 60%

Quizzes: 20%

Classwork/Homework: 20%

Final Exam – 20% of the term grade

A - 100 – 90

B - 90 – 80

C - 80 – 70

D - 70 – 60

F - 59 – 0

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### **Course Requirements**

Students are responsible for attaining competencies through completion of the following course requirements:

1. Attendance (as per District #3 policy)
  - a. If a student misses a class, the student is responsible for obtaining the material that covered during the absence.
  - b. Students with absences during tests will be allowed to make up the test. It is the burden of the student to see that arrangements are made with the instructor for taking the makeup test.
2. Participation in class discussions
3. Participation in assessment.
4. Completion of worksheets and other assignments
5. Completion of any assigned individual or group projects
6. Completion of assigned tests
7. Maintenance of Academic Honesty (Any student caught cheating or involved in any other academic dishonesty will be given a grade of zero and will be subject to further disciplinary action.)

### **Required Supplies**

1. 3-ring binder
2. Paper
3. Blue or black pen or pencil (no red, green, yellow, etc. pens to be used for assignments except as appropriate for projects).
4. Computer headphones
5. School Computer (Charged)

### **Emergency Procedures**

Emergency evacuation procedures are posted in the classroom near the entrance door. Fire extinguishers are located throughout the room near each exit.

### **Classroom Rules**

1. Participate in classroom activities.
2. Class lab time is expected to be spent in lab work and projects. This is not free time. Attendance and concerted work on assignments are required. Work at home will be required in addition to work during lab time (work at home should not substitute for work during lab periods).
3. Internet usage is limited to classroom assignments. Any other use must be approved in advance by the instructor.
4. Food and beverages are not permitted in the classroom. This includes plate lunches, drinks, candy, etc. whether open or not.
5. Maintain all your hard copies within your own 3-ring binder. You are responsible for submitting all work in the appropriate box and retaining any returned work should it be necessary to validate completion of your work. The instructor will not be responsible for storing student work.
6. Your ideas, comments, suggestions, questions, grade challenges, etc. are welcome. Your discretion in these matters is expected. These matters should be addressed in a respectful, mature manner.
7. Be present and on time, prepared each day to gain as much knowledge as you possibly can.

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**ADDITIONAL CLASS REQUIREMENTS:**

Students in the Veterinary Assisting courses may have the opportunity to participate in a clinical internship in a variety of local veterinary facilities. In addition to the classroom preparation for the experiences, students must meet minimum employability standards to participate in the off-campus experiences. Because of the confidential nature of the experiences in healthcare, students must always be mindful of the professional and personal qualities of healthcare workers as taught in the various Health Science courses.

Clinical experiences should provide students with opportunities to explore various career options in the workplace and to learn about specific job skills and educational requirements in their career interest.

**Clinical requirements will be laid out, in detail, in additional paperwork. These requirements will be discussed later in the course in preparation for clinical rotations.**

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