

Methods of Evaluation:

1. Attendance
2. Punctuality
3. Written clinical diaries
4. Clinical experience
5. Clinical instructor evaluation
6. Class participation
7. Homework assignments

Course Content Outline:

1. Observation of the professional attitude and actions of veterinary technicians and other veterinary hospital personnel
2. Office procedures
 - a. Telephone inquiries and client communications
 - b. Hospital admissions
 - c. Health certificates
 - d. Medical records
 - e. Insurance considerations
 - f. Stocking and preparation of the mobile veterinary unit
3. Admissions and clinical procedures
 - a. Clerical procedures: outpatient appointments, vaccination reminders, fee collections, billing, inventory control
 - b. Preventive medicine procedures: vaccinations, fecal exams, heartworm testing and prevention, parasite control
 - c. Physical examinations and herd health checks
 - d. Patient record-keeping
 - e. Animal restraint techniques and safety
4. Laboratory procedures
 - a. ELISA testing
 - b. Fecal examinations
 - c. CBCs and blood chemistries
 - d. Bacterial cultures and sensitivities
5. Surgical procedures
 - a. Surgical pack preparation and care
 - b. Surgical patient preparation
 - c. Observation of surgery
 - d. Anesthetic induction, maintenance and recovery
6. Radiographic procedures
 - a. Safety precautions
 - b. Animal positioning
 - c. Equipment usage and maintenance
 - d. Processing of the radiograph
 - e. Radiology logs
7. Nursing care procedures
 - a. Bandaging
 - b. Intravenous catheterization
 - c. Fluid administration
 - d. Administration of oral and parenteral medications
8. Animal control procedures (applies only to animal population control setting)
 - a. Humane laws of the country
 - b. Animal population control procedures
 - c. Preventive medicine and disease control in multianimal non-hospital facility
 - d. Handling of sick and/or injured stray animals
 - e. Leash laws
 - f. Animal licensing
 - g. Public relations - cruelty versus ignorance
9. Laboratory animal procedures (applies only to a laboratory animal setting)
 - a. Admissions of animals
 - i. facility records
 - ii. USDA compliance records

- b. Shadowing a veterinary technician
 - i. routine husbandry
 - ii. laboratory diagnostic procedures
 - iii. treatments
 - iv. anesthesia
 - v. preparation for surgery
 - vi. surgery
- c. Shadowing a vet: ward rounds
10. Discussion of clinical cases encountered by students during their practicum experience
 - a. Role of the technician
 - b. Expanded discussion of clinical signs, treatment, preventive medicine
 - c. Resolving conflicts
 - d. Individual academic and interpersonal strengths
11. Discussion of office interpersonal relations
12. First aid
 - a. Small animal first aid kit for owners
 - b. Large animal first aid kit for owners
 - c. Advising owners on how to handle common medical problems
 - i. wounds and bleeding
 - ii. heatstroke
 - iii. bee stings and anaphylactic reactions
 - iv. poisoning
 - v. burns
13. Characteristics of a good employee technician
14. Employment search
 - a. Finding employment opportunities/networking
 - b. First inquiry
 - c. Written employment applications
 - d. Resume preparation
 - e. Preparing for the job interview
 - f. Simulated job interviews
 - g. Evaluating whether this job is right for you
 - h. Follow up interview letters
 - i. Negotiating a salary and benefits package
 - j. Simulated employment contracts
15. Discussion of memberships in professional organizations
 - a. North American Veterinary Technician Association (NAVTA)
 - b. Ohio Association of Veterinary Technicians (OAVT)
 - c. American Association of Zoo Veterinary Technicians (AAZVT)
 - d. American Association for Laboratory Animal Science (AALAS)
16. Veterinary Technician credentialing processes
 - a. Ohio
 - b. Other states
17. Setting goals for the future
 - a. Individual
 - b. Technicians as a group

Resources

Bassett and Thomas, eds. *McCurnin's Clinical Textbook for Veterinary Technicians*. 10th. St. Louis, MO: Elsevier, 2022.

Whitcomb, S. B. *Resume Magic*. 3rd. Indianapolis, IN: JIST Publishing, 2007.

AVMA. *Your Professional Image*. Menlo Park, CA: Crisp Publications, 2000.

Rosenberg, A. D. *The Resume Handbook*. 5th. Avon, MA: Adams Media, 2008.

Opperman and Grosdidier. *The Art of Veterinary Practice Management*. 2nd. Lenexa, KS: Advanstar, 2014.

Harvard Business Essentials. *Business Communications*. Boston: Harvard Business School Press, 2003.

Ball, Michael DVM. *Understanding Equine First Aid*. 2nd. Lexington, KY: The Blood-Horse Publications, 2004.

American Red Cross. *Dog First Aid*. Yardley, PA: Stay Well, 2008.

American Red Cross. *Cat First Aid*. 1st. Yardley, PA: Stay Well, 2008.

"JAVMA"

"Veterinary Economics"

Kempfer, Lisa. "DVM Magazine"

Cuyahoga Community College Career Services Center. "Get It on Your Resume"

Opperman, Mark. "Veterinary Economics"

Stone, Ronald. "Veterinary Practice Staff"

Prendergast, Heather. *Review Questions and Answers for Veterinary Technicians*. 6th. St. Louis, MO: Elsevier, 2022.

Tighe, Monica. Brown, Marg. *Evolve Resources for Mosby's Comprehensive Review for Veterinary Technicians*. 5th. St. Louis, MO: Elsevier, 2020.

Resources Other

1. Ohio Association of Veterinary Technicians (OAVT), 3168 Riverside Drive, Columbus, OH 43221 ohiort.org
2. Technician Registration Information, The Ohio Veterinary Medical Licensing Board, 77 South High Street, 16th Floor, Columbus, OH 43266-0302 ovmlb.ohio.gov
3. North American Veterinary Technician Association (NAVTA), P.O. Box 224, Battle Ground, IN, 47920 navta.net
4. "DVM The News Magazine of Veterinary Medicine." Harcourt Brace Jovanovich Publications, monthly
5. DVD: Bain and Rathgeber. First Aid for Horses. The Blood-Horse DVD Collection. 2008.

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