

Student Name \_\_\_\_\_

# Skills & Clinical Data Packet

**Primary/Secondary Clinic**

**This needs to be completed by your employer and  
returned before you can register**

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**Signature of Clinical Supervisor**

# Host Clinic Data Request

## Veterinary Technology Distance Education Program

The Committee on Veterinary Technician Education and Activities (CVTEA) of the American Veterinary Medical Association has required that we collect information about the veterinary practices where our students work. Your assistance in providing this information is critical in helping us continue accreditation for the distance program. Please also include a photograph of your hospital when you return this form.

**Please return the completed form to:** St. Petersburg College  
 Veterinary Technology Program  
 PO Box 13489  
 St. Petersburg, FL 33733

Hospital or Clinic Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, ZIP \_\_\_\_\_  
 Telephone \_\_\_\_\_ FAX: \_\_\_\_\_  
 Year Clinic Founded \_\_\_\_\_ AAHA Accredited? Y \_\_\_ N \_\_\_

Veterinarians:				
Names	School	Yr. Grad.	Bd. Cert./degree	Owner/Assoc. O ___ A ___
_____	_____	_____	_____	O ___ A ___
_____	_____	_____	_____	O ___ A ___
_____	_____	_____	_____	O ___ A ___
_____	_____	_____	_____	O ___ A ___
_____	_____	_____	_____	O ___ A ___

Certified or Graduate Technicians:				
Names	School	Yr. Grad.	Degrees	Yrs at Clinic
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Other Technical/Lay Staff:				
Names	Positions			
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Distance Students:				
Names	Screen Names		Degrees	Yrs at Clinic
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Species Treated:	Eq./Food Animal	Canine	Feline	Avian/Exotic
_____	_____	_____	_____	_____

Student Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Primary Clinic Info:**

DVM or CVT: \_\_\_\_\_  
Name of Clinic: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
(Area) Phone #: \_\_\_\_\_  
(Area) Fax #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Secondary Clinic Info:**

DVM or CVT: \_\_\_\_\_  
Name of Clinic: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
(Area) Phone #: \_\_\_\_\_  
(Area) Fax #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

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## Course Skills & Equipment Lists

### 1110L Skills List

Primary Clinic

Secondary Clinic

1. Perform prosection on non-preserved animal		
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### 1311L Skills List

Primary Clinic

Secondary Clinic

1. Make appointments		
2. Handle telephone contacts		
3. *Admit and discharge patients, take history, maintain records, and prepare appropriate certificates for signature		
4. Perform basic filing of med. records, radiographs, lab reports, etc.		
5. Maintain x-ray, surgery, anesthesia, laboratory and controlled substances logs		
6. Recognize and respond appropriately to veterinary medical emergencies		
7. Perform basic veterinary medical record keeping procedures		
8. Develop computer skills		
9. Common management software programs		
10. Familiarity with veterinary online services		
11. Write business letters, reports, and client education handouts		
12. Perform client education under supervision		
13. Label & package dispensed drugs correctly		
14. Use weights and measures correctly		
15. Perform inventory control procedures		
16. Calculate dosages		

## 1650L Skills List

	Primary Clinic	Secondary Clinic
1. Maintain basic cleanliness & orderliness of a veterinary facility		
2. Prepare medications and reconstitute vaccines		
3. Use & explain routes & methods of drug & vaccine administration		
4. Determine & know normal values of temps, pulse, respiration for dog & cat		
5. Restrain patients		
6. Place in, and remove small animals from cages		
7. apply dog safety muzzle		
8. apply Elizabethan collar		
9. apply restraint pole		
10. Place and restrain small animals on tables		
11. *Medicate orally by means of hand pilling (dog, cat)		
12. *Apply and remove bandages & splints		
13. Perform therapeutic bathing, basic grooming, & dipping (dog, cat)		
14. Remove sutures		
15. Implement patient & personnel safety measures		
16. Prepare feed & prescription diets		
17. Clean & disinfect cages, kennels, & stalls		
18. Trim nails (dogs, cats)		
19. Express canine anal sacs		
20. Clean & medicate ears (dog, cat)		
21. *Collect voided urine sample (small animal)		
22. Take & examine skin scrapings		
23. Apply topical medication to eye		
24. Perform fluorescein staining & Schirmer tear tests		
25. Demonstrate understanding of permanent identification methods		
26. Explain principles of orphan animal care		
27. Administer enemas		
28. Auscultate heart and lungs using a stethoscope		
29. Perform urinalysis:		
a. Determine physical properties (color and clarity)		
b. Specific gravity (refractometer)		
c. Test chemical properties using dipstick & tablet tests		
30. Collect parasitologic samples		
31. Prepare samples for external parasite exam		
32. Store, safely handle & dispose of biologics, therapeutic agents, pesticides, and hazardous waste		
33. Explain how to handle rabies suspects & samples safely		

## 1650L Equipment List

	Owned	Available
Examination Tables		
Bathing and Surgical Prep Equipment		
Cages		
Electric Clippers		
Nail Trimmers		
Ophthalmoscope		
Otoscope		
Elizabethan Collar		
Muzzles		
Restraint pole		
Centrifuge		
Microscopes		
Refractometer		

Microchip scanner		
Stethoscope		
MHct centrifuge		

### 1654L Skills List

	Primary Clinic	Secondary Clinic
1. Prepare surgical equipment/supplies		
2. Sterilize instruments & supplies using appropriate methods		
3. Identify and know proper use for instruments		
4. Prepare gowns, masks, gloves, and drapes		
5. Prepare surgical sites using aseptic techniques		
6. Care for anesthetic machines		
7. Properly scavenge waste anesthetic gas		
8. Perform venipuncture for treatment or blood sampling:		
a. *Cephalic (dog, cat)		
b. *Jugular (dog, cat, horse, ruminant)		
c. *Saphenous (dog)		
12. Administer parenteral injections:		
a. *Subcutaneous		
b. *Intramuscular		
13. Implement patient & personnel safety measures		
14. Provide care & maintenance of equipment		
15. Position large and small animal patients		
16. Implement and follow recommended radiology safety measures		
17. Process diagnostic radiographs		
18. Properly use stationary x-ray machines		
19. Label, file, & store film		
20. Properly care for radiology equipment		
21. Use hand processing in darkroom		

### 1654L Equipment List

	Owned	Available
Anesthesia Machine		
Surgical prep equipment		
Electric clippers		
Small Animal Scales		
Tourniquet		
X-ray Machine		
Film identification markers		
Hand Dark Room and developing equipment		
Stethoscope		
Surgical Instruments		
Surgical Suction		
Metofane vaporizer		
Orthopedic Equipment		

**1671L Skills List**

	<b>Primary Clinic</b>	<b>Secondary Clinic</b>
1. *Restrain rat for intraperitoneal injection		
2. *Restrain rat for subcutaneous injection		
3. *Restrain guinea pig for intraperitoneal injection		
4. *Restrain guinea pig for intramuscular injection		
5. *Restrain rabbit for intramuscular injection		
6. Determine gender of rat		
7. Determine gender of guinea pig		
8. Determine gender of rabbit		
9. *Administer intraperitoneal injection to rat		
10. *Administer subcutaneous injection to rat		
11. *Administer intramuscular injection to rat		
12. *Collect blood from lateral tail vein of rat		
13. *Administer oral medication to rat using feeding needle		
14. Explain basic principles of animal research		
15. Apply knowledge of state, fed & local animal welfare regulations		
16. Perform and / or supervise basic care procedures, e.g. feeding, watering, breeding, identification & handling		
17. Know anesthetic and recovery procedures		
18. Explain common disease signs		
19. Understand restraint of non-human primates		

**1671L Equipment List**

	<b>Owned</b>	<b>Available</b>
Electric Clippers		
Nail Trimmers		
Laboratory Animal Oral Dosing Equipment		
Laboratory Animal Scales		

**2012 Skills List**

	<b>Primary Clinic</b>	<b>Secondary Clinic</b>
1. Trim nails (birds)		
2. Restrain birds		

**2050C Skills List**

	<b>Primary Clinic</b>	<b>Secondary Clinic</b>
1. Recognize normal dog behavior		
2. Recognize normal cat behavior		
3. Define classical and operant conditioning		
4. Define habituation		
5. Define extinction		
6. Describe counter-conditioning		
7. Describe systemic desensitization and successive approximation		
8. Describe positive and negative reinforcement		
9. Describe punishment		
10. Train a dog		
11. Train a cat		
12. Recognize dog breeds		
13. Recognize cat breeds		

## 2501C Skills List

Primary Clinic

Secondary Clinic

	Primary Clinic	Secondary Clinic
1. Develop effective client communication skills		
2. Perform client education under supervision		
3. Use crisis intervention/grief management skills with clients		

## 2638L Skills List

Primary Clinic

Secondary Clinic

	Primary Clinic	Secondary Clinic
1. Perform venipuncture for treatment or blood sampling - Jugular (dog, cat,)		
2. Collect urine sample		
a. Catheterize male & female dogs		
b. Collect voided urine sample (small animal)		
c. Perform cystocentesis (small animal)		
3. Perform urinalysis		
a. Determine physical properties		
1) Color		
2) Clarity		
3) Specific gravity (refractometer)		
b. Test chemical properties using dipstick & tablet tests		
c. Examine and identify sediment		
4. Perform hematological evaluations:		
a. collect samples for procedures		
b. Perform Complete Blood Count		
1) Hemoglobin		
2) Hematocrit		
3) Total Protein (refractometer)		
4) White Cell Count - Unopette and automated cell counter		
5) Red Cell count - PCV or electronic cell counter		
6) Microscopic exam		
5. Prepare blood film		
6. Stain blood film using a variety of techniques		
7. Perform leukocyte differential - normal/abnormal		
8. Perform erythrocyte morphological evaluation - normal/abnormal		
9. Estimate platelet count		
10. Calculate absolute values		
11. Perform white blood cell correction for nucleated red cells:		
a. Perform reticulocyte count		
b. Perform platelet count		
c. Calculate hematologic indices		
d. Identify blood parasites:		
1) Dirofilaria/Dipetalonema		
a) Direct blood exam		
b) Hematocrit tube method		
c) Knotts test		
d) Filter test		
e) Antigen kit		
2) Hemobartonella sp		
3) Anaplasma sp		
4) Babesia sp		
5) Trypanosoma sp		
6) Eperythrozoon sp		
7) Ehrlichia		
12. Perform parasitologic procedures		
a. Collect samples		

b. Prepare solutions and perform fecal flotation		
c. Perform fecal sedimentation		
d. Perform direct smears		
e. Identify common adult parasites, their ova, & apply knowledge of common parasite life cycles		
1) Nematodes		
2) Trematodes		
3) Cestodes		
4) Protozoa		
13. Maintain laboratory equipment		
14. Perform quality control procedures		
15. Explain basic principles of laboratory safety		

### 2638L Equipment List

	Owned	Available
Autoanalyzer		
Automated Diluter		
Blood mixer/rocker		
Centrifuge		
Differential blood cell counter		
Electronic blood cell counter		
Hand Tally counter		
Hemacytometer		
Incubator		
MHct Centrifuge		
Microscopes		
Refractometer		

### 2639L Skills List

	Primary Clinic	Secondary Clinic
1. Identify blood parasites:		
a. Dirofilaria/Dipetalonema		
1) Direct blood exam		
2) Hematocrit tube method		
3) Knotts test		
4) Filter test		
5) Antigen kit		
b. Hemobartonella sp		
c. Anaplasma sp		
d. Babesia sp		
e. Trypanosoma sp		
f. Eperythrozoon sp		
g. Ehrlichia		
2. Perform Clotting time and/or ACT (Activated Clotting Time) test		
3. Perform serologic tests		
a. Collect and prepare serum sample		
b. Perform tests using ELISA methodology		
c. Perform various types of slide/card agglutination		
4. Perform microbiologic procedures		
a. Collect representative samples		
b. Perform bacteriologic procedures		

1) Culture bacteria and perform sensitivity tests		
2) Identify common animal pathogens using commercially available media & reagents		
3) Perform common biochemical tests		
4) Perform staining procedures		
5. Culture and identify common dermatophytes		
6. Collect samples, store and ship according to laboratory protocols		
7. Collect, prepare, and evaluate canine vaginal smears		
8. Assist in collecting, preparing, and appropriately evaluating transudate, exudate & cytologic specimens		
9. Perform fine needle tissue aspirates and impression smears		
a. Prepare and stain specimens for veterinarian's evaluation		
b. Explain oncology terminology (benign vs malignant, tissue of origin)		
10. Prepare & stain bone marrow specimens		
11. Prepare laboratory samples for shipment		
12. Perform blood chemistry tests (BUN, glucose, common enzymes)		

### 2639L Equipment List

	Owned	Available
Autoanalyzer		
Automated Diluter		
Blood mixer/rocker		
Centrifuge		
Differential blood cell counter		
Electronic blood cell counter		
Incubator		
Microscopes		
Refractometer		
Clinical Chemistry Analyzer		
Small Animal Vaginal Speculum		

### 2651L Skills List

	Primary Clinic	Secondary Clinic
1. Secure catheters in place		
2. Calculate and administer preoperative medications		
3. Induce and maintain general anesthesia using the following:		
a. IV anesthetics		
b. Inhalant anesthetics		
4. Induction		
5. Endotracheal intubation		
6. Properly operate anesthetic machines:		
a. in and out-of-circle vaporizers		
b. rebreathing and non-rebreathing systems		
c. induction chambers and masks		
7. Calculate and administer injectable analgesics/sedatives/anesthetics		
8. Use esophageal stethoscope		
9. Recognize abnormal EKG and audible sounds		
10. Monitor signs of stages & planes of anesthesia		
11. Recognize anesthetic emergencies		
12. Resuscitate with anesthetic antagonists		
13. Calculate and administer anesthetic antagonists		
14. Care for anesthetic machines		

15. Properly scavenge waste anesthetic gas		
16. Perform CPR on appropriate animal models		
17. Monitor anesthetic recovery; provide intensive postoperative care & pain mgmt.		
18. Place intravenous catheters:		
a. Cephalic vein (small animals)		
b. Saphenous vein (dog)		
c. Jugular vein		
19. Provide routine record-keeping, care, and observation of hospitalized patients		
20. Maintain fluid therapy		
21. Perform small animal dental prophylaxis (manual & machine)		
22. Prepare feed & prescription diets		
23. Collect urine sample		
a. Catheterize male & female dogs		
b. Perform cystocentesis (small animal)		
24. Take & examine skin scrapings		
25. Provide care & maintenance of equipment		
26. Maintain emergency medical supplies		
27. Perform first aid and cardiopulmonary resuscitation		
28. Use ambu-bag		
29. Apply emergency bandages & splints		
30. Test for external parasites		
a. Identify mites, lice, ticks, fleas, flies		
31. Position laboratory and exotic animals		
32. Maintain quality control		
33. Use automatic processing		
34. Clean screens		
35. Recognize faulty equipment operation		

### 2651L Equipment List

	Owned	Available
Anesthesia machine – halothane & isoflurane		
Non-rebreathing system		
Waste anesthetic gas scavenger		
Dental instruments		
Electric clippers		
Electrocardiograph		
Endotracheal tubes		
Esophageal stethoscope		
Small animal oral dosing equipment		
Otoscope		
Stethoscope		
Surgical Instruments		
Surgical Suction		
Surgical Table		
Ultrasonic Dental Cleaner		
X-ray Machine		
Automatic Film Processor		
Apron & Gloves, lead lined		
Calipers		
High speed/rare earth screens		
Film identification markers		
Hand Dark Room and developing Equipment		
Radiation safety badges		
Lead Thyroid collar		

Lead Eyeglasses		
Dental X-ray machine		
Ophthalmoscope		

### 2653L Skills List

	Primary Clinic	Secondary Clinic
1. Handle controlled substances correctly		
2. Differentiate between abnormal and normal responses to medication		
3. Knowledge of routine surgical procedures and related equipment:		
a. Ovariohysterectomy - dogs and cats		
b. Cesarean section - all common species		
c. Orthopedic procedures		
d. Castration - all common species		
e. Onchyectomy - dogs & cats		
f. Laparotomies		
4. Identify common suture materials, types, and sizes		
5. Position patients (common procedures)		
6. Properly pass instruments and supplies		
7. Maintain proper operating room conduct and asepsis		
8. Assist with care of exposed tissues and organs		
9. Keep operative records		
10. Induce and maintain general anesthesia using the following		
11. Perform post-surgical clean up		
a. Equipment		
b. Surgical room or area		
c. Instruments		
d. Patient		
e. Personnel		
f. Proper disposal of hazardous medical waste		
12. Collect, cross-match, and give blood transfusions		
13. Use Orthopedic Foundation of America (OFA) applications for positioning for canine dysplasia		
14. Maintain quality control		
15. Gastric intubation (small animal)		
16. Perform various contrast media studies (including GI series, pneumocystogram, intravenous urogram)		

### 2653L Equipment List

	Owned	Available
Cardiac Oscilloscope		
Anesthesia machine - halothane & isoflurane		
Waste anesthetic gas scavenger		
Dental instruments		
Electrocardiograph		
Esophageal stethoscope		
Small animal oral dosing equipment		
Stethoscope		
Surgical Suction		
Ultrasonic Dental Cleaner		
Automatic Film Processor		
Calipers		
Film identification markers		
Radiation safety badges		
Lead Eyeglasses		
Water Blanket		
Non-rebreathing system		

Autoclave		
Electric clippers		
Endotracheal tubes		
Ophthalmoscope		
Otoscope		
Surgical Instruments		
Surgical Table		
X-ray Machine		
Aprons & Gloves, lead lined		
High speed/rare earth screens		
Hand Dark Room and developing Equipment		
Lead Thyroid collar		

### 2656L Skills List

Primary Clinic

Secondary Clinic

	Primary Clinic	Secondary Clinic
1. Determine & know normal values of temp, pulse, respiration for horse, & cow		
2. Halter, tie, and lead horses and cattle		
3. Apply twitch (horses)		
4. Apply bovine tail restraint		
5. Apply nose tongs/leads		
6. Restrain sheep and swine		
7. Load large animals		
8. Auscultate heart and lungs using a stethoscope		
9. Develop understanding of procedures for surgical assisting for castration - all common species		
10. Develop understanding of procedures for surgical assisting for tail docking		
11. Develop understanding of procedures for surgical assisting of dehorning - cattle & goats		
12. Identify and know proper use for instruments		
13. Perform venipuncture for treatment or blood sampling:		
a. *Jugular ( horse, ruminant)		
b. *Ear (swine)		
14. Coccygeal (cow)		
15. Anterior vena cava (pig)		
16. Administer parenteral injections		
a. * Subcutaneous		
b. * Intramuscular		
17. Medicate orally by means of:		
a.* Balling gun (ruminant)		
b. *Dose syringe (ruminant)		
c. *Dose syringe (horse, pig)		
d. *Oral speculum & stomach tube (ruminant)		
18. Apply and remove bandages & splints		
19. Apply equine leg & tail wraps		
20. Apply topical medication to eye		
21. Perform fluorescein staining & Schirmer tear tests		
22. Demonstrate understanding of permanent identification methods		
23. Clean sheath (horses)		
24. Administer intramammary treatment (mastitis therapy only)		
25. Prepare mare for vaginal & cervical culture		
26. Trim hooves		
a. Ruminant		
b. Horses		
27. Explain types & timing of pregnancy testing		
28. Collect milk samples and conduct mastitis testing e.g. CMT, bacterial culture		

29. Properly use portable x-ray machines		
30. Perform coprologic tests		

### 2656L Equipment List

	Owned	Available
Dehorers		
Emasculator		
Hoof Trimmers		
Large Animal Obstetrical Equipment		
Large Animal Oral Dosing Equipment		
Cattle Chute		
Twitch		
Nose Tongs		
Hog Snare		
Oral speculum		
Portable x-ray machine		
Cassette holders		
Multi-dose syringes		
Ropes		

### Other Skills List

	Primary Clinic	Secondary Clinic
Recognize general types and groups of drugs		
Explain care of recumbent patients		
Differentiate prescription drugs from over-the-counter drugs		