

Employee Name: _____

Start Date: _____

The employee will assess his/her current competency when starting. The employee will work with PD/PM on "what to work on" and what is most needed for his/her current position. The DVM will sign off on items as they are deemed competent. Once signed off on, the PD/PM can work with the employee on what will be delegated.

Client -Service Task:	Rating Scale: 1 = Low 5= High				
Answer phones and Schedule Appropriately in Evet:	1	2	3	4	5
Check Patients in and out	1	2	3	4	5
Order up estimate and treatment plan	1	2	3	4	5
Discuss CCP with Owners	1	2	3	4	5
Discuss Heartworm and flea prevention	1	2	3	4	5
Discuss spay/Neuter procedure, Benefits and Risk to Owners	1	2	3	4	5
Discuss Dental procedures with Owners	1	2	3	4	5
Discuss Biles Acids Testing with Owners	1	2	3	4	5
Discuss Ear Cleaning with Owners	1	2	3	4	5
Discuss Routine Estimates with Owners	1	2	3	4	5
Discuss Vaccine Recommendations and Schedule with Owners	1	2	3	4	5
Euthanasia Protocol Explanation to Clients	1	2	3	4	5

Restraint:	Rating Scale: 1 = Low 5= High				
Canine Sternal Recumbency restraint	1	2	3	4	5
Canine Lateral Recumbency restraint	1	2	3	4	5
Canine Saphenous Venipuncture restraint	1	2	3	4	5
Canine Jugular Venipuncture restraint	1	2	3	4	5
Canine eye/ear Medication restraint	1	2	3	4	5
Canine Gauze Muzzle	1	2	3	4	5
Apply Elizabethan Collar	1	2	3	4	5
Restraint Pole Use	1	2	3	4	5
Feline Cephalic Venipuncture restraint	1	2	3	4	5
Feline Jugular Venipuncture restraint	1	2	3	4	5
Feline Lateral Recumbency	1	2	3	4	5
Feline Towel restraint	1	2	3	4	5
Feline Muzzle restraint	1	2	3	4	5



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Nursing Tasks:	Rating Scale: 1 = Low 5= High				
Perform Jugular Venipuncture (canine and feline)	1	2	3	4	5
Perform Venipuncture on Medial Saphenous (feline)	1	2	3	4	5
Perform Venipuncture on Cephalic (canine and feline)	1	2	3	4	5
Place a Cephalic Catheter (canine and feline)	1	2	3	4	5
Place a saphenous Catheter (canine)	1	2	3	4	5
Administer Subcutaneous fluids (canine and feline)	1	2	3	4	5
Perform a Cystocentesis (Canine and feline)	1	2	3	4	5
Skin Scrape	1	2	3	4	5
Schirmer Tear Testing	1	2	3	4	5
Fluorescein Stain Test	1	2	3	4	5
Tonometry	1	2	3	4	5
Express Anal Glands - canine	1	2	3	4	5
Clean ears (canine and feline)	1	2	3	4	5
Ear Sample Collect and Prep (canine and feline)	1	2	3	4	5
Ear Sample Cytology (canine and feline)	1	2	3	4	5
Enema Administration	1	2	3	4	5
Administer Subcutaneous and Intramuscular Injections (canine and feline)	1	2	3	4	5
Observation and care of a Hospitalized Critical Patient	1	2	3	4	5
Calculate, Monitor, and Maintain Intravenous Fluids	1	2	3	4	5
Closed -Chest Cardiopulmonary Resuscitation (CPR)	1	2	3	4	5

Anesthesia Task:	Rating Scale: 1 = Low 5= High				
Anesthesia Record Keeping Procedures	1	2	3	4	5
Pre-Anesthetic Preparation of the Anesthetic Machine	1	2	3	4	5
Anesthetic Delivery and Monitoring Equipment Use and Maintenance	1	2	3	4	5
Preparation of Supplies Prior to Anesthesia	1	2	3	4	5
Induction by Injectable Agent (usually Propofol)	1	2	3	4	5
Intubation of a Dog	1	2	3	4	5
Intubation of a Cat	1	2	3	4	5
Maintenance and Monitoring of General Anesthesia	1	2	3	4	5
Recovery from General Anesthesia	1	2	3	4	5



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Operating Room and Sterilization Task:	Rating Scale: 1 = Low 5= High				
Open a Surgical Pack	1	2	3	4	5
Open Gown and Gloves	1	2	3	4	5
Position Patient for Procedures	1	2	3	4	5
Clip and Prepare Surgical Site	1	2	3	4	5
Scrubbing Arms and Hands for Surgery	1	2	3	4	5
Gowning for Surgery	1	2	3	4	5
Closed Gloving Technique is scrubbing in on procedure	1	2	3	4	5
Aseptically Pass Instruments as an OR Nurse	1	2	3	4	5
Prepare a Surgery Pack for Sterilization	1	2	3	4	5

Dental Procedures:	Rating Scale: 1 = Low 5= High				
Perform a Complete Dental Prophylaxis (canine and feline)	1	2	3	4	5
Perform thorough oral exam and record abnormalities	1	2	3	4	5
Dental extractions: (Depending on state statutes)	1	2	3	4	5
Dental Machine Cleaning and Maintenance	1	2	3	4	5
Full Mouth Dental Radiology	1	2	3	4	5

Imaging Tasks:	Rating Scale: 1 = Low 5= High				
Radiology Safety Procedures /Caliper Use	1	2	3	4	5
Lateral Thoracic Radiographs	1	2	3	4	5
Ventrodorsally Thoracic Radiograph	1	2	3	4	5
Lateral Abdominal Radiographs	1	2	3	4	5
Ventrodorsal Abdominal Radiographs	1	2	3	4	5
Ventrodorsal Extended Pelvis Radiographs (OFA)	1	2	3	4	5
Skull Radiographs - including the open mouth view of the sinus	1	2	3	4	5

