

# EQUINE NURSING MENTORSHIP



VM 20900

## Criteria Handbook and Logbook

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## Clinical Mentorship Tasks

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### **NOTE THE FOLLOWING DUE DATES FOR THE TASKS ABOVE:**

<b><i>Fall or Spring semester</i></b>	<b><i>11:59 p.m. ET Thursday of week 1 – Task 1</i></b>
	<b><i>11:59p.m. Thursday of week 4 – Tasks 2-4</i></b>
	<b><i>11:59p.m. Thursday of week 8 – Tasks 5-8</i></b>
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***Incomplete grades will not be assigned for mentorships at the end of the semester.***

***Grade penalties will be assessed for tasks submitted after the due date.***

***Resubmission due dates will be set by the instructor as required.***

***\*IMPORTANT! See following page for Animal Use Guidelines***

## **Animal Use Guidelines**

The student shall abide by the following guidelines when performing mentorship tasks:

1. All animals used for demonstration of mentorship skills must be appropriately restrained by another person, for the safety of the patient and the student.
2. A mentorship task may be performed only once on a single animal.
3. A student may perform a maximum of ten (10) minimally invasive tasks (denoted by one asterisk) on a single animal within a 24-hour period.
4. A student may perform a maximum of three (3) moderately invasive tasks (denoted by two asterisks) on a single animal within a 24-hour period.
5. When combining tasks, a student may perform a maximum of five (5) minimally and three (3) moderately invasive tasks on a single animal within a 24-hour period.
6. Tasks denoted with no asterisks do not involve live animal use.

For example, a student might perform the following tasks on an animal in a single day:

1. Restrain a dog in sternal recumbency\*
2. Restrain a dog in lateral recumbency\*
3. Restrain a dog for cephalic venipuncture\*
4. Restrain a dog for saphenous venipuncture\*
5. Restrain a dog for jugular venipuncture\*
6. Administer subcutaneous injection\*\*
7. Administer intramuscular injection\*\*
8. Intravenous cephalic injection – canine\*\*

Failure to comply with the Animal Use Guidelines may result in failure of the Clinical Mentorship.

## **CONTACT PERSON**

Questions regarding the overall Clinical Mentorship process should be directed to  
Pam Phegley, BS, RVT  
Clinical Mentorship Coordinator  
(765) 496-6809  
phegley@purdue.edu

Questions regarding this mentorship (tasks, due dates, etc.) should be directed to the instructor of this mentorship course.

## STUDENT INFORMATION

## GOALS OF CLINICAL MENTORSHIP

Working with a veterinary care facility, the student will perform tasks under the supervision of a clinical mentor (veterinarian or credentialed veterinary technician).

In order to achieve the goals for this Clinical Mentorship, the tasks must be performed to the level of competency as outlined by the *Criteria* for each task.

The student is responsible for providing documentation for each task as defined by the *Materials Submitted for Evaluation and Verification* section on each task.

In addition to the documentation, the Clinical Mentorship site supervisor will verify that the student performed the task under their supervision.

Final approval of successful performance and completion of the Clinical Mentorship will be made by the Purdue University instructor in charge of the Clinical Mentorship. This approval will be based upon the documentation provided by the student.

The Purdue University instructor in charge has the option to require additional documentation if, in their judgment, the student has not performed and/or documented the task to the level set by the Criteria.

Documentation of completed tasks is essential to validating the educational process and insuring that the performance of graduates of the Veterinary Nursing Distance Learning Program meets the standards of quality required by the Purdue University College of Veterinary Medicine faculty and the American Veterinary Medical Association accrediting bodies.

Essential criteria for each skill are denoted by **(critical)** and must be included in the performance of the skill in order for the task to be approved. Failure to demonstrate any **(critical)** steps clearly will result in resubmission of the task. Critical components include actions or omissions that would compromise patient or personal safety, cause potential immediate harm to the patient or personnel, demonstrate a serious breach of infection control protocols, show a fundamental lack of knowledge of performance of the task, or fail to demonstrate required AVMA essential skills.

Live narration of videos is expected for all submissions. If a student wishes to submit a video with voice-over they must contact the instructor prior to making the video to discuss whether an exception may be made. Certain tasks require live narration, and exceptions will not be made for those.

Continuous, unedited video is preferred, and is required for some tasks. Required continuous, unedited video will be noted in the task description. If video is not continuous, the student must ensure that all criteria are demonstrated in the video clips.

# PRE-REQUISITES FOR CLINICAL MENTORSHIP

## Agreements

Because of legal, liability and AVMA accreditation issues, the following documents must be submitted prior to beginning the Clinical Mentorship

1. Clinical Mentorship and Facility Requirement Agreement
2. Supervisor Agreement
3. Release of Liability, Health Risk and Insurance, Technical Standards and Mentorship Code of Conduct
4. Professional Liability Insurance Coverage

These documents are available on the VNDL website.

If more than one Clinical Mentorship course is taken, separate Clinical Mentorship and Facility Requirement Agreement and Supervisor Agreement must be completed for each course.

More than one Mentorship Supervisor may sign the mentorship logbook. Each must be either a DVM or a credentialed technician, and must complete a separate Supervisor Agreement.

*Failure to complete and submit the listed documents and/or non-payment for Student Professional Liability Insurance Coverage will prevent the student from enrolling in the Clinical Mentorship*

## Insurance

Two types of insurance are recommended or required for the student working in a Clinical Mentorship.

Health Insurance is highly recommended to cover the medical expenses should the student become injured while on the job. It is the student's responsibility to procure such insurance.

Liability Insurance is required to protect the student in the event of a suit filed against the student for acts he/she performed while in the Clinical Mentorship.

Each VNDL student is required to purchase, for a nominal fee, Professional Liability Insurance through Purdue University. The fee covers from the time of initiation of coverage until the subsequent July 31<sup>st</sup>.

Students will not be enrolled in Clinical Mentorships until the Professional Liability Insurance is paid, and the student is covered by the policy.

# WHAT TO LOOK FOR IN A MENTORSHIP FACILITY

When evaluating a facility for clinical mentorships, the student should thoroughly research the site. It is strongly suggested to visit the site if not currently working there. This experience is a chance to begin to apply the wealth of knowledge and skills acquired and developed to this point in the veterinary nursing education. The following are points of discussion or questions to consider when evaluating the site (RVT includes any credentialed veterinary technician):

- Does the site currently have credentialed veterinary technicians/nurses on staff?
- Are there any boarded DVM specialists or VTS RVTs on staff?
- What is the role of the technician/nurse versus other members of the staff (such as veterinary assistants)?
- What is the overall size of the staff (professional and paraprofessional staff)?
- Is the site an accredited practice or facility (AAHA, ALAC, etc.)?
- Has the site hosted a VNDL student in the past?
- Does the staff seem receptive to hosting a student?
- Is the site located in a safe and easily accessible location? Are there geographical considerations?
- Is this also an employment opportunity?
- Ask the supervisor:
  - What are their specific goals for the student?
  - Have they ever been a supervisor before for a veterinary technician/nursing student?
  - Who else at the site may be involved in supervision?
  - Do they have any concerns for the legal allowances in which the student may perform certain tasks?

It is strongly recommended that the student show potential mentorship supervisor(s) examples of mentorship logbooks, so they are aware of what the student will need to accomplish in this facility. The discussion should include that most tasks will require videos of the student performing skills, and how this will be accomplished. A student may have multiple supervisors (either DVM or credentialed technician), and one must be present any time the student is performing skills for a clinical mentorship. Supervisors sign Task Verification forms which state that they observed the student as they performed each task. Mentorship supervisors act as coaches and must be present to ensure the safety of the patient and personnel. They are not involved in evaluation of skills; this is done by Purdue instructors.

# SELECTING THE CLINICAL MENTORSHIP SITE – FACILITY REQUIREMENTS

The student must visit the Clinical Mentorship Site and determine if the following supplies and equipment are readily available for use during the Clinical Mentorship. The mentorship supervisor will verify the availability of required items by completing the Mentorship and Facility Requirement Agreement.

The veterinary care facility must be equipped:

**With the following equipment:**

- Halter
- Lead Rope
- Twitch
- Thermometer (digital, not mercury)
- Stethoscope
- Hoof pick
- Dose syringe or 60 mL catheter-tip syringe

**With the following items:**

- Syringes
- Needles
- Sterile saline or LRS for injection
- 4x4 gauze sponges
- Isopropyl alcohol
- Gauze 3" or 4"
- Roll cotton/Leg bandage cotton
- Elastic bandage (Elastikon®, Vet Wrap®, etc)

# SELECTION OF CLINICAL MENTORSHIP SUPERVISOR

The Clinical Mentorship Supervisor is the person who will sign Task Verification forms that verify performance of tasks at the Clinical Mentorship site. This person must be a credentialed veterinary technician (have graduated from an AVMA accredited program or met State requirements for credentialing as a veterinary technician) or a licensed veterinarian.

An individual who claims to be a “veterinary technician” but has not met the criteria for credentialing above is not eligible to be mentorship supervisor.

The individual is not considered to be an employee of Purdue University when acting as your Clinical Mentorship supervisor.

Each Clinical Mentorship Supervisor must complete a *Clinical Mentorship Supervisor Agreement*. These agreements must be submitted prior to beginning the Clinical Mentorship. Multiple supervisors may be used for documentation of mentorship tasks. Each supervisor must complete a separate agreement.

Should the Clinical Mentorship Supervisor change during the course of the Clinical Mentorship, the student will need to have the new supervisor complete a *Clinical Mentorship Supervisor Agreement* and submit to the Purdue VNDL office.

***ALL TASKS PERFORMED FOR A MENTORSHIP MUST BE OBSERVED IN PERSON BY A SUPERVISOR FOR WHOM DOCUMENTATION HAS BEEN SUBMITTED***



# CRITERIA HANDBOOK AND LOGBOOK

This Criteria Handbook and Logbook contains the list of tasks that must be successfully completed in order to receive credit for this Clinical Mentorship. The student is expected to have learned the basics of how, why, and when each procedure is to be done from the courses listed as pre-requisites for this Clinical Mentorship. This booklet contains the directions and forms that must be followed and completed in order to meet the standards set for successful completion of this Clinical Mentorship.

Please read each component of each task carefully before performing the task to minimize required resubmissions. The components of each task are summarized:

**Goal** – Describes the ultimate outcome of the task the student will perform.

**Description** – Lists the physical acts the student will perform, and under what conditions these acts will be completed.

**Criteria** – Lists specific, observable, objective behaviors the student must demonstrate for each task. The ability to demonstrate each of these behaviors will be required in order to be considered as having successfully completed each task. Essential criteria for each skill are denoted by **(critical)** with an asterisk \* and must be included in the performance of the skill in order for the task to be approved. Failure to demonstrate any **(critical)** steps clearly will result in resubmission of the task.

**Number of Times Task Needs to be Successfully Performed** – States the required number of times to repeat the tasks. The patient's name and the date each repetition of the task was performed must be recorded on the Task Verification Form.

**EACH REQUIRED REPETITION OF THE TASK MUST BE PERFORMED ON A DIFFERENT ANIMAL.** The student may not use the same animal to do all of the repetitions of a task. However, the same animal may be used to perform different tasks. In other words, one can't do three ear cleanings on the same animal, however, one may do an ear cleaning, an anal sac expression, and a venipuncture on the same animal.

**Materials Submitted for Evaluation and Verification** – These specific materials, which usually include video or other materials, must be submitted to demonstrate that the student actually performed the task as stated. Each evaluation states specifically what must be shown in the submitted materials.

*The Purdue University course instructor for this Clinical Mentorship has the option to request further documentation if the submitted materials do not clearly illustrate the required tasks.*

It is recommended that the video materials document all angles of the procedure. The purpose of the video and other material is to provide "concrete evidence" that the student was able to perform the task to the standard required.

Pre-planning the videos will help reduce the need to resubmit tasks. The student should narrate the video as they work, explaining what they are doing and why. This helps the evaluator follow the thought process and clarify what is seen on the video. The student's face must be shown at some point in every video to verify their identity. The name and/or number of the task should be either stated at the beginning of the video or embedded (written) into the video itself.

This validation is essential to help the Purdue VNDL meet AVMA accreditation criteria. Therefore, it is essential that the student follows the evaluation and validation requirements.

**Task Verification Forms** – Each task has a form that must be completed and signed by the Clinical Mentorship Supervisor. A supervisor must observe every performance of a skill for a clinical mentorship.

**Supplementary Materials** – Logs, written materials, photographs, or other forms/documentation may be required for specific tasks. The "Materials to be Submitted for Evaluation" section outlines what is required to submit for each task.

# COMPLETION OF THE CLINICAL MENTORSHIP

Mentorship logbooks include due dates for sets of tasks. Each set must be submitted by the deadline listed in the logbook. Late submissions will incur a grade penalty. Incomplete grades will not be assigned for mentorships at the end of each semester.

Feedback will be posted to the Brightspace assignment following review of each task. As necessary, instructors may require resubmission of some tasks. When feedback is posted, due dates for resubmissions will be given. ***It is crucial that students with pending feedback set their Brightspace to notify them when feedback and scores are posted, so this information is received in a timely manner.***

Final approval of successful performance and completion of the Clinical Mentorship will be made by the Purdue University instructor in charge of the Clinical Mentorship based upon the documentation provided by the student.

Upon successful completion of all tasks in the clinical mentorship course, a grade will be assigned by the course instructor based upon the documented performance of the tasks.

***Note: A student who is dismissed from their mentorship facility may fail the course and may be dismissed from the program.***

**Task Verification forms** and other written materials should be submitted in **Assignments** in Brightspace. Task Verification forms are due by the task due date in order for each task to be complete. You must assign the forms and any other supplemental paperwork required for the tasks, to the correct course assignment in order for the instructor to view them.

**Videos** should be submitted in **Assignments** in Brightspace. This method of online submission does not limit how much you put on, is no cost to you, and automatically archives. You must assign the videos to the correct course assignment in order for the instructor to view them.

**Patient proof of rabies vaccination** should be submitted in **Assignments** in Brightspace for all patients used for mentorship tasks by unvaccinated students. This is due by the task due date. Patient ID, age, date of vaccination, and either type of vaccine (1- or 3-year) or due date for booster must be shown.

**OSHA Compliance** should be demonstrated in videos and photographs submitted. The student should always be aware of workplace safety and compliance. Violations such as human food and drink in hospital areas, unlabeled secondary containers, lack of PPE, etc. will be noted and may result in point deductions or task resubmission.

## **Using Kaltura for Video Assignments**

**Kaltura** is a secure streaming service that Purdue offers for faculty, staff, and students. Videos uploaded to an assignment via Kaltura will only be accessible to instructor(s) within the course.

### **Step 1: Set Video Type on Your Device**

Confirm your device is recording in a format accepted by Kaltura; common formats include:

- .MOV/.MP4/.M4V • .WMV
- .AVI
- .WEBM

**Kaltura cannot accept the HEVC video format.**

iPhone/iPad:

- *Click* on **Settings->Camera->Formats**

- *Change* the format to **Most Compatible**.

Android:

- In your camera application's settings, *change* the video recording format to **MOV, M4V, or MP4**.

Desktop/Laptop:

- Depending on your recording application, you will need to save your video recording as a common video format (such as .mp4, .mov, or .m4v).

## **Step 2: Allow your Browser to use Pop-Up Windows**

Confirm your browser has pop-ups enabled. Kaltura will pop open a window for you to upload your video. Use the *Help* feature in your preferred browser if you need assistance in enabling pop-up windows.

**If you do not allow pop-up windows on your browser, you will not be able to upload videos.**

## **Step 3: Ensure You Have a Stable High-Speed Internet Connection**

Confirm you have a **stable** internet connection; if you are on a connection that can disconnect on a regular basis your upload may be cancelled. Additionally, you will need to have a **high-speed** connection. Videos may have large file sizes, and a slow connection may result in your video taking a very long time to upload. If you need a stable and fast internet connection but do not have one at home, consider using public wifi at a library or coffee shop.

## **Step 4: Uploading Your Task Verification Form (TVF)**

You must upload your TVF at the same time that you upload your video.

- *Open* the assignment in Brightspace
- *Click* on the "**Add a File**" button. A dialogue box will open allowing you to select the TVF file to upload from your device.

## **Step 5: Uploading Your Video**

Once you have uploaded your TVF, you can upload your video. Scroll down on the page to the Comments area.

- *Click* on the **Insert Stuff** icon on the text editor.
- On the **Insert Stuff** menu that opens, *click* on **Add Kaltura Media**.
- On the **Insert Stuff** window, *click* the **plus** button. On the menu that opens, *click* **Media Upload**.
- The **Upload Media** window will open. *Click* on **Choose a file to upload** to select a file on your computer, or *click and drag* the video file into the box.
- Depending on your internet connection speed and the file size, it may take a few minutes to upload the file. **Allow the file to upload completely and do not close the window.**

You may alter the name of the file and add a description.

Once the file is uploaded and any name or description changes have been made, *click*

**</> Save and Embed** to save the video to Kaltura.

- If your video has processed, you may see a preview. Otherwise, you may see an animation that your video is still processing. Even if the video is still processing, you can still submit the video. *Click* **Insert** to add the video to the assignment or discussion
- Your video will be added to the text box. *Click* **Submit** to turn in your assignment.
- You may confirm your submission by clicking on the link to the assignment or discussion and seeing if you can view the video.

**For Support** Contact the PVM Instructional Design team at [pvmmit@purdue.edu](mailto:pvmmit@purdue.edu) for assistance.

# CLINICAL MENTORSHIP TASKS

## INTRODUCTION TO ESSENTIAL TASKS AND CRITERIA

Before starting each task:

1. Read the Goal, Description, Criteria, and Materials to be Submitted for Evaluation and Verification. Understand what is expected for each task.
2. Make sure that all equipment and supplies needed to complete the task are available. Pay particular attention to the details of what needs to be documented and submitted.
3. Make sure to obtain appropriate permissions where necessary. Please inform the facility's owner/manager of activities. A good relationship with the veterinarian in charge is key to having a positive Clinical Mentorship experience.

After performing each task:

4. Label all items submitted so that the materials submitted for evaluation and validation at Purdue are identified as the student's submission.
5. Label all videos posted to Brightspace with the task number.
6. Submit materials by the deadlines listed in the course syllabus.

# 1. VIDEO VERIFICATION OF REQUIRED EQUIPMENT AND SUPPLIES

**Goal:** Ensure that the student will have access to all equipment and supplies necessary to complete the skills in this course.

**Description:** The student will provide a narrated video showing equipment and supplies specific to this mentorship, to verify that required items are available to them and adequate for completion of tasks in their facility.

**Criteria:** The student introduced the video and showed their face clearly

The student walked through the facility and showed the following clearly:

- Equine halter
- Lead rope
- Twitch
- Hoof pick
- Leg bandage cotton

**Number of Times Task Needs to be Successfully Performed:** 1

**Materials Submitted for Evaluation and Verification:**

1. Task Verification Form for Video Verification of Required Equipment and Supplies, signed by the Clinical Mentorship supervisor.
2. One video showing the student as they introduced themselves and walked through the facility, showing the listed items clearly. The student narrated the video live as they showed items.

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

**Supervisor Name:** \_\_\_\_\_

RVT, CVT, LVT  
DVM, VMD

I verify that the student will have access to the items shown, for tasks in this course.

**Signature of Clinical Mentorship Supervisor:** \_\_\_\_\_

## 2. APPROACHING, HALTERING AND LEADING THE EQUINE PATIENT

**Goal:** Approach, halter and lead equine patient with minimal stress to the patient and without injury to either the patient or veterinary team member.

**Description:** The student will quietly and safely approach the untethered equine patient. The student will place a halter and lead the equine patient, then un-halter the horse while always demonstrating safe movement around the equine patient.

**Criteria:** The student positioned the unbuckled halter in their left hand for placement on the horse, with the non-snap end of the lead rope in their right hand.

\*Without quick movements and loud noises, the student properly approached the patient at a 45° angle to the patient's left shoulder.

The student placed the end of the lead over the horse's neck, and passed sufficient length of lead to form a handheld loop around the horse's neck.

\*Holding the handheld loop in their right hand, with their left hand the student slipped the nose-band of the halter over the nose.

\*With their right hand under the horse's neck, the student passed the crown strap over the head and behind the ears and attached the end to the appropriate place on the halter.

The student snapped the end of the lead to the lead ring of the halter and undraped the lead rope from the horse's neck.

\*The student adjusted the halter so it was snug enough that the nose piece could not fall over the end of the nose, but not so tight that the halter cut or rubbed the horse or restricted jaw movement or breathing.

The student folded the loose end of the lead in an accordion fashion, and held it in their left hand.

The student positioned themselves on the left side of the horse, approximately midway along the horse's neck, 12 to 18" from the horse's body, with their right hand grasping the lead approximately 6 to 12" from the lead ring of the halter.

The student led the horse from the "neck" position.

\*The student remained alert to the movements and reactions of the horse.

The student did not lead from in front of the horse or lag back allowing the horse to pull them.

The student removed the halter from the horse and was observant when they walked away from the horse.

\*The student never at any point ducked under the horse's head or neck.

\*The student worked safely around the horse at all times

\*The student was not injured and the horse was not stressed or injured in any of the above procedures.

## APPROACHING, HALTERING AND LEADING THE EQUINE PATIENT

**Number of Times Task Needs to be Successfully Performed:** 2

**Materials Submitted for Evaluation and Verification:**

1. Task verification form for Approaching, Haltering and Leading the Equine Patient task, signed by the clinical mentorship supervisor.
1. One video clearly showing the student approaching, haltering, leading and un-haltering of the horse by the student. The audio must include the student's narration of the procedure. The video clearly shows the demeanor of the horse and student, and position of the student in relation to the horse during the procedures. The audio must include the student's narration of the procedure.

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

**Supervisor Name:** \_\_\_\_\_ RVT, CVT, LVT  
DVM, VMD

**Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I verify that the student performed these tasks under my supervision.

**Signature of Clinical Mentorship Supervisor:** \_\_\_\_\_

### 3. APPLYING A CHAIN, ROPE, OR HUMANE NOSE TWITCH TO A HALTERED HORSE

**Goal:** Apply, utilize and remove a chain or rope nose twitch to distract the haltered equine patient without causing injury to the patient or members of the veterinary team.

**Description:** On a haltered horse properly restrained with a lead held by a knowledgeable assistant, the student will apply and demonstrate the utilization and removal of a chain or rope nose twitch.

**Criteria:** \*The student properly approached the left side of a haltered horse, held on a lead by the assistant, positioning themselves forward of the assistant and lateral to the head of the horse.

With their left hand, the student passed their hand part way through the loop of the twitch, so that their pinky or index finger and thumb were not through the loop and so that the loop would not slide completely over their hand.

The handle of the twitch was held in the student's right hand

\*The student's hand holding the loop, was brought over the bridge of the nose and gently, but without hesitation, brought down to the upper lip.

\*The student grasped the upper lip and nose of the patient securely and slipped the loop of the twitch off the fingers and over the upper lip and nose.

\*The student twisted the handle of the twitch toward the head (clockwise) until the loop was snug, to prevent the loop from falling off and to distract the horse, but not so much to cause excessive pain.

The student instructed the assistant to hold the horse's head to the left with the lead.

The student did not pull the horse's head to the left with the twitch.

\*The student did not stand in front of the horse.

The student applied pressure to the lip with a twist and not a pull.

The student altered the pressure on the lip with a rocking motion, slightly releasing and re-tensing the tension on the loop.

The student kept both hands on the twitch during the procedure.

\*The student released the twitch and rubbed the horse's upper lip and nose.

\*The student worked safely around the horse at all times.

**Number of Times Task Needs to be Successfully Performed:** 1

**Materials Submitted for Evaluation and Verification:**

1. Task Verification form for Applying a Chain or Rope Nose Twitch to a Haltered Horse task, signed by the clinical mentorship supervisor.
2. One video clearly showing the intricacies of placing, utilizing and removing the nose twitch. The audio must include the student's narration of the procedure.



## APPLYING A CHAIN OR ROPE NOSE TWITCH TO A HALTERED HORSE

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

**Supervisor Name:** \_\_\_\_\_ RVT, CVT, LVT  
DVM, VMD

**Date:** \_\_\_\_\_

I verify that the student performed these tasks under my supervision.

**Signature of Clinical Mentorship Supervisor:** \_\_\_\_\_

## 4. PERFORM A PHYSICAL EXAMINATION IN THE EQUINE PATIENT

- Goal:** To complete an accurate physical examination and record the information accurately in the patient's record.
- Description:** The student will perform a systematic physical examination of all the major body systems on an equine patient, and record this information on the attached Physical Examination sheet. As an alternative, the student may photocopy the recorded physical examination from the clinical record if allowed by the clinical mentorship supervisor. The clinical mentorship supervisor will verify the accuracy of the physical examination and observe the student performing the physical examination as to verify the criteria of this task.
- Criteria:**
- \*The student observed the patient to assess attitude before approaching the patient to begin the physical examination.
  - \*The student examined each of the following items on the physical examination:
    - Temperature, pulse, respiration
    - Capillary refill time/mucous membranes
    - General appearance
    - Body scoring
    - Integumentary system
    - Musculo-skeletal system
    - Circulatory system
    - Respiratory system
    - Genito-urinary system
    - Nervous system
    - Ears

The student accurately recorded the findings of the physical examination including any abnormalities

The student worked safely around the horse at all times.

**Number of Times Task Needs to be Successfully Performed:** 2

### Materials Submitted for Evaluation and Verification:

1. Physical Exam forms for Perform a Physical Exam in an Equine Patient task, signed by the clinical mentorship supervisor.
2. For each patient, either the original written record of the physical examination on the forms provided or a photocopy from the clinical record of the recorded physical examination signed by both the student and the clinical mentorship supervisor. Photocopy of the clinical record may only be done with permission of the veterinarian.
3. One video either with a client animal or a simulation in which the student performs and records a physical examination. The physical examination recorded must be one of the five physical examination forms submitted by the student so that the video observations can be correlated with the written comments. The video should clearly show the student performing each of the required components of the physical examination. The student will verbally state what they are doing and report findings as they perform the exam.



# PHYSICAL EXAMINATION SHEET

Patient's Name \_\_\_\_\_ Date of Examination \_\_\_\_\_

Species \_\_\_\_\_ Age \_\_\_\_\_

CONDITION ____ / ____	TEMPERAMENT _____	T _____	P _____	R _____	WEIGHT _____		
1 GENERAL APPEARANCE	<input type="checkbox"/> NOT EXAMINED	<input type="checkbox"/> NORMAL	<input type="checkbox"/> ABNORMAL*	8 NERVOUS SYSTEM	<input type="checkbox"/> NOT EXAMINED	<input type="checkbox"/> NORMAL	<input type="checkbox"/> ABNORMAL*
2 INTEGUMENTARY	<input type="checkbox"/> NOT EXAMINED	<input type="checkbox"/> NORMAL	<input type="checkbox"/> ABNORMAL*	9 EARS	<input type="checkbox"/> NOT EXAMINED	<input type="checkbox"/> NORMAL	<input type="checkbox"/> ABNORMAL*
3 MUSCULOSKELETAL	<input type="checkbox"/> NOT EXAMINED	<input type="checkbox"/> NORMAL	<input type="checkbox"/> ABNORMAL*	10 EYES	<input type="checkbox"/> NOT EXAMINED	<input type="checkbox"/> NORMAL	<input type="checkbox"/> ABNORMAL*
4 CIRCULATORY	<input type="checkbox"/> NOT EXAMINED	<input type="checkbox"/> NORMAL	<input type="checkbox"/> ABNORMAL*	11 LYMPH NODES	<input type="checkbox"/> NOT EXAMINED	<input type="checkbox"/> NORMAL	<input type="checkbox"/> ABNORMAL*
5 RESPIRATORY	<input type="checkbox"/> NOT EXAMINED	<input type="checkbox"/> NORMAL	<input type="checkbox"/> ABNORMAL*	12 TONSILS	<input type="checkbox"/> NOT EXAMINED	<input type="checkbox"/> NORMAL	<input type="checkbox"/> ABNORMAL*
6 DIGESTIVE	<input type="checkbox"/> NOT EXAMINED	<input type="checkbox"/> NORMAL	<input type="checkbox"/> ABNORMAL*	13 MUCOUS MEMBRANES	<input type="checkbox"/> NOT EXAMINED	<input type="checkbox"/> NORMAL	<input type="checkbox"/> ABNORMAL*
*(Explain below)							

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Physical Examination conducted by: \_\_\_\_\_  
Student's Name Printed

I attest that the student performed  
 this physical examination under  
 my supervision \_\_\_\_\_  
Clinical Mentorship Supervisor Signature

## 5. LIFTING FORE / HIND LIMBS & CLEANING THE EQUINE PATIENT'S HOOVES

**Goal:** Properly lift the left and right, fore and hind limbs from the respective sides of the patient, and properly clean the patient's hooves without injury to the patient or members of the veterinary team.

**Description:** On a haltered horse properly restrained with a lead held by a knowledgeable assistant, the student lifted all four limbs and using a hoof pick cleaned the hooves from heel to toe, without injury to the patient or members of the veterinary team.

**Criteria:** The student properly approached the patient.

\*The student stood next to the patient's left forelimb and while leaning into the patients' shoulder, ran their hand down the caudal aspect of the limb until they reached a point 3-4" above the fetlock, gently pinched the tendons, and when the horse shifted its weight away, lifted the foot.

\*After the limb was stabilized, the student placed the hoof between their legs and just above their knees.

\*The student cleaned the hoof with a hoof pick, starting at the heel between the frog and sole and working toward the toe.

\*The student lowered the horse's hoof toward the ground, and released it when the horse had its balance.

The student properly moved to the hind quarters of the horse, keeping in physical contact with the patient.

\*While leaning into the horse, the student ran the right hand down the caudal aspect of the hind limb, to a point 3-4" above the fetlock and gently pinched the tendons.

When the horse shifted its weight the student lifted the limb slightly forward and slightly laterally and then stretched the limb slightly caudally.

\*The student rested the hind limb on their leg, above the knee, and cleaned the hoof from heel to toe.

\*The student made the appropriate adjustments of hands and positions and repeated the steps for the right fore and hind limbs.

\*The student worked safely around the horse at all times.

**Number of Times Task Needs to be Successfully Performed:** 2

### Materials Submitted for Evaluation and Verification:

1. Task Verification Form for Lifting Fore and Hind Limbs and Cleaning the Equine Patient's Hooves task, signed by the clinical mentorship supervisor.
2. One video clearly showing the students position in relation to the horse, position of student's hands in performing the procedures and the cleaned right and left, fore and hind hooves. The audio must include the student's narration of the procedure.

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

**Supervisor Name:** \_\_\_\_\_

RVT, CVT, LVT  
DVM, VMD

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

I verify that the student performed these tasks under my supervision.

**Signature of Clinical Mentorship Supervisor:** \_\_\_\_\_

## 6. APPLYING A LEG WRAP

- Goal:** On an equine patient, properly place a lower leg wrap that is not wrinkled and will not slip or be excessively tight, without injury to the patient or members of the veterinary team.
- Description:** On a haltered horse properly restrained with a lead held by a knowledgeable assistant, the student will wrap the equine patient's lower leg such that it will not slip or be wrinkled, using Battaglia's *Handbook of Livestock Management* as a guide.
- Criteria:**
- \*The student properly approached the patient.
  - \*The student placed the padding on the lower limb (cannon) below the carpus on the forelimb and below the hock on the hind limb and extending to approximately 1" distal to the coronet. The leading edge of the padding was placed on the lateral surface of the cannon and unwrapped, from the underside of the roll, caudal medial cranial and overlapped laterally to finish. Note: If roll cotton was used, at least two layers were applied.
  - \*The student started the elastic bandage material laterally and midway between the proximal and distal end of the pad, with the leading end of the bandage overlapped, approximately 2-3" with the end of the padding. The end bandage was unrolled from the top of the leading edge, moving caudally, medial, cranially, laterally, distally to just above the end of the padding at the hoof, then proximally, to just below the top of the padding.
  - \*The student applied the bandage without wrinkles, tight enough to prevent slippage but not so tight as to restrict circulation.
  - \*The student worked safely around the horse at all times.

**Number of Times Task Needs to be Successfully Performed:** 2, either front or rear limb

**Materials Submitted for Evaluation and Verification:**

1. Task Verification form for Lower Leg Wrap task, signed by the clinical mentorship supervisor.
2. One video clearly showing the student's position in relation to the horse and position of student's hands in performing the procedures, and final wrap. The audio must include the student's narration of the procedure.

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

**Supervisor Name:** \_\_\_\_\_ RVT, CVT, LVT  
DVM, VMD

**Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I verify that the student performed these tasks under my supervision.

**Signature of Clinical Mentorship Supervisor:** \_\_\_\_\_

## 7. APPLYING A TAIL WRAP AND TAIL TIE

**Goal:** To properly and securely wrap and tie the tail of the horse using a “tail tie” knot to remove the tail from the perianal area, without injury to the patient or members of the veterinary team.

**Description:** On a haltered horse properly restrained with a lead rope held by a knowledgeable assistant, properly demonstrate the application of a “tail tie” knot on the patient.

**Criteria:** \*The student properly approached the patient on the left side and properly moved to the patient’s hind quarters, and stood to the side for the procedure.

\*The student removed debris or chaff from the tail.

\*The student unrolled approximately 12 inches of wrap, lifted the tail slightly, slid a single layer under the tail, and moved it up toward the tail head as high as possible without wrinkling or folding the wrap or rumpling the hairs. The wrap was positioned so it was unrolled from the top of the leading edge.

The student brought the leading edge of the wrap over the top of the tail and began to unroll the wrap over the leading edge.

\*After two wraps at the top, the student continued distally, maintaining even tension and overlapping each wrap approximately half of the previous wrap.

Every 3-4 wraps, the student folded a tuft of hair into the wrap.

\*The student continued wrapping to a point 2-3 inches below the last caudal vertebrae and secured the wrap with the device appropriate for the wrap utilized.

\*With the longer end of the rope to the right, the student held the short end of the rope over the tail just below the last coccygeal vertebrae and folded the rest of the tail upward over the rope.

\*The student passed the short end of the rope under the tail and making a loop in the end, brought the loop over the folded tail and pulled it tight through the rope which was looped around the tail

\*The student worked safely around the horse at all times.

**Number of Times Task Needs to be Successfully Performed:** 2

### Materials Submitted for Evaluation and Verification:

1. Task Verification Form for Tail Wrap and Tie task, signed by the clinical mentorship supervisor.
2. One video clearly showing the student’s position in relation to the horse, position of student’s hands in performing the procedure, and the security of the knot. The audio must include the student’s narration of the procedure.

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

**Supervisor Name:** \_\_\_\_\_ RVT, CVT, LVT  
DVM, VMD

**Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I verify that the student performed these tasks under my supervision.

**Signature of Clinical Mentorship Supervisor:** \_\_\_\_\_

## 8. ADMINISTRATION OF A LIQUID MEDICATION IN AN EQUINE PATIENT

**Goal:** Properly administer a liquid medication to an equine patient, without injury to the patient or the veterinary team.

**Description:** On a haltered horse properly restrained with a lead held by a knowledgeable assistant, properly administer a liquid medication to an equine patient,

**Note:** *Applesauce may be used in lieu of medication for this task*

**Criteria:** \*The student properly approached the patient.

\*The student extended the right arm under the chin and then over the muzzle to maintain control of the patient's head while administering medication with the left hand

\*The student maintained control of the head or muzzle during administration of the medication

\*The student was able to insert the drenching instrument of choice

\*The medication was swallowed without choking

\*The student was able to control the patient in a manner that was adequate to administer the medication yet did not harm the patient

**Number of Times Task Needs to be Successfully Performed:** 2

**Materials Submitted for Evaluation and Verification:**

1. Task Verification Form for Administration of a Liquid Medication task, signed by the clinical mentorship supervisor.
2. One video clearly showing the student's position in relation to the horse, and position of student's hands in performing the procedures, from approaching the patient to administration of the medication. The audio must include the student's narration of the procedure.

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

**Supervisor Name:** \_\_\_\_\_

RVT, CVT, LVT  
DVM, VMD

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

I verify that the student performed these tasks under my supervision.

**Signature of Clinical Mentorship Supervisor:** \_\_\_\_\_



## 9. COLLECTION OF BLOOD FROM THE JUGULAR VEIN

**Goal:** Aseptically and properly collect 5 mL of blood from the jugular vein of a horse without injury to the patient or members of the veterinary team.

**Description:** On a haltered horse properly restrained with a lead held by a knowledgeable assistant, properly insert the appropriately sized needle into the jugular vein and collect 5 mL of blood

**Criteria:** \*The student safely approached the patient.

The student wiped the appropriate area of the jugular furrow with alcohol until all debris was removed.

\*The student occluded the vein proximal to the venipuncture site and demonstrated distension of the vein.

The student chose to use a needle attached to a syringe or a Vacutainer® system.

\*The student positioned the bevel of the needle upward and the tip of the needle pointing cranially and thrust the needle through the skin and into the vein.

\*If the venipuncture was not successful, the student redirected the needle towards the vein, while still under the skin, and thrust the needle into the vein.

\*The student withdrew appropriate volume for testing into the syringe or allowed the Vacutainer® to fill to its capacity.

\*The student worked safely around the horse at all times.

**Number of Times Task Needs to be Successfully Performed:** 2

### Materials Submitted for Evaluation and Verification:

1. Task Verification Form for Collection of Blood from the Jugular Vein task, signed by the clinical mentorship supervisor.
2. One video clearly showing the student's position in relation to the horse and the position of the student's hands in performing the procedures, from approaching the patient to cessation of bleeding upon removal of the needle, including the properly filled syringe or Vacutainer®. The audio must include the student's narration of the procedure.

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

**Supervisor Name:** \_\_\_\_\_ RVT, CVT, LVT  
DVM, VMD

**Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I verify that the student performed these tasks under my supervision.

**Signature of Clinical Mentorship Supervisor:** \_\_\_\_\_

## 10. ADMINISTERING AN INTRAVENOUS INJECTION

**Goal:** On an equine patient, properly administer intravenous injection in the appropriate location and without injury to the patient or members of the veterinary team.

**Description:** On a haltered horse properly restrained with a lead held by a knowledgeable assistant the student properly administered an intravenous injection in the appropriate location on the equine patient.

**Criteria:** The student prepared the mid jugular furrow region.

\*The student occluded the vessel proximal to the injection site and demonstrated venous fill and prominence.

\*With the needle not attached to the syringe, the student inserted the needle into the vein in a direction toward the heart, aspirated, and administered medication or 5 cc of sterile normal saline.

\*If the vein was missed, the student redirected the needle and inserted it into the vein while still under the skin.

\*The student applied gentle digital pressure until bleeding subsided.

\*The student worked safely around the horse at all times.

**Number of Times Task Needs to be Successfully Performed:** 2

**Materials Submitted for Evaluation and Verification:**

1. Task Verification Form for Intravenous Injection task, signed by the clinical mentorship supervisor.
2. One video clearly showing the student's position in relation to the horse, and position of student's hands in performing the procedures, including depicting all criteria for proper preparation, and successful injections. The audio must include the student's narration of the procedure.

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

**Supervisor Name:** \_\_\_\_\_ RVT, CVT, LVT  
DVM, VMD

**Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I verify that the student performed these tasks under my supervision.

**Signature of Clinical Mentorship Supervisor:** \_\_\_\_\_

## 11. ADMINISTERING AN INTRAMUSCULAR INJECTION

**Goal:** On an equine patient, properly administer intramuscular injection in the appropriate location and without injury to the patient or members of the veterinary team.

**Description:** On a haltered horse properly restrained with a lead held by a knowledgeable assistant, the student properly administered an intramuscular injection in the appropriate location on the equine patient.

**Criteria:** \*The student prepared the serratus cervicis for the IM injection, and pointed out and verbally stated the anatomical borders of the site

\*Without the needle attached to the syringe, while holding the hub of the needle between their index and middle finger, the shaft of the needle toward their palm, the student tapped the site with the back of their hand or fist and without hesitation, turned needle toward the neck and inserted it through the skin and deep into the muscle.

\*The student attached the syringe to the needle, aspirated, and injected medication or 1 cc of saline.

There was no blood return on aspiration.

\*The student rubbed the site after withdrawal of the needle.

\*The student worked safely around the horse at all times.

**Number of Times Task Needs to be Successfully Performed:** 2

### Materials Submitted for Evaluation and Verification:

1. Task Verification Form for Intramuscular Injection task, signed by the clinical mentorship supervisor.
2. One video clearly showing the student's position in relation to the horse, and position of student's hands in performing the procedures, including depicting all criteria for proper preparation, and successful injections. The audio must include the student's narration of the procedure.

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

**Supervisor Name:** \_\_\_\_\_

RVT, CVT, LVT  
DVM, VMD

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

I verify that the student performed these tasks under my supervision.

**Signature of Clinical Mentorship Supervisor:** \_\_\_\_\_