PHARMACY MENTORSHIP

VM 22300

CRITERIA HANDBOOK AND LOGBOOK

INDEX OF NOTEBOOK

Student Information

- Goals of Pharmacy Clinical Mentorship
- Contact person at Purdue University
- Pre-requisites for VM 22300 Pharmacy Clinical Mentorship
    - ❖ Contracts and agreements
    - ❖ Technical standards
    - ❖ Insurance
- Selection of Clinical Mentorship site – facility criteria
- Selection of Mentorship Supervisor
- Materials – The Criteria Handbook and Logbook
- Completion of Pharmacy Clinical Mentorship

Clinical Mentorship Tasks

Introduction to Essential Tasks and Criteria
1. Mentor Introduction and Document/Video Upload
2. Mentorship Facility Tour
3. Fill out a medication label
4. Fill a drug order for an oral solid medication
5. Fill a drug order for a liquid medication
6. Reconstitute a medication for dispensing
7. Reconstitute a vaccine
8. Dispense medications to the client*

NOTE THE FOLLOWING DUE DATES FOR THE TASKS ABOVE:

Fall or Spring semester   ***11:59p.m. ET Thursday of week 1 – Task 1***

  11:59p.m. ET Thursday of week 2 – Task 2

  11:59p.m. ET Thursday of week 5 – Tasks 3-5

  11:59p.m. ET Thursday of week 11 – Tasks 6-8

Summer session   ***11:59p.m. ET Thursday of week 1 – Task 1***

  11:59p.m. ET Thursday of week 2 – Task 2

  11:59p.m. ET Thursday of week 5– Tasks 3-5

  11:59p.m. ET Thursday of week 9– Tasks 6-8

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

<u>Animal Use Guidelines</u>

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
      phegleyp@purdue.edu

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

STUDENT INFORMATION

GOALS OF VM 22300 PHARMACY 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 submitted videos should demonstrate proficiency in performing skills that have been learned and practiced until the student feels comfortable. While occasional guidance from the mentor is acceptable during the learning phase, video submissions must show that the student can execute the task independently, smoothly, and competently without excessive direction or outside assistance. All tasks must be performed without reliance on the Task Verification Form or other written sources during the video. Video demonstration of each skill should reflect the ability to perform the skill autonomously, as would be expected in clinical practice.

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 validate the educational process and insure 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 VM 22300 PHARMACY 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 31st.

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. <u>It is strongly suggested to visit the site</u> 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

You must visit the Clinical Mentorship Site and determine if the following supplies and equipment are readily available to you for use during your 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/supplies:

Adhesive medication labels

Oral solid medication

Liquid oral medication

Pill counting tray with spatula for counting medication

Pill vial

Syringes (sizes 1cc-60cc) and Needles (25ga-20ga)

Bottles for dispensing liquid medication

Medication that needs to be reconstituted (may be oral or injectable)

Vaccine that needs to be reconstituted prior to administration

Topical Medication

There must also be a live animal available on which to demonstrate administration of medications

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)** 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 pvmit@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.

CLINICAL MENTORSHIP PROJECTS

INTRODUCTION TO SPECIAL PROJECTS

Certain mentorships will have required projects to complete in addition to the required tasks. These are skills that are better assessed in the form of a project. Projects should be typed, and checked for correct grammar and spelling.

Before starting each project

1. Read through the project in its entirety. This will give you a description of the project and what is needed to complete it successfully.

2. Determine what materials, if any, need to be submitted for completion of the project.

3. Most projects will come with a list of questions that need to be answered. The responses should be included in the write up.

4. If videotaping is required for a project, it should be noted on the videotape verbally that this is for the project and not another required task. Some projects may require a verbal narration of a student doing something. Each individual project will define if that is a necessary requirement for that project.

1. MENTOR INTRODUCTION AND DOCUMENT/VIDEO UPLOAD

Goal: To create a short introductory video and submit it correctly in Brightspace for task evaluation.

Description: The student will introduce themselves and their mentor in a short video and submit for review.

Criteria: The student showed their face and introduced themselves.

The student introduced their mentor

The student correctly submitted the Task Verification form and video in Brightspace

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

Materials Submitted for Evaluation and Verification:

1. Task Verification form for Mentor and Facility Introduction, signed by the clinical mentorship supervisor.

2. One video showing the student introducing themselves and their mentor, submitted correctly for instructor review.

Student Name: _____

Supervisor Name: _____ RVT, CVT, LVT
DVM, VMD

I verify that the student will be performing skills in this course under my supervision.

Signature of Clinical Mentorship Supervisor: _____

2. NARRATED TOUR OF THE VETERINARY FACILITY

<u>Evaluation of Clinical Facilities</u>

As part of the first clinical mentorship, the clinical site for students in mentorships will be evaluated by the Clinical Coordinator for Purdue VNDL to ensure that the clinical site meets the standards of a contemporary veterinary facility. The goal is to meet accreditation standards set by the AVMA which ensure for an appropriate and safe learning environment for all students. Students will be advised if their chosen site will be appropriate for performing mentorship tasks. Deficiencies may be identified so students may begin to look for alternative sites for future mentorships.

All clinical sites will be evaluated via video submission during the first two weeks of classes. Those videos will include and be evaluated for the following items:

- Treatment areas, animal housing areas, surgery suites, and laboratories
    - Clean, organized and well kept
    - Eye wash stations are present in all areas where chemicals are being used including lab area and kennel areas
    - Spaces allow for staff and animals to move freely
    - Are free of clutter
    - Are free of hazards including but not limited to chipped tiles, water damage, leaks, low hanging wires, and trip hazards
    - SDS resources are present and accessible
    - Lighting that is adequate for safe work and learning
    - Floors, counters, shelves, and other surfaces that are in good repair, impervious to fluids, and easily cleaned/disinfected
- Surgery rooms
    - dedicated to surgical activities only
    - of sufficient size for activities
    - free of extraneous materials and equipment – ***no items openly stored***
    - storage of surgery-relevant supplies (packs, suture, scalpel blades) in closed and easily sanitized cabinetry allowed
    - only dedicated equipment (monitor, fluid pump) may be stored in surgical suite
    - protected from excess personnel traffic and contamination (must have doors)
    - patient preparation is not done in surgical suite
    - oxygen tanks secured appropriately
    - waste gas is scavenged
    - evidence of anesthetic machine maintenance
- Equipment is provided in sufficient quantity so that waiting to use equipment does not impede animal care
- If needed, emergency lighting is present in all areas of the physical facility
- All equipment is in good working order
- There is evidence of appropriate inspection, maintenance, and quality control measures for essential equipment including (but not limited to):
    - anesthetic vaporizers
    - microscopes
    - laboratory analyzers
    - x-ray machines
- Lead aprons, gloves and thyroid shields are either owned or accessible to staff, and positioning devices are available
- Safety signage is posted for radiology on door leading to radiology room
- Control drugs are maintained following state and federal guidelines

Animal Housing
- Animal housing facilities are clean and kept in good repair, with an emphasis on safety for both animals and personnel
- The clinic has a sanitation and disinfection schedule for kennels, cages, stalls, and enclosures in place and available for review
- Depending on species, surfaces in housing areas are impervious and easily disinfected
- When appropriate, species-specific requirements for temperature, humidity, and ventilation are maintained in areas where animals are housed

Safety
- All clinic areas in which student learning takes place are compliant with OSHA regulations
- Considerations for OSHA requirements to cover areas below, but are not limited to:
  - compressed gas cylinder placement and storage
  - eye wash, safety shower, and drench hose availability and function
  - radiation equipment, logs, use of dosimetry badges, storage of dosimetry badges, and exposure records
  - availability of sharps containers
  - secondary labeling of repackaged materials, consistent with current Globally Harmonized System (GHS) or National Fire Protections Association (NFPA) requirements
  - use of personal protective equipment in good repair and sufficient quantity for all staff
  - anesthetic machine maintenance, vaporizer validation, and recalibration if indicated
  - waste anesthetic gas exhaust and patient recovery area ventilation
  - formaldehyde standards
  - noise protection provided (kennel area)
  - refrigerator contents
    - separation of pharmaceuticals, animal food, and patient samples for potential biohazardous material concerns
  - hazard and safety signage
  - imperviousness of surfaces in laboratories (including seat covers)
  - first aid kits
  - surgery rooms are dedicated to surgical activities only, free of extraneous materials, and protected from excess personnel traffic and contamination
- Safety Data Sheets (SDS) resources are accessible and meet GHS requirements
- Minimize exposure to patients with potential zoonotic diseases
- Electrical outlets are properly grounded and provide safe access
- Trip, fall, slip, and other hazards are minimized
- Animal housing areas are secure to prevent escape or theft

Drugs and Biologicals
- Drugs and medical materials are used within their expiration date and stored according to label instructions
- Containers and packages are intact and not visibly damaged or contaminated
- Documented drug and material handling procedures mitigate risks to users and prevent contamination of drugs, reagents, and other supplies
- Drugs, including controlled substances, that are mixed or compounded meet the same standards for safety, efficacy, labeling, and recordkeeping as commercially available products
- All mixing/compounding of drugs follows state and local regulations
- Controlled substances are:
  - Securely locked
  - Only available to trained, authorized users
  - Logged at each use and logs readily accessible for inspection
  - Properly disposed based on local, state, and federal requirements

Waste Management
- Sharps containers are puncture resistant, labeled as biohazard or medical waste, and not overfilled
- Recapping of needles is not performed unless using a safety device or one-handed technique
- Blood, tissues, and other biological waste products are labeled appropriately and disposed of in compliance with prevailing biohazard and/or medical waste regulations
- Unused or expired drugs are disposed of using recommended methods for the locality
- Unused or expired controlled substances are returned to distributors or manufacturers or destroyed in accordance with federal and/or state guidelines, if allowed
- Solvents and reagents are disposed of utilizing a specific chemical waste stream if required
- Radioisotopes are disposed of in a radioactive waste stream

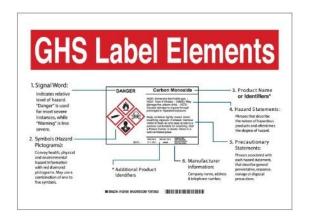## Narrated Tour Guidelines: Materials to be Submitted

The student will conduct the tour ***with their mentorship supervisor*** in order to clearly explain all aspects of the facility. The student will narrate, but the supervisor may add comments to clarify what is shown. The video should go slowly enough to show areas clearly, panning around rooms to show all aspects. It will be best to record the tour during hours the facility is closed if possible. Multiple, short videos may be submitted.

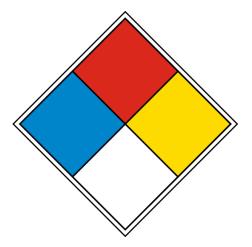The narrated tour of the facility must include the following:
1. The student **must** introduce the tour, showing their face clearly on the video and introducing their mentor
2. Starting outside, showing the sign on the building and entering the client waiting area
3. Exam room
4. Treatment area including sharps containers and examples of several appropriately labeled secondary containers* as well as eye wash stations in areas where chemicals are used, and safety shower
5. Pharmacy area including controlled drug storage and log clearly shown
6. Refrigerator contents showing separation of pharmaceuticals, animal food, and patient samples
7. Lab area including diagnostic equipment (explain what testing is available)
8. Radiology area including x-ray machine and evidence of service, safety equipment (lead aprons, gloves, and thyroid shields), individual dosimetry badges, safety warning signage, and positioning aids
9. Surgical prep area outside surgical suite
10. Surgical suite overview, showing clearly door on room, that there is only surgical equipment in the room, including pack and instrument storage in closed cabinetry, and no open storage
11. Anesthesia machines and evidence of service, anesthesia monitoring equipment and anesthetic scavenging system
12. Storage of oxygen tanks, showing clearly how tanks are secured
13. Dental equipment including ultrasonic scaler, hand instruments and dental radiology machine
14. Sterilization equipment for packs and instruments including ultrasonic cleaner and autoclave
15. Kennel area(s) showing walls and flooring clearly, and hearing protection
16. SDS resources for employee reference (binders or online)
17. OSHA posters displayed for employees**
18. Emergency lighting, if needed in areas of the facility
19. First aid kits for employees

*Secondary containers **must** be appropriately labeled. These include anything that is put into a different container (spray bottle, squeeze bottle, etc.) from a large container such as a gallon jug (alcohol, hydrogen peroxide, cleaners, etc.) that does not have an original label. OSHA requires these labels to have either the full

Globally Harmonized System (GHS) label or a rating system such as the National Fire Protection Associate (NFPA) diamond, shown below:

The tour **must show the "OSHA Job Safety and Health: It's the Law" poster and that it is displayed in a conspicuous place where employees can see it. If the facility does not have this, it may be downloaded and printed for display.

NARRATED TOUR OF THE VETERINARY FACILITY (cont.)

****Important note: Please wait for feedback from task 1 before submitting this task in Brightspace, to be sure the video was uploaded correctly.

Student Name: _____

Supervisor Name: _____   RVT, CVT, LVT
                                                                                DVM, VMD

I verify that the student recorded this facility tour under my supervision.

Signature of Clinical Mentorship Supervisor: _____

3. MEDICATION LABELING

Goal: To accurately fill out a medication label

Description: The student will accurately interpret the veterinarian's written or verbal orders and transcribe those orders onto a label of the appropriate type for the container being used.

Note: These may be labels printed for tasks 4-6

Criteria: The student accurately transcribed the veterinarian's order onto a prescription label.

The appropriate label for the medication to be dispensed was used.

The handwritten or typed label was legible.

The instructions were clearly stated for the client or personnel using the medication.

The label contained the following information: veterinarian's address, name of client, species, name of the patient, amount to be administered, route of administration, dosage interval for the medication, special instructions for the medication, and the name of the prescribing veterinarian.

Number of Times Task Needs to be Successfully Performed: **3**

Materials Submitted for Evaluation and Verification:

1. Task verification form for the Medication Labeling skill, signed by the clinical mentorship supervisor.

2. Three written prescriptions or chart orders written by the veterinarian (copies are acceptable).

3. Three properly filled out medication labels that correctly transcribe the written orders from #2 (copies are acceptable).

Student Name: _____

Supervisor Name:_____ RVT, CVT, LVT
                                                                          DVM, VMD

Patient Name: _____   **Date:** _____

Patient Name: _____   **Date:** _____

Patient Name: _____   **Date:** _____

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

Signature of Clinical Mentorship Supervisor: _____

4. Filling an Oral Solid Medication

Goal: To accurately fill a drug order from the veterinarian for an oral solid medication.

Description: The student will accurately interpret the veterinarian's order and fill an order for an oral solid medication.

Criteria: The student accurately transcribed the veterinarian's order onto the appropriate label as defined in the Medication Labeling task.

The student chose the correct medication (type, concentration and milligram) to fill the order.

The student correctly used a pill counting tray and spatula to count out the medication.

The student did not handle the medication with their hands.

The student counted the correct amount as defined in the veterinarian's order.

The student placed the oral solid medication into the proper container for dispensing.

The student cleaned the pill counting tray and spatula.

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

Materials Submitted for Evaluation and Verification:

1. Task Verification form for Filling an Oral Solid Medication, signed by the clinical mentorship supervisor.

2. One video showing the filling of an oral solid medication. The video will clearly show the verbal or written order for the medication by the veterinarian, student selecting the medication, choosing the counting device, counting out the medication, and putting it in the proper container for dispensing. All written materials (medication bottle label, prescription label) should be clearly shown on the video. The student should provide a narrative of the steps being performed during the video.

Student Name: _____

Supervisor Name: _____   RVT, CVT, LVT
                                                                                                                        DVM, VMD

Patient Name: _____ Date _____

I verify that the student performed this task under my supervision.

Signature of Clinical Mentorship Supervisor: _____

5. Filing an Oral Liquid Medication

Goal: To accurately fill a drug order from the veterinarian for an oral liquid medication.

Medication: The student will accurately interpret the veterinarian's order and fill an order for an oral liquid medication. The medication should not be a prepackaged liquid medication that needs to be diluted or reconstituted. It should be a medication that is stored in bulk and small amounts are dispensed.

Criteria: The student accurately transcribed the veterinarian's order onto the appropriate label as defined in the Medication Labeling task.

The student chose the correct medication (type and concentration) to fill the order.

The student used the correct tools, as provided by the practice, to measure out the proper amount of medication.

The student chose the correct container to hold the volume of medication needed for dispensing.

The student measured the correct amount for dispensing as defined in the veterinarian's order.

The student showed the device to include, for the client to administer the medication.

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

Materials Submitted for Evaluation and Verification:

1. Task Verification form for Filling a Liquid Medication, signed by the clinical mentorship supervisor.

2. One video showing the filling of a liquid medication. The video will clearly show the verbal or written order for the medication by the veterinarian, the student selecting the medication, choosing the measuring device, putting it in the measuring device, measuring the medication, putting it in the proper container for dispensing and choosing the correct device to administer the medication. All written materials (medication bottle label, prescription label) should be clearly shown on the video. The student should provide a narrative of the steps being performed during the video.

Student Name: _____

Supervisor Name: _____   RVT, CVT, LVT
                                                                                                              DVM, VMD

Patient Name: _____ Date _____

I verify that the student performed this task under my supervision.

Signature of Clinical Mentorship Supervisor: _____

6. Reconstitute a Medication for Dispensing

Goal: To accurately reconstitute a medication for dispensing

Description: The student will accurately interpret the veterinarian's order and reconstitute a medication for dispensing.

Criteria: The student accurately transcribed the veterinarian's order onto the appropriate label as defined in the Medication Labeling task.

The student chose the correct medication (type and concentration) as ordered by the veterinarian.

The student chose the correct device to measure the diluent to be added to the medication.

The student chose the correct diluent, as defined by the manufacturer's instructions.

The student followed the manufacturer's instructions in adding the diluent and preparation for dispensing.

The student showed the device to include, for the client to administer the medication.

The student identified, on the label, instructions for shaking and refrigeration if indicated by the veterinarian or manufacturer.

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

Materials Submitted for Evaluation and Verification:

1. Task Verification form for Reconstituting of a Liquid Medication, signed by the clinical mentorship supervisor.

2. One video showing the Reconstituting of a liquid medication. ***Note: Simulation of this task is not acceptable.*** The video will clearly show the verbal or written order for the medication by the veterinarian, the student selecting the medication, choosing the diluent and measuring device, measuring the diluent, adding it to the powdered preparation, choosing the correct device to administer the medication and adding additional instructions such as shaking and refrigeration to the medication label. All written materials (medication bottle label, prescription label) should be clearly shown on the video. The student should provide a narrative of the steps being performed during the video.

Student Name: _____

Supervisor Name: _____ RVT, CVT, LVT
                                                                    DVM, VMD

Patient Name: _____ Date _____

I verify that the student performed this task under my supervision.

Signature of Clinical Mentorship Supervisor: _____

7. Reconstitute a Vaccine

Goal: To accurately reconstitute a vaccine

Description: The student will reconstitute a vaccine based on the manufacturer's guidelines

Criteria: The student chose the proper vaccine as specified by the veterinarian.

The student chose the correct diluent as specified by the vaccine manufacturer.

The student chose the correct device to withdraw the diluent from the vial.

The student wiped the tops of the vials with an alcohol sponge.

The student followed the manufacturer's instructions in adding the diluent to the powdered vaccine preparation.

The student appropriately recorded the lot number and expiration of the vaccine in the patient record.

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

Materials Submitted for Evaluation and Verification:

1. Task Verification form for Reconstituting a Vaccine, signed by the Clinical Mentorship Supervisor.

2. One video showing Reconstitution of a vaccine. The video will clearly show the verbal or written order for the vaccine by the veterinarian, the student selecting the vaccine, choosing the diluent and measuring device, measuring the diluent, adding it to the powdered vaccine preparation and recording the lot number. Written labels should be clearly shown on the video. The student should provide a narrative of the steps being performed during the video.

Student Name: _____

Supervisor Name: _____ RVT, CVT, LVT
 DVM, VMD

Patient Name: _____ Date _____

Type of Vaccine Reconstituted _____

I verify that the student performed this task under my supervision.

Signature of Clinical Mentorship Supervisor: _____

8. Dispense Medication to a Client

Goal: To dispense medication to the client.

Description: The student will dispense topical and oral liquid medications to a client, explaining medication administration, administration devices and special instructions if indicated.

Criteria: The student introduced themselves to the client.

The student accurately verbalized the veterinarian's order to the client and explained the reason the medication was prescribed to the patient.

The student asked the client if they had ever given this type of medication to their pet before.

The student ***demonstrated on the pet*** how to administer the medication, describing what they were doing and making sure the client was able to see how to give the medication.

The student identified any possible adverse reactions the client should be aware of <u>and</u> what the client should do if they occur.

The student asked the client if they had any questions.

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

Materials Submitted for Evaluation and Verification:

1. Task Verification form for Dispensing Medication to a Client, signed by the Clinical Mentorship Supervisor.

2. <u>Two</u> video sessions of dispensing medication to the client. This may be done as a simulation, but should be a <u>conversation</u> between the student and the client, not a talk to the camera. The videos should clearly show the verbal or written order for the medication by the veterinarian, the medication being dispensed, all dialogue between the student and client, and <u>demonstrations</u> of medication administration to a live animal. <u>Two</u> sessions must be videotaped: One session should show dispensing an <u>oral liquid</u> medication, and one session should be dispensing a <u>topical </u>agent.

Student Name:_____

Supervisor Name: _____   RVT, CVT, LVT
    DVM, VMD

Patient Name: _____ Date:_____

Medication being dispensed:_____

Patient Name:_____ Date:_____

Medication being dispensed:_____

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

Signature of Clinical Mentorship Supervisor: _____