

# LAB ANIMAL MENTORSHIP



## VM 22600

# CRITERIA HANDBOOK AND LOGBOOK

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## Clinical Mentorship Tasks

1. Video Verification of Supplies

### **Rabbit**

2. Pick up/carry and restrain in towel\*
3. Restrain for physical exam and sex determination\*
4. Restrain in cat bag\*
5. Administer subcutaneous injection\*
6. Collect blood\*\*
7. Provide food, water and enrichment for rabbit

### **Rat**

8. Handle by grasping base of tail and restrain by grasping over shoulders for oral exam/injection, and sex determination\*
9. Administer oral medication\*\*
10. Administer intraperitoneal injection\*\*
11. Administer subcutaneous injection\*\*
12. Collect blood using tail or tarsal/lateral saphenous vein\*\*
13. Provide food, water and enrichment for rat

### **Bird**

14. Restraint and handling\*
15. Physical examination\*
16. Trim nails\*
17. Identify blood collection sites\*

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

**Fall or Spring semester**

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

11:59 p.m. ET Thursday of week 4 – Tasks 2-7 OR 8-13

11:59 p.m. ET Thursday of week 8 – Tasks 2-7 OR 8-13

11:59 p.m. ET Thursday of week 11 – Tasks 14-17

**Summer session**

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

11:59 p.m. ET Thursday of week 4 – Tasks 2-7 OR 8-13

11:59 p.m. ET Thursday of week 7 – Tasks 2-7 OR 8-13

11:59 p.m. ET Thursday of week 9 – Tasks 14-17

***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.***

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**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.

# STUDENT INFORMATION

## GOALS OF VM 22600 LABORATORY ANIMAL 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 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.

## CONTACT PERSON

Any questions regarding the Clinical Mentorship process should be directed to:

Pam Phegley, BS, RVT  
Purdue University  
Veterinary Nursing Program  
625 Harrison Street, Lynn Hall G171  
West Lafayette IN 47907  
(765) 496-6809  
phegley@purdue.edu

# PRE-REQUISITES FOR VM 22600 LABORATORY ANIMAL CLINICAL MENTORSHIP

## Contracts and Agreements

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

1. VM 22600 Clinical Mentorship and Facility Requirement Agreement
2. Clinical Mentorship Supervisor Agreement
3. Student Acknowledgement Form (If you are registering for multiple mentorships in a semester, you only need to complete this form once)
4. Professional Liability Insurance Coverage (You only need to complete this form once a year)

These forms are available on the VNDL website and can be completed electronically using DocuSign.

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

*Failure to complete and return the listed documents and the 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

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. You must complete and have the facility veterinarian sign the VM 22600 Clinical Mentorship and Facility Requirement Agreement.

## **The veterinary care facility must be equipped with the following equipment/supplies:**

- Stethoscope
- Cat restraint bag
- Clippers
- Towels
- Mask or chamber for Isoflurane induction of rodents, if used
- Nail trimmers
- Syringes (1cc, 3cc)
- Needles (22 gauge, 25 gauge)
- Eye lubricant
- 4x4 non-sterile gauze
- Sterile saline for injection
- Exam gloves
- Isopropyl alcohol

## **Purdue VNDL will provide (if student does not already have):**

- Oral gavage needles

## **The veterinary care facility may be equipped with the following optional pharmaceuticals or agents if sedation is chosen:**

- Ketamine/Xylazine for rodent anesthesia (Note: expires 2 weeks after mixing)
- Isoflurane or sevoflurane for rodent anesthesia, if used
- Oxygen if inhalant anesthesia used
- Acepromazine for rabbit sedation

## **The veterinary care facility must be equipped with the following species:**

- Rabbit, approximately eight pounds
- Adult rat, at least 300 grams
- Bird



# SELECTION OF CLINICAL MENTORSHIP SUPERVISOR

The Clinical Mentorship Supervisor is the person who will sign your Logbook and 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* that acknowledges that the supervisor has read and agreed to the *Mentorship Code of Conduct*. Multiple supervisors may be used for documentation of mentorship tasks. Each supervisor must complete a separate Clinical Mentorship Supervisor Agreement.

Should your Clinical Mentorship Supervisor change during the course of the Clinical Mentorship, you will need to have your new supervisor complete a *Clinical Mentorship Supervisor Agreement* and return it to the Purdue VNDL office. These forms are available on the VNDL website and can be completed electronically using DocuSign.

***ALL TASKS PERFORMED FOR A MENTORSHIP SHOULD 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. You are 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 doing the task to minimize the number of times you have to repeat the task. The components of each task are summarized:

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

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

**Criteria** – Lists specific, observable, objective behaviors that you must demonstrate for each task. Your ability to demonstrate each of these behaviors will be required in order to be considered as having successfully completed each 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.** You cannot use the same animal to do all of the repetitions of a task. However, you can use the same animal to perform different tasks. In other words,

you can't do three ear cleanings on the same animal, however, you can 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 you 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 you were able to perform the task to the standard required.

If you do not own a video camera, one may be borrowed or rented. Pre-planning the video procedures will help reduce the need to redo the video documentation. Explain what you are doing as you perform the video documentation, as narration will help the evaluator follow your thought process and clarify what is seen on the video. Voiceovers may be done to clearly explain what is being performed. At the beginning of each task, clearly announce what task you are doing, or insert a written title in the video.

Videotapes, photographs, radiographs, slides, written projects, the Criteria Handbook and Logbook and any other required documentation will not be returned. These items will be kept at Purdue as documentation of the student's performance for accreditation purposes.

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

**Task Verification Forms** – Each task has a form that must be completed and signed by the Clinical Mentorship Supervisor.

**Supplementary Materials** – Logs, written materials, photographs, or other forms/documentation may be required for specific tasks. Be sure to read the Materials to be Submitted for Evaluation section very carefully and return all documented evidence as prescribed.

## 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 emailed to the student following review of each set of submitted tasks. As necessary, instructors may require resubmission of some tasks. When feedback is sent, due dates for resubmissions will be given. ***It is crucial that students with pending feedback check their Purdue emails frequently 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.

### **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](mailto: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 of you for each task.
2. Make sure you have whatever equipment and supplies you need to document the task. Pay particular attention to the details of what needs to be documented and submitted.
3. Make sure you obtain appropriate permissions where necessary. Please inform the facility's owner/manager of your 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 you submit for evaluation and validation at Purdue are identified as your submission.
5. Label all videos posted to Brightspace with the name of the task performed.
6. Submit materials to Purdue by the deadlines listed in the logbooks.

# 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.

Note: Videotaping and photographs are not for the purpose of verifying if the practice is within OSHA compliance or other government regulations. These projects are for the student's education. It may be determined by the student that the practice is not within the current recommendations. The purpose of these projects is to make the student aware of these issues, and how to recognize the issues and develop suggestions for improvement. There will be certain mentorships where OSHA recommendations, in regards to equipment and policies, will be facility requirements for the mentorship.

# 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:

- Cat restraint bag
- Mask or chamber for Isoflurane induction of rodents, if used
- Oral gavage needles

**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. PICK UP, CARRY, AND RESTRAIN A RABBIT IN A TOWEL

**Goal:** Appropriately pick up and carry a rabbit from one place to another, and adequately restrain a rabbit with a towel so that a medical or diagnostic procedure may be performed on a rabbit's head, without injury to either the patient or personnel.

**Description:** The student will pick up and carry a rabbit from a cage to a table, and restrain a rabbit with a towel while someone examines the ears, eyes and mouth..

**Criteria:** The student moved quietly and spoke softly when approaching the rabbit

The student placed one hand on the scruff of the neck

The student appropriately supported the back and hindquarters of the rabbit with their other hand

The student tucked the rabbit's head in the crook of their arm to cover the eyes, without obstructing the nares and carried it to an exam table

The student properly positioned the rabbit on the towel.

The student wrapped the towel directly under the chin and around the thorax of the rabbit so the forelimbs were secure.

The student wrapped the caudal end of the rabbit so that the rear limbs were secure.

The student was able to handle the rabbit in a manner that was adequate for control yet did no harm to the animal.

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

### Materials Submitted for Evaluation and Verification:

1. Task verification form for Pick Up, Carry, and Restraint a Rabbit in a Towel task, signed by the Clinical Mentorship supervisor.
2. A video that clearly shows the student handling and restraining a rabbit as defined in the above criteria for this task.

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

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

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

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

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

### 3. RESTRAIN A RABBIT FOR PHYSICAL EXAMINATION AND SEX DETERMINATION

**Goal:** Adequately restrain a rabbit so that a physical examination may be performed without injury to either the patient or personnel.

**Description:** The student will restrain a rabbit while someone performs an examination of the rabbit's head, legs, feet and perianal area.

**Criteria:** The student scruffed the rabbit while the ears were pressed against the shoulders, and placed a hand under the rump for support.

The student positioned the scruffed rabbit in dorsal recumbency so that the feet, legs and perianal area could be examined.

The student restrained the rabbit in a manner that was adequate for control yet of no harm to the animal, and prevented personnel from being injured.

The student determined the sex of the rabbit during restraint and announced verbally whether it was male or female.

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

**Materials Submitted for Evaluation and Verification:**

1. Task Verification Form for Restrain a Rabbit for Physical Examination and Sex Determination, signed by the Clinical Mentorship supervisor.
2. One video that clearly shows the student restraining a rabbit and determining sex as defined in the above criteria for this task.

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

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

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

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

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



## 4. RESTRAIN A RABBIT IN A CAT BAG

**Goal:** Adequately restrain a rabbit in a cat bag so that a medical or diagnostic procedure may be performed on the rabbit's head, without injury to either the patient or personnel.

**Description:** The student will restrain a rabbit with a cat bag while someone examines the eyes or mouth.

**Criteria:** The student prepared the cat bag.

The student scruffed the rabbit, supported the rump, and placed it into the cat bag.

The student properly secured the cat bag.

The student restrained the rabbit in a manner that was adequate for control yet of no harm to the animal, and prevented personnel from being injured.

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

**Materials Submitted for Evaluation and Verification:**

1. Task Verification Form for Restrain a Rabbit in a Cat Bag task, signed by the Clinical Mentorship supervisor.
2. One video that clearly shows the student restraining a rabbit as defined in the above criteria for this task.

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

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

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

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

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

## 5. ADMINISTER SUBCUTANEOUS INJECTION TO A RABBIT

**Goal:** Successfully administer a subcutaneous injection to a rabbit.

**Description:** The student will administer a subcutaneous injection of a prescribed medication or saline placebo to a rabbit, using proper technique.

**Criteria:** The student selected the proper site for administration

The student palpated the area to determine the proper placement of the needle for administration.

The student applied negative pressure on the syringe to check for blood or air prior to injection.

The student successfully administered the prescribed amount of medication.

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

**Materials Submitted for Evaluation and Verification:**

1. Task Verification Form for Administer Subcutaneous Injection to Rabbit, signed by the Clinical Mentorship supervisor.
2. One video that clearly shows the student administering a subcutaneous injection as defined in the above criteria for this task.

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

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

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

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

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

## 6. COLLECT BLOOD FROM A RABBIT

**Goal:** Successfully collect a blood sample from the marginal ear vein, central ear artery, cephalic vein, or lateral saphenous vein in a rabbit.

**Description:** The student will collect a blood sample from a rabbit using proper technique.

*Note:* *The rabbit may be sedated for this task*

**Criteria:** The student selected the proper site for blood collection.

The student clipped the fur from the site if necessary.

The student placed the needle in the skin with the bevel facing up and in the proper location.

The student's hand was in the proper position to hold the syringe and aspirate to obtain the sample.

The student placed a digit over the puncture site, removed the needle, and continued to apply pressure to the site to prevent hematoma formation.

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

**Materials Submitted for Evaluation and Verification:**

1. Task Verification Form for Collect Blood from Rabbit task, signed by the Clinical Mentorship supervisor.
2. A video that clearly shows the student collecting blood from a rabbit as defined in the above criteria for this task.

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

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

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

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

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

## 7. PROVIDE FOOD, WATER AND ENRICHMENT FOR A RABBIT

**Goal:** Provide proper food and water sources for a rabbit in its enclosure, and provide enrichment appropriate for rabbits.

**Description:** The student will set up proper food and water sources for a rabbit, and demonstrate sources of enrichment in the enclosure.

**Criteria:** The student set up and described a proper water source for the rabbit in its enclosure.

The student set up and described proper feeding equipment and food for the rabbit in its enclosure.

The student showed and described sources of enrichment for the rabbit in its enclosure.

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

### Materials Submitted for Evaluation and Verification:

1. Task Verification Form for Provide Food, Water and Enrichment for a Rabbit skill, signed by the Clinical Mentorship supervisor.
2. A video showing the student demonstrating and describing verbally sources of water, food and enrichment in a rabbit enclosure.

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

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

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

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

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

## 8. HANDLE RAT BY GRASPING THE BASE OF THE TAIL AND RESTRAIN BY GRASPING OVER SHOULDERS FOR ORAL EXAM / INJECTION AND SEX DETERMINATION

**Goal:** Successfully handle a rat by grasping it at the base of the tail so it may be moved from a cage to an examination table, and restrain by grasping it over the shoulders so that an oral examination or injections may be performed.

**Description:** The student will handle a rat by grasping it at the base of the tail, removing it from the cage, placing the animal on an exam table, and restrain it by grasping over the shoulders while someone performs an oral exam or gives an injection.

**Criteria:** The student isolated the rat without injury either to the animal or personnel.

The student grasped the base of the tail.

The student lifted the rat from the cage and immediately placed it on the exam table without losing control of the animal.

The student restrained the rat to limit head movement so that the student was not injured, by one of the following methods:

1. Placing the thumb on one side of the thorax just caudal to the scapula, and the remaining fingers on the opposite side of the thorax caudal to the scapula.
2. Placing the thumb and forefinger on each scapula and pushing toward the ventral midline, making the forelimbs cross under the animal's chin.
3. Placing the index finger on one side of the head cranial to the forelimb and the middle finger on the opposite of the head cranial to the forelimb. The thumb and ring finger are just caudal to the scapula, wrapping around the thorax.

The student adequately controlled the rat while it received either an oral exam or injection.

The student determined the sex of the rat and stated verbally whether it was male or female.

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

### Materials Submitted for Evaluation and Verification:

1. Task Verification Form for Handle Rat by Grasping Base of Tail and Restrain by Grasping over Shoulders for Oral Exam/ Injection task, signed by the Clinical Mentorship supervisor.
2. A video that clearly shows the student handling and restraining a rat using one of the methods defined in the above criteria for this task.

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

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

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

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

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

## 9. ADMINISTER ORAL DRUG / MEDICATION TO RAT

**Goal:** Successfully demonstrate intragastric gavage technique of administering oral drugs or medications to a rat.

**Description:** The student will administer 0.5 ml of a sterile saline placebo to an adult rat using proper intragastric gavage technique.

**Note:** *This task must be performed on an awake (not sedated or anesthetized) rat.*

**Criteria:** The student correctly restrained the animal for the procedure.

The student measured and selected the appropriate gavage needle.

The student appropriately placed the gavage needle for injection of sterile saline directly into the stomach, while monitoring for correct placement.

The student administered the sterile saline directly into the stomach, while monitoring the animal for signs of incorrect placement.

The student was able to successfully control the animal when it struggled.

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

**Materials Submitted for Evaluation and Verification:**

1. Task Verification Form for Administer Oral Drug / Medication to Rat skill, signed by the Clinical Mentorship supervisor.
2. A video that clearly shows the student administering oral medication to a rat as defined in the above criteria for this task.

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

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

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

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

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

## 10. ADMINISTER INTRAPERITONEAL INJECTION TO RAT

**Goal:** Successfully administer an intraperitoneal injection to a rat.

**Description:** The student will administer an intraperitoneal injection of a prescribed medication or a sterile saline placebo to a rat.

**Note:** *This task may be performed as the administration of an injectable anesthetic preceding further tasks using the rat, or on an anesthetized or sedated rat.*

**Criteria:** The student selected the correct site for administration.

The student correctly restrained the animal for the injection.

The student properly introduced the needle into the site of administration.

The student aspirated the syringe prior to injection to check needle placement.

The student successfully administered the prescribed volume of medication or saline.

The student appropriately monitored the rat if it was sedated or anesthetized.

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

**Materials Submitted for Evaluation and Verification:**

1. Task Verification Form for Administer Intraperitoneal Injection to Rat skill, signed by the Clinical Mentorship supervisor.
2. Copy of sedation/anesthesia record if rat was sedated or anesthetized.
3. A video that clearly shows the student administering an intraperitoneal injection to a rat as defined in the above criteria for this task.

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

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

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

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

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

## 11. ADMINISTER SUBCUTANEOUS INJECTION TO RAT

**Goal:** Successfully administer a subcutaneous injection to a rat.

**Description:** The student will administer a subcutaneous injection of a prescribed medication or a sterile saline placebo to a rat.

**Note:** *This task may be performed with a sedated or anesthetized rat, but is not required.*

**Criteria:** The student selected the correct site for administration.

The student properly introduced the needle into the site for administration.

The student aspirated the syringe to check for blood or air prior to injection.

The student successfully administered the prescribed volume of medication or saline.

The student appropriately monitored the rat if it was sedated or anesthetized.

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

**Materials Submitted for Evaluation and Verification:**

1. Task Verification Form for Administer Subcutaneous Injection to Rat skill, signed by the Clinical Mentorship supervisor.
2. Copy of sedation/anesthesia record if rat was sedated or anesthetized.
3. A video that clearly shows the student administering a subcutaneous injection to a rat as defined in the above criteria for this task.

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

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

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

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

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



## 12. COLLECT BLOOD FROM RAT USING THE TAIL VEIN OR TARSAL/LATERAL SAPHENOUS VEIN

**Goal:** Successfully collect blood from a rat, using proper technique, from the tail vein or tarsal/lateral saphenous vein.

**Description:** The student will collect a blood sample from the tail vein or tarsal/lateral saphenous vein of a rat, using proper technique.

**Note:** *This task may be performed with a sedated or anesthetized rat, but is not required.*

**Criteria:** The animal was correctly placed in sternal or lateral recumbency.

The student visualized the location of the vein being used for blood collection.

For tarsal/saphenous venipuncture a digital tourniquet was applied to the leg (may be done by assistant).

The student placed the needle in the skin with the bevel facing up and in the proper location.

The student collected the blood either by using a microhematocrit tube in the hub of a needle or removing the needle and using a microhematocrit tube directly at the puncture site.

Digital pressure was applied to prevent hematoma formation.

The student appropriately monitored the rat if it was sedated or anesthetized.

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

### Materials Submitted for Evaluation and Verification:

3. Task Verification Form for Collect Blood from Rat Using the Tail Vein or Tarsal/lateral Saphenous Vein skill, signed by the Clinical Mentorship supervisor.
4. Copy of sedation/anesthesia record if rat was sedated or anesthetized.
5. A video that clearly shows the student collecting blood from a rat using one of the sites defined in the above criteria for this task.

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

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

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

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

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

### 13. PROVIDE FOOD, WATER AND ENRICHMENT FOR A RAT

**Goal:** Provide proper food and water sources for a rat in its enclosure, and provide enrichment appropriate for rats.

**Description:** The student will set up proper food and water sources for a rat, and demonstrate sources of enrichment in the enclosure.

**Criteria:** The student set up and described a proper water source for the rat in its enclosure.

The student set up and described proper feeding equipment and food for the rat in its enclosure.

The student showed and described sources of enrichment for the rat in its enclosure.

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

**Materials Submitted for Evaluation and Verification:**

1. Task Verification Form for Provide Food, Water and Enrichment for a Rat skill, signed by the Clinical Mentorship supervisor.
2. A video showing the student demonstrating and describing verbally sources of water, food and enrichment in a rat enclosure.

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

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

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

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

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

## 14. AVIAN RESTRAINT AND HANDLING

**Goal:** Adequately restrain a bird so a physical exam may be performed without injury to either the patient or personnel.

**Description:** The student will restrain a bird while someone performs a physical exam on the bird.

**Criteria:** The student removed water bowls, perches, and food containers from the carrier, if applicable. Room lights were dimmed to reduce stress on the bird, if applicable.

The student approached the bird in a non-threatening manner.

The student allowed the bird to see and interact with a towel before trying to place it over the bird.

The student placed the towel over the bird's head.

The student appropriately grasped the bird firmly but gently around the neck while keeping the towel over the bird's head.

The student removed the towel from over the bird's head and wrapped the remaining portion of the towel around the body of the bird to prevent wing flapping, and thus potential injury to the bird or restrainer.

The student effectively restrained the feet to prevent scratching of the restrainer.

The student was careful not to compress the thorax of the bird during restraint, avoiding unnecessary distress and inadvertent suffocation of the bird.

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

**Materials Submitted for Evaluation and Verification:**

1. Task Verification Form for Avian Restraint and Handling skill, signed by the Clinical Mentorship supervisor.
2. A video that clearly shows the student restraining a bird as defined in the above criteria for the task.

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

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

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

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

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

## 15. AVIAN PHYSICAL EXAMINATION

**Goal:** To perform a physical exam on a bird.

**Description:** The student will perform a physical exam on a bird and accurately record findings.

**Criteria:** The student observed the bird to assess general appearance and condition before approaching it to begin the physical exam.

The student examined the bird's face, beak, and inside the mouth.

The student auscultated the heart and air sacs.

The student examined the cloaca for discharge.

The student accurately recorded findings.

The student submitted a written physical exam report.

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

**Materials Submitted for Evaluation and Verification:**

1. Task Verification Form for Avian Physical Examination skill, signed by the Clinical Mentorship supervisor.
2. A video that clearly shows the student performing a physical exam on a bird as defined in the above criteria for the task. The student provided a narrative stating the finding of the exam.
3. One written physical exam report for the case videoed.

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

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

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

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

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

## 16. TRIMMING AVIAN TOENAILS

**Goal:** Perform a nail trim on a bird.

**Description:** The student will trim nails on a bird while they or another person appropriately restrains.

**Criteria:** The bird was restrained appropriately either by the student or an assistant.

The student chose the correct type of nail trimmer.

The student placed the nail trimmers in the proper position on the nail.

The amount of nail removed was appropriate.

The nail did not bleed after removal of tip. If bleeding did occur, proper hemostasis was achieved by applying pressure or a cauterizing agent.

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

**Materials Submitted for Evaluation and Verification:**

1. Task Verification Form for Trimming Avian Toenails skill, signed by the Clinical Mentorship supervisor.
2. A video clearly showing the student trimming the toenails on a bird as defined in the above criteria for this task.

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

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

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

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

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

## 17. IDENTIFICATION OF AVIAN BLOOD COLLECTION SITES

**Goal:** Identify common sites for blood collection in birds

**Description:** The student will identify common blood collection sites on a bird while they or another person appropriately restrains.

**Criteria:** The bird was restrained appropriately either by the student or an assistant.

The student identified common blood collection sites by pointing them out and verbally identifying each site

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

**Materials Submitted for Evaluation and Verification:**

1. Task Verification Form for Identification of Avian Blood Collection Sites skill, signed by the Clinical Mentorship supervisor.
2. A video clearly showing the identifying blood collection sites and verbally stating the sites

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

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

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

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

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

# RABBIT/RODENT ANESTHESIA/SEDATION RECORD

Date	Name	Sex	Pulse	Respiration	Weight

Injectable Anesthetic Drug(s)	Name:	Dose given:	Route:
	Name:	Dose given:	Route:
Inhalant Anesthetic Drug	Name:		

Drug Dosages:

**Rat:** 45mg/kg Ketamine and 5mg/kg Xylazine IP

**Rabbit:** 1mg/kg Acepromazine IM

Calculations:

Procedure(s) performed:

Take number readings for pulse and respiration if you can get them.

Time														
Pulse (+/-)														
Respiration (+/-)														

Time														
Pulse (+/-)														
Respiration (+/-)														

Anesthetist: \_\_\_\_\_