

PARASITOLOGY CLINICAL MENTORSHIP



VM 21400

CRITERIA HANDBOOK AND LOGBOOK

INDEX OF NOTEBOOK

Student Information

- Goals of Parasitology / Microbiology Mentorship
- Contact person at Purdue University
- Pre-requisites for VM 21400 Parasitology 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 Parasitology / Microbiology Clinical Mentorship

Clinical Mentorship Tasks

Introduction to Essential Tasks and Criteria

1. Perform and Read Direct Fecal Smear
2. Perform and Read Fecal Flotation
3. Perform and Read Fecal Sedimentation
4. Perform Visual Exam for External Parasites*
5. Perform Heartworm Diagnostic Test

Clinical Mentorship Projects

6. Collection of Feces for Fecal Exam Project
7. Heartworm Diagnostic Tests Project

NOTE THE FOLLOWING DUE DATES FOR THE TASKS ABOVE:

Fall or Spring semester 5:00p.m. Thursday of week 6 – Tasks 1-5

5:00p.m. Thursday of week 10 – Tasks 6-7

Summer session 5:00p.m. Thursday of week 4 – Tasks 1-5

5:00p.m. Thursday of week 8 – Tasks 6-7

Incomplete grades will not be assigned for mentorships at the end of the semester.

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

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

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

Animal Use Guidelines

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

1. A mentorship task may be performed only once on a single animal.
2. 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.
3. 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.
4. 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.
5. 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 21400

PARASITOLOGY CLINICAL MENTORSHIP

Working with a small animal veterinary care facility, the student will practice several 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 Technology 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 Technology Program
625 Harrison Street, Lynn Hall G171
West Lafayette IN 47907
(765) 496-6809
phegleyp@purdue.edu

PRE-REQUISITES FOR VM 21400 PARASITOLOGY 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. Facility Requirement Agreement
2. Clinical Mentorship Agreement
3. Supervisor Agreement
4. Health Risk and Insurance Acknowledgement
5. Professional Liability Insurance Coverage
6. Agreement and Release of Liability
7. Technical Standards Acknowledgement
8. Code of Conduct

These forms are available on the VTDL website for downloading, printout, and completion.

If more than one Clinical Mentorship course is taken, a separate Facility Requirement Agreement, Clinical Mentorship 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 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 VTDL student is required to purchase, for a nominal fee, Professional Liability Insurance through Purdue University. This is done by completing the Professional Liability Insurance Coverage form and sending a check for the fee. This check must be separate from payment of course fees. 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.

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 Facility Requirement Agreement.

The veterinary care facility must be equipped with the following equipment:

- Tubes or vials for fecal flotation
- Centrifuge and centrifuge tubes
- Flea comb
- Heartworm diagnostic tests (type used in the practice)
- Microscope with 10X, 40X, 100X

The veterinary care facility must be equipped with the following items:

- Sterile cotton-tipped applicators
- Sterile saline
- Microscope slides
- Cover slips
- Fecal flotation solution (type used in the practice)
- Cheesecloth or gauze
- Small paper cups
- Wax pencil or crayon
- Disposable pipets
- White paper towel

SELECTION OF THE 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 *Supervisor Agreement*. You must return this agreement with the other agreements prior to beginning your Clinical Mentorship. Multiple supervisors may be used for documentation of mentorship tasks. Each supervisor must complete a separate 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 VTDL office. These forms are available on the VTDL website for downloading and printing.

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 VTDL 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 sections of courses. Each section must arrive at Purdue by the deadline (not a postmark date).

Paperwork may be

- FAXed to 765-496-2873
- e-mailed to phegleyp@purdue.edu
- sent by regular mail to 625 Harrison Street, Lynn Hall G171, West Lafayette, IN 47907

Videos may be submitted

- in the Media Gallery of Blackboard. If submitted on Blackboard, send an e-mail to phegleyp@purdue.edu notifying of the submission. ***This is the preferred method of online submission***, since it does not limit how much you put on, is no cost to you, and automatically archives here. You must assign the videos to the correct course in order for the instructor to view them.
- by an online source such as Dropbox. If a password is required to open videos submitted with an online service, email the password to phegleyp@purdue.edu. These methods may not be acceptable if they cannot be archived.
- by sending on a disc or flash drive by regular mail to 625 Harrison Street, Lynn Hall G171, West Lafayette, IN 47907

Late submissions will incur a grade penalty. Incomplete grades will no longer be assigned for mentorships at the end of each semester.

Feedback will be emailed until all tasks are completed successfully. A hard copy will be sent when the course is complete and a grade is assigned. 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.

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 Blackboard 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 things 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 placed inside the notebook for submission with other materials.
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. PERFORM AND READ DIRECT FECAL SMEAR

Goal: To successfully set up a direct fecal smear and examine the slide under the microscope for the presence of parasitic material.

Description: The student will take a very small amount of feces and mix it with a drop of saline or water on a microscope slide. The student will then place the slide on a microscope and examine it for parasitic material.

Criteria: The student placed a drop of saline on a microscope slide

The student added a tiny amount of feces to the slide

The student thoroughly mixed the feces and saline with an applicator stick or toothpick to form a homogenous emulsion that was sufficiently thin to see newspaper print through

The student placed a cover slip over the smear

The student placed the slide on a microscope and examined the area of the slide under the coverslip at 10X power, and noted and recorded any parasitic material found in the sample, verbally stating the result

Number of Times Task Needs to be Successfully Performed: 3 any species

Materials Submitted for Evaluation and Verification:

1. Task Verification Form for Perform and Read Direct Fecal Smear skill, signed by the Clinical Mentorship supervisor.
2. A video that clearly shows the student performing and reading a direct smear as defined in the above criteria for this task.

Student Name: _____

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

Date: _____ Date: _____ Date: _____

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

Signature of Clinical Mentorship Supervisor: _____

3. PERFORM & READ FECAL SEDIMENTATION

Goal: To successfully set up a fecal sedimentation and examine the slide under a microscope for the presence of parasitic material

Description: The student will mix a small amount of feces with saline or water, place the mixture into a centrifuge tube, pour off the liquid after centrifugation, and examine the sediment on a microscope slide under a microscope.

- Criteria:**
- The student placed about 1 teaspoon of feces into a paper cup
 - The student added saline or water to the cup
 - The student thoroughly mixed the feces into solution with an applicator stick or equivalent
 - The student poured the mixture through cheesecloth into a 15 ml centrifuge tube (the tube should be about ½ full)
 - The student placed the tube in the centrifuge and spun the mixture for 3-5 minutes at 1300-1500 rpm
 - The student slowly poured the liquid from the tube without disturbing the sediment layer on the bottom
 - The student used a pipette to transfer a small amount of the fine sediment to a microscope slide
 - The student placed a cover slip over the sediment on the slide
 - The student placed the slide on the microscope, examined the area of the slide under the cover slip, and noted and recorded any parasitic material found, verbally stating the result

Number of Times Task Needs to be Successfully Performed: 3 any species

Materials Submitted for Evaluation and Verification:

1. Task verification form for Perform and Read a Fecal Sedimentation task, signed by the Clinical Mentorship supervisor.
2. A video that clearly shows the student performing and reading a fecal sedimentation as defined in the above criteria for this task.

Student Name: _____

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

Date: _____ Date: _____ Date: _____

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

Signature of Clinical Mentorship Supervisor: _____

4. PERFORM VISUAL EXAM FOR EXTERNAL PARASITES

Goal: To successfully perform a visual inspection to check for the presence of external parasites.

Description: The student will perform a visual inspection for the presence of external parasites, including a visual inspection as well as the use of a flea comb and a white paper test.

Criteria: The student thoroughly inspected the animal from head to tail, looking for the presence of external parasites

The student parted the hair on the animal in several places in order to directly observe the skin for evidence of external parasites or flea allergy dermatitis

The student examine the ears for evidence of external parasites

The student properly used a flea comb on the hair of the animal

The student placed the material collected with the flea comb onto a moist white paper towel to examine it for evidence of flea "dirt".

The student verbally stated all observations during the exam.

Number of Times Task Needs to Successfully Performed: 4 total: 2 each dog and cat

Materials Submitted for Evaluation and Verification:

1. Task verification form for Perform Visual Inspection for External Parasites task, signed by the Clinical Mentorship supervisor.
2. A video that clearly shows the student performing a visual inspection for external parasites as defined in the above criteria for this task.

Student Name: _____

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

Date:_____ Species:_____

Date:_____ Species:_____

Date:_____ Species:_____

Date:_____ Species:_____

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

Signature of Clinical Mentorship Supervisor: _____

5. PERFORM HEARTWORM DIAGNOSTIC TEST

- Goal:** To successfully set up a heartworm diagnostic test and interpret the result.
- Description:** The student will perform a heartworm diagnostic test according to the clinic SOP for heartworm testing.
- Criteria:** The student performed heartworm diagnostic testing according to the clinic SOP for heartworm testing
- The student correctly interpreted the result of the heartworm test
- The student verbally described each step as it was performed, as well as stating the result.

Number of Times Task Needs to be Successfully Performed: 2

Materials Submitted for Evaluation and Verification:

1. Task verification form for Perform Heartworm Diagnostic Test task, signed by the Clinical Mentorship supervisor.
2. A video that clearly shows the student performing a heartworm diagnostic test as defined in the above criteria for this task, including all steps in the clinic SOP. The student will narrate to explain each step of the test.
3. Written clinic SOP for heartworm diagnostic testing.
4. If a commercially prepared heartworm testing kit is used, provide the following information: Product name, Manufacturer, Copy of manufacturer's instructions for performing the test.

Student Name: _____

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

Date: _____ Date: _____

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

Signature of Clinical Mentorship Supervisor: _____

6. COLLECTION OF FECES FOR FECAL EXAM PROJECT

This project is designed to educate clients in the proper way to collect, store and transport fecal samples from their home to a veterinary clinic for analysis. The student will submit a written paper addressing the following:

1. The clinic's protocol for instructing clients how to obtain a stool sample from their pet and bring it to the clinic.
2. Describe changes that you would make in this instruction protocol, and why the changes should be made.
3. Does the mentorship site use fecal loops for collection of fecal samples? In what situations are they used? What alternative methods might be employed? Give advantages and disadvantages of using fecal loops.
4. It is just before closing, and a client calls who has just collected a stool sample and would like it to be checked for parasites. What instructions would you give this client?

The paper should be typed, and will be checked for grammar and spelling.

7. HEARTWORM DIAGNOSTIC TESTS PROJECT

The student will submit a written paper addressing the following:

1. Identify and describe the type(s) of heartworm test(s) performed at your mentorship site. Why did the clinic choose this (these) test(s) rather than others that are available?
2. If the clinic uses a heartworm antigen test, what situation(s) would require the use of an additional or different type of heartworm test? Why?
3. Complete the grid on the following page, listing advantages and disadvantages of each type of heartworm diagnostic test, and what life stage(s) of the heartworm is/are detected by each test.

The paper should be typed and will be checked for grammar and spelling. The grid may be handwritten but must be legible.

Heartworm Diagnostic Project Table

Complete the table below, giving complete information in all blanks

TEST	ADVANTAGES	DISADVANTAGES	LIFE STAGE DETECTED
ELISA Antibody			
ELISA Antigen			
Filter			
Modified Knott's			
Buffy Coat			
Direct Exam (blood smear)			