

LABORATORY ANIMAL CLINICAL MENTORSHIP



VM 22600

CRITERIA HANDBOOK AND LOGBOOK

INDEX OF NOTEBOOK

Student Information

- Goals of Laboratory Animal Mentorship
- Contact person at Purdue University
- Pre-requisites for VM 22600 Laboratory Animal Clinical Mentorship
 - ❖ Courses
 - ❖ Contracts and agreements
 - ❖ Insurance
- Selection of Clinical Mentorship site – facility criteria
- Selection of Mentorship Supervisor
- Materials – The Criteria Handbook and Logbook
- Completion of Laboratory Animal Mentorship

Clinical Mentorship Tasks

Introduction to Essential Tasks and Criteria

Rabbit

1. Restrain in towel with head exposed*
2. Restrain in towel for IM injection*
3. Restrain for physical exam and sex determination*
4. Restrain in cat bag or commercial rabbit restrainer*
5. Administer subcutaneous injection**
6. Administer intramuscular injection** (*administration of anesthetic agents*)
7. Place intravenous catheter**
8. Collect blood**
9. Monitor and maintain anesthesia

Rat

10. Restrain by grasping over shoulders for oral exam/injection, and sex determination*
11. Handle by grasping base of tail*
12. Administer oral medication**
13. Administer intraperitoneal injection** (*administration of anesthetic agents*)
14. Administer subcutaneous injection**
15. Collect blood using tail or tarsal/lateral saphenous vein**
16. Monitor and maintain anesthesia

Mouse

17. Handle by scruffing neck, and sex determination*
18. Handle by grasping base of tail*
19. Administer oral medication**
20. Administer intraperitoneal injection**
21. Administer subcutaneous injection**
22. Monitor and maintain anesthesia

Any Pocket Pet

23. Trim nails*

Bird

24. Restraint and handling*
25. Physical examination*
26. Trim nails*

IMPORTANT! See following page for due dates for all tasks

NOTE THE FOLLOWING DUE DATES FOR THE TASKS ABOVE:

Fall or Spring semester ***5:00p.m. Thursday of week 4 – Tasks 1-9 OR 10-22***

5:00p.m. Thursday of week 8 – Tasks 10-22 OR 1-9

5:00p.m. Thursday of week 11 – Tasks 23-26

Summer session ***5:00p.m. Thursday of week 3 – Tasks 1-9 OR 10-22***

5:00p.m. Thursday of week 5 – Tasks 10-22 OR 1-9

5:00p.m. Thursday of week 7 – Tasks 23-26

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.

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 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 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 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. 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 Certification, Clinical Mentorship Contract, 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/supplies:

- Stethoscope
- Cat bag
- Clippers
- Towels
- Mask or chamber for Isoflurane induction of rodents, if used
- Nail trimmers
- IV catheters (24 gauge)
- Syringes (1cc, 3cc)
- Needles (22 gauge, 25 gauge)
- Eye lubricant
- Heparinized saline
- Heparinized microhematocrit tubes
- 4x4 non-sterile gauze
- Cases from 35cc syringes
- Sterile saline for injection
- Exam gloves
- Isopropyl alcohol
- Super Glue or equivalent

Purdue VTDL will provide:

- Oral gavage needles

The veterinary care facility must be equipped with the following pharmaceuticals or agents:

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

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

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

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 *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 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. RESTRAIN A RABBIT IN A TOWEL WITH THE HEAD EXPOSED

Goal: 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 restrain a rabbit with a towel while someone examines the ears, eyes and mouth.

Criteria: 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 restrain the rabbit in a manner that was adequate for the exam to be performed yet did not 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 Restrain a Rabbit in a Towel with the Head Exposed task, signed by the Clinical Mentorship supervisor.
2. A 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: _____

2. RESTRAIN A RABBIT IN A TOWEL FOR IM INJECTION

Goal: Adequately restrain a rabbit with a towel so that an intramuscular injection may be administered.

Description: The student will restrain a rabbit with a towel while someone administers an intramuscular injection.

Criteria: The student properly positioned the rabbit on the towel.

The student wrapped the towel over the head and around the thorax.

The student positioned their hands and arm around the wrapped rabbit to keep the body of the animal immobilized.

The student was able to restrain the rabbit in a manner that was adequate for control yet of 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 Restrain a Rabbit in a Towel for IM Injection task, signed by the Clinical Mentorship supervisor.
2. A 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: _____

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 OR COMMERCIAL RABBIT RESTRAINER

Goal: Adequately restrain a rabbit in a cat bag or commercial rabbit restrainer 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 or rabbit restrainer while someone examines the eyes or mouth.

Criteria: The student prepared the cat bag or rabbit restrainer.

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

The student properly secured the cat bag or restrainer.

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 or Commercial Rabbit Restrainer 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 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. ADMINISTER INTRAMUSCULAR INJECTION TO RABBIT

Goal: To successfully administer an intramuscular injection to a rabbit.

Description: The student will administer an intramuscular injection using either a prescribed medication or a saline placebo to a rabbit, using proper technique.

NOTE: *This injection may be performed with sedation drugs for performance of other tasks on the rabbit.*

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 properly introduced the needle into the administration site

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 Intramuscular Drug / Medication to Rabbit task, signed by the Clinical Mentorship supervisor.
2. One video that clearly shows the student administering an intramuscular 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: _____

7. PLACE INTRAVENOUS CATHETER IN A RABBIT

Goal: Successfully place an intravenous catheter in the cephalic, auricular or lateral saphenous vein of the rabbit.

Description: The student will place an intravenous catheter in the vein of a rabbit, using proper technique.

Note: *The rabbit may be sedated for this task, using Acepromazine at 1mg/kg given intramuscularly.*

Criteria: The student selected the proper site for IV catheter placement.

The student clipped an area of appropriate size, leaving no fur at the site.

The student prepped the site for an aseptic catheter placement and did not contaminate the site after it was prepped.

The student flushed the catheter with heparinized saline prior to placement.

The student placed the catheter into the skin with the bevel facing upward.

The student observed the catheter hub for blood flow and when it was observed, threaded the catheter off the stylet and into the vein.

The student removed the stylet from the catheter and placed an injection cap.

The student appropriately secured the catheter.

The student flushed the catheter.

Number of Times Task Needs to be Successfully Performed: 1

Materials Submitted for Evaluation and Verification:

1. Task Verification Form for Intravenous Catheter in a Rabbit task, signed by the Clinical Mentorship supervisor
2. A video that clearly shows the student placing an IV catheter in 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: _____

8. COLLECT BLOOD FROM 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, using 1 mg/kg Acepromazine IM*

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: _____

9. MONITOR AND MAINTAIN ANESTHESIA/SEDATION IN A RABBIT

Goal: Successfully monitor and maintain anesthesia or sedation in a rabbit.

Description: The student will appropriately monitor a rabbit that has been sedated or anesthetized for a procedure or techniques to be performed.

Criteria: The student administered sedation drugs to a rabbit as described in the intramuscular injection task OR anesthetized a rabbit with inhalant anesthesia.

The student monitored the rabbit and recorded parameters every five minutes on an anesthetic record.

The student monitored the rabbit until fully recovered.

Number of Times Task Needs to be Successfully Performed: 1

Materials Submitted for Evaluation and Verification:

1. Task Verification Form for Monitor and Maintain Anesthesia/Sedation in a Rabbit, signed by the Clinical Mentorship supervisor.
2. A video that clearly shows the student monitoring a sedated or anesthetized rabbit as defined above in this task.
3. Written anesthesia record corresponding to videoed case, including drug calculations.

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. RESTRAIN RAT BY GRASPING OVER SHOULDERS FOR ORAL EXAM / INJECTION AND SEX DETERMINATION

Goal: Successfully restrain a rat by grasping it over the shoulders so that an oral examination or injections may be performed.

Description: The student will restrain a rat by grasping it over the shoulders while someone performs an oral exam or gives an injection.

Criteria: The student restrained the rat to limit head movement so that the student is 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: **3 (one time each method)**

Materials Submitted for Evaluation and Verification:

1. Task Verification Form for Restrain Rat by Grasping over Shoulders for Oral Exam / Injection task, signed by the Clinical Mentorship supervisor.
2. A video that clearly shows the student 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: _____ **Method 1 2 3 (circle one)**

Date: _____ **Method 1 2 3 (circle one)**

Date: _____ **Method 1 2 3 (circle one)**

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

Signature of Clinical Mentorship Supervisor: _____

11. HANDLE RAT BY GRASPING THE BASE OF THE TAIL

Goal: To 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.

Description: The student will handle a rat by grasping it at the base of the tail, removing it from the cage, and placing the animal on an exam table.

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.

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 the Base of the Tail task, signed by the Clinical Mentorship supervisor.
2. A video that clearly shows the student handling 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. 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.
- 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: _____

13. 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.*

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.

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. 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: _____

14. 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 the animal under anesthesia, 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.

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. 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: _____

15. 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 the animal under anesthesia

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.

Number of Times Task Needs to be Successfully Performed: 1

Materials Submitted for Evaluation and Verification:

1. Task Verification Form for Collect Blood from Rat Using the Tail Vein or Tarsal/lateral Saphenous Vein skill, signed by the Clinical Mentorship supervisor.
2. 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: _____

16. MONITOR AND MAINTAIN ANESTHESIA IN A RAT

Goal: Successfully monitor and maintain anesthesia in a rat.

Description: The student will appropriately monitor a rat that has been anesthetized for a procedure or techniques to be performed.

Criteria: The student administered anesthetic drugs to a rat as described in the intraperitoneal injection task. The student monitored the rat and recorded parameters every five minutes on a anesthesia record. The student monitored the rat until fully recovered.

Number of Times Task Needs to be Successfully Performed: 1

Materials Submitted for Evaluation and Verification:

1. Task Verification Form for Monitor and Maintain Anesthesia in a Rat skill, signed by the Clinical Mentorship supervisor.
2. A video that clearly shows the student monitoring an anesthetized rat as defined above in this task.
3. Written anesthesia record corresponding to videoed case, including drug calculations.

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. HANDLE MOUSE BY SCRUFFING THE NECK, AND SEX DETERMINATION

Goal: Successfully isolate and scruff a mouse so the animal may be moved from a cage to an examination table, and its sex determined.

Description: The student will handle a mouse by scruffing the neck so that it may be moved from a cage to an exam table, and determine the sex of the mouse.

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

The student grasped the scruff of the neck to limit the mouse's mobility to prevent injury to themselves.

The student provided support to the caudal half of the mouse to control the animal and alleviate stress while moving it to the exam table.

The student moved the mouse from its cage to the table without losing control of the animal.

The student correctly determined the sex of the mouse 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 Mouse by Scruffing the Neck, and Sex Determination skill, signed by the Clinical Mentorship supervisor.
2. A video that clearly shows the student handling a mouse 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: _____

18. HANDLE MOUSE BY GRASPING THE BASE OF THE TAIL

Goal: To successfully handle a mouse by grasping it at the base of the tail so it may be moved from a cage to an examination table.

Description: The student will handle a mouse by grasping it at the base of the tail removing it from the cage, and placing the animal on an exam table.

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

The student grasped the base of the tail.

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

Number of Times Task Needs to be Successfully Performed: 1

Materials Submitted for Evaluation and Verification:

1. Task Verification Form for Handle Mouse by Grasping the Base of the Tail task, signed by the Clinical Mentorship supervisor.
2. A video that clearly shows the student handling a mouse 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: _____

19. ADMINISTER ORAL DRUG / MEDICATION TO MOUSE

- Goal:** Successfully demonstrate intragastric gavage technique of administering oral drugs or medications to a mouse.
- Description:** The student will administer 0.5 ml of a sterile saline placebo to an adult mouse using proper intragastric gavage technique.
- 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 Mouse skill, signed by the Clinical Mentorship supervisor.
2. A video that clearly shows the student administering oral medication to a mouse 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: _____

20. ADMINISTER INTRAPERITONEAL INJECTION TO MOUSE

Goal: Successfully administer an intraperitoneal injection to a mouse.

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

Note: *This task may be performed as the administration of an injectable anesthetic preceding further tasks using the mouse.*

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.

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 Mouse skill, signed by the Clinical Mentorship supervisor.
2. A video that clearly shows the student administering an intraperitoneal injection to a mouse 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: _____

21. ADMINISTER SUBCUTANEOUS INJECTION TO MOUSE

Goal: Successfully administer a subcutaneous injection to a mouse.

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

Note: *This task may be performed with the animal under anesthesia.*

Criteria: The student selected the correct site for administration.

The student properly introduced the needle into the site of 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.

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 Mouse skill, signed by the Clinical Mentorship supervisor.
2. A video that clearly shows the student administering a subcutaneous injection to a mouse 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: _____

22. MONITOR AND MAINTAIN ANESTHESIA IN A MOUSE

Goal: Successfully monitor and maintain anesthesia in a mouse.

Description: The student will appropriately monitor a mouse that has been anesthetized for a procedure or techniques to be performed.

Criteria: The student administered anesthetic drugs to a mouse as described in the intraperitoneal injection task.

The student monitored the mouse and recorded parameters every five minutes on an anesthesia record.

The student monitored the mouse until fully recovered.

Number of Times Task Needs to be Successfully Performed: 1

Materials Submitted for Evaluation and Verification:

1. Task Verification Form for Monitor and Maintain Anesthesia in a Mouse skill, signed by the Clinical Mentorship supervisor.
2. A video that clearly shows the student monitoring an anesthetized mouse as defined above in this task.
3. Written anesthesia record corresponding to videoed case, including drug calculations.

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: _____

23. TRIMMING POCKET PET TOENAILS

Goal: Perform a nail trim on a pocket pet.

Description: The student will restrain a pocket pet such as a rat, mouse, rabbit, hamster, gerbil or guinea pig and trim the nails.

Criteria: The student restrained the animal appropriately for the species.

The student chose the correct type of nail trimmer (e.g., standard pet nail trimmers or fingernail clippers).

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 Pocket Pet Toenails skill, signed by the Clinical Mentorship supervisor.
2. A video clearly showing the student restraining a pocket pet and trimming nails 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: _____

24. 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: _____

25. 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: _____

26. 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: _____

VM 22600 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, Gerbil, Guinea Pig: 45mg/kg Ketamine and 5mg/kg Xylazine IP

Mouse, Hamster: 200mg/kg Ketamine and 10mg/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: _____

VM 22600 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, Gerbil, Guinea Pig: 45mg/kg Ketamine and 5mg/kg Xylazine IP

Mouse, Hamster: 200mg/kg Ketamine and 10mg/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: _____

VM 22600 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, Gerbil, Guinea Pig: 45mg/kg Ketamine and 5mg/kg Xylazine IP

Mouse, Hamster: 200mg/kg Ketamine and 10mg/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: _____