

# TECHNICIAN/ASSISTANT TRAINING CHECKLIST

Name \_\_\_\_\_

(Doctor, supervisor, trainer, or team lead to initial upon each completion of a skill or task)

## Client Communications

- |       |       |       |  |
|-------|-------|-------|--|
| _____ | _____ | _____ | Instruct clients on proper feeding of therapeutic diets            |
| _____ | _____ | _____ | Client education on administration of insulin, signs to monitor    |
| _____ | _____ | _____ | Client discharge instructions for post-op procedures and dentistry |
| _____ | _____ | _____ | Know how to explain and present payment options                    |

## Patient Care

- |       |       |       |   |
|-------|-------|-------|---|
| _____ | _____ | _____ | Properly clean and disinfect cages            |
| _____ | _____ | _____ | Prepare meals for hospitalized patients       |
| _____ | _____ | _____ | Properly sanitize food and water bowls        |
| _____ | _____ | _____ | Restrain animals correctly for all procedures |
| _____ | _____ | _____ | Remove frightened animals from cages or run   |
| _____ | _____ | _____ | Apply a muzzle                                |
| _____ | _____ | _____ | Trim nails                                    |
| _____ | _____ | _____ | Clean ears                                    |
| _____ | _____ | _____ | Express anal glands                           |
| _____ | _____ | _____ | Properly trim hair for a potty path           |
| _____ | _____ | _____ | Properly administer subcutaneous fluids       |

## Patient Care

- |       |       |       |   |
|-------|-------|-------|---|
| _____ | _____ | _____ | Prepare IV fluids and a catheter for use                                  |
| _____ | _____ | _____ | Flush IV catheters and change iv fluid bags                               |
| _____ | _____ | _____ | Place an IV catheter  |
| _____ | _____ | _____ | Place feline IV catheter  |
| _____ | _____ | _____ | Place an IV catheter in a brachycephalic breed (e.g., Dachshund, Bassett) |
| _____ | _____ | _____ | Place IV catheter in puppy/kitten   |
| _____ | _____ | _____ | Properly add medication to an IV bag/label bag                            |
| _____ | _____ | _____ | Administer an IV injection  |
| _____ | _____ | _____ | Administer a SQ injection   |
| _____ | _____ | _____ | Administer an IM injection  |

## CBC

- |       |       |       |  |
|-------|-------|-------|--|
| _____ | _____ | _____ | Know preparation and samples needed to complete test |
| _____ | _____ | _____ | Be familiar with maintenance                         |
| _____ | _____ | _____ | Learn how to run a CBC                               |

## Serum Chemistries Analyzer

- |       |       |       |   |
|-------|-------|-------|---|
| _____ | _____ | _____ | Know what tests machine runs                              |
| _____ | _____ | _____ | Know preparation and samples needed to complete each test |
| _____ | _____ | _____ | Be familiar with maintenance                              |

## UA Machine

- |       |       |       |  |
|-------|-------|-------|--|
| _____ | _____ | _____ | Learn how to prepare a urine strip       |
| _____ | _____ | _____ | Learn how to correctly calibrate machine |

## Refractometer

- |       |       |       |  |
|-------|-------|-------|--|
| _____ | _____ | _____ | Become familiar with proper storage of the refractometer |
| _____ | _____ | _____ | Become familiar with using/reading the refractometer     |



# TECHNICIAN/ASSISTANT TRAINING CHECKLIST

\_\_\_\_\_ Know proper cleaning of the refractometer

## Learn how to collect urine and properly perform a complete urinalysis:

\_\_\_\_\_ Cystocentesis  
\_\_\_\_\_ Free Catch  
\_\_\_\_\_ Specific Gravity  
\_\_\_\_\_ Urine Strip  
\_\_\_\_\_ Sediment  
\_\_\_\_\_ Record results

## Learn how to prepare samples and complete in-house lab testing

\_\_\_\_\_ Learn how to log/send out/prepare samples for reference lab testing  
\_\_\_\_\_ Check/print/log lab results  
\_\_\_\_\_ FELV/FIV Test  
\_\_\_\_\_ Parvo Test  
\_\_\_\_\_ PCV  
\_\_\_\_\_ TP  
\_\_\_\_\_ Glucose

## Centrifuge

\_\_\_\_\_ Learn how to properly balance machine  
\_\_\_\_\_ Learn settings  
\_\_\_\_\_ Learn which vials/tests can be spun in centrifuge

## Microscope

\_\_\_\_\_ Become familiar with each power objectives  
\_\_\_\_\_ Know what power to use on each test  
\_\_\_\_\_ Learn how to properly clean microscope  
\_\_\_\_\_ Learn how to perform ear cytology  
\_\_\_\_\_ Learn how to perform a skin scrape  
\_\_\_\_\_ Learn how to perform skin cytology  
\_\_\_\_\_ Learn how to perform a heartworm microfilaria test  
\_\_\_\_\_ Properly prepare and read fecals

## Radiology

\_\_\_\_\_ Turn on/off machine  
\_\_\_\_\_ Request images  
\_\_\_\_\_ Use of personal protection equipment  
\_\_\_\_\_ Use of collimator  
\_\_\_\_\_ How to read the measuring chart  
\_\_\_\_\_ Capture images

## Dental Radiology

\_\_\_\_\_ Understand cat/dog dental charts  
\_\_\_\_\_ Learn how to properly perform feline oral rads  
\_\_\_\_\_ Learn how to properly perform canine oral rads  
\_\_\_\_\_ Know proper grading of gingivitis and dental disease

## Doppler/ECG

\_\_\_\_\_ Be familiar with and learn troubleshooting techniques for each instrument  
\_\_\_\_\_ Become familiar with proper blood pressure cuff measuring/use  
\_\_\_\_\_ Become familiar with the supplies needed to perform a Doppler blood pressure



# TECHNICIAN/ASSISTANT TRAINING CHECKLIST

- |       |       |       |  |
|-------|-------|-------|--|
| _____ | _____ | _____ | Become familiar with proper storage of Doppler           |
| _____ | _____ | _____ | Learn what to use to clean each instrument               |
| _____ | _____ | _____ | Become familiar with "normal" values for each instrument |
| _____ | _____ | _____ | Properly perform an ECG                                  |
| _____ | _____ | _____ | Properly perform a Doppler blood pressure measurement    |

## Ultrasonic Cleaner

- |       |       |       |   |
|-------|-------|-------|---|
| _____ | _____ | _____ | Learn what solution to use for ultrasonic cleaner |
| _____ | _____ | _____ | Learn how to properly fill ultrasonic cleaner     |
| _____ | _____ | _____ | Learn how to properly run ultrasonic cleaner      |
| _____ | _____ | _____ | Become familiar with maintenance                  |

## Autoclave/Instrument Packs

- |       |       |       |   |
|-------|-------|-------|---|
| _____ | _____ | _____ | Learn how to properly fill autoclave                        |
| _____ | _____ | _____ | Become familiar with each cycle                             |
| _____ | _____ | _____ | Become familiar with maintenance                            |
| _____ | _____ | _____ | Learn to identify and care for common instruments           |
| _____ | _____ | _____ | Learn how to properly prepare and sterilize surgical packs: |
| _____ | _____ | _____ | General and specific instrument packs                       |
| _____ | _____ | _____ | Gown packs  |
| _____ | _____ | _____ | Towel/drape packs   |
| _____ | _____ | _____ | Eye pack  |
| _____ | _____ | _____ | Cold sterilization  |

## Ultrasound

- |       |       |       |  |
|-------|-------|-------|--|
| _____ | _____ | _____ | Able to turn the ultrasound on/off               |
| _____ | _____ | _____ | Become familiar with proper storage of the probe |

## Surgery

- |       |       |       |  |
|-------|-------|-------|--|
| _____ | _____ | _____ | Learn anesthesia protocols                         |
| _____ | _____ | _____ | identify stages and planes of anesthesia           |
| _____ | _____ | _____ | Understand anesthesia machines                     |
| _____ | _____ | _____ | Know how to properly monitor anesthetized patients |
| _____ | _____ | _____ | Administer anesthetics                             |
| _____ | _____ | _____ | Intubate dogs                                      |
| _____ | _____ | _____ | Intubate cats                                      |
| _____ | _____ | _____ | Prepare patients for surgery                       |
| _____ | _____ | _____ | Setup for a surgery                                |
| _____ | _____ | _____ | Setup for a dental                                 |
| _____ | _____ | _____ | Setup for prepping a surgery                       |

**Learn how to assist with following surgeries and procedures:** (E.g., check in patient, setup surgery suite, instruments and packs needed, administer anesthesia, prep patient, patient monitoring, extubate, post-surgery care, enter client charges, post-op client instructions, discharge procedures)

- |       |       |       |                           |
|-------|-------|-------|---------------------------|
| _____ | _____ | _____ | Spay                      |
| _____ | _____ | _____ | Neuter                    |
| _____ | _____ | _____ | Dentistry procedures      |
| _____ | _____ | _____ | Mass Removal              |
| _____ | _____ | _____ | Blocked Cat               |
| _____ | _____ | _____ | Abdominal surgery         |
| _____ | _____ | _____ | Lacerations or wound care |

