

**Health Careers Certification**

**SYLLABUS**

**FOR**

**VETERINARY ASSISTANT**

8/14

**Total Hours**

600 hours

**Veterinary Assistant Career Major Description**

This course is designed to prepare the student for an entry-level position in a veterinary clinic or hospital. Although no state or national certification is currently available, school certification may be earned. This course, through didactic and clinical experience the student will become knowledgeable in the basic principles on animal anatomy, physiology, pathology and health care interventions. Potential educational progression would include veterinary technician or

# After completing the Core Curriculum Courses including: [Health Careers Core Curriculum,](http://www.okcareertech.org/okcareerclusters/releases/2008/10/20081001/courses/d68323ef11d4296ee1667d7400ecb5ab.html) [Core Medical Terminology,](http://www.okcareertech.org/okcareerclusters/releases/2008/10/20081001/courses/18cd6a4067cf70970f66ae6745e2592b.html) [Anatomy and Physiology,](http://www.okcareertech.org/okcareerclusters/releases/2008/10/20081001/courses/f53c8ffaa5a2b4f14c69588ba5e37592.html) and [Core Healthcare Provider CPR and First Aid the course sequence is as follows:](http://www.okcareertech.org/okcareerclusters/releases/2008/10/20081001/courses/0ea269ebfc6a4123df1bf288f0f24251.html)

**Course Title**

*Veterinary Office Management Procedures*

**Course Hours**

15. Hours

**Course Description**

Upon completion of this course, the student will be able to demonstrate skills to assist with the management of a veterinary office.

**Knowledge & Skills**

Answer phone calls in a professional manner.  
  
-Schedule appointments.  
-Admit patients.  
-Discharge patients.  
-Utilize basic bookkeeping skills.  
-Assist with inventory control.  
-Provide client education.  
-Demonstrate knowledge of common legal and ethical issues for the veterinary assistant.  
-Identify office procedures for handling veterinary medical emergencies.  
-Demonstrate correct veterinary medical terminology.  
-Perform basic veterinary medical record keeping procedures.  
-Describe responsibilities of each member of the veterinary medicine health team.

**Course Title**

*Large and Small Animal Medicine*

**Course Hours**

15 Hours

**Course Description**

This course provides the student with general knowledge of various breeds of animals, common illnesses and wellness care.

**Knowledge & Skills**

-Identify common species and breeds.  
-Identify animal body systems.  
-Demonstrate basic knowledge of common diseases.  
-Demonstrate basic knowledge of common parasites.  
-Discuss nutrition concepts as they relate to animals.  
-Describe vaccination schedules.

**Course Title**

*Large and Small Animal Care*

**Course Hours**

15 Hours

**Course Description**

The student will obtain the knowledge for proper care for animals in a veterinary clinic.

**Knowledge & Skills**

-Record patient data.  
-Perform basic procedures.  
-Demonstrate knowledge of human and animal First Aid/CPR.  
-Demonstrate proper patient handling techniques.  
-Identify and prepare common medical supplies for basic procedures.  
-Perform therapeutic bathing, basic grooming and dipping of small animals.  
-Perform cleaning of ears.  
-Manage proper bandage care for a healthy animal.  
-Manage patients receiving fluid therapy.  
  
**Course Title**

*Diagnostic Procedures for the Veterinary Assistant*

**Course Hours**

15 Hours

**Course Description**

Upon completion of this course, the student will be able to perform basic laboratory and diagnostic procedures in the veterinary office.

**Knowledge & Skills**

-Demonstrate knowledge of radiology safety procedures.  
-Describe the use of a technique chart.  
-Assist in the management of large and small patients for diagnostic imaging.  
-Process diagnostic radiographs.  
-Properly care for equipment.  
-Demonstrate understanding of x-ray log.  
-Collect voided urine samples.  
-Perform basic urinalysis.  
-Assist in the collection of blood samples.  
-Perform basic hematological procedures.  
-Perform parasitologic procedures.  
-Assist in necropsy procedures.  
-Perform laboratory record keeping.  
-Demonstrate proper use of microscope.

**Course Title**

*Surgical Procedures for the Veterinary Assistant*

**Course Hours**

30 Hours

**Course Description**

The student will obtain the knowledge necessary to manage a surgical patient in a veterinary clinic.

**Knowledge & Skills**

-Assist in performing surgical preparations.  
-Maintain proper operating room conduct and aseptic technique.  
-Understand surgery and anesthesia logs.  
-Assist in monitoring the surgical patient.

**Course Title**

*Routine Duties in a Veterinary Clinic*

**Course Hours**

30 Hours

**Course Description**

Upon completion of this course, the student will have the knowledge and skills to maintain a veterinary clinic. This will include orderliness and sanitation of the office and clinic areas.

**Knowledge & Skills**

1. Maintain medical asepsis in patient areas (cages, tubs,  
stalls, exam room, etc).  
  
2. Sanitize patient areas.  
  
3. Dispose of animal waste.  
  
4. Exercise animals.  
  
5. Provide nourishment to animals.  
  
6. Maintain equipment.  
  
7. Demonstrate knowledge of hospital disinfectants.  
  
8. Identify potential zoonotic disease.  
  
**Course Title**

*Principles of Pharmacology for the Veterinary Assistant*

**Course Hours**

15 Hours

**Course Description**

The student will obtain the knowledge necessary in managing pharmacological requirements for the veterinary office. Students will be familiar with common medications and their uses in the veterinary setting.

**Knowledge & Skills**

-Recognize legal issues involving medications in the  
veterinary office.  
-Recognize general groups of medications.  
-Demonstrate proper pharmacological terminology.  
-Differentiate common prescription medications from  
over-the-counter medications.  
-Describe proper prescription label requirements.  
-Demonstrate proper handling of biological agents.  
-Demonstrate proper handling of hazardous waste.  
-Restock over-the-counter pharmaceuticals.  
-Reconstitute vaccines utilizing proper protocols.  
-Describe appropriate medication techniques.  
-Demonstrate proper vaccine administration.  
-Report adverse drug reactions.

**Course Title**

*Internship for Veterinary Assistant*

**Course Hours**

60 Hours

**Course Description**

Students will participate in an internship in the veterinary clinic. Upon completion of this course, students will be prepared to accept a position in a veterinary clinic as a Vet Assistant.

Contact Information

**Knowledge & Skills**

-Practice effective communication skills for the  
veterinary clinic.  
-Demonstrate appropriate telephone skills for the  
veterinary clinic.  
-Manage the veterinary clinic.  
-Maintain records in the veterinary clinic.  
-Identify common breeds of animals found in the  
veterinary clinic.  
-Dispose of medical waste properly.  
-Implement isolation procedures.  
-Handle and restrain animals.  
-Observe and report animal conditions.  
-Clean and disinfect animal compartments.  
-Demonstrate proper feeding techniques.  
-Bathe and disinfect animals.  
-Weigh animals.  
-Demonstrate proper technique for common procedures  
involving large animals.  
-Demonstrate proper technique for common procedures  
involving small animals.  
-Collect specimens.  
-Prepare for and clean up after laboratory procedures.  
-Bag and label animals for disposal.

**Curriculum Resources**

Veterinary Assisting Textbook, Sirois, Elsevier 2013

Veterinary Assisting Textbook Workbook, Sirois, Elsevier 2013

Applied Pharmacology for Veterinary Technicians, Wanamaker and Massey,

Elsevier, 2009.

The complete Textbook of Veterinary Nursing, Butterworth and Heinemann, Elsevier,

2011.

Animal Care Aide, Holle & Tate, IML, University of Columbia, MO., 1997.

McCurnin’s Clinical Textbook for Veterinary Technicians7th ed., Bassert, J. M., and. McCurnin, D. M., Elsevier, 2010

**Instructional Procedures**

This course consists of a self-paced curriculum using the listed curriculum resources as a guide moving sequentially through the texts. Complete and turn in chapter review questions and take chapter review tests in anatomy and terminology texts. Complete all units in the Animal Care Aide module and take unit test. Read and complete review questions in the Clinical Textbook for Veterinary Technicians. Upon completion of each textbook and module the student is required to practice lab skills until clinical skills are at competency level prior to progressing to the next section. The instructor will periodically counsel with the student concerning progression through the course.

**Evaluation**

For the purpose of evaluations, points will be earned in the following areas; weighted by

percentages shown:

A. Attendance/Work Ethic 25% of overall grade

B. Written assignments 15%

C. Quizzes 20%

D. Projects/presentations 15%

E. Tests 25%

**Students will be required to maintain 90% class attendance for the preceding 9 week session to be eligible for clinical assignment. In addition, 90% clinical attendance must be maintained for a passing clinical evaluation.**

Clinical skills must be completed at competency level prior to progressing to the next section.

Clinical evaluations will be entered as a test grade for each occupational area.

Final grades will be assigned on the following scale:

90-100%=A Incomplete=I

80-89%=B No Grade=NG

70-79%=C Withdraw Passing=W/P

60-69%=D Withdraw Failing=W/F

Students will be kept informed of their grades and notified when examinations are scheduled. Quizzes will be unannounced. Students are encouraged to make an appointment with the instructor (before or after class, during break times and/or during lunch break) if he/she does not understand or disagrees with the grade earned. The rationale for scheduling an appointment is so the student and instructor may have a one-on-one discussion without unnecessary interruptions. The instructor will critique tests and student assignments in a classroom setting.