

Clinic Affiliation Form

(CAF)

**To be completed and submitted
with the
AHTDE Application Package**

To Clinic Mentor(s):

Thank you for becoming a Clinical Mentor (CM) for your student/employee. We are looking forward to working with you.

We would like to provide you with some information that will encourage a positive experience for your student as well as your clinic and staff.

As you know, someone in your clinic (a DVM or an RAHT/RVT) is required to become the student's CM. There can be more than one CM per clinic and they can change if necessary – we just need to be kept informed. We would prefer if the CM individual(s) stayed fairly constant which helps with continuity but we also understand that life happens!

***We do need to be kept informed of any changes in Clinical Mentors. ***
Please inform us when a change occurs by contacting our program assistant:
Carol Costache email: ccostache@tru.ca or ph: (250) 377-6104

The CM is a mentor. Although you won't prepare and deliver lessons or give exams, you should be aware of the progress of your student and the courses in which they are currently enrolled. It would be most helpful for your student if you can 'quiz' them and encourage them to participate in activities that will reinforce their current learning.

Qualifications for Clinical Mentor(s):

- DVM or
- RAHT/RVT with minimum 2 years post graduate clinical experience

You, the CM, will be the person that the student comes to if they have a question or do not understand a concept. The CM will directly supervise procedures which have the potential to cause physical damage or pain to an animal. They are also the person the student comes to obtain permission to do an assignment using the clinic, and clinic or client animals. If the CM is not the ultimate decision maker in the clinic, they in turn are required to obtain permission.

We ask that you 'stop' any procedure that a student may be about to do, or in the process of performing, if you feel it is being done incorrectly or is an unsafe practice for either the student or the patient.

The most important aspect to the success of a student in our AHTDE program is the support of their clinic! Without clinical support, it is unlikely the student will be successful with this type of program. The clinic has to believe that this program benefits them as well. It will be beneficial to have a staff meeting. We have found that if management of the practice is supportive of their student, it has a trickledown effect to all the staff. With a student in your midst, the interest and clinical expertise of all the clinic staff is likely to increase; with the support of their CM and the entire clinic staff, the student is very likely to succeed.

Qualifications for the Clinic Affiliation Site

- AAHA or CVMA approved full service clinic
- Small (dog & cat) animal or mixed animal practice
- Employ student a minimum of 20 hrs/week throughout the 3 year AHTDE program

Clinical mentor support is one of the vital components to your employee's success along with student access to the technical aspects of the clinic. To succeed in this program, the student requires a minimum of 8 hours per week (minimum 1-2 hrs consecutive) in the treatment, surgery and lab areas of the hospital to observe, learn and practice the duties and skills of an AHT. They require this continuous opportunity to practice their hands-on skills. In most cases, lack of either of these two vital components has been the reason for failure.

Some courses have a very heavy video evaluation component while others have little or none. Evaluations, such as jugular venipuncture, cystocentesis, male dog catheterization, bitch catheterization, anesthetic inductions, will require more videotaping of procedures and more direct supervision by the CM (and if the CM is not a DVM, then a DVM will need to be available also). Again, being aware of the current course of study and the requirements will enable you to support your student/employee.

As the Clinical Mentor, you are a very important member of the educational team. We encourage you to maintain open communication with your student and with us, at TRU. Please do not hesitate to contact us (either specific instructors or the coordinator of the AHTDE program).

The AHTDE program cannot be successful without your support. We, at TRU, recognize this and are appreciative of your involvement.

Sincerely,



Robina Manfield, RVT, RMLAT
Coordinator
Animal Health Technology Distance Program
Thompson Rivers University
Ph: (250)828-5193
Email: rmanfield@tru.ca

Evaluations and Assignments for
Animal Health Technology Distance Education Program

Please note that this is NOT a complete list of all assignments and evaluations required by the student, but only those involving animal usage and/or videotaping and/or clinical facility use.

As the Clinical Mentor, please initial or sign where indicated to acknowledge your understanding of the Evaluations and Assignments for each course. By signing, you also acknowledge that the student will have opportunity to perform these tasks in the clinic.

If you are not the owner of the practice or DVM responsible for the practice, we also ask that this person sign the document, giving their permission for these tasks to be performed in their clinic.

Your student also needs to review and sign this document at the end. Please ensure the student keeps a copy of the signed document.

Please include this signed document with the student's application package.

ANHD 1100- Anatomy

Video submissions will include:

- Student showing the anatomical planes, directional terms and joint movement terms on a dog & cat
- Student showing the major skeletal bones on a dog or cat & a horse
- Student showing the different parts of the bone and joint (stifle) on a beef, sheep or pig femur
- Student showing the different parts of a horse's hoof
- Student ID'ing listed nerves or nerve related structures and then demonstrating the clinical signs you would see with listed conditions
- Student ID'ing anatomical structures of the ear and eye, then placing fluorescein stain in the eye and describing the passage of the dye from the eye out the nose
- Student using an ophthalmoscope to visualize the retina

Other assignments:

- Wound healing assignment where the student tracks a healing wound for 6 weeks with pictures and descriptions of the different stages
- Student draws a diagram explaining how the muscles of the eye work
- Student sketches what they saw when visualizing the retina and labels the parts of the eye

_____ (Initials)

ANHD 1010 – Veterinary Office Management

Video submissions will include:

- Mock interview
- Oral presentation

Other assignments:

- Resume and cover letter
- Patient Record complete with prescription labels and invoices
- Client education pamphlet / brochure
- Several terminology assignments
- Some Non-Graded exercises to be done with CM

_____ (Initials)

ANHD 1120- Animal Nursing 1

Video submissions will include:

Preliminary evaluations on stuffed animal include:

- Subcutaneous, IM (epaxial and quadriceps and/or SM/ST) and IV cephalic injections
- Blood collection with a syringe and needle and a vacutainer system

Final evaluations will include:

- Subcutaneous injection on a dog and a cat
- Intramuscular injection (epaxial and quadriceps and/or SM/ST) on a dog and a cat
- Intravenous injection (cephalic) in a dog and a cat
- Blood collection via jugular from a dog (vacutainer method) and a cat (syringe and needle method)
- Effective restraint of the animal for the above techniques
- Recurrent spiral and Figure 8 bandage

Other assignments:

- Various postings on the discussion board reviewing information learned that week
- WHMIS exam
- Nutrition calculations
- Checklists to be completed with the CM:
 - small animal restraint
 - physical exams on a cat and dog
 - Eye exam
 - Ear exam
 - evaluating body scores on cats and dogs (5 each)
 - nail trim on a cat and Soft Paws application
 - bathing and nail trim on a dog
 - anal gland expression

_____ (Initials)

ANHD 1110 – Parasitology

There are no video submissions for this course.

Assignments include:

- Development of a professional client handout/brochure designed to educate the lay person/client on a commonly encountered parasite.
- Examination of a minimum of 40 parasite recoveries, 15 each from dog and cat, and remaining 10 can be any combination of equine, ruminant, avian, porcine, or pocket pets but must include at least 3 of these species. The student can go to the local stock auctions and collect fecal samples from the large animal species if they do not have ready access. This assignment will benefit more if you can acquire positive samples.
- Students should try setting up some of the different recovery techniques – use Baermann's on a bovine sample for instance – Use a sugar solution, centrifugation, sedimentation, collect and examine skin scrapings.

_____ (Initials)

ANHD 2130- Radiology

Video submissions will include:

- Demonstration of set up for taking feline abdominal rads (using a stuffed toy as the patient) including measurement, collimation, cassette selection, tube positioning, machine settings and SAFETY
- Review of injections (IM and SC)

Radiograph submissions:

- Feline abdomen
- Canine thorax
- Canine radius/ulna
- Feline femur
- Canine pelvis

Other Assignments:

- Radiographs of all the personnel shielding in the clinic and evaluation of it
- Technique charts
- Review of clinical radiographs with CM

_____ (Initials)

ANHD 1210 – Microbiology

Video submissions will include:

- Streaking an agar plate for isolated colonies
- Loading and preventative maintenance of an autoclave
- Proper hand washing technique

Other evaluations include:

- Interpretation of dermatophyte testing if done in clinic
- Correct interpretation of direct smears and cell recognition
- Sending out samples for microbial analysis such that any pathogens present will be recovered
- Correct interpretation of California mastitis test if done in clinic

Assignments include:

- Journal entries reflecting on learning
- Forum discussions
- Growing bacteria from various sources and describing macroscopic and microscopic morphologies of isolated colonies
- Identification of common veterinary pathogens using flowcharts
- Case presentation

_____ (Initials)

ANHD 2100 – Anatomy & Physiology 2

Assignments include:

- Assignment 1 – Muscular System – video
- Assignment 2 – Necropsy with CM in clinic
- Assignment 3 – Cardiovascular System – ECG assignment and video
- Assignment 4 – Intubation – place endotracheal tube and orogastric tubes with CM in clinic
- Assignment 5 – Dentition – video assignment
- Assignment 6 – Reproductive System – with CM in clinic
- Assignment 7 – Avian Physical Exam – video assignment

_____ (Initials)

ANHD 2110 - Hematology

There are no video submissions for this course.

Assignments include:

- Prepare and stain 2 useable blood films, preferably from a canine sample. Have CM confirm appropriate staining (not too dark, too pale, too blue or too pink!) and then submit a digital image of the slides.
- Using a suitable blood sample obtained in your clinic, perform a hematocrit in duplicate. Have CM confirm results. Report results as well as submit a digital image of the hematocrit tube on the hematocrit reader.

_____ (Initials)

ANHD 2140- Pharmacology and Math

Video submissions will include:

- Clinic presentation on a new product or a product currently in use that new info is available on
- Student discharging a patient to a “client” and discussing a medication

Assignments:

- Discussion board postings
- Math calculation assignments
- Prescription Diary (10 prescription labels required)
- Handout detailing information given to the owner of the discharged patient
- Student develops a Controlled Drug SOP for their clinic

_____ (Initials)

ANHD 2150- Animal Diseases

This course does not have any required video submissions.

The students must research a topic of immunological importance to veterinary practice. They may present it in a written format or as a video of a presentation to the clinic.

ANHD 2120 - Animal Nursing 2

Mock Evaluation:

- Urinary Catheterization on a male dog
- Cystocentesis

Final evaluations will include:

- Urinary Catheterization of the Male Canine _____ (Initials)
- Patient skin prep
- Surgical Hand Scrub plus Gowning / Gloving using Open and Closed Technique
- Pack Preparation
- Patient Preparation and Draping Technique (done on real patients)
- Opening Instrument pack / Organizing Instrument Table and Passing Instruments (done in surgical suite)
- IV fluids

Other Assignments:

- Rehabilitation
- Autoclave
- Pre and Post Op Considerations
- Personnel scrub
- Selected Surgical Procedures
- Checklists to be completed with the CM:
 - Bladder palpation
 - Sutures _____ (Initials)

ANHD 3170 - Animal Nursing 3

Preliminary evaluations on stuffed animal include:

- Bitch catheterization practice
- Tom Cat catheterization practice

Final evaluations will include:

- Urinary Cystocentesis of an awake dog or cat (technique from Animal Nursing 2) _____ (Initial)
- Urinary Catheterization of an awake male dog (technique from Animal Nursing 2) _____(Initial)
- Urinary Catheterization of an anesthetized / sedated female dog (technique from Animal Nursing 2) _____(Initial)
- Urinary Catheterization of an anesthetized / sedated male cat (technique from Animal Nursing 2) _____(Initial)
- Dental Prophylaxis on an anesthetized cat _____(Initial)
- Dental Prophylaxis on an anesthetized dog _____(Initial)

Other Assignments:

- Dental prophylaxis technique practice with CM
- Dental assignment – written and providing pictures
- Dental – anatomy of the teeth
- Sedated feline cystocentesis with CM
- Semen collection – written assignment
- Vaginal Cytology on a female dog
- Tissue collection
- Necropsy

_____ (Initials)

ANHD 3110 – Clinical Pathology

This course does not have any required video submissions.

Assignments:

- Urinalysis – dipstick and sediment evaluation, results to be confirmed by CM
- 2 short written discussion topics

ANHD 3120 – Intensive Care

- Case study assignments (2 case studies each with 3 parts) – written assignment
- Critique of an anesthetic protocol for a geriatric or emergency patient – written assignment
- Toxicology assignments – 2 different toxins researched – written assignment
- Video evaluation of an anesthetic protocol
- Video assignment showing performance of a blood cross match
- Video evaluation of a mock emergency – requires clinic participation

_____ (Initials)

ANHD 3140 - Anesthesia

Video submissions will include:

- Submit videotape demonstrating performing and recording routine ECG on an awake patient
- Demonstrate via videotape the technique of proper insertion of an IV indwelling catheter
- Anesthetic machine
 - trace fresh gas flow for a circle system
 - trace fresh gas flow for a non rebreathing circuit
 - show how to hook up and check an anesthetic machine for leaks using the following circuits
 - circle system
 - non rebreathing system
 - show how to calculate how large a leak within the system, if any
- submit video tape of 3 different animals (dog or cat) that have received one drug from the following drug classifications
 - phenothiazines – ex. Acepromazine
 - benzodiazepines – ex. Diazepam or Midazolam
 - anticholinergics
 - opioids
 - alpha 2 agents – ex. Medetomidine

_____ (Initials)

- submit video tape demonstrating a complete anesthetic protocol on one animal including
 - premedicating animal
 - inducing the animal with IV induction
 - intubating
 - maintaining the animal in a surgical plane of anesthesia
 - recovering the patient

_____ (Initial)

IF YOUR STUDENT IS UNABLE TO PERFORM THE LARGE ANIMAL AND/OR LAB ANIMAL SKILLS IN YOUR CLINIC, WE STILL REQUIRE

THE CM TO INITIAL THEIR ACKNOWLEDGEMENT OF THIS REQUIREMENT (even if the student will accomplish these tasks at a practicum or at TRU's Wet Labs (August of Year 3)).

Lab Animals - ANHD 3150

Assignments:

- Facilities paper – design a lab animal facility (on paper) and write a paper describing all the functional units of the facility
- Research paper – design a research project, conduct it and write a scientific paper

These above assignments constitute a large component of the grades for this course.

Video submissions will include:

- Evaluations include: demonstrate (either by coming to the onsite wet lab in August of the final year OR by finding a practicum site in a research facility and submitting videotape); handling, restraint and sexing of the following species:
 - rabbit
 - guinea pig
 - rodents – mice, rats, hamsters and gerbils
 - avians
 - reptiles

_____ (Initials)

Large Animals - ANHD 3160

*****For safety reasons these skills must be performed in the presence of a CM with large animal experience. Cattle and horses are large, strong and quick – exercise the utmost caution when working around them*****

Evaluations Include:

Bovine Evaluations

- Catch, halter and tie a cow/steer/heifer or bull
- Demonstrate a bovine tail hold (tail jack)
- Demonstrate a bovine tail twist
- Body Condition Score
- Take a rectal temperature
- Auscultate Heart and Lungs
- Perform jugular venipuncture – using the vacutainer system
- Perform coccygeal venipuncture – using the vacutainer system
- Use of a balling gun
- Perform an IM and a SC injection – use the syringe method

_____ (Initials)

Caprine Evaluations

- Catch and restrain a goat
- Perform a TPR and auscultate the rumen
- Body Condition Score
- Tip over to check all four feet
- Perform jugular venipuncture – using the vacutainer system
- Perform an IM and a SC injection

_____ (Initials)

Equine Evaluations

- Place a halter on a horse and tie the horse up to a fence
- Using a length of soft rope, tie a loop around the horse's neck using a **bowline knot**
- Body Condition Score this same horse
- Perform a TPR
- Auscultate the heart
- Obtain a pulse from the same horse
- Obtain the respiratory rate from the same horse
- Age the horse by checking its teeth
- Apply a tail wrap
- Apply a tail tie using a length of soft rope
- Apply a leg bandage to a front or rear leg
- Pick up and clean all four feet in an appropriate manner
- Using a dose syringe (or paste wormer)
- Perform jugular venipuncture – using the vacutainer system
- Perform an IM and a SC injection

_____ (Initials)

Ovine Evaluations

- Catch and restrain a sheep
- Check all four feet
- Body Condition Score
- Age the sheep by checking its teeth
- Perform a TPR and auscultate the rumen
- Perform jugular venipuncture – using the vacutainer method
- Perform an IM and a SC injection

_____ (Initials)

I hereby acknowledge I have read this document outlining the details of evaluations, assignments and tasks expected of a student enrolled in the Animal Health Technology Distance Education Program at Thompson Rivers University. The student will be able to attempt all evaluations and assessments outlined above, and be directly supervised when appropriate. With my signature, I'm also verifying we meet the qualifications for "Clinic Affiliation Site" as well as "Clinical Mentors".

Signed,

CM Signature

Print Name

CM Email Address

(If more than one CM; on back of form, please print name, email (address) & sign)

Clinic Owner or Head DVM Signature
(if different from above)

Print Name

Clinic Name

Clinic Phone Number

Clinic Address

Date: _____

Student Name: _____

Student Signature: _____

Please return this signed document with the student's application package.