



Small Animal/Veterinary Technician

Youth Apprenticeship

SMALL ANIMAL/VETERINARY TECHNICIAN

Small Animal/Veterinary Technician youth apprentices gain skills applicable the care and management of small animals and veterinary technician skills, including supporting office and business duties, preparing animals for care, diagnostic tasks, and monitoring small animals.

Length of Apprenticeship: One year. Youth apprentices must have completed Animal Fundamentals prior to beginning this youth apprenticeship

COMPETENCIES

Youth apprentices must complete a **total of 13** competencies per year. **Twelve** must be from the list below. If necessary, employers can substitute up to **1** competency per year with another occupationally appropriate skill. That skill should be added to the competency list for assessment. Note that where necessary, skills can be simulated. *Note: The successful completion of Animal Fundamentals is required prior to starting this pathway.*

Competencies
<ol style="list-style-type: none">1. Maintain client records2. Schedule appointments3. Provide service to customers4. Process financial transactions5. Setup animal exams and procedures6. Clean and sterilize equipment7. Maintain diagnostic equipment8. Collect diagnostic samples9. Run basic diagnostic tests10. Support the administration of routine treatments, vaccines, and medications11. Prepare surgical suite12. Prepare animal for surgery13. Monitor animal responses to non-surgical procedures

REGISTERED APPRENTICESHIP BRIDGING OPPORTUNITIES

Some of the related instruction courses can bridge into the following registered apprenticeship:



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YOUTH APPRENTICE INFORMATION

Youth Apprentice Name	
YA Coordinator	YA Consortium
School District	High School Graduation Date

REQUIREMENTS

Youth apprentices must complete ALL the items listed below. Check completed areas.

- Year 1 Competency checklist
- Employability Skills checklist (in this job book) or the DPI Employability Skills Certificate
- Related instruction equal to 1 high school credit or at least 3 college credits
- Minimum of 450 work hours

HOURS

Record the hours the youth apprentice worked.

Total Hours Employed	Company Name	Telephone Number

COMPETENCIES

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Rating Scale

3: Exceeds entry level criteria | Requires minimal supervision | Consistently displays this behavior

2: Meets entry level criteria | Requires some supervision | Often displays this behavior

1: Needs improvement | Requires much assistance and supervision | Rarely displays this behavior

Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
1. Maintain client records <ul style="list-style-type: none"> • use veterinary practice management software • enter or update information • query data • print reports 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Schedule appointments <ul style="list-style-type: none"> • answer and direct phone calls courteously • refer client for priority scheduling or urgent care when necessary • determine the time required for service • enter appointment and other required information • resolve scheduling conflicts • document scheduling changes • manage appointment reminders 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Provide service to customers <ul style="list-style-type: none"> • greet customers professionally • interact with customers in a professional manner • answer basic customer questions • refer customer to worksite professional when necessary 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Process financial transactions <ul style="list-style-type: none"> • accept payment for services • make change for cash payments • document payment received • explain charges to customer 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
5. Setup animal exams and procedures <ul style="list-style-type: none"> gather equipment and supplies for procedure ensure cleanliness of equipment and room arrange equipment and supplies in order of use 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Clean and sterilize equipment <ul style="list-style-type: none"> clean instruments to remove all residual matter rinse and dry instruments label and seal instruments sterilize equipment 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Maintain diagnostic equipment <ul style="list-style-type: none"> clean diagnostic equipment verify equipment is operating properly perform basic maintenance 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Collect diagnostic samples <ul style="list-style-type: none"> prepare animal for sample collection select and prepare equipment document consent for testing collect sample or animal product follow standard precautions label specimen prepare specimen for delivery 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Run basic diagnostic tests <ul style="list-style-type: none"> identify specimen to be tested prepare sample select equipment and supplies test specimen follow standard precautions 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
10. Support the administration of routine treatments, vaccines, and medications <ul style="list-style-type: none"> • verify the identity of the animal • verify the procedure to be performed • review the purpose and steps of the procedure • position animal for procedure as directed • perform procedural steps as directed by worksite professional • monitor animal response • clean and sterilize equipment and supplies • dispose of bio-contaminated articles • follow standard precautions 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Prepare surgical suite <ul style="list-style-type: none"> • clean and disinfect surgical suite • gather sterile instruments and supplies • gather gowns, masks, gloves, and drapes • dispose of bio-contaminated articles • follow standard precautions 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Prepare animal for surgery <ul style="list-style-type: none"> • verify the identity of the animal • verify the procedure to be performed • scrub the surgical site • help position the animal appropriately 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Monitor animal responses to non-surgical procedures <ul style="list-style-type: none"> • monitor respirations, heart, body temperature, and mucous membranes • identify signs of distress • report distress symptoms • obtain vital signs • document observations 			
Competency Substitute (if you replaced a competency above, note the competency and rating)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			