

Veterinary Medical Assistant Program Work Experience Checklist

To the Applicant:

Applicants to the Veterinary Medical Assistant program at Lakeland College are required to complete 20 hours of volunteer work experience or employment hours in a veterinary clinic.

Attached is a list of tasks and procedures you may be asked to observe or perform during your work experience at the clinic. We encourage you to attempt to complete as many as possible. If you are given the opportunity to observe or participate in activities not included on the list, please add them in the space provided.

- Experience at an Animal Shelter **is not** an acceptable replacement for experience in a veterinary clinic.
- Hours must be completed within two years of your application.
- This form must be completed by an RVT and/or Veterinarian at the clinic where you completed this work experience.

It is your responsibility to ensure both pages of the checklist are returned to Lakeland College Admissions by August 1.

If you have questions about your application status, please contact admissions at admissions@lakelandcollege.ca or call 1.800.661.6490 ext 5487

To the RVT/Veterinarian Evaluator:

The completion of 20 hours of work experience is a requirement for admission to the Veterinary Medical Assistant program. This exposure and experience in the clinic is intended to help the applicant determine their suitability for a career as a Veterinary Medical Assistant. We have included a list of duties that we hope you will expose the applicant to. These duties are a *recommendation only*.

Please complete the Veterinary Clinic Information on page 2 of the attached checklist.

If you would like more information about our Veterinary Medical Assistant program, please contact the program coordinator:

Kim Eremko

Email: kim.eremko@lakelandcollege.ca

Phone: 780.853.8626

Thank you for providing an opportunity for our applicants to learn more about the various potential avenues in the veterinary industry through your support.

Lakeland College Veterinary Medical Assistant Program

Work Experience Checklist

Applicant Information: (To be completed by the applicant)

Student Name (print): _____

Lakeland College ID (if known): _____

- ☐ *Maintain basic cleanliness and follow disinfection protocols for the veterinary facility*
- ☐ *Provide care and maintenance of treatment rooms and laboratory areas (restocking, proper sample disposal, cleanliness etc.)*
- ☐ *Clean and disinfect cages, kennels, and stalls*
- ☐ *Observe reception duties (making appointments, creating estimates and invoices, and discharging/admitting patients)*
- ☐ *Observe the use of basic veterinary medical record-keeping procedures (inputting information, retrieval of data, confidentiality, etc.)*
- ☐ *Observe/assist with the preparation of vaccination certificates and reminders*
- ☐ *Restock and count inventory for retail sale as per direction*
- ☐ *Observe the procedure for placing a medical supply order*
- ☐ *Observe/participate in the restraint of various animals for medical procedures*
- ☐ *Observe the application of restraint devices techniques such as halters, muzzles and towel wraps*
- ☐ *Observe preparation of surgical equipment and supplies (wrapping and sterilization)*
- ☐ *Observe surgical patient preparation (including clip and scrub)*
- ☐ *Observe the application of a microchip +/- or tattoo*
- ☐ *Perform post-surgical clean-up (instruments, laundry, equipment etc.) as per direction*
- ☐ *Observe the application and removal of bandages and/or splints*
- ☐ *Provide routine care of kenneled patients (feeding, walking, cleaning, recording in the file) as per direction*
- ☐ *Observe a small animal dental COHAT*
- ☐ *Observe or assist in obtaining diagnostic images via ultrasound or radiographs*
- ☐ *Observe/assist with the collection and preparation of samples for testing in-house or shipment to an external laboratory*
- ☐ *Observe the handling and disposal of deceased animals*

Lakeland College Veterinary Medical Assistant Program Work Experience Checklist

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Veterinary Clinic Information	
Clinic Name	
Address	City/Town
Province	Postal Code
<input type="checkbox"/> Small Animal Clinic <input type="checkbox"/> Large Animal Clinic	<input type="checkbox"/> Mixed Animal Clinic
Supervisor Name	Position (RVT/Veterinarian)
Telephone Number (Work)	
Start date of work experience	End date of work experience
Total hours of experience worked	
Signature	Date

Return to Lakeland College Admissions by August 1:

Email: admissions@lakelandcollege.ca

Fax: 780.853.8594

The personal information requested on this form is collected under the authority of Section 33(c) of the Alberta *Freedom of Information and Protection of Privacy Act* and will be protected under the Act. Information is collected for the purpose of student evaluation and administration of the Veterinary Medical Assistant program. Information collected on this form is used in the normal course of College operations in accordance with this legislation. If you have any questions about the collection and use of this information, please contact the FOIP Coordinator (5707 College Drive, Vermilion AB; 780-853-8524; FOIP@lakelandcollege.ca).