

OVMA Veterinary Assistant Certification Skills List

I. Office and Hospital Procedures			DATE	SIGN OFF
A	Front Desk			
	1	Greet Clients		
	2	Demonstrate proper Appointment Scheduling and make appointments		
	3	Prepare appropriate forms and certificates for signature		
	4	Admit patient		
	5	Perform basic filing and retrieving of medical records		
	6	Perform basic veterinary medical record keeping procedures		
	7	Demonstrate elementary computer skills		
	8	Utilize basic medical terminology and abbreviations		
	9	Perform basic invoicing, billing, and payment on account procedures		
B	Telephone			
	1	Answer and direct phone calls		
	2	Recognize and respond appropriately to veterinary medical emergencies by notifying the appropriate hospital personnel		
	3	Request records and information from other veterinary facilities		
C	Maintain basic cleanliness and orderliness of a veterinary facility			
	1	Inventory supplies		
	2	Restock Shelves		
	3	Maintain x-ray, surgery, and laboratory logs		
	4	Perform basic filing and retrieving of medical records, radiographs, lab reports, etc..		
	5	Demonstrate knowledge of basic sanitation and disinfection techniques of animal kennels and bedding, examination rooms, hospital facilities, and surgical suites.		
II. Communication and Client Relations			DATE	SIGN OFF
A	Develop effective Client Communication skills			
B	Write Business Letters and professional electronic communication with clients			
C	Understand ethical conduct in relationship to the day to day operations of a vet hospital			
D	Describe the roles and responsibilities of each member of the veterinary health team and the important part that each plays in the delivery of excellent care.			
E	Professional Conduct			
	1	Understand the human-animal bond		
	2	Demonstrate professional and appropriate appearance and language in the workplace		
	3	Demonstrate appropriate use of electronic communication in the workplace (cell phone usage, text messaging, social networking, digital photography, etc.		

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III. Pharmacy and Pharmacology			DATE	SIGN OFF
A	Legal Issues			
	1	Recognize legal issues involving drugs in the workplace		
	2	Recognize general types and groups of drugs and demonstrate proper terminology		
	3	Differentiate prescription drugs from over-the-counter drugs and describe proper prescription label requirements		
B	Filling medications and inventory control			
	1	Label and package dispensed drugs correctly		
	2	Store, safely handle and dispose of biological and therapeutic agents, pesticides, and hazardous waste		
	3	Perform inventory control procedures including restocking supplies and checking expiration dates		
C	Vaccinations			
	1	Reconstitute vaccines and be familiar with proper protocols		
	2	Describe possible routes and methods of drug and vaccine administration that the veterinarian or veterinary technician may choose and demonstrate appropriate small animal restraint for such protocols.		
IV. Exam Room Procedures			DATE	SIGN OFF
A	Restrain Patients			
	1	Small Animals		
		a. Place and remove small animals from cages		
		b. Place and restrain small animals on tables and floors		
		c. Apply dog and cat safety muzzle		
		d. Apply Elizabethan collar		
		e. Apply restraint pole		
		f. Demonstrate standing, sitting and lateral, sternal and dorsal restraint positions		
		g. Recognize when to alter normal restraint for compromised patients in the exam room (i.e. Ringworm, Contagious diseases, Ectoparasite infestation) and describe appropriate action or personnel to notify		
	2	Restrain Birds, Rabbits, Pocket pets, and Exotics (optional)		
	3	Large Animals (optional)		
		a. Halter, tie, and lead horses		
		b. Restrain cattle & horses		
		c. Apply twitch		
		d. Apply nose tongs/leads		
		e. Restraint of sheep & swine		
		f. Load large animals		

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B	Basic Procedures			
	1	Determine and record temperature, pulse, respiration, body condition, and weight of patients		
	2	Trim nails (Required: Cats and Dogs. Optional Birds and Exotics)		
	3	Express anal sacs using the external method		
	4	Recognize AKC dog breeds and CFA cat breeds		
	5	Be able to properly identify the gender of small animal species, particularly felines		
	6	Perform exam room grooming: i.e. trimming nails, external ear canal cleaning, etc.		
	7	Be familiar with small animal nutritional requirements, pet food labeling standards, dry matter basis calculations, and the differences between pet food products		
	8	Apply ear medication		
	9	Apply eye medication		
	10	Take an accurate history and report chief complaint		
V. Small Animal Nursing (Large Animal Nursing--Optional)			DATE	SIGN OFF
A	Safety Concerns			
	1	Demonstrate knowledge of basic normal and abnormal animal behavior		
	2	Utilize patient & personnel safety measures		
	3	Identify potential Zoonotic diseases		
	4	Describe isolation procedures		
	5	Describe hazardous waste disposal		
	6	Describe basic sanitation		
	7	Be familiar with OSHA standards		
B	Animal Care			
	1	Provide routine record-keeping, and observation of hospitalized patients, i.e. stress importance of notations made when cleaning and feeding		
	2	Demonstrate a basic understanding of small animal anatomy, common diseases, medical conditions		
	3	Monitor/restrain patients for fluid therapy and record observations		
	4	Perform hand pilling (dog, cat)		
	5	Demonstrate understanding of treatment plan		
	6	Apply & remove bandages to healthy animals - (equine leg/tail wraps-optional)		
	7	Perform therapeutic bathing, basic grooming, and dipping of small animals		
	8	Clean external ear canals		
	9	Prepare food & prescription diets - be aware of any special dietary needs		
	10	Clean & disinfect cages and kennels (stalls-optional)		
	11	Provide care & maintenance of nursing equipment		
	12	Demonstrate an understanding of the euthanasia and post mortem care		
	13	Capillary refill time and normal mucous membrane evaluation		

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VI. Surgical Preparation and Assisting		DATE	SIGN OFF
A	Assist in performing surgical preparations		
1	Prepare surgical equipment/supplies		
2	Sterilize instruments & supplies using appropriate methods		
3	Operate and maintain autoclaves		
4	Identify common instruments suture materials		
5	Identify common suture materials, types and sizes		
6	Assist the veterinarian and/or veterinary technician with preparation of patients using aseptic technique		
7	Assist with positioning of surgical patients		
8	Aid the veterinarian and/or Veterinary technician with physical monitoring of recovering surgical patients		
9	Maintain the Surgical Log		
B	Facility and Equipment Cleanliness		
1	Maintain proper operating room conduct and asepsis		
2	Perform post-surgical clean up		
3	Fold surgical gowns and drapes		
4	Maintain operating room sanitation and care		
C	Have knowledge of:		
1	Surgical equipment		
2	Surgical room and prep area		
3	Instrument cleaning and care		
4	Proper disposal of hazardous medical wastes		
VII. Laboratory Procedures		DATE	SIGN OFF
A	Assistance in the laboratory		
1	Collect voided urine samples		
2	Determine physical properties of urine including color and clarity		
3	Assist in the collection of blood samples for procedures		
4	Identify common blood tubes used in veterinary medicine		
5	Collect voided fecal samples for examination		
6	Prepare fecal flotation solutions and set up fecal flotation's and direct smears		
7	Assist the DVM or veterinary technician in necropsy procedures		
8	Explain how to handle rabies suspects & samples safely		
9	Handle disposal of deceased animals		
10	Identify external parasites: mites, lice, fleas, and ticks		
11	Assist In the preparation of various specimen staining techniques		



Applicant Name:

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B	Laboratory Record Keeping			
	1	Ensure all laboratory results are accurately recorded		
	2	Stock laboratory supplies		
	3	File laboratory reports		
	4	Maintain laboratory log		
VIII. Radiology & ultrasound imaging			DATE	SIGN OFF
A	Follow recommended safety measures			
B	Assist the veterinarian and/or the veterinary technician in the completion of diagnostic radiographs and ultrasound including the restraint, preparation and positioning of patients			
C	Maintain quality control			
D	Label, file, and store film and radiographs			
E	Properly care for radiographic equipment			
F	Care and maintenance of film cassettes and screens			
G	Know safety techniques for handling processing chemicals			
H	Process diagnostic radiographs using:			
	1	Manual dipping tank processing OR		
	2	an Automatic Processor OR		
	3	Digital processing		
I	Maintain X-Ray log			

Supervisor Name:

Submit application, completed skills list, and payment to:

Oklahoma Veterinary Medical Association
13917 Quail Pointe, Dr.
Oklahoma City, Oklahoma 73134
(405) 478-1002
<https://okvma.org/veterinary-assistants-program/>

