

Name:

ID Number:

Required Course Task Checklist (CTC)

VETT 134: Veterinary Anesthesia and Surgical Assisting II

- 1) The following tasks are to be completed by the student and submitted to the course instructor by the end of the eleventh week of the class to receive credit. You **MUST** pass the CTC to pass the class, regardless of how many points you may have in the class. Any item below indicated by a **MUST** statement means that if you don't do it according to the instructions you will not receive credit for the CTC.
- 2) Preceptors **MUST** observe the student performing each task and check-off each step accordingly. The task steps should be completed in approximately the order listed in each task. Any steps out of order that would preclude the student from successfully completing the task should not receive credit. Any steps that are performed that are not included here that would preclude the successful completion of the task should be noted in the comments section at the bottom of the task criteria in the comments area.
- 3) When successfully completed each step in the task should be marked with a check-mark by the preceptor. X's will indicate the step was **NOT** properly performed.
- 4) Students **MUST** have their name and ID number on every page in the space indicated in the header of the CTC to receive credit for the submission. You are encouraged to word process your name and ID in the header.
- 5) Students **MUST** complete **EVERY** task with a 70% or greater score to receive credit for the tasklist. Stating that a task or a step is not performed in your practice, or that a step is not something that is allowed in your practice, is **NOT** an excuse for performing the task or steps. All steps and tasks are required to be performed by students by the AVMA.
- 6) If students believe that any tasks are going to violate state regulations, the student **MUST** submit written documentation from the state regulatory board in that state that the task is not allowed to be performed by students in an AVMA accredited program. If appropriate documentation is submitted and verified, then the student will be assigned an alternative method of completing the task or tasks. Simply stating that the task is not allowed in your state or that any task is not performed at your practice is not an excuse for not completing the task.
- 7) The CTC **MUST** be completed in the students approved OCCI facility.

Name:

ID Number:

8) Students may attempt to complete the task or tasks as many times as they want. They don't have to do it perfectly the first time. They may use practice and preceptor assistance to learn to perform the task based on the specific criteria listed. If a student does not perform the task according to the criteria listed, they are allowed to re-perform the task until it is successfully completed at the 70% or greater evaluation.

9) All Tasks MUST be completed during the term that you are enrolled in this class. Students that receive a passing evaluation of a Task that they did not actually perform during the current class will be subject to academic dishonesty action.

10) Course Task Checklists for this class will only be accepted in an electronic format. In order to receive credit for your CTC, it must be submitted through the Course Task Checklist area in the Assignments portion of the class. You should submit your CTC as one document. A PDF file works best. If you do not have a PDF writer i.e. Adobe Acrobat or the free downloadable CutePDF Writer, most scanners will copy and compress a document into one PDF file.

If you have questions about the CTC or any other aspect of this class, please contact your instructor as soon as possible.

Name:

ID Number:

Task 1: Demonstrate and Operate Anesthetic Delivery and Monitoring Equipment: Prepare Anesthesia Machine - CVTEA Task 4.9.A	
_____1)	The student checked the oxygen source and verified that there was enough oxygen to complete the procedure.
_____2)	The student turned the oxygen on and verified the oxygen pressure gauge was working and the flowmeter was functioning by turning on the flowmeter temporarily to watch the ball move to the desired oxygen flow.
_____3)	The student checked the soda lime canister to ensure the granules were fresh according to the standards in the text.
_____4)	The student checked the vaporizer to make sure there was inhalant agent in the vaporizer and that it was at least half full and the dial moved smoothly.
_____5)	The student attached the proper breathing system and breathing bag for the patient being anesthetized.
_____6)	The student traced the flow from the source, to the patient, from the patient and back to the scavenging system to ensure all connections were correctly assembled.
_____7)	The student performed a low-pressure leak test to ensure all connections were secure and no leaking of gas would occur.
_____8)	The student opened the pop-off valve to ensure it was not stuck or closed prior to anesthesia.
Date:	Preceptor Initials:
Comments:	

Name:

ID Number:

Task 2: Demonstrate Proper Operating Room Conduct and Asepsis: Prepare a Surgical Gown for Sterile Personnel - CVTEA Task 5.5.1.C

- _____ 1) The student selected the appropriate gown size.
- _____ 2) The area where the gown was placed was dry, level, and free of obstructions.
- _____ 3) The three flaps of the gown wrap were opened without contamination and the flaps are opened in the correct order.
- _____ 4) The student tied or assisted with tying the surgery gown aseptically.
- _____ 5) An internal pack chemical or internal indicator must be shown to ensure sterility.

Date:

Preceptor Initials:

Comments:

Task 3: Demonstrate Proper Operating Room Conduct and Asepsis: Set Up Sterile Surgical Gloves - CVTEA Task 5.5.1.B

- _____ 1) The student selected the appropriate glove size.
- _____ 2) The area where the gloves were placed was dry, level, and free of obstructions.
- _____ 3) The gloves are opened and properly positioned without contamination.

Date:

Preceptor Initials:

Comments:

Name:

ID Number:

Task 4: Prepare Gowns, Masks, Gloves, and Drapes: Wrap a Surgical Gown - CVTEA Task 5.9

- _____ 1) The student gathered the gown and the other pack supplies.
- _____ 2) The student gathered the appropriate linen wrapping supplies.
- _____ 3) The student folded the gown correctly by following the instructions in the text.
- _____ 4) The student selected an appropriate sterilization indicator and placed it in the pack.
- _____ 5) The student assembled the pack correctly by following the instructions in the Tear text.
- _____ 6) The student double-wrapped the pack using two linen wraps.

Date:

Preceptor Initials:

Comments:

Task 5: Perform Post-Surgical Clean-Up: Clean Surgical Instruments - CVTEA Task 5.16

- _____ 1) The student selected and then identified a variety of instruments to clean.
- _____ 2) The student rinsed soiled instruments in cold water immediately after use.
- _____ 3) The student opened instruments and disassembled multi-part instruments as appropriate.
- _____ 4) The student mixed neutral pH instrument detergent with water.
- _____ 5) The student placed soiled instruments in detergent solution.
- _____ 6) The student scrubbed instruments with attention to:
- to-and-fro motion
 - direction of serrations
 - direction of metal grain
- _____ 7) The student used an appropriate brush to scrub the instruments.
- _____ 8) The student rinsed the instruments thoroughly.

Name:

ID Number:

_____9) The student carefully inspected the instruments, removed instruments in need of repair, and lubricated instruments or placed in instrument milk.

_____10) The student laid instruments out to dry or gathered instruments to prepare to assemble a pack.

Date:

Preceptor Initials:

Comments:

Task 6: Prepare Surgical Instruments and Supplies: Assemble and Wrap a Major Surgical Pack - CVTEA Task 5.8

_____1) The student gathered the required surgical instruments and instrument pan or tray.

_____2) The student gathered the appropriate drapes, sponges, and other supplies.

_____3) The student selected an appropriate packaging material and chemical indicator.

_____4) The student assembled the pack correctly by following the instructions in the text.

_____5) The student appropriately selected and placed a sterilization indicator in the pack.

_____6) The student appropriately selected and utilized packaging material to wrap the pack.

_____7) The student double-wrapped the pack using two linen wraps.

_____8) The student properly labeled the pack and described the label.

Date:

Preceptor Initials:

Comments:

Name:

ID Number:

**Task 7: Sterilize Instruments and Supplies Using Appropriate Methods - CVTEA
Tasks 5.10 and 5.11**

- _____ 1) The student selected a properly prepared instrument pack.
- _____ 2) The student placed the objects to be sterilized in the autoclave to insure that there would be adequate steam circulation in the autoclave.
- _____ 3) The student stated verbally the type of steam autoclave: hi-vac or gravity.
- _____ 4) The student stated verbally the steam autoclave settings for processing the surgical pack, including temperature (degrees F or C), exposure time (minutes), autoclave pressure, and dry cycle time (minutes).
- _____ 5) The student operated the steam autoclave properly.
- _____ 6) The student opened the autoclave door slightly for at least 10 minutes but not more than 20 minutes following processing was complete.
- _____ 7) The student removed the surgical pack from the autoclave with attention to personal safety and without causing strikethrough (i.e., used oven mitt)
- _____ 8) The student placed the cooled pack on a clean, flat surface.
- _____ 9) The student opened the pack to show that chemical indicators had changed to indicate successful sterilization, stating verbally the changes noted.

Date:

Preceptor Initials:

Comments:

Task 8: Keep Operative Records - CVTEA Task 5.5.6

- _____ 1) The student located and identified the required records, including:
- Patient Record
 - Patient Anesthetic Monitoring Chart
- _____ 2) The student described and completed the required information in the patient record.

Date:

Preceptor Initials:

Comments:

Name:

ID Number:

Student

Signature:_____

Preceptor

Name

Printed:_____

Preceptor Signature:_____

Estimated Hours to Complete the CTC:_____

Estimated Total Hours of Clinical

Time Spent in all VETT Classes This Term:_____

Date:_____