

## VT 229 - Sophomore Clinical Externship

### Externship Student Task Check List

*(To be completed by the student throughout the externship period)*

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**Student's Name:** \_\_\_\_\_

**Name of Core Site:** \_\_\_\_\_

**Name of Elective Site:** \_\_\_\_\_

**Other Site:** \_\_\_\_\_

This task check list is to be used by externship students during work experience off campus. Do not expect to perform all of tasks listed herein, but make a check next to those tasks which you did perform. This document helps the College to evaluate the quality of educational experience acquired at each site. Please refer to this check list regularly throughout the externship and update it at least once weekly. The student is responsible for returning this completed task list, together with the radiology badge and two site-evaluation forms, to the final on-campus meeting. A final grade cannot be released until these materials have been returned to the Program Director.

<b>Task</b>		
<b><i>OFFICE and HOSPITAL PROCEDURES &amp; CLIENT RELATIONS</i></b>	<b>Core Site</b>	<b>Elective Site</b>
Make appointments		
Handle telephone contacts		
Admit and discharge patients, take history, maintain records and prepare appropriate certificates for signature		
Perform basic filing of medical records, radiographs, lab reports, etc.		
Maintain x-ray, surgery, anesthesia, laboratory, and		

controlled substances logs		
Communicate with clients		
Perform appropriate elementary computer skills (input, retrieve, and print data)		
Recognize and respond appropriately to veterinary medical emergencies		
Maintain basic cleanliness and orderliness of a veterinary facility including hospital, clinic, practice, or laboratory)		
Perform basic bookkeeping procedures		
Write business letters, reports, and client education handouts		
<b><i>PHARMACY and PHARMACOLOGY</i></b>	<b>Core Site</b>	<b>Elective Site</b>
Recognize general types and groups of drugs		
Label and package dispensed drugs correctly		
Use weights and measures correctly		
Calculate dosages		
Store, safely handle and dispose of biologics and therapeutic agents, pesticides, and hazardous wastes		
Handle controlled substances correctly		
Perform inventory control procedures		
Prepare medications and reconstitute vaccines		
Differentiate between abnormal and normal responses to medication		
Use and explain appropriate routes and methods of drug and vaccine administration		
Differentiate prescription drugs from over-the-counter drugs		
<b><i>EXAMINATION ROOM PROCEDURES</i></b>	<b>Core Site</b>	<b>Elective Site</b>

Determine and know normal values of temperature, pulse, and respiration for dog, cat, horse, and cow		
Perform client education under supervision		
Restrain patients		
a. Place in, and remove small animals from cages		
1) apply dog safety muzzle		
2) apply Elizabethan collar		
3) apply restraint pole		
b. Place and restrain small animals on tables		
c. Halter, tie and lead horses and cattle		
d. Restrain birds		
e. Restrain cattle and horses		
1) apply twitch (horses)		
2) apply bovine tail restraint		
3) apply nose tongs/leads		
f. Restrain sheep and swine		
g. Load large animals		
Auscultate heart and lungs using a stethoscope		
Use crisis intervention/grief management skills with clients		
Identify common grains, grass, hay		
Identify common poisonous plants		
<b><i>SURGICAL PREPARATION and ASSISTING</i></b>	<b>Core Site</b>	<b>Elective Site</b>
Assist with routine surgical and/or obstetrical procedures		
a. Ovariohysterectomy - dogs and cats		

b. Cesarean section - all common species		
c. Orthopedic procedures		
d. Castration - all common species		
Tail docking - pups and lambs		
Onchyectomy - dogs and cats		
Laparotomies - all common species		
Dystocias in common species		
Dehorning - cattle and goats		
Prolapsed organs - common types, species, and incidence		
<b><i>PERFORM SURGICAL PREPARATIONS</i></b>	<b>Core Site</b>	<b>Elective Site</b>
a. Prepare surgical equipment/supplies		
b. Sterilize instruments and supplies using appropriate methods		
c. Identify and use instruments		
d. Identify common suture materials, types, and sizes		
e. Prepare gowns, masks, gloves, and drapes		
f. Prepare surgical sites using aseptic techniques		
g. Operate and maintain autoclaves		
h. Provide operating room sanitation and care		
i. Position patients (common procedures)		
j. Secure catheters in place		
Perform as surgical assistant or circulating nurse		
a. Properly pass instruments and supplies		
b. Maintain proper operating room conduct and asepsis		

c. Assist with care of exposed tissues and organs		
d. Keep operative records		
e. Operate/maintain/suction and cautery machines		
f. Operate and maintain fiberoptic equipment		
Assist with anesthesia under supervision		
a. Calculate and administer preoperative medications		
b. Induce and maintain general anesthesia (considering species variations) using the following:		
1) IV anesthetics		
2) Inhalant anesthetics (methoxyflurane, isoflurane, halothane, nitrous oxide)		
- Induction		
- Endotracheal intubation		
- Properly operate anesthetic machines		
- in- and out-of-the-circle vaporizers		
- rebreathing and non-rebreathing systems		
- induction chambers and masks		
-Respirators		
3) Calculate and administer injectable analgesics/sedatives/anesthetics		
c. Monitor anesthesia		
1) Use esophageal stethoscope		
2) Recognize abnormal EKG and audible sounds		
3) Monitor signs of stages and planes of anesthesia		
- Recognize and understand significance of clinical signs of stages and planes		

4) Measure arterial blood pressure		
d. Recognize anesthetic emergencies		
1) Resuscitate with anesthetic antagonists		
2) Calculate and administer anesthetic antagonists		
3) Use defibrillator		
e. Care for anesthetic machines		
f. Properly scavenge waste anesthetic gas to protect staff		
Monitor anesthetic recovery and provide intensive postoperative care		
Perform post-surgical clean-up		
a. Equipment		
b. Surgical room or area		
c. Instruments		
d. Patient		
e. Personnel		
f. Proper disposal of hazardous medical waste		
Remove Sutures		
<b><i>LARGE and SMALL ANIMAL NURSING</i></b>	<b>Core Site</b>	<b>Elective Site</b>
Perform venipuncture for treatment or blood sampling		
a. Cephalic (dog, cat)		
b. Jugular (dog, cat, horse, ruminant)		
c. Saphenous (dog)		
d. Sublingual (dog)		
e. Ear (swine)		

f. Coccygeal (cow)		
g. Anterior vena cava (pig)		
Administer parenteral injections		
a. Subcutaneous (all species)		
b. Intramuscular (all species)		
c. Intradermal		
d. Intraperitoneal		
Place intravenous catheters		
a. Cephalic vein (small animals)		
b. Saphenous vein (dog)		
c. Jugular vein (horse)		
Maintain fluid therapy (maintaining catheter placement, determining and maintaining correct rate)		
Medicate orally by means of:		
a. Balling gun (ruminant)		
b. Dose syringe (ruminant)		
c. Gastric intubation (small animal)		
d. Hand pilling (dog, cat)		
e. Gastric lavage (dog)		
f. Dose syringe (horse, pig)		
g. Oral speculum and stomach tube (ruminant)		
h. Naso-gastric intubation (small animal)		
Apply bandages		
Remove bandages and splints		

Perform small animal dental prophylaxis manual and machine		
Perform therapeutic bathing, basic grooming, and dipping of small animals		
Provide routine record-keeping, care, and observation of hospitalized patients		
Implement patient and personnel safety measures		
Prepare feed and prescription diets		
Clean and disinfect cages, kennels, and stalls		
Trim nails (dogs, cats, and birds)		
Apply equine leg and tail wraps		
Express canine anal sacs		
Clean and medicate ears (dog, cat)		
Administer enemas		
Collect urine samples		
a. Catheterize male and female dogs		
b. Collect voided urine sample (small animal)		
c. Perform cystocentesis (small animal)		
d. Catheterize large animals and cats		
Take and examine skin scrapings		
Provide care and maintenance of equipment		
Apply established emergency protocols		
a. maintain emergency medical supplies		
b. perform first aid and cardiopulmonary resuscitation		
c. use ambu-bag		

d. apply emergency splints and bandages		
Apply topical medication to eye		
Perform fluorescein stain, tonometry, and Schirmer tear test		
Tattoo animals (and use other identification methods)		
Administer physical therapy (hydrotherapy, post-operative, orthopedic, neurological)		
Clean sheath (horse)		
Remove casts		
Provide care of recumbent patient		
Maintain chest, tracheostomy, pharyngostomy tubes		
Administer intramammary treatment (mastitis therapy only)		
Collect milk sample and conduct mastitis testing, e.g., (CMT, bacterial culture)		
Collect, cross-match, and give blood transfusion		
Explain principles of orphan animal care		
Provide nursing care to newborns		
Clean and prep wounds or abscesses		
Prepare mare for vaginal examination and cervical culture		
Trim hooves		
a. Ruminant		
b. Horses		
<b>LABORATORY PROCEDURES</b>	<b>Core Site</b>	<b>Elective Site</b>
Perform urinalysis		
a. Determine physical properties		
1) Color		

2) Clarity		
3) Specific gravity		
- Refractometer		
b. Test chemical properties using dipstick and tablet tests		
c. Examine and identify sediment		
d. Examine calculi for chemical content		
Perform hematologic evaluations		
a. Collect samples for procedures		
b. Perform CBC		
1) Hemoglobin		
2) Hematocrit		
3) Total protein (refractometer)		
4) White cell count		
- Unopette		
5) Red cell count		
Unopette		
6) Microscopic exam		
- Prepare blood film		
- Stain using a variety of techniques		
- Perform leukocyte differential-normal/abnormal		
7) Use automated cell counter		
c. Perform reticulocyte count		
d. Perform platelet count		
e. Calculate hematologic indices		

f. Identify blood parasites		
1) <i>Dirofilaria sp / dipetalonema sp</i>		
- Direct blood exam		
- Hematocrit tube method		
Knotts test		
Filter test		
- Antigen test		
2) <i>Haemobartonella sp</i>		
3) <i>Anaplasma sp</i>		
4) <i>Babesia sp</i>		
5) <i>Trypanosoma sp</i>		
6) <i>Eperythrozoon sp</i>		
7) <i>Ehrlichia</i>		
g. Perform coagulation tests		
1) Clotting time and/or ACT (Activated Clotting Time) test		
2) One-step prothrombin time		
3) Partial thromboplastin time		
4) Fibrinogen assay		
h. Perform blood chemistry tests (BUN, glucose, common enzymes)		
i. Perform serologic tests		
1) Collect and prepare serum sample		
2) Perform tests using ELISA methodology		
3) Perform various types of slide/card agglutinations		

Perform parasitologic procedures		
a. Collect samples		
b. Test for external parasites		
1) Prepare sample		
2) Identify		
- Mites		
- Lice		
- Ticks		
- Fleas		
- Flies		
c. Test for internal parasites		
1) Prepare solutions and perform fecal flotations		
2) Perform fecal sedimentation		
3) Perform direct smears		
Identify common adult parasites, their ova, and apply knowledge of common parasite life cycles		
- Nematodes		
- Trematodes		
- Cestodes		
- Protozoa		
Perform coprologic tests		
Perform microbiologic procedures		
a. Collect representative samples		
b. Perform bacteriologic procedures		

1) Culture bacteria and perform sensitivity tests		
2) Identify common animal pathogens using commercially available media and reagents		
3) Perform common biochemical tests		
4) Perform staining procedures		
c. Culture and identify common dermatophytes		
Perform necropsy procedures		
a. Perform prosection on non-preserved animal		
b. Collect samples, store and ship according to laboratory protocols		
c. Explain how to handle rabies suspects and samples safely		
d. Handle disposal of dead animals		
e. Perform euthanasia procedures		
Perform cytologic procedures		
a. Collect, prepare, and evaluate canine vaginal smears		
1) Slide preparation and staining procedure		
2) Perform basic cell identification (normal and common abnormal)		
3) Use knowledge of estrous cycle in evaluation		
b. Assist in collecting and preparing transudate, exudate, and cytologic specimens (joint, cerebrospinal, airway and body cavity)		
1) Determine color and clarity, before and after centrifugation		
2) Determine specific gravity		
3) Determine total and/or quantitative protein		
4) Determine white cell and/or red cell count		

5) Determine viscosity		
6) Perform mucine precipitate test		
7) Perform smear and stain		
8) Identify basic cells (normal and common abnormal)		
c. Perform fine needle tissue aspirates, impression smears, and true-cut biopsies		
1) Prepare and stain specimens for veterinarian's evaluation		
2) Explain oncology terminology (benign vs. malignant, tissue of origin)		
d. Prepare and stain bone marrow specimens		
e. Perform semen evaluation		
1) Use collection techniques (dog, bull, stallion)		
2) Prepare and stain slides		
3) Count sperm		
4) Identify abnormal sperm types		
f. Explain timing and types of pregnancy testing		
g. Assist with artificial insemination (dog, horse or cattle)		
<b>MISCELLANEOUS</b>	<b>Core Site</b>	<b>Elective Site</b>
a. Prepare laboratory samples for shipment		
b. Maintain laboratory equipment		
c. Perform quality control procedures		
d. Explain basic principles of laboratory safety		
<b>RADIOLOGY AND ULTRASOUND IMAGING</b>	<b>Core Site</b>	<b>Elective Site</b>
Implement and follow recommended safety measures		
Prepare and use technique charts		

Take diagnostic radiographs		
a. Position large and small animal patients		
b. Use Orthopedic Foundation of America (OFA) applications/positioning for canine dysplasia		
c. Position laboratory and exotic animals		
Process diagnostic radiographs		
a. Use hand processing in darkroom		
b. Maintain quality control		
c. Replace or replenish developer and fixer		
d. Label, file, and store film		
e. Use automatic processing		
Properly care for equipment		
a. Hang or store gloves and aprons properly		
b. Clean screens		
c. Detect faulty equipment operation		
Properly use both stationary and portable x-ray machines		
Perform various contrast media studies including GI series, pneumocystogram, intravenous urogram)		
Use of ultrasonography equipment		
<b><i>LABORATORY ANIMAL PROCEDURES</i></b>	<b>Core Site</b>	<b>Elective Site</b>
Explain basic principles of animal research		
Apply knowledge of state, federal, and local animal welfare regulations		
Rodents and rabbits		
a. Recognize and restrain		

b. Determine sex		
c. Perform and/or supervise basic care procedures, e.g., feeding, watering, breeding, identification and handling		
d. Administer drugs or medicaments, using appropriate sites and routes (all common species)		
e. Collect blood sample from a live animal		
f. Perform oral dosing (intubation, blunt needle, stomach tube) on one animal		
g. Anesthetize one animal		
h. Explain common disease signs		
i. Perform necropsy prosection and collect specimens		
j. Clip teeth of rabbits and guinea pigs		
Non-Human Primates		
a. Recognize and restrain species of non-human primates		
<b><i>AVIAN, EXOTIC, AND FISH PROCEDURES</i></b>	<b>Core Site</b>	<b>Elective Site</b>
a. Recognize and restrain caged birds, reptiles, amphibians and ferrets		
b. Perform and/or supervise basic animal care procedures (e.g., feeding, watering, breeding, identification, caging, and aquarium care)		
c. Administer or inject drugs using appropriate sites and routes for each species		
d. Collect appropriate body tissues or fluids from live animals and perform laboratory procedures		
e. Anesthetize avian and exotic animals		
f. Explain inadvisability of keeping wildlife as pets		