

Science and Animal Studies

ACM40418 - Certificate IV Veterinary Nursing

1. Student details
2. Course Information
3. Workplace Supervisor Agreement
4. Information for your role as a mentor

This document provides an overview of important course information relating to the Certificate IV in Veterinary Nursing ACM40418. It also includes important information for placement clinics relating to the requirements and expectations of workplace supervisors. It is important that workplace supervisors read this information and are aware of their obligations prior to signing this agreement.

The workplace supervisor signing this agreement is also required to confirm that the applicant will have access to appropriate facilities/equipment and will receive supervision and training in a safe working environment in the skills and knowledge areas required.

Applicants must upload this completed form to their application. Please ensure all scans or photos are clear and high resolution so we can read them clearly. Enrolment into this course will not proceed until this form has been completed and submitted as part of the online application.

Section 1: Student details

Applicant name:

Email: Phone:

Have you been signed up with an [Apprentice Connect Australia Provider](#) as a Trainee?

☐ **Yes**

☐ **No**

Placement requirements:

All students are required to have a placement position as a veterinary nurse in a small animal clinic for at least 15 hours per week. You must have at least 3 months' experience in your placement position prior to course commencement. You are required to hold a suitable placement position for the duration of your studies.

If you have been in your current position for less than 3 months but have previous experience elsewhere, please provide a copy of your resume and a letter of referral from your previous clinic. The supporting documentation you provide must show the duration of your previous employment or volunteer work, weekly working hours and the duties you routinely performed

You must notify Box Hill Institute in writing immediately of any changes to the placement position, including loss of placement, change of clinic, and change of supervisor.

Section 2: course information

This qualification reflects the role of a veterinary nurse who works under the supervision of a registered veterinarian to provide nursing care to animals, to support veterinarians to carry out medical and surgical procedures, and to support clients to maintain health of animals.

The Certificate IV in Veterinary Nursing requires access to patients (animals), clients, medical and surgical cases, veterinary staff, and practice policies and procedures.

Entry requirements:

Entry into this qualification is open to individuals who:

- hold a Certificate II in Animal Studies, OR
- hold a relevant Certificate III or higher level qualification in an animal science discipline, OR
- can demonstrate equivalent skills and knowledge in a relevant animal science discipline to any of the above qualifications.

Additionally, Box Hill Institute require all students to:

- hold either a voluntary or paid position as a veterinary nurse in a small animal veterinary clinic, working a minimum of 15 hours per week.
 - Students must have been in this position for at least 3 months prior to course commencement.
 - Students wishing to study off-campus must be in paid employment.
- be at least 17 years of age at the time of enrolment.
- have access to a computer with WIFI capabilities, a microphone and camera to attend remote classes.

Course delivery:

- Off-campus students must be in **paid** employment as a veterinary nurse. Off-campus students do not attend regular classes but are required to attend workshops each term on campus. Off-campus students have the support of our teachers as they undertake their studies in a self-paced model.
- On-campus students attend one full day of classes per week, which are delivered as a blend of remote delivery, workplace and face-to-face learning and assessment. Blended learning will involve a range of online programs and resources including StudentWeb, MS Teams, pre-recorded session, live sessions, assigned reading, excursion, industry guest speakers and online activities.

On-campus students also undertake practical rotations through our veterinary clinic, Pets on Elgar. Students who are in voluntary vet nurse positions **must** study on-campus.

Course structure:

This course comprises 17 core and 4 elective units. Students who have completed a prior qualification may have credit transfers.

Core Units

ACMGAS307	Identify animal anatomy and physiology for animal care work
ACMGAS308	Communicate effectively with clients and team members
ACMINF301	Comply with infection control policies and procedures in animal care work
ACMVET202	Carry out daily practice routines
ACMVET401	Coordinate veterinary reception duties
ACMVET402	Apply imaging routines
ACMVET403	Perform clinical pathology procedures
ACMVET404	Perform practice office procedures
ACMVET405	Coordinate and perform surgical nursing routines
ACMVET406	Nurse animals
ACMVET407	Carry out medical nursing routines
ACMVET408	Provide nutritional advice and support for animals
ACMVET409	Provide specific animal care advice
ACMVET410	Carry out veterinary dental nursing procedures
ACMVET413	Prepare for anaesthesia and monitor animal anaesthesia and analgesia
ACMVET416	Assist with the preparation of veterinary drugs and poisons
ACMWHS301	Contribute to workplace health and safety processes

4 Electives Units are required to complete the qualification.

OPTIONS: On-campus Delivery

ACMMIC401	Implant microchip in cats and dogs	Group A
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Electives offered to students via self-directed learning or credit transfer

ACMSPE310	Provide basic care of mammals	Group B
ACMBEH302	Provide enrichment for animals	Imported
ACMGEN309	Provide basic animal first aid	Imported
ACMGEN311	Maintain and monitor animal health and wellbeing	Imported
ACMGEN312	Provide nutritional requirements for animals	Imported

Electives for credit transfers only:

HLTAID011	Provide first aid	Group A
ACMSPE302	Provide basic care of birds	Group B
ACMSPE304	Provide basic care of domestic dogs	Group B
ACMSPE305	Provide basic care of domestic cats	Group B
ACMSPE307	Provide basic care of freshwater fish	Group C
ACMSPE311	Provide basic care of non- venomous reptiles	Group C
ACMSPE312	Provide basic care of rabbits and rodents	Group B
ACMBEH301	Identify behaviours and interact safely with animals	Imported

Students with a credit transfer can only be credited with 2 imported units as per training package rules.

Section 3: Workplace Supervisor Agreement

Workplace Supervisor to complete the following:

1. Practical Placement Clinic Details

Clinic Name: Clinic Phone: (.....).....

Workplace Supervisor Name:

Workplace Supervisor Email Address:

Clinic Address:

2. Workplace Supervisor Agreement

I(Supervisor name), agree to fulfil the role of workplace supervisor for (Applicant name)

who is applying to enrol in **ACM40418 Certificate IV in Veterinary Nursing** whilst working/ volunteering (please circle one) for a minimum of.....hours per week at my clinic.

The commencement date for this placement was/is

I am qualified to be a workplace supervisor as I am (please tick **one**):

- ☐ A qualified **veterinarian** with at least 5 years current work experience
- ☐ A qualified **veterinary nurse** with at least 5 years current work experience

I have read and understood the mentor expectations and unit requirements outlined in the "Information for your role as a mentor" section attached to this Workplace Supervisor Agreement:

- ☐ Yes
- ☐ No

I agree to provide supervision for **ALL** of the following (please tick **ALL**):

- ☐ Ensuring the safety of the student.
- ☐ Mentoring the student and providing time for supervised training in the workplace.
- ☐ Verifying the student's ability to successfully perform tasks to industry standard by signing reports, logbooks and practical assignments.
- ☐ Provide the student with the required opportunity within the clinic to meet the practical and theory requirements of the course.

3. Required vet nursing duties and equipment

Included below, you will find a list of duties and equipment that are required in your veterinary clinic. This will provide the applicant with strong vocational experience to support their learning in the ACM40418 Certificate IV in Veterinary Nursing.

We understand that applicants initially may not undertake all the duties below, however, we need your confirmation that they will undertake these tasks when completing the related units of competency.

Please confirm which of the following duties and equipment applicants will have access to during their placement hours:

Duties:

- ☐ Reception work – answering phones, taking payments, greeting clients, admitting and discharging patients.
- ☐ Hospitalised animal care and treatment administered to small animals.
- ☐ Surgery nurse – anaesthetic nurse, depth assessment, anaesthetic charting.
- ☐ Radiology – access to imaging equipment and involvement in assisting with these procedures.
- ☐ Dental – assist with dental procedures.

Equipment:

- ☐ Computer equipped with software typically used in a veterinary practice.
- ☐ EFTPOS Machine / Till / Petty Cash (financial transactions)
- ☐ X-ray machine
- ☐ Dental machine
- ☐ Ultrasound machine
- ☐ Standard Operating Procedure Manual covering reception processes.
- ☐ Surgical Equipment – Instruments
- ☐ Eye Kit
- ☐ Dental Kit
- ☐ Spey and Castrate Kit
- ☐ Orthopaedic Surgical Instruments (either in kit or separate)
- ☐ Stitch Up Kit
- ☐ Access to in-house haematology and biochemistry, or external laboratory submission
- ☐ Refractometer
- ☐ A range of pathology tests, including Reagent Tests (ie: Combur 9, Asostix etc.), Snap testing (ie: Parvo, HWT, FIV/FelV), Faecal Flotation test
- ☐ Cytology stains and associated equipment (microscopes etc.)

Name of Supervisor.....

Signature of Supervisor..... Date.....

VETERINARY NURSING: INFORMATION FOR YOUR ROLE AS A MENTOR

Certificate IV in Veterinary Nursing ACM40418

Feb 2023

Box Hill Institute
465 Elgar Road, Box Hill, 3128 Victoria

Section 1: Science and Animal Studies

Welcome

We welcome you, your clinic, and your student to Box Hill institute. We look forward to assisting your student and clinic to successfully progress through the Certificate IV in Veterinary Nursing.

Contact details

Address:	Building 7, Level 3 465 Elgar Road Box Hill, VIC 3128
Postal Address:	Private Bag 2014 Box Hill, VIC 3128
Administration:	Ph: (03) 8892 2079 Fax: (03) 8892 2119 basreception@boxhill.edu.au

Section 2: Mentor Expectations

Thank you for agreeing to be a mentor for your new staff member who has enrolled in the Certificate IV in Veterinary Nursing ACM40418. This course is a nationally accredited course and details can be found on training.gov.au.

This course consists of 21 units: 17 Core units and 4 Elective units.

At Box Hill Institute we deliver this course over a 2-year period. Students are required to have completed a prerequisite qualification to be accepted into the course and therefore may have already completed some units assigned to the Certificate IV in Veterinary Nursing. This may then shorten the delivery of the qualification to a time period less than 2 years.

Workplace Supervisors/Mentors

As a workplace supervisor/mentor, you must be either a registered veterinarian or a qualified veterinary nurse, with preferably at least five years industry experience.

The workplace supervisor/mentor has several roles including:

- providing time for supervised training in the workplace
- reviewing assessments and providing assistance with understanding
- reviewing self-help questions
- verifying skills logs and practical assessments by signing off these documents

The relationship between you and your student is an important one and our experience shows that the most successful students have good relationships with their supervisors and feel comfortable discussing issues with them.

As the mentor, it is important that time each week is dedicated to assisting your student with their studies. The workplace role is to support learning, nurture, and train employees.

The course is structured to allow students to build on their skills sets. e.g.: beginning with reception and building their skills through to anaesthesia and surgery later in their studies. It is important to have a conversation about what areas the student will need exposure to at work.

The student should discuss the assessment tasks with you when they start each unit of competency. By doing this you will be able to empower the student with relevant exposure to the clinical tasks of the unit. An outline of each unit can be found later in this document.

If there is anything you feel that your student will not be exposed to, or not be able to complete, the student may need to attend a secondary clinic to gain this training and be signed off on workplace tasks and logbook hours. A Student should NOT be signed off on tasks if they are not capable of completing the tasks to the required workplace standard and as specified in the Assessment Task document. ***If you feel the student requires more time please contact us to discuss so that we can ensure all students are only signed off when competent.***

*** Digital signatures will NOT be accepted**

Section 3: Training and Assessment

Competency-based training and assessment

Competency-based training (CBT) was introduced in Australia in the late 1980s. It is the nationally recognised training and assessment model used for vocational education and training. Students are assessed against a range of knowledge and practical skills called performance criteria.

Assessment

Assessment tasks are given to each student. As a mentor, if you wish to look at these, please request this information from your student.

Students must successfully complete all assessments for each unit/cluster by the due dates assigned for each unit/s for which they enrolled.

All assessments submitted will be assessed as either Satisfactory or Not Satisfactory. Feedback will be provided to the student if the initial assessment is Not Satisfactory. Students will be provided with the opportunity to address and re-submit assessments to be able to achieve a satisfactory result. When a student has completed all assessments and they are all graded as Satisfactory, then the student will have been deemed to have completed the unit/cluster and be deemed as Competent (CO) for the unit/s.

If a student attempts all assessments but is not able to achieve a Satisfactory for all assessments, they will be deemed as Not Yet Competent (NY).

If a student does not submit their assessment by the due dates they may be withdrawn from the unit/s and will receive a grade of WB/WA - **Student withdrawn before commencement of the unit/s/ after training has commenced for the unit/s**

Assessment of practical skills

Practical skills for each unit/s may be assessed in-class, in Pets On Elgar, or in your veterinary clinic. Those tasks not performed on-campus can be completed in the workplace under your supervision. Workplace supervisors MUST indicate which tasks were performed, provide meaningful feedback relevant to the task performed by the student, and sign and date each assessment. This evidence will assist the teacher to determine competency in that unit.

e.g., Student set the surgical environment correctly for the TPLO being performed today, showing understanding of the requirements for this surgery.

Please Note: *Practical assignments submitted without feedback, signatures and dates supplied by the Workplace Supervisor will be marked 'Further Evidence Required' (FER) and returned for re-submission.*

***Digital signatures will NOT be accepted**

Assessment in your Veterinary Clinic

In some situations, Box Hill Institute may send out a workplace assessor to the workplace to observe students performing relevant tasks.

When this occurs, a list of tasks will be provided before the visit. You, as the mentor, will be notified in advance that we intend to visit the workplace, and a date and time will be chosen that suits everyone involved.

Logbook hours

When your staff member is enrolled in a unit at level 4, the unit states that students are required to have “performed the activities outlined in the performance criteria of this unit during a period of at least 240 hours of work in a veterinary practice”.

This means that students must undertake a minimum of 240 hours in your workplace that is documented and attributed to each unit of competency. We provide students with a logbook for them to document the hours against the performance criteria at the start of each new level 4 unit.

Completion of these hours must be signed off by you as their mentor.

Delivery Methods – On and off campus options

Box Hill Institute offers Certificate IV in Veterinary Nursing via on-campus and off-campus delivery.

On-campus students attend classes one day per week over 2 years, including clinical and surgical rotations through Pets On Elgar Veterinary Clinic.

In addition to our on-campus delivery of the Certificate IV in Veterinary Nursing, Box Hill Institute offers an off-campus training option. Students must be in **paid** employment for the requisite minimum of 15 hours per week.

Off-campus (flexible delivery) is self-paced and work-based, supported by on-line resources, and block release training sessions. Off-campus students enrol in no more than 2 units of competency at a time and must complete both within 4 months. Flexible delivery enrolments are accepted throughout the academic year.

Students who elect to move from on-campus to off-campus (flexible delivery) must meet with the Coordinator of Veterinary Nursing prior to enrolling in this model of delivery.

****All Off-campus students must attend on-campus practical sessions each term in line with their studies.***

Units of Competency assessment requirements for Certificate IV in Veterinary Nursing ACM40418

To give you an idea of the kinds of tasks students will need to undertake under your mentorship and the skills they will need to be able to demonstrate to be deemed competent, we have included below the performance requirements of each core unit of competency. Each unit code is hyperlinked to the government assessment requirements for further reading.

[ACMINF301 Comply with infection control policies and procedures in animal care work](#)

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has:

- reviewed workplace biosecurity and infection control policy and procedures in an animal care environment to:
 - identify requirements relevant to an animal carer's role
 - contribute at least two suggestions for updates
- recognised signs of at least four different infectious diseases (including at least two zoonotic diseases) in two different animal species
- carried out infection control activities on at least three separate occasions to prevent the transfer of disease in the following situations:
 - animal to person
 - animal to animal.

[ACMWHS301 Contribute to workplace health and safety processes](#)

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has planned and conducted a minimum of two animal care work tasks, on at least two separate occasions, including:

- following relevant workplace health and safety legislation, standards, codes of practice
- identifying and reporting hazards, including signs of common animal diseases, to supervisor
- selecting and implementing appropriate risk controls
- carrying out workplace health and safety housekeeping tasks
- supporting at least two work group members to work safely
- contributing to at least one workplace health and safety meeting or participative process
- demonstrating awareness of how to respond to at least one emergency situation that may occur in an animal care environment.

ACMVET202 Carry out daily practice routines

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- cleaned and disinfected animal housing, treatment area and general practice areas of clinic
- carried out daily patient treatments and observations on three different animals, covering two different species, including:
 - handling and restraining animal appropriately
 - measuring and monitoring animal's vital signs
 - recognising signs and symptoms of illness or abnormalities
 - following instructions for food and water
- communicated effectively with supervisor using appropriate industry vocabulary
- assisted in stock control.

ACMVET202 Carry out daily practice routines

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- cleaned and disinfected animal housing, treatment area and general practice areas of clinic
- carried out daily patient treatments and observations on three different animals, covering two different species, including:
 - handling and restraining animal appropriately
 - measuring and monitoring animal's vital signs
 - recognising signs and symptoms of illness or abnormalities
 - following instructions for food and water
- communicated effectively with supervisor using appropriate industry vocabulary
- assisted in stock control.

ACMVET202 Carry out daily practice routines

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- cleaned and disinfected animal housing, treatment area and general practice areas of clinic
- carried out daily patient treatments and observations on three different animals, covering two different species, including:
 - handling and restraining animal appropriately
 - measuring and monitoring animal's vital signs
 - recognising signs and symptoms of illness or abnormalities
 - following instructions for food and water
- communicated effectively with supervisor using appropriate industry vocabulary
- assisted in stock control.

ACMGAS307 Identify animal anatomy and physiology for animal care work

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- classified animals from a minimum of two different species
- identified the anatomical features, body systems and physiological functions of organs of:
 - three different mammals
 - one bird and one reptile.

ACMGAS308 Communicate effectively with clients and team members

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- communicated effectively on a minimum of three different occasions, including each of the following:
 - interacting appropriately with clients in writing using digital media
 - interacting appropriately with a client or industry representative by telephone
 - actively participating in a team meeting.

ACMVET401 Coordinate veterinary reception duties

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has coordinated and undertaken the admission of a minimum of five patients, covering two species, for routine and non-routine procedures, including:

- carrying out triage procedures for a minimum of two patients
- demonstrating a simulation of applying animal first aid in order to sustain life and minimise pain
- coordinating the discharge of a minimum of three patients
- communicating appropriately with practice staff and clients in varying situations
- performing the activities outlined in the performance criteria of this unit during a period of at least 240 hours of work in a veterinary practice.

ACMVET402 Apply imaging routines

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- carried out imaging routines for a minimum of three different animals, covering at least three different body parts
- assisted with one ultrasound or endoscopy procedure
- performed the activities outlined in the performance criteria of this unit during a period of at least 240 hours of work in a veterinary practice.

ACMVET403 Perform clinical pathology procedures

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- collected, appropriately handled, labelled and stored biological samples from a minimum two different species, including:
 - blood
 - faeces
 - urine
- collected, appropriately handled, labelled and stored biological samples of at least two of the following:
 - microbial swab
 - skin scrapings
 - hair samples
 - saliva
 - tissue
 - vomitus
 - wound material
- prepared microscope and slides for examination
- performed practice laboratory tests and recorded results, including:
 - Diff-Quik
 - PCV
 - TPP
 - USG
 - performed the activities outlined in the performance criteria of this unit during a period of at least 240 hours of work in a veterinary practice.

ACMVET404 Perform practice office procedures

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- maintained practice stock, including veterinary medicines, supplies, food and bedding for hospitalised patients
- ordered weekly supplies on at least two occasions
- maintained, filed and stored accurate practice records for a minimum of five customers
- processed practice correspondence and reconciled daily takings for a minimum of two days
- communicated effectively with the veterinarian, clients, consultants and suppliers
- performed the activities outlined in the performance criteria of this unit during a period of at least 240 hours of work in a veterinary practice.

ACMVET405 Coordinate and perform surgical nursing routines

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- coordinated and performed surgical nursing routines on a minimum of two occasions, covering at least two different species, including (for each):
 - preparing the surgical environment and personnel
 - maintaining asepsis and following aseptic techniques
 - preparing animals for anaesthesia and surgical procedures as directed by the veterinarian
 - completing post-operative care patient routines
 - cleaning theatre and replenishing supplies
 - performed the activities outlined in the performance criteria of this unit during a period of at least 240 hours of work in a veterinary practice.

ACMVET406 Nurse animals

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- provided nursing care for a minimum of two hospitalised animals, covering at least two species, including:
 - observing patients and maintaining accurate records for clinical signs, pain and behavioural changes
 - informing clients of patient's progress
 - handling animals appropriately and providing psychological care techniques to reduce stress and discomfort
- implemented prescribed routines, including:
 - bandage and wound care
 - providing exercise and physical therapy
 - providing enrichment
 - supporting toileting
 - providing nutritional support
 - calculating drug and intravenous (IV) fluid dosages
 - managing indwelling apparatus, including catheters, intravenous catheters or feeding tubes
- provided animal first aid as required for at least two of the following:
 - haemorrhage
 - fractures or dislocations
 - burns
 - shock
 - proptosis
 - head trauma
 - envenomation
 - poisoning
 - lacerations
 - respiratory distress/dyspnea
 - performed the activities outlined in the performance criteria of this unit during a period of at least 240 hours of work in a veterinary practice.

ACMVET407 Carry out medical nursing routines

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- prepared for and assisted with medical procedures as directed by the veterinarian that include at least three of these procedures:
 - major ear clean
 - urinary catheterisation
 - major enemas
 - thoracocentesis
 - cerebral spinal fluid tap
 - blood transfusion or synthetic colloid
 - crystalloid
 - electrocardiogram (ECG)
- prepared for and performed medical procedures under immediate veterinary direction that include administration of at least three of the following:
 - oral medication
 - subcutaneous injections
 - intramuscular injections
 - IV injections
 - oxygen supplementation by any of these methods: flow-by, nasal prongs, head tent, mask, oxygen cage, placed nasal tube
- administration of intravenous (IV) fluids (via gravity feed or fluid pump) on at least one occasion
- prepared, operated, calibrated (where required), cleaned, sterilised, stored and maintained medical equipment
- appropriately handled and restrained animals to minimise animal stress and discomfort
- performed the activities outlined in the performance criteria of this unit during a period of at least 240 hours of work in a veterinary practice.

ACMVET408 Provide nutritional advice and support for animals

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- provided specific nutritional advice for a minimum of two animals from different species, with different medical conditions, including two of the following:
 - renal disease
 - liver disease
 - pancreatitis
 - cardiac disease
 - diabetes
 - joint disease
 - obesity
 - urinary tract disease
- fed a minimum of one animal using an assisted feeding method, including one of the following:
 - syringe feeding
 - crop feeding
 - tube feeding
 - bottle feeding
 - performed the activities outlined in the performance criteria of this unit during a period of at least 240 hours of work in a veterinary practice.

ACMVET409 Provide specific animal care advice

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- provided specific animal care advice for at least two different species, and including advice on:
 - healthcare
 - reproduction
 - behaviour
 - performed the activities outlined in the performance criteria of this unit during a period of at least 240 hours of work in a veterinary practice.

ACMVET410 Carry out veterinary dental nursing procedures

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- prepared, sharpened, cleaned and maintained equipment and instruments for dental procedures
- performed an oral examination on a minimum of two different animals, covering both canine and feline patients, including:
 - observed, recorded and reported on animal condition, health and dental procedures and history
 - examined and recorded in a dental chart the pre- and post-treatment condition of the oral cavity
 - performed dental prophylaxis (cleaning and polishing) under veterinary supervision
 - provided post-operative care and home advice for patient
- assisted with a minimum of one simple extraction
- performed the activities outlined in the performance criteria of this unit during a period of at least 240 hours of work in a veterinary practice.

ACMVET413 Prepare for anaesthesia and monitor animal anaesthesia and analgesia

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has prepared for anaesthesia, and monitored anaesthesia and analgesia, for a minimum of two different animals, including (for each):

- calculating dosage of anaesthetic and other medications and verifying with supervising veterinarian
- assisting with premedication, induction and maintenance of anaesthetic recovery
- assisting with endotracheal intubation and extubation
- monitoring animal vital signs and reflexes before, during and after anaesthesia and accurately recording findings
- assessing and monitoring each animal's analgesic requirements
- using equipment and materials according to manufacturer and practice policies and protocols
- performed the activities outlined in the performance criteria of this unit during a period of at least 240 hours of work in a veterinary practice.

ACMVET416 Assist with the preparation of veterinary drugs and poisons

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has assisted with the preparation of veterinary drugs and poisons, including:

- undertaking the preparation of pharmaceuticals for a minimum of three animals of different species, including:
 - at least two formulations, including parenteral and topical or oral
- providing information to a client, on at least one occasion, about the veterinary drug or poison and follow-up treatments, under supervision
- performed the activities outlined in the performance criteria of this unit during a period of at least 240 hours of work in a veterinary practice.