*Insert Logo here*

HIRE

INTERN EVALUATION

Veterinary Assistant

For month of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours per week \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Goals of Internship:

* Demonstrate competency in performance of skills, as related to training
* Gain exposure to organizational structure
* Develop effective communication techniques
* Demonstrate work ethic and reliability

Please evaluate **personal qualities** of the intern as observed during the internship. Select **one** evaluation level for each area by marking an “X” under the level that represents the intern’s performance.

|  |  |  |  |
| --- | --- | --- | --- |
| **Skills** | **Needs Improvement** | **Satisfactory** | **Excellent** |
| Ability to adapt to a variety of tasks |  |  |  |
| Decision making; judgment; setting priorities |  |  |  |
| Persistence in completing tasks |  |  |  |
| Reliability and dependability |  |  |  |
| Enthusiasm for the experience |  |  |  |
| Attention to accuracy and detail |  |  |  |
| Willingness to ask for and use guidance |  |  |  |
| Ability to cope in stressful situations |  |  |  |
| Positive interactions with internal and external customers |  |  |  |

**Demonstrates abilities related to Veterinary Assistant. Select one evaluation level for each.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skills** | **Needs Improvement** | **Satisfactory** | **Excellent** | **Not Applicable** |
| Demonstrate techniques for communication with patient families, and staff |  |  |  |  |
| Provide assistance with meeting patient comfort needs: walking, food, water, cleaning |  |  |  |  |
| Set up exam room for routine visits by collecting supplies needed for appointment (vaccines, blood tubes, ear swabs, etc.) |  |  |  |  |
| Practice light restraint of compliant patients |  |  |  |  |
| Exercise knowledge of grooming practices (bathing and brushing) |  |  |  |  |
| Demonstrate ability to collect vitals: temp, pulse, respiration, fecal sample |  |  |  |  |
| Able to identify samples needed for specific blood tests |  |  |  |  |
| Perform necessary lab work (fecal float, fecal smear, UA dipstick preparation and interpretation, etc.) |  |  |  |  |
| Utilize proper setup and interpretation of glucose results using glucometer |  |  |  |  |
| Knowledge of radiology processing and documentation |  |  |  |  |
| Perform medication filling/refilling |  |  |  |  |
| Appropriately enter and update patient charges in computer system |  |  |  |  |
| Follow agency/facility policies and procedures for reporting and documentation |  |  |  |  |
| Maintain accurate record keeping under supervisor’s discretion (patient care notes, history, etc.) |  |  |  |  |
| Conduct basic cleaning tasks: exam room, kennels and cages, and lab equipment |  |  |  |  |

Additional comments:

Signature of Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| HIRE Employment Specialist  Moore Norman Technology Center  Fax: 405-217-8265  E-Mail: Monica.Bread@mntc.edu |  |

Send completed evaluations to: