Veterinary Assistant

Study Guide

Assessment:

8619 Veterinary Assistant

*career***tech** ✓
Testing
The Provider of Online Testing Solutions

OKLAHOMA WORKS

Overview

This study guide is designed to help students prepare for the Veterinary Assistant assessment. It not only includes information about the assessment, but also the skills standards upon which the assessment is based and test taking strategies. The assessment measures a student's ability to apply knowledge of the skills necessary for success in the veterinary assisting field.

Each of the four sections in this guide provides useful information for students preparing the Veterinary Assistant assessment.

- CareerTech and Competency-Based Education: A Winning Combination

- Veterinary Assistant Assessment

  ▶ Assessment Information

  ▶ Standards and Test Content

  ▶ Sample Questions

  ▶ Abbreviations, Symbols, and Acronyms

- Strategies for Test Taking Success

- Notes

CareerTech and Competency-Based Education:
A Winning Combination

Competency-based education uses learning outcomes that emphasize both the application and creation of knowledge and the mastery of skills critical for success. In a competency-based education system, students advance upon mastery of competencies, which are measurable, transferable outcomes that empower students.

Career and technology education uses industry professionals and certification standards to identify the knowledge and skills needed to master an occupation. This input provides the foundation for development of curriculum, assessments and other instructional materials needed to prepare students for wealth-generating occupations and produce comprehensively trained, highly skilled employees demanded by the work force.

Tools for Success

CareerTech education relies on three basic instructional components to deliver competency-based instruction: skills standards, curriculum materials, and competency assessments.

Skills standards provide the foundation for competency-based instruction and outline the knowledge and skills that must be mastered in order to perform related jobs within an industry. Skills standards are aligned with national skills standards and/or industry certification requirements; therefore, a student trained to the skills standards is equally employable in local, state and national job markets.

Curriculum materials and textbooks contain information and activities that teach students the knowledge and skills outlined in the skills standards. In addition to complementing classroom instruction, curriculum resources include supplemental activities that enhance learning by providing opportunities to apply knowledge and demonstrate skills.

Certification Assessments test the student over material outlined in the skills standards and taught using the curriculum materials and textbooks. When used with classroom performance evaluations, assessments provide a means of measuring occupational readiness.

Each of these components satisfies a unique purpose in competency-based education and reinforces the knowledge and skills students need to gain employment and succeed on the job.

Measuring Success

Evaluation is an important component of competency-based education. Pre-training assessments measure the student's existing knowledge prior to receiving instruction and ensure the student's training builds upon this knowledge base. Formative assessments administered throughout the training process provide a means of continuously monitoring the student's progress towards mastery.

Certification assessments provide a means of evaluating the student's mastery of knowledge and skills. Coaching reports communicate assessment scores to students and provide a breakdown of assessment results by standard area. The coaching report also shows how well the student has mastered skills needed to perform major job functions and identifies areas of job responsibility that may require additional instruction and/or training.

Veterinary Assistant
Assessment Information

What is the Veterinary Assistant assessment?

The Veterinary Assistant assessment is an end-of-program assessment for students in Veterinary Assisting programs. The assessments provide an indication of student mastery of knowledge and skills necessary for success in careers in this area.

How was the assessment developed?

The assessment was developed by the CareerTech Testing Center. Items were developed and reviewed by a committee of subject matter experts.

The committee assigned frequency and criticality ratings to each skill, which determines the significance of each task for test development:

Frequency: represents how often the task is performed on the job. Frequency rating scales vary for different occupations. The rating scale used in this publication is presented below:

1 = less than once a week   2 = at least once a week   3 = once or more a day

Criticality: denotes the level of consequence associated with performing a task incorrectly. The rating scale used in this publication is presented below:

1 = slight   2 = moderate   3 = extreme

What does the assessment cover?

Specifically, the test includes multiple-choice test items over the following areas:

Veterinary Assistant (55 questions)

Assist with Veterinary Office and Hospital Administration	13%
Demonstrate Knowledge of Large and Small Animal Medicine	7%
Assist with Large and Small Animal Nursing	13%
Assist with Laboratory Procedures	11%
Assist with Radiology/Ultrasound Procedures	7%
Assist with Surgical Preparation and Procedures	7%
Maintain Hospital Orderliness and Sanitation	18%
Demonstrate Knowledge of Principles of Pharmacology	15%
Demonstrate Knowledge of Legal, Ethical, and Safety Issues	9%

What are the benefits of using this assessment?

Students receive a certificate for each assessment that he/she passes. This certificate may be included in his/her portfolio and used to communicate the student's mastery of the subject matter to potential employers.

When should the assessment be taken?

The CareerTech Testing Center recommends that students take the assessments as soon as possible after receiving all standards-related instruction, rather than waiting until the end of the school year.

Is the assessments timed?

No. However, most students finish the assessment within one hour.

What resources can students use on these assessments?

Students are allowed to use calculators and scratch paper on CTTC assessments; however, these items must be provided by the testing proctor and returned to the proctor before the student's exam is submitted for scoring. Calculator apps on cell phones and other devices may not be used on these assessments.

What accommodations can be made for students with Individualized Education Plans (IEPs)?

Accommodations are allowed for students with an Individualized Education Plan. Examples of allowable accommodations include:

- Extended time — This assessment is not timed; therefore, students may take as much time as needed to finish. The assessment must be completed in one testing session.

- Readers — A reader may be used to read the assessment to a student who has been identified as needing this accommodation.

- Enlarged text — Students needing this accommodation can activate this feature by clicking the AA icon in the upper right corner of the screen.

What can students expect on Test Day?

All CTTC assessments are web-based and delivered exclusively by a proctor in the school's assessment center. The proctor **cannot** be an instructor or anyone who was involved with the student during instruction.

Assessments are delivered in a question-by-question format. When a question is presented, the student can select a response or leave the question unanswered and advance to the next question. Students may also flag questions to revisit before the test is scored. All questions must be answered before the test can be submitted for scoring.

After the assessment is scored, the student will receive a score report that not only shows the student's score on the assessment, but also how the student performed in each standard area.

Can students retake the test?

Students may retake the test unless their school or state testing policies prohibit retesting. Students who can retest must wait at least three days between test attempts.

Standards and Test Content

Assist with Veterinary Office and Hospital Administration (7 questions)

1. Answer and direct phone calls **(3/3)**
2. Schedule appointments **(3/3)**
3. Admit patients **(3/3)**
4. Discharge patients **(2.5/2.5**
5. Use basic bookkeeping skills **(3/3)**
   - Accept payment for service
   - Make change
   - Demonstrate front office skills
6. Use keyboarding and computer skills including veterinary computer software **(3/3)**
7. Assist with inventory control **(2/2)**
   - Restock shelves
   - Identify ordering needs
8. Develop effective client communication skills **(2.5/2.5)**
   - Written and oral communication
   - Direct inquires
   - Client education
9. Maintain courteous and responsive attitude **(3/3)**
   - Client grief
   - Greet clients
   - Human-animal bond
10. Demonstrate knowledge of common legal and professional ethical issues **(2.5/3)**
11. Recognize and respond accordingly to veterinary emergencies by notifying the appropriate personnel **(2/3)**
12. Perform basic veterinary medical record keeping procedures **(3/3)**
    - File and retrieve medical records
    - Utilize basic veterinary medical terminology
    - Recognize certificates and forms used for specific tasks
    - Update information
13. Use correct veterinary terminology **(2.5/2.5)**
14. Describe roles and responsibilities of each member of the veterinary health care team **(2.5/3)**

Demonstrate Knowledge of Large and Small Animal Medicine (4 questions)

1. Identify common species and breeds **(2.5/2)**

   - Breed predisposition
   - Reproduction considerations
   - Normal vs. abnormal behavior

2. Demonstrate basic knowledge of common diseases **(2/2)**
3. Demonstrate basic knowledge of common parasites **(2.5/2.5)**
4. Discuss diet and nutrition **(2/2)**
5. Describe routine preventative care **(2.5/2)**

Assist with Large and Small Animal Nursing (7 questions)

1. Collect and record patient data (proper charting and record keeping) **(3/3)**
2. Perform basic procedures **(2.5/3)**

   - Determine and record temperature, pulse, respiration, and weight of patient
   - Trim nails
   - Identify presence of external parasites
   - Obtain fecal samples using a fecal loop
   - Express anal glands

3. Demonstrate knowledge of human and animal First Aid/CPR **(2/3)**
4. Demonstrate proper patient handling techniques **(3/3)**
   Restraint

   - Transport

5. Identify and prepare common medical supplies for basic procedures **(3/2.5)**
6. Perform therapeutic bathing, basic grooming, and dipping of small animals **(3/2.5)**
7. Clean ears **(3/2.5)**

   - Understand ear anatomy/normal appearance

8. Monitor/restrain patients for fluid therapy and record observations **(2/3)**

Assist with Laboratory Procedures (6 questions)

1. Collect voided urine samples **(1.5/2)**
2. Perform basic urinalysis **(1.5/1.5)**

   - Determine physical properties

     ‣ Color
     ‣ Clarity

   - Test chemical properties using a dipstick

3. Restrain for the collection of blood samples **(3/3)**

4. Assist with basic hematological procedures **(2.5/2.5)**

   - Perform pcv tests
   - Determine total solids (refractometer)

5. Perform parasitological procedures **(3/3)**

   - Collect samples
   - Recognize parasitic oocysts
   - Prepare solutions and set up fecal flotations

6. Assist in necropsy procedures **(1.5/2)**

   - Explain procedures for rabies suspects and samples
   - Set up necropsies

7. Perform laboratory record keeping **(3/3)**

   - Ensure all lab results are accurately recorded
   - Stock lab supplies
   - File lab reports
   - Prepare samples for mailing/sending to outside labs
   - Maintain laboratory log books

8. Demonstrate proper use of microscope **(3/3)**

   - Identify components
   - Perform proper maintenance

Assist with Radiology/Ultrasound Procedures (4 questions)

1. Demonstrate knowledge of and follow recommended radiology and safety procedures **(2/2)**

   - Care and use of Personal Protective Equipment (PPE)

2. Describe the purpose of a technique chart **(2/3)**

3. Assist in the preparation and positioning of large and small animal patients for diagnostic imagining **(2/3)**

   - Use calipers to measure patients for radiographs

4. Process diagnostic radiographs **(2/2.5)**

   - Use hand processing in darkroom
   - Use automatic processing
   - Label, file, and store film

5. Properly care for equipment **(2.5/2.5)**

   - Clean screens
   - Perform quality control maintenance

6. Understand purpose of an x-ray log **(2/3)**

Assist with Surgical Preparation and Procedures (4 questions)

1. Assist in performing surgical preparations **(3/3)**

   - Prepare and understand use of surgical equipment/ supplies
   - Identify and describe functions of common instruments
   - Sterilize instruments and supplies using appropriate methods
   - Identify common suture materials, types, and sizes
   - Prepare gowns, masks, gloves, and drapes
   - Understand preparation of surgical sites using aseptic techniques
   - Operate and maintain autoclaves
   - Provide operating room sanitation and care
   - Position patients

2. Maintain proper operating room conduct and asepsis **(3/3)**

   - Perform post-surgical clean up
   - Proper disposal of hazardous medical wastes

3. Understand surgery and anesthesia logs **(2/2.5)**

4. Assist in monitoring surgical patient **(2/2.5)**

   - Respiratory
   - Cardiac
   - Body temperature
   - Mucous membranes

Maintain Hospital Orderliness and Sanitation (10 questions)

1. Clean and disinfect area (cages, tubs, stalls, etc.) **(3/3)**

2. Wash and disinfect laundry **(3/3)**

3. Sweep and mop floor **(3/3)**

4. Dispose of animal waste **(3/3)**

5. Exercise animals **(3/3)**

6. Water animals **(3/3)**

   - Understand maintenance requirements

7. Feed animals **(3/3)**

   - Prepare food
   - Prescription diets
   - Special dietary requirements
   - Understand maintenance requirements
   - Bottle feed orphaned infants

8. Cleans animals **(3/3)**

   - Post surgical
   - Post dental
   - Debilitated patients — urine/feces

9. Provide care and maintenance of nursing equipment **(3/3)**

10. Demonstrate knowledge of hospital cleaners/disinfectants **(3/3)**

Demonstrate Knowledge of Principles of Pharmacology (8 questions)

1. Recognize legal issues involving drugs in the workplace **(2/3)**
2. Recognize general types and groups of drugs and demonstrate proper terminology **(2.5/3)**
3. Differentiate common prescription drugs from over-the-counter drugs and describe proper prescriptions label requirements **(2.5/3)**
4. Store, safely handle, and dispose of biological and therapeutic agents, pesticides, and hazardous waste **(2.5/2.5)**
5. Restock over-the-counter pharmaceuticals **(2.5/2.5)**
6. Reconstitute vaccines and know proper protocols **(2/2.5)**
7. Describe appropriate routes and methods of drug and vaccine administration **(2/2.5)**
8. Recognize and report adverse drug reactions **(2.5/3)**

Demonstrate Knowledge of Legal, Ethical, and Safety Issues (5 questions)

1. Understand Veterinary Practice Act **(3/3)**
   - Roles and responsibilities of the veterinary health care team
   - Vet/client/patient relationship
   - Drug Enforcement Act
   - Drug classification
   - Ethical standards

2. Demonstrate thorough knowledge of the American Animal Hospital's OSHA Compliance and Safety Guide for Veterinary Practices **(3/3)**
   - OSHA regulations
   - Material Safety Data Sheets
   - Personal Protective Equipment (PPE)
   - Safety symbols
   - Blood borne pathogens
   - Patient and personnel safety measures
   - Hazardous waste handling/disposal

3. Demonstrate knowledge of basic normal and abnormal animal behavior **(3/3)**
4. Identify potential Zoonotic diseases **(3/3)**
5. Describe isolation procedures **(3/3)**
6. Describe basic sanitation **(3/3)**

Sample Questions

_____ 1. How should a veterinary assistant answer the telephone?

    a. "How can I help you?"
    b. "Joe's Vet Clinic, how may I help you?"
    c. "What is your emergency?"
    d. "What is your animal's main symptom?"

_____ 2. What is the most appropriate place to record an appointment?

    a. software scheduling book
    b. desk calendar
    c. treatment board
    d. prescription pad

_____ 3. What is required prescription knowledge for the owner upon discharge of the patient?

    a. how long the patient needs to take the medication
    b. generic drug substitutes equivalent to the written prescription
    c. a list of abbreviations used in the prescription
    d. the manufacturer of the medication

_____ 4. When speaking to a owner, the veterinary assistant should:

    a. listen to the owner while performing other duties.
    b. try to avoid eye contact with the owner.
    c. speak slowly and confidently.
    d. use medical terminology.

_____ 5. Which type of filing system requires the veterinary assistant to put records in order by owners' last names?

    a. alphabetical
    b. chronologic
    c. structured
    d. regional

_____ 6. What is a task of the veterinary assistant?

    a. administer vaccinations
    b. diagnosis conditions
    c. perform venipuncture
    d. trim nails

_____ 7. Organ tissue samples should be prepared for:

    a. proper disposal.
    b. mailing or sending to an outside lab.
    c. future surgical procedures.
    d. the owner to take home.

_____ 8. The amount of food fed to a hospitalized animal is determined by:

    a. breed of the animal.
    b. the veterinarian.
    c. the owner.
    d. the package label.

_____ 9. Kennel cages should be cleaned with:

    a. bleach.
    b. disinfectant.
    c. soap and water.
    d. vinegar.

_____ 10. What is included with therapeutic bathing?

    a. cleaning the ears
    b. updating vaccinations
    c. sedating the animal
    d. applying tick protection

Sample Questions — Key

1. How should a veterinary assistant answer the telephone?

   a. "How can I help you?"   Incorrect
   b. "Joe's Vet Clinic, how may I help you?"   Correct
   c. "What is your emergency?"   Incorrect
   d. "What is your animal's main symptom?"   Incorrect

2. What is the most appropriate place to record an appointment?

   a. software scheduling book   Correct
   b. desk calendar   Incorrect
   c. treatment board   Incorrect
   d. prescription pad   Incorrect

3. What is required prescription knowledge for the owner upon discharge of the patient?

   a. how long the patient needs to take the medication   Correct
   b. generic drug substitutes equivalent to the written prescription Incorrect
   c. a list of abbreviations used in the prescription   Incorrect
   d. the manufacturer of the medication   Incorrect

4. When speaking to a owner, the veterinary assistant should:

   a. listen to the owner while performing other duties.   Incorrect
   b. try to avoid eye contact with the owner.   Incorrect
   c. speak slowly and confidently.   Correct
   d. use medical terminology.   Incorrect

5. Which type of filing system requires the veterinary assistant to put records in order by owners' last names?

   a. alphabetical   Correct
   b. chronologic   Incorrect
   c. structured   Incorrect
   d. regional   Incorrect

6. What is a task of the veterinary assistant?

   a. administer vaccinations   Incorrect
   b. diagnosis conditions   Incorrect
   c. perform venipuncture   Incorrect
   d. trim nails   Correct

7. Organ tissue samples should be prepared for:

   a. proper disposal.   Incorrect
   b. mailing or sending to an outside lab.   Correct
   c. future surgical procedures.   Incorrect
   d. the owner to take home.   Incorrect

8. The amount of food fed to a hospitalized animal is determined by:

   a. the breed of the animal.   Incorrect
   b. the veterinarian.   Correct
   c. the owner.   Incorrect
   d. the package label.   Incorrect

9. Kennel cages should be cleaned with:

   a. bleach.   Incorrect
   b. disinfectant.   Correct
   c. soap and water.   Incorrect
   d. vinegar.   Incorrect

10. What is included with therapeutic bathing?

   a. cleaning the ears   Correct
   b. updating vaccinations   Incorrect
   c. sedating the animal   Incorrect
   d. applying tick protection   Incorrect

Abbreviations, Symbols and Acronyms

The following is a list of abbreviations, symbols, and acronyms used in the Veterinary Assistant study guide and on the Veterinary Assistant assessment:

%	Percent
°	Degree
CPR	Cardiopulmonary resuscitation
DMSO	Dimethyl sulfoxide
F	Fahrenheit
HIPAA	Health Insurance Portability and Accountability Act
IEPs	Individualized Education Plans
IV	Intravenous
OSHA	Occupational Safety and Health Administration
pcv	Packed Cell Volume
PPE	Personal Protective Equipment

Test Taking Strategies

This section of the study guide contains valuable information for testing success and provides a common-sense approach for preparing for and performing well on any test.

General Testing Advice

1. Get a good night's rest the night before the test — eight hours of sleep is recommended.
2. Avoid junk food and "eat right" several days before the test.
3. Do not drink a lot or eat a large meal prior to testing.
4. Be confident in your knowledge and skills!
5. Relax and try to ignore distractions during the test.
6. Focus on the task at hand — taking the test and doing your best!
7. Listen carefully to the instructions provided by the exam proctor. If the instructions are not clear, ask for clarification.

Testing Tips

1. Read the entire question before attempting to answer it.
2. Try to answer the question before reading the choices. Then, read the choices to determine if one matches, or is similar, to your answer.
3. Do not change your answer unless you misread the question or are certain that your first answer is incorrect.
4. Answer questions you know first, so you can spend additional time on the more difficult questions.
5. Check to make sure you have answered every question before you submit the assessment for scoring — unanswered questions are marked incorrect.

NOTES

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

NOTES

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____