



CVMA CVA TASK LIST

For each category listed below, please initial the appropriate box as it pertains to the candidate while under your supervision.

APPLICANT NAME: _____

Unit A - COMMUNICATION AND CLIENT RELATIONS

Client Communications:

Initial	Task	Comments	Completion Date
	Appropriately greets clients by phone and in person		
	Presents a professional appearance to the client		
	Understands limitations		
	Able to identify breed and sex of dogs and cats		

Ethics:

	Understands confidentiality of veterinarian/client/patient relationships		
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Staff Roles:

	Understands intra-office procedures and client flow		
	Understands chain of command		
	Licensed duties: Veterinarian, RVT, Assistant		

Work ethic, accountability:

	Works well with others		
	Demonstrates professional conduct		
	Demonstrates strong work ethic		
	Demonstrates accountability		

Unit B - OFFICE PROCEDURES/TERMINOLOGY

Introduction to medical terminology/record keeping

	Basic knowledge of hospital procedures		
	Maintains patient records in accordance with minimum standards		
	Understands basic medical terminology		
	Demonstrates ability to schedule appointments		
	Ability to file records correctly		
	Demonstrates basic computer skills including practice management software		
	Demonstrates basic knowledge of preventive medicine		
	- Parasite control		
	- Vaccination protocol		
	- Dental care		
	Understands Pre/Post procedural protocols. For example wound management, bandage care, pre-anesthetic fasting, etc.		

Unit C - ANIMAL IDENTIFICATION

Canine:

	Basic recognition of breeds		
	Basic species identification		
	Can identify:		
	- Herding Breeds		
	- Hound Breeds		
	- Sporting Breeds		
	- Non-Sporting Breeds		
	- Terrier Breeds		
	- Toy Breeds		
	- Working Breeds		

Feline:

	Basic recognition of breeds		
	Basic species identification		
	Can identify breed by:		
	- Coat color		
	- Coat patterns		

Unit D – ANIMAL RESTRAINT

	Demonstrates the ability to assess the temperament of the animal		
	Demonstrates ability to place and remove cooperative animals from cages and kennels		
	Demonstrates the proper use of restraint and safety equipment (muzzle, Elizabethan collar, etc.)		
	Understands appropriate degree of physical restraint for the:		
	- Procedure		
	- Species		
	- Temperament		
	- Size		
	Basic understanding of proper lifting technique		

Unit E - SAFETY CONCERNS AND CLEANLINESS

Demonstrates a working knowledge of:

	Written safety plan		
	Occupational safety (sharps/chemical/radiation)		
	Disinfection and sanitation/cages – handling chemicals		
	Hazardous waste disposal		
	Common Zoonotic diseases		
	Biomedical waste		
	Proper disposal of dead animals		
	Patient and personnel safety measures		

Unit F - NURSING SKILLS

Demonstrates the ability to:

	Measure and record a patient's temperature, pulse, respiration and weight		
	Trim cat and dog nails		
	Bathe, comb and brush cats and dogs		
	Apply topical medications and medicated dips		
	Observational skills / Able to recognize emergencies		
	Understand basic animal husbandry/proper feeding/nutrition		
	Administer oral medications		
	Prepare vaccines/fluids		

	Properly maintain the hospital ward area as appropriate to the practice		
	Understand veterinary nursing terminology		

Unit G - PHARMACY AND PHARMACOLOGY

	Ability to understand veterinary pharmacology terminology		
	Understands practice procedures for controlled substances		
	Understands proper use and disposal of syringes and needles		
	Understands inventory control procedures		
	- Restocking supplies		
	- Checking expiration dates		
	Ability to properly fill a prescription		

Unit H - LABORATORY PROCEDURES

	Ability to collect free catch samples		
	Demonstrates the ability to set up lab tests		
	- Urinalysis		
	- Fecal analysis		
	- Snap tests		
	- Hematocrit		
	Ability to understand veterinary laboratory procedures terminology		

Unit I - DIAGNOSTIC IMAGING

	Understands basics of radiograph image capture/storage/equipment		
	Understands radiation safety and restraint techniques		
	Understands filing and retrieving radiographs		
	Ability to understand veterinary radiographic terminology		
	Has read the California Radiation Safety Guide and passed the exam		

Unit J – VETERINARY DENTISTRY

	Understands the importance of dental care		
	Has basic knowledge of the dental prophylaxis		
	Understands basic dental terminology		

Unit K - SURGICAL PREPARATION AND ASSISTING

	Understands surgical instrument nomenclature		
	Understands aseptic technique		
	Understands anesthetic safety		
	Understands proper handling and disposal of surgical sharps		
	Demonstrates basic surgical preparation		
	Demonstrates ability to clean and sterilize instruments		
	Demonstrates ability to operate autoclave		
	Understands the different methods of disinfection/sterilization		
	Ability to monitor a patient under anesthesia		
	Demonstrates the ability to monitor anesthetic recovery/extubation		
	Demonstrates surgical laser safety (if applicable)		
	Demonstrates understanding of proper post-surgical clean up		

By signature below, I certify that the CVMA CVA applicant _____ has demonstrated 100% of the required skills and competency that is required and that I have initialed on this CVMA CVA task list.

Supervisor's Signature: _____

Date: _____

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