

May 22, 2018

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Tara Burgess, CVT— *Certified Veterinary Technician for Bethany Animal Hospital*

Jackie Wyatt— *Veterinary Assistant for Bethany Animal Hospital*

Meet at least annually to review the class

Summarize the semester's changes after every class via email

Student surveys of the class

Invitation to the pinning ceremony that concludes each semester so you can meet the students

Give feedback throughout the year to continuously improve the program

Current Syllabus

Fall Semester's Program Marketing Page

Externship Information

Locations— may fluctuate as students can request externship sites that are not on the list as long as the site is willing to host the student

Paperwork

Chapter One Overview— to be an example of how the class is set up

Guest List

Fear Free Certification

Zarianna's Role

NAVTA's Information Regarding Veterinary Assistants

Current List of NAVTA Approved Training Programs

Submission Guidelines

Essential Skills List

NAVTA Approval— Goal for submission October 1st

Externship Hours Extended— Goal for Spring 2019

Increase Guest Speakers

Create Online Video Training to Supplement in Class Training

While every position within the veterinary practice team is important, veterinary assistants play a pivotal role, literally.

In the course of a single day, an assistant provides help to veterinarians and veterinary

In order to be eligible to take the *Approved Veterinary Assistant* designation examination, candidates must complete a NAVTA approved training program. [The Veterinary Assistants Program page](#) provides a list of approved options.

Information provided courtesy of VetMedTeam

The Approved Veterinary Assistant Committee is aware of the existence of several online testing review courses and practice tests identified as review for the Approved Veterinary Assistant Exam. *NAVTA has neither approved of, nor endorses, any of these courses, practice tests, and online review questions purporting to prepare the test taker for the NAVTA Approved Veterinary Assistant.* The NAVTA Approved Veterinary Assistant Examination is a propriety product and is owned by the National Association of Veterinary Technicians in America. The NAVTA Approved Veterinary Assistant Committee firmly believes that graduates of Approved Programs are sufficiently prepared for success on the AVA Exam with proper studying and preparation.

The Approved Veterinary Assistant Program from the National Association of Veterinary Technicians in America (NAVTA) is a proprietary product. To this end, use of the NAVTA Approved Veterinary Assistant (AVA) Logo is reserved for use ONLY

To better define the veterinary health care team and the role of the credentialed technician, NAVTA created a veterinary assistant approval program in 2010. Schools with a veterinary assistant program are encouraged to review the [NAVTA Veterinary Assistant Programs Policy](#) and [Submission Guidelines](#) when creating their curriculum

Penta Career Center, Small Animal Care Program; Perrysburg, OH
Pruden Center for Industry and Technology; Veterinary Assistant Program;

The initial application and review fee is \$350, due at the time of submission. Denied programs which re-apply within six months of the receipt of the letter of denial will not be assessed an additional fee. Programs re-applying after six months of receipt of the letter of denial will be required to submit an additional \$350 fee.

Renewal fees for current programs is \$250.

Corporate programs with multiple campuses must submit a fee for each campus program and understand that while the curriculum may be similar in content, separate information as to instructors, facilities, and sepa

Main Locations

Genoa Animal Hospital
Bethany Animal Hospital
Malta Veterinary Hospital

Additional Locations that Students have Attended

Belvidere Family Pet Hospital
Elburn Animal Hospital
Hillcrest Animal Hospital, Rockford
Hillview Animal Hospital, Indiana
Ness Exotic Wellness Center, Lisle
Meadow View Veterinary Clinic, Geneva

Maintaining externship site relationships is very important to the success of the program. In order to maintain these relationships, we have asked for meetings with our sites to ask them what they need from the program so we can offer the students information that the sites find important when they look to hire.

We met with Genoa and Malta in the past.

Why meet with the sites? To ensure that the program is incorporating the types of training that they will use for example, what type of lab do the clinics use, or additional types of technology available to the students that they need to be familiar with.

Ideas to elicit more involvement from current and potential externship sites include...

Survey's to externship sites

Invitation to use the program hiring. We would allow them to place "classified advertisements" with us any time they need to hire. We have a running list of previous students that the job advertisements can be sent to.

After NAVTA approval, host a dinner to the local veterinary hospitals and take the opportunity to explain the program how it has changed and where we are going in the future.

Students will be provided with many opportunities to interact with people working with animals throughout the semester. Some of these guests include...

Tom McNamara—Embrace Pet Insurance. Tom provides a live web conference to the students every semester to review the importance of talking to client about pet insurance, how pet insurance works, as well as the impact pet insurance can have on the level of care that a client can provide.

Amanda O'hare—Kishwaukee College. Amanda offers an amazing resource to the students regarding professionalism in the work place, interviewing skills, and resume writing. The student must complete a resume for points in the class that is reviewed by Amanda so the students will leave the class ready to send out the resumes.

Joe Hodder—Retired Police Corporal, Dog Trainer. Joe worked for years training dogs for the NIU Police Department and now offers in home dog training. Joe spends an evening with the students, who are allowed to bring their own dogs in for the night for a personal training session as well as overall dog training information that they will be able to take back to clients in the future.

Carly Stadie—Oaken Acres. This is often one of the student favorites. We visit Oaken Acres Wildlife Rehabilitation Center. This offers the students an opportunity to see another aspect of animal care. Carly offers an insight into the real life of a wildlife rehabber and all of the good, bad, and ugly that involves.

Jen Jandacek—Zoetis. Jen delivers a great presentation on Heartworm Disease to the students. She covers everything from life stage, prevention, and treatment. This allows the students to learn more about Heartworm Disease but also see how continued education opportunities like "Lunch and Learns" work at veterinary clinics.

Plans for future guest lists...

Interviews of a Veterinary Assistant, Veterinary Technician, and a Veterinarian.
Care Credit presentation

Bird Specialist—We used to have a woman come in and do an amazing presentation to the class and I would love to find something similar or renew the relationship we had with her.

If there are any community classes presented at Bethany Animal Hospital the students take part in them. This can be on a wide range of topics from obesity, rehab, or vaccines.

Zarianna is a big part of the class. She offers the students opportunities to care for an animal during the class. The students are 100% responsible for her during the class time. They are all assigned different roles in her care on a daily basis. This includes things like...

- Feeding/Watering at the beginning of class
- Administering medications
- Taking her outside and cleaning up after that

Having Zarianna in class room gives us the advantage of having a live pet to work with whether she is modeling for a true anatomical model or offering the basics of restraint she makes the idea of working with animals real to the students. She also allows us to practice ear cleaning, nail trimming and anal gland expression restraint for a live animal.

We also have a couple days where Zarianna stays at home and Gremlin the cat comes in for feline training.

There are usually students with exotic pets that we have them bring in for review of restraint on exotics. Some of these have included...

- Ferrets
- Rabbits
- Guinea Pigs