



Lantra

Veterinary Nursing

**National Occupational Standards
and
Qualification Structures for
NVQ/SVQ Levels 2 and 3**

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Copies of this document are available from Lantra Connect:

Helpline: 0845 707 8007

Fax: 024 7669 6732

Email: connect@lantra.co.uk

Website: www.lantra.co.uk

Write: Lantra, Lantra House, NAC,

Background

The new Veterinary Nursing National Occupational Standards have been produced as a result of a sector wide project undertaken by Lantra in conjunction with industry, to improve the provision of standards across the Environmental and Land-based sector in the following ways:

- to take into account the needs of the environmental and land-based industries both now and in the foreseeable future
- to develop new occupational standards for all work activities where there was an identified gap or poor provision

Presentation of the new standards

Consideration has been given to making these standards more readily understood. User friendly terminology has been introduced with the use of plain English, the avoidance of jargon and the use of the active voice (i.e. you carry out your work).

The units are introduced using a section called “About this unit”. This section describes the unit in brief and simple terms for the benefit of the end user. The performance criteria simply describe ‘what you must be able to do’, and the knowledge and understanding statements describe ‘what you must know and understand’.

In line with current requirements of the Projects and Standards Approval Group (PSAG), the “Range Statements” and “Evidence Requirements” have been replaced by “Scope”. The scope outlines the requirements of the performance criterion to which it refers and describes the range of applications and contents over which the standard applies. There is also a section for specific notes in each element which includes a statement on whether simulation is/is not acceptable.

Coding of the new standards

The re-coding of units has taken place, with prefix letters that identify the unit’s relationship to a specific industry, This document contains units produced specifically for the Veterinary Nursing industry and therefore the units are prefixed VN. Where a unit is common across two or more industries from within the sector, the unit is classed as a “Common Unit” and has the prefix letters CU.

Use of National Occupational Standards

National Occupational Standards have a wide range of uses, including skills gap analysis, training needs analysis, production of job descriptions and performance measurement. In addition National Occupational can be used to underpin vocational qualifications including the National Vocational Qualifications (NVQs) and Scottish Vocational Qualifications (SVQs). As part of the process to revise the National Occupational Standard, new NVQ/SVQ qualification structures have also been produced. Details of the new NVQ/SVQ qualification structures can be found on page 3-4 of this document. For further information on the National Occupational Standards, NVQs/SVQs and awarding bodies please contact Lantra Connect on 0845 707 8007 or email connect@lantra.co.uk

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Veterinary Nursing

Qualification Structure for NVQ/SVQ Level 2

The candidate must achieve all of the eight mandatory units

Mandatory Units

- Unit VN1 Carry out veterinary reception duties
- Unit VN2 Prepare for, and assist with, medical procedures and investigations
- Unit VN3 Provide nursing care to animals
- Unit VN4 Care for animals in accommodation
- Unit VN5 Support clients in caring for animals
- Unit VN6 Admit and discharge animals
- Unit CU2 Monitor and maintain health and safety
- Unit CU5 Develop personal performance and maintain working relationships

Veterinary Nursing

Qualification Structure for NVQ/SVQ Level 3

The candidate must achieve all of the seven mandatory units

Mandatory Units

- Unit VN7 Perform laboratory diagnostic tests
- Unit VN8 Administer veterinary medical nursing to animals
- Unit VN9 Prepare for diagnostic imaging techniques and conduct radiography on animals
- Unit VN10 Prepare for veterinary surgical procedures
- Unit VN11 Assist the veterinary surgeon during surgical procedures
- Unit VN12 Assist the provision of anaesthetics to animals
- Unit VN13 Manage the availability of resources for the treatment and care of animals

Veterinary Nursing

Unit and Element Titles

Industry Specific Units

Unit VN1

Element VN1.1
Element VN1.2
Element VN1.3
Element VN1.4

Carry out veterinary reception duties

Make appointments for clients and their animals
Receive clients and their animals for appointments
Process payments for veterinary services
Maintain examination rooms for use

Unit VN2

Element VN2.1
Element VN2.2
Element VN2.3

Prepare for, and assist with, medical procedures and investigations

Prepare clinical environments, equipment and materials
Prepare animals for medical procedures and investigations
Assist qualified veterinary staff during medical procedures and investigations

Unit VN3

Element VN3.1
Element VN3.2
Element VN3.3

Provide nursing care to animals

Administer medication to animals
Administer basic nursing care to animals
Administer emergency first aid to animals

Unit VN4

Element VN4.1
Element VN4.2
Element VN4.3

Care for animals in accommodation

Prepare accommodation for animals
Monitor the condition of animals in accommodation
Clean accommodation to maintain the health and safety of animals

Unit VN5

Element VN5.1
Element VN5.2
Element VN5.3
Element VN5.4

Support clients in caring for animals

Support clients during the provision of veterinary services
Advise clients on the care of animals
Demonstrate the care of animals
Provide veterinary materials to clients

Unit VN6

Element VN6.1
Element VN6.2
Element VN6.3

Admit and discharge animals

Admit animals for care
Communicate with clients regarding the progress of in-patients
Discharge animals from care

Unit VN7

Element VN7.1
Element VN7.2
Element VN7.3
Element VN7.4

Perform laboratory diagnostic tests

Prepare diagnostic test equipment and materials
Prepare animals for diagnostic tests
Collect and preserve samples for diagnostic tests
Carry out diagnostic tests and communicate the results

Unit VN8

Element VN8.1
Element VN8.2
Element VN8.3

Administer veterinary medical nursing to animals

Calculate and administer fluid therapy to animals
Administer specialised medical nursing and treatments to animals
Administer intensive nursing care

Continued

Unit VN9	Prepare for diagnostic imaging techniques and conduct radiography on animals
Element VN9.1	Prepare diagnostic imaging equipment and materials
Element VN9.2	Prepare animals for diagnostic imaging techniques
Element VN9.3	Conduct, and provide the results of, radiography on animals
Unit VN10	Prepare for veterinary surgical procedures
Element VN10.1	Prepare surgical environments for veterinary surgical procedures
Element VN10.2	Select and prepare veterinary surgical equipment and materials
Element VN10.3	Prepare animals for veterinary surgical procedures
Unit VN11	Assist the veterinary surgeon during surgical procedures
Element VN11.1	Assist the veterinary surgeon during surgical procedures by providing equipment and materials
Element VN11.2	Assist the veterinary surgeon to perform surgical procedures on animals
Element VN11.3	Monitor and assist the recovery of animals after surgical procedures
Unit VN12	Assist the provision of anaesthetics to animals
Element VN12.1	Prepare anaesthetic equipment and materials
Element VN12.2	Prepare animals for anaesthesia
Element VN12.3	Assist in administering and maintaining anaesthetics to animals
Element VN12.4	Assist in the recovery of animals following anaesthesia
Unit VN13	Manage the availability of resources for the treatment and care of animals
Element VN13.1	Manage the supply of veterinary materials
Element VN13.2	Manage the availability of equipment for use in the veterinary practice

Common Land-based Units

Unit CU2	Monitor and maintain health & safety
Element CU2.1	Monitor and maintain health, safety and security in the workplace
Element CU2.2	Maintain good standards of health and safety for self and others
Unit CU5	Develop personal performance and maintain working relationships
Element CU5.1	Maintain and develop personal performance
Element CU5.2	Establish and maintain working relationships with others

Unit VN1

Carry out veterinary reception duties

Element VN1.1	Make appointments for clients and their animals
Element VN1.2	Receive clients and their animals for appointments
Element VN1.3	Process payments for veterinary services
Element VN1.4	Maintain examination rooms for use

About this Unit

This unit is about carrying out general veterinary reception duties. It covers making appointments for clients and their animals, receiving clients and their animals for appointments, processing payments for veterinary services and maintaining examination rooms for use.

This is an important part of your role because it helps to maintain good relationships with clients so they continue to have confidence in the services of the practice.

For this unit you will be working with cats, dogs and exotics, or horses. Exotics are small pets other than cats and dogs, and may include: birds, rabbits, reptiles, rodents and small mammals.

Element VN1.1**Make appointments for clients and their animals**

Performance Criteria

You must:

- 1 confirm the clients and animals for **appointments**
- 2 encourage clients and their animals to feel at ease and treat them courteously
- 3 ask clients to explain the apparent symptoms or needs of their animals and confirm the need for **veterinary services**
- 4 support clients who are distressed, or have difficulty providing clear details, in an appropriate way
- 5 access existing records or prepare new records according to practice procedures
- 6 obtain the necessary **information** for the **appointment**
- 7 make **appointments** which are convenient to clients and the working arrangements of the practice
- 8 take the appropriate action if you suspect that an urgent **appointment** is required
- 9 give clear and appropriate advice to clients about practice procedures
- 10 alter **appointments** to meet the needs of clients and the practice
- 11 comply with good health and safety practice at all times

Knowledge and Understanding

You must know and understand:

- (a) the reasons for confirming the clients identity and requirements for veterinary services
- (b) basic animal management, including handling and restraint
- (c) how to access case records and prepare new case records
- (d) how to make appointments for clients and their animals
- (e) conditions that require urgent appointments and how these should be organised
- (f) protocols required for second opinion clients
- (g) conditions that require care with transporting animals
- (h) the help available to clients who have problems transporting their animals
- (i) your level of responsibility concerning making appointments
- (j) how to communicate effectively with clients and provide them with support
- (k) how to alter appointments at the request of clients, or due to non-attendance, late attendance and emergencies
- (l) the principles and key points of the relevant health and safety regulations and guidelines

Element VN1.1**Make appointments for clients and their animals****Scope**

This element requires that you:

- A. make **appointments** for:
 - (i) cats, dogs and exotics OR
 - (ii) horses

- B. make **appointments** for:
 - (i) current clients
 - (ii) new clients

- C. obtain the following **information**:
 - (i) clients details
 - (ii) animals details
 - (iii) history of veterinary care

- D. make appointments for the following **veterinary services**:
 - (i) veterinary procedures
 - (ii) advice
 - (iii) visits
 - (iv) medication

- E. change **appointments** due to:
 - (i) non-attendance
 - (ii) late attendance
 - (iii) emergencies

Notes

Evidence from simulations is not acceptable for this element.

Element VN1.2**Receive clients and their animals for appointments**

Performance Criteria

You must:

- 1 identify **clients** and their **animals** on arrival at the practice and confirm the necessary **information**
- 2 encourage **clients** and their **animals** to feel at ease
- 3 explain any **practice requirements** to **clients** clearly and within the limits of your responsibility
- 4 provide **clients** with details on the **veterinary procedures** to be carried out or refer them to the appropriate person
- 5 check that the veterinary surgeon or nurse has all the appropriate case details for the consultation
- 6 show **clients** to the appropriate area of the practice and clearly explain any specific requirements
- 7 check the **client** occupies a clean, tidy and well prepared area of the practice
- 8 advise **clients** in a positive and supportive manner on how best to control their **animals** if necessary
- 9 inform **clients** of the approximate waiting time and the reasons for any delay
- 10 comply with good health and safety practice while receiving **animals**
- 11 perform any follow-up actions required after the consultation is complete

Knowledge and Understanding

You must know and understand:

- (a) why it is important to find out from the client who they are, when they are expected and what kind of consultation they are to attend
- (b) how to access case records or prepare new records
- (c) the filing and case recording system used in your workplace
- (d) appointment procedures in your practice
- (e) why it is important to maintain a clean and tidy environment for waiting
- (f) basic animal management, including handling and restraint
- (g) the information that should be provided to clients on the different veterinary procedures available
- (h) how to communicate effectively and in a professional manner with clients and their animals
- (i) protocols required for second opinion clients
- (j) the normal time scales for appointments, and common reasons for delays
- (k) the type of actions which may be required following the consultation
- (l) the principles and key points of the relevant health and safety regulations and guidelines

Element VN1.2**Receive clients and their animals for appointments****Scope**

This element requires that you:

- A. receive clients with the following **animals**:
 - (i) cats, dogs and exotics OR
 - (ii) horses
- B. receive the following **clients**:
 - (i) current clients
 - (ii) new clients
- C. confirm the following **information**:
 - (i) clients details
 - (ii) animals identity
 - (iii) history of veterinary care
- D. explain **practice requirements** for:
 - (i) making appointments
 - (ii) controlling animals
 - (iii) waiting areas
 - (iv) transporting animals to/from the practice
- E. provide details on the following **veterinary procedures**:
 - (i) surgical
 - (ii) non-surgical

Notes

Evidence from simulations is not acceptable for this element.

Element VN1.3 Process payments for veterinary services

Performance Criteria

You must:

- 1 calculate the cost of consultations, drugs and any other materials supplied correctly
- 2 clearly inform **clients** of the costs of the **veterinary services**
- 3 explain the fees to **clients** where this is necessary
- 4 explain the methods of payment available in your practice
- 5 accept payment from **clients** and process payments correctly
- 6 record payments clearly and accurately according to the methods acceptable in your practice
- 7 provide **clients** with a suitable receipt
- 8 deal with any **difficulties** in processing payments according to veterinary practice procedures
- 9 comply with good health and safety practice at all times

Knowledge and Understanding

You must know and understand:

- (a) how to communicate effectively with clients
- (b) the normal fees for veterinary services, and the reason for each type of fee
- (c) the costs and taxes that need to be included in fees
- (d) how to work out fees
- (e) the payment methods available, and any additional costs involved in using them
- (f) how to deal with insurance claims
- (g) restrictions on who may pay for services
- (h) how to process payments, and any relevant forms that need to be completed
- (i) what should be included in receipts
- (j) how to deal with any difficulties in processing payments
- (k) when to inform senior staff of difficulties
- (l) the principles and key points of the relevant health and safety regulations and guidelines
- (m) your practice policy with regard to processing payments

Element VN1.3**Process payments for veterinary services****Scope**

This element requires that you:

- A. process payments from the following **clients**:
 - (i) current clients
 - (ii) new clients

- B. process payments for four of the following **veterinary services**:
 - (i) veterinary procedures
 - (ii) advice
 - (iii) visits
 - (iv) medication
 - (v) over the counter sales
 - (vi) hospitalisation
 - (vii) nursing

- C. deal with one of the following **difficulties** in processing payments:
 - (i) disagreement over price
 - (ii) inability to pay
 - (iii) credit requirement

Notes

Where you are working for a charitable organisation that does not take payments for veterinary services, simulations and questioning may be necessary.

Element VN1.4**Maintain examination rooms for use**

Performance Criteria

You must:

- 1 make sure the examination rooms are as clean as practicable within the limits of the premises and the **veterinary services** being delivered
- 2 dispose of surplus and waste materials according to veterinary practice procedures
- 3 position equipment and materials in the correct location for ease of use
- 4 ensure furniture and storage containers are correctly and securely positioned
- 5 ensure **services** are connected and capable of providing suitable **environmental conditions**
- 6 correctly identify **damage or faults** in the examination rooms and report to the appropriate people
- 7 clearly mark and secure public and private areas where necessary
- 8 comply with health and safety regulations and guidelines at all times

Knowledge and Understanding

You must know and understand:

- (a) the practicalities of keeping examination rooms clean
- (b) the surplus and waste materials that should be disposed, and how should each type should be disposed
- (c) the position of different types of equipment and materials
- (d) the position of different types of furniture and storage containers
- (e) how to identify damage or faults in examination rooms, and to whom they should be reported
- (f) why it is important to mark public and private areas, and what level of security is needed
- (g) the principles and key points of the relevant health and safety regulations and guidelines

Element VN1.4**Maintain examination rooms for use****Scope**

This element requires that you:

- A. maintain examination rooms to provide the following **veterinary services**:
 - (i) veterinary procedures
 - (ii) advice
 - (iii) consumables
- B. ensure the following **services** are connected:
 - (i) electricity
 - (ii) gases
 - (iii) water
- C. ensure that services are available to maintain four of the following **environmental conditions**:
 - (i) levels of light
 - (ii) temperature
 - (iii) ventilation
 - (iv) humidity
 - (v) noise
- D. identify the following **damage or faults** in the examination room:
 - (i) spills
 - (ii) structural damage

Notes

Evidence from simulations is not acceptable for this element.

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Unit VN2

Prepare for, and assist with, medical procedures and investigations

Element VN2.1	Prepare clinical environments, equipment and materials
Element VN2.2	Prepare animals for medical procedures and investigations
Element VN2.3	Assist qualified veterinary staff during medical procedures and investigations

About this Unit

This unit is about preparing for, and assisting with, medical procedures and investigations. It covers preparing clinical environments, equipment, materials and animals. It also covers assisting qualified veterinary staff during medical procedures and investigations.

Common medical procedures may include, for example, ophthalmology, rectal examination, catheterisation of a male dog, collection of samples (e.g. blood, urine, faeces, skin, bacteriology), administration of oral medication, administration of parenteral fluid therapy.

For this unit you will be working with cats, dogs and exotics, or horses. Exotics are small pets other than cats and dogs, and may include: birds, rabbits, reptiles, rodents and small mammals.

Element VN2.1**Prepare clinical environments, equipment and materials**

Performance Criteria

You must:

- 1 identify the **medical procedure or investigation** to be performed and the necessary **environmental conditions, equipment and materials**
- 2 obtain guidance on the most suitable equipment and **materials** from qualified veterinary staff
- 3 make sure the **clinical environment** is clean according to practice requirements
- 4 obtain and prepare the equipment, **materials** and medication for use in accordance with guidelines
- 5 check that the **environmental conditions** are suitable for the **medical procedure or investigation**, and the **animal's** condition
- 6 identify any problems and inform the appropriate person
- 7 observe good aseptic technique and infection control procedures where appropriate
- 8 dispose of surplus and waste **materials** safely and correctly
- 9 comply with good health and safety practice at all times

Knowledge and Understanding

You must know and understand:

- (a) where to access information on preparing for medical procedures and investigations
- (b) the reasons why it is important to ask for guidance from qualified veterinary staff
- (c) the type of equipment and materials used for medical procedures and investigations
- (d) how to prepare clinical environments, equipment and materials for medical procedures and investigations
- (e) the environmental conditions required for medical procedures and investigations
- (f) medical conditions for which procedures and investigations are required
- (g) how to deal with problems which may occur, including; faults with equipment and supply problems with materials
- (h) infection control procedures
- (i) how to dispose of waste
- (j) the principles and key points of the relevant health and safety regulations and guidelines

Element VN2.1 Prepare clinical environments, equipment and materials

Scope

This element requires that you:

- A. prepare the following **clinical environments**:
 - (i) examination rooms
 - (ii) animal accommodation

- B. check the suitability of four of the following **environmental conditions**:
 - (i) light
 - (ii) temperature
 - (iii) ventilation
 - (iv) humidity
 - (v) noise

- C. prepare for the following **medical procedures and investigations**:
 - (i) examination
 - (ii) sample collection
 - (iii) fluid therapy
 - (iv) medication
 - (v) applying dressings and bandages

- D. prepare the following **materials**:
 - (i) drugs
 - (ii) sterile supplies
 - (iii) consumables

- D. prepare clinical environments, equipment and materials for the following **animals**:
 - (i) cats, dogs and exotics OR
 - (ii) horses

Notes

Evidence from simulations is not acceptable for this element.

Element VN2.2**Prepare animals for medical procedures and investigations**

Performance Criteria

You must:

- 1 obtain the necessary **information on animals** for the **medical procedure or investigation**
- 2 identify the **medical procedure or investigation** to be performed and the patient preparation required
- 3 restrain the **animal** sufficiently to allow the preparation to be carried out safely and without risk of injury to the **animal** or people
- 4 maintain safety during the use of **handling equipment and methods**
- 5 prepare the correct part of the **animal** in the appropriate way to allow the **medical procedure or investigation** to be performed
- 6 alert the qualified veterinary staff member to any problems you encounter in preparing the **animal**
- 7 ensure the **animal** is handled correctly and keep it as calm and comfortable as possible
- 8 comply with good health and safety practice at all times

Knowledge and Understanding

You must know and understand:

- (a) the information required on animals for medical procedures and investigations
- (b) how to prepare animals for medical procedures and investigations
- (c) basic animal management, including handling and restraint, for different types of procedures
- (d) the need to prepare the animal quickly and competently to avoid causing unnecessary distress
- (e) how to make different parts of the animal accessible for examination and treatment
- (f) indications of potential problems, including: injury, distress and clinical deterioration
- (g) the problems that may arise and when to inform the appropriate person
- (h) the measures necessary to keep risks to staff, animals and others to a minimum
- (i) the principles and key points of the relevant health and safety regulations and guidelines

Element VN2.2**Prepare animals for medical procedures and investigations****Scope**

This element requires that you:

- A. obtain **information on animals**:
 - (i) species
 - (ii) age
 - (iii) behaviour
 - (iv) general symptoms
 - (v) medical history
 - (vi) unusual features

- B. prepare animals for the following **medical procedures and investigations**:
 - (i) examination
 - (ii) sample collection
 - (iii) fluid therapy
 - (iv) medication
 - (v) applying dressings and bandages

- C. prepare the following **animals**:
 - (i) cats, dogs and exotics OR
 - (ii) horses

- D. maintain safety where the following **handling equipment and methods** are used:
 - (i) physical restraints
 - (ii) chemical restraints
 - (iii) manual positioning

Notes

Evidence from simulations is not acceptable for this element.

Element VN2.3**Assist qualified veterinary staff during medical procedures and investigations**

Performance Criteria

You must:

- 1 establish the assistance that is required
- 2 provide assistance according to the requirements of the qualified veterinary staff and the condition of the **animal**
- 3 monitor the **animal** during the **medical procedure or investigation** and bring any **problems** to the attention of the appropriate person
- 4 obtain information that is required by the qualified veterinary staff promptly and effectively
- 5 provide equipment and **materials** to the qualified veterinary staff at the appropriate times
- 6 record all the details of the **medical procedure or investigation** in the correct documentation
- 7 carry out the necessary actions after the **medical procedure or investigation** is complete
- 8 comply with good health and safety practice at all times

Knowledge and Understanding

You must know and understand:

- (a) the assistance which is required by the qualified veterinary staff during medical procedures and investigations
- (b) the information required on animals for medical procedures and investigations
- (c) the type of equipment and materials needed during medical procedures and investigations
- (d) basic animal management, including handling and restraint, for different types of procedures
- (e) problems which can arise during procedures and why it is important to bring them to the attention of the qualified veterinary staff
- (f) how, and why, you must record the details of the procedure
- (g) infection control procedures
- (h) the principles and key points of the relevant health and safety regulations and guidelines

Element VN2.3**Assist qualified veterinary staff during medical procedures and investigations****Scope**

This element requires that you:

A. assist with the following **medical procedures and investigations**:

- (i) examination
- (ii) testing
- (iii) fluid therapy
- (iv) medication
- (v) applying dressings and bandages

B. assist with the following **animals**:

- (i) cats, dogs and exotics OR
- (ii) horses

C. provide the following **materials**:

- (i) drugs
- (ii) sterile supplies
- (iii) consumables

D. recognise the following indications of **problems**:

- (i) distress
- (ii) pain
- (iii) clinical deterioration

Notes

Evidence from simulations is not acceptable for this element.

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Unit VN3

Provide nursing care to animals

Element VN3.1	Administer medication to animals
Element VN3.2	Administer basic nursing care to animals
Element VN3.3	Administer emergency first aid to animals

About this Unit

This unit covers providing nursing care to animals. It includes administering medication, basic nursing care and emergency first aid to animals.

For this unit you will be working with cats, dogs and exotics, or horses. Exotics are small pets other than cats and dogs, and may include: birds, rabbits, reptiles, rodents and small mammals.

References to vomiting in this unit should be interpreted as gastric reflux for horses.

Element VN3.1 Administer medication to animals

Performance Criteria

You must:

- 1 confirm the treatment required by the **animal** with the veterinary surgeon in charge of the case
- 2 obtain the **medication** and equipment required for the treatment
- 3 calculate and prepare the correct dosage required by the **animal**
- 4 position and restrain the **animal** using suitable handling equipment and methods
- 5 administer **medication** by the correct **route** and according to the veterinary surgeons instructions
- 6 monitor the **animal** during and after the administration of the **medication**
- 7 recognise and report any problems resulting from the **medication** promptly to the veterinary surgeon
- 8 dispose of surplus and waste materials safely and correctly
- 9 record the treatment accurately and clearly in the appropriate records
- 10 comply with health and safety regulations and guidelines at all times

Knowledge and Understanding

You must know and understand:

- (a) why it is important that the veterinary surgeon confirms exactly what medication is required before it is given
- (b) the suitable medication equipment and materials for different types of condition
- (c) how to calculate the correct dosage
- (d) how to position and restrain different animal species for different medication
- (e) how to administer medication in a variety of formulations by all the commonly used routes
- (f) the different drug classes
- (g) monitoring methods that should be used during and after administering medication
- (h) indications of problems due to medication, and why you must bring these to the attention of the veterinary surgeon
- (i) the types of problems that may occur, including; distress, lethargy, vomiting or gastric reflux, pain, fits, haemorrhaging, clinical deterioration, tissue damage or inability to perform normal bodily functions.
- (j) how to dispose of waste
- (k) the records which are required for administering medication
- (l) the principles and key points of the relevant health and safety regulations and guidelines

Element VN3.1**Administer medication to animals****Scope**

This element requires that you:

- A. administer **medication** from the following legal categories:
 - (i) prescription only medicine
 - (ii) pharmacy medicine
 - (iii) general sales list
 - (iv) pharmacy merchants list
 - (v) controlled drugs

- B. administer medications via the following **routes**:
 - (i) oral
 - (ii) topical
 - (iii) parenterally

- C. administer medication to the following **animals**:
 - (i) cats, dogs and exotics OR
 - (ii) horses

- D. administer **medication** according to the following medication requirements:
 - (i) dosage
 - (ii) timing and frequency
 - (iii) route

Notes

Evidence from simulations is not acceptable for this element.

Element VN3.2**Administer basic nursing care to animals**

Performance Criteria

You must:

- 1 confirm the **animal's** condition and the required level of **nursing care** with the veterinary surgeon
- 2 obtain suitable supplies of **equipment and materials** to carry out **nursing care**
- 3 ensure the **animal** is handled correctly and keep it as calm and comfortable as possible
- 4 administer basic **nursing care** according to the veterinary surgeons instructions
- 5 **monitor** the progress of the **animal** which is being nursed
- 6 alert the appropriate person to any problems the **animal** shows during its **nursing care**
- 7 keep records of basic **nursing care** which are clear and accurate
- 8 dispose of surplus and waste materials safely and correctly
- 9 comply with health and safety regulations and guidelines at all times

Knowledge and Understanding

You must know and understand:

- (a) why it is important to confirm the animals' condition and the required nursing care with veterinary surgeons
- (b) the basic nursing care that different cases require and the additional care required for infectious/contagious diseases
- (c) the actions needed when nursing animals with zoonotic conditions
- (d) the equipment and materials used for different types of nursing care
- (e) how to position and restrain different animal species for different nursing care
- (f) the monitoring methods used during different types of nursing care
- (g) indications that animals might have problems during nursing care, and the reasons for reporting such problems
- (h) the types of problems which may occur, including; distress, lethargy, vomiting or gastric reflux, pain, fits, haemorrhaging, clinical deterioration, tissue damage and inability to perform normal bodily functions
- (i) disposal of surplus and waste materials
- (j) the principles and key points of the relevant health and safety regulations and guidelines

Element VN3.2**Administer basic nursing care to animals****Scope**

This element requires that you:

- A. administer the following **nursing care**:
 - (i) food and drink intake
 - (ii) general observation and monitoring
 - (iii) replacing dressings and bandages
 - (iv) wound management
 - (v) caring for distressed animal
 - (vi) assisted feeding
 - (vii) medication management (with regard to timing, frequency and date)
 - (viii) monitoring and managing gastro-intestinal and urinary function
- B. use the following **equipment and materials** for nursing care:
 - (i) drugs
 - (ii) sterile supplies
 - (iii) consumables
- C. administer nursing care to the following **animals**:
 - (i) cats, dogs and exotics OR
 - (ii) horses
- D. administer **nursing care** to animals of different life stages
- E. **monitor** animals during nursing care by checking:
 - (i) vital measurements
 - (ii) mucous membranes
 - (iii) normal body functions and behaviour
 - (iv) appearance

Notes

Evidence from simulations is not acceptable for this element.

Element VN3.3 Administer emergency first aid to animals

Performance Criteria	Knowledge and Understanding
<p>You must:</p> <ol style="list-style-type: none"> 1 assess the animal's condition quickly and accurately 2 examine the whole animal to make a complete assessment of its condition 3 obtain any necessary additional information on the animal 4 prioritise first aid treatment to stabilise the animal and prevent further deterioration and pain 5 administer first aid treatment to the animal according to practice procedures 6 monitor the outcomes of your first aid treatment 7 take the appropriate action if the first aid treatment is not having the desired result 8 inform the client of what you have done and why 9 inform the veterinary surgeon as soon as possible about the animal's condition and the first aid you have performed 10 check the clients know what further actions they need to take 11 comply with health and safety regulations and guidelines at all times 	<p>You must know and understand:</p> <ol style="list-style-type: none"> (a) why it is important to quickly and correctly ascertain the condition of the animal (b) clinical signs of common first aid conditions, including; haemorrhage, wounds, breathing difficulties, fractures, eye injuries, unconsciousness, burns, tissue damage, shock, cardiac arrest (c) the threat to life posed by common first aid situations (d) how to stabilise animals with different problems, and how to prioritise first aid treatment (e) how to administer different types of first aid (f) the indications that first aid is having the desired effect, and what else can be done to improve its effectiveness (g) why it is important to keep the client informed of the actions being taken (h) why it is important to report the condition to the veterinary surgeon as soon as possible (i) the principles and key points of the relevant health and safety regulations and guidelines (j) basic first aid including wound care, dressings and bandages

Element VN3.3**Administer emergency first aid to animals****Scope**

This element requires that you:

- A. obtain **information** on:
 - (i) the animal's behaviour and condition
 - (ii) the client
 - (iii) history of veterinary care

- B. administer emergency first aid to the following **animals**:
 - (i) cats, dogs and exotics OR
 - (ii) horses

- C. administer the following **first aid treatment**:
 - (i) bandaging
 - (ii) cleaning and wound management
 - (iii) immobilising limbs
 - (iv) resuscitation procedures
 - (v) placement of an endotracheal tube
 - (vi) haemorrhage control
 - (vii) prevention/treatment of shock

Notes

Where simulations are used to generate performance evidence, these should properly reflect the requirements of real working situations.

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Unit VN4

Care for animals in accommodation

Element VN4.1	Prepare accommodation for animals
Element VN4.2	Monitor the condition of animals in accommodation
Element VN4.3	Clean accommodation to maintain the health and safety of animals

About this Unit

This unit is about caring for animals in accommodation. It covers preparing the accommodation to suit the condition of the animal, monitoring the condition of animals in the accommodation and cleaning the accommodation. In carrying out this work you will be caring for animals during illness, recovery from surgical procedures and hospitalisation.

The work covered in this unit contributes to infection control and the prevention of transfer of infectious diseases to future occupants of the accommodation.

For this unit you will be working with cats, dogs and exotics, or horses. Exotics are small pets other than cats and dogs, and may include: birds, rabbits, reptiles, rodents and small mammals.

References to vomiting in this unit should be interpreted as gastric reflux for horses.

Element VN4.1**Prepare accommodation for animals**

Performance Criteria

You must:

- 1 select accommodation to suit the species of **animal** and its **requirements**
- 2 prepare and clean the accommodation in accordance with the instructions of the veterinary surgeon in charge of the case
- 3 adjust the **environmental conditions** in the accommodation to suit the condition and species of the **animal**
- 4 provide bedding, food and fluid suitable to the species of **animal** and its condition
- 5 make sure that the accommodation is safe, secure and clean
- 6 restrict access to the accommodation according to practice procedures
- 7 comply with health and safety regulations and guidelines at all times

Knowledge and Understanding

You must know and understand:

- (a) what type of accommodation is suitable for different animals and clinical conditions
- (b) the relevant regulations and guidelines relating to accommodation
- (c) suitable environmental conditions for different animals, including light, temperature, ventilation, humidity & noise
- (d) the ways in which environmental conditions can be adjusted
- (e) how to minimise stress in hospitalised animals
- (f) the types of bedding, food and fluid which should be provided for different animals and clinical conditions
- (g) the suitable quantities of food and fluids needed by different animals
- (h) the types of equipment and containers used for providing food and fluids
- (i) how to maintain the safety, security and cleanliness of the accommodation
- (j) the security risks associated with animal accommodation
- (k) who is authorised to access animal accommodation
- (l) the principles and key points of the relevant health and safety regulations and guidelines

Element VN4.1 Prepare accommodation for animals

Scope

This element requires that you:

- A. prepare accommodation so that it is suitable for the following **animals**:
 - (i) cats, dogs and exotics OR
 - (ii) horses

- B. prepare accommodation suitable for the following **requirements** of animals:
 - (i) condition of animal
 - (ii) isolation
 - (iii) treatment regime

- C. adjust four of the following **environmental conditions**:
 - (i) light
 - (ii) temperature
 - (iii) humidity
 - (iv) ventilation
 - (v) noise

Notes

Evidence from simulations is not acceptable for this element.

Element VN4.2**Monitor the condition of animals in accommodation**

Performance Criteria

You must:

- 1 **monitor** the condition of **animals** according to good nursing practice
- 2 **provide care** to the **animals** according to the requirements of the veterinary surgeon
- 3 identify any problems with **animals** and take the appropriate action
- 4 liaise with the qualified veterinary staff at the appropriate times
- 5 provide **animals** with stimulation and affection wherever practicable
- 6 maintain the security of the **animals** to protect them from injury, theft or escape
- 7 record the monitoring of **animals** in the appropriate information systems
- 8 provide clients with the correct information on the condition of their **animals** in accordance with practice policy
- 9 comply with health and safety regulations and guidelines at all times

Knowledge and Understanding

You must know and understand:

- (a) how and when animals should be monitored, and how animals conditions influence such monitoring
- (b) the different types and level of care normally provided in accommodation
- (c) the indications that animals might be having problems, and why it is important to bring them to the attention of veterinary surgeons
- (d) the types of problems which may occur, including; distress, lethargy, vomiting or gastric reflux, pain, fits, haemorrhaging, clinical deterioration, tissue damage, inability to perform normal bodily functions, unconsciousness and death
- (e) how to stimulate animals, and how different animals show affection and hostility
- (f) the potential threats to the security of animals
- (g) what type of information clients seek, and what level of access is practicable or safe
- (h) the principles and key points of the relevant health and safety regulations and guidelines

Element VN4.2**Monitor the condition of animals in accommodation****Scope**

This element requires that you:

- A. **monitor** the following:
 - (i) faeces and urine output
 - (ii) food and fluid intake
 - (iii) pain and distress
 - (iv) clinical deterioration

- B. monitor the condition of the following **animals**:
 - (i) cats, dogs and exotics OR
 - (ii) horses

- C. **provide care** to the animals during:
 - (i) illness
 - (ii) recovery from surgical procedures
 - (iii) hospitalisation

- D. **provide care** to the animals relating to:
 - (i) administration of medicines
 - (ii) nutrition
 - (iii) grooming
 - (iv) handling
 - (v) environment

Notes

Evidence from simulations is not acceptable for this element.

Element VN4.3**Clean accommodation to maintain the health and safety of animals**

Performance Criteria

You must:

- 1 clean and disinfect the accommodation correctly
- 2 maintain the health and safety of the **animals** at all times
- 3 clean and replace bedding and items in the accommodation at the appropriate times
- 4 use **cleaning methods** and materials which are suitable for the accommodation, the **animals** and the **cases** involved
- 5 identify any damage to the accommodation and report it to the appropriate person
- 6 remove surplus and waste materials from the accommodation and dispose of them according to standard procedures
- 7 comply with health and safety regulations and guidelines at all times

Knowledge and Understanding

You must know and understand:

- (a) the normal standards of care for accommodation
- (b) how to maintain the health and safety of animals
- (c) how to clean and disinfect accommodation
- (d) special cleaning protocols required when cleaning accommodation which has housed animals with contagious diseases
- (e) when bedding and other items should be replaced
- (f) the types of cleaning materials used for different animals, bedding and items
- (g) the types of damage to mesh, locks, grills, doors, frames, glass and internal fittings
- (h) to whom damage should be reported
- (i) the surplus and waste materials that must be disposed
- (j) how to dispose of surplus and waste materials
- (k) the principles and key points of the relevant health and safety regulations and guidelines

Element VN4.3**Clean accommodation to maintain the health and safety of animals****Scope**

This element requires that you:

- A. clean accommodation for the following **animals**:
 - (i) cats, dogs and exotics OR
 - (ii) horses

- B. use three of the following **cleaning methods**:
 - (i) disinfection
 - (ii) steam or pressure washing
 - (iii) removal of waste products
 - (iv) washing and drying of bedding

- C. clean accommodation which has been occupied by the following **cases**:
 - (i) medical cases
 - (ii) surgical cases

Notes

Evidence from simulations is not acceptable for this element.

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Unit VN5

Support clients in caring for animals

Element VN5.1	Support clients during the provision of veterinary services
Element VN5.2	Advise clients on the care of animals
Element VN5.3	Demonstrate the care of animals
Element VN5.4	Provide veterinary materials to clients

About this Unit

This unit is about supporting clients in caring for animals. It covers supporting clients during the provision of veterinary services, advising clients on the care of animals, showing clients how to care for animals, and providing veterinary materials to clients.

For this unit you will be working with cats, dogs and exotics, or horses. Exotics are small pets other than cats and dogs, and may include: birds, rabbits, reptiles, rodents and small mammals.

Element VN5.1 Support clients during the provision of veterinary services

Performance Criteria

You must:

- 1 inform the **client** of the **veterinary services** that are available to meet their needs
- 2 help the **client** with the completion of documentation relating to **veterinary services**
- 3 inform the **client** of any problems that might occur during the provision of **veterinary services**
- 4 offer physical and emotional assistance to the **client** during difficult situations
- 5 treat the **client's** relationship with the animal(s) with respect
- 6 provide the **client** with information on how to contact the surgery during critical situations
- 7 comply with health and safety regulations and guidelines at all times

Knowledge and Understanding

You must know and understand:

- (a) the veterinary services available and the information required by different clients
- (b) the type of help required by different clients in order to complete documents
- (c) the problems that can occur during the provision of veterinary services
- (d) the type of physical and emotional assistance to offer to clients
- (e) how to respect clients and their relationship with their animals
- (f) the information provided to clients on how to contact the surgery
- (g) the principles and key points of the relevant health and safety regulations and guidelines

Element VN5.1**Support clients during the provision of veterinary services****Scope**

This element requires that you:

- A. support the following **clients**:
 - (i) current clients
 - (ii) new clients

- B. support clients during the provision of the following **veterinary services**:
 - (i) veterinary procedures
 - (ii) medication
 - (iii) counter sales
 - (iv) hospitalisation
 - (v) euthanasia

Notes

Evidence from simulations is not acceptable for this element.

Element VN5.2**Advise clients on the care of animals**

Performance Criteria

You must:

- 1 encourage the client to identify the areas where **advice** is needed
- 2 offer **advice** on the care of **animals** according to veterinary practice procedures
- 3 provide accurate and relevant **advice** which is based on suitable sources of information
- 4 provide the client with a clear recommendation
- 5 pass the client to the appropriate person for expert **advice** if you are unable to provide a clear recommendation
- 6 explain the consequences of not following given **advice** clearly and politely to the client
- 7 offer further clarification and assistance if the client appears to have difficulties with understanding the **advice**
- 8 provide suitable information leaflets to assist clients with the care of **animals**
- 9 comply with health and safety regulations and guidelines at all times

Knowledge and Understanding

You must know and understand:

- (a) why it is important that clients identify where they need advice
- (b) why it is important to provide the advice that is set out by veterinary practices
- (c) how to ensure that advice is accurate and relevant, and what are the most suitable sources of information
- (d) the options for caring for animals
- (e) what type of recommendations can be provided to clients with different problems, and when they should be passed to others for advice
- (f) the consequences of clients not following advice
- (g) the types of difficulties clients have in understanding advice
- (h) the principles and key points of the relevant health and safety regulations and guidelines

Element VN5.2**Advise clients on the care of animals****Scope**

This element requires that you:

- A. provide **advice** to clients on:
 - (i) preventative health care
 - (ii) caring for ill animals
 - (iii) reproduction and care of neonates
 - (iv) care of young animals
 - (v) post-operative recovery

- B. advise clients on the care of the following **animals**:
 - (i) cats, dogs and exotics OR
 - (ii) horses

Notes

Evidence from simulations is not acceptable for this element.

Element VN5.3**Demonstrate the care of animals**

Performance Criteria

You must:

- 1 clearly explain the condition of the **animal** to the client
- 2 inform the client about the effects of the **care** on the **animal**
- 3 demonstrate the correct methods of providing **care** to the **animal**
- 4 check the client's understanding and provide additional clarification and advice where necessary
- 5 encourage the client to reproduce the demonstration whilst immediate assistance is available
- 6 inform the client of methods for contacting the veterinary practice if future assistance is required
- 7 inform the client of the correct methods for disposing of waste materials and medications
- 8 clearly explain health and safety implications to the client

Knowledge and Understanding

You must know and understand:

- (a) the need to explain how animals should be treated and the reason for the treatments being advised
- (b) the effects of different types of care on different types of condition and animal
- (c) the correct methods for caring for animals, and how these are clearly demonstrated
- (d) how to check whether clients understand the demonstration
- (e) why it is important that clients reproduce the demonstration when there is still someone available to provide further advice
- (f) the methods for contacting veterinary surgeries
- (g) the correct methods for disposing of waste materials and medications
- (h) the principles and key points of the relevant health and safety regulations and guidelines

Element VN5.3**Demonstrate the care of animals****Scope**

This element requires that you:

- A. demonstrate the care of the following **animals**:
 - (i) cats, dogs and exotics OR
 - (ii) horses

- B. demonstrate the **care** of animals during:
 - (i) good-health
 - (ii) illness
 - (iii) recovery

- C. demonstrate the **care** of animals for:
 - (i) administration of medicines
 - (ii) nutrition
 - (iii) grooming
 - (iv) handling
 - (v) environment
 - (vi) behaviour

Notes

Evidence from simulations is not acceptable for this element.

Element VN5.4 Provide veterinary materials to clients

Performance Criteria

You must:

- 1 confirm the client's requirements for **veterinary materials** with the qualified veterinary staff
- 2 obtain **veterinary materials** from authorised suppliers according to veterinary practice procedures
- 3 maintain stock levels of **veterinary materials** at the correct level according to veterinary practice procedures
- 4 provide the correct **veterinary materials** to the client to meet the needs of the **animals** condition
- 5 comply with regulations and guidelines relating to the provision of **veterinary materials** at all times
- 6 advise the client on the safe and correct use and disposal of **veterinary materials**
- 7 keep records of supplies which are accurate and accessible to authorised people
- 8 clearly explain health and safety implications to the client

Knowledge and Understanding

You must know and understand:

- (a) why it is important to confirm clients' requirements with the qualified veterinary staff
- (b) the authorised suppliers for different veterinary materials, and why it is important to use them
- (c) the appropriate stock levels of different veterinary materials
- (d) the different types of veterinary materials
- (e) the legal categories for drugs and medication, including; prescription only medicine, pharmacy medicine, general sales list, pharmacy merchants list and controlled drugs
- (f) procedures for the provision of drugs and medication
- (g) the relevant regulations and guidelines relating to the provision of different types of veterinary materials
- (h) the correct use of different types of veterinary materials
- (i) the systems for recording the provision of different types of veterinary materials
- (j) the principles and key points of the relevant health and safety regulations and guidelines
- (k) what products are used for different conditions
- (l) basic hospital practice

Element VN5.4**Provide veterinary materials to clients****Scope**

This element requires that you:

- A. provide the following **veterinary materials**:
 - (i) medications
 - (ii) sterile supplies
 - (iii) consumables
 - (iv) literature

- B. provide veterinary materials for the following **animals**:
 - (i) cats, dogs and exotics OR
 - (ii) horses

Notes

Evidence from simulations is not acceptable for this element.

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Unit VN6

Admit and discharge animals

Element VN6.1	Admit animals for care
Element VN6.2	Communicate with clients regarding the progress of in-patients
Element VN6.3	Discharge animals from care

About this Unit

This unit covers the work required to admit and discharge animals. It includes admitting animals for care, communicating with clients regarding the progress of in-patients and discharging animals from care. You will need to cover a wide range of medical and surgical cases, not just routine cases.

For this unit you will be working with cats, dogs and exotics, or horses. Exotics are small pets other than cats and dogs, and may include: birds, rabbits, reptiles, rodents and small mammals.

Element VN6.1 Admit animals for care

Performance Criteria

You must:

- 1 check the details of the owner and the **animal** for which admission is required
- 2 make the **animal's** records available at the time of admission
- 3 confirm the **procedure** for which the **animal** is to be admitted from its records and with the owner
- 4 check the owner understands what is to be done and why
- 5 consult a veterinary nurse or veterinary surgeon if you or the owner are in any doubt
- 6 complete the admission form with the **details** required in your veterinary practice
- 7 check the owner reads, understands and signs the consent form
- 8 inform the owner of how and when to establish contact with the practice to discuss the progress of the **animal** after admission
- 9 check the **animal** is safe and adequately restrained so the owner can leave it without risk of escape
- 10 maintain good health and safety practice when admitting animals

Knowledge and Understanding

You must know and understand:

- (a) the importance of correctly identifying the client, the animal and the reason for admission
- (b) the reason for having the case record available and for completing a consent form
- (c) the reason for the owner signing the form and why this must be informed consent
- (d) the procedure used in your practice for admitting animals and for maintaining contact with the owners while the animals are in hospital
- (e) basic animal management, including handling and restraint
- (f) health and safety policy relating to animal handling and restraint

Element VN6.1 Admit animals for care

Scope

- A. admit the following **animals**:
 - (i) cats, dogs and exotics OR
 - (ii) horses

- B. admit the following animals for the following **procedures**:
 - (i) surgical
 - (ii) medical

- C. record the following **details**:
 - (i) client details
 - (ii) animal details
 - (iii) reason for hospitalisation
 - (iv) any relevant history
 - (v) any special care requirements
 - (vi) food and fluid intake
 - (vii) weight

Notes

Evidence from simulations is not acceptable for this element.

Element VN6.2**Communicate with clients regarding the progress of in-patients**

Performance Criteria

You must:

- 1 identify the owner and the **animal** about which you need to **communicate**
- 2 ensure you have the **animal's** hospital record with complete details of tests/investigations and comments from the veterinary surgeon available
- 3 make sure you can competently discuss the **animal's** progress and consult a veterinary surgeon or veterinary nurse if in doubt
- 4 discuss the **animal's** progress with its owner accurately and in a supportive way
- 5 perform any follow-up activities required as a result of these discussions
- 6 check that the owner understands what has been done and refer the owner to a more senior member of staff if necessary
- 7 make sure the owner knows when and how to obtain a further progress report

Knowledge and Understanding

You must know and understand:

- (a) the reasons for correctly identifying the client and animal
- (b) the importance of having all the animal's hospital records and previous history available
- (c) when it is appropriate for you to discuss an animal's progress and when more senior member of staff are needed
- (d) how to clearly and compassionately communicate with owners who may be very concerned or upset
- (e) your practice policy on when, how and by whom information about in-patients is given to their owners
- (f) procedures for recording details of your communication with the clients
- (g) what follow up activities may be needed

Element VN6.2**Communicate with clients regarding the progress of in-patients****Scope**

This element requires that you:

- A. communicate with clients regarding the following **animals**:
 - (i) cats, dogs and exotics OR
 - (ii) horses
- B. **communicate** with clients regarding the following cases:
 - (i) surgical
 - (ii) medical
- C. **communicate** with clients in the following ways:
 - (i) face to face
 - (ii) by telephone

Notes

Evidence from simulations is not acceptable for this element.

Element VN6.3**Discharge animals from care**

Performance Criteria

You must:

- 1 identify the owner and the **animal** they have come to collect
- 2 confirm that the **animal** is ready for collection
- 3 confirm who is to **discharge** the **animal**
- 4 return the **animal** to its owner with its treatment and belongings
- 5 explain the after care that the **animal** requires at home
- 6 check that the owner understands what is required and feels able to carry out aftercare
- 7 check that the owner knows when to report progress or return for follow up appointments
- 8 perform any follow-up activities necessary
- 9 hand over the animal in a professional manner, safely restrained
- 10 maintain good health and safety practice while returning an **animal** to its owner
- 11 refer questions which you are unable to answer to the veterinary nurse or veterinary surgeon

Knowledge and Understanding

You must know and understand:

- (a) your practice procedures for discharging animals and accepting payments for treatment
- (b) the aftercare required following routine medical and surgical procedures, including any necessary feeding regimes
- (c) the techniques for administering medication (by various routes) with which owners will have to be familiar
- (d) how to communicate effectively with clients
- (e) how to return an animal to its owner safely and in a manner which maintains the clients confidence in your practice
- (f) the health and safety policy related to animal handling and restraint

Element VN6.3**Discharge animals from care****Scope**

This element requires that you:

A. discharge the following **animals**:

- (i) cats, dogs and exotics OR
- (ii) horses

B. **discharge** the following cases:

- (i) surgical cases
- (ii) medical cases

Notes

Evidence from simulations is not acceptable for this element.

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Unit VN7

Perform laboratory diagnostic tests

Element VN7.1	Prepare diagnostic test equipment and materials
Element VN7.2	Prepare animals for diagnostic tests
Element VN7.3	Collect and preserve samples for diagnostic tests
Element VN7.4	Carry out diagnostic tests and communicate the results

About this Unit

This unit is about performing laboratory diagnostic tests. In the first element you will need to prepare diagnostic test equipment and materials for collecting and testing samples. In the second element you will need to prepare animals for collecting samples. In the third element you will need to collect and preserve samples for diagnostic tests. In the final element you will need to carry out the diagnostic tests and communicate the results for decision making by the veterinary surgeon. This element also covers communicating the results from external laboratories.

For this unit you will be working with cats, dogs and exotics, or horses. Exotics are small pets other than cats and dogs, and may include: birds, rabbits, reptiles, rodents and small mammals.

Element VN7.1**Prepare diagnostic test equipment and materials**

Performance Criteria

You must:

- 1 confirm the **animals** condition and the diagnostic test required against available information
- 2 obtain guidance on the most suitable **diagnostic test equipment and materials** from the veterinary surgeon
- 3 prepare **diagnostic test equipment and materials** for **samples** according to veterinary practice procedures
- 4 comply with regulations and guidelines relating to the use of **diagnostic test equipment and materials**
- 5 dispose of surplus and waste materials according to veterinary practice procedures
- 6 identify faults correctly in **diagnostic test equipment and materials** and take the appropriate action to rectify them
- 7 undertake **infection-control procedures** according to the requirements of the diagnostic tests
- 8 comply with health and safety regulations and guidelines at all times

Knowledge and Understanding

You must know and understand:

- (a) how to confirm which tests are required
- (b) the types of conditions that are investigated using diagnostic tests
- (c) the equipment and materials that should be used for different diagnostic tests
- (d) why it is important to obtain guidance from veterinary surgeons
- (e) how to prepare different types of diagnostic test equipment and materials
- (f) the relevant regulations and guidelines relating to the use of diagnostic test equipment and materials
- (g) surplus and waste materials that should be disposed, and how each type should be disposed
- (h) faults that can affect the accuracy, reliability and safe usage of equipment, and how these should be dealt with
- (i) faults that can occur with materials, including; out of date materials, damage and contamination, and how these should be dealt with
- (j) appropriate infection-control procedures for different types of diagnostic test
- (k) how to recognise potential zoonoses
- (l) principles and key points of the relevant health and safety regulations and guidelines

Element VN7.1**Prepare diagnostic test equipment and materials****Scope**

This element requires that you:

- A. prepare diagnostic test equipment and materials for the following **animals**:
 - (i) cats, dogs and exotics OR
 - (ii) horses

- B. prepare diagnostic test equipment and materials for the following **samples**:
 - (i) blood (to include serum and plasma)
 - (ii) urine
 - (iii) faeces
 - (iv) skin/hair
 - (v) biopsies
 - (vi) other body fluids

- C. prepare the following **diagnostic test equipment and materials**:
 - (i) analysing equipment, to include microscope
 - (ii) sample containers
 - (iii) sterile supplies
 - (iv) preservatives
 - (v) consumables

- D. apply **infection-control procedures** in relation to:
 - (i) equipment
 - (ii) work surfaces
 - (iii) environmental conditions
 - (iv) contact with other animals
 - (v) contact with humans

Notes

Evidence from simulations is not acceptable for this element.

Element VN7.2**Prepare animals for diagnostic tests**

Performance Criteria

You must:

- 1 confirm the **animals** condition and the diagnostic test required against available information
- 2 confirm the **animal** is suitably prepared with respect to diet, fluids, exercise and any special feeding requirements for the test
- 3 position and restrain the **animal** carefully, using suitable **restraining equipment and methods**
- 4 identify the **sample** collection site correctly, and undertake the appropriate preparation procedures
- 5 monitor the **animal** carefully to detect any potential problems
- 6 encourage the **animal** to feel at ease in the clinical environment
- 7 adjust **environmental conditions** to suit the needs of the animal
- 8 identify and report any problems which may occur
- 9 comply with health and safety regulations and guidelines at all times

Knowledge and Understanding

You must know and understand:

- (a) the types of conditions that are investigated using diagnostic tests
- (b) how to position and restrain different types of animal for different types of diagnostic test
- (c) site preparation techniques
- (d) the types of problems which may arise and how they should be dealt with
- (e) how an animals feeding, drinking and exercise may impact on the results of a test
- (f) the special feeding requirements for certain tests
- (g) how to encourage animals to feel at ease in the clinical environments
- (h) what adjustments to environmental conditions are needed for different types of animal
- (i) the principles and key points of the relevant health and safety regulations and guidelines

Element VN7.2**Prepare animals for diagnostic tests****Scope**

This element requires that you:

- A. prepare the following **animals**:
 - (i) cats, dogs and exotics OR
 - (ii) horses

- B. maintain safety where the following **restraining equipment and methods** are used:
 - (i) physical
 - (ii) sedation and anaesthesia

- C. prepare animals for collecting the following **samples**:
 - (i) blood (to include serum and plasma)
 - (ii) urine
 - (iii) faeces
 - (iv) skin/hair
 - (v) biopsies
 - (vi) other body fluids

- D. adjust four of the following **environmental conditions** according to species requirements:
 - (i) light
 - (ii) temperature
 - (iii) ventilation
 - (iv) humidity
 - (v) noise

Notes

Evidence from simulations is not acceptable for this element.

Element VN7.3**Collect and preserve samples for diagnostic tests**

Performance Criteria

You must:

- 1 collect the **samples** for **analysis** correctly as requested by the veterinary surgeon
- 2 minimise the discomfort and stress of the **animal** wherever possible
- 3 **preserve** the **samples** using the correct techniques
- 4 store and label **samples** accurately in the appropriate containers
- 5 complete the necessary documentation accurately and completely
- 6 package and send any **samples** that require **analysis** elsewhere according to practice procedures
- 7 dispose of surplus and waste materials according to veterinary practice procedures
- 8 comply with health and safety regulations and guidelines at all times

Knowledge and Understanding

You must know and understand:

- (a) why it is important to confirm that the correct sample is being taken
- (b) the types of conditions that are investigated using diagnostic tests
- (c) how to collect the commonly required samples from patients
- (d) how to minimise the discomfort and distress of animals during sampling
- (e) why it is important to record details of samples
- (f) the details that are required in relation to the sample
- (g) how to preserve and store different types of samples to avoid spoilage or contamination
- (h) the type of documentation that has to be completed
- (i) the procedures for sending samples for analysis in line with current postal regulations
- (j) the surplus and waste materials that should be disposed and how each type should be disposed
- (k) the principles and key points of the relevant health and safety regulations and guidelines

Element VN7.3**Collect and preserve samples for diagnostic tests****Scope**

This element requires that you:

- A. collect or assist with collecting the following **samples**:
 - (i) blood (to include serum and plasma)
 - (ii) urine
 - (iii) faeces
 - (iv) skin/hair
 - (v) biopsies
 - (vi) other body fluids

- B. **preserve** samples with the use of:
 - (i) refrigeration
 - (ii) heating
 - (iii) chemical

- C. collect samples for **analysis**:
 - (i) in the veterinary practice
 - (ii) by external laboratories

- D. collect and preserve samples from the following **animals**:
 - (i) cats, dogs and exotics OR
 - (ii) horses

Notes

Evidence from simulations is not acceptable for this element.

Element VN7.4**Carry out diagnostic tests and communicate the results**

Performance Criteria

You must:

- 1 identify the **sample** and confirm the identity of the **animal**
- 2 prepare **samples** for analysis safely and effectively
- 3 perform the correct test for analysing the **sample** using the accepted protocol
- 4 use the **analysis equipment** safely and correctly
- 5 recognise any problems with producing valid results and take the appropriate action
- 6 record the results accurately and completely
- 7 obtain and record the results of tests that have been carried out by external laboratories
- 8 **communicate the results** promptly and accurately to the relevant person
- 9 dispose of surplus and waste materials according to health and safety regulations
- 10 comply with health and safety regulations and guidelines at all times

Knowledge and Understanding

You must know and understand:

- (a) why it is important to match diagnostic test results to the correct animal
- (b) the veterinary practice procedures for processing test data and samples for different types of diagnostic test
- (c) the procedures for analysing samples
- (d) indications of invalid results, including; inconsistency with expected or previous results, discrepancies and critical errors
- (e) why it is important to accurately record analysis results, and where they should be recorded
- (f) how to communicate the results of the analysis
- (g) the surplus and waste materials that should be disposed, and how each type should be disposed
- (h) the principles and key points of the relevant health and safety regulations and guidelines
- (i) laboratory diagnosis

Element VN7.4**Carry out diagnostic tests and communicate the results****Scope**

This element requires that you:

- A. carry out diagnostic tests on the following **samples**:
 - (i) blood (to include serum and plasma)
 - (ii) urine
 - (iii) faeces
 - (iv) skin/hair
 - (v) other body fluids

- B. carry out diagnostic tests on samples from the following **animals**:
 - (i) cats, dogs and exotics OR
 - (ii) horses

- C. use the following **analysis equipment**:
 - (i) laboratory analysers (biochemistry and haematology)
 - (ii) refractometer
 - (iii) microscope
 - (iv) centrifuge
 - (v) commercial test kits

- D. **communicate the results** of tests that have been carried out:
 - (i) in the veterinary practice
 - (ii) by external laboratories

Notes

Where simulations are used to generate performance evidence, these should properly reflect the requirements of real working situations.

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Unit VN8

Administer veterinary medical nursing to animals

Element VN8.1	Calculate and administer fluid therapy to animals
Element VN8.2	Administer specialised medical nursing and treatments to animals
Element VN8.3	Administer intensive nursing care

About this Unit

This unit is about administering veterinary medical nursing to animals with complex medical conditions. It covers fluid therapy, specialised medical nursing and treatments, and intensive nursing care. The element on intensive nursing care applies to animals that have life threatening conditions.

For this unit you will be working with cats, dogs and exotics, or horses. Exotics are small pets other than cats and dogs, and may include: birds, rabbits, reptiles, rodents and small mammals.

Element VN8.1**Calculate and administer fluid therapy to animals**

Performance Criteria

You must:

- 1 confirm the **animal's** condition and the correct fluid therapy with the veterinary surgeon
- 2 select and obtain the appropriate **fluids** for the therapy and calculate the **fluid requirements** accurately
- 3 obtain and assemble **equipment and materials** correctly
- 4 position and restrain the **animal** carefully using suitable restraining methods and equipment
- 5 **administer fluid therapy** correctly according to the calculated **fluid requirements** of the **animal**
- 6 **monitor** the **animal** carefully during and after the administration of the fluid therapy
- 7 identify indications of problems resulting from the fluid therapy promptly and bring to the veterinary surgeons attention
- 8 dispose of surplus and waste materials according to veterinary practice procedures
- 9 comply with health and safety regulations and guidelines at all times

Knowledge and Understanding

You must know and understand:

- (a) why it is important to confirm animal's condition and fluid therapy with veterinary surgeons
- (b) the conditions for which fluid therapy is administered
- (c) the suitable fluid therapy equipment and materials for different types of condition
- (d) how to calculate the fluid requirements
- (e) how to position and restrain different types of animals for fluid therapy
- (f) how to administer different types of fluid therapy
- (g) the monitoring methods which should be used during fluid therapy
- (h) indications that animals might be having problems, including; distress; clinical deterioration; lack of urine output; inability to give fluids by the chosen route; inappropriate reactions to fluid therapy (allergic, infective, haemolytic); fluid overload
- (i) why it is important to bring problems to the attention of the veterinary surgeons
- (j) how to dispose of surplus and waste materials
- (k) the principles and key points of the relevant health and safety regulations and guidelines
- (l) fluid management

Element VN8.1**Calculate and administer fluid therapy to animals****Scope**

This element requires that you:

- A. administer fluid therapy to the following **animals**:
 - (i) cats, dogs and exotics OR
 - (ii) horses
- B. administer three of the following types of **fluids**:
 - (i) blood
 - (ii) colloids
 - (iii) crystalloids
 - (iv) electrolyte solutions for oral rehydration
- C. calculate and administer fluid therapy to meet the following **fluid requirements**:
 - (i) type
 - (ii) quantity
 - (iii) flow rate
- D. use the following **equipment and materials**:
 - (i) fluid containers
 - (ii) administration sets
 - (iii) catheters (IV)
 - (iv) flow controls
- E. **administer fluid therapy** in the treatment of:
 - (i) dehydration
 - (ii) metabolic disturbance
 - (iii) shock
 - (iv) blood and fluid loss
- F. **monitor** the animal by assessing the:
 - (i) level of hydration
 - (ii) condition of the mucous membranes
 - (iii) pulse rate, rhythm and character
 - (iv) fluid output
 - (v) behaviour
 - (vi) laboratory test results

Notes

Evidence from simulations is not acceptable for this element.

Element VN8.2 Administer specialised medical nursing and treatments to animals

Performance Criteria

You must:

- 1 confirm the **animal's** condition and the correct treatment and **nursing** requirements with the veterinary surgeon
- 2 obtain suitable treatment **equipment and materials** from the correct sources
- 3 administer the **treatment** to meet the needs of the **animal's** condition
- 4 **monitor** the **animal's** condition and alert the veterinary surgeon to changes which occur
- 5 record the results of monitoring in a manner acceptable to your practice
- 6 administer **nursing** care specific to the **animal's** medical condition, including the use of special feeding regimes where appropriate
- 7 alert the veterinary surgeon to any problems which arise during the **animal's** stay in hospital
- 8 dispose of surplus and waste materials according to veterinary practice procedures
- 9 comply with health and safety regulations and guidelines at all times

Knowledge and Understanding

You must know and understand:

- (a) why it is important to confirm the condition the animal is suffering from and its requirements for treatment and nursing care with the veterinary surgeon
- (b) the special treatment and nursing care required by animals with commonly nursed medical conditions, and how to administer these
- (c) why monitoring is important; what monitoring should be performed when nursing specific conditions
- (d) how monitoring should be recorded to enable the veterinary surgeon to assess the animal's progress
- (e) what special dietary regimes are available and when it is appropriate to use them
- (f) how to recognise problems arising with medical in-patients and when the veterinary surgeon should be alerted
- (g) how to design a strategy for the complete nursing care (including monitoring, feeding, medication and fluid balance) for a specific medical condition
- (h) how to dispose of surplus and waste materials
- (i) the principles and key points of the relevant health and safety regulations and guidelines
- (j) medical nursing
- (k) nutrition and dietetics
- (l) animal handling and restraint

Element VN8.2**Administer specialised medical nursing and treatments to animals****Scope**

This element requires that you:

A. administer specialised medical nursing and treatments to the following **animals**:

- (i) cats, dogs and exotics OR
- (ii) horses

B. administer the following **nursing**:

- (i) maintaining fluid balance
- (ii) maintaining food intake (including assisted feeding if required)
- (iii) use of special dietary regimes
- (iv) maintaining mobility
- (v) bowel and urinary management (to include enemata and urinary catheterisation)

C. **monitor** the animals:

- (i) vital measurements (e.g. temperature, pulse, respiration)
- (ii) behaviour
- (iii) food and fluid intake
- (iv) serial sampling for diagnostic tests
- (v) fluid balance

D. administer the following **treatments**:

- (i) medications
- (ii) physiotherapy
- (iii) wound management

E. use the following **equipment and materials**:

- (i) drugs
- (ii) sterile supplies
- (iii) consumables

Notes

Evidence from simulations is not acceptable for this element.

Medications in D(i), may be parenteral, enteral or topical.

Element VN8.3 Administer intensive nursing care

Performance Criteria

You must:

- 1 confirm the **animal's** condition and the correct **treatment** and nursing requirements with the veterinary surgeon
- 2 administer the appropriate **treatment** and nursing care to critically ill **animals**
- 3 **implement a monitoring regime** which will allow you to know the **animal's** condition at all times
- 4 monitor the **animal** and alert the veterinary surgeon to changes as they occur
- 5 recognise when an **animals** condition is becoming critical and alert the veterinary surgeon immediately
- 6 record the details of **monitoring**, nursing care and **treatment** intervals to ensure that the programme is continuously maintained
- 7 dispose of surplus and waste products according to veterinary practice procedures
- 8 comply with health and safety regulations and guidelines at all times

Knowledge and Understanding

You must know and understand:

- (a) why it is important to confirm the condition the animal is suffering from, and its requirements for treatment and nursing care, with the veterinary surgeon
- (b) the monitoring, treatment and nursing care critically ill patients are likely to need and how these should be carried out
- (c) how to implement a monitoring regime to meet the needs of critical care patients
- (d) what changes in the animal require urgent nursing/veterinary action
- (e) how to dispose of surplus and waste
- (f) the monitoring methods which should be used during fluid therapy
- (g) the principles and key points of the relevant health and safety regulations and guidelines
- (h) medical nursing
- (k) critical care monitoring techniques

Element VN8.3 Administer intensive nursing care

Scope

This element requires that you:

- A. **implement a monitoring regime** to enable adequate monitoring of:
 - (i) blood circulation
 - (ii) respiratory function
 - (iii) body temperature
 - (iv) fluid balance
 - (v) nutritional status
 - (vi) bowel and urinary function
 - (vii) neurological signs
 - (viii) pain and distress

- B. administer the following **treatments**:
 - (i) medications
 - (ii) physiotherapy
 - (iii) wound management

- C. administer intensive nursing care to the following **animals**:
 - (i) cats, dogs and exotics OR
 - (ii) horses

Notes

Evidence from simulations is not acceptable for this element.

Medications in B(i), may be parenteral, enteral or topical.

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Unit VN9

Prepare for diagnostic imaging techniques and conduct radiography on animals

Element VN9.1	Prepare diagnostic imaging equipment and materials
Element VN9.2	Prepare animals for diagnostic imaging techniques
Element VN9.3	Conduct, and provide the results of, radiography on animals

About this Unit

This unit is about preparing for a variety of diagnostic imaging techniques. In this unit diagnostic imaging techniques include; radiography, ultrasound and endoscopy. The unit also covers carrying out radiography, but does not cover carrying out ultrasound and endoscopy.

You would be involved in preparing equipment, materials and animals for radiography and other diagnostic imaging techniques. You would also be involved in carrying out radiography, processing radiography images and providing the results for decision making.

For this unit you will be working with cats, dogs and exotics, or horses. Exotics are small pets other than cats and dogs, and may include: birds, rabbits, reptiles, rodents and small mammals.

Element VN9.1**Prepare diagnostic imaging equipment and materials**

Performance Criteria

You must:

- 1 confirm the **animal's** condition and the diagnostic imaging **technique** which is required
- 2 obtain guidance on the most suitable diagnostic imaging **equipment** and **materials** from the veterinary surgeon
- 3 prepare and position diagnostic imaging **equipment** and **materials** according to veterinary practice procedures
- 4 correctly identify faults in diagnostic imaging **equipment** and **materials** correctly and take the appropriate action to rectify them
- 5 carry out **infection-control procedures** according to the requirements of the diagnostic imaging **technique**
- 6 comply with health and safety regulations and guidelines at all times

Knowledge and Understanding

You must know and understand:

- (a) why diagnostic imaging technique is used and under what circumstances it is suitable for an animal
- (b) the conditions for which diagnostic imaging is performed
- (c) the equipment and materials used for different diagnostic imaging techniques
- (d) why it is important to obtain guidance from veterinary surgeons
- (e) the preparation requirements of different types of diagnostic imaging equipment and materials
- (f) where equipment and materials should be positioned for different types of diagnostic imaging technique
- (g) the relevant regulations and guidelines relating to the use of diagnostic imaging equipment and materials
- (h) common faults which occur in equipment affecting diagnostic quality, reliability, safety and effectiveness, and the correct actions to take
- (i) the types of faults that can occur in materials, including; damaged packaging, deterioration and contamination
- (j) the appropriate infection-control procedures for different types of diagnostic imaging technique
- (k) the principles and key points of the relevant health and safety regulations and guidelines
- (l) diagnostic imaging

Element VN9.1**Prepare diagnostic imaging equipment and materials****Scope**

This element requires that you:

- A. prepare diagnostic imaging equipment and materials for the following **animals**:
 - (i) cats, dogs and exotics OR
 - (ii) horses
- B. prepare equipment and materials for the following **techniques**:
 - (i) radiography and at least one of the following:
 - (ii) ultra-sound
 - (iii) endoscopy
- C. prepare the following radiography **equipment**:
 - (i) x-ray machine
 - (ii) radiation monitoring equipment
 - (iii) cassettes
 - (iv) positioning aids
- D. prepare the following **materials**:
 - (i) film
 - (ii) processing solutions
 - (iii) contrast materials
- E. apply **infection-control procedures** in relation to:
 - (i) equipment
 - (ii) work surfaces
 - (iii) environmental conditions
 - (iv) contact with other animals
 - (v) contact with humans

Notes

Evidence from simulations is not acceptable for this element.

Element VN9.2 Prepare animals for diagnostic imaging techniques

Performance Criteria

You must:

- 1 confirm the **animal's** condition and the diagnostic imaging **technique** which is required
- 2 position and restrain the **animal** carefully using suitable **restraining equipment and methods**
- 3 identify the areas to be imaged correctly and undertake the appropriate pre-diagnostic imaging procedures
- 4 monitor the **animal** carefully to detect **potential difficulties**
- 5 encourage the **animal** to feel at ease in the clinical environment
- 6 adjust the **environmental conditions** to suit the needs of the **animal**
- 7 comply with health and safety regulations and guidelines at all times

Knowledge and Understanding

You must know and understand:

- (a) why it is important to confirm what area of the animal is being investigated and what imaging technique is required
- (b) how to position and restrain different types of animal for different types of diagnostic imaging technique
- (c) what type of pre-diagnostic imaging procedures should be undertaken for different diagnostic imaging techniques
- (d) how to monitor animals for different types of difficulties
- (e) how to encourage animals to feel at ease in clinical environments
- (f) what adjustments to environmental conditions are needed for different types of animal
- (g) the principles and key points of the relevant health and safety regulations and guidelines
- (h) diagnostic imaging

Element VN9.2**Prepare animals for diagnostic imaging techniques****Scope**

This element requires that you:

- A. prepare the following **animals**:
 - (i) cats, dogs and exotics OR
 - (ii) horses
- A. prepare animals for the following **techniques**:
 - (i) radiographyand at least one of the following:
 - (ii) ultra-sound
 - (iii) endoscopy
- B. maintain safety where the following **restraining equipment and methods** are used:
 - (i) physical
 - (ii) sedation and anaesthesia
- C. recognise the following **potential difficulties**:
 - (i) injury
 - (ii) distress
 - (iii) clinical deterioration
 - (iv) loss of diagnostic quality
- D. adjust four of the following **environmental conditions** according to species requirements:
 - (i) light
 - (ii) temperature
 - (iii) ventilation
 - (iv) humidity
 - (v) noise

Notes

Evidence from simulations is not acceptable for this element.

Element VN9.3**Conduct, and provide the results of, radiography on animals**

Performance Criteria

You must:

- 1 conduct the radiography correctly according to the requirements of the veterinary surgeon and the **animals** condition
- 2 use the **radiography equipment** safely and correctly throughout the procedure
- 3 minimise discomfort to the **animal** wherever possible
- 4 end the radiography session correctly and according to practice procedures
- 5 dispose of surplus and waste materials according to veterinary practice procedures
- 6 complete the relevant documentation clearly and accurately
- 7 process the radiographic image correctly
- 8 check the quality of the radiographic image and confirm the identity of the **animal**
- 9 record the **results** according to veterinary practice procedures
- 10 identify any **invalid results** correctly and ensure remedial action is taken
- 11 comply with health and safety regulations and guidelines at all times

Knowledge and Understanding

You must know and understand:

- (a) how to confirm that the correct radiographic techniques are being applied
- (b) how to carry out radiography to achieve different requirements
- (c) how to minimise the discomfort of animals during radiography
- (d) the documentation that has to be completed at the end of the radiography session
- (e) why it is important to match results to the correct animal
- (f) how to process the recorded image
- (g) the methods for preventing contamination and errors in results
- (h) indications of invalid results and faults that occur, and the remedial actions to take
- (i) the veterinary practice procedures for analysing results
- (j) how to record the results of the analysis
- (k) how to dispose of surplus and waste materials
- (l) the principles and key points of the relevant health and safety regulations and guidelines

Element VN9.3**Conduct, and provide the results of, radiography on animals****Scope**

This element requires that you:

- A. conduct radiography on the following **animals**:
 - (i) cats, dogs and exotics OR
 - (ii) horses
- B. use the following **radiography equipment**:
 - (i) x-ray machine
 - (ii) radiation monitoring equipment
 - (iii) cassettes
 - (iv) positioning aids
- C. produce **results** which are:
 - (i) good quality
 - (ii) accurately positioned
- D. identify the following indications of **invalid results**:
 - (i) inconsistency with expected or previous results
 - (ii) positioning errors
 - (iii) processing faults
 - (iv) exposure faults

Notes

Evidence from simulations is not acceptable for this element.

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Unit VN10 Prepare for veterinary surgical procedures

Element VN10.1	Prepare surgical environments for veterinary surgical procedures
Element VN10.2	Select and prepare veterinary surgical equipment and materials
Element VN10.3	Prepare animals for veterinary surgical procedures

About this Unit

This unit covers preparing for veterinary surgical procedures. You will need to be able to prepare surgical environments, including preparation rooms and operation theatres, prepare equipment and materials, and prepare animals for veterinary surgical procedures.

For this unit you will be working with cats, dogs and exotics, or horses. Exotics are small pets other than cats and dogs, and may include: birds, rabbits, reptiles, rodents and small mammals.

Element VN10.1 Prepare surgical environments for veterinary surgical procedures

Performance Criteria

You must:

- 1 keep the **surgical environment** as clean as practicable within the limits of the premises and the **surgical procedure** to take place
- 2 remove surplus and waste materials and gases from the **surgical environment** and dispose of them according to standard procedures
- 3 control the **environmental conditions** to suit the condition and the type of **surgical procedure** being undertaken, and the **animal's** requirements
- 4 identify problems in undertaking the **surgical procedure** and bring them to the attention of the appropriate people
- 5 provide people using the **surgical environment** with relevant information on the **surgical procedure**
- 6 undertake **infection-control procedures** according to the requirements of the **surgical procedure**
- 7 comply with health and safety regulations and guidelines at all times

Knowledge and Understanding

You must know and understand:

- (a) how to clean different types of surgical environment and what is practicable
- (b) the surplus and waste materials and gases that should be disposed and how should each type be disposed
- (c) the environmental conditions that should exist for different types of surgical procedure
- (d) the problems that can occur during surgical procedures
- (e) who requires information on the surgical procedures, and what type of information they need
- (f) the appropriate infection-control procedures for different types of surgical procedure
- (g) the principles and key points of the relevant health and safety regulations and guidelines
- (h) surgical nursing – general and theatre practice

Element VN10.1**Prepare surgical environments for veterinary surgical procedures****Scope**

This element requires that you:

- A. prepare the following **surgical environments**:
 - (i) operating theatre
 - (ii) preparation room
- B. control four of the following **environmental conditions** according to species requirements:
 - (i) light
 - (ii) temperature
 - (iii) ventilation
 - (iv) humidity
 - (v) noise
- C. prepare surgical environments for the following **surgical procedures**:
 - (i) minor
 - (ii) major
- D. apply **infection-control procedures** in relation to:
 - (i) equipment
 - (ii) work surfaces
 - (iii) environmental conditions
 - (iv) contact with other animals
 - (v) contact with humans
- E. prepare surgical environments for the following **animals**:
 - (i) cats, dogs and exotics OR
 - (ii) horses

Notes

Evidence from simulations is not acceptable for this element.

Element VN10.2 Select and prepare veterinary surgical equipment and materials

Performance Criteria

You must:

- 1 confirm the **animal's** condition and the **surgical procedure** against available information
- 2 obtain advice on the most suitable **surgical equipment** and **materials** from the veterinary surgeon
- 3 prepare **surgical equipment** and **materials** according to veterinary practice procedures
- 4 place **surgical equipment** and **materials** in the correct position to support the **surgical procedure**
- 5 count all **surgical equipment** and **materials** accurately to track their use during and after surgery
- 6 comply with regulations and guidelines relating to the use of **surgical equipment** and **materials** at all times
- 7 dispose of surplus and waste **materials** according to veterinary practice procedures
- 8 correctly identify faults in **surgical equipment** and **materials** and take the appropriate action to rectify them
- 9 undertake **infection-control procedures** according to the requirements of the **surgical procedure**
- 10 comply with health and safety regulations and guidelines at all times

Knowledge and Understanding

You must know and understand:

- (a) the type of information that could be used to identify the condition of an animal and the surgical procedures that are used
- (b) the equipment and materials used for different surgical procedures, and why it is important to obtain guidance from veterinary surgeons
- (c) the preparation requirements of different types of surgical equipment and materials
- (d) where surgical equipment and materials should be positioned for different surgical procedures
- (e) why it is important to count the equipment and materials before, during, and after surgery
- (f) regulations and guidelines relating to the use of surgical equipment and materials
- (g) how to dispose of surplus and waste materials
- (h) common faults which occur in equipment affecting functioning, reliability, safety and effectiveness, and the actions to take
- (i) the types of faults that can occur in materials, including; damaged packaging, deterioration and contamination
- (j) the infection-control procedures for different types of surgical procedure
- (k) the principles and key points of the relevant health and safety regulations and guidelines
- (l) surgical nursing – general and theatre practice

Element VN10.2**Select and prepare veterinary surgical equipment and materials****Scope**

This element requires that you:

- A. prepare equipment and materials for the following **animals**:
 - (i) cats, dogs and exotics OR
 - (ii) horses

- B. prepare for the following **surgical procedures**:
 - (i) minor
 - (ii) major

- C. select and prepare the following **surgical equipment**:
 - (i) instruments
 - (ii) drains and suction equipment
 - (iii) powered equipment

- D. select and prepare the following **surgical materials**:
 - (i) drugs
 - (ii) sterile supplies
 - (iii) sutures
 - (iv) implants

- E. apply **infection-control procedures** in relation to:
 - (i) equipment
 - (ii) work surfaces
 - (iii) environmental conditions
 - (iv) contact with other animals
 - (v) contact with humans

Notes

Evidence from simulations is not acceptable for this element.

Element VN10.3**Prepare animals for veterinary surgical procedures**

Performance Criteria

You must:

- 1 confirm the **animal's** condition and the **surgical procedure** being undertaken against available information
- 2 position and restrain the **animal** carefully using suitable restraining equipment and methods
- 3 assist the veterinary surgeon with general anaesthesia in accordance with instructions
- 4 identify surgical sites correctly and ensure the appropriate **pre-surgical procedures** are undertaken
- 5 monitor the **animal** correctly to detect any potential difficulties
- 6 adjust the **environmental conditions** to suit the needs of the **animal**
- 7 undertake **infection-control procedures** according to the requirements of the **surgical procedure**
- 8 comply with health and safety regulations and guidelines at all times

Knowledge and Understanding

You must know and understand:

- (a) the type of information that could be used to identify the condition of the animal and the surgical procedures that are undertaken
- (b) how to position and restrain different types of animal for different types of surgical procedure
- (c) how to assist the veterinary surgeon with general anaesthesia
- (d) the types of pre-surgical procedures that should be undertaken for different surgical procedures
- (e) how to monitor animals for different types of difficulties
- (f) the adjustments to environmental conditions that are needed for different types of animal
- (g) the principles and key points of the relevant health and safety regulations and guidelines
- (h) surgical nursing – general and theatre practice

Element VN10.3**Prepare animals for veterinary surgical procedures****Scope**

This element requires that you:

- A. prepare the following **animals**:
 - (i) cats, dogs and exotics OR
 - (ii) horses

- B. prepare animals for the following **surgical procedures**:
 - (i) minor
 - (ii) major

- C. carry out the following **pre-surgical procedures**:
 - (i) correct positioning
 - (ii) correct use of disinfectants
 - (iii) aseptic skin preparation

- D. adjust four of the following **environmental conditions** according to species requirements:
 - (i) light
 - (ii) temperature
 - (iii) ventilation
 - (iv) humidity
 - (v) noise

- E. apply **infection-control procedures** in relation to:
 - (i) equipment
 - (ii) work surfaces
 - (iii) environmental conditions
 - (iv) contact with other animals
 - (v) contact with humans

Notes

Evidence from simulations is not acceptable for this element.

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Unit VN11 Assist the veterinary surgeon during surgical procedures

Element VN11.1	Assist the veterinary surgeon during surgical procedures by providing equipment and materials
Element VN11.2	Assist the veterinary surgeon to perform surgical procedures on animals
Element VN11.3	Monitor and assist the recovery of animals after surgical procedures

About this Unit

This unit is about the duties and conduct of veterinary nurses while assisting the veterinary surgeon during surgical procedures. It covers the provision of equipment and materials during surgical procedures, assisting with the surgical procedure itself, and monitoring and assisting the recovery of animals after such procedures.

For this unit you will be working with cats, dogs and exotics, or horses. Exotics are small pets other than cats and dogs, and may include: birds, rabbits, reptiles, rodents and small mammals..

References to vomiting in this unit should be interpreted as gastric reflux for horses.

Element VN11.1**Assist the veterinary surgeon during surgical procedures by providing equipment and materials**

Performance Criteria

You must:

- 1 ensure you are fully scrubbed up where necessary to meet the needs of the **surgical procedure**
- 2 provide the appropriate **equipment and materials** for performing surgical procedures on the **animal**
- 3 position surgical instruments in the correct orientation for immediate use
- 4 maintain the sterility of unused **equipment and materials** during the surgical procedures
- 5 identify faults in **equipment and materials** correctly and ensure appropriate action is taken to rectify them
- 6 inform colleagues clearly of any difficulties in providing **equipment and materials**
- 7 comply with health and safety regulations and guidelines at all times

Knowledge and Understanding

You must know and understand:

- (a) what surgical equipment and materials are needed for common surgical procedures
- (b) the conditions for which surgery is required on animals
- (c) why it is important to provide the correct equipment and to act quickly when extra equipment is requested
- (d) how to position different types of surgical instruments for ease of access and use
- (e) the reasons why you must be fully scrubbed up for certain procedures
- (f) how to maintain sterility in equipment and materials and why it is important
- (g) the normal faults that occur with surgical equipment and what action should be taken
- (h) the normal faults that occur with materials, including damaged packaging, deterioration and contamination, and what action should be taken
- (i) the types of difficulties that can occur with surgical equipment and materials and why it is important to inform colleagues of them
- (j) the principles and key points of the relevant health and safety regulations and guidelines
- (k) surgical nursing – general and theatre practice

Element VN11.1**Assist the veterinary surgeon during surgical procedures by providing equipment and materials****Scope**

This element requires that you:

- A. assist with the following **surgical procedures**:
 - (i) minor
 - (ii) major

- B. provide the following **equipment**:
 - (i) instruments
 - (ii) drains and suction equipment
 - (iii) powered equipment

- C. provide the following **materials**:
 - (i) drugs
 - (ii) sterile supplies
 - (iii) sutures
 - (iv) implants

- D. assist the veterinary surgeon during surgical procedures on the following **animals**:
 - (i) cats, dogs and exotics OR
 - (ii) horses

Notes

Evidence from simulations is not acceptable for this element.

Element VN11.2 Assist the veterinary surgeon to perform surgical procedures on animals

Performance Criteria

You must:

- 1 ensure you are fully scrubbed up where necessary to meet the needs of the **surgical procedure**
- 2 assist with **surgical procedures** promptly and effectively according to the requirements of the veterinary surgeon and the condition of the **animal**
- 3 handle the **animal's** anatomy according to the requirements of the veterinary surgeon
- 4 apply **surgical materials** at the correct location and in the correct manner
- 5 apply medication in the correct dosage and at the correct time
- 6 attach **surgical equipment** to the **animal** at the correct location and with minimal effect on tissue
- 7 operate **surgical equipment** correctly and apply it at the correct time
- 8 comply with health and safety regulations and guidelines at all times

Knowledge and Understanding

You must know and understand:

- (a) the conditions for which surgery is required on animals
- (b) the normal requirements of veterinary surgeons during surgical procedures and how the condition of animals affects this
- (c) the reasons why you must be fully scrubbed up for certain procedures
- (d) how to handle different parts of animals' anatomy
- (e) the correct locations for the application of surgical materials
- (f) the type and dose of medication that should be applied during surgical procedures
- (g) how and where to connect to different types of surgical equipment during surgical procedures
- (h) the principles and key points of the relevant health and safety regulations and guidelines
- (i) surgical nursing – general and theatre practice

Element VN11.2**Assist the veterinary surgeon to perform surgical procedures on animals****Scope**

This element requires that you:

- A. assist the veterinary surgeon with the following **surgical procedures**:
 - (i) minor
 - (ii) major

- B. apply the following **surgical materials**:
 - (i) drugs
 - (ii) sterile supplies
 - (iii) sutures
 - (iv) implants

- C. operate the following **surgical equipment**:
 - (i) instruments
 - (ii) drains and suction equipment
 - (iii) powered equipment

- D. assist the veterinary surgeon to perform surgical procedures on the following **animals**:
 - (i) cats, dogs and exotics OR
 - (ii) horses

Notes

Evidence from simulations is not acceptable for this element.

Element VN11.3**Monitor and assist the recovery of animals after surgical procedures**

Performance Criteria

You must:

- 1 remove and disconnect **surgical equipment** and **materials** not required for recovery from the **animal**
- 2 place the **animal** in an environment and recovery position suitable for its species and the **surgical procedure** that has been undertaken
- 3 monitor the **animal's** recovery carefully and bring any indications of **problems** to the attention of the veterinary surgeon
- 4 minimise pain and distress to the animal using medication and fluids as requested by the veterinary surgeon
- 5 apply methods correctly to prevent the animal interfering with surgical wounds
- 6 obtain **monitoring information** required by the veterinary surgeon correctly and promptly
- 7 inform the client of the condition of the animal as soon as is practicable
- 8 keep records on the use of **surgical procedures** accurate and accessible to authorised people
- 9 comply with health and safety regulations and guidelines at all times

Knowledge and Understanding

You must know and understand:

- (a) the conditions for which surgery is required on animals
- (b) what equipment can be removed from animals after surgery and which has to remain
- (c) how to disconnect animals from surgical equipment
- (d) the recovery positions of different types of animal and surgical procedure
- (e) how to monitor animals, and the specific indications of problems for different types of animal and surgical procedure
- (f) how to minimise pain and distress to animals during recovery
- (g) the methods that can be used for preventing animals interfering with surgical wounds
- (h) why it is important to provide monitoring information to the veterinary surgeon
- (i) when it is possible to provide clear and accurate information to clients on the condition of animals
- (j) why it is important to accurately record surgical procedures, and who should have access to them
- (k) the principles and key points of the relevant health and safety regulations and guidelines
- (l) surgical nursing – general and theatre practice

Element VN11.3 Monitor and assist the recovery of animals after surgical procedures

Scope

This element requires that you:

- A. assist the recovery of the following **animals**:
 - (i) cats, dogs and exotics OR
 - (ii) horses

- B. remove the following **surgical equipment**:
 - (i) instruments
 - (ii) drains and suction equipment
 - (iii) powered equipment

- C. remove the following surgical **materials**:
 - (i) drugs
 - (ii) sterile supplies
 - (iii) sutures
 - (iv) implants

- D. assist the recovery of animals after the following **surgical procedures**:
 - (i) minor
 - (ii) major

- E. monitor the animal for the following **problems**:
 - (i) distress
 - (ii) vomiting or gastric reflux
 - (iii) haemorrhaging
 - (iv) pain
 - (v) fits
 - (vi) interference with wounds
 - (vii) inability to perform body functions

- F. use the following **monitoring information**:
 - (i) observations
 - (ii) measurements of vital signs

Notes

Evidence from simulations is not acceptable for this element.

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Unit VN12 Assist the provision of anaesthetics to animals

Element VN12.1	Prepare anaesthetic equipment and materials
Element VN12.2	Prepare animals for anaesthesia
Element VN12.3	Assist in administering and maintaining anaesthetics to animals
Element VN12.4	Assist in the recovery of animals following anaesthesia

About this Unit

This unit covers assisting with the provision of anaesthetics to animals and with monitoring progress of anaesthetised animals. Monitoring is a vital part of the veterinary nurses role in anaesthesia.

For this unit you will be working with cats, dogs and exotics, or horses. Exotics are small pets other than cats and dogs, and may include: birds, rabbits, reptiles, rodents and small mammals.

References to vomiting in this unit should be interpreted as gastric reflux for horses.

Element VN12.1 Prepare anaesthetic equipment and materials

Performance Criteria

You must:

- 1 confirm the **animal's** condition and the **anaesthetic procedure** to be administered against available information
- 2 obtain guidance from the veterinary surgeon on the most suitable **anaesthetic equipment, materials and gases**
- 3 prepare **anaesthetic equipment, materials and gases** according to the anaesthetic and veterinary procedures required
- 4 position **anaesthetic equipment, materials and gases** in the correct location to support the procedure
- 5 comply with regulations and guidelines relating to the use of **anaesthetic equipment, materials and gases** at all times
- 6 dispose of surplus and waste **materials and gases** according to veterinary practice procedures
- 7 identify faults correctly in **anaesthetic equipment** and **materials** and take the appropriate action to rectify them
- 8 undertake **infection control procedures** according to the requirements of the **anaesthetic procedure**
- 9 comply with health and safety regulations and guidelines at all times

Knowledge and Understanding

You must know and understand:

- (a) the information required to identify the condition of the animal and the anaesthetic procedures to be used
- (b) the equipment, materials and gases used for anaesthetic procedures, and why you must obtain guidance from veterinary surgeons
- (c) how to prepare anaesthetic equipment, materials and gases
- (d) where anaesthetic equipment, materials and gases should be positioned for anaesthetic and veterinary procedures
- (e) the relevant regulations and guidelines relating to the use of anaesthetic equipment, materials and gases
- (f) how to dispose of surplus and waste materials and gases
- (g) common faults which occur in anaesthetic equipment affecting functions, reliability, safety and effectiveness, and the correct actions to take
- (h) the types of faults that can occur in materials, including; damaged packaging, deterioration and contamination
- (i) the appropriate infection-control procedures for different types of anaesthetic procedure
- (j) the principles and key points of the relevant health and safety regulations and guidelines
- (k) anaesthesia

Element VN12.1 Prepare anaesthetic equipment and materials

Scope

This element requires that you:

- A. prepare diagnostic test equipment and materials for the following **animals**:
 - (i) cats, dogs and exotics OR
 - (ii) horses

- B. prepare anaesthetic equipment and materials for the following **anaesthetic procedures**:
 - (i) premedication
 - (ii) oral intubation
 - (iii) inhalation techniques
 - (iv) intravenous techniques

- C. prepare the following **anaesthetic equipment**:
 - (i) anaesthetic delivery machines
 - (ii) breathing circuits
 - (iii) pollution control systems
 - (iv) endotracheal tubes
 - (v) intravenous catheters
 - (vi) monitoring systems

- D. prepare the following **materials and gases**:
 - (i) anaesthetic drugs
 - (ii) anaesthetic gases
 - (iii) sterile supplies
 - (iv) consumables
 - (v) intubation aids/laryngoscope

- E. apply **infection control procedures** in relation to:
 - (i) equipment
 - (ii) work surfaces
 - (iii) environmental conditions
 - (iv) contact with other animals
 - (v) contact with humans

Notes

Evidence from simulations is not acceptable for this element.

Element VN12.2 Prepare animals for anaesthesia

Performance Criteria

You must:

- 1 confirm the **animal's** condition and the anaesthetic procedure being administered against available information
- 2 position and restrain the **animal** carefully using suitable **handling equipment and methods**
- 3 perform pre-anaesthetic checks and procedures necessary to achieve premedication and induction
- 4 monitor the **animal** carefully to detect **potential difficulties**
- 5 encourage the **animal** to feel at ease in the clinical environment
- 6 adjust the **environment conditions** to suit the needs of the **animal**
- 7 comply with health and safety regulations and guidelines at all times

Knowledge and Understanding

You must know and understand:

- (a) the type of information that could be used to identify the condition of an animal and the anaesthetic procedures that are used
- (b) how to position and restrain different types of animal for different types of anaesthetic procedure
- (c) the pre-anaesthetic checks that should be undertaken and the different types of preparation needed to administer anaesthetics
- (d) the pre-medication checks that should be undertaken
- (e) how to monitor animals for different types of difficulties
- (f) how to encourage animals to feel at ease in clinical environments
- (g) the adjustments to environmental conditions needed for different types of animal
- (h) the principles and key points of the relevant health and safety regulations and guidelines
- (i) anaesthesia

Element VN12.2 Prepare animals for anaesthesia

Scope

This element requires that you:

- A. prepare the following **animals**:
 - (i) cats, dogs and exotics OR
 - (ii) horses

- B. use the following **handling equipment and methods**:
 - (i) physical restraint
 - (ii) manual positioning

- C. monitor the animal to detect the following **potential difficulties**:
 - (i) injury
 - (ii) distress
 - (iii) clinical deterioration

- D. adjust four of the following **environmental conditions** according to species requirements:
 - (i) light
 - (ii) temperature
 - (iii) ventilation
 - (iv) humidity
 - (v) noise

Notes

Evidence from simulations is not acceptable for this element.

Element VN12.3**Assist in administering and maintaining anaesthetics to animals**

Performance Criteria

You must:

- 1 confirm the requirements of the veterinary surgeon for anaesthetising the **animal**
- 2 assist the **anaesthetic procedure** correctly according to the requirements of the veterinary surgeon and the **animal's** condition
- 3 administer anaesthesia under supervision at the correct stages of the veterinary procedure
- 4 comply with requests for assistance from the veterinary surgeon and other colleagues promptly and effectively
- 5 obtain **monitoring information** required by the veterinary surgeon promptly and effectively
- 6 provide anaesthetic **equipment, materials and gases** to the veterinary surgeon at the right time
- 7 monitor the **animal** carefully and bring any indications of problems to the attention of the veterinary surgeon
- 8 comply with health and safety regulations at all times

Knowledge and Understanding

You must know and understand:

- (a) why it is important to confirm that the correct anaesthetic procedures are being applied
- (b) how to assist with anaesthetic procedures to achieve different requirements
- (c) the correct stages for the administration of anaesthesia
- (d) the type of assistance required by veterinary surgeons, and why it is important to respond to requests promptly and effectively
- (e) the type of monitoring information required by veterinary surgeons, and why it is important to provide it promptly and effectively
- (f) the type of anaesthetic equipment, materials and gases requested by veterinary surgeons at different stages
- (g) how to monitor animals during the anaesthesia and the indications of problems
- (h) the principles and key points of the relevant health and safety regulations and guidelines
- (i) anaesthesia

Element VN12.3**Assist in administering and maintaining anaesthetics to animals****Scope**

This element requires that you:

- A. assist in administering anaesthetics to the following **animals**:
 - (i) cats, dogs and exotics OR
 - (ii) horses

- B. assist with the following **anaesthetic procedures**:
 - (i) premedication
 - (ii) endotracheal intubation
 - (iii) inhalation techniques
 - (iv) intravenous techniques
 - (v) intramuscular
 - (vi) subcutaneous
 - (vii) local anaesthesia

- C. use the following **monitoring information**:
 - (i) observations
 - (ii) measurements of vital signs
 - (iii) information from monitoring equipment

- D. provide the following **equipment**:
 - (i) anaesthetic delivery machines
 - (ii) breathing circuits
 - (iii) pollution control systems
 - (iv) endotracheal tubes
 - (v) intravenous catheters
 - (vi) monitoring systems

- E. provide the following **materials and gases**:
 - (i) anaesthetic drugs
 - (ii) anaesthetic gases
 - (iii) sterile supplies
 - (iv) consumables
 - (v) intubation aids/laryngoscope

Notes

Evidence from simulations is not acceptable for this element.

Element VN12.4 Assist in the recovery of animals following anaesthesia

Performance Criteria

You must:

- 1 reduce and stop the **anaesthetic procedure** at the correct stages of the surgical procedure
- 2 disconnect the **animal** carefully from anaesthetic **equipment, materials and gases**
- 3 place the **animal** in an environment and recovery position suitable for its species and the veterinary procedures that have been undertaken
- 4 monitor the **animal's** recovery carefully and bring indications of **problems** to the attention of the veterinary surgeon
- 5 obtain **monitoring information** required by the veterinary surgeon promptly and effectively
- 6 minimise pain and distress to the **animal** with medication and fluids as requested by the veterinary surgeon
- 7 inform the client of the condition of the **animal** as soon as is practicable
- 8 keep records on the use of **anaesthetic procedures** accurate and accessible to authorised people
- 9 comply with health and safety regulations and guidelines at all times

Knowledge and Understanding

You must know and understand:

- (a) why it is important that anaesthesia is reduced and stopped at the correct stages of the surgical procedure, and what these stages are
- (b) the correct procedures for disconnecting animals from anaesthetic equipment, materials and gases
- (c) the correct environment for the recovery of different types of animal after anaesthesia
- (d) how to monitor animals, and the specific indications of problems for different types of animal and veterinary procedure
- (e) how to recognise and minimise pain and distress to animals during recovery according to the veterinary surgeons instructions
- (f) when it is important to provide monitoring information to the veterinary surgeon promptly
- (g) when it is important to provide clear and accurate information to clients on the condition of animals
- (h) why it is important to accurately record anaesthetic procedures and who should have access to them
- (i) the principles and key points of the relevant health and safety regulations and guidelines

Element VN12.4 Assist in the recovery of animals following anaesthesia

Scope

This element requires that you:

- A. assist with the termination of anaesthesia in animals after the following **anaesthetic procedures**:
 - (i) oral intubation
 - (ii) inhalation techniques
 - (iii) intravenous techniques
 - (v) intramuscular
 - (vi) subcutaneous
- B. assist in the termination of anaesthesia in the following **animals**:
 - (i) cats, dogs and exotics OR
 - (ii) horses
- C. use the following **equipment**:
 - (i) anaesthetic delivery machines
 - (ii) breathing circuits
 - (iii) pollution control systems
 - (iv) endotracheal tubes
 - (v) intravenous catheters
 - (vi) monitoring systems
- D. remove the following **materials and gases**:
 - (i) anaesthetic drugs
 - (ii) anaesthetic gases
 - (iii) sterile supplies
 - (iv) consumables
 - (v) intubation aids/laryngoscope
- E. monitor the animal for the following **problems**:
 - (i) distress
 - (ii) vomiting or gastric reflux
 - (iii) haemorrhaging
 - (iv) pain
 - (v) fits
 - (vi) interference with wounds
 - (vii) inability to perform body functions
- F. use the following **monitoring information**:
 - (i) observations
 - (ii) measurements of vital signs

Notes

Evidence from simulations is not acceptable for this element.

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Unit VN13 Manage the availability of resources for the treatment and care of animals

Element VN13.1	Manage the supply of veterinary materials
Element VN13.2	Manage the availability of equipment for use in the veterinary practice

About this Unit

This unit covers managing the availability of resources for the treatment and care of animals. You will need to be able to manage the supply of veterinary materials, including; medications, drugs, sterile supplies, consumables and stationery. You will also need to be able to manage the availability of equipment for use in the veterinary practice.

You will need to be able to demonstrate responsibility, organisational skills and managerial ability when carrying out this work. Performing the drug order and ensuring the practice runs smoothly in terms of maintenance of supplies are vital roles to play.

Element VN13.1 Manage the supply of veterinary materials

Performance Criteria

You must:

- 1 obtain **veterinary materials** from authorised suppliers according to veterinary practice procedures
- 2 regularly check the condition of **veterinary materials**
- 3 keep **veterinary materials** in the correct condition and store securely according to regulations and guidelines
- 4 dispose of surplus and waste **veterinary materials** according to veterinary practice procedures and health and safety requirements
- 5 maintain stock-levels of **veterinary materials** at the correct level according to veterinary practice procedures
- 6 ensure records of supplies are accurate and accessible to authorised people
- 7 comply with health and safety regulations and guidelines

Knowledge and Understanding

You must know and understand:

- (a) who the authorised suppliers are for different veterinary materials, and why it is important to use them
- (b) why it is important to regularly check the condition of veterinary materials
- (c) the problems involved in maintaining the condition of veterinary materials
- (d) the appropriate methods for disposing of surplus and waste veterinary materials
- (e) the appropriate stock-levels of different veterinary materials
- (f) who should have access to supply records, and why it is important that they are accurate
- (g) the principles and key points of the relevant legislation, regulations and guidelines (including the Medicines Act)
- (h) general veterinary nursing
- (i) basic hospital practice and medical materials

Element VN13.1 Manage the supply of veterinary materials

Scope

This element requires that you:

- A. manage the following **veterinary materials**:
 - (i) medications
 - (ii) drugs
 - (iii) sterile supplies
 - (iv) consumables
 - (v) stationery

- B. manage **veterinary materials** in terms of:
 - (i) expiry dates
 - (ii) level of deterioration
 - (iii) quantity
 - (iv) damage
 - (v) schedule
 - (vi) storage requirements

Notes

Evidence from simulations is not acceptable for this element.

Element VN13.2 Manage the availability of equipment for use in the veterinary practice

Performance Criteria

You must:

- 1 obtain **equipment** from authorised suppliers according to veterinary practice procedures
- 2 store **equipment** securely according to regulations and guidelines
- 3 **maintain equipment** according to specified schedules and procedures
- 4 ensure **equipment** is available for use at the appropriate times
- 5 correctly identify **faults** in **equipment** and take the appropriate action
- 6 dispose of surplus **equipment** according to veterinary practice procedures
- 7 ensure records of **equipment** use and maintenance are accurate and accessible to authorised people
- 8 comply with health and safety regulations and guidelines at all times

Knowledge and Understanding

You must know and understand:

- (a) who the authorised suppliers are for different types of equipment, and why it is important to use them
- (b) the appropriate storage methods for different types of equipment
- (c) maintenance schedules for equipment, and who should maintain it
- (d) why it is important to have equipment that is available for use
- (e) the safety systems on different types of equipment
- (f) the normal faults that can occur with equipment, and what action should be taken for each fault
- (g) the appropriate methods for disposing of surplus equipment
- (h) who should have access to equipment and maintenance records, and why it is important that they are accurate
- (i) the principles and key points of the relevant health and safety regulations and guidelines

Element VN13.2 Manage the availability of equipment for use in the veterinary practice

Scope

This element requires that you:

- A. manage the availability of the following **equipment**:
 - (i) surgical (powered/manual)
 - (ii) diagnostic
 - (iii) laboratory
 - (iv) imaging
 - (v) anaesthetic

- B. **maintain equipment** in the following ways:
 - (i) cleaning
 - (ii) replacement of consumables
 - (iii) servicing
 - (iv) repairs

- C. identify and respond to **faults** in equipment affecting:
 - (i) functions
 - (ii) reliability
 - (iii) safety
 - (iv) effectiveness

Notes

Evidence from simulations is not acceptable for this element.

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Unit CU2

Monitor and maintain health and safety

Element CU2.1

Monitor and maintain health, safety and security in the workplace

Element CU2.2

Maintain good standards of health and safety for self and others

About this Unit

To maintain a healthy and safe working environment, you are required to take reasonable care for the health and safety of yourself and others who may be affected by your work. You are also required to co-operate with your employer to help them comply with their duties under health and safety legislation, and not interfere with or misuse anything provided for your health, safety and welfare. This unit applies to employees and volunteers working in the land-based sector.

Your employer (or voluntary organisation) is under a legal duty to have a Health and Safety policy. Where they employ five or more people, this policy must be in writing. The policy should:

- be specific to your place of work;
- state the general aims for employee health and safety;
- describe the systems and procedures for ensuring health and safety of the workforce;
- and, outline the various responsibilities of particular people.

Whether or not the policy is in writing, it is vital that you understand and acknowledge your responsibilities under the policy. This may include observing particular instructions and procedures, checking items of equipment, reporting accidents etc.

Despite following the correct health and safety procedures, accidents and emergencies may still happen because of circumstances beyond your control or that of your organisation. You must be able to deal with such situations and follow the appropriate procedures. It is important that in all your activities you recognise the limit of your own competence and ask for help and advice when it is needed.

Element CU2.1**Monitor and maintain health, safety and security in the workplace**

Performance Criteria

You must:

- 1 identify health and safety **risks** in relation to the workplace
- 2 carry out specified measures to control **risks** and keep the appropriate people fully informed if such measures are inadequate
- 3 seek guidance on measures to control unfamiliar **risks** arising from non-routine work situations
- 4 give health and safety information to others in a manner likely to be understood
- 5 use equipment and materials in accordance with manufacturers instructions and any organisational training
- 6 take the appropriate action without delay as soon as an emergency is suspected
- 7 dispose of **waste** safely and correctly
- 8 transport any equipment and materials safely and store them correctly at an approved location when not in use
- 9 maintain the security of the workplace in accordance with organisational requirements
- 10 keep any necessary records accurate, legible and complete

Knowledge and Understanding

You must know and understand:

- (a) organisational requirements with regard to ensuring the security of the workplace
- (b) your role and responsibilities for health and safety in the workplace under organisational policy and legislation
- (c) why inadequate measures to control risks should be reported and that corrective action needs to be taken
- (e) the importance of following manufacturers and organisational instructions and the potential consequences and risks of not doing so
- (f) procedures for different types of emergencies relevant to the industry in which you are working
- (g) how the procedures to take for specific emergencies may be affected by your location
- (h) different types of fire extinguishers and their use, relevant to the area you work in
- (i) the different forms of waste and correct methods of disposal
- (j) how to transport and store equipment and materials safely
- (k) the relationship between security and safety within the workplace
- (l) any specific risks relevant to child safety from your work
- (m) how and why accidents should be reported

Element CU2.1**Monitor and maintain health, safety and security in the workplace****Scope**

This element requires that you:

- A. identify health and safety **risks** in relation to:
 - (i) people
 - (ii) equipment and materials
 - (iii) the work area

- B. dispose of the following types of **waste**:
 - (i) hazardous
 - (ii) non-hazardous

Notes

Where simulations are used to generate performance evidence, these should properly reflect the requirements of real working situations.

Element CU2.2**Maintain good standards of health and safety for self and others**

Performance Criteria

You must:

- 1 supply the necessary personal medical information in accordance with organisational requirements
- 2 use and care for the correct personal protective equipment and clothing assessed as being necessary for your work
- 3 use approved methods and handling equipment when moving and lifting items
- 4 maintain the necessary personal and workplace hygiene at all times
- 5 give accurate information about your whereabouts so that contact can be made if necessary
- 6 give health and safety information to others in a manner likely to be understood
- 7 behave in a way which minimises risks to yourself and others
- 8 perform your work in a manner which minimises environmental damage
- 9 take appropriate action where **incidents** affect the health and safety of yourself and others
- 10 report **incidents** without delay and fill out records accurately, legibly and completely

Knowledge and Understanding

You must know and understand:

- (a) your role in maintaining your own health and safety
- (b) the types of personal protective equipment and clothing needed for your work and how they must be used, cleaned, stored, inspected and replaced
- (c) safe methods for moving and lifting items
- (d) the reasons for maintaining good personal and workplace hygiene relevant to your industry
- (e) the reasons for leaving information about your whereabouts when working in isolation or in remote locations
- (f) your own ability to deal with health and safety emergencies (e.g. not carrying out actions beyond your own capabilities) and the reasons for this
- (g) basic emergency first aid procedures
- (h) methods for minimising environmental damage during work
- (i) why accidents should be reported without delay and recorded in the appropriate document

Element CU2.2 Maintain good standards of health and safety for self and others

Scope

This element requires that you:

- A. deal with the following **incidents**:
 - (i) accidents which cause personal injury
 - (ii) adverse changes in an individual's health which puts them at risk

Notes

Where it is not possible to gain evidence of dealing with all the incidents, questioning and/or simulations may be used to gather evidence of your competence in this area. Simulations must reflect the requirements of the real working environment.

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Unit CU5

Develop personal performance and maintain working relationships

Element CU5.1
Element CU5.2

Maintain and develop personal performance
Establish and maintain working relationships with others

About this Unit

This unit sets the standard for maintaining working relationships. The first element is about your personal performance within the workplace. This relates to achieving certain targets and finishing specific tasks. It also relates to the quality of your work. You will need to discuss your work with an appropriate person.

The second element is about working effectively with other people. This includes communicating clearly, co-operating with others, and helping to improve working practices. You may work closely within a team, or spend a significant amount of time working alone.

Element CU5.1**Maintain and develop personal performance**

Performance Criteria

You must:

- 1 carry out your work in accordance with your responsibilities and organisational requirements
- 2 seek advice from the appropriate person if clarification is required concerning specific tasks
- 3 agree **personal performance** targets with the appropriate person
- 4 agree your development needs and methods of meeting these needs with the appropriate person
- 5 develop your **personal performance** according to your agreed targets, development needs and organisational requirements
- 6 review **personal performance** with the appropriate person at suitable intervals

Knowledge and Understanding

You must know and understand:

- (a) the tasks and activities for which you are responsible
- (b) the limits of your responsibility in relations to specific tasks and activities
- (c) from whom you should obtain advice in relation to specific tasks and activities
- (d) the correct procedures for obtaining advice
- (e) the risks involved in not obtaining advice where you are unclear about specific tasks and activities
- (f) how to determine and agree development needs and personal targets
- (g) the reasons why personal performance should be reviewed

Element CU5.1 Maintain and develop personal performance

Scope

This element requires that you:

- A. maintain and develop **personal performance** with regard to:
 - (i) working to targets and completing specific tasks
 - (ii) quality of work

Notes

Where simulations are used to generate performance evidence, these should properly reflect the requirements of real working situations.

Element CU5.2 Establish and maintain working relationships with others

Performance Criteria

You must:

- 1 establish and maintain effective working relationships with **others**
- 2 discuss opportunities to improve working practices with the appropriate person
- 3 carry out activities requiring co-operation with **others** in accordance with required procedures
- 4 deal with any disagreements effectively in an appropriate way
- 5 communicate with **others** in a way which promotes effective working relationships

Knowledge and Understanding

You must know and understand:

- (a) the reasons why good working relationships are important
- (b) the ways in which good working relationships can be maintained
- (c) changes in working practices and why these should be supported
- (d) methods of working effectively with others
- (e) methods for dealing with disagreements within the workplace
- (f) your levels of responsibility in relation to dealing with disagreements
- (g) methods of communicating effectively
- (h) the reasons why effective communication is important

Element CU5.2**Establish and maintain working relationships with others****Scope**

This element requires that you:

- A. establish and maintain effective working relationships with the following **others**:
 - (i) colleagues
 - (ii) supervisors and managers
 - (iii) persons external to the team, department or organisation

Notes

Where simulations are used to generate performance evidence, these should properly reflect the requirements of real working situations.

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Lantra **CONNECT**

0845 707 8007

connect@lantra.co.uk

www.lantra.co.uk

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