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Veterinary Staffing Solutions

Certified Veterinary Assistant Training Program



Our educational department is committed to the training and promotion of professional animal healthcare for the benefit of our students, the veterinary community, pet owners, and their animal companions. Through our CVA training program, our goal is to provide the knowledge and skills that are necessary for the veterinary assistant to become certified as well as showing them, through hands-on experience, how to apply their skills on the job, in turn, helping them to become an invaluable member of the veterinary healthcare team.

COURSE OBJECTIVES

In addition to mastering the concepts and objectives set forth by The Texas Veterinary Medical Association for certification as a veterinary assistant, upon completion of the CVA-I course, the student will be able to:

- Identify the roles and responsibilities of the veterinary assistant
- Interact with animals and their owners with confidence and skill
- Communicate in an effective and efficient manner with all members of the veterinary medical team
- Understand the importance of excellent observation skills



COURSE OUTLINE

The Certified Veterinary Assistant Level I course will be taught based on the program outline provided by TVMA in order to prepare the student for the CVA-I exam. However, the instructor has custom-tailored the program in order to emphasize the practical skills that will be most valuable for the assistant to master and utilize in the veterinary clinic.

The CVA-I course is broken down into 10 modules that each consists of several sections. These modules will be taught over an 6-week period for 4 hours per week. The following is a brief outline:

Module I: General Veterinary Assistance

Veterinary Facility Cleanliness and Orderliness

Health Hazards in the Veterinary Practice

General Knowledge of Zoonotic Diseases and Common Diagnoses

The Human-Animal Bond

Handling Sharps Containers

Module II: Veterinary Exam Procedures

Proper Lifting and Restraint Skills

Transporting Animals to/from Cages/Stalls

Safety Precautions in the Exam Area

Another Set of Eyes and Hands for the Doctor

Module III: Veterinary Lab Procedures

Safety in the Laboratory Area

Fecal Collection and Handling

Disposal of Dead Animals

Collection of a Voided Urine Sample

Module IV: Veterinary Lab Procedures

Safety in the Radiology Area

Proper Care of Radiology Equipment

Module V: Kennel/Cage/Stall Area

Bathing and Dipping

Safety in the Patient Confinement Area

Care and Materials in the Bedding Area

Proper Maintenance of Cage, Kennel and Stall Areas

Identification of Animal Restraints and Equipment

Module VI: Common & Exotic Animal Identification and

Restraint

Identification of Breeds of Common Animals

Identification of Common Exotic Species

Safety in the Patient Confinement Area

Module VII: Surgical Preparation and Assistance

Cleaning of Instruments

Equipment Training

Safety in the Prep and Surgery Area

Module IIX: Veterinary Animal Nursing

Administration of Medications

Food Preparation and Feeding

Performing Hydrotherapy

Module IX: Veterinary Animal Pharmacology

Syringe Use and Disposal

Safety in the Pharmacy Area

Module X: Practice and Client Relations

Admit and Discharge of Patients

FREQUENTLY ASKED QUESTIONS

What is the purpose of this CVA instructional program? Through the CVA program, we seek to assist veterinarians in training, employing and retaining better qualified and more productive employees. While the collegiate-based Registered Veterinary Technician programs do an outstanding job of training employees for the higher level work requirements in a veterinary practice, the CVA program provides and certifies training that was previously unavailable at the entry or more basic levels.

How will I be able to track my own progress as I take the course? Each section of the course will have several activities and quizzes in order for the student to test and improve upon the material that is presented. A test will be given at the conclusion of each module in order for the student to identify their strong/weak points. The instructor will be available during designated hours to help students individually as needed.

Will I be able to gain hands-on or practical experience in this course?

YES! This course is designed as an active group-learning course in instruction. There will be several activities throughout the course that are designed to enhance learning. The instructor firmly believes that there are certain tasks that are impossible to master until you actually do them yourself a few times. For instance, how many people have learned to fold surgical gowns and wrap surgical instrument packs from reading and lecture alone? The course is designed to give the student the opportunity to develop their skills so that they will be confident in using them when they are working in a veterinary clinic.



FREQUENTLY ASKED QUESTIONS

How do I earn Level II and Level III certification? We will offer CVA level II and III courses following the level I course. There are specific TVMA guidelines that must be met in order to earn each level of certification. Details are available on request.

Once I become certified, is there anything that I am required to do in order to maintain my CVA certification status? The profession of veterinary medicine is dynamic; new procedures are continuously being developed. Therefore, all members of the veterinary healthcare team must remain current in their license and education. In order to maintain current CVA status, the CVA must renew their certificate annually on the month indicated on the certificate. This includes verification of current employment in the veterinary field and paying an annual renewal fee of \$25.00. Currently there are no continuing education requirements because it is the intention of TVMA that a CVA will progress consistently through each level of certification from initial certification (Level I).



FREQUENTLY ASKED QUESTIONS

How do I enroll? You may contact **Shannon Ramsey, RVT**, with Veterinary Staffing Solutions, directly at **866-981-HIRE (4473)** or email her at Shannon@vetss.org. You can also get further information and download registration forms on our website at www.vetss.org.

What is the cost? Please contact VSS for pricing or refer to our website.

Where will the classes be held? The classes will be held at the Veterinary Staffing Solutions office training room which is located at **1400 Woodloch Forest Drive, Suite 300, The Woodlands, TX 77380**. Dates and times vary depending on class size and schedule.

