



Veterinary Technology Program
400 North Portland Avenue
Oklahoma City, OK 73107
405-945-3364

Dear Veterinary Technology Program Applicant, To ensure that all applicants have an accurate and thorough understanding of the veterinary nursing profession, all applicants must complete a minimum of eighteen (18) hours of shadowing in a veterinary medical facility.

Information for the Applicant

- The required 18 hours can be completed at more than one location.
- If hours are completed at more than one facility, a clinic observation evaluation form must be completed by each facility.
- When choosing the facility to complete the shadowing experience, it is required that the facility employ a Registered Veterinary Technician (RVT).
- Clinic observation form(s) and responses to required questions below must be completed and submitted at the time of application to the program.
- Attire for shadowing should include scrubs or business casual with closed toed shoes.
- The applicant's focus is to observe the type of work that occurs at the veterinary practice and the RVT's role in the practice of veterinary medicine.
 - The specific areas to survey are: animal nursing, anesthesia, surgical nursing, diagnostics, laboratory, reception, and kennel work.
- The mentors in the participating practice are likely very busy and may not have time to completely describe everything that you witness during your time there. Their primary concern is, and should be, patient care. Do not be discouraged by this.

Information for Participating Clinics

- Participation by a veterinary clinic is optional.
- Most clinics opt to participate because they wish to expose new people to the profession and ignite their passion by sharing knowledge and skills.
- No monetary compensation will be provided from the college. Veterinary clinics participate on a voluntary basis.
- We appreciate your willingness to provide a potential student with the opportunity to observe and gain insight into the field of veterinary medicine. The primary goal of these observation hours is to offer an introductory experience that encourages curiosity and proactive engagement by the individual. We are grateful for your support in facilitating this valuable learning opportunity.

Confidentiality

- All personnel working in a veterinary practice are expected to maintain confidentiality of clients, patients, and the practice at all times. As a participant in that setting, the applicant is expected to obey to that requirement. This means that no photos or posting on social media is allowed.

Required Response

Choose 1-2 of the following questions to discuss **with an RVT and/or DVM** during your observation time. Type their responses as you understood them and submit them along with completed clinic observation forms with your program application. Please indicate which question you are writing a response for.

1. ***What is the importance of client communication in Veterinary Medicine?***
2. ***What skills and/or knowledge does an RVT bring to a practice to elevate their patient care?***
3. ***What is your favorite type of case and why?***
4. ***How do you handle emotionally charged cases (examples: euthanasia, emergencies)?***

Veterinary Technician Observation Evaluation

This is to certify that _____ has worked/observed in my clinic _____ hours within the past 6 months. The OSU-OKC Veterinary Technology Dept. requires prospective students to observe for a minimum of 18 hours over 3 or more days/shifts. This time may be split between facilities.

This form MUST be completed by a CVT, RVT, LVT, DVM, or VMD. Please rate the prospective student objectively based on observed behaviors. Give feedback that can help the individual/ program identify both strengths and areas of potential growth and development.

If you have concerns about this prospective student joining the veterinary technology profession, please contact the program director immediately by calling OSU-OKC at (405) 945-6746 or by email at jarett.floyd@okstate.edu. If you would rather share this observation form privately you may also send that to Jarett Floyd at the email listed above.

Clinic name:	
Supervisor's printed name & credentials:	
Supervisor's phone number:	
Supervisor's email:	
Supervisor's signature	

Please check off the observations/ discussions that have been completed:

- Job duties of a credentialed veterinary technician
- Anticipated wages for a credentialed veterinary technician
- Working hours and physical requirements for a veterinary technician

Observation of the technician's role in:

- Veterinary Software - Appointment scheduling, invoice preparation, cash management
- Client interaction / Education
- Exam room process (history taking, vitals, patient restraint for DVM exam, etc....)
- Radiology procedures
- Laboratory procedures: Parasitology, hematology, serology
- Anesthesia monitoring
- Instrument clean-up / Autoclaving
- Observation of minor and/or major surgical procedures
- Nursing care of hospitalized patients

Assessment Scale

- **N/A – Not Applicable:** The work-based learning opportunity provided no opportunity to observe this type of skill.
- **1 - Needs Development:** Did not demonstrate consistently, needs further development/guidance.
- **2 - Competent:** Regularly demonstrates and is aware of the importance.
- **3 - Proficient:** Exceeds expectations, shows initiative to learn.

Employability Skills	Score (1-3) Rate each category not each skill	Feedback
<p>Communication Skills</p> <ul style="list-style-type: none"> • Communicates verbally • Listens actively • Observes carefully • Effectively communicates with staff • Works in a manner that ensures safety to oneself, animals, and co-workers <p>Resource Management</p> <ul style="list-style-type: none"> • Manages time/arrives promptly 		
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Demonstrates personal responsibility and self-discipline • Adapts and shows flexibility • Demonstrates a willingness to learn • Demonstrates integrity • Demonstrates professionalism 		
<p>Interpersonal Skills</p> <ul style="list-style-type: none"> • Understands teamwork and works well with others • Responds to customer needs • Responds to coworkers/team needs • Respects individual differences 		
<p>Critical Thinking Skills</p> <ul style="list-style-type: none"> • Thinks creatively • Thinks critically • Makes sound decisions • Solves problems • Reasons • Plans/organizes 		
Evaluation Review	Yes or No	Additional Feedback
<p>Are you willing to allow this student to return to your practice to complete the clinical hours required of the program? (If no, please provide feedback as you why you would not.)</p>		
<p>Would your clinic be interested in partnering with the Veterinary Technology school to assist with guest lectures, hands-on skills labs, etc.</p>		