



## LEVEL I EXAM APPLICATION

PLEASE PRINT

### APPLICANT'S INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

### SUPERVISOR'S INFORMATION

**Exam Type:** (Check One):  Online  Paper

**Supervisor Title:** (Check One):  DVM  Texas LVT

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Clinic Name: \_\_\_\_\_

Clinic Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Clinic Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**PERIOD OF OBSERVATION:** From Date: \_\_\_\_\_ To Date: \_\_\_\_\_

Preferred Date to Take Exam (test dates are not guaranteed): \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

By affixing my signature above, I certify that the applicant named above has worked under my supervision for at least 90 days (500 hours) and has demonstrated competency in the behaviors and skills checked herein, and I recommend that this applicant be considered for certification at Veterinary Assistant Level I.

### PAYMENT INFORMATION

*The exam fee is \$135/applicant. A check can be mailed or payment by credit card can be mailed or faxed to: TVMA • 8104 Exchange Drive • Austin, Texas 78754 • 512/452-4224 • Fax: 512/452-6633. Results will be mailed to the clinic after scoring is complete.*

(Check One):  Visa  MasterCard  American Express

Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_ CVC: \_\_\_\_\_

Name on card: \_\_\_\_\_ Signature: \_\_\_\_\_

# LEVEL I SKILLS VALIDATION CHECKLIST

*(MUST BE SUPERVISED & CHECKED OFF BY DVM OR TX LVT ONLY)*

NOTE: All competencies must be either **performed** or **described** by the applicant, even if a certain species is not seen by the practice.

**Applicant has demonstrated reasonable proficiency or competency in the following work requirements:**

| Performed                | OR | Described                | Skill or Competency  | Performed                | OR | Described                | Skill or Competency  |
|--------------------------|----|--------------------------|--|--------------------------|----|--------------------------|--|
| <input type="checkbox"/> |    | <input type="checkbox"/> | Uses common terminology (spoken and written) required in your veterinary practice                                      | <input type="checkbox"/> |    | <input type="checkbox"/> | Uses (or can describe) the proper method of haltering a large animal   |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Keeps assigned work areas clean and orderly  | <input type="checkbox"/> |    | <input type="checkbox"/> | Practices (or can describe) the proper personal safety precautions when releasing a large animal                   |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Demonstrates a basic knowledge of sanitary procedures  | <input type="checkbox"/> |    | <input type="checkbox"/> | Properly restrains animals when assisting the veterinarian with cephalic and saphenous venous sampling             |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Handles animals in a safe, humane manner   | <input type="checkbox"/> |    | <input type="checkbox"/> | Properly muzzles fractious animals   |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Can name and select the equipment items most commonly used in your veterinary practice                                 | <input type="checkbox"/> |    | <input type="checkbox"/> | Handles and holds animals so as to generally avoid bites to themselves and to the attending veterinarian           |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Demonstrates a basic understanding of the most commonly used veterinary drugs  | <input type="checkbox"/> |    | <input type="checkbox"/> | Demonstrates (or describes) the proper method of moving cattle and horses through chutes and into or out of stalls |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Recognizes the symptoms commonly associated with animals affected by rabies  | <input type="checkbox"/> |    | <input type="checkbox"/> | Recognizes and avoids potential safety hazards in the examination room or area                                     |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Uses procedures that ensure personal safety when handling animals suspected of having rabies                           | <input type="checkbox"/> |    | <input type="checkbox"/> | Handles animals in the examination room or area so as to prevent harm to the patient and humans                    |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Demonstrates appropriate understanding and respect for the human-animal bond in dealing with clients and their animals | <input type="checkbox"/> |    | <input type="checkbox"/> | Carefully observes patients and surroundings and reports observations to the attending veterinarian                |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Handles and disposes of "sharps" instruments safely and in compliance with practice standards                          | <input type="checkbox"/> |    | <input type="checkbox"/> | Aids the veterinarian in the handling and treatment of patients  |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Uses the proper procedure for lifting and positioning animals  | <input type="checkbox"/> |    | <input type="checkbox"/> | Provides an additional set of eyes and hands for the attending veterinarian  |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Uses the proper procedure for placing animals in a cage  | <input type="checkbox"/> |    | <input type="checkbox"/> | Handles and uses disposable "sharps" containers in a safe manner   |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Uses proper method for placing large animals in a stall  | <input type="checkbox"/> |    | <input type="checkbox"/> | Follows OSHA guidelines in collecting and disposing of bio-hazardous materials                                     |

**Applicant has demonstrated reasonable proficiency or competency in the following work requirements:**

| Performed                | OR | Described                | Skill or Competency   |
|--------------------------|----|--------------------------|---|
| <input type="checkbox"/> |    | <input type="checkbox"/> | Demonstrates (or explains) the proper method of collecting fecal samples (including the palpation sleeve) in the large animal |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Uses correct quantities of feces for fecal flotations   |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Recognizes fresh fecal samples  |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Can explain client options for disposal of euthanized or deceased animals   |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Discusses individual or communal cremation options with owners of deceased pets   |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Properly prepares the deceased animal for presentation to the owner   |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Exhibits proper decorum when presenting a deceased animal to its owner  |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Correctly collects urine through natural means  |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Knows proper method for collecting urine samples that are adequate for culturing microorganisms                               |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Collects urine samples during the correct time of day   |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Correctly uses shielded gowns, gloves, and other protective wear when taking radiographs                                      |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Wears a monitoring device while taking radiographs  |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Handles uses and stores radiographic cassettes and film properly  |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Bathes and dips patients as instructed  |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Avoids basic hazards and species susceptibilities to certain bath and dip products when preparing and giving dips and baths   |

| Performed                | OR | Described                | Skill or Competency   |
|--------------------------|----|--------------------------|---|
| <input type="checkbox"/> |    | <input type="checkbox"/> | Follows accepted procedures when bathing or dipping patients  |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Safely cares for animals in runs, cages, stalls and paddocks  |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Uses the bedding types indicated for specific breeds/species of housed animals  |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Changes bedding materials in a timely and efficient manner  |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Disposes of used bedding materials as needed and in a proper manner   |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Recognizes and avoids safety hazards in the areas where patients are housed   |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Uses proper sanitary procedures in changing bedding materials   |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Maintains and repairs cages, kennels and stalls as needed   |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Properly uses (or describes the proper use of) common devices and equipment to restrain horses, cattle, goats and swine for treatment |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Recognizes common breeds and varieties of exotic animals that visit the clinic and calls them by the correct common name              |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Safely handles and restrains exotic animals for examination and treatment   |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Autoclaves veterinary instruments using moist pressure autoclave and chemical sterilization   |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Follows a proscribed procedure for cleaning all stainless steel instruments   |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Follows correct procedure for ultrasonic cleaning of instruments  |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Lubricates instruments properly during the cleaning process   |

**Applicant has demonstrated reasonable proficiency or competency in the following work requirements:**

| Performed                | OR | Described                | Skill or Competency  |
|--------------------------|----|--------------------------|--|
| <input type="checkbox"/> |    | <input type="checkbox"/> | Maintains all dental equipment in clean and usable condition for performing prophylaxis treatments   |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Determines that all active scavengers are working properly in evacuating anesthesia gases as needed  |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Ensures that all sharp and cutting blades are removed and disposed of properly following surgical procedures                                   |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Describes (or demonstrates) the proper method for administration of a paste or topical drug on an equine patient                               |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Describes (or demonstrates) the proper method for administration of a bolus, paste or topical drug for a bovine patient                        |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Describes (or demonstrates) the proper method for administration of tablets, capsules, liquid and topical drugs for canine and feline patients |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Stores animal feeds according to instructions  |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Measures food quantities accurately  |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Reads and follows food label directions correctly  |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Reads and correctly follows written instructions for animal feeding  |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Reports animal food and water consumption rates correctly and on schedule  |

| Performed                | OR | Described                | Skill or Competency   |
|--------------------------|----|--------------------------|---|
| <input type="checkbox"/> |    | <input type="checkbox"/> | Administers hydrotherapy according to directions  |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Selects the correct syringe on demand from the veterinarian   |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Correctly fills syringes with medication as directed  |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Recognizes intravenous, intramuscular, subcutaneous, and intraperitoneal applications                 |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Selects correctly the needle gauge and length requested by the veterinarian                           |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Properly disposes of syringes, needles and other sharp objects commonly used in the veterinary clinic |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Properly identifies and disposes of expired substances  |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Obtains information relative to animal being boarded and/or discharged                                |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Discusses and explains the charge for boarding costs  |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Posts and records money collected to the appropriate records as directed                              |
| <input type="checkbox"/> |    | <input type="checkbox"/> | Interacts cheerfully with clients and handles complaints with a smile                                 |