

Florida Veterinary Medical Association (FVMA)

Certified Veterinary Assistant - Level I

Student Application

Instructions: Application must be accompanied by signed Skills Competency Validation List (pages 1-5) and must be kept on school record for a minimum of 3 years from the date of the CVA final examination. While all prerequisites for certification are acknowledged and submitted digitally to the FVMA during online testing, this hard-copy application must be produced for verification if requested by the FVMA during the 3 year period. Certification will be denied or revoked if all requirements are not met. *If PPE is requested, Work Experience Completion Form must be submitted in hard-copy to the FVMA within 1 year of test date or CVA status will be revoked. Please print legibly.

Maintain this application on school record for a minimum of 3 years from the date of the CVA final examination. Do not send to the FVMA unless requested. Student applicants are advised to keep a photocopy for their records.

CVA Applicant's Full Name: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home phone: _____ Alt Phone: _____

School: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Instructor's Name: _____

Classroom Phone: _____ Alt Phone: _____

Course completed: _____

Dates of Enrollment: _____

Signature of Instructor: _____

I hereby recommend this applicant for recognition as a Certified Veterinary Assistant - Level I.
(DVM or CVT: check the appropriate application option):

- The applicant has completed the necessary work experience hours under my direct supervision.
- The applicant is applying for CVA pending practical experience (PPE). Certification is contingent upon submitting proof of the required work experience hours within 1 year of passing the CVA examination.

Signature of supervising DVM or CVT

Date

Florida Veterinary Medical Association (FVMA)
Certified Veterinary Assistant - Level I
Skills Competency Validation List

Instructions: The following set of skills must be demonstrated **to the satisfaction of a licensed veterinarian (DVM), certified veterinary technician (CVT), or approved veterinary assistant instructor (VAI) where marked by an asterisk, through direct observation and questioning of the individual CVA trainee.** All skills should be performed by the CVA applicant using live animals and hands-on methods, whenever possible. In addition, each skill should be demonstrated on multiple species, both small (companion) and large (livestock) animals, where applicable. The phrase “demonstrates knowledge” in the skills descriptions refers to the ability of the CVA applicant to complete a skill using live animals whenever possible, or having the verbal and written ability to explain the steps to complete each skill and answer questions indicating a full understanding of the subject material. **Each skill must be signed off individually to indicate the applicant’s competency according to industry standards.** All signatures should be accompanied by the printed name.

*An **Approved VAI** must have a primary vocational focus on teaching students. They must have demonstrated the required skills, specifically those that he/she is signing for, to the satisfaction of the supervising DVM or CVT, as indicated by the signature below.

The VAI , _____(print name of VAI), has demonstrated knowledge of the skills indicated on the skills list by an asterisks *, to a level that is deemed satisfactory by _____(signature supervising DVM or CVT) to enable him/her to sign for the skills completed by the CVA applicant. By affixing my signature below, I certify that the VAI named above has worked under my supervision and has demonstrated competency to supervise students in the skills marked by an asterisk.

The student CVA applicant, under my supervision or the supervision of the VAI, has completed all skills to a satisfactory level.

Supervising DVM or CVT Date

Printed Name of DVM or CVT

Printed Name of CVA Applicant

Florida Veterinary Medical Association (FVMA)
Certified Veterinary Assistant - Level I
Skills Competency Validation List

Printed Name of CVA Applicant _____

Required Skill	DVM / CVT / VAI* Signature	Date
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I. Basic Office Procedures, Client/pet owner Communications, Professionalism

- A. Ethics and Professionalism * _____
- B. Basic Office Procedures * _____
- C. Work Place Conduct * _____
- D. Human Animal Bond * _____
- E. Basic Pet Owner Education _____
- F. Veterinary Products * _____

II. Examination Room Procedures

- A. Check-in of Patient _____
- B. Vital Signs TPR, MM, CRT, Wt. _____
- C. Species and Breed Recognition * _____

III. Public Health and Safety

- A. Safety Practices * _____
- B. OSHA Guidelines * _____
- C. Zoonoses and Health Hazards * _____
- D. Rabies Awareness _____

Florida Veterinary Medical Association (FVMA)
Certified Veterinary Assistant - Level I
Skills Competency Validation List

Printed Name of CVA Applicant _____

Required Skill	DVM / CVT / VAI* Signature	Date
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IV. Animal Care

- A. Cage Cleaning Considerations * _____
- B. Animal Handling and Restraint _____
- C. Animal Behavior * _____
- D. Grooming * _____
- E. Nail Trim _____

V. Nursing Care

- A. Medical Terminology * _____
- B. Anatomy and Physiology * _____
- C. Animal Identification Methods * _____
- D. Syringe and Hypodermic Needle Use _____
- E. Animal Nutrition and Feeding * _____
- F. Euthanasia and Disposition _____
- G. Large Animal Restraint and Handling * _____

VI. Laboratory Procedures

- A. Laboratory Equipment * _____
- B. Identification of Parasites _____
- C. Fecal Samples * _____
- D. Urine Collection * _____

Florida Veterinary Medical Association (FVMA)
Certified Veterinary Assistant - Level I
Skills Competency Validation List

Printed Name of CVA Applicant

Required Skill	DVM / CVT / VAI* Signature	Date
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VII. Radiology and Diagnostic Imaging

A. Radiology Safety _____

VIII. Pharmacology and Pharmacy

A. Pharmacology _____

B. Pharmacy * _____

C. Medical Mathematics * _____

IX. Surgical Procedures

A. Instruments and Equipment _____

B. Surgical Assisting _____

C. Patient Prep _____

D. Post-Surgical Care _____

Please do not return the Skills Validation Descriptions pages to the FVMA

Florida Veterinary Medical Association (FVMA)

Certified Veterinary Assistant - Level I

Skills Validation Descriptions

I. Basic Office Procedures, Client/pet owner Communications, Professionalism

A. Ethics and Professionalism *

1. Trainee avoids misrepresentation, slander, violating client confidentiality, substandard patient care, substance abuse, or animal abuse/neglect.
2. Demonstrates acceptable work habits and attitude
3. Explains the veterinarian-client-patient relationships
4. Recognizes the importance of keeping their credentials current with continuing education credits
5. Recognizes and adheres to the governing laws for veterinary medicine in Florida.
6. Conforms to safety and professional dress code by dressing in well- fitting scrubs or uniforms, closed- toed shoes, avoids excessive or loose jewelry, or excessive and visible body-piercings or tattoos, avoids long or fake nails, and keeps hair short or tied back

B. Basic Office Procedures *

1. Demonstrate knowledge of and ability to schedule appointments
2. Demonstrate knowledge of admissions and discharges for boarders or non-medical cases
3. Demonstrate filing and retrieving of records from both numerical and alphabetical filing systems
4. Demonstrate knowledge of computer and keyboarding skills
5. Demonstrate knowledge of data collection from organized records
6. Recognize that medical records are legal documents and must meet the following legal requirements: (1)establish veterinarian-client-patient relationship, (2)contain owner and patient information, (3)contain patient history, and (4) contain contemporaneously written medical procedures
7. Demonstrate knowledge of proper telephone skills.
8. Demonstrate the ability to follow oral and written directions.

C. Work Place Conduct *

1. Actively observe his/her working environment and animals promptly reporting observations and concerns to the veterinary technician or veterinarian as needed
2. Demonstrate initiative to complete tasks as delegated
3. Accurately follow both oral and written instructions
4. Resolve complaints or conflicts with either pet owners/clients or co-workers in a professional manner
5. Explain the forms of communication including verbal-spoken; nonverbal- body language, and written
6. Utilize appropriate communication skills including courtesy, kindness, patience, tactfulness, sympathy, empathy, and active listening skills

D. Human Animal Bond *

1. Demonstrate appropriate understanding and respect for the human-animal bond and its influence on veterinary care. (This skill may be completed using "role-play" if needed.)
2. Explain the different types of human-animal bonds, how they vary between clients and how to interact with each type of client and their animal
3. Explain the different types of human-animal bonds for companion animals versus working animals and livestock.

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E. Basic Pet Owner Education

1. Demonstrate knowledge of basic pet care for puppies/kittens; including advice on house-breaking or litter box use, puppy/kitten-proofing the house, health care, vaccination schedules, intestinal parasite prevention, flea and tick control, feeding, training, and spaying/neutering
2. Explain common diseases of the canine and feline and current recommendations for disease prevention
3. List benefits of spaying and neutering pets including health benefits as well as population control

F. Veterinary Products *

1. Identify current over-the-counter pet foods, flea control products, and pet supplies commonly dispensed in a veterinary hospital. Submit list of ten OTC products in hospital, ten Prescription products, and five flea products.
2. Recognize the difference between over-the-counter and prescription products

II. Examination Room Procedures

A. Check-in of Patient

1. Greet pet owner/client, identifies his/herself by name and as veterinary assistant in a professional manner (Role Play)
2. Obtain or confirm pet owner/client and pet information including pet owner/client's name, address and phone numbers; pet's name, species, breed, color, sex and neutered/not neutered, and age or birth date (Role Play)
3. Discuss process for recording new information and/or confirms existing information on medical record using appropriate medical terminology and concise notations. Include current date and reason for appointment.
4. Obtain and record the pet's vital signs (TPR, MM, & CRT) and weight with minimal restraint to the pet
5. Leave the exam room courteously indicating the veterinarian will be right in (Role Play)

B. Vital Signs TPR, MM, CRT, Wt.

1. Obtain and record the TPR (temperature, pulse, and respiratory rate) with minimal discomfort to pet
2. Demonstrate how to use, clean, and store thermometers
3. Appropriately identify and record the MM (mucus membrane color)
4. Appropriately obtain and record the CRT (capillary refill time)
5. Identify normal and abnormal range for each parameter (TPR, MM, and CRT)

C. Species and Breed Recognition *

Trainee identifies the common species and breeds of companion animals.

1. Companion animal species and breeds –feline, canine
2. OPTIONAL -Be familiar with common livestock species and breeds- bovine, equine, caprine, ovine, camelids, porcine, poultry, etc.
3. OPTIONAL -Exotic pets species – hamsters, gerbils, rats, mice, guinea pigs, chinchillas, degus, sugar gliders, ferrets, hedgehogs, amphibians (newts, salamanders, frog, toads, etc), reptiles (snakes, turtles, tortoises, lizards, etc), birds (canaries, parakeets, cockatiels, doves, parrots, conures, macaws, etc), etc.

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III. Public Health and Safety

A. Safety Practices *

1. Recognize and avoid potential safety hazards (physical, chemical, biological and zoonotic).
2. Utilize proper safety precautions and procedures when working in the hospital (laboratory, kennel, surgery/prep area, treatment, and exam room).
3. Demonstrate knowledge on how to use personal protective equipment- PPE (wears gloves, goggles, face mask, ear plugs, apron, gown, cap, and shoe covers when needed)
4. Locate and demonstrates use of an eye wash solution or station
5. Locate first aid kit and fire extinguisher
6. Explain emergency procedures, locates emergency contact phone numbers and veterinary hospital safety plans for emergency situations such as fire, severe weather, evacuations, etc.

B. OSHA Guidelines *

1. Explain OSHA (Occupational Safety and Health Act) and its regulations pertaining to a veterinary practice, including sanitation, safety of employees and the employee's right to know of potential work place hazards through MSDS (Material Safety Data Sheets) and the written hazard communication plan
2. Demonstrate knowledge of OSHA regulations regarding the handling, placement and disposition of sharps and bio-hazardous material
3. Handle and uses disposable "sharps" containers in a safe manner
4. Explain correct labeling of secondary containers with appropriate safety information

C. Zoonoses and Health Hazards *

Trainee demonstrates knowledge of the public health risks associated with veterinary medicine; especially zoonotic diseases and zoonotic parasites

1. List and discuss three common zoonotic diseases.

D. Rabies Awareness

1. List the common species which may transmit rabies to humans
2. Explain the methods of transmission of rabies to animals and humans
3. List the symptoms associated with rabies
4. Explain the proper safety measures to follow when handling an animal suspected of having rabies

IV. Animal Care

A. Cage Cleaning Considerations *

1. Keep assigned work areas clean and organized
2. Explain sanitary procedures including physical cleaning, disinfecting, and sterilizing
3. Demonstrate proper cleaning protocols for kennels, runs, and enclosures including cleaning and disinfecting all sides of the kennel (floor, ceiling, walls, & door) and all items in the kennel (bowls, blankets, toys, etc)
4. List precautions to take when mixing or using multiple cleaning and disinfecting agents i.e. NEVER mix bleach with ammonia containing cleaners or disinfectants
5. Change bedding materials in a timely and efficient manner.
6. Demonstrate of the proper disposal of bedding and waste materials.
7. Notify supervisor of needed repair or maintenance on cages, kennels, or stalls

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B. Animal Handling and Restraint

1. Safely handle and restrain dogs, cats, and other animals for exams, procedures, and treatment by currently accepted standards to prevent undue stress or harm to either animals or humans
2. Demonstrate verbal and physical restraint of animals
3. Demonstrate how to match appropriate level of restraint for an individual animal's level of resistance and situation
4. Demonstrate the proper method for placing a lead on a dog -slip lead and standard leash
5. Utilize currently accepted standards for lifting, positioning, and restraining animals
6. Demonstrate positioning an animal in sternal, dorsal, and lateral recumbency
7. Demonstrate restraint of a small dog on an exam table
8. Demonstrate restraint of a cat on an exam table
9. Demonstrate restraint of a large dog on an exam table, lift table, and on the floor
10. Explain appropriate methods for placing and removing animals from kennels
11. Identify the following venipuncture sites and accepted restraint for each; cephalic vein (cat & dog), jugular vein (cat & dog), femoral vein (cat), saphenous vein (dog)
12. Demonstrate use of restraint muzzle on a dog using commercial, leash, and gauze muzzles of appropriate size
13. Demonstrate currently accepted standards for restraint of the cat including towels, scruff technique, commercial muzzles, cat bags, pillow cases, leather gloves, and the squeeze cage
14. Explain commonly accepted standards of restraint for exotic and avian

C. Animal Behavior *

Trainee demonstrates knowledge of normal behavior for multiple species and recognizes when an animal is acting abnormally. Trainee recognizes signs of aggression in small animals.

D. Grooming *

1. Demonstrate a basic knowledge of using a variety of brushes, combs, flea combs, mat splitters, undercoat rakes, etc to groom animal hair/fur as needed for both cosmetic and therapeutic reasons
2. Demonstrate a basic knowledge of using clippers to cut animal hair/fur as needed for both cosmetic and therapeutic reasons
3. Explain the necessity of following written and oral instructions and all label directions regarding shampoos for bathing and therapeutic or flea rinses (dips)
4. List precautions in bathing and dipping including avoiding soap or chemicals in the eyes, lathering the entire body, timing the shampoo application according to directions, and towel or blow drying

E. Nail Trim

1. Identify the area of blood and nerve supply of the nail in the dog and cat and common pets such as rabbits and ferrets
2. Identify appropriate instrument or nail trimmer for small and large dogs and cats
3. Demonstrate comfortable handling of paw or limb during nail trim for dog and cat
4. Explain methods for hemostasis if nail is accidentally trimmed too short
5. Notify supervisor of abnormalities including in-grown nails and abnormal growth or shape

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V. Nursing Care

A. Medical Terminology *

1. Illustrate terms lateral, medial, dorsal, ventral, sterna, rostral, and caudal
2. List common medical and veterinary root words
3. List common medical and veterinary prefixes
4. List common medical and veterinary suffixes
5. List common medical and veterinary abbreviations

B. Anatomy and Physiology *

1. Identify the general function of the skeletal system and the major bones of the axial and appendicular skeleton
2. Identify the general function of the muscular system and major groups of muscles
3. Identify the general function of the digestive system and the major organs
4. Identify the general function of the cardiovascular system and the major organs
5. Identify the general function of the respiratory system and the major organs

6. Identify the general function of the endocrine and the major organs
7. Identify the general function of the urinary system and the major organs

8. Identify the general function of the reproductive system and both male and female organs
9. Identify the general function of the nervous system and the major organs
10. Identify the general function of the integumentary system and the major organs
11. Explain the species differences in species of the digestive tracks of ruminates monogastric non-ruminants, and hindgut fermenters
12. Explain the differences in the teeth and eating habits for omnivores, carnivores and herbivores

C. Animal Identification Methods *

1. Explain types of identification tags and their use
2. Explain the use of microchips for animal identification
3. Explain types of tattoos for animals and the use in both companion and production animals
4. Explain the types of ear tags and their use in production animals
5. Explain types of ear notching and use for identification

D. Syringe and Hypodermic Needle Use

1. Identify and give the correct alignment from smallest to largest of hypodermic needles including 12 g, 18g, 20 g, 22 g and 25 g.
2. Identify specified needle gauge and length when requested
3. Identify and align from smallest to largest commonly used syringes including 3cc, 6cc, 12cc, 20cc, 35cc, 60cc and 1cc tuberculin or insulin syringe
4. Identify specified syringe size when requested
5. Demonstrate the ability to read the precise volume of medication in a syringe and to fill a syringe with medication to a specified volume when requested
6. Describe appropriate SQ, IM, and IV injection sites

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E. Animal Nutrition and Feeding *

1. Explain the appropriate storage for dry and canned dog or cat food
2. Identify the date code for dry and canned dog or cat food and appropriate disposal if out of date
3. Identify the feeding guide for dry and canned dog or cat food and appropriate measuring cup or device
4. Demonstrate knowledge of nutritional based on life stage and size of animal and chooses appropriate food and amount for specific animals for general care
5. Demonstrate ability to follow oral or written instructions for therapeutic pet food including type, amount, and frequency
6. Explain potential problems with feeding therapeutic foods incorrectly or to the wrong patient
7. Monitor and record in the medical record food and water intake for each patient
8. Notify supervisors of vomiting, diarrhea, lack of eating, lack of drinking or any other abnormalities with food and water intake

F. Euthanasia and Disposition

1. List the options for euthanasia
2. Explain the procedure for euthanasia suitable as an explanation for a pet owner
3. List the options for disposal of the pet's body
4. Discuss the grief process that an owner may experience on the loss of the pet
5. Discuss the importance of presenting the body of the pet in a respectful and empathetic way

G. Large Animal Restraint and Handling *

Trainee must show written or verbal knowledge for each of the following skills. Trainee should demonstrate each of these skills with large animals whenever possible. Large animal is defined in this document as livestock type species such as horses, cattle, lamas, goats, sheep, pigs, etc.

1. Trainee demonstrates knowledge of the proper method for placing large animals in a stall, paddock, and trailer.
2. Trainee demonstrates knowledge of the proper method for haltering a horse.

VI. Laboratory Procedures

A. Laboratory Equipment *

1. Demonstrate the proper placement of a slide in the microscope and focus on 100X and 400X magnification
2. Explain appropriate materials for cleaning the microscope
3. Demonstrate the centrifugation of a sample
4. Explain the purpose of the blood analyzer machine

B. Identification of Parasites

1. Set up fecal flotations or centrifuged fecal samples
2. Identify ectoparasites fleas, ticks, lice, and mites and explain the life cycle and treatment and prevention methods
3. Identify ova of endoparasites roundworms, hookworms, whipworms, strongyles and explain the life cycle and treatment and prevention methods
4. Identify adult endoparasites roundworms, hookworms, whipworms, strongyles and heartworms
5. Identify giardia and coccidia in fecal samples
6. Identify tapeworm segments in fecal sample or on pet

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C. Fecal Samples *

1. Explain methods of collecting fecal samples
2. Identify time and storage parameters for fecal samples
3. Identify appropriate volume of feces for each method of testing
4. Demonstrate the correct technique for handling and preparing the fecal samples for analysis by flotation, sedimentation, and direct smear
5. Explain appropriate method of placing sample on microscope slide or cover slip
6. List precautions and safety factors in handling fecal samples including personal protection equipment

D. Urine Collection *

1. List methods for urine collection commonly used in the veterinary practice
2. Collect a free-caught urine sample using proper techniques for dogs
3. Identify time and storage parameters for urine samples
4. List precautions and safety factors in handling urine samples including personal protection equipment

VII. Radiology and Diagnostic Imaging

A. Radiology Safety

Trainees not able to perform these functions due to age (under 18) or a high-risk category (such as pregnancy) should explain them thoroughly to their supervisor.

1. Discuss restrictions from radiation exposure for pregnant women and minors
2. Explain what a dosimeter badge does and who wears it and when
3. Demonstrate the area of exposure in the radiology room including direct beam and scatter radiation
4. Explain the correct use of personal protection equipment including lead-shielded gowns, lead gloves, lead thyroid shield, lead glasses, and other lead protective wear
5. Explain methods of restraint for positioning for radiographs including no-hold positioning
6. Explain the proper handling of radiographic film including safe light use
7. Demonstrate the appropriate labeling of a radiograph including date, patient name, view or side of patient, machine calibrations, and film developing
8. Maintain radiograph log and filing of films
9. Explain how digital radiography differs from film

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VIII. Pharmacology and Pharmacy

A. Pharmacology

1. Identify forms of medication including tablet, capsule, liquid, powder, granules, topical creams, liquids, and gels
2. Explain the application of topical flea medication which is absorbed through the skin and precautions for safety of pets and humans
3. Demonstrate the reconstitution of vaccine using appropriate diluents and amounts of diluents
4. Demonstrate administration of a tablet or capsule to a cat and to a dog
5. Demonstrate the administration of a liquid to a cat and to a dog
6. Explain *per os*, oral, topical, parenteral, and injectable in terms of administering pharmaceuticals
7. Demonstrate the ability to follow oral and written instructions on medication, form of medication, amount of medication, and route of administration of medication
8. List the components that must be present on a prescription label

B. Pharmacy *

1. Observe and understand controlled substances logs and security
2. Inventory pharmacy supplies and notify supervisor of low supplies
3. Identify expiration date on labels and notify supervisor of expired drugs
4. Maintain clean shelves and storage areas for pharmaceuticals

C. Medical Mathematics *

1. Demonstrate basic mathematical functions to add, subtract, multiple and divide numbers
2. Reference the basic conversions and demonstrate how to convert between metric and English systems including:

- a. 1 kg = 2.2 pounds
- b. 1 pound = 16 oz
- c. 1 teaspoon (tsp) = 5 ml = 60 drops
- d. 1 tablespoon (tbsp) = 3 teaspoons (tsp) = 15 ml
- e. 1 ml = 15 - 16 drops (gtts)
- f. 1 ounce (oz) = 2 tablespoons = 30 ml
- g. 1 pint (pt) = 2 cups = 16 ounces = 500 ml
- h. 1 measuring cup (c) = 8 ounces
- i. 1 quart (qt) = 2 pints = 1 liter (L)
- j. 1 gallon (gal) = 4 quarts

3. Demonstrate the use of the following formulas for dose calculations:

- a. Concentration (g/ml) = Mass (g)/volume (ml)
- b. Mass (g) = Volume (ml) X Concentration (g/ml)
- c. Volume (ml) = Mass (g) / Concentration (g/ml)
- d. Concentration of desired solution X Volume of desired Solution = Concentration of Stock X Volume of Stock
- e. Body weight X Dosage / Concentration of drug = Volume of drug (dose)

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IX. Surgical Procedures

A. Instruments and Equipment

1. Explain standard procedure for cleaning and lubricating all stainless steel instruments
2. Explain appropriate use of ultrasonic instrument cleaning and proper solutions
3. Explain cold sterilization trays and appropriate solutions

4. Demonstrate assembly and wrapping of surgical packs for sterilization
5. Demonstrate folding and wrapping a surgical gown for sterilization
6. Explain proper procedure for sterilizations methods including the autoclave and gas sterilization (ethylene oxide) including safety precautions with each

B. Surgical Assisting

1. Explain aseptic protocol for maintaining sterility of the surgical field
2. Demonstrate what can and cannot be touched when assisting in a surgical environment.
3. Demonstrate how suture material might be removed from its outer packaging and passed to the surgeon while maintaining sterility

C. Patient Prep

1. Explain reason for pre-surgical fasting and appropriate time interval
2. List methods to identify animal for surgery and confirm identity
3. Demonstrate dorsal and sternal recumbancy positioning and securing animal in each on the surgery table under anesthesia as instructed by the veterinary technician or veterinarian
4. Demonstrate clipping or shaving surgical field as instructed by the veterinary technician or veterinarian
5. Demonstrate cleaning and disinfecting the surgical field using currently accepted standards for aseptic technique and surgical scrub

D. Post-Surgical Care

1. List parameters to monitor during recovery and signs of distress in the recovery period
2. Explain the swallow reflex and the appropriate time and method for endotracheal tube removal
3. Explain appropriate transfer of animal from surgery to recovery kennel, positioning in kennel, and precautions in kennel
4. Confirm “No food or water” or similar instructions on recovery kennel