

Skills Sheet

The following is a list of typical work tasks and skills needed for working at Peninsula Animal Hospital. There are some questions to answer listed after the tasks. Your skill level is part of what will determine your rate of pay. It is also part of what we will use for employment evaluations and for training. We understand you do not know our specific requirements for each at this time. Please indicate on a scale of 1 to 5 your ability to complete each task per the skill given below.

1 - means you are unfamiliar with the task.

2 – means you may have some familiarity with the task but may need instruction.

3 – means you are comfortable doing this without instruction.

4 – means you can competently and thoroughly complete the task or skill.

5 – means you have mastered the skill or task and have the ability to teach others.

Please approximate the number of times you have completed the task without instruction. Be prepared to describe how you have been trained to do these tasks. If you are hired this sheet will help us determine the appropriate wage for you. It will also help us determine if you are evaluating your skills and abilities accurately. If your ability to perform does not match actual ability the initial wage will be adjusted to match.

Task/Skill

Scale of Ability

of Times

Hospital Maintenance

Laundry	1	2	3	4	5	
Room Maintenance	1	2	3	4	5	
Restocking Supplies	1	2	3	4	5	
Garbage Out	1	2	3	4	5	
Recycle Out	1	2	3	4	5	
Floor Maintenance	1	2	3	4	5	
Taking Inventory	1	2	3	4	5	
Sink Maintenance	1	2	3	4	5	
Cage Care(Cleaning/Disinfection)	1	2	3	4	5	

Front Desk

Telephone Skills	1	2	3	4	5	
Taking Messages	1	2	3	4	5	
Greeting Clients	1	2	3	4	5	
Impromed/Infinity Use	1	2	3	4	5	
Scheduling Appointments	1	2	3	4	5	
Invoicing	1	2	3	4	5	
Taking Payments	1	2	3	4	5	
Know our credit policy	1	2	3	4	5	

Exam Room

Restraint for exam	1	2	3	4	5	
Check in: Wt/Temp, history	1	2	3	4	5	

Check out: Rx, instructions	1	2	3	4	5	
Client Ed: House Training	1	2	3	4	5	
Client Ed: Toe nail care	1	2	3	4	5	
Client Ed: Dental Care	1	2	3	4	5	
Client Ed: Grooming (in general)	1	2	3	4	5	
Client Ed: Ear hygiene and care	1	2	3	4	5	
Client Ed: Vaccines/Spay & Neuter	1	2	3	4	5	
Client Ed: Heartworm Prevention	1	2	3	4	5	
Client Ed: Flea Prevention	1	2	3	4	5	
Post- Surgical Instructions	1	2	3	4	5	
Filling Prescriptions	1	2	3	4	5	

Technical Skills

Recording finding/services	1	2	3	4	5	
Bathing Patients	1	2	3	4	5	
Restraint for injection/control	1	2	3	4	5	
Nail trim	1	2	3	4	5	
Giving oral medications	1	2	3	4	5	
Wound/hotspot cleaning	1	2	3	4	5	
Express anal sacs	1	2	3	4	5	
Fecal sample collection	1	2	3	4	5	
Measure BP with Doppler	1	2	3	4	5	
Schirmer Tear test	1	2	3	4	5	
Intraocular pressure	1	2	3	4	5	
S/Q injection	1	2	3	4	5	
S/Q fluid administration	1	2	3	4	5	
IM injection	1	2	3	4	5	
IV injection	1	2	3	4	5	
Cephalic blood draw	1	2	3	4	5	
Cephalic iv cath placement	1	2	3	4	5	
Saphenous blood draw	1	2	3	4	5	
Saphenous iv cath placement	1	2	3	4	5	
Jugular blood draw	1	2	3	4	5	
IV fluid pump use	1	2	3	4	5	
Skin scraping	1	2	3	4	5	
Fine Needle Aspirate	1	2	3	4	5	
Urinary catheter insertion	1	2	3	4	5	

Lab

Set up fecal flotation	1	2	3	4	5	
Set up fecal centrifugation	1	2	3	4	5	
Read fecal flotation	1	2	3	4	5	
Make fecal direct smear	1	2	3	4	5	
Read fecal direct smear	1	2	3	4	5	
Ear Mite Cytology	1	2	3	4	5	
Cytologic Training (diff quik)	1	2	3	4	5	
Gram Staining	1	2	3	4	5	
Stained Ear Cytology	1	2	3	4	5	
Perform Skin Scraping	1	2	3	4	5	
Read Skin Scrape	1	2	3	4	5	
Urine Dipstick	1	2	3	4	5	

Urine Sediment Analysis	1	2	3	4	5
Make & Monitor Fungal Cx	1	2	3	4	5
Refractometer	1	2	3	4	5
Glucometer	1	2	3	4	5
PCV	1	2	3	4	5
HW test	1	2	3	4	5
Felv/FIV Elisa	1	2	3	4	5
Parvo Elisa	1	2	3	4	5
Giardia Elisa	1	2	3	4	5
LaserCyte	1	2	3	4	5
Catalyst Dx	1	2	3	4	5

Dental

Dental Machine Maintenance	1	2	3	4	5
Using Hand Instruments	1	2	3	4	5
Using Sonic Scalar	1	2	3	4	5
Using Polisher	1	2	3	4	5
Apply Flurofoam and Oravet	1	2	3	4	5
Doxirobe Treatment	1	2	3	4	5
Dental Radiographs	1	2	3	4	5
Demo Teeth Brushing Care	1	2	3	4	5

Radiology

Chest Xrays	1	2	3	4	5
Abdominal Xrays	1	2	3	4	5
Limb Xrays	1	2	3	4	5
Pelvis/Spine Xrays	1	2	3	4	5
Head/Neck Xrays	1	2	3	4	5
Process Xrays	1	2	3	4	5
Digitalize Xrays	1	2	3	4	5
Enter Xray Pics in File	1	2	3	4	5
Log and File Xrays	1	2	3	4	5

Surgery/Anesthesia

Induce Anesthesia	1	2	3	4	5
Intubation	1	2	3	4	5
Proper Cuffing of ET	1	2	3	4	5
Pulse Oximetry	1	2	3	4	5
Esophageal EKG	1	2	3	4	5
Patient Monitoring	1	2	3	4	5
Anesthetic Machine Competent	1	2	3	4	5
Ocillometric Blood Pressure	1	2	3	4	5
Cleaning Surgical Instruments	1	2	3	4	5
Surgical Scrubbing	1	2	3	4	5
Clip for Spay	1	2	3	4	5
Clip for Neuter	1	2	3	4	5
Assembling Surgical Packs	1	2	3	4	5
Orthopedic Surgery Assist	1	2	3	4	5
Operating Autoclave	1	2	3	4	5
Scrubbing for Surgery	1	2	3	4	5
Open Gloving	1	2	3	4	5

Closed Gloving	1	2	3	4	5
Gowning	1	2	3	4	5

Please answer the following questions if you can without looking up the answers. If you don't know, just record that. We are trying to determine your knowledge and the amount of training you might need.

What are the 2 common views taken to radiographically image the stifle?

What are the 2 common views taken to radiographically image the elbows?

What are the 2 common views to radiographically image the carpus?

What view is commonly used to radiographically image the hips?

Name 2 veins that are commonly used for blood collection and IV catheters.

1 cc = _____ mls.

5 mls - _____ teaspoons

What color blood tube is needed for hematology?

What does CBC stand for?

What color blood tubes can be used for serum chemistries?

What is a refractometer used for?

What does UA stand for?

What product is commonly used to lubricate surgical instruments before autoclaving them?

Autoclaves sterilize with _____ and _____.

Identify which muscle group(s) you may use for IM injections?

How long is gestation for cats and dogs?

What are common feline vaccinations?

What are common canine vaccinations?

What gauge needles are commonly used for vaccines?

Name one zoonotic bacterium.

Name one zoonotic virus.

What worms are common in puppies and kittens?

What single cell parasites are common in puppies and kittens?

Name one zoonotic gastrointestinal parasite.

What is the normal temperature range for a dog? Cat?

What does CRT stand for?

Name a drug that should be used with caution, or avoided in an epileptic patient?

What is a common anesthesia gas?

What size endotracheal tube might be used for a 70 LB Labrador?

What is the maximum pressure in cm of H₂O that should not be exceeded with a closed anesthesia circuit?

What does PPV stand for?

What parameters are commonly monitored for anesthetized patients?

What size clipper blade is normally used for surgical preparation of a patient?

What is a common surgical scrub chemical?

How many incisors do normal adult dogs have?

What are the teeth that are caudal to the canine teeth called? _____ and _____.

After teeth are professionally scaled, what is completed next during a dental prophylaxis?