

Pharmacy
Mentorship

VM 22300

Criteria
Logbook

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Clinical Mentorship Tasks

1. Video verification of required equipment and supplies
2. Fill out a medication label
3. Fill a drug order for an oral solid medication
4. Fill a drug order for a liquid medication
5. Reconstitute an oral medication for dispensing
6. Reconstitute a vaccine
7. Dispense medication to the client++

ALL SKILLS MUST BE DEMONSTRATED ON LIVE ANIMALS. Models or cadavers are not acceptable.

All tasks must be performed INSIDE OF YOUR FACILITY! These tasks are not allowed to be completed within your home.

Student Information

Contact Information

Questions regarding the overall Clinical Mentorship process should be directed to-

Jennifer Smith, BS, RVT, LATG

Clinical Mentorship Coordinator

jpope@purdue.edu

Questions regarding this mentorship (tasks, due dates, etc.) should be directed to the instructor for this mentorship course.

Animal Use Guidelines

The student shall abide by the following guidelines when performing mentorship tasks:

1. All animals used for demonstration of mentorship skills must be appropriately restrained by another person, for the safety of the patient and the student.
2. A mentorship task may be performed only once on a single animal.
3. A student may perform a maximum of ten (10) minimally invasive tasks (denoted by one dagger symbol) (†) on a single animal within a 24-hour period.
4. A student may perform a maximum of three (3) moderately invasive tasks (denoted by two dagger symbols) (††) on a single animal within a 24-hour period.
5. When combining tasks, a student may perform a maximum of five (5) minimally and three (3) moderately invasive tasks on a single animal within a 24-hour period.
6. Tasks denoted with no dagger symbols do not involve live animal use.

For example, a student might perform the following tasks on an animal in a single day-

- Restrain a dog in sternal recumbency†
- Restrain a dog in lateral recumbency†
- Restrain a dog for cephalic venipuncture†
- Restrain a dog for saphenous venipuncture†
- Restrain a dog for jugular venipuncture†
- Administer subcutaneous injection††
- Administer intramuscular injection††
- Intravenous cephalic injection – canine††

Failure to comply with the Animal Use Guidelines may result in failure of the Clinical Mentorship.

Ensuring the welfare and safety of animals during handling and restraint is paramount. Proper techniques must be employed to minimize stress and prevent injury. This involves understanding the normal behavior of the animal, using humane methods, and applying the least amount of restraint necessary to achieve the desired outcome. Training in these techniques is essential for all personnel involved in animal care. The use of physical, mechanical, or pharmaceutical restraints should be carefully considered and monitored to ensure they are appropriate and effective.

With this in mind, the student is expected to utilize Fear Free® techniques for animal handling and restraint, as well as ensure that all patients are handled and restrained appropriately when they perform skills. Failure to do so will result in consequences ranging from loss of points or repeating the task, up to failure of the course and / or dismissal from the program.

By adhering to these principles, we can promote the health and well-being of animals while ensuring a safe environment for both patients and veterinary personnel.

Selecting the Clinical Mentorship Site – Facility Requirements

You must visit the Clinical Mentorship Site and determine if the following supplies and equipment are readily available to you for use during your Clinical Mentorship. The mentorship supervisor will verify the availability of required items by completing the Mentorship and Facility Requirement Agreement.

The veterinary care facility must be equipped with the following equipment/supplies:

- Adhesive medication labels
- Oral solid medication
- Liquid oral medication
- Pill counting tray with spatula
- Pill vials – assorted sizes
- Syringes – assorted sizes
- Needles – assorted sizes
- Liquid bottles – assorted sizes
- Oral medication that needs to be reconstituted
- Vaccines – assorted types
- Topical medication

Introduction to Essential Tasks and Criteria

Before starting each task-

1. Read the Goal, Description, Criteria, and Materials to be Submitted for Evaluation and Verification. Understand what is expected for each task.
2. Make sure that all equipment and supplies needed to complete the task are available. Pay particular attention to the details of what needs to be documented and submitted.
3. Make sure to obtain appropriate permissions where necessary. Please inform the facility's owner/manager of activities. A good relationship with the veterinarian in charge is key to having a positive Clinical Mentorship experience.

After performing each task-

1. Label all items submitted so that the materials submitted for evaluation and validation at Purdue are identified as the student's submission. **No edited versions of the Task Verification Form (TVF) will be accepted. All submissions must be original and unaltered.**
2. Label all videos posted to Brightspace with the task number.
3. Submit materials by the deadlines listed in the course syllabus

Introduction to Special Projects

Certain mentorships will have required projects to complete in addition to the required tasks. Written projects should be typed, and checked for correct grammar and spelling. Photos should be embedded into the related written documents.

Before starting each project-

1. Read through the project in its entirety. This will give you a description of the project and what is needed to complete it successfully.
2. Determine what materials, if any, need to be submitted for completion of the project.
3. Most projects will come with a list of questions/points that need to be addressed and included in the written document.
4. If video is required for a project, it should be noted on the videotape verbally that this is for the project and not another required task. Some projects may require a verbal narration of a student doing something. Each individual project will define if that is a necessary requirement for that project.

1. VIDEO VERIFICATION OF REQUIRED EQUIPMENT AND SUPPLIES

Goal: Ensure that the student will have access to all equipment and supplies necessary to complete the skills in this course.

Description: The student will provide a narrated video showing equipment and supplies specific to this mentorship, to verify that required items are available to them and adequate for completion of tasks in their facility.

Criteria:

- The student showed their face clearly and introduced themselves.
- The student showed and introduced the supervising mentor.
- The student walked through the facility and showed the following clearly:
 - VTDL-provided sign informing clients that students may be involved in patient care (it must be displayed in an area that is visible to clients, like the lobby). **(CRITICAL)**
 - Pill counting tray with spatula **(CRITICAL)**
 - Liquid medication dispensing vials (e.g. plastic amber bottles, Boston rounds, oral liquid dispensing system) **(CRITICAL)**
 - Oral medication(s) that need to be reconstituted **(CRITICAL)**
 - Vaccine(s) **(CRITICAL)**
- The student provided live narration throughout the task.
- The student correctly uploaded the video in Brightspace.
- The student correctly uploaded the task verification form (TVF) in Brightspace.

1. VIDEO VERIFICATION OF REQUIRED EQUIPMENT AND SUPPLIES (CONTINUED)

Live Narration Required: Yes

Continuous (unedited) Video Required: No

Number of Times Task Needs to be Successfully Performed: 1

Materials Submitted for Evaluation and Verification:

1. Task Verification Form for Video Verification of Required Equipment and Supplies, signed by the Clinical Mentorship supervisor.
2. One video showing the student (with their mentor) as they introduced themselves and walked through the facility, showing the listed items clearly. The student narrated the video live as they showed items.

Student Name: _____

Date: _____

Supervisor Name: _____ RVT, CVT, LVT, LVMT, DVM, VMD

I verify that the student will have access to the items shown for tasks in this course.

Signature of Clinical Mentorship Supervisor: _____

2. MEDICATION LABELING

CVTEA Skill(s): Read and follow veterinarian's pharmacy orders; Demonstrate compliance with regulations governing prescription drugs.

Goal: To accurately fill out a medication label

Description: The student will accurately interpret the veterinarian's written or verbal orders and transcribe those orders onto a label of the appropriate type for the container being used.

Criteria:

- For prescription #1, the student accurately transcribed the veterinarian's order onto a prescription label. **(CRITICAL)**
 - **NOTE:** Orders can be handwritten in the medical record, typed either printed out or on a computer screen of the patient's medical record, or just handwritten on a piece of paper by the DVM.
- For prescription #2, the student accurately transcribed the veterinarian's order onto a prescription label. **(CRITICAL)**
 - **NOTE:** Orders can be handwritten in the medical record, typed either printed out or on a computer screen of the patient's medical record, or just handwritten on a piece of paper by the DVM.
- For prescription #2, the student accurately transcribed the veterinarian's order onto a prescription label. **(CRITICAL)**
 - **NOTE:** Orders can be handwritten in the medical record, typed either printed out or on a computer screen of the patient's medical record, or just handwritten on a piece of paper by the DVM.
- The appropriate RX label for the medication to be dispensed was used.
- The handwritten or typed RX label was legible.
- The instructions were clearly stated for the client or personnel using the medication.
- The label contained the following information: veterinarian's address, name of client, species, name of the patient, amount to be administered, route of administration, dosage interval for the medication, special instructions for the medication, and the name of the prescribing veterinarian. **(CRITICAL)**

***NOTE:** *No video submission is required for this task unless the DVM gives a verbal order.*

2. MEDICATION LABELING (CONTINUED)

Number of Times Task Needs to be Successfully Performed: 1

Materials Submitted for Evaluation and Verification:

1. Task verification form for the Medication Labeling skill, signed by the clinical mentorship supervisor.
2. Three written prescriptions or chart orders (handwritten or typed) by the veterinarian (copies are acceptable).
3. Three properly filled out medication (RX) labels that correctly transcribe the written orders (copies are acceptable).

Student Name: _____

Patient Name: _____ **Date:** _____

Medication: _____

Patient Name: _____ **Date:** _____

Medication: _____

Patient Name: _____ **Date:** _____

Medication: _____

Supervisor Name: _____ RVT, CVT, LVT, LVMT, DVM, VMD

I verify that the student performed this task under my active and continuous supervision.

Signature of Clinical Mentorship Supervisor: _____

3. FILLING AN ORAL SOLID MEDICATION

CVTEA Skill(s): Read and follow veterinarian's pharmacy orders; Describe how to properly prepare medications for dispensing; Demonstrate compliance with regulations governing prescription drugs.

Goal: To accurately fill a drug order from the veterinarian for an oral solid medication.

Description: The student will accurately interpret the veterinarian's order and fill an order for an oral solid medication.

Criteria:

- The student showed their face clearly and introduced the task. **(CRITICAL)**
- The supervising mentor was physically present and actively supervising the student for the entire task. The student showed and introduced their supervising mentor. **(CRITICAL)**
- The student accurately transcribed the veterinarian's order onto a prescription label. **(CRITICAL)**
 - **NOTE: The prescription (RX) label must be shown in the video.**
- The student chose the correct medication (type, concentration and milligram) to fill the order. **(CRITICAL)**
- The student correctly used a pill counting tray and spatula to count out the medication. **(CRITICAL)**
- The student did not handle the medication with their hands.
- The student counted the correct amount as defined in the veterinarian's order. **(CRITICAL)**
- The student placed the oral solid medication into the proper container for dispensing. **(CRITICAL)**
- The student cleaned the pill counting tray and spatula after use.
- The student provided live narration throughout the task.

3. FILLING AN ORAL SOLID MEDICATION (CONTINUED)

Live Narration Required: Yes

Continuous (unedited) Video Required: No

Number of Times Task Needs to be Successfully Performed: 1

Materials Submitted for Evaluation and Verification:

1. Task Verification form for Filling an Oral Solid Medication, signed by the clinical mentorship supervisor.
2. One video showing the student (with their mentor) filling of an oral solid medication. The video will clearly show the verbal or written order for the medication by the veterinarian, student selecting the medication, choosing the counting device, counting out the medication, and putting it in the proper container for dispensing. All written materials (medication bottle label, prescription label) should be clearly shown on the video. The student should provide a narrative of the steps being performed during the video.

Student Name: _____

Date: _____

Supervisor Name: _____ RVT, CVT, LVT, LVMT, DVM, VMD

I verify that the student performed this task under my active and continuous supervision.

Signature of Clinical Mentorship Supervisor: _____

4. FILLING AN ORAL LIQUID MEDICATION

CVTEA Skill(s): Read and follow veterinarian's pharmacy orders; Describe how to properly prepare medications for dispensing; Demonstrate compliance with regulations governing prescription drugs.

Goal: To accurately fill a drug order from the veterinarian for an oral liquid medication.

Description: The student will accurately interpret the veterinarian's order and fill an order for an oral liquid medication. The medication should not be a prepackaged liquid medication that needs to be diluted or reconstituted. It should be a medication that is stored in bulk and small amounts are dispensed.

Criteria:

- The student showed their face clearly and introduced the task. **(CRITICAL)**
- The supervising mentor was physically present and actively supervising the student for the entire task. The student showed and introduced their supervising mentor. **(CRITICAL)**
- The student accurately transcribed the veterinarian's order onto a prescription label. **(CRITICAL)**
 - **NOTE: The prescription (RX) label must be shown in the video.**
- The student chose the correct medication (type and concentration) to fill the order. **(CRITICAL)**
- The student used the correct tool(s), as provided by the practice, to measure out the proper volume of medication.
- The student measured the correct volume for dispensing as defined in the veterinarian's order. **(CRITICAL)**
- The student chose the correct container to hold the volume of medication needed for dispensing.
- The student showed the device to include for the client to administer the medication. **(CRITICAL)**
- The student identified on the label instructions or with RX stickers special instructions (e.g. shake well before use, keep refrigerated, protect from light, give with food) (if indicated by the veterinarian or manufacturer).
- The student provided live narration throughout the task.

4. FILLING AN ORAL LIQUID MEDICATION (CONTINUED)

Live Narration Required: Yes

Continuous (unedited) Video Required: No

Number of Times Task Needs to be Successfully Performed: 1

Materials Submitted for Evaluation and Verification:

1. Task Verification form for Filling a Liquid Medication, signed by the clinical mentorship supervisor.
2. One video showing the student (with their mentor) filling of a liquid medication. The video will clearly show the verbal or written order for the medication by the veterinarian, the student selecting the medication, choosing the measuring device, putting it in the measuring device, measuring the medication, putting it in the proper container for dispensing and choosing the correct device to administer the medication. All written materials (medication bottle label, prescription label) should be clearly shown on the video. The student should provide a narrative of the steps being performed during the video.

Student Name: _____

Date: _____

Supervisor Name: _____ RVT, CVT, LVT, LVMT, DVM, VMD

I verify that the student performed this task under my active and continuous supervision.

Signature of Clinical Mentorship Supervisor: _____

5. RECONSTITUTE AN ORAL MEDICATION FOR DISPENSING

CVTEA Skill(s): Read and follow veterinarian's pharmacy orders; Describe how to properly prepare medications for dispensing; Demonstrate compliance with regulations governing prescription drugs.

Goal: To accurately reconstitute a medication for dispensing

Description: The student will accurately interpret the veterinarian's order and reconstitute an oral medication for dispensing.

Criteria:

- The student showed their face clearly and introduced the task. **(CRITICAL)**
- The supervising mentor was physically present and actively supervising the student for the entire task. The student showed and introduced their supervising mentor. **(CRITICAL)**
- The student accurately transcribed the veterinarian's order onto a prescription label. **(CRITICAL)**
 - **NOTE: The prescription (RX) label must be shown in the video.**
- The student chose the correct medication (type and concentration) as ordered by the veterinarian. **(CRITICAL)**
- The student chose the correct diluent, as defined by the manufacturer's instructions.
- The student chose the correct device to measure the diluent to be added to the medication.
- The student followed the manufacturer's instructions in adding the diluent and preparation for dispensing. **(CRITICAL)**
- The student showed the device to include, for the client to administer the medication. **(CRITICAL)**
- The student identified, on the label, instructions for shaking and refrigeration (if indicated by the veterinarian or manufacturer). **(CRITICAL)**
- The student identified on the label instructions or with RX stickers special instructions (e.g. shake well before use, keep refrigerated, protect from light, give with food) (if indicated by the veterinarian or manufacturer). **(CRITICAL)**
- The student provided live narration throughout the task.

5. RECONSTITUTE A MEDICATION FOR DISPENSING (CONTINUED)

Live Narration Required: Yes

Continuous (unedited) Video Required: No

Number of Times Task Needs to be Successfully Performed: 1

Materials Submitted for Evaluation and Verification:

1. Task Verification form for Reconstituting of a Liquid Medication, signed by the clinical mentorship supervisor.
2. One video showing the student (with their mentor) reconstituting of a liquid medication. ***Simulation of this task is not acceptable.*** The video will clearly show the verbal or written order for the medication by the veterinarian, the student selecting the medication, choosing the diluent and measuring device, measuring the diluent, adding it to the powdered preparation, choosing the correct device to administer the medication and adding additional instructions such as shaking and refrigeration to the medication label. All written materials (medication bottle label, prescription label) should be clearly shown on the video. The student should provide a narrative of the steps being performed during the video.

Student Name: _____

Date: _____

Supervisor Name: _____ RVT, CVT, LVT, LVMT, DVM, VMD

I verify that the student performed this task under my active and continuous supervision.

Signature of Clinical Mentorship Supervisor: _____

6. RECONSTITUTE A VACCINE

CVTEA Skill(s): Read and follow veterinarian's pharmacy orders; Demonstrate compliance with all federal and state regulatory guidelines for drug dispensing (e.g. biologics and therapeutic agents); Recognize the safe and effective manner in which vaccines must be administered; Accurately record medical information.

Goal: To accurately reconstitute a vaccine

Description: The student will reconstitute a vaccine based on the manufacturer's guidelines

Criteria:

- The student showed their face clearly and introduced the task. **(CRITICAL)**
- The supervising mentor was physically present and actively supervising the student for the entire task. The student showed and introduced their supervising mentor. **(CRITICAL)**
- The student chose the proper vaccine and diluent as specified by the veterinarian. **(CRITICAL)**
- The student wiped the tops of the vials with an alcohol sponge.
- The student chose the correct device to withdraw the diluent from the vial.
- The student followed the manufacturer's instructions in adding the diluent to the powdered vaccine preparation. **(CRITICAL)**
- The student appropriately recorded the lot number and expiration of the vaccine in the patient's medical record. **(CRITICAL)**
- The student provided live narration throughout the task.

6. RECONSTITUTE A VACCINE

Live Narration Required: Yes

Continuous (unedited) Video Required: No

Number of Times Task Needs to be Successfully Performed: 1

Materials Submitted for Evaluation and Verification:

1. Task Verification form for Reconstituting a Vaccine, signed by the Clinical Mentorship Supervisor.
2. One video showing the student (with their mentor) reconstitution of a vaccine. The video will clearly show the student selecting the vaccine, choosing the diluent and measuring device, measuring the diluent, adding it to the powdered vaccine preparation and recording the lot number. Written labels should be clearly shown on the video. The student should provide a narrative of the steps being performed during the video.

Student Name: _____

Vaccine Name/Type: _____ **Date:** _____

Supervisor Name: _____ RVT, CVT, LVT, LVMT, DVM, VMD

I verify that the student performed this task under my active and continuous supervision.

Signature of Clinical Mentorship Supervisor: _____

7. DISPENSE MEDICATION TO A CLIENT++

CVTEA Skill(s): Read and follow veterinarian's pharmacy orders; Demonstrate compliance with regulations governing prescription drugs; Explain drug information to clients (e.g., handling, storage, administration, side-effects, drug interactions, safety, reasons for use of drug).

Goal: To dispense medication to the client.

Description: The student will dispense topical and oral liquid medications to a client, explaining medication administration, administration devices and special instructions if indicated.

Criteria:

- Topical
 - The student showed their face clearly and introduced the task. **(CRITICAL)**
 - The supervising mentor was physically present and actively supervising the student for the entire task. The student showed and introduced their supervising mentor. **(CRITICAL)**
 - The student introduced themselves to the client.
 - The student accurately verbalized the veterinarian's order to the client and explained the reason the medication was prescribed to the patient. **(CRITICAL)**
 - The student asked the client if they had ever given this type of medication to their pet before.
 - The student **demonstrated on the pet** how to administer the medication, describing what they were doing and making sure the client was able to see how to give the medication. **(CRITICAL)**
 - Note, you must actually demonstrate administration of the topical medication (e.g. a dose is actually given to the patient).
 - The student identified any possible adverse reactions the client should be aware of and what the client should do if they occur. **(CRITICAL)**
 - The student asked the client if they had any questions.
 - The student provided live narration in a continuous, unedited format.

7. DISPENSE MEDICATION TO A CLIENT (CONTINUED)††

Criteria (CONTINUED):

- Oral Liquid
 - The student showed their face clearly and introduced the task. **(CRITICAL)**
 - The supervising mentor was physically present and actively supervising the student for the entire task. The student showed and introduced their supervising mentor. **(CRITICAL)**
 - The student introduced themselves to the client.
 - The student accurately verbalized the veterinarian's order to the client and explained the reason the medication was prescribed to the patient. **(CRITICAL)**
 - The student asked the client if they had ever given this type of medication to their pet before.
 - The student ***demonstrated on the pet*** how to administer the medication, describing what they were doing and making sure the client was able to see how to give the medication. **(CRITICAL)**
 - Note, you must actually demonstrate administration of the oral liquid medication (e.g. a dose is actually given to the patient).
 - The student identified any possible adverse reactions the client should be aware of and what the client should do if they occur. **(CRITICAL)**
 - The student asked the client if they had any questions.
 - The student provided live narration in a continuous, unedited format.

Live Narration Required: Yes

Continuous (unedited) Video Required: Yes

Number of Times Task Needs to be Successfully Performed: 1

7. DISPENSE MEDICATION TO A CLIENT (CONTINUED)++

Materials Submitted for Evaluation and Verification:

1. Task Verification form for Dispensing Medication to a Client, signed by the Clinical Mentorship Supervisor.
2. One video showing the student (with their mentor) dispensing a topical medication to the client. The video should clearly show the verbal or written order for the medication by the DVM, the medication being dispensed, all dialogue between the student and client, and demonstration of medication administration to a live animal. This may be done using a simulated client (e.g. mentor or another coworker acts as the client), but it should still be a conversation between the student and the client, not a talk to the camera. Regardless if using a simulated client, the patient in the video must actually receive the dose of medication.
3. One video showing the student (with their mentor) dispensing an oral liquid medication to the client. The video should clearly show the verbal or written order for the medication by the DVM, the medication being dispensed, all dialogue between the student and client, and demonstration of medication administration to a live animal. This may be done using a simulated client (e.g. mentor or another coworker acts as the client), but it should still be a conversation between the student and the client, not a talk to the camera. Regardless if using a simulated client, the patient in the video must actually receive the dose of medication.

Student Name: _____

Patient Name: _____ **Date:** _____

Medication: _____

Patient Name: _____ **Date:** _____

Medication: _____

Supervisor Name: _____ RVT, CVT, LVT, LVMT, DVM, VMD

I verify that the student performed this task under my active and continuous supervision.

Signature of Clinical Mentorship Supervisor: _____