

Advanced Clinical Mentorship

VM 22500

Criteria
Logbook

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

Selecting the Clinical Mentorship Site – Facility Requirements

You must develop the projects in this mentorship within a clinic where you have completed at least one other mentorship. All information should relate to this practice. You must complete and have the facility veterinarian sign the VM 22500 Clinical Mentorship and Facility Requirement Agreement.

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 in the video verbally that this is for the project and not another required task. Some projects may require 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 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 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)**
- The student provided live narration throughout the task.

Live Narration Required: Yes

Continuous (unedited) Video Required: No

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: _____

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. FACILITY INTRODUCTION

Goal: To examine the facility, staff and operations of the mentorship site.

Description: The student will answer questions regarding clinical operations at their mentorship site.

Criteria:

- The student answered the following questions regarding the clinic:
 - How many veterinarians are employed at the clinic?
 - How many credentialed technicians are employed at the clinic?
 - How many other staff are employed? Specify veterinary assistants, animal caretakers, receptionists, practice managers, etc.
 - What type cases are seen in the clinic? (large animal, small animal, exotic, emergency, referral, etc.)
 - Approximately how many cases are seen per day/week in the clinic?
 - How does the clinic utilize its technical and lay staff? How are duties assigned? What specific duties are designated to credentialed technicians?
 - Does the clinic hold regular staff meetings? Who runs these meetings? How often are they held? What issues are discussed?
- The student submitted a 1–2-page typed paper responding to the questions outlined in the criteria.

Materials Submitted for Evaluation and Verification:

1. A 1–2-page typed paper responding to the questions outlined in the criteria.

3. CLINICAL OPERATIONS IMPROVEMENT PROPOSAL

Goal: To critically evaluate clinical operations by identifying a problem observed in a veterinary practice and proposing a practical, evidence-informed solution that supports improved patient care, workflow efficiency, team communication.

Description: The student will reflect on their clinical experience to identify a specific issue affecting the function or quality of care within a veterinary clinic. They will analyze the problem, explore contributing factors, and propose one or more realistic solutions. The student will apply clinical knowledge, communication skills, and problem-solving strategies to develop an actionable improvement plan that could be implemented in a real-world setting.

Examples of topics include (but are not limited to):

- Inadequate staffing
- Purchase of new computer software or hospital equipment
- Inventory procedures
- Safety issues (biohazards, radiation, etc.)
- Controlled substance procedures
- Promoting product sales or specific services
- Improvements in client or staff communication
- Orientation for student interns or new employees

Topics that would **not be** appropriate would include major renovations of the facility or major equipment purchases.

Criteria:

- The student identifies a relevant and clearly defined problem observed in the clinical setting and explains the significance of the problem, including its impact on patient care, staff workflow, or clinic operations.
- The student proposes one to two practical and best practice-informed solutions to address the identified issue.
- The student outlines a feasible implementation plan, including necessary steps, resources, and personnel involved.
- The student describes potential barriers to implementing the proposed solution (e.g., staffing, cost, resistance to change).
- The student describes a method for evaluating the effectiveness of the proposed solution, including measurable outcomes or indicators of success.
- The student describes how as a credentialed veterinary technician they can contribute to or lead the implementation of the proposed changes.
- The student submitted a well-organized and professionally prepared slide deck that addresses all required criteria, using the provided slide outline template as a guide.

3. CLINICAL OPERATIONS IMPROVEMENT PROPOSAL (CONTINUED)

Materials Submitted for Evaluation and Verification:

1. A well-organized and professionally prepared slide deck (e.g., PowerPoint or Google Slides) that addresses all required criteria, using the provided slide outline template as a guide.

4. CASE REPORT

Goal: To complete a case report on non-routine case presented to the clinic, including the role of the technician and nursing care provided.

Description: The student will choose one non-routine case to submit a case report.

Criteria:

- The student selected one non-routine case presented to the clinic and submitted a typed case report using the provided template. The report included:
 - Signalment
 - Presenting complaint
 - History
 - Physical exam findings
 - Diagnostic tests and results
 - Diagnosis (by DVM)
 - Treatment
 - Outcome
 - Role of the veterinary technician student in the case, detailing nursing care, diagnostics, assistance with procedures and treatments, etc.
- The student submitted a typed case report using the provided template. The report included all the required criteria and demonstrates accurate, concise use of medical terminology with proper spelling, grammar, and professional tone.

Materials Submitted for Evaluation and Verification:

1. Task Verification form for Case Report task, signed by the Clinical Mentorship Supervisor.
2. One typed report using the provided template. This report will document a non-routine case in which the student was actively involved. The report must include all required criteria outlined in the template and demonstrate accurate, concise use of medical terminology with proper spelling, grammar, and professional tone.

Student Name: _____

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

I verify that the student worked with and provided care for the patient in the case report under my supervision.

Signature of Clinical Mentorship Supervisor: _____

5. CLIENT EDUCATION

Goal: To develop a concise, informative FAQ handout that addresses common client questions on a veterinary topic, suitable for distribution in a hospital setting.

Description: The student will create a one-page Frequently Asked Questions (FAQ) sheet designed to educate clients on a specific veterinary topic. The sheet should be professional in appearance, easy to read, and appropriate for display or distribution in a clinic.

Examples of topics include (but are not limited to):

- Post-surgical care
- Vaccination schedules
- Parasite prevention
- Nutrition and feeding guidelines
- Senior pet wellness
- Dental care
- Puppy/kitten care

Criteria:

- The student selected a relevant and commonly asked veterinary topic suitable for client education.
- The student developed 5–7 clearly written questions with accurate, concise answers tailored to a general client audience.
- The student used language that is easy to understand, avoiding overly technical or medical jargon.
- The student formatted the FAQ sheet professionally, using headings, bullet points, and spacing to enhance readability.
- The student included at least two credible references to support the information provided.
- The student cited all sources in APA format at the bottom of the sheet.
- The student ensured the content was original and not reused from other coursework or assignments.

Materials Submitted for Evaluation and Verification:

- Final FAQ sheet (PDF or Word format)
- List of references used (APA format)

6. PRESENTATION TO COWORKERS OR OUTSIDE GROUP

Goal: To design and deliver an educational seminar to a group of co-workers in the clinic or an external audience, demonstrating effective communication, instructional design, and subject matter expertise.

Description: The student will prepare and present a 10–15-minute educational seminar to a group of co-workers in the clinic or an outside group. The seminar will include a clear learning objective, a visual aid (e.g., PowerPoint, poster, slides), and if appropriate hands-on teaching or distribution of written materials.

Examples of seminar topics include (but are not limited to):

- Continuing education for veterinary staff
- In-service training on new equipment or procedures
- Career planning or professional development
- Pet care education for clients or community members

Criteria:

- The student prepared and delivered an educational seminar to a group of co-workers in the clinic or an outside audience. The presentation included a visual aid (e.g., PowerPoint, slides, poster), and if appropriate, incorporated hands-on teaching or distributed written materials. The seminar lasted 10–15 minutes and concluded with a question-and-answer session.
- The student demonstrated awareness of key presentation elements, including content quality, communication skills, organization and clarity, effective use of visual aids or educational tools, and professionalism.
 - Content quality
 - Clear learning objective
 - Relevance and accuracy of information
 - Appropriate use of medical terminology for the audience
 - Communication Skills
 - Verbal clarity
 - Non-verbal communication (eye contact, gestures, posture)
 - Engagement with audience
 - Organization & Clarity
 - Logical flow of information
 - Clear transitions between topics
 - Instructional Tools
 - Use of visual aids
 - Integration of hands-on or written materials (if applicable)
 - Professionalism
 - Confidence and preparedness
- The student submitted the provided self-reflection form evaluating:
 - Preparation
 - Delivery
 - Audience engagement

6. PRESENTATION TO COWORKERS OR OUTSIDE GROUP (CONTINUED)

- Content and clarity
- Overall experience

Materials Submitted for Evaluation and Verification:

1. Task Verification form for Presentation to Coworkers or Outside Group task, signed by the Clinical Mentorship Supervisor.
2. Video recording of the presentation by the student. The video must show the entire presentation clearly, and the audio must be clearly understood. Visual aids and other auxiliary learning tools should be clearly shown on the video.
3. If PowerPoint or similar format is used, submit the presentation slides
4. If applicable, copies of handouts or other visual aids that were distributed to the group.
5. Completed self-reflection form.

Student Name: _____

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

I verify that the student prepared and/or gave this presentation under my supervision.

Signature of Clinical Mentorship Supervisor: _____

6. PRESENTATION TO COWORKERS OR OUTSIDE GROUP (CONTINUED)

Educational Seminar Presentation – Self-Reflection Form

Student Name: _____

Date of Presentation: _____

Seminar Title/Topic: _____

Audience: _____

Preparation

- What steps did you take to prepare for your presentation?
- How did you choose your topic and tailor it to your audience?
- What visual aids or materials did you use, and why?

Delivery

- What aspects of your verbal communication were strong?
- What aspects of your non-verbal communication could be improved?
- How did you manage time during your presentation?

Audience Engagement

- How did you encourage audience participation or questions?
- What feedback did you receive from your audience or supervisor?

Content and Clarity

- Was your information clear and well-organized? What could be improved?
- Did you use appropriate terminology for your audience?

Overall Experience

- What are you most proud of in your presentation?
- What would you do differently next time?
- How has this experience helped you grow professionally?

7.HOURS LOG

Goal: To document the student's involvement in cases presented to their hospital.

Description: The student will log at least 80 hours worked in the mentorship site documenting their skills and tasks.

Criteria:

- The log included:
 - Date worked
 - Hours worked
 - Skills and/or tasks
 - Brief description of tasks performed
 - Skills practiced or observed
 - Any procedures completed or assisted with
- The student logged a total of at least 80 hours worked using the provided template

Materials Submitted for Evaluation and Verification:

1. Task Verification form for Hours Log task, signed by the clinical mentorship supervisor.
2. One typed hours log using the provided template. The log was completed with the dates worked, hours worked, and the skills and/or tasks that the student performed or observed.

Student Name: _____

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

I verify that the student worked the hours recorded in the Hours Log.

Signature of Clinical Mentorship Supervisor: _____

8. Program Exit Survey

Goal: The student will complete a survey to provide accurate and relevant information required for VTNE eligibility and program reporting.

Description: The student will complete a survey designed to collect essential information required for VTNE registration, eligibility verification, and program reporting. This survey ensures that all necessary data is accurately documented to support the credentialing process and maintain compliance with accreditation standards.

Criteria:

- Using the link provided, the student completes the survey in full, providing all required information.

Materials Submitted for Evaluation and Verification:

1. Screenshot of survey completion confirmation page.