

## VCM 669 – PRIMARY CARE ELECTIVE ROTATION

### STUDENT ACTIVITIES CHECKLIST

Name of Student: \_\_\_\_\_ Blocks: \_\_\_\_\_

Name of Practice: \_\_\_\_\_

Check each objective you accomplished during the rotation. Have the supervising practitioner review the checklist and your log(s) and sign below. He or she must submit a copy of the signed checklist (along with the grade sheet) to the VCM Department Office within 7 days after the end of the rotation.

#### **Communication and interpersonal skills:**

- Observe interactions among veterinarians, clients, and staff members
- Observe grief counseling
- Observe division of labor between veterinarians, technicians, office staff, etc.
- Identify ways that the practice promotes client satisfaction

#### **Practice management and business:**

- Observe appointment scheduling procedure
- Observe fee structure, including discount policies
- Ascertain how fees are determined
- Observe how retail sales are incorporated into the practice
- Ascertain operating costs associated with:
  - Personnel, benefits
  - Building overhead, maintenance, renovation, etc
  - Durable equipment costs (including upkeep)
  - Drugs and disposable supplies
- Review daily receipts
- Determine the practice ownership structure
- Determine work schedule (hours/week) of the practitioner(s)
- Observe billing and collection procedures
- Become familiar with the medical recordkeeping system, including generation of reminders; demonstrate proficiency in completing medical records
- Determine if business management software is used

- Observe drug inventory and labeling procedures
- Observe controlled drug handling and documentation
- Observe sanitation and waste disposal practices

**Veterinary medical skills pertinent to general veterinary practice:**

- History taking for various clinical situations (wellness appointment, pre-surgical appointment, emergency, etc)
- Wellness examinations
- Physical examination of sick patients
- Restraint and handling of animals
- Routine preventive medicine appointments
- Formulation of differential diagnoses
- Triage and prioritization of problems
- Formulation of diagnostic plans
- Formulation of treatment plans
- Advising about nutrition for healthy animals
- Formulation of interventions for behavior problems
- Interpretation of routine laboratory test results
- Nursing care for ill patients
- Formulation of anesthesia and/or sedation protocols
- Monitoring of intraoperative patients
- Monitoring of postoperative patients
- Submission of samples to diagnostic laboratories
- Interpretation of radiographs
- Necropsy and tissue/sample collection
- Emergency appointments
- Intensive care

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Student Signature

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Supervising Practitioner Signature

**Signing indicates that you have examined this checklist and believe that it accurately reflects the student's accomplishments on the rotation.**