



## Great Oaks Veterinary Assisting Essential Skills Profile

This profile provides an outline of the skills required for successful completion of this career program. Additional information is located on the Great Oaks website at <http://hs.greatoaks.com/essential-skills-high-school-programs/> and selecting the corresponding career program.

### Recommended WorkKeys® Scores for Veterinary Assisting

Applied Mathematics – 3
Workplace Documents – 4
Graphic Literacy – 3

\*Practice tests and more information at <https://jobseeker.ohiomeansjobs.monster.com/Assessments/Home.aspx>

### Essential Skills Needed to Successfully Complete the Program

<b>Rating Key:</b>	<b>Low = Slightly Essential</b>	<b>Medium = Essential</b>	<b>High = Very Essential</b>
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Key Vocational Factors		Rating
Visual Acuity	The ability to detect differences/details visually	High
Depth Perception	The ability to detect the physical distance/depth of objects in space and time	High
Oral Communication	The ability to express/explain ideas	High
Oral Expression	The ability to verbally explain and express self in an intelligible manner so others will understand	High
Written Communication	The ability to communicate in a written format and record information accurately	High
Physical Mobility/Strength	Standing, stooping, bending, restraining/holding animals, and lifting animals/cages weighing more than 50 pounds. Move around a lot.	High
Safety Understanding	Able to comprehend hazards of working with animals, diseases, blood/animal fluids, tools, materials, equipment, and environmental conditions; able to wear personal protective equipment suitable for task	High
Auditory Acuity	The ability to detect differences in pitch/sound	Medium

Worker Trait Skills		Rating
Ability to get along with others		High
Ability to work independently, without close supervision		High
Ability to work toward work including tasks of minimal interest		High
Ability to stick to assigned task to a positive/expected conclusion		High
Ability to follow and retain:		
Multistep oral instructions		High

Written instructions/technical manuals - multistep	High
Simple to complex diagram instructions	High
Visual models or demonstrated instructions	High
Ability to use tools of trade (blades, clippers, grooming clippers, muzzles, x-rays, etc.) various scientific measuring instruments and the computer	High
Ability to use numerical data (count, measure, compute, etc.) in applied setting	High
Ability to discriminate between objects of similar:	
Size	High
Shape and color	Medium
Spatial Relationship	Low
Dexterity-Fine finger/motor	High
Ability to organize work process/follow defined procedures	High
Coordination (eye-hand)	High
Able to sequence events or follow a sequence as necessary	High
Active Listening: Give full attention to what other people are saying, taking time to understand the points being made, asking appropriate questions and not interrupting	High
Critical Thinking: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems	High
Reading Comprehension: Understanding written sentences and paragraphs in work related documents	High
Monitoring: Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action	High

<b>Applied Mathematics Skills * Recommended WorkKeys® Scores 3</b>	
Understanding of numbers	Work with whole numbers and decimals
Mathematical calculations	Use one-step calculations to solve problems, add or subtract either positive or negative numbers, multiply or divide positive numbers
Solving problems with math	Convert fractions to a decimals and decimals to fractions, convert familiar units (money or time), add prices of multiple things and calculate change
<b>Workplace Documents Skills * Recommended WorkKeys® Scores 4</b>	
Complexity	Straightforward with some longer sentences and may contain conditional situations
Information and detail	Mostly informative and can be several details
Vocabulary	Mostly common with some advanced words
Document type	Informational, instructional and policy-type documents
<b>Graphic Literacy Skills * Recommended WorkKeys® Scores 3</b>	
Using charts/graphs	Locate information in simple charts or graphs
Interpreting information	Use charts/graphs to identify next steps in processes, find key information needed to make decisions

**Additional Recommended Abilities**

<b>Oral Expression</b>	The ability to communicate information and ideas in speaking so others will understand.
<b>Deductive Reasoning</b>	The ability to apply general rules to specific problems to produce answers that make sense.
<b>Oral Comprehension</b>	The ability to listen to and understand information and ideas presented through spoken words and sentences.

**Additional Considerations**

Strong memorization skills	Handle chemical and animal smells and contacts
Consideration and understanding of allergies such as pet/animal/hay	Handling excrement, getting dirty, urine, and other conditions associated with working with animals
Handling unfamiliar, dangerous, large and small animals	Enjoy math and science

**Knowledge Required in Veterinary Assisting**

<b>Customer and Personal Service</b>	Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
<b>Biology</b>	Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
<b>English Language</b>	Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Veterinary Assisting Activities**

Hold or restrain animals during exams or procedures.	Clean and sterilize instruments, equipment, or materials.
Observe the behavior and condition of animals and monitor their clinical symptoms.	Provide veterinarians with the correct equipment or instruments, as needed.
Prepare and label samples for laboratory testing, culture, or microscopic examination.	Prepare animals for surgery, performing such tasks as shaving surgical areas.

Prepare treatment rooms.	Schedule appointments and procedures for animals.
Clean kennels, animal holding areas, surgery suites, examination rooms, or animal loading or unloading facilities to control the spread of disease.	Examine animals to detect behavioral changes or clinical symptoms that could indicate illness or injury.
Exercise animals or provide them with companionship.	Maintain instruments, equipment, or machinery to ensure proper working condition.
Bathe animals, clip nails or claws, and brush or cut animals' hair.	Perform accounting duties, such as bookkeeping, billing customers for services, or maintaining inventories.
Fill medication prescriptions.	Prepare feed for animals according to specific instructions, such as diet lists or schedules.
Assist veterinarians in examining animals to determine the nature of illnesses or injuries.	Write reports, maintain research information, or perform clerical duties.
Prepare surgical equipment and instruments.	Aid with animal euthanasia and the disposal of remains.

### **Technology**

Word Processing software	Office Suite software
Medical software	Data Base user interface and query software
Calendar and scheduling software	

### **Certifications Students Can Earn**

Credential	Ohio Graduation Points
Elanco (iCEV) Fundamentals of Animal Science	6
Elanco (iCEV) Veterinary Medical Applications	6
Industrial Forklift Operation	2
OSHA 10 – Veterinary	1
CPR/First Aid	3

**Possible College Credits**

College Credit Plus (CCP)	The CCP program provides Ohio high school students an opportunity to complete college courses and earn transcribed credit.
Career Technical Assurance Guides (CTAGs)	CTAGs award college credit for career-technical coursework to students who complete an approved course and earn a qualifying score on the end of course exam.
Articulated Credit	Some Great Oaks career-technical programs have agreements with colleges where student can earn credit toward a specific degree.

Please speak with your school counselor, Great Oaks counselor and/or career technical instructor to learn more about these potential opportunities.

**Possible Career Pathways**

Veterinary Assistant	Receptionist
Pet Store Employee	Kennel Assistant
Groomer	Veterinary Technician
Lab Technician	Veterinarian