

	Trainee Already Confident in Task	Observed Task (Trainee Initial)	Trainer Initial & Date	Practiced Task (Trainee Initial)	Trainer Initial & Date	Amount of Time Trainee Achieved Successfully Completing Task	Supervisor	Trainee
Tier 1						2 weeks		
Getting Established		Observed Task (Trainee Initial)	Trainer Initial & Date	Practiced Task (Trainee Initial)	Trainer Initial & Date	Amount of Time Trainee Achieved Successfully Completing Task	Supervisor	Trainee
Tour of the clinic/APA								
personal email set up								
Shelterluv access								
exchanging contact information								
APAtec Course Trainings								
Crash kit locations								
eVoice set up								
locking up the clinic								
gate lock up								
How to request time off								
Kennel Tech/General Care		Observed Task (Trainee Initial)	Trainer Initial & Date	Practiced Task (Trainee Initial)	Trainer Initial & Date	Amount of Time Trainee Achieved Successfully Completing Task	Supervisor	Trainee
Sweeping								
Making mop water								
Mopping								
Making up trifectant (1:100)								
Making up bleach bottles (1:32)								
Never mix cleaning solutions (carcinogenic)								
Dishes and litter boxes								
Cleaning syringes for oral use								
Laundry								
Kitty litter types (when to not use litter)								
Cleaning kennels								
Setting up kennel for incontinent animals								
Setting up kennel for ortho patients								
Heating pads do's and don'ts								
E-collars								
EOD check off list								
Forms and Protocols		Observed Task (Trainee Initial)	Trainer Initial & Date	Practiced Task (Trainee Initial)	Trainer Initial & Date	Amount of Time Trainee Achieved Successfully Completing Task	Supervisor	Trainee

Turning oxygen on and off								
Restraint for induction								
Monitoring manually - HR, RR, color, etc								
Pulse oximeter								
Temperature maintenance/heating pads								
Surgical clipping								
Surgical scrubbing								
Expressing bladders practice (Tier 3)								
Post S/N medications								
Special' surgeries								
Discharging patients								
Cleaning clippers								
Recovery shift (2 shifts)								
Extubation								
Work special surgery day with vet!								

Donations								
Things we definitely use								
Where to put things								
Throwing things away - it's okay, we promise.								
Food - Rx only for the clinic								
When we have too much of a good thing								

Misc Knowledge								
Storm Anxiety & Meds								
Shift in cat ISO/Calici								
Laundry								
Smoke alarm locations/notifications								
Campus map with fire extinguishers								
Direct emergency contacts (managers, Stephanie, facilities)								

Complete Tier 2 Quiz								
-----------------------------	--	--	--	--	--	--	--	--

Tier 3						10 weeks from start date (4 week training)		
---------------	--	--	--	--	--	--	--	--

Appointments	Observed Task (Trainee Initial)	Trainer Initial & Date	Practiced Task (Trainee Initial)	Trainer Initial & Date	Amount of Time Trainee Achieved Successfully Completing Task	Supervisor	Trainee
Heartworm injections							
Filling Medications	Observed Task (Trainee Initial)	Trainer Initial & Date	Practiced Task (Trainee Initial)	Trainer Initial & Date	Amount of Time Trainee Achieved Successfully Completing Task	Supervisor	Trainee

		Observed Task (Trainee Initial)	Trainer Initial & Date	Practiced Task (Trainee Initial)	Trainer Initial & Date	Amount of Time Trainee Achieved Successfully Completing Task	Supervisor	Trainee
Hospitalized								
demonstrating use of at home parvo tx								
Expressing bladder								
IV Vitamin C treatment								
Neonates								
Drawing blood on neonate								
Tube Feeding Neonates								
Complete Tier 3 Quiz	<input type="checkbox"/>							
***Working on creating quizzes in Google Classroom for the end of each Tier!								