

**Learner Unit Achievement Checklist**

**SEG Awards Level 2 Diploma for Veterinary Nursing Assistants**

**610/3348/0**

###### SEG Awards Level 2 Diploma for Veterinary Nursing Assistants

## Centre Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Learner Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**A/650/8829 Administration in Veterinary Practice - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain how to effectively communicate with owners on the phone, via letter and via email  **1.2** Describe information required to register and make an appointment for a new client  **1.3** Describe methods of payment taken  **1.4** Explain the importance of client confidentiality |  |  |  |  |
| **2.1** Explain the roles and duties of staff within a veterinary practice  **2.2** Explain how promotion of sales is carried out in a veterinary practice  **2.3** Describe how Legislation impacts upon the roles within a veterinary practice |  |  |  |  |
| **3.1** Describe how to deal with clients facing bereavement in a veterinary practice  **3.2** Explain how to diffuse difficult situations with clients |  |  |  |  |
| **4.1** Explain own responsibilities under health and safety legislation  **4.2** Explain how health and safety legislation relates to the working environment in a veterinary practice  **4.3** Explain why professionalism is important in a veterinary practice  **4.4** Describe the importance of adhering to codes of practice within a veterinary practice  **4.5** Describe the importance of communication between staff in a veterinary practice |  |  |  |  |
| **5.1** Describe the promotion of information, goods and services in a veterinary waiting room |  |  |  |  |

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**H/650/8830 Hygiene in Animal Care - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify the reasons for maintaining cleanliness and hygiene in a veterinary practice  **1.2** Describe diseases found in a veterinary environment  **1.3** Explain the importance of correct hygiene practices |  |  |  |  |
| **2.1** Explain cleaning protocols for different areas of the veterinary practice  **2.2** Identify checks carried out to assess cleanliness  **2.3** Describe the correct use of chemicals to clean a veterinary practice  **2.4** Explain the differences between disinfection and sterilisation  **2.5** Describe different methods of sterilisation  **2.6** Describe situations where disinfection and sterilisation would be used in veterinary practice |  |  |  |  |
| **3.1** Describe categories of waste generated in a veterinary practice  **3.2** Explain safe and sustainable waste disposal practices |  |  |  |  |

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**J/650/8831 Animal Health - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain the different types of monitoring in a range of animals seen in veterinary practice  **1.2** Describe how monitoring can assist animal recovery when in a veterinary practice  **1.3** Describe different types of monitoring equipment |  |  |  |  |
| **2.1** Explain terminology used in veterinary practice  **2.2** Describe the reasons for using standard terminology in a veterinary practice |  |  |  |  |
| **3.1** Describe signs of good and ill health in a range of animals  **3.2** Describe how to carry out head to tail health checks in a range of animals, including frequency  **3.3** Explain the importance of regular health checks |  |  |  |  |
| **4.1** Recognise common conditions affecting a range of animals  **4.2** Describe behaviours seen in a range of animals that may indicate ill health |  |  |  |  |

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**K/650/8832 Animal First Aid - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe the main principles of animal first aid  **1.2** Describe reasons why communication is vital in animal first aid situations  **1.3** Describe first aid situations in a range of animals |  |  |  |  |
| **2.1** Explain the legislation governing the provision of first aid treatment in animals  **2.2** Describe the limitations of providing first aid to animals |  |  |  |  |
| **3.1** Explain how to treat common first aid situations in a range of animals  **3.2** Describe how to deal with an owner during an animal first aid situation |  |  |  |  |
| **4.1** Explain how to recognise an animal first aid emergency situation  **4.2** Explain the information necessary to gather and communicate during an animal first aid situation |  |  |  |  |

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**L/650/8833 Animal Behaviour and Welfare - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe the hierarchy and social structure of a range of animals  **1.2** Explain how social structure impacts upon caring for a range of animals |  |  |  |  |
| **2.1** Describe normal and abnormal behaviours shown by a range of animals  **2.2** Explain behaviours indicating distress or fear in a range of animals |  |  |  |  |
| **3.1** Explain procedures for handling a range of animals to promote welfare and minimise stress  **3.2** Explain procedures for restraining a range of animals to promote welfare and minimise stress |  |  |  |  |
| **4.1** Explain the importance of maintaining welfare and health in a range of animals |  |  |  |  |

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**M/650/8834 Wildlife in a Veterinary Practice - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe British Wildlife species that are encountered in veterinary practices  **1.2** Explain common injuries and illnesses seen in British Wildlife in veterinary practices |  |  |  |  |
| **2.1** List the organisations involved in treating British wildlife  **2.2** Describe the aims of treating British wildlife  **2.3** Explain the restrictions of British wildlife treatment and release  **2.4** Describe the situations where specialist treatment may be necessary for British Wildlife and procedures for referral |  |  |  |  |

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**R/650/8835 Veterinary Medicines and Equipment - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify the instruments used for common procedures in veterinary practice  **1.2** Describe how instruments in a veterinary practice are used |  |  |  |  |
| **2.1** Explain how to clean, pack, and sterilise used veterinary instruments  **2.2** Explain the labelling of veterinary instruments  **2.3** Explain the storage of veterinary instruments |  |  |  |  |
| **3.1** Identify the categories of veterinary medicines with examples for each category  **3.2** Describe the storage and monitoring of veterinary medicines |  |  |  |  |
| **4.1** Explain how to order and receive veterinary medicines  **4.2** Know the importance of stock control of veterinary medicines |  |  |  |  |
| **5.1** Explain the differences between prescribing and dispensing veterinary medicines  **5.2** Describe how to dispense veterinary medicines  **5.3** Describe how to manage repeat prescriptions of veterinary medicines  **5.4** Explain the importance of correct prescribing and dispensing of veterinary medicines |  |  |  |  |
| **6.1** Describe the procedures for disposing of veterinary medicine  **6.2** Explain the hazards of incorrect disposal of veterinary medicine |  |  |  |  |

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**T/650/8836 Pet Bereavement - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain the pet euthanasia process  **1.2** Describe the staff involved in euthanasia of a pet and their individual roles  **1.3** Describe potential circumstances leading to natural death of a pet  **1.4** Describe the physical signs animals may show leading up to cessation of life |  |  |  |  |
| **2.1** Describe potential circumstances of the death of a pet by euthanasia  **2.2** Describe the signs of ageing in animals |  |  |  |  |
| **3.1** Describe the options for disposal of cadavers  **3.2** Describe the options for memorials for pets |  |  |  |  |
| **4.1** Describe the different stages of grief that clients may show following death of a pet |  |  |  |  |
| **5.1** Explain how to best support a bereaved client  **5.2** List organisations that may assist in supporting clients with bereavement |  |  |  |  |

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**Y/650/8837 Practical Skills for Veterinary Nursing Assistant - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Approach a range of animals in a way which prevents stress and promotes confidence  **1.2** Identify when not to approach a range of animals  **1.3** Demonstrate a contingency plan for a range of animals which are deemed unsuitable for usual approach methods |  |  |  |  |
| **2.1** Monitor the condition of a range of animals prior to handling  **2.2** Select correct equipment for handling a range of animals  **2.3** Move a range of animals from one place to another safely  **2.4** Keep detailed records of handling a range of animals |  |  |  |  |
| **3.1** Monitor animals prior to restraining  **3.2** Select correct safety and restraint equipment suitable for a range of animals  **3.3** Restrain a range of animals appropriately  **3.4** Keep detailed records of restraint of a range of animals |  |  |  |  |
| **4.1** Carry out head to tail checks on a range of animals  **4.2** Record results of health checks  **4.3** Report results of health checks to appropriate personnel |  |  |  |  |
| **5.1** Provide an appropriate diet and water for a range of animals according to situation and condition  **5.2** Monitor and record the feed and water intake of a range of animals  **5.3** Monitor and record any behaviour changes seen in a range of animals  **5.4** Provide and maintain appropriate accommodation for a range of animals  **5.5** Make changes to accommodation for a range of animals according to their needs |  |  |  |  |

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