**Incorporating Veterinary Management Software Use**

Length of activity: 30 – 45 minutes each day

Teacher: Katie Reames, Eastern View High School

**Lesson Objectives:**

Students will be able to:

* Perform tasks of a veterinary assistant.
* Demonstrate proper use of veterinary management software.
* Properly use veterinary terminology electronic during record keeping.

Getting real experience with the software that is used in veterinary offices is important for students to be ready to enter the workforce. I have my pre-vet and veterinary students practice daily using the veterinary management software that was recommended by one of our local veterinarians. On cage cleaning days the students are responsible for scheduling an appointment for each animal we have in the classroom. Working in pairs, the students clean each cage and keep track of the supplies they use. When any of the supplies run out, students remove the item from the classroom inventory that is managed through the software. Students also need to make notes on the cleaning that was done and invoice the process accordingly. While the students are cleaning cages and making their notes in the management software I am observing and making my own notes to use later as I review their notes for accuracy.

In addition to cleaning the cages and noting the procedure, I also have students make notes on the condition of the classroom animals. They can make appointments for nail trimmings if needed. General health notes should be made as well. I expect students to use the correct terminology and appropriate abbreviations when making health notes. When I review the electronic entries later in the day, I check for the language to be correct and the health of the animal to be reported accurately.

We currently have two rabbits, two guinea pigs, a rat, a gecko, and a hamster. We also have a 65-gallon aquarium in the classroom. On cage cleaning days, we take the first 30 to 45 minutes of the class to do the cleaning and enter the procedure into the management software. I review the entries for a daily grade for each student. The rubric I use for checking these entries is below. I assign this as a 100-point daily grade. You can adjust any of the rubric information to better meet your classroom and grading needs. I want the students to have the chance to see their mistakes and correct them so if I find inaccuracies I send the student a note in our Google Classroom explaining the problem and asking them to correct it in future entries.

**Materials**

Vet Office Suite

**Resources**

Grading Rubric

# Vet Office Suites Log Entries Rubric

|  |  |  |
| --- | --- | --- |
| **Topic** | **Criteria** | **Points Possible** |
| Appointment | Cleaning appointment scheduled | 20 |
| Cleaning | Cleaning entered correctly | 15 |
| Visual Assessment | Visual assessment notes recorded using vet | 20 |
| Inventory | Inventory recorded (added or deleted items used) | 15 |
| Grooming | Additional grooming performed (trim nails, etc.) | 10 |
| Invoice | Invoice created | 20 |
|  | **Total** |  |

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_