



Veterinary Nursing NZCAT VNA - CHECK LIST -

This page is a check list for yourself to make sure you have completed and/or returned any documentation:

- ☐ Assess to a computer and internet daily to be able to complete your online learning and assessments

Basic health and safety course

- ☐ Created a Moodle account
☐ Accessed and completed Health and Safety Pre-Observation for Guests in a Veterinary Clinic
☐ Printed Confirmation of Participation (Certificate of Proficiency) to take to all prospective Veterinary Clinics you visit

To be returned to ebsVET@op.ac.nz :

- ☐ Three Day Observation Confirmation Form
In addition, if you have not already done this, return to ebsVET@op.ac.nz:
☐ Criminal convictions history
☐ Evidence/reference demonstrating an ability to work and communicate with others

Important information to be read

- ☐ Tips on Finding your Work Placement
☐ What to expect on your first day at your work placement
☐ Work Placement Contract and Otago Polytechnic Code of Privacy/Confidentiality

To be read by student, sign and then scan to vetnursing@op.ac.nz :

- ☐ Occupational Health and Safety Form (signed by **both** Work placement supervisor and Student)
☐ Tetanus Declaration (named, student ID, signed and dated)

To be read and taken to prospective work placement for signing:

- ☐ Letter of Introduction
☐ Key Information
☐ Animal Related Facility or Companion Animal Veterinary Clinic Observation/Work Placement Confirmation Form
☐ Practical Skills List (Leave with Work Placement Supervisor)
☐ Emergency Contact Details Form (complete and leave with work placement supervisor)
☐ Occupational Health and Safety form (to be signed by supervisor and student)

Enter Information into the Google form “NZCAT VNA Supervising Companion Veterinary Clinic and Animal Related Facility Work Placement details” (see number 5)

- ☐ Enter information from the: Animal Related Facility or Companion Animal Veterinary Clinic Observation/Work Placement Confirmation Form onto the google form https://docs.google.com/forms/d/e/1FAIpQLSduYOv4KICDWen0iFpAUwkA6O3BI-WrL9YQIw6aagtL9k_Kuw/viewform

Enter Information into the Google form “NZCAT VNA L5 Media Consent Form

- ☐ Click on link and fill in supporting information details
<https://docs.google.com/forms/d/e/1FAIpQLSdz2W6qG1JsL2fXme678jhwTpT337WMklpMzJkdxXZqQLF0SQ/viewform>

Enter Information into the Google form “NZCAT VNA L5 Student Privacy Declaration

- ☐ Click on link and fill in supporting information details
https://docs.google.com/forms/d/e/1FAIpQLScXB_UKuLJwtkFtqHSAXt7EcZPryfZpVe8QGNuugltwQCk9bg/viewform

Enter Information into the Google form “NZCAT VNA L5 Student Code of Conduct Declaration

- ☐ Click on link and fill in supporting information details https://docs.google.com/forms/d/e/1FAIpQLSez_fYTABZh-afcr4JYLUTZKsuJzrDSZ8BXuadAPHuqaq9mlw/viewform

Ordered:

- ☐ Compulsory Clothing and Equipment
☐ Text book(s)