Animal Healthcare Assistant – Rural strand
- CHECK LIST -

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

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

Basic health and safety course

☐ Create a Moodle account

☐ Accessed and completed Health and Safety Pre-Observation Guests in a Veterinary Clinic

☐ Printed Confirmation of Participation (Certificate of Proficiency) to take to all prospective Veterinary Clinics you visit

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 and taken to prospective work placement for signing:

☐ Letter of Introduction

☐ Key Information

☐ Farm and Rural/Mixed Veterinary Clinic Observation/Work Placement Confirmation Form

☐ Emergency Contact Details Form (complete and leave with work placement supervisor)

☐ Occupational Health and Safety form (to be signed by supervisor and student)

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)

Use this form to collect the details of your Work Placement and then scan to vetnursing@op.ac.nz :

☐ Farm and Rural/Mixed Veterinary Clinic Observation/Work Placement - Confirmation Form

Enter Information into the On-line Form "NZCAT RAT Farm and Veterinary Clinic Work Placement Details"

☐ Enter information on the Farm and Veterinary Clinic Work Placement Details form

Media Consent Form, fill in and then scan to vetnursing@op.ac.nz

☐ Read, and get approval from employer to invoke their name in promotional material, sign and scan to the above email.

Enter Information into the On-line Form "NZAHCA (Rural) Student Privacy Declaration"

☐ Click on link and fill in supporting information details for Student Privacy Declaration Form

Enter Information into the On-line Form "NZAHCA (Rural) Student Code of Conduct Declaration"

☐ Click on link and fill in supporting information details for Student Code of Conduct Declaration

Ordered:

☐ Compulsory Clothing and Equipment