

LITHUANIAN UNIVERSITY OF HEALTH SCIENCES
VETERINARY ACADEMY
PROCEDURE OF **PRACTICE OF COMPANION ANIMAL NURSING** OF THE STUDENT IN
THE STUDY PROGRAMME OF VETERINARY MEDICINE

I. GENERAL PART

1. The procedure of Formation of Practice Companion Animal Nursing (hereinafter Practice) in the Study Programme of Veterinary Medicine in the Faculty of Veterinary Medicine (hereinafter FVM), Veterinary Academy, Lithuanian University of Health Sciences (hereinafter Procedure) was prepared with reference to the following documents:
 - 1.1. Law on Science and Education of the Republic of Lithuania of 29/06/2016. No. XII2534;
 - 1.2. Law of Veterinary Activities of the Republic of Lithuania of 17/12/1991, No. 102-2313;
 - 1.3. Description of the study field of veterinary medicine. Approved by the Order No V1687 of the Minister of Education, Science and Sport of the Republic of Lithuania of 4 November 2020;
 - 1.4. Manual of Standard Operating Procedure (ESEVT Zagreb SOP 2019);
 - 1.5. Regulation of Studies at the Lithuanian University of Health Sciences (approached by the Order No 123-03 of senate of LSMU of 19 September 2020).
2. This Procedure defines organization, implementation and submission of preclinical companion animal practice in veterinary clinics, animal shelters, stud farms and other companion animal practice bases for the third year students of Veterinary medicine programme of LSMU VA.
3. The formation of the Practice shall be organized by the unit of the Faculty of Veterinary Medicine (FVM) and coordinator approved by the FVM Council.

II. BASIC CONCEPTS

4. **Practice of companion animal nursing** (hereinafter Practice) – an obligatory part of Veterinary medicine study, during which the third year student acquires the competencies in animal welfare and ethology, physiology, biochemistry, and propedeutic fields provided at the study programme of Veterinary Medicine in order to prepare for clinical studies.
5. **Coordinator of practice of companion animal nursing** (hereinafter Coordinator) - the FVM lecturer indicated in plan of VM third year studies.
6. **Supervisor of practice of companion animal nursing** (hereinafter - Supervisor) – a person, who has qualification of veterinary doctor and working experience of at least 3 years.
7. **Base of practice of companion animal nursing** (hereinafter – Practice base) – private small animal clinics, animal shelters, stud farms, zoos, private veterinary companies.

III. THE AIM OF THE PRACTICE

8. To ensure conditions for the students to acquire practical/professional skills, required for the results of study programme.

IV. PROSPECTIVE RESULTS OF THE PRACTICE

9. After successful completion of the Practice students acquired skills should result in:
 - 9.1. The ability to evaluate animal behavior in clinic, to plan actions for safe animal examination and procedures;
 - 9.2. The ability to evaluate animal behavior during clinical procedures;
 - 9.3. The ability to evaluate animal behavior during walks;
 - 9.4. The ability of proper communication with animal owner, proper usage of ethical requirements of veterinary doctor;
 - 9.5. The ability to properly apply biosafety rules;
 - 9.6. The ability to weight animals;
 - 9.7. The ability of proper walks with animals despite their conditions and illnesses;
 - 9.8. The ability to restrain and handle animals;
 - 9.9. The ability to collect anamnesis;
 - 9.10. The ability to evaluate general impression (to evaluate level of consciousness, behavior, posture, locomotion, body shape, nutritional condition);
 - 9.11. The ability to do general examination, evaluate physiological parameters, perform general examinations and simple specific examinations;
 - 9.12. The ability to measure body temperature of the animal;
 - 9.13. The ability to auscultate animals heart, lungs, gastrointestinal tract;
 - 9.14. The ability to collect blood and urinary samples, evaluate laboratory blood and urine tests and their results;
 - 9.15. The ability to prepare animal and instruments for the examination;
 - 9.16. The ability to assist veterinary doctor;
 - 9.17. The ability to properly clean work place and equipment after procedures;
 - 9.18. The ability to perform drugs application;
 - 9.19. The ability to give information about prescribed medication and their application to the owner;
 - 9.20. The ability to give emergency care;
 - 9.21. The ability of animals nursing.

V. ORGANIZATION AND IMPLEMENTATION OF THE PRACTICE

10. The Practice is obligatory for all third year students of the study programme of Veterinary Medicine.
11. A student can perform the Practice only after fulfilling 5 semester study plan of study programme of Veterinary Medicine.
12. Extent and duration of the Practice is regulated by Study Plan of the program of Veterinary medicine.
13. The extent of the Practice – 80 academic hours (3 ETCS) of which 60 academic hours – practice in the chosen small animal clinic; 13 academic hours practice in the stud farms; 5 academic hours - autonomous work (reflection writing, diary management); 2 academic hours – for students practical evaluation.
14. The students choose the Practice base personally (from given list at the LSMU Moodle) and informs practice coordinator.
15. Student can choose the Practice base by himself – before signing contract the base should be evaluated by commission formed by the FVM dean and should be recognized as suitable for the Practice.
16. During the Practice a student must fill a logbook (hereinafter – Practice Logbook) with information about performed tasks and acquired skills (Annex 2).
17. The Practice report (in PDF format) must be uploaded to LSMU Moodle system until the time set by the Coordinator.

18. During the Practice a student must fill table (Annex 3) with information about numbers of animals seen/evaluated. Numbers of animals obligatory to see are specified in the 1st table of Annex 3.
19. A tripartite agreement is signed between LSMU, the Practice base and the student. The Dean of the FVM approved by the Rector's order represents the LSMU agreement.
20. Within 5 working days of signing the agreement, one copy of the agreement must be delivered or sent by air post to the Coordinator: Lietuvos sveikatos mokslų universitetas, Veterinarijos akademija, Centriniai rūmai, 205 kab., Tilžės g. 18, LT-47181 Kaunas.
21. The student performs the Practice at the Practice base in guidance of the Supervisor.
22. The student performs the Practice according to a Schedule agreed with Supervisor and submitted to the Coordinator.
23. Student, who has missed at least one Practice day, must contact Supervisor. Renewed schedule is prepared and given to the Coordinator.
24. During the Practice a student must daily fill the Practice logbook with the information about performed or seen procedures and table (Annex 3) with information about numbers of seen/evaluated animals.

VI. FUNCTIONS, RIGHTS, DUTIES AND RESPONSIBILITIES OF THE PRACTICE SUPERVISOR

25. The supervisor shall:
 - 25.1. Enable and help students to deepen their preclinical theoretical knowledge and practical skills;
 - 25.2. Provide an opportunity for students to carry out the study results provided in the description of the Practice under supervision which will allow to prepare for clinical studies;
 - 25.3. Presents safety and bio-safety requirements to the students;
 - 25.4. In the end of the Practice the Supervisor shall evaluate student and write Supervisor's evaluation form (Annex 5).
26. In the Supervisor's evaluation form about the student and his fulfilment of the Practice declare (stamped and signed) that information provided in Practice logbook and report is true and correct. This document must be sent to the Coordinator by e-mail or by post Lietuvos sveikatos mokslų universitetas, Veterinarijos akademija, Centriniai rūmai, 205 kab. Tilžės g. 18, LT-47181 Kaunas.

VII. FUNCTIONS, RIGHTS, DUTIES AND RESPONSIBILITIES OF THE PRACTICE COORDINATOR

27. The Practice is organized under the responsibility of the Coordinator who shall:
 - 27.1. Organize preparation of the necessary documents;
 - 27.2. Fill out the descriptions of clinical practice in LSMU SIS;
 - 27.3. Ensure timely preparation and submission of the tripartite agreements to students;
 - 27.4. Organize acceptance of Practice Logbook in LSMU Moodle;
 - 27.5. Organize an anonymous survey of students and carry out its analysis;
 - 27.6. Organize final practical examination.

VIII. STUDENT'S RIGHTS, POSITION AND RESPONSIBILITIES

28. During the Practice a student must:
 - 28.1. Follow the internal regulation of procedure and biosecurity specific in the Practice base;
 - 28.2. Follow the principles of veterinary ethics;
 - 28.3. Perform the tasks provided in this procedure and the contract of the Practice and assigned by the Supervisor;
 - 28.4. Be insured from accidents by the University during the Practice;
 - 28.5. Change the Practice base in cases when commission formed by the FVM dean evaluated causes as objective.

IX. REPORTING OF THE PRACTICE

29. Filled practice logbook (Annex 2), numbers of seen/evaluated animals (Annex 3) and reflection (Annex 4) should be submitted to the Coordinator after preparing report. All these documents shall be saved in PDF format and placed in Moodle at the course specified by the Coordinator. At title page of the Report student shall indicate his/hers name, surname and group (f.e. *Name Surname 1 group.pdf*).
30. In cases if student does not submit filled practice logbook, numbers of seen/evaluated animals and reflection, or when these forms are filled not entirely, the Practice is not evaluated.
31. After submitting all the necessary documents, student shall attend practical examination on time, set by the Coordinator.
32. Final practical examination is organized by OSCE principles.

X. EVALUATION OF THE PRACTICE

33. The student's knowledge acquired during the Practice are assessed in accordance with the provisions of the LSMU Study Regulation.
34. Logbook, numbers of seen/evaluated animals, reflection and practical examination are evaluated by the members of evaluation commission approved by FVM dean.
35. For the assessment of student achievements, a cumulative assessment is applied (from 1.0 to 10.0 points) using formula:

E – 100 % . – Final evaluation of the Practice (from 1 to 10 grades);

$$E = A (15 \%) + B (15 \%) + P (70 \%)$$

A – 15 % – average of the Supervisor's evaluations (from 1 to 10 grade). *Both supervisors evaluations must be graded as positive (not less than 5);*

B – 15 % – average of the logbook and reflections evaluations (from 1 to 10 grade). *Averages of the evaluations of small animals and equines logbook and reflections must be graded as positive (not less than 5);*

P – 70 % – average of the practical tasks evaluation (from 1 to 10 grade). *Averages of the practical tasks evaluations of small animals and equines practice parts must be graded as positive (not less than 5).*

36. All the parts of the Practice evaluation (A, B and P) must be graded as positive (not less than 5). If at least one part is graded as negative, average is not calculated. In this case student shall retake the Practice.

Note: Minimal positive grade is not less than 5 (five). When the grade is less (i.e. 4,99), this grade is not mathematically rounded.

XI. FINAL PROVISIONS

37. Students have the right to appeal and complain:
 - 37.1. Regarding the assessment and assessment procedures, the student has the right to appeal in accordance with the provisions of the **LSMU Study Regulations**.
 - 37.2. In cases of harassment, sexual harassment, pursuit or violence, the student may contact the University administration directly or fill in the report form in the Academic Ethics section of the

University website in Lithuanian or English, as specified in **the Rules of Prevention of Harassment, Sexual Harassment, Pursuit and Violence of Lithuanian University of Health Sciences**. Free psychological assistance is provided to LSMU staff and students who have experienced discrimination, harassment or other degrading events.

37.3. Students have the right to complain about disputes with the administration and other employees in accordance with the **LSMU Student Dispute Resolution Procedure with the administration and other employees**.

38. The procedure comes into force by the decision of the Council of the Faculty of Veterinary Medicine. The procedure may be amended, supplemented or cancelled by the decision of the Council of the Faculty of Veterinary Medicine.

Requirements for the preparation and submission of the diary, table and reflection of the Practice of Companion Animal Nursing

After finishing Practice a student should prepare report consisting of logbook (Annex 2), table (Annex 3) and reflection (Annex 4) and should upload it to LSMU Moodle as pdf file on time, set by the Coordinator. At the title page of the report student should specify his/hers name surname and group (f.e. *Name Surname 1 group.pdf*).

Content of the Report:

- 1. Title page.** Provides name of higher education school; name of the study programme; name and surname of the student, course, group; name of practice, name and surname of the supervisor; name of the practice base, year. The second page provides confirmation about independence of the done report. Should be prepared as given on Annex 6.
- 2. Logbook.** Obligatory part of the report, must be completed daily. Student writes acquired competencies and numbers of performed procedures. Text has to be written by the computer, using *Landscape* or *Portrait* orientation, in the font *Times New Roman*, the height of the characters of the main text is 12 pt (font).
- 3. Table.** Student writes number of seen/evaluated animals during practice. Text has to be written by the computer, using *Landscape* or *Portrait* orientation.
- 4. Reflection** (up to 1 page). Obligatory part of the report. Text has to be written by the computer, using *Landscape* or *Portrait* orientation.

Reflection of analytic experience acquired during the Practice (reflection) (1 page)

1. Reflection has to be written in English.
2. Text has to be written by the computer in the font *Times New Roman*, the height of the characters of the main text is 12 pt (font). Terms in Latin can be written in *Italic* font.
3. In the reflection a student has to write a summary of the practice, describing which tasks were acquired most successfully, what he needs to improve, if theoretical knowledge was enough for completing tasks. How student acted when there was any challenge.
4. Student's given evaluation of the use of the Practice.
5. Suggestions for improving of the Practice.

STUDENTS PRACTICE OF COMPANION ANIMAL NURSING SUPERVISOR'S EVALUATION

A 3^d year student of the program of Veterinary
 (name, surname)
 medicine of Lithuanian university of health sciences, Veterinary Academy. Faculty of Veterinary Medicine carried
 out Practice of companion animal nursing atfrom year
 (company name)
 20,month, day to year 20,month, day.

I, the practice supervisor, DECLARE that information provided in logbook and table are true and correct.

I evaluate student's skills acquired during the Practice:

Studies results	Rating (1-10)	Comments
Professional abilities Evaluation of students ability to perform given practical tasks.		
Independence Ability to work and complete given tasks independently, orientation and evaluation of situation.		
Teamwork abilities Ability to work in a team: ability to join teamwork; ability to understand when additional help is needed, control of the situation, reaction to changes, approach of failures of the team members.		
Communication abilities Evaluation of abilities: to ask questions for gaining information for students questions, to join the discussion, to using ethic, to discuss and talk with the owners, to discuss and talk with the team members.		
Personal qualities Responsibility, punctuality, ability to perform given tasks, tolerance, versatility, reactivity.		
Final evaluation The sum of all 5 evaluations divided by 5 (mathematical rounding is not applicable)		

Supervisors comments and suggestions for improvement of the Practice:.....

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Supervisor's Name, Surname, position

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Faculty of Veterinary Medicine**

**THE REPORT OF
PRACTICE OF COMPANION ANIMAL NURSING
(Title page)**

Prepared by: Name Surname
Studies programme, course, group

The title of the Practice base:

Supervisor of practice of companion animal nursing:

The title of the Practice base:

Supervisor of practice of companion animal nursing:

Kaunas, year

**CONFIRMATION OF THE INDEPENDENCE OF THE
PRACTICE REPORT**
(the name of the practice)

I confirm that the presented practice report and all its
(Student Name Surname (handwritten))

parts:

- **have been done by me;**
- **have not been used in any other Lithuanian or foreign university.**

I am informed (*aware*) that any violation of the principle of the fair competition, cheating, plagiarism, duplication, otherwise violate of the Clause Academic Honesty of the Study Regulations of LSMU might give cause for expelling me from the University.

.....
(author's name, surname, (handwritten), signature, date)