Academy of Veterinary

Emergency

And Critical Care

Technicians and Nurses

AVECCTN-VTS

Academy Veterinary Emergency Critical Care Technicians and Nurses

NEW Skills List Instructions as of 2028

HOW DOES THE NEW AVECCTN SKILLS FORM WORK?

The AVECCTN Skills List is comprised of three separate forms:

1. The main AVECCTN Skills List, where Applicants will check off their skills, and add photos.
2. The AVECCTN Skills List Attestant Form must be completed by the Applicant to declare who they are using as Attestants (up to a maximum of four).
3. The AVECCTN Attestant Agreement, a document that your Attestant's must read and submit prior to being able to sign off on skills. **This form will be emailed to Attestants directly**.

Please review all this information repeatedly over the year to ensure you are completing the Skills List appropriately! There is a lot of information in these pages, and it is essential that you understand how to complete it for the best chance of success.

IF YOU FIND AN ERROR ON THE FORM: (for example spelling typos, problem with clicking boxes or entering data, issues submitting) please notify andreasteele@avecctn.org as soon as possible. We can fix it very quickly if we know the error is there. This form took a long time to create with a significant amount of programming. In its inaugural use, it is very likely that there will be some small issues. Thank you for your assistance with this!

KEY INFORMATION

1. The Applicant completes the Skills List form and **SUBMITS it no later than October 31 at 11:59pm Eastern Standard Time, with the Part B Application.**
2. The applicant may "**Save and Resume**" the form at any time, receiving a unique link to the form to return at any time up to the deadline. **IMPORTANT!** the Save and Resume Link is the SAME each time you save your form. You just need to save it the one time.
3. After a Skill, or Skills, are completed and are ready for Attestant approval, you may either have the Attestant complete their section on your own device, OR you may share your resume link with them to enter their sections. **NOTE:** be sure to SAVE the form after every change to avoid form conflicts. **Avoid working on the form at the same time. NOTE! to minimize risk of conflicts (more than one person working on the form at the same time,** you could choose to send the Save and Resume link to your Attestants after you have completed the Skills List yourself and send only to one Attestant at a time.
4. **ALL Attestant verifications MUST** be completed prior to the due date (above) to enable final submission of the form.
5. Be sure to remind your attestant's of the process and their required role. Advise them when skills are ready for their approval.
6. **Please do not leave this form until the last minute. Extensions will not be granted.**

FORM INSTRUCTIONS

Applicant:

1. Fill in your Applicant ID Number, Name and Email address.
2. Go to the bottom of the first page and click **SAVE**.
3. **Copy the save and resume link, and/or have it sent to your email address.** This link will be used EACH time you want to return to your skills list. Please do not lose this! (you can also have it resent to you every time you hit save, but it is the same link each time).
4. Sign up at least ONE Attestant via the AVECCTN Skills List Attestant Form. Submit this form up to four times to have a maximum of four Attestants. This step must be completed prior to having attestants access the form. Remaining attestants can be added throughout the year, however, do not give them access until they have signed their agreement.
5. For all mastered skills requiring a photo, **be sure to carefully read all picture instructions below.**
6. Before asking Attestants to verify skills, be sure photos are uploaded to all required skills. **Attestants cannot attest to a skill without the required photo.**
7. **RECOMMENDED:** Avoid conflicts on your form by reaching out to Attestants individually to validate your skills. Do not allow multiple people to work on the form at one time, or the form will be corrupted.
8. **Remember to SAVE frequently!** Do not allow the form to sit idle in your browser for extended lengths of time. This form can take up to an entire year to complete, so get in the habit of closing it when done and opening a fresh copy via your Save and Resume Link to be sure you have all the changes saved.
9. Once your form is complete, and you have achieved **ALL 26 CORE Skills** and **at least 8/16 Advanced Skills**, you may SUBMIT your form. NOTE: until these conditions are met, you will NOT see a SUBMIT button at all.
10. A PDF copy will be sent to the Applicant and each Attestant for verification after submission.

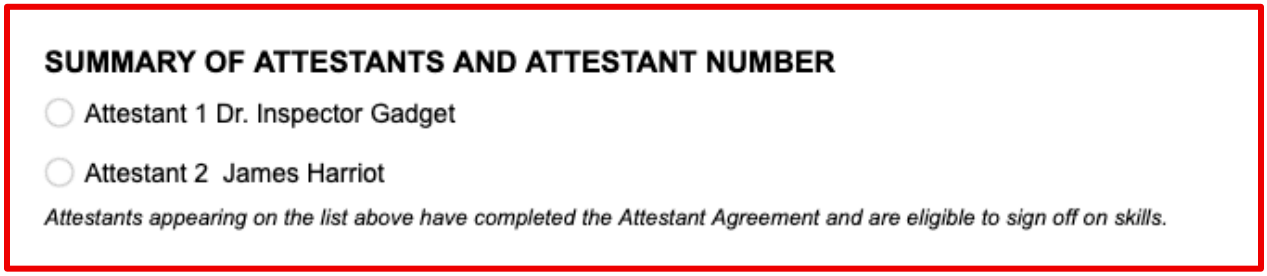
Share your Skills List with Attestants:

Once you have filled in some, or all your skills, share your List with your Attestants. This can be done in multiple ways:

1. **Send link directly to Attestants:** You can Save your form, and instead of your email to send the link to, you can add your Attestant's email. Repeat as many times as needed to share with them all. WARNING: sharing with all your attestants at once may increase the risk of them working on it together and causing a save conflict. Consider asking them to complete one at a time.
2. **Email the link yourself:** You can email the link to your attestants when you are ready to share.
3. **Allow Attestant to work on your device:** If you are working on your form while at work, you may find it easy to share your device with your Attestant and they can verify your skill on the spot.

Regardless of the method, the Attestant will access the form and the first thing they will do is complete the "Who is working on this form" field, changing it to Attestant. They will then be

asked to choose their Attestant number, which is found in the “Summary of Attestants and Attestant Number:



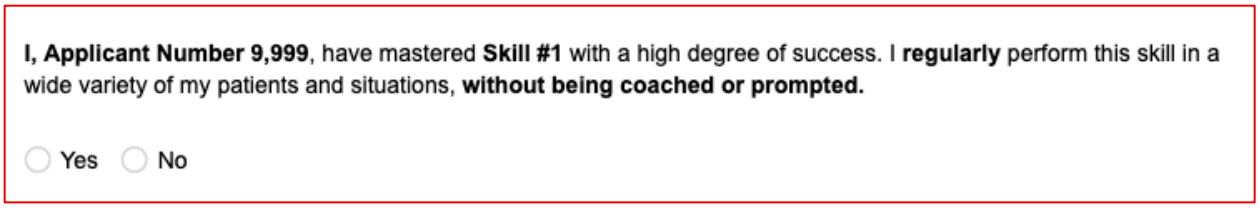
REMINDER: Your Attestants cannot start verifying your skills until they have completed the **Attestant Agreement Form**. Be sure to let them know it has been sent and have them complete it as soon as possible, so that you can continue with your Skills List. **If they are not on the Summary above, then they have not completed the agreement.**

APPLICANTS: DO NOT COMPLETE THE ATTESTANT’S AGREEMENT FORM ON YOUR ATTESTANT’S BEHALF! Attestants are asked to sign their agreement and understanding of the Attestant Role and must complete it on their own.

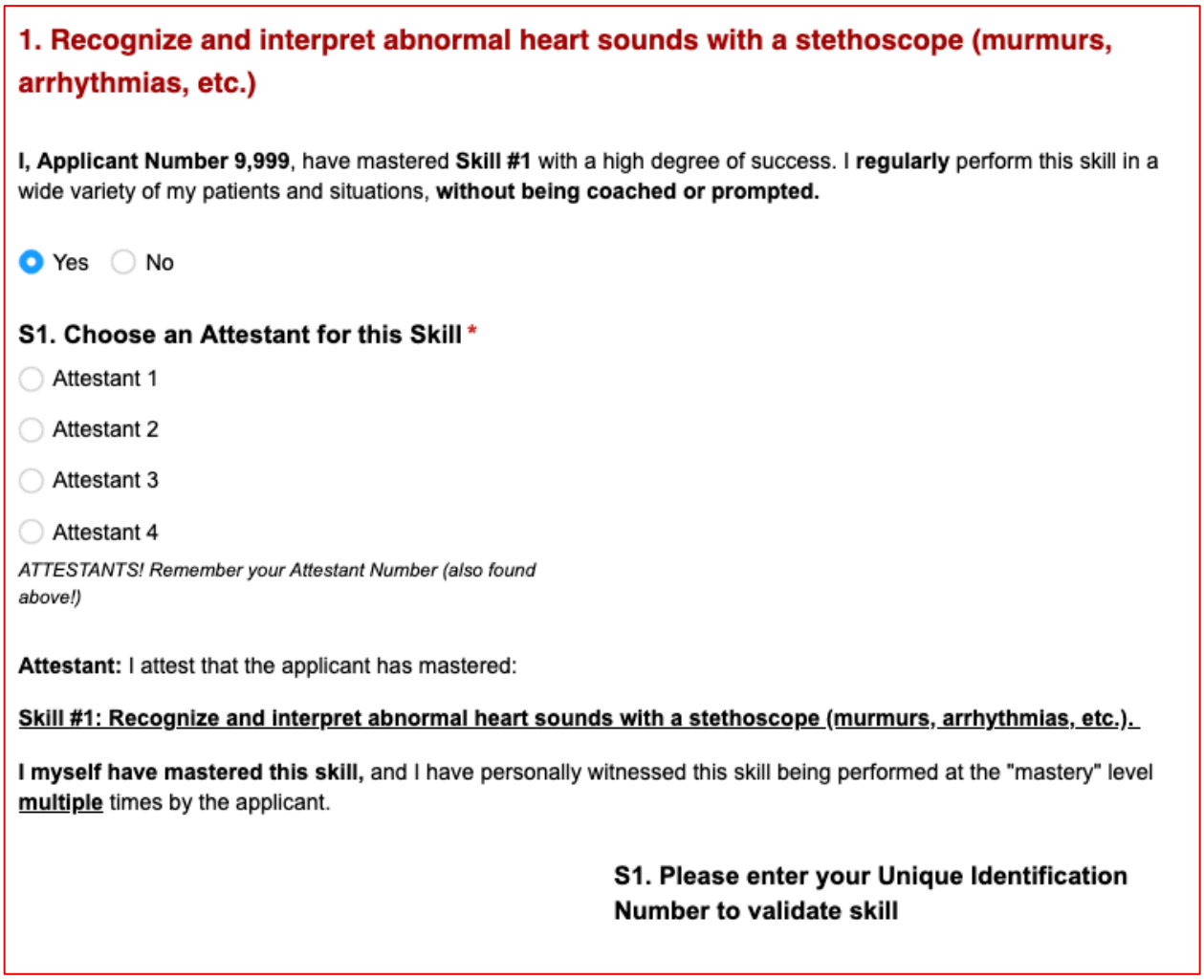
HOW to Complete the Form (Applicant)

The form is broken into Core Skills (All required) and Advanced Skills (50% required).

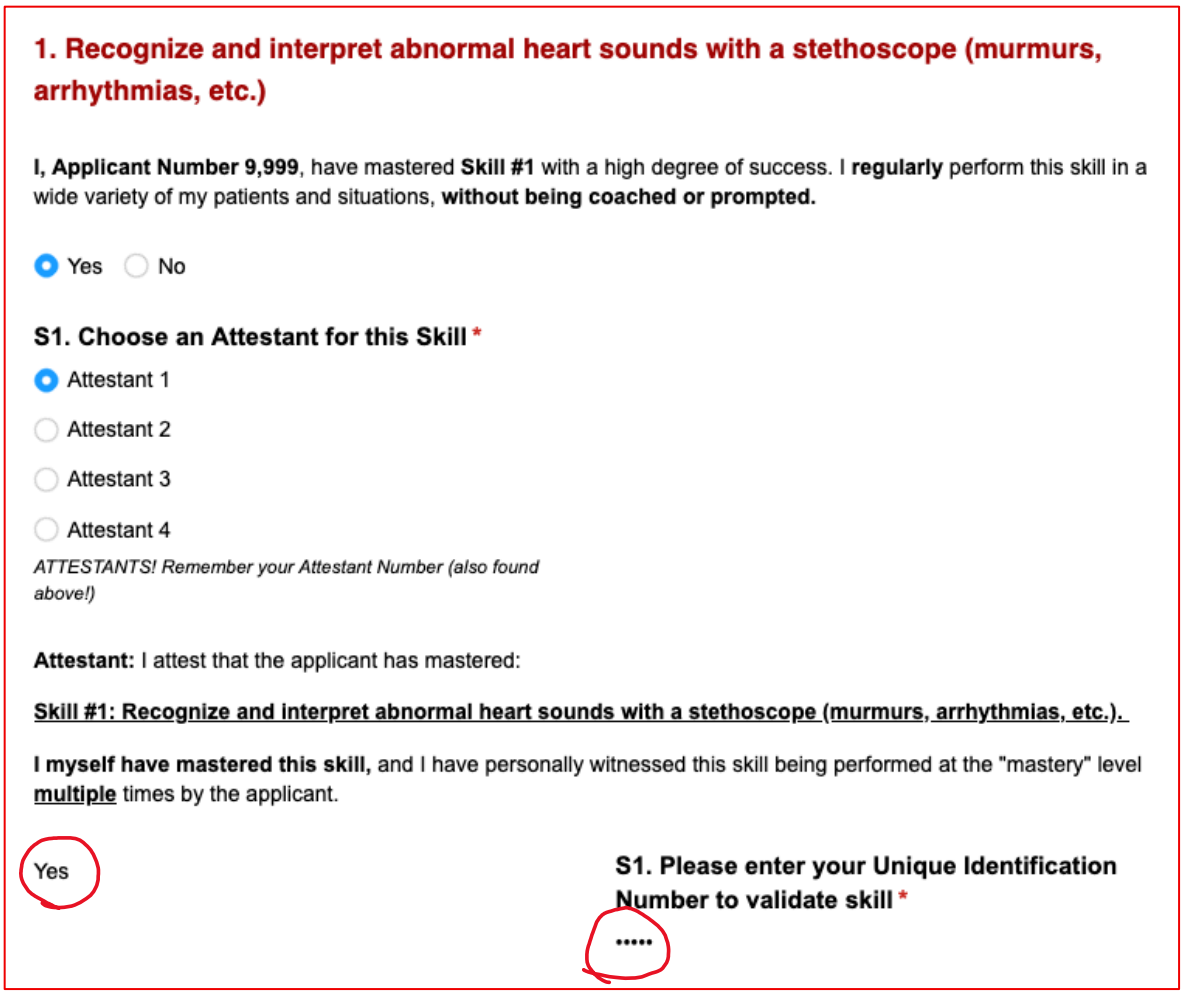
1. The Applicant must declare that they have mastered the skill by clicking YES under the Mastery declaration:



2. Once Yes is clicked, the applicant will be asked to assign it to an Attestant for verification.



3. Continue to complete other Skills
4. Send to your Attestants as described above, when you are ready.
5. The Applicant will be able to see when the Attestant has completed their verification, because they will see: Yes, under the Attestant's declaration, and in the UID Box, will see *****. The UID is hidden from the Applicant. (see picture below)
6. If the Attestant is unable to validate the skill, the Applicant will see "I am unable to confirm this skill", or the Attestant may choose "HOLD: I will return to this skill at another time". **The Applicant should follow up with the Attestant to discuss.**



1. Recognize and interpret abnormal heart sounds with a stethoscope (murmurs, arrhythmias, etc.)

I, Applicant Number 9,999, have mastered **Skill #1** with a high degree of success. I **regularly** perform this skill in a wide variety of my patients and situations, **without being coached or prompted.**

(•) Yes ( ) No

S1. Choose an Attestant for this Skill *

(•) Attestant 1
( ) Attestant 2
( ) Attestant 3
( ) Attestant 4

ATTESTANTS! Remember your Attestant Number (also found above!)

Attestant: I attest that the applicant has mastered:

Skill #1: Recognize and interpret abnormal heart sounds with a stethoscope (murmurs, arrhythmias, etc.).

I myself have mastered this skill, and I have personally witnessed this skill being performed at the "mastery" level **multiple** times by the applicant.

Yes

S1. Please enter your Unique Identification Number to validate skill *

•••••

7. Once as many skills have been completed as possible AND they have been verified by Attestants, the Applicant may SUBMIT the form. NOTE: the form cannot be submitted prior to ALL of the CORE Skills being mastered, AND 8/16 Advanced Skills being mastered AND verified.
8. At the end of the both the CORE and Advanced Skills Section, you will see a Tally of how many “Mastered” Skills vs how many Attested Skills. These numbers must match and meet the minimum requirements before the SUBMIT option becomes available.

PICTURE Requirements

A summary list of ALL Skills, Skill Numbers, and pictures is found here for easy reference. Keep this document handy so you can create your skills cards easily when a photo opportunity arises! Be sure to review the online skills list as well as there are **specific instructions for each skill’s picture** that you will want to be familiar with BEFORE taking your photos. An additional document is found here that provides a listing of the exact requirements of each picture so that you do not have to keep opening the online skills form. Bookmark or download these documents!!

Picture Instructions!

Please review the following instructions carefully. Keep the instructions handy while you are filling in the form.

The Skills List requires uploading photos of several of the completed skills and/or the equipment necessary to perform the skill. Two skills require the uploading of RECOVER BLS and ALS certificates.

- All photos must have been taken by the applicant (**exception**, Skills 41 and 42 require the Applicant to be in the photo), at the applicant's **own** clinic of employment
- Pictures do not qualify if taken at another location where the applicant does not work (i.e. visiting a corporate clinic that is not the applicant's place of employment), or a volunteer opportunity.
- **Please read the skills list carefully and provide the picture that is asked for.**
- Photos must include a card with the following **handwritten**:
    - **Date the photo was taken** (must be in current application year (Nov 1-Oct 31))
    - **Applicant's Part A Identification Number**
    - **Skill Number**
- Photos **cannot** be reused from previous years.

Picture Requirements

1. **Only 1 picture may be uploaded for each skill, make it your best!**
2. Picture must be of good quality, well focused and cropped, and of adequate size so that the committee can easily see the content. if the picture is too small to see the content, it will be declined. **Approximate size should be 600x800 pixels, 8.5x11 inches, or 21 x 28 cm. Suggested resolution is 100-150 DPI.**

   HINT: Be sure you are taking multiple pictures of each skill (particularly ones performed less frequently) to ensure you get the best one! After upload, **test** how the committee will see the image by clicking on the uploaded picture and making sure it is CLEAR, can be zoomed in while maintaining clarity. If you are unable to zoom in without the picture pixelating, the quality may be inadequate.

   Mac Instructions: https://www.wikihow.com/Resize-Pictures-(for-Macs)

   PC Instructions: https://www.howtogeek.com/354015/how-to-resize-images-and-photos-in-windows/

3. **If** necessary, and when a patient's identifiable features cannot be cropped out without affecting the skill in the image, ***Applicants may BLUR parts of the image to maintain anonymity of the patient.*** Any photo editing software will suffice.
4. **Only JPG files may be uploaded.** The programs used above to resize your photos will allow them to be saved as JPG files.
5. **MAX file size of 1 MB only!** (If your file is over 1MB, the resolution or image size are likely too big. Try adjusting using instructions above.
6. Picture must show/demonstrate what is asked for in the skill explanation.
7. Photos may NOT be used by more than one applicant. Each applicant must provide their own pictures, taken by the applicant, with their own card visible in the picture.
8. **Photos of placements or procedures may NOT be taken of procedures performed on a cadaver. This must be a procedure completed while performing patient care.**

9. For skills demonstrating a skill was performed, please keep in mind the following:

    - **Aseptic technique:** it must be clear that good aseptic technique was used. This includes a clear prep zone. While it is impossible to judge technique in a picture, the committee does look at the quality of the placement. If a catheter is in hair, the skill will be rejected.
    - **The skill must be COMPLETED.** Do not submit pictures of skills (such as catheters) that are in progress, these will not be accepted. **"In progress"** includes NOT being taped or sutured in place, not flushed, stylet still in place, etc. **Exceptions:** skills such as mechanical ventilation, renal replacement therapy, POCUS, high flow oxygen, etc. that require a photo of a patient and equipment in use.
    - Pictures should be taken before final bandages are put in place.

10. **File Names.** All pictures must be saved in the following format:

    Applicant ID Number-Skill Number.jpg

    Example: Applicant 123 and Skill 6, the file name MUST be the following:

    123-6.jpg

    Include no other information! **Photos without appropriately labelled filenames will be rejected and could result in decline of your application.**