TABLE OF CONTENTS – Textbook for the Veterinary Assistant, 2nd Edition

Acknowledgments
Chapter 1 Introduction to the Veterinary (or Assistant) Profession 1
Ethics 3
References 3
Chapter 2 Medical Terminology 5
Medical terms 5
Prefixes 6
Suffixes 7
Root words 7
Common abbreviations used in veterinary medicine 8
References 9
Chapter 3 Anatomy 11
Anatomical directional terms 11
Skeletal system 13
Branches of science 14
Body systems 15
External anatomy 15
Common veins 16
Muscles 17
Internal organs 17
Urogenital system 18

Internal structures of the thorax 19

Conclusion 19
References 19
Chapter 4 Behavior, Handling, and Restraint 21
Social behavior 21
Animal body language 22
Fear Free® 28
Identification 30
Avian restraint 30
Reptile restraint 31
Rabbit restraint 31
Handling rodents 31
References 32
Chapter 5 Office Procedures and Telephone Techniques 33
Telephone techniques 34
Office procedures 35
References 37
Chapter 6 Nutrition 39
Overview 39
Proteins 39
Carbohydrates 40
Fats 40
Fats 40 Vitamins 40
Vitamins 40

Recommendations 41 Weight management 42 Summary 48 References 48 **Chapter 7 Breeds 49** Cat breeds 49 Dog breeds 58 References 61 **Chapter 8 Breeding and Genetics 63** Introduction 63 Dogs 63 Cats 67 Determining gender in puppies and kittens 68 Breeding management 69 References 69 **Chapter 9 General Nursing Care and Physical Exams 71** Taking a history 71 Physical exam 71 Determining and recording vitals 72 General nursing care 75 Common diseases 79 References 82 **Chapter 10 Exam Room Procedures 83** Recognizing ectoparasites 83 Nail trimming 83

Ear cleaning 86

Eye medications 87

Anal glands 88

Bathing animals 89

Administering oral medications 89

Maintaining exam room equipment 90

Chapter 11 Immunology 93

Innate immunity 93

Acquired immunity 94

Cell-mediated immunity 94

Vaccination 94

References 95

Chapter 12 Laboratory Procedures 97

Laboratory considerations 97

Safety 97

Equipment 98

Quality control 100

Sample collection 100

References 104

Chapter 13 Pharmacology 105

Drug classifications 107

Storage and disposal of drugs 109

References 110

Chapter 14 Radiology 111

Radiology safety measures and guidelines 111

Cleaning screens 112

Labeling, filing, and storage of radiographs 112

Radiographic positioning 113

Processing 114

Quality control 116

Conclusion 117

References 117

Chapter 15 Surgical Assisting 119

The sterilization process 119

Wrapping a surgical pack 119

Cold sterilization 120

Instruments 121

Suture material and suture needles 122

Gowns and Drapes 123

The sterile field 125

Preparing for surgery 125

Opening and passing sterile items 127

Preparing the patient 128

Postsurgical procedures 129

Surgical positioning 130

Surgical monitoring 130

Surgical log 131

Surgical room conduct 131

Chapter 16 Avian, Exotics, and Rodents 133

Avian 133

Reptiles, Amphibians, and Fish 136 Rabbits 138 Guinea pigs 140 Mice and rats 141 Gerbils 142 Hamsters 143 Ferrets 143 Hedgehogs 144 Sugar gliders 144 Chinchillas 144 References 145 Resources 145 **Chapter 17 Equine 147** Skeletal system 147 Digestive tract 149 Nutrition 149 Behavior and handling 151 Nursing care and husbandry of horses 152 References 153 **Chapter 18 Preparing for Internships and Employment 155** Interview 155 Resumé writing 155 Cover letter 156 References 157 Resources 157

Chapter 19 Inventory 159

What will be inventoried in your clinic or hospital? 159

A well-run pharmacy 159

The want list 160

The veterinary assistant's role 160

Drug inventory 161

Human versus computer: both needed! 162

Organizing inventory 162

References 163

Chapter 20 Euthanasia and Pet Loss 165

The five stages of grief 169

References 169

Chapter 21 Client Management 171

Evaluating your clients 171

Client management; essential skills for the veterinary assistant 172

Employee roles 172

References 173

Chapter 22 Medical Records 175

References 181

Chapter 23 Occupational Safety and Health Administration 183

What is the Occupational Safety and Health Administration? 183

Material safety data sheets 183

OSHA labeling of secondary containers 183

OSHA inspections 184

Common OSHA veterinary violations 184

Fines 184

References 184

Chapter 24 Pet Health Insurance 187

References 189

Resources 189

Glossary 191

Index 203.