



Week 4-5

Welcome to week 4-5 of your training.

These next two weeks will be focused on building a strong healthy team and understanding the components necessary for profitable growth.

If you have any questions or concerns, please reach out to your RVM or our Senior Manager of Training and Learning – Rosie Harrison at rharrison@petparadise.com.

1: Clinic Operations

■ Clinic Visits

- Visit and Shadow other locations for 2-3 Days (if applicable)

■ Onboarding/Offboarding Team Members

- Jobvite
- Job Requisition
- Interview Process
- Offer Letter Template
- Training Manual
- Documentation
- Exit Interviews
- Creating Usernames/Logins
- Dosimetry Badges, Scrub Vouchers, Name Tags
- New Hire Binders

■ Training Manual

- Access/Utilize

■ Clinic Compliance

- Set up Meeting with Veterinary Compliance Specialist

■ Leaderboard

- Analyzing/Understanding
- Creating the Slides
- Attending Sessions

2: Inventory Management

■ Monthly/Quarterly Hard Counts

■ White Goods

■ Transfer Log

3: P & L

- ▮ **Review/Deep Dive**

4: Additional Systems

- ▮ **Mineral Tree**
- ▮ **Service Channel**
- ▮ **Care Credit**
- ▮ **Trupanion**
- ▮ **OncoK9**
- ▮ **Chewy Practice Hub**
- ▮ **Vetsource**
- ▮ **Vetstoria**
- ▮ **SignalPet**



CONGRATULATIONS!

You have completed your final two weeks of Veterinary Manager Training. Please note there are additional resources that can be accessed through The Park to help you succeed in your new position. As always, do not hesitate to contact your Regional Veterinary Manager, your Preceptor, or Rosie Harrison if you have any questions or need any assistance. Welcome to the NewDay team! We cannot wait to grow with you.