



Anesthesia Essentials

Implementation Guide for
Hospital Administrators

Updated July 2026

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1. Welcome

Purpose of This Guide

Thank you for choosing *Anesthesia Essentials*.

This guide is designed to help hospital leaders, practice managers, medical directors, and technician supervisors successfully implement *Anesthesia Essentials* within their organization. Whether you are enrolling a small general practice, a specialty hospital, or a multi-site veterinary group, this guide provides practical recommendations to help your team get the most value from the program.

Within these pages, you will find information on setting up learner accounts, monitoring progress, selecting an implementation strategy, and integrating training into your hospital's existing operations. You will also find sample timelines, implementation checklists, and best practices gathered from adult learning and veterinary education.

Anesthesia Essentials was designed to be flexible. Every hospital is different, and there is no single "correct" way to implement the program. Use this guide as a framework and adapt it to the needs of your team.

What Is *Anesthesia Essentials*?

Anesthesia Essentials is an online training program designed to improve anesthesia safety, patient monitoring, clinical decision-making, and recovery management in veterinary practice.

The program provides a structured foundation in the principles of safe anesthesia while emphasizing practical skills that can be applied immediately in clinical practice. Topics include patient assessment, equipment and monitoring, anesthetic depth, troubleshooting common complications, pain management, recovery, and communication within the anesthesia team.

Unlike traditional continuing education programs that focus primarily on knowledge acquisition, *Anesthesia Essentials* was developed with implementation in mind. The program emphasizes systems-based approaches to patient safety, critical thinking, and the development of consistent standards of care across the veterinary team.

The course is appropriate for veterinarians, veterinary technicians, assistants, students, and other team members involved in the care of anesthetized or sedated patients.

Who Should Participate?

Anesthesia safety is a team responsibility. For that reason, *Anesthesia Essentials* is designed to be completed by all personnel who contribute to the anesthetic process.

This may include:

- Veterinarians
- Veterinary technicians and nurses
- Veterinary assistants
- Students and interns
- Anesthesia technicians
- Specialty service personnel who routinely anesthetize patients
- Practice leaders responsible for developing anesthesia protocols and standards

Hospitals often achieve the greatest benefit when the program is completed by the entire anesthesia team rather than by individual staff members in isolation. A shared educational foundation improves communication, creates consistency in patient care, and helps establish common expectations for monitoring, troubleshooting, recovery, and patient safety.

While individual learners may complete the program independently, organizations are encouraged to view *Anesthesia Essentials* as a team-training initiative rather than simply an individual continuing education activity.

 **Key Recommendation:** Hospitals that enroll their entire anesthesia team generally achieve greater consistency in patient care, stronger team communication, and more sustainable improvements in anesthesia safety than hospitals that limit training to a small number of individuals.

2. Program overview

Learning Objectives

Upon completion of Anesthesia Essentials, learners will be able to:

- Apply fundamental principles of anesthesia safety and patient monitoring.
- Perform systematic pre-anesthetic patient assessment and preparation.
- Recognize normal and abnormal physiologic responses during anesthesia.
- Interpret monitoring data and identify developing complications.
- Apply structured troubleshooting frameworks to common anesthetic emergencies.
- Assess and manage perioperative pain using validated pain assessment tools.
- Implement evidence-based recovery practices to reduce anesthetic risk.
- Contribute effectively to a culture of patient safety through communication, preparation, and teamwork.

The program emphasizes practical clinical decision-making and the application of patient safety principles in real-world veterinary practice.

Course Structure

Anesthesia Essentials is delivered as a self-paced online learning program consisting of seven core modules:

1. Introduction to Safe Anesthesia and Risk Management
2. Anesthesia Machines and Equipment
3. Designing an Anesthetic Plan
4. Preparing Patients for Anesthesia and Induction of Anesthesia
5. Monitoring Anesthetized Patients
6. Introduction to Anesthetic Complications and Troubleshooting
7. Recovering Patients from Anesthesia

Each module is divided into short lessons designed to facilitate learning in manageable segments. Lessons incorporate visual aids, clinical examples, knowledge checks, and interactive activities to reinforce key concepts.

Learners may complete the program individually at their own pace and may revisit course materials as often as needed throughout their enrollment period.

Estimated Time Commitment

The complete Anesthesia Essentials program requires approximately **12 hours** to complete.

Actual completion time will vary depending on the learner's background, clinical experience, and pace of study.

Many hospitals find it helpful to divide training into shorter sessions of 20–60 minutes rather than requiring learners to complete entire modules in a single sitting.

Because progress is saved automatically, learners may stop and resume training at any time.

Module	Topic	Estimated Time
1	Introduction to Safe Anesthesia and Risk Management	1.5 hours
2	Anesthesia Machines and Equipment	2 hours
3	Designing an Anesthetic Plan	2 hours
4	Preparing Patients for Anesthesia and Induction of Anesthesia	1.5 hours
5	Monitoring Anesthetized Patients	2 hours
6	Introduction to Anesthetic Complications and Troubleshooting	2 hours
7	Recovering Patients from Anesthesia	1 hour

RACE Continuing Education Credit

Anesthesia Essentials is approved for 12 hours of medical, non-interactive-distance continuing education credit for both veterinarians and veterinary technicians through the American Association of Veterinary State Boards (AAVSB) Registry of Approved Continuing Education (RACE) program.

Upon successful completion of all required course components, eligible learners will receive a certificate documenting continuing education credit hours in accordance with the terms of the program's accreditation.

Administrators should note that continuing education requirements vary by jurisdiction and licensing body. Learners are responsible for maintaining records required by their applicable regulatory authorities.

Annual Recertification and Content Updates

Patient safety is not a one-time training event. Knowledge, guidelines, and best practices evolve over time, and long-term improvement requires periodic reinforcement.

Hospital licenses include access to all course and content updates released during the subscription period. As content is revised or expanded, learners will retain access to the most current version of the program.

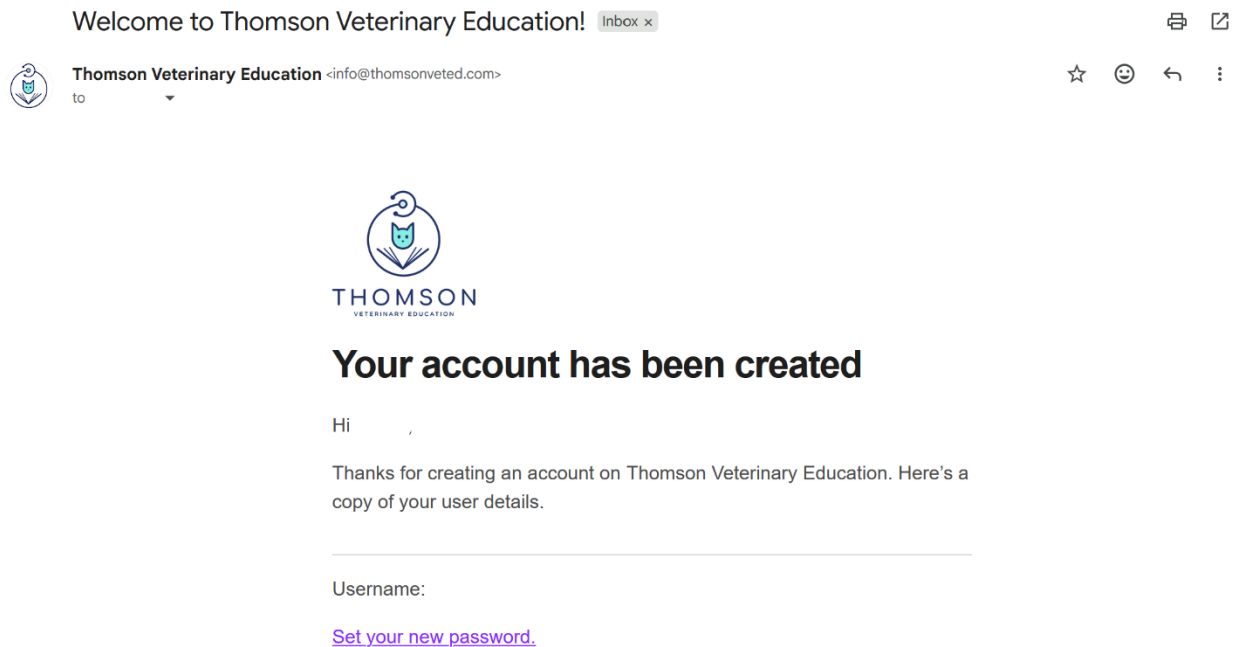
In addition, beginning in Q4 of 2026, *Anesthesia Essentials* will also include an annual recertification course designed to reinforce key concepts, review important updates, and support ongoing competency development.

Hospitals are encouraged to incorporate annual recertification into their continuing education and quality improvement programs to help maintain consistent standards of anesthesia care across the veterinary team.

3. Getting Started

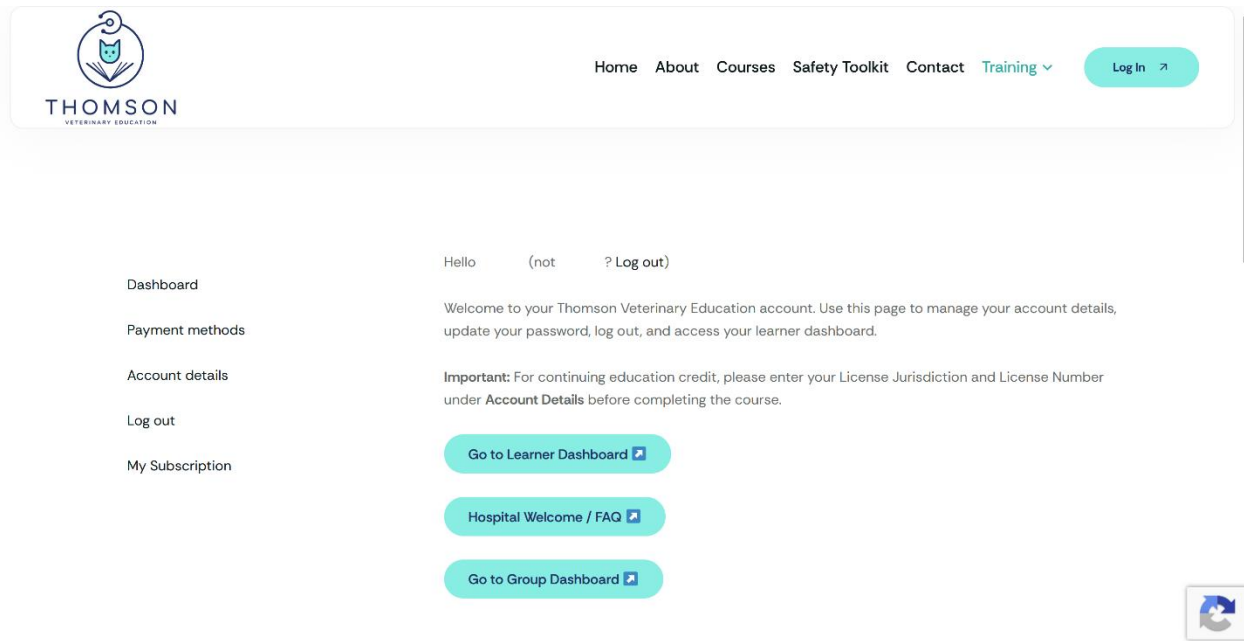
Accessing Your Hospital Dashboard

When your hospital license is activated, the designated account administrator will receive login credentials and access to the hospital management dashboard.



To access your dashboard:

1. Navigate to thomsonveterinaryeducation.com.
2. Click **Log In**.
3. Enter your email address and password.
4. Upon logging in, you will be taken to the My Account page. This page serves as the central hub for managing your Thomson Veterinary Education account.



From the My Account page, users can:

- Access their Learner Dashboard
- Update account information
- Change their password
- Manage subscription information
- Access hospital resources and support materials
- Navigate to the Group Dashboard (Team Leaders and Administrators only)

Learner Dashboard and Group Dashboard

Most users will spend the majority of their time in the **Learner Dashboard**, where they can access course content, track their progress, and download course completion certificates.



AT Test

Change Profile Picture

1 Courses 1 Completed 1 Certificates

Your Courses

Search Collapse All

Anesthesia Essentials

COURSE PROGRESS

100% COMPLETE 32/32 Steps

The **Group Dashboard** is available only to users who have been assigned a Team Leader or Administrator role. This dashboard provides additional tools for managing hospital enrollments and monitoring learner progress.

Organization: Anesthesia Essentials Demo Hospital

Change Organization:

Anesthesia Essentials Demo Hospital

Total Seats Used: 0 Seats Remaining: 200

Manage Organization >

Email >

Team Name	Team Member Total	Manage Teams
Anesthesia Essentials	0	Team Members > Team Leaders >

Organization Report

Anesthesia Essentials +

Export CSV >

Depending on their assigned role, Team Leaders and Administrators may be able to:

- View enrolled learners
- Monitor course progress and completion rates
- Generate progress reports
- Manage team enrollments
- Support implementation within their hospital

Learners who have not been assigned a Team Leader or Administrator role will not see or have access to the Group Dashboard.

Creating Teams and Enrolling Learners

Each learner must have an individual user account. Individual accounts allow learners to track progress, complete assessments, and receive continuing education certificates.

Before learners can be enrolled in Anesthesia Essentials, at least one team must be created within the organization. Teams provide a flexible way to organize learners and monitor training progress. Administrators may structure teams in whatever manner best fits their hospital.

Examples include:

- A single team containing all hospital staff
- Separate teams for veterinarians, technicians, and assistants
- Teams organized by department or service (e.g. Surgery, Dentistry, Emergency & Critical Care)
- Teams organized by hospital location within a multi-site organization

Smaller hospitals will often find that a single team is sufficient, while larger organizations may benefit from dividing learners into multiple teams for easier administration and progress tracking.

Creating a Team

To create a team:

1. Log in to your account and open the **Group Dashboard**.

2. Click **Manage Organization**.
3. Select the **ADD TEAM** tab.
4. Enter a Team Name.
5. Assign a Team Leader (optional).
6. Ensure **Anesthesia Essentials** is listed under Active Courses. Click *Anesthesia Essentials* under Available Courses, then click the right arrow to move it into Active Courses.
7. Click **Save**.

MANAGE TEAM ADD TEAM

Enter Team Name * ☐ Team Leader already exists?

Team Leader First Name * Team Leader Last Name * Team Leader Username *

Team Leader Email * Password:

Available Courses

Search for names...

Active Courses

Search for names...

Anesthesia Essentials

Save >

Once a team has been created, learners can be added to the team and automatically enrolled in the course.

Adding Learners Individually

To add individual learners:

1. From the Group Dashboard, locate the desired team.
2. Click **Team Members**.

3. Select **Add Team Member**.
4. Enter the learner's information.
5. Save the new team member.

The learner will automatically be enrolled in Anesthesia Essentials and will receive an email containing login instructions.

The screenshot shows a web form titled "ADD NEW TEAM MEMBER - SINGLE ENTRY". At the top left, there is a checkbox labeled "Team Member already exists?". Below this, there are four input fields arranged horizontally: "First Name *" (with an asterisk), "Last Name", "Username *" (with an asterisk), and "Email". Below these fields is a "Password" label followed by a single-line password input field. At the bottom left of the form is a teal button labeled "Save >".

Importing Learners in Bulk

Hospitals enrolling a large number of learners may prefer to use the bulk import feature.

To import multiple learners:

1. Open the appropriate team's **Team Members** page.
2. Click **Import List**.
3. Download the provided Excel template.
4. Enter learner information into the spreadsheet.
5. Upload the completed file.
6. Confirm the import.

Imported learners will automatically be enrolled in Anesthesia Essentials and added to the selected team.

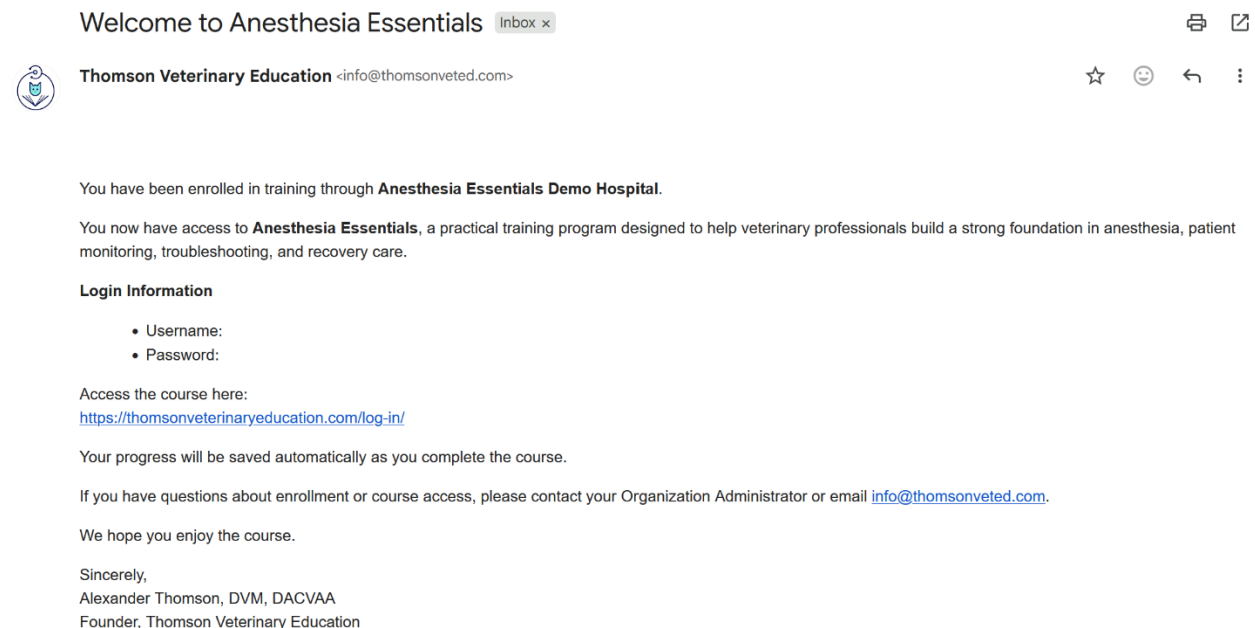
Learner Login and Account Information

After a learner is added, an email will be sent to the address provided during enrollment.

The email contains:

- The learner's username
- Login instructions
- A temporary password and password change instructions

Administrators are encouraged to verify email addresses carefully during enrollment to ensure learners receive their account activation instructions.



Assigning Administrators and Team Leaders

Most hospitals designate one or more individuals to oversee implementation and monitor completion.

Recommended roles include:

Hospital Administrator

The Hospital Administrator is responsible for:

- Managing user accounts
- Enrolling learners
- Monitoring course progress
- Generating completion reports
- Serving as the primary contact for implementation questions

Examples may include:

- Practice managers
- Medical directors
- Hospital administrators
- Lead technicians

Team Leaders (Optional)

Larger hospitals may wish to designate team leaders responsible for specific departments or groups of learners.

Team leaders can assist with:

- Encouraging participation
- Monitoring completion rates
- Coordinating discussion sessions
- Supporting implementation within their department

Examples may include:

- Lead technicians
- Service chiefs
- Department supervisors
- Training coordinators

Tracking Progress and Completion

The Hospital Dashboard provides real-time visibility into learner progress.

Administrators can monitor:

- Enrollment status
- Course progress
- Lesson completion
- Course completion
- Continuing education certificate issuance

Tracking participation allows hospitals to identify learners who may need additional support and helps ensure training goals are achieved within the desired implementation timeline.

Organization Report

Anesthesia Essentials		
Course	Team Member Name	Completion
Anesthesia Essentials		Team Avg: 0% ^
Anesthesia Essentials		(0/32) 0%
Anesthesia Essentials		(0/32) 0%
Anesthesia Essentials		(0/32) 0%
Anesthesia Essentials		(1/32) 3%

Recommended Monitoring Schedule

For most hospitals, progress reviews every 2–4 weeks are sufficient. Administrators should:

- Review completion rates regularly
- Follow up with learners who have stalled
- Celebrate major milestones
- Confirm completion before implementation deadlines

Consistent follow-up is one of the strongest predictors of successful program completion.

4. Building Your Implementation Plan

The most successful implementations begin with a clear plan. Before enrolling learners, administrators should determine who will participate, establish training objectives, select a realistic completion timeline, and communicate expectations to the team.

Investing a small amount of time in planning can significantly improve participation, completion rates, and long-term adoption of the principles taught throughout the course.

Identifying Your Learners

Anesthesia Essentials was designed as a team-training program. While individual learners may complete the course independently, hospitals often achieve the greatest benefit when all personnel involved in anesthesia and sedation participate.

Consider including:

- Veterinarians
- Veterinary technicians and nurses
- Veterinary assistants
- Students and interns
- Specialty service personnel who routinely anesthetize patients
- Practice leaders responsible for developing anesthesia protocols and standards

When determining who should participate, focus on the individuals who influence patient preparation, anesthetic monitoring, troubleshooting, recovery, and perioperative communication.



Key Recommendation: Whenever possible, enroll the entire anesthesia team rather than limiting participation to a small number of individuals. Shared training creates a common foundation for communication, decision-making, and patient safety.

Establishing Training Goals

Before launching the program, identify what your hospital hopes to achieve through training.

Examples may include:

- Standardizing anesthesia practices across the team
- Improving confidence with patient monitoring and troubleshooting
- Enhancing anesthesia safety culture
- Supporting onboarding of new employees
- Providing structured continuing education opportunities
- Developing consistent recovery and pain assessment practices
- Creating a foundation for future protocol development

Hospitals with clearly defined objectives often find it easier to maintain learner engagement and evaluate the impact of the program after implementation.

Example Goal

“By September 30, all veterinarians, technicians, and assistants involved in anesthesia will complete Anesthesia Essentials and participate in a team discussion focused on opportunities to improve patient monitoring and recovery practices within our hospital.”

Selecting an Implementation Timeline

Anesthesia Essentials is self-paced, allowing hospitals to choose an implementation schedule that fits their operational needs.

When selecting a timeline, consider:

- Number of enrolled learners
- Staff schedules and workload
- Existing continuing education commitments
- Seasonal fluctuations in caseload
- Availability of protected learning time

Many hospitals find that allowing learners to complete the program over several weeks improves completion rates and reduces scheduling challenges.

General Guidance

Timeline	Best For
30 days	Small teams with dedicated learning time
60 days	Most general and specialty practices
90 days	Large hospitals, multi-site organizations, or teams with limited protected learning time

Communicating Expectations

Clear communication at the start of the program is one of the strongest predictors of successful implementation.

Before enrollment begins, communicate:

- Why the hospital selected Anesthesia Essentials
- Who is expected to participate
- Training deadlines
- How progress will be monitored
- Whether course completion is mandatory or voluntary
- How the training supports hospital goals and patient care

Whenever possible, hospital leadership should actively support the implementation effort. Learners are more likely to complete training when leaders demonstrate that the program is a priority.

Recommended Launch Message

A brief announcement from hospital leadership should explain:

1. Why the training is being implemented.
2. Who is expected to participate.
3. The completion deadline.
4. How the training will benefit patients, clients, and team members.

A sample launch email is provided in **Appendix A**.

5. Recommended Rollout Models

Anesthesia Essentials is designed to be flexible and can be implemented in a variety of ways depending on the size of the hospital, available training time, and organizational goals. The following rollout models are provided as examples. Hospitals are encouraged to adapt these approaches to meet their specific needs.

Option A: Self-Paced Implementation

In a self-paced implementation, learners complete the course independently within a defined completion period.

This approach requires minimal administrative oversight and is often well suited to smaller hospitals or organizations with highly variable schedules.

Advantages

- Easy to administer
- Flexible for learners
- Minimal disruption to clinical operations
- Allows learners to progress at their own pace

Considerations

- Completion rates may vary between learners
- Opportunities for team discussion may be limited
- Periodic progress monitoring is recommended

Recommended For:

- Small general practices
- Independent learners
- Hospitals with limited protected training time

Example Timeline

- Week 1: Enrollment and launch announcement
- Weeks 2–8: Self-paced course completion
- Week 8: Completion review and certificate verification

Option B: Structured Team Rollout

In a structured team rollout, learners complete the course independently while participating in scheduled discussions led by a Team Leader, Medical Director, or Practice Manager.

This model combines the flexibility of self-paced learning with opportunities for group discussion and practical application.

Advantages

- Reinforces key concepts
- Encourages team engagement
- Promotes discussion of hospital-specific practices
- Helps maintain momentum throughout implementation

Considerations

- Requires some protected meeting time
- Requires active leadership participation

Recommended For:

- Specialty hospitals
- Emergency and referral centers
- Practices seeking broader culture or process improvement

Example Timeline

- Week 1: Enrollment and implementation meeting
- Week 3: Progress review and discussion session
- Week 6: Midpoint discussion session
- Week 8–10: Course completion
- Week 10: Final implementation meeting

Suggested Discussion Topics

- Monitoring standards
- Response to common anesthetic complications
- Recovery procedures
- Pain assessment practices
- Opportunities for improving patient safety

Option C: New Employee Onboarding Pathway

Many hospitals choose to incorporate *Anesthesia Essentials* into their onboarding process for new clinical team members.

Under this model, new employees complete the course during their orientation period while receiving hospital-specific training and mentorship.

Advantages

- Establishes consistent expectations
- Standardizes foundational anesthesia knowledge
- Reduces variability between new hires
- Supports long-term training consistency

Considerations

- Completion deadlines should be clearly defined
- New employees may require dedicated training time

Recommended For:

- Hospitals with frequent hiring
- Teaching hospitals
- Practices seeking standardized onboarding

Example Policy

Employees involved in anesthesia or sedation should complete *Anesthesia Essentials* within 90 days of hire.

Hospitals may choose to supplement the course with hands-on equipment training, protocol reviews, and supervised clinical experiences.

Option D: Multi-Hospital or Corporate Implementation

Organizations operating multiple hospitals may implement Anesthesia Essentials across all locations using a coordinated rollout strategy.

This model can help establish consistent training standards while still allowing individual hospitals flexibility in how training is completed.

Advantages

- Standardizes foundational training across locations
- Supports consistent patient safety expectations
- Simplifies training administration
- Facilitates benchmarking and progress tracking

Considerations

- May require coordination between sites
- Leadership support at each location remains important

Recommended For:

- Corporate veterinary groups
- Multi-site specialty practices
- Academic veterinary systems
- Large hospital networks

Example Timeline

- Month 1: Administrative setup and Team Leader assignment
- Month 2: Learner enrollment across all sites
- Months 2–4: Course completion period
- Month 4: Organization-wide review of completion rates and implementation outcomes

Best Practice

When implementing across multiple locations, designate a local Team Leader at each site to provide support, monitor progress, and encourage participation.

Choosing the Right Model

There is no single correct implementation strategy.

Hospitals should select the approach that best aligns with their size, staffing structure, operational needs, and educational goals. Many organizations find that a hybrid approach—combining self-paced learning with periodic team discussions and onboarding integration—provides the greatest long-term benefit.

 **Key Recommendation:** Thomson Veterinary Education recommends a structured team rollout whenever possible. While the course can be completed independently, the greatest benefits are often realized when hospitals combine individual learning with team discussion, reflection, and implementation of shared patient safety practices.

6. Suggested Training Timeline

Anesthesia Essentials is designed to be completed at a pace that fits the needs of individual learners and hospitals. While the course may be completed more quickly, most organizations achieve better participation and completion rates when learners are given several weeks to complete the program.

The following timelines are provided as examples and may be adapted to meet the needs of your hospital.

30-Day Rollout

A 30-day rollout is best suited for smaller hospitals, highly motivated teams, or situations where dedicated training time can be provided.

This approach allows the entire team to complete training within approximately one month while maintaining momentum and engagement. This timeframe requires approximately 3 hours per week of training time per learner.

Recommended Schedule

Week 1

- Launch announcement
- Learner enrollment
- Begin Modules 1–2

Week 2

- Complete Modules 3–4

Week 3

- Complete Modules 5–6

Week 4

- Complete Module 7
- Verify completion
- Conduct final team discussion

Considerations

- Requires consistent learner engagement
- Works best when protected training time is available
- May be challenging during periods of high caseload or staffing shortages

60-Day Rollout

A 60-day rollout is likely to be appropriate for most veterinary hospitals.

This approach provides flexibility while maintaining a clear completion goal and allowing time for discussion and reflection. This timeframe requires approximately 1.5 hours per week of training time per learner.

Recommended Schedule

Weeks 1–2

- Launch announcement
- Learner enrollment
- Complete Modules 1–2

Weeks 3–4

- Complete Modules 3–4

Weeks 5–6

- Complete Modules 5–6

Weeks 7–8

- Complete Module 7
- Verify completion
- Conduct implementation review

Considerations

- Balances flexibility and accountability
- Allows learners to complete training around clinical responsibilities
- Appropriate for most general and specialty practices

90-Day Rollout

A 90-day rollout may be appropriate for larger hospitals, multi-site organizations, or teams with limited protected learning time.

This approach provides maximum flexibility while still maintaining a defined completion deadline. This timeframe requires approximately 1 hour per week of training time per learner.

Recommended Schedule

Month 1

- Launch announcement
- Learner enrollment
- Complete Modules 1–2

Month 2

- Complete Modules 3–5

Month 3

- Complete Modules 6–7
- Verify completion
- Conduct implementation review

Considerations

- Accommodates variable schedules
- Easier to implement across multiple departments or hospital locations
- Requires periodic progress monitoring to prevent learners from falling behind

Progress Monitoring Recommendations

Regardless of the timeline selected, administrators should periodically review learner progress throughout the implementation period.

As a general guideline:

Timeline	Weekly Time Commitment	Progress Reviews
30 days	3 hours	Weekly
60 days	1.5 hours	Every 2 weeks
90 days	1 hour	Every 2–3 weeks

Example Implementation Calendar

The example below illustrates a typical 60-day implementation plan.

Week	Activity
1	Launch announcement and learner enrollment
2	Module 1
3	Module 2 and progress review
4	Module 3
5	Module 4 and progress review
6	Module 5
7	Module 6 and progress review
8	Module 7 and final team discussion

Hospitals are encouraged to adapt this schedule to accommodate staffing needs, caseload fluctuations, and existing continuing education activities.

7. Maximizing Team Engagement

Successful implementation depends on more than simply enrolling learners and assigning a completion deadline. Hospitals that actively support participation and create opportunities for discussion often achieve higher completion rates and greater long-term impact. The following strategies can help maximize learner engagement and encourage meaningful application of course concepts within your hospital.

Leadership Participation

Hospital leaders play an important role in establishing the value and importance of training. When practice owners, medical directors, hospital administrators, and team leaders actively support the program, learners are more likely to prioritize completion and engage with the material.

Leadership support may include:

- Communicating the importance of the program
- Setting clear expectations for participation
- Monitoring progress throughout implementation
- Recognizing learners who complete the course
- Participating in discussions related to course content

Training initiatives are often most successful when leaders demonstrate that the program is part of a broader commitment to patient safety and professional development rather than simply another continuing education requirement.

Best Practice

Whenever possible, leaders should complete the course themselves. Participation by hospital leadership reinforces the importance of the program and helps establish a shared understanding of the concepts being taught.

Protected Learning Time

One of the most common barriers to course completion is the challenge of balancing training with daily clinical responsibilities. Providing dedicated learning time can significantly improve participation and completion rates.

Depending on the needs of the hospital, protected learning time may include:

- Scheduled training periods during work hours
- Dedicated continuing education days
- Reduced appointment schedules during implementation
- Team learning or discussion sessions during staff meetings

Even small amounts of protected time can have a meaningful impact. For example, allocating 30-60 minutes per week for training allows most learners to complete the course within a typical implementation period.

Recommendation

If protected learning time is provided, communicate clearly that this time is intended specifically for course completion and should be treated as an important professional responsibility.

Team Discussions and Case Reviews

While Anesthesia Essentials is designed to be completed independently, many hospitals find that group discussion enhances learning and encourages application of course concepts.

Discussion sessions do not need to be lengthy or highly structured. Even brief conversations can help reinforce key principles and identify opportunities for improvement within the hospital. Throughout *Anesthesia Essentials*, “Pause and Reflect” questions offer many potential starting points for group discussions.

Hospitals may also choose to review recent anesthetic cases and discuss how concepts from the course apply to real-world clinical situations.

Encouraging Completion

Clear expectations and regular follow-up can help maintain momentum throughout implementation. Administrators and Team Leaders should periodically review learner progress and provide encouragement as needed.

Strategies that may improve completion rates include:

- Establishing a clear completion deadline
- Sending periodic reminders
- Recognizing milestones and achievements
- Sharing progress updates with the team
- Celebrating successful completion of the program

Progress reports may help identify learners who require additional support or reminders.

Focus on Participation, Not Perfection

Learners will have varying levels of prior anesthesia experience. The goal of implementation is not to achieve perfect scores or uniform expertise, but to establish a shared foundation of knowledge and promote safer patient care across the veterinary team.

Encouraging steady progress and meaningful engagement with the material is often more valuable than emphasizing speed of completion.

Building a Culture of Continuous Improvement

Anesthesia Essentials is most effective when viewed as part of an ongoing commitment to patient safety, professional development, and clinical excellence.

Hospitals that combine individual learning with leadership support, protected learning time, and team discussion often achieve the greatest long-term benefits from the program.

The completion of the course should be viewed not as the end of the training process, but as the beginning of ongoing conversations and quality improvement within the hospital.

8. Integrating *Anesthesia Essentials* Into Hospital Operations

While Anesthesia Essentials can be completed as a standalone educational program, many hospitals achieve the greatest benefit when course concepts are incorporated into existing training, quality improvement, and patient safety initiatives.

The strategies below provide examples of how hospitals can integrate Anesthesia Essentials into their daily operations and long-term professional development programs.

New Employee Onboarding

Anesthesia Essentials can serve as a structured component of onboarding for new team members who participate in anesthesia or sedation.

Incorporating the program into onboarding helps establish consistent expectations and provides new employees with a common foundation in anesthesia safety, patient monitoring, troubleshooting, and recovery practices.

Hospitals may choose to require completion within a defined onboarding period, such as the first 60 or 90 days of employment.

Suggested Onboarding Approach

1. Enroll new employees upon hiring.
2. Assign a completion deadline.
3. Pair course completion with hospital-specific training and mentorship.
4. Review any relevant hospital protocols and standard operating procedures.
5. Verify course completion prior to independent anesthesia responsibilities, where appropriate.

Benefits

- Standardized foundational training
- Consistent expectations across new hires
- Reduced variability in knowledge and practices
- Improved confidence among new team members

Technician Training Programs

Many hospitals use internal technician development programs to support skill acquisition and career progression.

Anesthesia Essentials can be incorporated into these programs as a structured educational resource for technicians who participate in patient preparation, anesthetic monitoring, pain assessment, and recovery.

The program may be used as:

- A required component of technician training
- A supplemental educational resource
- A prerequisite for advanced anesthesia responsibilities
- A framework for mentorship and discussion

Hospitals may choose to combine course completion with hands-on training, equipment orientation, and supervised clinical experience.

Example

A technician development program might require completion of *Anesthesia Essentials* before a technician is assigned primary responsibility for anesthetic monitoring.

Veterinarian Continuing Education

Anesthesia Essentials may also be incorporated into hospital continuing education initiatives for veterinarians, especially since it is RACE-approved for 12 credit hours.

The program provides a structured review of patient safety principles, monitoring interpretation, troubleshooting, recovery management, and perioperative communication.

Hospitals may choose to:

- Include the course in annual continuing education plans
- Use selected lessons as discussion topics during rounds or meetings
- Encourage completion as part of professional development goals
- Incorporate course concepts into quality improvement initiatives

The course may be particularly valuable for veterinarians who perform anesthesia infrequently or who wish to refresh their understanding of current monitoring and patient safety practices.

Annual Competency Review

Many hospitals perform periodic competency assessments to support patient safety and professional development.

Anesthesia Essentials can be incorporated into these efforts by serving as a recurring educational resource for staff involved in anesthesia and sedation.

Potential applications include:

- Annual training requirements
- Competency verification programs
- Continuing education initiatives
- Refresher training following extended absences from clinical duties

Hospitals may choose to combine annual review of course concepts with practical skills assessments, protocol reviews, or case-based discussions.

Annual Recertification

Beginning in 2026, *Anesthesia Essentials* includes an annual recertification course designed to reinforce key concepts, review updated content, and support ongoing competency development.

Hospitals are encouraged to incorporate annual recertification into their continuing education and patient safety programs.

SOP and Protocol Development

Many hospitals use *Anesthesia Essentials* as a foundation for reviewing existing anesthesia practices and identifying opportunities for improvement.

The course is not intended to replace hospital-specific protocols or standard operating procedures. Rather, it can provide a shared educational foundation that supports protocol development and implementation.

Potential areas for review include:

- Pre-anesthetic patient assessment
- Equipment preparation and checkout procedures
- Monitoring standards
- Response to common anesthetic complications

- Pain assessment practices
- Recovery monitoring and extubation procedures
- Communication during anesthetic emergencies

Hospitals may find it helpful to discuss selected course topics as a team and compare current practices with the principles presented throughout the program.

Important Consideration

Protocols should always be tailored to the resources, patient population, staffing structure, and clinical needs of the individual hospital. *Anesthesia Essentials* is intended to support informed decision-making and continuous improvement rather than prescribe a single approach to patient care.

From Training to Practice

The ultimate goal of *Anesthesia Essentials* is not simply course completion, but the application of safer, more consistent anesthesia practices in the clinical environment.

Hospitals that integrate course concepts into onboarding, continuing education, competency development, and protocol review often derive the greatest long-term value from the program and are best positioned to sustain improvements in patient safety over time.

9. Measuring Success

Successful implementation can be evaluated at both the individual and organizational level. While course completion is an important milestone, hospitals are encouraged to view Anesthesia Essentials as part of a broader commitment to patient safety, continuing education, and professional development.

The metrics below may help administrators evaluate the impact of the program within their organization.

Completion Metrics

Completion metrics provide a simple and objective way to monitor participation and track implementation progress.

Administrators can monitor:

- Number of enrolled learners
- Number of learners who have started the course
- Number of learners who have completed the course
- Overall organizational completion percentage

Regular review of completion data can help identify barriers to participation and ensure implementation goals remain on track.

Example

A hospital with 20 enrolled learners and 18 completions would have an organizational completion rate of 90%.

Safe Anesthesia Practice Recognition Program

Hospitals that achieve high levels of participation may qualify for recognition through the Safe Anesthesia Practice Recognition Program.

The purpose of this program is to recognize organizations that have demonstrated a commitment to anesthesia education and patient safety through team-based training.

Recognition Levels

Recognition Tier	Completion Rate
Bronze	70% of clinical employees
Silver	80% of clinical employees
Gold	90% of clinical employees

Eligible hospitals will receive a digital certificate recognizing their achievement.

Hospitals may choose to display this certificate internally, on their website, or within recruitment and professional development materials. Hospitals may also choose to be recognized on the Thomson Veterinary Education website.

Gold Tier Benefits

Hospitals achieving Gold-tier recognition may be eligible for a 10% discount at their next renewal.

Reinforcing Learning Over Time

Educational programs are most effective when key concepts are revisited and reinforced over time.

Hospitals can support long-term retention by:

- Encouraging completion of annual recertification training
- Discussing anesthesia cases during rounds or team meetings
- Reviewing hospital protocols periodically
- Incorporating course concepts into onboarding and competency programs

The goal is not simply course completion, but sustained application of patient safety principles in clinical practice.

Continuous Improvement

Anesthesia Essentials is intended to support a culture of continuous improvement rather than provide a one-time educational experience.

Hospitals may choose to evaluate progress by considering questions such as:

- Are anesthesia practices becoming more consistent across team members?
- Has team communication improved during anesthetic procedures?
- Are patient monitoring and recovery practices being applied more consistently?
- Have opportunities for protocol improvement been identified?
- Are staff more confident in their anesthesia knowledge and abilities?

These discussions often provide more meaningful insights than numerical metrics alone.

Looking Beyond Completion

Completion rates provide an important measure of engagement, but the ultimate goal of Anesthesia Essentials is to support safer anesthesia care through education, preparation, communication, and continuous learning.

Hospitals that successfully integrate these principles into their daily operations are likely to derive the greatest long-term benefit from the program.

10. Frequently Asked Questions

How long does *Anesthesia Essentials* take to complete?

Anesthesia Essentials contains approximately 12 hours of instructional content.

Because the program is self-paced, learners may complete the course in multiple sessions and progress is saved automatically. Most hospitals choose a 30-, 60-, or 90-day implementation timeline depending on their staffing structure and educational goals.

Why is *Anesthesia Essentials* offered by subscription?

Veterinary anesthesia is an evolving field, and educational content requires regular review and updating to remain current and relevant. The subscription model allows Thomson Veterinary Education to continuously improve the program, develop new educational resources, maintain the learning platform, and provide ongoing technical support.

A subscription also allows hospitals to continue enrolling new employees, access course updates released during the subscription period, and participate in the annual recertification course designed to reinforce key concepts and support long-term competency development.

Importantly, Thomson Veterinary Education is committed to continually expanding and improving the educational resources available to participating hospitals. New content released during the subscription period—including future lessons, educational resources, and annual recertification courses—is provided to enrolled hospitals at no additional charge.

Rather than purchasing a static course, subscribing hospitals receive access to an evolving educational platform that is designed to support long-term anesthesia training and patient safety initiatives.

Who should complete the course?

Anesthesia Essentials is intended for veterinary professionals involved in anesthesia or sedation, including:

- Veterinarians

- Veterinary technicians and nurses
- Veterinary assistants
- Students and interns
- Anesthesia technicians
- Other team members involved in patient preparation, monitoring, recovery, or perioperative care

Hospitals often achieve the greatest benefit when the program is completed by the entire hospital team rather than by individual staff members in isolation.

Why should the entire hospital participate?

While individual learners may complete *Anesthesia Essentials* independently, patient safety is a team responsibility. Hospitals often achieve the greatest benefit when veterinarians, technicians, assistants, and other team members develop a shared understanding of anesthesia monitoring, troubleshooting, recovery, and communication practices. A common educational foundation can help improve consistency, teamwork, and patient care across the organization.

What happens if my hospital runs out of seats?

If your hospital reaches its seat limit, please contact info@thomsonvetered.com.

In most cases, additional seats can be added without additional cost, provided the hospital's selected subscription tier accurately reflects the size of the organization. Thomson Veterinary Education recognizes that staffing levels fluctuate throughout the year and aims to provide flexibility for normal employee turnover and onboarding.

Can I enroll new users throughout the year as new employees join?

Yes. Team Leaders and Administrators may enroll new learners at any time during the active subscription period.

Many hospitals incorporate *Anesthesia Essentials* into their onboarding process and enroll new employees shortly after hiring. Newly enrolled learners will receive the same course access and training resources as existing team members.

What if my hospital grows (or shrinks)?

Subscription pricing is based on the hospital size represented by the selected tier at the time of purchase. Pricing remains fixed for the duration of the subscription term, whether that term is one, two, or three years.

Hospitals that experience significant growth or reduction in size during the subscription period will generally not require immediate changes to their subscription. However, if the organization's size changes substantially, a tier adjustment may be required at the time of renewal to ensure the selected tier continues to accurately reflect the hospital's staffing structure.

If you are uncertain which tier is appropriate for your organization, please contact info@thomsonveted.com for guidance.

Can learners access the course from home?

Yes. *Anesthesia Essentials* is a web-based training program and can be accessed from any device with an internet connection and a supported web browser.

Learners may complete training from the hospital, from home, or from any other location that is convenient for them.

Can new employees be added after implementation has started?

Yes. Team Leaders and Administrators may add new learners at any time during the subscription period.

Enrolled hospitals are encouraged to incorporate *Anesthesia Essentials* into their onboarding process and enroll new employees shortly after hiring.

How are continuing education certificates issued?

Upon successful completion of all required course components, learners may download their course completion certificate directly from their Learner Dashboard.

Administrators may also monitor completion status through the Group Dashboard.

How often should staff complete recertification training?

Thomson Veterinary Education recommends annual recertification for personnel involved in anesthesia and sedation and offers an included 2-hour recertification course for learners who have previously completed *Anesthesia Essentials*.

Annual recertification helps reinforce key concepts, maintain competency, and ensure that learners remain familiar with updated course content and current best practices.

Can learners review course content after completion?

Yes. Learners retain access to course content throughout the hospital's active subscription period and may revisit lessons as often as needed.

Many hospitals encourage learners to return to specific lessons when reviewing protocols, preparing training sessions, or refreshing their knowledge on a particular topic.

How is learner progress tracked?

Progress is tracked automatically within the learning management system.

Team Leaders and Administrators can view enrollment status, course progress, and completion data through the Group Dashboard, allowing them to monitor implementation progress across the organization.

What happens when our subscription is renewed?

Upon renewal, learners retain access to the current version of the course, including any content updates released during the subscription period.

Hospitals may also continue to enroll new learners and participate in annual recertification activities as applicable.

11.Implementation Checklist

Planning Phase

- ☐ Designate a Hospital Administrator to oversee implementation.
- ☐ Determine which employees will participate in the program.
- ☐ Create team(s) within the Group Dashboard.
- ☐ Assign Team Leaders (if applicable).
- ☐ Select an implementation timeline (30, 60, or 90 days).
- ☐ Establish a target completion date.
- ☐ Communicate training expectations to participating staff.

Launch Phase

- ☐ Enroll all participating learners.
- ☐ Verify that enrollment emails have been received.
- ☐ Confirm that learners can successfully access the course.
- ☐ Announce the program launch to the team.
- ☐ Schedule periodic progress reviews.
- ☐ Consider allocating protected learning time for course completion.

During Implementation

- ☐ Monitor learner progress through the Group Dashboard.
- ☐ Send reminders to learners who have not started or are falling behind.

- ☐ Encourage discussion of course concepts during team meetings or rounds.
- ☐ Address any technical or enrollment issues promptly.
- ☐ Recognize learner milestones and completion achievements.

Completion Phase

- ☐ Verify completion status for all enrolled learners.
- ☐ Download or archive completion records as needed.
- ☐ Determine eligibility for Safe Anesthesia Practice Recognition.
- ☐ Distribute recognition certificates or completion acknowledgements.
- ☐ Gather feedback from learners regarding the program.
- ☐ Identify opportunities to apply course concepts within hospital protocols and training programs.
- ☐ Establish a plan for onboarding future employees and annual recertification.

Implementation Summary

Hospital Name: _____

Implementation Start Date: _____

Target Completion Date: _____

Hospital Administrator: _____

Implementation Timeline: ☐ 30 Days ☐ 60 Days ☐ 90 Days

Completion Rate: _____ %

Recognition Level: ☐ Bronze ☐ Silver ☐ Gold

12.Support and Resources

Thomson Veterinary Education is committed to helping hospitals successfully implement and maintain Anesthesia Essentials. Whether you need assistance with enrollment, account management, implementation planning, or technical issues, support is available throughout your subscription period.

Technical Support

Technical support is available for issues related to:

- User account access
- Password resets
- Learner enrollment
- Team management
- Group Dashboard functionality
- Course access and navigation
- Certificate generation
- General platform troubleshooting

When requesting support, please provide as much information as possible, including the name and email address of the affected user and a description of the issue encountered.

Administrator Resources

The following resources are available to support implementation within your organization:

- Hospital Implementation Guide
- Sample Staff Launch Email
- Implementation Checklist
- Annual Recertification Resources
- Course Completion and Progress Reports
- Safe Anesthesia Practice Recognition Program

Additional resources and educational content may be added throughout the subscription period and will be made available to participating hospitals at no additional charge.

Contact Information

For all support inquiries, please contact:

Thomson Veterinary Education

 info@thomsonveted.com

Support requests are typically answered within 1–2 business days.

Our Commitment

Our goal is not simply to provide educational content, but to support hospitals in building safer anesthesia practices through training, teamwork, and continuous professional development.

If there is a way we can help your team achieve that goal, we encourage you to reach out.

Appendix A: Email Functions and Sample Emails

The Group Dashboard includes several email and communication tools that can be used to support implementation and communicate with learners throughout the training process.

These tools allow Administrators and Team Leaders to automate learner onboarding, distribute login information, and send updates to enrolled staff.

Understanding Merge Codes

Several email templates support **merge codes**.

Merge codes are placeholders that are automatically replaced with learner-specific information when an email is sent.

For example:

Hello {team_member_name},

may appear as:

Hello Jane Smith,

when delivered to an individual learner.

Available merge codes vary depending on the email template being edited.

Team Member Welcome Email

The Team Member Welcome Email is automatically sent whenever a new learner is added to a team.

This email is typically used to provide:

- Welcome information
- Login instructions
- Username information

- Password information
- Course access details

Available merge codes include:

Merge code	Description
{group_name}	Organization name
{childgroup_name}	Team name
{team_member_name}	Learner name
{user_name}	Learner username
{password}	Learner password
{autologin}	Automatic login link

Recommended Use

Customize this template before enrolling learners to ensure all new users receive clear instructions for accessing the course.

Team Broadcast Email

The Team Broadcast Email function allows Team Leaders and Administrators to send emails to all members of a specific team.

This feature may be used to:

- Announce program launch
- Communicate completion deadlines
- Provide implementation updates
- Send reminders to learners
- Share hospital-specific training information

BROADCAST EMAIL
TEAM MEMBER WELCOME EMAIL
BROADCAST MESSAGES

Configure Team broadcast email

This email will be sent immediately to all team members

Available merge codes:

Insert name of Parent Group: <code>{group_name}</code>	Insert name of child-group: <code>{childgroup_name}</code>	Insert name of Team Member: <code>{team_member_name}</code>	Insert username of Team Member: <code>{user_name}</code>
---	---	--	---

Team Broadcast Email:

Subject:

Subject

Body:

Paragraph
B
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List
Quote
Align
Align
Align
Link
Table
Image
Table

VisualCode

Recommended Use

Send a launch email when learners are first enrolled and periodic reminders throughout the implementation period.

A sample launch email is provided later in this appendix.

Broadcast Messages

The Broadcast Messages tab provides a simple team communication tool that allows messages to be sent to all members of a team.

Unlike email, messages sent through this feature are retained within the Message List, allowing Team Leaders to maintain a record of previous communications.

Team Broadcast Message:

Visual Code

Paragraph B I Bulleted List Numbered List Quote Indent Outdent Link Unlink Table Image

Send

Message List:

Message	Date	Action
No record found.		

This feature may be useful for:

- Team announcements
- Implementation reminders
- Training updates
- Internal communication related to course participation

Team Leader Welcome Email

The Team Leader Welcome Email is configured at the Organization level and is automatically sent when a new Team Leader is created.

This template supports Team Leader-specific merge codes and is typically used to provide Team Leaders with:

- Login credentials
- Team management information
- Group Dashboard access instructions

BROADCAST EMAIL TEAM LEADER WELCOME EMAIL

Configure Team Leader welcome email

This email template will be sent when you add new team leaders

Available merge codes:

Insert name of Parent Group: <code>{group_name}</code>	Insert name of child-group: <code>{childgroup_name}</code>	Insert name of Team Leader: <code>{team_leader_name}</code>	Insert username of Team Leader: <code>{team_leader_username}</code>	Insert password of Team Leader: <code>{password}</code>
Autologin link of Team Leader: <code>{autologin}</code>				

Team Leader Invitation Email

Subject:

Body:

Visual Code

Paragraph
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Quote
Align
Align
Align
Link
Table
Image
Table
Table

Team Leader Broadcast Email

The Team Leader Broadcast Email function allows Administrators to send messages to all Team Leaders within the organization.

This feature is particularly useful for multi-team or multi-site organizations where consistent communication with Team Leaders is important.

Examples include:

- Implementation timelines
- Progress review reminders
- Organizational announcements
- Updates regarding course content or recertification

BROADCAST EMAIL TEAM LEADER WELCOME EMAIL

Configure Team Leaders broadcast email

This email will be sent immediately to all team leaders

Available merge codes:

Insert name of Parent Group: {group_name}	Insert name of child-group: {childgroup_name}	Insert name of Team Leader: {team_leader_name}	Insert username of Team Leader: {team_leader_username}
--	--	---	---

Team Leaders Broadcast Email:

Subject:

Subject

Body:

Paragraph B I [bulleted list] [numbered list] [quote] [link] [table] [code]

Visual Code

Sample Launch Email

Subject:

Welcome to Anesthesia Essentials

Body:

Dear {team_member_name},

Welcome to **Anesthesia Essentials**, a veterinary anesthesia training program developed by Thomson Veterinary Education.

Your hospital has enrolled you in this program as part of its commitment to patient safety, professional development, and high-quality anesthetic care.

The course is designed to provide practical training in:

- Anesthesia safety
- Patient assessment and preparation
- Monitoring and interpretation
- Troubleshooting common complications
- Pain management

- Recovery and post-anesthetic care

Your Login Information

Username: {user_name}

Temporary Password: {password}

You may access the course using the following link:

{autologin}

For security purposes, you will be prompted to create a new password when you first log in.

Getting Started

The course contains approximately 12 hours of instructional content and may be completed at your own pace. Progress is saved automatically, allowing you to complete the program over multiple sessions.

To begin:

1. Log in using the information above.
2. Complete your account profile.
3. Launch your first lesson from the Learner Dashboard.
4. Work through the course at a pace that fits your schedule.

Questions?

If you experience difficulty accessing the course or have questions about your hospital's implementation plan, please contact your Team Leader or Hospital Administrator.

We hope you enjoy the program and find it valuable in your day-to-day clinical practice.

Thank you for your commitment to safe anesthesia and patient care.

Sincerely,

Thomson Veterinary Education
info@thomsonveted.com

Sample Program Launch Email

Subject: Launch of Anesthesia Essentials Training Program

Dear Team,

We are pleased to announce the launch of **Anesthesia Essentials**, a structured veterinary anesthesia training program that will be completed by members of our team over the coming weeks.

This program was selected to support our ongoing commitment to:

- Patient safety
- Consistent anesthesia practices
- Professional development
- Continuous improvement in patient care

The course covers topics including patient assessment, anesthetic planning, monitoring, troubleshooting, pain management, and recovery.

Participation

All team members involved in anesthesia or sedation are expected to complete the program.

Completion Deadline

Please complete the course by: [INSERT DATE]

What to Expect

- Approximately 12 hours of self-paced online training
- Progress saved automatically
- Access from work or home
- Continuing education credit for eligible participants

We encourage everyone to approach this training as an opportunity not only to expand individual knowledge, but also to strengthen our collective approach to anesthesia safety and patient care.

Thank you for your participation and commitment to excellence.

Sincerely,

[Medical Director / Practice Manager / Hospital Administrator]

Sample 30-Day Reminder Email

Subject: Anesthesia Essentials Progress Reminder

Dear {team_member_name},

This is a friendly reminder regarding your Anesthesia Essentials training.

Our implementation deadline is approaching, and we encourage you to continue making steady progress toward completion.

If you have not yet started the course, now is an excellent time to begin. If you have already started, thank you for your efforts and please continue working toward completion.

Remember:

- Progress is saved automatically
- The course can be completed in multiple sessions
- You may access the course from any device with an internet connection

Completion Deadline:

[INSERT DATE]

If you have questions or need assistance accessing the course, please contact your Team Leader or Hospital Administrator.

Thank you for your participation.

Sample 14-Day Reminder Email

Subject: Two Weeks Remaining to Complete Anesthesia Essentials

Dear {team_member_name},

This is a reminder that the completion deadline for Anesthesia Essentials is now only two weeks away.

Completion Deadline:

[INSERT DATE]

If you have not yet completed the course, please make plans to finish the remaining modules before the deadline.

The program provides important training in:

- Monitoring and patient safety
- Anesthetic troubleshooting
- Pain assessment
- Recovery management
- Team communication

Thank you for helping support our hospital's commitment to safe and consistent anesthesia care.

Please contact your Team Leader if you require assistance or additional time.

Sample Course Completion Congratulations Email

Subject: Congratulations on Completing Anesthesia Essentials

Dear {team_member_name},

Congratulations on successfully completing Anesthesia Essentials.

Thank you for your commitment to professional development and patient safety.

By completing this program, you have strengthened your understanding of:

- Anesthesia safety principles
- Patient monitoring
- Clinical decision-making
- Troubleshooting common complications
- Recovery and pain management

We encourage you to continue applying these concepts in daily practice and to share ideas for improving anesthesia safety within our hospital.

If you have not already done so, please download and save your course completion certificate for your records.

Thank you again for your participation and dedication to providing exceptional patient care.

Congratulations on this achievement.

Sincerely,

{group_name} Administration

Sample Team Leader Welcome Email

Subject: Team Leader Access Activated

Dear {team_leader_name},

You have been assigned as a Team Leader for **{group_name}** within Anesthesia Essentials.

As a Team Leader, you will have access to the Group Dashboard and tools that can help support implementation within your team.

Your responsibilities may include:

- Encouraging learner participation
- Monitoring course progress
- Assisting with implementation activities
- Supporting team discussions
- Helping learners remain on track toward completion

Team Leader Resources

Through the Group Dashboard, you may be able to:

- View enrolled learners
- Monitor completion rates
- Send team communications
- Review implementation progress

Thank you for helping support this initiative and for contributing to the success of our hospital's anesthesia training program.

If you have questions regarding your Team Leader role, please contact your Hospital Administrator.

Sincerely,

{group_name} Administration

Sample Safe Anesthesia Practice Recognition Announcement

Subject: Congratulations! We've Achieved Safe Anesthesia Practice Recognition

Dear Team,

We are pleased to announce that our hospital has achieved **[Bronze / Silver / Gold] Safe Anesthesia Practice Recognition** through the Anesthesia Essentials training program.

This recognition reflects the dedication of our team to continuing education, patient safety, and the ongoing improvement of anesthesia care within our hospital.

By participating in this training program, our team has strengthened its shared understanding of:

- Anesthesia safety principles
- Patient assessment and preparation
- Monitoring and interpretation
- Recognition and management of common complications
- Pain management
- Recovery and post-anesthetic care

Most importantly, this achievement reflects our collective commitment to providing safe, consistent, and high-quality care for our patients.

We would like to thank everyone who participated in the program and contributed to this accomplishment.

Recognition Level

Hospital: [Hospital Name]

Recognition Level: [Bronze / Silver / Gold]

Date Achieved: [Date]

We encourage all team members to continue building on this foundation through ongoing learning, discussion, and application of these principles in daily practice.

Thank you for your commitment to our patients, our clients, and one another.

Sincerely,

[Medical Director / Practice Manager / Hospital Administrator]

Appendix B: Sample Training Policy

Anesthesia Essentials Training Policy

Purpose

The purpose of this policy is to support patient safety, professional development, and consistent anesthesia practices throughout the hospital by establishing expectations for participation in Anesthesia Essentials.

Scope

This policy applies to all personnel who participate in the care of anesthetized or sedated patients, including but not limited to:

- Veterinarians
- Veterinary technicians and nurses
- Veterinary assistants
- Students and interns
- Anesthesia technicians
- Other team members involved in patient preparation, monitoring, recovery, or perioperative care

Initial Training Requirements

All applicable personnel are expected to complete Anesthesia Essentials within the timeframe established by hospital leadership.

For newly hired employees, completion is recommended within **90 days of hire** unless otherwise directed by the Medical Director, Practice Manager, or Hospital Administrator.

Continuing Education and Recertification

Personnel involved in anesthesia or sedation are encouraged to participate in annual recertification activities and any additional anesthesia training designated by the hospital.

As part of its active subscription, the hospital will continue to receive access to new educational content released by Thomson Veterinary Education, including annual recertification courses and future course updates.

Employee Responsibilities

Participants are expected to:

- Complete assigned training within established deadlines
- Maintain accurate account information
- Participate in annual recertification activities when applicable
- Apply course concepts in accordance with hospital policies, procedures, and professional standards
- Seek clarification when questions arise regarding course content or hospital-specific protocols

Leadership Responsibilities

Hospital leadership is responsible for:

- Establishing implementation timelines
- Monitoring participation and completion
- Maintaining training records as required
- Supporting staff throughout the training process
- Encouraging continued professional development and patient safety initiatives

Compliance

Completion of Anesthesia Essentials may be required for personnel whose duties include anesthesia or sedation-related responsibilities.

Failure to complete assigned training within the established timeframe may result in additional follow-up, remediation, or other actions as determined by hospital leadership.

Policy Review

This policy should be reviewed periodically and updated as necessary to reflect changes in hospital training requirements, organizational goals, and educational resources.

Approved By: _____

Title: _____

Effective Date: _____

Review Date: _____