

Vermont Technical College
Veterinary Technology Student Handbook
2020– 2021



“Primum non nocere” (“First do no harm”)

Hippocrates

All COVID-19 safety regulations and cleaning policies must be followed per the State of Vermont, Vermont Technical College protocols, and the

“Safety Guidelines for Reopening for Veterinary Technology Department”

(This document is located in both Vet Tech Laboratories and posted to VET Laboratory Courses in CANVAS)

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<u>Table of Contents</u>	
Introduction	4
Curriculum	6
Faculty and Staff	7
Vet Tech Student Supply List	7
Student Pet Policy	8
Animal Care and related Topics	8
Student Activities and Externships	10
Continuation Requirements	11
Academic and Personal Counseling	11
Students with Disabilities	12
Examination and Academic Honesty Policies	12
Attendance and Cancellation Policies	13
Professional Behavior Topics (Professionalism, Attire, Code of Conduct, Substance Abuse Policy)	14
Program Outcomes	17
Graduation, Career and Certification Requirements	17
Health and Safety Issues and Policies	19
Appendix 1 Veterinary Technician's Oath	27
Appendix 2 Veterinary Technician Code of Ethics	29
Appendix 3 Academic Honesty & Misconduct Defined	31
Appendix 4 Waste Anesthetic Gas Policy <i>*one copy must be signed and returned to Program Technicians</i>	33
Appendix 5 Statement of Student's Responsibility <i>*one copy must be signed and returned to Program Technicians</i>	35
Appendix 6 Human Prophylactic Rabies Vaccines Doc of Vaccination <i>*one copy must be signed and returned to Program Technicians</i>	39
Appendix 7 Pregnancy Policy and Forms <i>*one copy must be signed and returned to Program Technicians</i>	43
Appendix 8 Essential Functions of Students <i>*one copy must be signed and returned to Program Technicians</i>	53
Appendix 9 Performance reporting <i>*one copy must be signed and returned to Program Technicians</i>	61



Introduction

Thank you for choosing our Veterinary Technology Program here at Vermont Technical College and we commend you for taking the step towards furthering your education. You have chosen a challenging and yet rewarding field; a field that will offer you endless opportunities for growth, learning, and reward. We appreciate and recognize the importance of the Veterinary Technician as invaluable member of the Veterinary Health Care Team. Our intent here at VTC is to provide you with a balance of academics in both the classroom and the laboratory, allowing you to achieve a high degree of knowledge and of hands-on skills. Graduates may choose to work in private practice, industry, government, or educational institutions.

After successful completion of the Veterinary Technology Program curriculum, you will receive an Associates of Applied Science degree in Veterinary Technology. Upon graduation, you will be prepared to join the profession as a trained, skilled technician, and you will be prepared to sit for the Veterinary Technician National Exam (VTNE) and to apply to become a Certified Veterinary Technician (CVT) in the State of Vermont. Please remember that this is a *Veterinary Technology Program* and not a pre-veterinary program.

Students may complete the program on a full-time or a part-time basis; if students choose to complete the program on a part-time basis, all Veterinary Technology courses should be completed within a five-year time frame. Students choosing to complete this program on a full-time basis can complete it within the two-year timeframe. Please note that this program is a very intensive program; if you choose to complete it within two years, be prepared to spend a significant amount of time per week studying and practicing skills. We recommend that students, needing to work full time or possessing other heavy responsibilities outside of school, complete the program on a part-time basis.

Our program is fully accredited by the American Veterinary Medical Association and we strive to provide you with the best educational experience possible. Welcome!

PLEASE NOTE: There are several forms in the Appendices of this handbook that need to be signed and returned to Program Technicians Amanda Williams or Kristen Sayers. We recommend that you make copies of these sections for your own records. If you need additional information regarding these forms please contact Amanda at

Amanda.williams1@vtc.edu or Kristen at Kristen.sayers@vtc.edu . **All forms (including the human pre-exposure prophylaxis rabies vaccination form) need to be completed by the advising session which is usually held the Sunday in August before classes begin.** Any students under the age of 18 will need their parent or guardian to sign as well.

Curriculum:

ASSOCIATE IN Applied SCIENCE DEGREE

General Education Requirements		Semester Hours
ENG1061	English Composition	3
ENG2080	Technical Communication	3
BIO2320	Zoology	4
CIS1050	Intro Spreadsheet	1
MATXXXX	Applied Math for Med Sci OR	3
MAT1210	Principles of Mathematics	3
ELEXXX	Humanities and Arts Elective	3
ELEXXX	Social Sciences Elective	3
Program Requirements		Semester Hours
VET1051	Introduction to Animal Care I	1
VET1052	Introduction To Animal Care II	1
VET1020	Animal Anatomy & Physiology	4
VET1030	Animal Care and Restraint	3
VET040	Animal Diseases	4
VET1060	Laboratory Techniques	4
VET2011	Veterinary Clinical Techniques I	4
VET2012	Veterinary Clinical Techniques II	3
VET2030	Animal Nutrition	2
VET2040	Reproduction & Genetics for VET	3
VET2050	Applied Laboratory Methods	4
VET2060	Veterinary Office Procedures	3
VET2070	Pharmacology& Toxicology	3
VET2080	Animal Behavior	2
VET 2090	VTNE Seminar	1
VET2720	Veterinary Supervisor	1
VET2810	Veterinary Externship	1

Program Admission Prerequisites:

- High School Biology
- High School Chemistry
- Algebra I

* It is recommended that applicants experience a job shadowing experience at a veterinary practice and **take a summer college course in Medical Terminology**

Other Requirements:

*** A minimum grade of “C” must be earned in all VET and BIO courses to be eligible to graduate from the program.**

*** Human prophylactic Rabies vaccination series is **required**.**



Faculty and Staff

FULL-TIME FACULTY

Craig Stalnaker, CVT, MEd Professor; Department Chair

Office is located in Morrill Hall 104

Ext 71309 from a campus phone or 802-728-1309 email: cstalnak@vtc.edu

Stephanie Dorosko, DVM, PhD - Associate Professor and Program Director

Office is located in Morrill Hall 104

Ext 71578 from a campus phone or 802-728-1578 email: sdorosko@vtc.edu

Tom Hecimovich, DVM, Assistant Professor

Office is located in Morrill Hall 104

Ext: 71229 from a campus phone or 802-728-1229 email: thecimovich@vtc.edu

PROGRAM TECHNICIANS

Program Technicians

Offices are in Morrill Hall 102 and 104

Amanda Williams, AAS, CVT

Ext 71281 fr campus phone or 802-728-1281 Email: Amanda.williams1@vtc.edu

Kristen Sayers, AAS, CVT

Ext 71226 fr campus phone or 802-728-1226 email: Kristen.bizzozero@vtc.edu

Vet Tech Student Supply List

. In preparation for your classes, the following items are required:

1. Stethoscope: Flathead: \$10± **OR** Dualhead: \$40±
2. Black (or another color) rubber boots, minimum 10" high, pullover type and **NO** laces. Think muck boots that you can hose off.
3. Long sleeve coveralls
4. White lab coat. Long sleeves, long (thigh/knee) length (not waist/hip length)
5. Rectal thermometer - digital
6. Tetanus vaccination
7. ***Human Rabies Prophylaxis Vaccine Series** of 3 shots (see section on Health & Safety and Appendix 6 of this handbook for more information)
8. Name tag (first and last name) for coveralls, lab coat (one removable tag would be sufficient)
9. Watch with a second hand or digital readout for taking vital signs.
10. Scrub top for first year labs, full scrub suit for second year surgical lab.

**It is required that you receive a human prophylactic pre-exposure rabies vaccine series of shots. We suggest you contact your primary doctor for the prescription and administration, and contact your health insurance company regarding coverage. Without health insurance coverage, the cost will be approximately \$300+ /per dose for 3 doses - the price varies depending on insurance companies as well as the clinic or hospital where it is administered. There is a very specific timeline for getting the 3 shots in the series. See more information in the Health & Safety section and Appendix 6 of this handbook,*

It is also suggested that you make financial allowances for your summer externship since it falls outside the regular academic year and you may not be financially compensated at your chosen site.

Student Pet Policy

Students are not permitted to bring their own pets to class. The only exception is a student- owned animal “volunteering” for teaching purposes with an instructor’s pre-approval. Any volunteer pet may only attend the class in which it is to be used for instruction, and proof of a current rabies vaccination is required before attending. Runs and cages in the laboratory areas are not to be used for students’ pets unless they are volunteering for instructional purposes. Animals obtained by the program for class and lab use often arrive with unknown histories and may have problems that could be transmitted to other animals on the premises; students that bring a pet to class and/or lab for teaching purposes must be aware of the possibility that their pets may be exposed to diseases, parasites, etc. Should this happen, students will be responsible for obtaining veterinary care for their pets.

No pets are allowed in the residence halls unless they are service animals or emotional support animals permitted by the Dean of Students office. This also includes the college owned animals. **To ensure their health and safety, no pets should ever be left in a car, tied to a tree, or otherwise left unattended anywhere on campus.**

Animal Care Rotations and Related Topics

All students will actively participate in the care and management of the program animals during their enrollment in the program. This responsibility will consist of care for the lab animals, as well as for any other animals temporarily housed throughout the semesters for teaching purposes. These rotations will include feeding, exercising, cleaning, medicating (as directed: see liability statement below), and routine vital sign collection (when appropriate). The rotations will be assigned by the course instructors of VET 1051/1052/2720 during the appropriate semesters. It is the responsibility of the student to make sure that his/her care rotation is covered, keeping in mind that the instructor of the course must be notified regarding any changes in the animal care rotation

schedules as written in the course syllabus. Animal care rotations will be scored and graded. Please keep in mind that these rotations will usually take place outside of the scheduled class time including weekends; thus, during the semesters which require these rotations, you will need to be on campus for more than just your scheduled lab or lecture time.

Appropriate dress (minimum lab coat) is required for rotations; lack of appropriate dress may prevent a student from completing rotation and will affect their grade. (See section on Appropriate Attire)

Liability

According to the Vermont Veterinary Practice Act, it is illegal for veterinary technicians to diagnose, perform surgery, prescribe medication, or perform routine treatment without the authorization of a veterinarian. All nursing procedures that are done in the program require veterinary supervision or approval. Supervision may be direct or indirect, and the faculty and staff determine that.

Teaching Animals and Treatment of Teaching Animals, Clinical Warnings

If you have a concern that is about the health of any teaching animal, you need to contact the Program Director or the attending veterinarian. Dr. Stephanie Dorosko is the Program Director and her extension at the college is 71578 (802- 728-1578) and office is in Morrill Hall 104B.

If you have a concern, in the regard to the use of teaching animals in your class, please also feel free to contact one of the following:

- Course Instructor
- Attending Veterinarian
- Chair of the Agriculture Department
- IACUC (Institutional Animal Care and Use Committee) Member
- President of Vermont Tech

If you do not know the names of individuals or how to reach them, any of the Veterinary Technology faculty or staff can direct you.

The humane treatment and care of all animals here on campus is the responsibility of students and staff. If any student is found inhumanely treating animals here on campus, it may result in receiving a failing grade and/or being dropped from the Program. All Vet Tech students participating in Vet Tech classes or labs with live teaching animals, as well as students participating in their externships, are subject to the **program's clinical warning system**.

Should an incident occur where a student is not caring for an animal safely (ie. letting an animal jump off an exam table), or otherwise acting unprofessionally in a manner that may negatively impact an animal's health or well being, or that of another student, staff or faculty member in the same workspace, is subject to a clinical warning. Clinical

warning forms include a section to be filled out by the program technician, faculty member, or externship supervisor detailing the incident that they witnessed. Clinical warning forms also include sections to be filled out by the program director or program technician detailing the discussion with the student as well as disciplinary action to be taken.

The program director or program technician may also issue clinical warnings for any of the above issues.

There are 3 clinical warning levels. The first incident will result in a clinical warning level 1, second incident clinical warning 2, and third incident clinical warning 3. After 3 clinical warnings, students may be removed from the lab or externship site and are subject to removal from the program. A clinical warning of Level II or Level III can be assigned at any time based on the severity of the incident by the program director or program technician.

Performance issues of a grave nature including, but are not limited to: serious safety violations; actions inconsistent with scope of practice; or unlawful or unethical acts may result in immediate removal from the lab, the externship site, or the program.

Most program animals are available for adoption; please see the Program Technicians to discuss the adoption of a program animal.

Veterinary services and veterinary supplies are not available to any animals other than program animals. While we would love to assist students in the care of their pets, we are simply not funded or provided with sufficient supplies to do so. If you feel you have a pet that has a particular need appropriate to a course topic, please discuss this with the course instructor.

Veterinary Technician Student Activities

Students may join the Veterinary Technician Club, which also provides student membership to NAVTA (**National Association of Veterinary Technicians in America**). Club activities include frequent meetings on campus, field trips, hosting educational speakers, and fund-raisers. Students are encouraged to participate, either by running for officer positions or by simply volunteering their time. See Prof. Stalnaker or Program Technicians for more information.

Externship

There is an externship incorporated in the VTC Veterinary Technology Program. These arrangements are made between the Course Instructor (Dr. Dorosko) and the student. Student progress during their externships may be monitored by phone calls, emails,

visitations, evaluation progress reports, and other communication made by the instructor and program technicians.

Requirements for Continuation in the Veterinary Technology Program

Continued enrollment in the Veterinary Technology curriculum is dependent upon satisfactory completion of the following:

1. All academic requirements specified by the college for continuation in the college.
2. All students in the Veterinary Technology Program must complete all coursework in sequence before continuing to the next level unless approved by the Program Director or Dept Chair.
3. A student must complete all AVMA essential skills in each Veterinary Technology course to receive a passing grade for that course.
4. A student must abide by all the rules and regulations of the Vermont Tech Veterinary Technology Program, and any off site facilities this program utilizes.
5. A student must exhibit professional, ethical, and correct legal behavior.
6. A student must exhibit behaviors that enhance the health and safety of patients. Failure in this criterion may result in disciplinary action regardless of academic standing.
7. A student must follow the general policies and procedures of the college.

If a student is not eligible to continue in the Veterinary Technology curriculum, the student may continue to enroll in other general education courses of the college if they meet the academic requirements of the college.

Students who have not met requirements of the Veterinary Technology program may be dropped from the program. The VTC catalog states that students who do not achieve the minimum grade of C in any VET or required BIO courses after 2 attempts will be dropped from the program.

A student may apply for readmission after withdrawing from Veterinary Technology Program or having become ineligible to continue in the program.

Academic and Personal Counseling

During your academic career you may find that you need advice concerning academic or personal matters. Students are assigned to an Academic Advisor that can help them with planning curriculum and making sure all the requirements for graduation are met. Please be sure to meet with your Academic Advisor within the first three weeks of school. If you don't know who your advisor is, contact the Registrar's office. It will be important that you get to know your advisor. He/she can give you more meaningful recommendations to prospective employers or to other schools if they know you.

A personal counselor is also available in the Center for Academic Success (CAS) located on the 2nd floor of Conant Hall. Should extensive counseling be required, the college will help make arrangements with local providers.

Tutoring

Tutoring at the student's request is available through the Center for Academic Success (CAS) at no additional cost. The CAS is located in Conant Hall, 2nd floor. Peer tutors, as well as, specialists are available. Your course instructors are also willing and able to help. The writing center is located in Conant Hall, 2nd floor.

Students with Disabilities

Students with disabilities are encouraged to take an active role in acquiring necessary accommodations. To ensure that every student receives the fullest possible benefit from every learning opportunity, you are encouraged to share your concerns or need for special accommodations. All information will be held in strict confidence unless otherwise requested. If you have a learning, physical, psychiatric, or other disability which might affect your work in this program, please contact Robin Goodall in the Center for Academic Success (CAS) (phone 728-1278), so that arrangements can be made for accommodations. All students must meet the standards outlined in Appendix 8, Veterinary Technology Program: Essential Functions of Students.

Examination Policy

Examination dates are announced far enough in advance so that there are almost **NO** excuses for missing any examination. Illness severe enough to warrant missing an examination must be verified by a physician or school health official. A grade of "0" will be awarded for a missed examination without a satisfactory excuse. Validity of excuses for a student missing an un-announced examination will be left to the discretion of the instructor.

Academic Honesty Policy

In addition to the information found in the VTC Catalog, the following Academic Honesty Policy is considered in the Veterinary Technology Program.

The College recognizes that students are both citizens and members of the academic community. As citizens, students enjoy the same freedom of speech and assembly, freedom of association, freedom of the press, right of petition, and right of due process that all citizens enjoy.

Upon enrolling in the College, each student assumes an obligation to conduct herself/himself in a manner compatible with the College's function as an educational institution and to comply with the laws enacted by federal, state, and local government. If this obligation is neglected or ignored by the student, the College must, in the interest

of fulfilling its function, institute appropriate disciplinary action. Examples of misconduct that may subject a student to disciplinary action, including disciplinary probation, suspension, or dismissal, are found in **Appendix 3**.

Students are subject to **Vermont Tech Policy T107 regarding Cheating and Plagiarism**, which states “any instructor who has proof that a student has cheated/plagiarized on academic work has the authority to take academic action up to and including dismissal from the course.” This includes online work. Vermont Technical College expects high standards of truthfulness and honesty in all academic work. Thus, any student who, after a hearing, is found guilty of academic dishonesty will face disciplinary action, up to and including, dismissal from the college. **Cheating** refers to using unauthorized aids or copying another person's work on exams, quizzes, and assignments. **Plagiarism** means taking language, information, or ideas, either exactly or in paraphrase, from another person or from a printed source without giving credit to the source.

Allowing another student to use, inappropriately, (copying) your work is academically dishonest and subject to discipline.

Class Attendance Policy

Students are expected to attend all classes and all labs as directed. In case of necessary absence, the student is expected to call or email the instructor PRIOR to the absence and inform him/her of the reason, just as an employee would “call in” to alert employers of absenteeism. A student should not intrude on the instructor’s privacy by phoning them at home. This is a privilege reserved for emergencies or by permission. If a situation arises when a student knows that he/she is going to be absent, prior approval from **each** instructor must be obtained. Students who attend classes regularly and punctually help themselves to be successful academically and show instructors and other class members a courtesy. Information presented in the program is critical to the learning process. See the course syllabus for each class for specific policies. Also remember to follow the specific instructions as outlined in VET 1051/1052 Animal Care and VET 2720 Animal Care Supervisor syllabi in case of illness or other emergency.

Cancellations

If snow or icy driving conditions cause the postponement or cancellation of classes, announcements will be made via email, phone call and text by the college. Students are recommended to use their own judgment if classes are not delayed or cancelled and weather conditions from which they are leaving are severe. It will be the responsibility of the students to catch up on missed information or to accept a decrease in grade for VET 1051/VET 1052/VET 2720, depending on what class or animal care rotation has been missed.

Professional Behavior

The field of Veterinary Technology is a profession requiring a high standard of personal and professional behavior. Many legal, ethical, and moral obligations apply to you both as a student, as a member of the Veterinary Health Care Team, and as a member of society. Veterinary technicians, as well as students at their externship sites, represent their employer through how they act, dress, and behave; clients entrust them with the care of their beloved pets. During your time here at VTC, you will also be entrusted with the care of both our laboratory animals and other teaching animals. Our program requires that all students behave professionally at **all times**. Knowledge of and adherence to a professional standard of behavior is an integral part of the Veterinary Technology curriculum. Violations of professional standards may result in penalties ranging from a clinical warning to a failing grade to expulsion from the Program. This includes knowledge of another student's violation of these standards; if you are aware of another student who has violated these standards, you are required to notify the program director (Dr. Dorosko) or your course instructor. Failure to notify program faculty may also result in penalties ranging from a failing grade to expulsion from the Program. Please remember that violations of these professional standards may endanger your fellow students, your co-workers, and may even lead to the **injury or possible death of your veterinary patient. If faculty or staff observe a student jeopardizing patient safety or behaving in an unprofessional manner, the clinical warning system previously discussed in this document may be implemented, and a meeting with the student to discuss, correct, and document the discussion will take place. Final decisions regarding consequences will be handed down after careful deliberation by authorized parties.**

Appropriate Attire

It is expected that the student will dress in a professional manner when in class and labs, on field trips or other functions while representing the Veterinary Technology program. For safety reasons as well as professionalism, the following dress code is required or recommended for all veterinary technology labs:

- Long-sleeved Laboratory coat; we recommend that you choose a long-sleeved lab coat to further protect your arms from zoonotic diseases such as ringworm and mange **(REQUIRED) (all labs other than Large animal, as well as VET 1051/1052 and VET 2720)**
- Coveralls and rubber boots for all large animal laboratories and animal care**(REQUIRED)**
- Scrub pants and appropriate tops are **required** for all labs, unless otherwise stated by the instructor.
- Flat, close-toed shoes; to minimize the likelihood of injury and to reduce the exposure to zoonotic diseases. No sandals, no high-heels, no clogs, etc. **(REQUIRED)**
- Long hair should be secured so that it does not interfere with vision or become tangled with an animal **(REQUIRED)**

- Minimal jewelry. Long dangling bracelets, chains and dangling or hoop-type earrings can become tangled with animals and are not allowed. No post or loop ear, nose, lip, eye brow jewelry should be worn **(REQUIRED)**
- Bare mid-drift and clothes that are too tight or too loosely fitting are also unacceptable **(REQUIRED)**, as well as pants currently in style which have holes.
- Safety goggles and other appropriate Personal Protective Equipment when handling any hazardous material **(REQUIRED)**
- Exam gloves when handling any animals **(Recommended)**

If a student is employed at a veterinary clinic, kennel, farm, biotechnical facility, etc. and comes to class directly from work, the student may **not** attend lab in clothes worn at his/her work. The student must have a change of clean, appropriate attire in order to participate in the lab.

We **strongly** recommend that you always have a change of clothing on the days that you have a veterinary lab. Should you then get soiled during your lab, you will be able to change clothes before attending another class or before exposing your own pets at home to infectious diseases.

Failure to wear required attire can lead to students being dismissed from labs and receiving penalties for lab absence. **It is your responsibility to come prepared for lab.**

Personal protective equipment (PPE) is available in all labs; it is your right to know what equipment is recommended and how it is used. Please be sure to ask your instructor for recommended PPE if it is not discussed with you during your classes and/or labs. All other required attire, lab coats, scrub suits, coveralls, and boots are the responsibility of the student to purchase and maintain.

Instructors reserve the right to require dress code variances as they see fit; follow the recommendations of your instructors. If no instruction is given, follow the above guidelines.

Classroom Code of Student Conduct for Veterinary Technology

To ensure the greatest possible learning experience and to respect the student's desire to learn as well as the instructor's goal to instruct, in addition to the policies above regarding academic honesty, attendance and appropriate attire, we have adopted a code of conduct to direct the Veterinary Technology program at Vermont Tech. This code of conduct is not intended to supersede the general conduct policies of the college but rather to augment the general conduct policy and apply it as it pertains to the Veterinary Technology program.

1. All cell phones and pagers should be turned off or silenced during class, labs and field trips. No mp3 players or other listening devices are permitted, unless permitted by the instructor under special circumstances. Students are permitted to record audio version of lectures with instructor's permission and awareness.
2. The program encourages students to work together and to discuss academic material. However, talking among yourselves during lecture or labs or otherwise disturbing the class will not be tolerated.
3. **Teaching materials, equipment, needles, syringes, and veterinary drugs or supplies that will be used in the instruction of veterinary procedures at Vermont Tech are not for personal use or to be removed from the premises.** Students involved in such removal may be immediately dropped from the program and not be granted re-entry.
4. Smoking or other use of tobacco products is not allowed on campus, including in or near the livestock barn.
5. No eating or drinking is allowed in the Morrill 101 or Morrill 102 labs, and no food or beverage containers are allowed to be present. This is a violation of the U.S. Government OSHA (Occupational Safety and Health Administration) regulations.
6. All animals will be handled in a humane and caring manner and the amount of restraint used to control the animal will only be used to the extent necessary to perform the procedure or to protect the student or animal.

Substance Abuse Policy

If any student is suspected of being impaired (i.e. odor of alcohol/marijuana, slurred speech, bloodshot eyes, ambulatory problems, inability to comprehend or follow oral or written direction or other such indicators) in a lab or College setting, the student's primary instructor or any other instructor or College official should seek verification of such suspicion by another College instructor or official.

If there is confirmation of the suspicion, the student shall be confronted by the instructor or another appropriate College official. If, upon confrontation with the student, the instructor or other appropriate official believes the student is impaired, then the student shall be required to leave the Lab or College setting immediately.

Notice of such action shall be forwarded to the Dean of Academic Affairs for appropriate disciplinary and/or academic process and action.

Program Outcomes

Upon successful completion of all program requirements, graduates should be able to:

- Demonstrate competence in veterinary facility management, utilizing appropriate professional and client communication skills and maintaining ethical standards according to applicable laws and codes of the veterinary technology field
- exhibit a technical level of competency in the safe and effective preparation, administration, and dispensation of medications (including controlled drugs) using proper dosage calculations, labeling, and record-keeping
- demonstrate entry-level skills in patient nursing care for both companion and food animals including husbandry; nutrition; restraint techniques; patient data and sample collection; administration of therapeutics; and basic dental prophylaxis
- safely and effectively manage patients and the associated equipment in all phases of anesthetic procedures
- integrate all aspects of patient, environment, and equipment management for common surgical procedures in a variety of animal species
- handle, store, ship, and properly analyze laboratory specimens
- safely and effectively produce diagnostic radiographic and non-radiographic images as well as operate and maintain the associated equipment
- safely and effectively handle and provide care for laboratory, avian, and exotic animals

Graduation Requirements

This information is found in the college catalog. All students must earn a minimum grade of “C” in all VET and BIO courses, which includes **completion AND documentation** of the AVMA essential task list in each course.

Career Placement and Job Opportunities

Most students enter college with a career goal in mind. They look forward to starting their career when they graduate. To help give students an idea of job opportunities available there is a collection of job positions and descriptions in the reading room located in Judd. There is a full time career development office available for all students and alumni.

Requirements for Private Certification as a Veterinary Technician In the State of Vermont

Taking and passing the VTNE does not automatically make you certified! Below is information from the Vermont Veterinary Technician Association. More information can be obtained at [https //vtvettechs.org](https://vtvettechs.org) (underlining added by handbook author):

“All certified technicians (CVT’s) in Vermont must have attended and graduated from an accredited AVMA Veterinary Technology program, they must have passed the VTNE (Veterinary Technician National Exam), or have been part of our grandfathered technician group that had set requirements prior to 2007.

Certification increases the professionalism of veterinary technicians as well as advances and promotes the veterinary technician profession nationally and in Vermont. Once you have graduated from an AVMA accredited school and passed the VTNE you are able to apply for certification. Our certification coordinator will verify your application, diploma, and VTNE scores and then if all is in order she will send you a welcome letter and bylaws. The President will then send you certification certificates (one for your records and one to display at your place of work.) You will then have two years to accumulate 18 CE credits to maintain your certification. Membership has annual dues (\$50) but certification credits are accrued in two year stretches to allow members to go to bigger meetings and get a lot of credits at one time. The VVTA offers a minimum of 12 credits per year for continuing education.

Continuing education credits must be RACE (Registry of Approved Continuing Education) approved, State association approved, or pre-approved by the VVTA board to be considered valid credits. Please understand that we can not accept credits from in-office educational meetings by your doctors, dog training sessions, or interesting conversations with famous speakers. Well organized continuing education meetings will let you see what the future of your career holds– embrace it.

If you do not have the qualifications to be a certified technician we want you to still be a member of the VVTA! Technician/Assistant membership comes with a lot of benefits and it introduces you to new opportunities. You will still be able to get all of the membership discounts and you will get emails with job opportunities and continuing education. You will also get the opportunity to meet others in this field and hopefully help you decide your future ventures.

Members of the VVTA may vote, hold office, and also receive individual informational emails. They also have many benefits- including continuing education meeting discounts, reduced rate rabies titrating every two years, and discounted NAVTA rates because of local association membership.

It is a great opportunity to shape the future of your profession in this state in a supportive atmosphere and make new friends and contacts. Join us and share your ideas and goals for the future!” <https://vtvettechs.org/membership-form/>

Health and Safety Issues

Student Health

Medical Requirements:

All students must have their medical records in complete order prior to participating in laboratories. All student records must show proof of Tetanus vaccination. All student records must show proof of **pre-exposure** Rabies vaccination administered per CDC and vaccine manufacturer guidelines. (see Appendix 6). See more information on page **20** of this document regarding human rabies prophylaxis pre-exposure vaccination.

The student medical records are given to the Dean of Students Office. Health forms are then stored in the college Health Center.

Medical Care and Health Insurance:

All VTC students are required to have health insurance coverage while enrolled at the college. Students are strongly advised to make arrangements for their own health insurance coverage. Coverage is available for a fee through the college if a student is not covered under another policy.

Students are responsible for their own medical care and health insurance throughout the Veterinary Technology Program. Neither the college nor the Veterinary Technology Program is responsible for needed medical care. The student is responsible for any costs that may be incurred as it relates to personal injuries the student may acquire while participating in the program, including externships. Vermont Tech and/or externship/ field trip sites cannot be held liable for such injuries.

Pregnancy

Because of the danger involved in working around radiation, gas anesthetics, and zoonotic (transmissible from animals to humans) diseases during pregnancy, Vermont Tech has adopted a Pregnancy Policy, detailed in Appendix 7. This detailed information should be read and the appropriate forms submitted as required. Students are urged to become familiar with all associated risks to themselves and their unborn child should they become pregnant at any time during the program or employment in this career. (see Appendix 7).

Safety Issues

Aside from the safety issue of pregnancy, there are a multitude of other safety concerns that students must be aware of during their progression through our program. One of the biggest concerns is the possibility of getting injured while handling any of the animals during class and lab times. *Every* animal handled has potential to inflict some type of harm, especially when improperly handled or restrained. Program staff will discuss proper handling and restraint techniques for each

species prior to student exposure to them; it is the responsibility of the students to notify their instructor(s) if they feel uncomfortable or improperly trained *prior* to handling any animal in any class or lab setting. Students should **never** handle an animal for which they feel they are not “ready.”

Our program is in complete compliance with the appropriate OSHA guidelines for our facility and our procedures. Program faculty will discuss and explain guidelines in this document to students prior to their initial experiences in lab settings. This will include such topics as:

- Location and use of Material Safety Data Sheets and other OSHA resources
- Location and use of eye wash stations
- Use of radiation badges
- Laboratory logs and equipment usage
- Presence and use of containers for “sharps”
- Secondary drug labeling
- Location and use of Personal Protective Equipment
- Anesthetic vaporizer calibration and maintenance
- Waste anesthetic gases handling
- Pregnancy and immunization policies
- Noise concerns
- Refrigerator use
- Signage
- Spills and accidents

Students not in the program will not be allowed in the Vet Tech laboratories. The instructor can make exceptions at any time.

Bites Wounds and Other Injury

To help prevent injury, students must comply with the dress code. If a student is not in compliance with appropriate laboratory attire, instructors may request they meet the requirements before being allowed to participate in the lab. It is the responsibility of everyone to use caution and good judgment to avoid incidents or accidents

Students who are injured in a laboratory/class situation must report the injury immediately to the supervising instructor/faculty member– **this will insure that you will receive the proper care and attention. All incidents including animal bites or scratches, needle pricks, broken glass or any other incident in which any break of human skin, bruising, or contusions occurs *must* be reported.**

Students bitten or otherwise injured by a teaching animal are instructed to call the Vermont Tech Department of Public Safety (802) 728-1292, (ext 71292 from a campus phone). Public Safety requires the student(s) involved to fill out a **Student Accident Report** which is kept on file with the Public Safety Office. Students are instructed to go to the nearby hospital emergency room if skin is broken or if the student wishes for any other incident-related reason at that time. There are also first aid kits in

the Vet Tech Laboratory Morrill 101 and in the Vet Tech barn. **A member of the Vet Tech staff and faculty must also be notified immediately.**

Because of the natural risks associated with programs such as ours, the College is in no way liable for students being bitten or injured while handling animals within the program.

Please note that any injuries to any animals within the program – shelter animals, lab animals, etc. – must also be reported to the course instructor, program technicians, or the attending veterinarian.

Veterinary Technology students are expected to inform faculty of any health conditions that interfere with clinical laboratory or animal care functions. Students may be asked to refrain from certain clinical laboratory procedures if the instructors feel that the student's health may be compromised. A physician's note may be required to verify any condition. Regardless, inability to perform assigned functions can affect your grades. As soon as any medical problems are diagnosed, the student is encouraged to bring a written statement from their physician permitting them to continue in the Veterinary Technology Program and/or perform safely in the clinical setting.

Lifting

Improper lifting can cause injury to the back. You are encouraged to lift animals by using your legs and not your back and to request assistance when lifting an animal or object that is very heavy or unwieldy. Proper lifting techniques involve bending your legs while keeping your back straight.

Wet Floors

When mopping or when a wet area on the floor is noted, the student will place a wet floor sign in the area of the wet floor to inform others to be cautious when walking over that area.

Zoonotic disease

Since some of our class and lab patients arrive without a medical history and may arrive with a variety of problems, diseases, and parasites; students should be aware of zoonotic disease risks (rabies, ringworm, brucellosis, intestinal parasites, toxoplasmosis etc.). It is essential that students follow all instructions from program faculty, including (but not limited to) appropriate dress, Personal Protective Equipment, and proper hygiene. Program faculty will discuss zoonotic diseases prior to student exposure to patients, and students are then responsible for following instructions and proper precautions to minimize their exposure.

Blood Borne Disease

For safety reasons, students should be aware that practicing venipuncture on each other is prohibited. Students should also be aware that Hepatitis, HIV, and other diseases can be transmitted by contact with infected human blood and should handle and dispose of all venipuncture supplies and sharps in an appropriate manner.

Students should be cognizant of the risks of blood-borne diseases when aiding another injured student. All exposures to human blood or other human secretions or discharges must be reported to the Campus Safety office at 802-728-1292. Universal precautions will be taken with all exposures to human blood or other hazards.

RABIES and Student Prophylactic Rabies Vaccine

Students are required to be vaccinated against rabies **per the vaccine manufacturer's directions**. Information from the US Center for Disease Control (CDC) website states below (text bolded by this handbook's author):

"Preexposure vaccination should be offered to persons in high-risk groups, such as veterinarians, animal handlers, and certain laboratory workers. Pre-exposure vaccination does not eliminate the need for additional therapy after a rabies exposure, but it simplifies therapy by eliminating the need for RIG and decreasing the number of doses of vaccine needed.

Preexposure prophylaxis might protect persons whose postexposure therapy is delayed and might provide protection to persons at risk for unapparent exposures to rabies. **Preexposure vaccination can be given intramuscularly and consists of three injections, one injection per day on days 0, 7, and 21 or 28.**

Veterinarians and their staff are classified in either the frequent or infrequent risk categories based on whether they are in rabies enzootic areas. **Persons in the rabies enzootic areas are considered to be in the frequent-risk category and should have a serum sample tested for rabies antibody every 2 years;** if the titer is less than complete neutralization at a 1:5 serum dilution by the RFFIT, the person also should receive a single booster dose of vaccine. Veterinarians, veterinary students, and animal-control and wildlife officers working in areas with low rabies rates (infrequent exposure group) do not require routine preexposure booster doses of vaccine after completion of primary preexposure vaccination." https://www.cdc.gov/rabies/specific_groups/veterinarians/staff.html

In Vermont, we live in an area classified as "frequent" risk, a rabies enzootic area.

Be sure to check with your insurance company to find out if this expense will be covered; some insurance companies will pay for pre-exposure rabies vaccines.

Students should advise their insurance carrier that they are engaged in the veterinary profession in Vermont, which holds an occupational risk for exposure to rabies. If their

insurance carrier will not cover the rabies -pre-exposure vaccination series of three vaccines, students are advised to acquire a prescription for the vaccine from their health provider and check with several pharmacies for the cost.

If the student purchases the vaccine from a **pharmacy with their health provider prescription**, and IF the student's primary care office refuses to administer the vaccine, the Health Center nurse can store it and administer it per the manufacturer's protocol. If the student purchases the prescribed vaccine from a pharmacy, it **MUST be stored as directed** until brought to the college Health Center. ***NOTE: make sure that your health provider prescribes 3 doses of the vaccine per CDC guideline.**

Tetanus

Since the ability to suffer cuts or other forms of skin lacerations is common in veterinary medicine it is required that you have current vaccinations for Tetanus. Please consult your physician concerning the need for Tetanus vaccinations or boosters.

Eye Wash

Eye wash facilities are provided at the sinks in M101 and M102 and other laboratories outside the program.

Material Safety Data Sheets (MSDS)

MSDS sheets are located in a binder notebook labeled "SDS" in a cabinet labeled SDS in M101 lab, and also in a binder notebook also labeled "SDS" on an open shelf visible in M102 lab.

Hazardous Waste

The Veterinary Technology Program is concerned about the proper handling of medical wastes. Specific instruction in the handling and disposal of medical wastes will be provided in each course. Every student and staff member is responsible for the proper disposal of medical wastes. All sharps must be disposed of utilizing specific sharps containers located throughout the laboratory areas. If you are unsure of what constitutes medical waste or how to handle medical waste, please ask a staff member.

Each lab should be supplied with the personal protective equipment (PPE) recommended for the required duties; please discuss the appropriate PPE for you.

Equipment

The student will be trained to operate pieces of specialized instruments and equipment during the course of the program. At no time will students be allowed to operate the equipment except during class time, or during instructor-appointed times.

RADIATION POLICY

Purpose: To establish operating and safety procedures for the use of radiation in the Veterinary Technology Program at Vermont Tech. These procedures are designed to ensure the safety of students and instructors.

Radiation machines emit an ionizing radiation, which can be detrimental to the health of individuals exposed to excessive doses of such radiation. It is the purpose of the present safety rules to ensure that exposures to students and staff are As Low As Reasonable Achievable (ALARA). The US Department of Labor Occupational Safety and Health Administration (OSHA)

<https://www.osha.gov/SLTC/radiationionizing/introtoionizing/ionizingattachmentsix.html> describes maximum permissible dose equivalents for occupational exposure as the following:

- Whole body equivalent shall not exceed 5 rem per year. Shallow dose equivalent to the skin shall not exceed 15 rem per year. Dose to embryo/fetus shall not exceed 0.5 rem.

Scope This policy applies to all users of the radiation emitting equipment in the Veterinary Technology program at Vermont Tech.

Responsibility: It is the responsibility of the staff and students at Vermont Tech to adhere to these procedures. The Program Director or designee will ensure compliance.

Procedure:

Order: Radiographic procedures will be performed for the purpose of instruction. Only the instructor will order retakes of radiographs.

Personnel Monitoring: In general any student, staff, or faculty participating in VET 2012 must be issued a radiation monitoring badge or other appropriate monitoring device.

- Radiation monitoring badges will be assigned by the student's full name, date of birth and last 4 digits of their social security number. Under no circumstances will a student be permitted to use a monitoring badge other than their own.
- Each student will wear their monitoring badge attached to his or her clothing outside of any protective lead shields. Each badge will be left in a designated location when the student is not in class. Badges are not to leave the Lab facilities, unless performing Large Animal radiography as part of a lab at the farm or other facility.

- The instructor or designee will be responsible for the distribution of the badges and the procedures governing their use. The exposure records will be maintained by the instructor or designee and will be reviewed.
- Female students should ideally notify the Program Director or class instructor as soon as possible following confirmation of pregnancy. This is voluntary and the student must make the final decision as to their acceptance or non-acceptance of this risk. It is recommended that the pregnant student seek advice and counsel from their attending physician as to the decision to continue in the radiology course of the program. If the student decides to complete the course, a second badge will be issued to be worn at waist level under the protective apron. Badge reports will be monitored to ensure that the fetus receives no more than 0.5 rem during the term of the pregnancy. Any exposure prior to declaration of pregnancy must be estimated and taken into account. Under NO circumstances will a pregnant individual be allowed to hold a patient during radiographic examination.

Regulations: Copies of the Vermont Regulations for the control of Radiation, reports of inspections and registrations are kept in M10). These are available for review by all students or instructors involved with radiation devices.

General Operating Procedures:

- ❖ All radiographs rooms are controlled areas. The doors to the room must be closed when the radiograph machine is in use.
- ❖ It is recommended that animals be lightly sedated or anesthetized for radiographs and positioned with sandbags or other suitable devices and the student remain behind protective barriers during radiograph exposure. If sedation is not possible or warranted the students shall wear all necessary lead lined protective equipment and radiology exposure monitoring badge as they would in a veterinary clinic and shall not have any unprotected part of their body in the primary beam of the of the radiograph machine.
- ❖ Collimators shall restrict the radiation field to the size of the film or part of the body under study. Small fields should be used where possible to restrict the area exposed to only that clinically necessary for teaching or study.

Exposure Procedures and Protective Equipment: Only the necessary individuals shall be allowed in the room when radiographic procedures are being performed. Exceptions must be cleared by the instructor. All individuals in the room during a radiographic procedure must wear a lead apron, thyroid shields, gloves, and a radiology exposure detection badge.

Personal Safety

Finally, students are encouraged to keep their own personal safety in mind during all aspects of their time at Vermont Technical College. If course requirements include any activity outside of the facility buildings (i.e. dog walking, carrying out garbage), students are encouraged to use the “buddy system” and to maintain a constant awareness of their surroundings. Please also keep this in mind when walking between buildings on campus. It is the responsibility of the students to notify their instructors if they become concerned about their safety at any time during the program. Program faculty will point out telephones available for student use should an emergency occur. Each room on campus has a detailed evacuation route; students are responsible for becoming familiar with these routes for all their classrooms. Do not leave personal items unattended and keep vehicles locked. Students on Animal Care rotations for VET 1051/1052/2720 should drive to the Vet Tech barn, and there should ALWAYS be at least 2 people at the barn. NO ONE should be alone at the barn. Horses do not realize how large they are and potentially dangerous they can be. Other safety issues regarding Vet Tech animals are covered in classes and laboratory sessions. **ALL students should have the campus security number programmed into their cell phones : 802-728-1292.**

Security

Emile Fredette, Head of campus security

728-1292

Appendix 1

Veterinary Technician's Oath

I solemnly dedicate myself to aiding animals and society by providing excellent care and services for animals, by alleviating animal suffering, and promoting public health.

I accept the obligations to practice my profession conscientiously and with sensitivity, adhering to the profession's Code of Ethics, furthering my knowledge and competence through a commitment to lifelong learning.

Appendix 2

VETERINARY TECHNICIAN CODE OF ETHICS

1. Veterinary technicians shall aid society and animals through providing excellent care and services for animals.
2. Veterinary technicians shall prevent and relieve suffering of animals.
3. Veterinary technicians shall promote public health by assisting with the control of zoonotic diseases and informing the public about these diseases.
4. Veterinary technicians shall assume accountability for individual professional actions and judgments.
5. Veterinary technicians shall protect confidential information provided by clients.
6. Veterinary technicians shall safeguard the public and the profession against individuals deficient in professional competence or ethics.
7. Veterinary technicians shall assist with efforts to ensure conditions of employment consistent with excellent care of animals.
8. Veterinary technicians shall remain competent in veterinary technology through a commitment to lifelong learning.
9. Veterinary technicians shall collaborate with members of the veterinary medical profession in efforts to ensure quality health care services for all animals.

Source is (National Association of Veterinary Technicians in America) NAVTA
<https://www.navta.net/>

Appendix 3

Academic Honesty and Misconduct Definitions

PLAGIARISM: The unauthorized use of materials not written or created by the person claiming ownership. Plagiarism includes but is not limited to the following:

1. Turning in a homework that is produced or copied from someone else.
2. Collaborating on an assignment without the specific approval of the instructor.
3. Borrowing materials from any source—professional or amateur – and turning them in as original. (internet resources included)
4. Failure to acknowledge through appropriate citations any words, ideas, research, graphics, etc. produced by someone other than the person claiming authorship.

CHEATING: Dishonest acts committed while being tested or evaluated. Cheating includes but is not limited to the following:

1. Copying from another person's test or out-of-class assignments.
2. Using unauthorized test aids such as notes, drawings, books, cell phones and calculators during an examination.
3. Submitting a paper, which was turned in to another instructor in another class to fulfill part of that course's required work unless agreed upon ahead of time by the instructor of the second course.
4. Aiding another student in dishonestly such as copying written work or sharing information during a test period.
5. Fabricating research or source materials.
6. Stealing, buying, or otherwise obtaining a test from an instructor's work area, computer files, or students who have previously taken the test.
7. Sharing test questions or answers between sections.
8. Lying, misrepresentation of facts, withholding of the truth.
9. Storing or sharing information on cell phones, calculators or other electronic devices while involved in classroom or field testing.

SABOTAGE: Interference with or destruction of the work or property of another person including the misuse of computers. Sabotage includes but is not limited for the following:

1. Forgery, alteration, of misuse of College documents, records, or identification.
2. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or of other authorized activities on College premises.
3. Theft or damage of property of the College or of a member of the College faculty, of a College student, or of a campus visitor. Unauthorized entry to or use of College facilities.
4. Misuse of computers including but not limited to:
 - a) Unauthorized entry into a file to use, read or alter it
 - b) Unauthorized transfer of a file
 - c) Downloading licensed software
 - d) Abuse of computer time

e) Infecting computers with a virus

MISCONDUCT: Violating of College rules/policies or State/Federal laws. Misconduct includes but is not limited to:

1. Failure to identify one's self when requested by College officials, or failure to comply with directions of College officials acting in the performance of their duties.
2. Use, possession or distribution of alcohol, narcotics, illegal substances or dangerous drugs except as permitted by law.
3. Physical abuse, harassment including sexual harassment, or conduct by any student at College sponsored or supervised functions, which threatens or endangers the health and safety of any person or creates a hostile or offensive educational environment for any person.
4. Disorderly conduct that infringes upon the rights of others on College-owned property or at College-sponsored or supervised functions.
5. Possession or use of firearms, explosives, dangerous chemicals, or other weapons on College-owned or controlled property or at College-sponsored functions, except as permitted by law and College regulations.
6. Interfering with another student's ability to learn, study, listen, examine, or participate both in and out of class.
7. Animal care duties that are not completed, delayed, or avoided by the assigned students.
8. Behavior deemed to be unethical, unprofessional, or causing conflicts.

Appendix 4

Vermont Tech Veterinary Technology Program
STUDENT & PERSONNEL NOTICE
Waste Anesthetic Gases

Our concern about your health and the quality of our environment requires that we periodically bring to your attention the suspected occupational hazards associated with working in anesthetizing locations such as the prep area and operating room.

Epidemiologic surveys suggest that there may be increased incidences of some diseases, particularly those associated with the reproductive process in operating room employees.

While chronic occupational exposure to trace concentrations of anesthetic gases is a suspected cause of disease entities, the evidence is equivocal. Thus, conclusive proof of cause is presently not available. Indeed, other factors such as the stress of working in the operation room have also been proposed as causes of these health hazards.

Fortunately, anesthetic exposure can be reduced substantially. A comprehensive protection program is in effect in our surgical operating room. Equipment maintenance has reduced leakage to a minimum by proper maintenance. Excess anesthetic circuit gases are captured and vented at a point where no personnel exposure occurs.

A question frequently raised is whether women who are pregnant or who are contemplating pregnancy should work in the operating room. A definite answer cannot be given, and the data are not strong enough to remove categorically all such women from the operating room. With the above factors in mind, we have attempted to make our operating area as safe as possible by our concerted efforts to hold anesthetic exposure to a minimum. However, no "safe" exposure level below which we can be sure that adverse effects will not occur has been yet identified. You must decide whether to accept the potential risks of working in anesthetizing areas. Should you have any questions or concerns, we urge that you consult with your physician or obstetrician.

Whether pregnant or not, if students prefer not to have any exposure to trace gases, then they need to choose an alternative course of study. Every graduate must complete all AVMA required hands on tasks to graduate, which includes anesthetizing animals with inhalation anesthetics. Every effort will be made to minimize exposure.

To show that you have received and understand this notice, please sign below and return it to us. Thank-you for your cooperation.

I have read and understand this notice.

Name (signed and printed)

Date

Appendix 5 Student's Responsibility

There are two copies of this form; please keep this copy for your records.
Statement of Student's Responsibility

As a student in the Veterinary Technology Program at Vermont Technical College, I am aware that there are risks involved in the practice of Veterinary Technology. These include, but may not be limited to:

- Radiation exposure
- Risk of exposure to infectious diseases
- Stressful work environment with risk of exposure to conditions and substances that may affect personal health
- Risk of exposure to conditions and substances that may affect the health of an unborn child
- Risk of possible injury while handling any animal

It is my understanding that all activities are performed under appropriate supervision, and according to applicable laws, regulations and safety standards.

I further understand it is my right and my responsibility to express any or all concerns and/or contraindications for activities in which I am involved. I will report immediately any injury I might sustain, no matter how minor it may seem.

I have received and read a copy of the **Veterinary Technology Student Handbook**; I acknowledge that I have read and I understand the policies included in this handbook. I agree to comply with these requirements and accept full responsibility for any violation of these policies.

 Student Name (Print)

 Witness Name (Print)

 Signature

 Witness Signature

 Date

 Date

PERSON TO NOTIFY IN CASE OF EMERGENCY:

Name: _____ Relationship: _____

Daytime/cell phone: _____ Other Phone: _____

Please sign and return this copy to Program Technicians.

Statement of Student's Responsibility

As a student in the Veterinary Technology Program at Vermont Technical College, I am aware that there are risks involved in the practice of Veterinary Technology. These include, but may not be limited to:

- Radiation exposure
- Risk of exposure to infectious diseases
- Stressful work environment with risk of exposure to conditions and substances that may affect personal health
- Risk of exposure to conditions and substances that may affect the health of an unborn child
- Risk of possible injury while handling any animal

It is my understanding that all activities are performed under appropriate supervision, and according to applicable laws, regulations and safety standards.

I further understand it is my right and my responsibility to express any or all concerns and/or contraindications for activities in which I am involved. I will report immediately any injury I might sustain, no matter how minor it may seem.

I have received and read a copy of the **Veterinary Technology Student Handbook**; I acknowledge that I have read and I understand the policies included in this handbook. I agree to comply with these requirements and accept full responsibility for any violation of these policies.

Student Name (Print)

Witness Name (Print)

Signature

Witness Signature

Date

Date

PERSON TO NOTIFY IN CASE OF EMERGENCY:

Name: _____ Relationship: _____

Daytime/cell phone: _____ Other Phone: _____

Appendix 6

Vermont Tech
Veterinary Technology
Documentation of Human pre-exposure Rabies Vaccination

Complete this copy for **your** records.

VACCINATE

Name of student: _____

Dose #1

Dose #2

Dose #3

Date: _____

Administered by: _____
Signature (1st dose only) Title

Administered by: _____
Signature (2nd dose only) Title

Administered by: _____
Signature (3rd dose only) Title

Vermont Tech
Veterinary Technology
Documentation of Human Pre-exposure Rabies Vaccination

Complete this copy for **the college's** records.

Name of student _____

Dose #1

Dose #2

Dose #3

Date: _____

Administered by: _____
Signature (1st dose only) Title

Administered by: _____
Signature (2nd dose only) Title

Administered by: _____
Signature (3rd dose only) Title

Appendix 7

Pregnancy

Here at VTC, our goal is to provide you with the best educational experience possible. Along every step of your program, we have made extraordinary efforts to keep you safe and limit your exposure to possible hazards. In keeping with this high standard for safety, we feel it necessary to address the issue of student pregnancy.

Many of the chemicals we handle daily within the veterinary world pose many potential threats to unborn babies in nearly every stage of pregnancy. While the safety protocols and procedures here at VTC rival the highest standards in the industry, there still remains the potential for harm for a pregnant mother and her unborn baby.

The choice to declare your pregnancy is voluntary. Students who are, or become, pregnant should notify the program director. In addition to those mentioned above, veterinary medicine has with it many inherent dangers for the developing fetus. Hazards such as inhalation of anesthetic gases, exposure to radiation, exposure to chemotherapeutic agents, trauma by a horse or cow or an animal bite or scratch are just a few of the hazards which are inherently more dangerous to the pregnant individual and her fetus. The pregnant student is advised to seek advice and counsel from her attending physician concerning continuing the Veterinary Technology Program at VTC.

Upon notification of pregnancy by the student, the following guidelines will be followed:

- ❖ Upon declaration of pregnancy by the student, general program policies will be reviewed in detail in order to provide the student with a complete understanding of her status in the program, whether she is able to complete the program during her pregnancy or after pregnancy leave
- ❖ The pregnant student must follow the established program policies and meet the same clinical and educational criteria as all other students before graduation and recommendation for the veterinary registration examinations.
- ❖ If the student chooses to leave the program during her pregnancy, she will be eligible for reinstatement into the program upon completion of her pregnancy leave. The student must re-enroll in the courses from which she dropped due to her pregnancy leave. If the student does not re-enter the program at the earliest possible date after termination of the pregnancy leave, she will have to apply for the program under the standard of application procedure, should she wish to enter the program at a later date.

If the student remains in the Veterinary Technology Program during her pregnancy, she accepts full responsibility for her actions and relieves Vermont

Technical College, its faculty, and veterinary clinical/practicum affiliates of any responsibilities in case of adverse effects.

You may wish to meet with each of your instructors and lab assistants to discuss the need to make any adjustments in your lab participation requirements. This may include some or all of the following courses:

- | | | |
|-------------------------------------|---|--------|
| -Applied Lab Methods | - Introduction to Animal Care | I & II |
| -Animal Care and Restraint | -Anatomy & Physiology | |
| - Veterinary Technology Externships | - Laboratory Techniques I & II | |
| - Animal Diseases | - Veterinary Clinical Techniques I & II | |
| - Zoology | | |

- Objectives for a laboratory or course exercise should will not be waived, however, reasonable efforts will be made to accommodate your safety needs.
- In the event that such accommodations cannot be made and objectives cannot be reasonably met, you will receive an Incomplete ("I" grade) in the course, and you will receive **written** specifications on when and how objectives or time requirements are to be completed. Or, if the drop date for the semester has not yet passed, you can withdraw from the course and complete it at a later date.
- The instructor may determine and document in writing how the objectives of the course may be safely completed in an alternative manner.

There are two copies of this form; please keep this copy for your records and return one copy to Program Technicians.

Pregnancy Signature Page

Once you have read and understood the above information regarding the issue of pregnancy while enrolled in the Veterinary Technology Program, please complete the section below, remembering to sign it. Detach the section and return to Program Technicians

. The above information is for you to keep as you complete the program. Please feel free to contact us at any point, should you have any questions.

I have read the above information and understand the importance of following the above listed steps to create the safest environment, should I become pregnant during my completion of VTC's Veterinary Technology Program.

I understand that it is my responsibility to report my pregnancy to my Program Director, as well as to any instructors or assistants of any classes that utilize potential biohazards so that any changes can be made in my course/lab participation.

I also understand that it is also my responsibility to maintain an awareness of what may be potentially hazardous and to approach my instructors/assistants if am unsure.

It will be my responsibility to discuss with my physician, using the attached Physician Visit Checklist for Pregnancy, the potential risks to my unborn child and me, thus making the decision to complete the program while pregnant or to return at a later date.

I accept the responsibility of understanding precautions necessary to decrease my risk and exposure, should I decide to continue my educational progress in the Veterinary Technology Program while pregnant and will not hold VTC or its employees liable for any complications.

Signature

Printed Name

Date

Please return to Program Technicians office

Pregnancy Signature Page

Once you have read and understood the above information regarding the issue of pregnancy while enrolled in the Veterinary Technology Program, please complete the section below, remembering to sign it. Sign the section below and **KEEP** for your records. The above information is for you to keep as you complete the program. Please feel free to contact us at any point, should you have any questions.

I have read the above information and understand the importance of following the above listed steps to create the safest environment, should I become pregnant during my completion of Vermont Tech's Veterinary Technology Program.

I understand that it is my responsibility to report my pregnancy to my Program Director, as well as to any instructors or assistants of any classes that utilize potential biohazards so that any changes can be made in my course/lab participation.

I also understand that it is also my responsibility to maintain an awareness of what may be potentially hazardous and to approach my instructors/assistants if am unsure.

It will be my responsibility to discuss with my physician, using the attached Physician Visit Checklist for Pregnancy, the potential risks to my unborn child and me, thus making the decision to complete the program while pregnant or to return at a later date.

I accept the responsibility of understanding precautions necessary to decrease my risk and exposure, should I decide to continue my educational progress in the Veterinary Technology Program while pregnant and will not hold VTC or its employees liable for any complications.

Signature

Printed Name

Date

Please keep this copy for your records.

Appendix 8

Vermont Technical College Veterinary Technology Department

Essential Functions of Students

Introduction

The Vermont Technical College Veterinary Technology Department is committed to a policy of equal educational opportunity, and welcomes individuals with diverse backgrounds and abilities. The department therefore prohibits discrimination, including discrimination on the basis of disability. At the same time, all students in the Veterinary Technology Department must be able to perform all of the clinical skills required by the AVMA that are listed in the Veterinary Technology Student Essential and Recommended Skills List,* as well as academic requirements, as the overall curricular objectives are to prepare students to practice in their chosen fields. The purpose of this document is to ensure that all students entering the program know and understand the requirements, and can make informed decisions regarding their pursuit of this profession. Veterinary Technology students must be able to meet these standards either with or without reasonable accommodations. This document is subject to modification from time to time.

Basic Requirements

The nature of the professions for which students in our department are being prepared necessitates the following requirements: the capacity to observe and communicate; sufficient gross and fine motor ability to perform physical diagnostic examinations and basic laboratory and clinical procedures; physical strength, dexterity, agility, and endurance; emotional stability to exercise good judgment and to work effectively in stressful situations; and intellectual ability to synthesize data and solve problems. If a student cannot perform each function in the manner described below, she or he will not necessarily be excluded from participating in the program, but will need to be able to perform all essential functions with or without reasonable accommodation to meet course requirements needed for graduation. Efforts will be made by the program to arrange externship experiences in environments where appropriate accommodations can be made; however, the availability of certain accommodations may be beyond the department's control.

College Support Offices

Students with documented disabilities are eligible for reasonable accommodations which are arranged through the Learning Specialist. Students with learning, physical or psychological disabilities are encouraged to identify their disability to the Learning Specialist as early in the semester as possible, as the provision of accommodations may affect your academic performance.

*Appendix 1, Accreditation Policies and Procedures of the AVMA committee on Veterinary Technician Education and Activities found at:
[Http://www.avma.org/education/cvtea_policies.pdf](http://www.avma.org/education/cvtea_policies.pdf).

ESSENTIAL FUNCTIONS FOR VETERINARY TECHNOLOGY**Cognitive functions - The student must be able to thoroughly, efficiently and reliably:**

1. recall, interpret, extrapolate and apply information from a variety of sources, including reading material, lecture, discussion, patient observation, examination and evaluation/assessment;
2. determine what data are needed to solve problems; and
3. analyze, synthesize and evaluate information from a variety of sources, including, for example, reading material, lecture, discussion, and patient evaluation/assessment.

Affective functions – The student must be able to:

1. establish professional, trusting, empathetic relationships with a variety of individuals;
2. demonstrate respect and engage in non-judgmental interactions regardless of, for example, an individual's age, gender, race, socio-economic status, religion, life-style, and/or culture;
3. work effectively in groups;
4. meet externally established deadlines;
5. be an active and engaged learner in classroom, lab and clinical settings;
6. attend to cognitive, communication and psychomotor tasks for as long as three hours at a time within the academic environment, and as long as eight hours at a time within the clinical environment;
7. identify sources of stress and develop effective coping behaviors; and
8. recognize and respond appropriately to potentially hazardous situations.

Communication functions – The student must be able to:

1. attend selectively and in a controlled and respectful manner to various types of communication, including the spoken and written word and non-verbal communication;
2. relay information in oral and written form effectively, accurately, reliably, thoroughly and intelligibly to individuals and groups, using the English language;
3. read English (typed and hand-written).

Psychomotor functions – The student must be able to:

1. accurately and reliably inspect and observe the facial expression, posture and movement of client's and patients as well as patient's anatomical structures including skin;
2. examine and evaluate/assess patient blood pressure, and lung and heart sounds;
3. accurately and reliably read equipment dials and monitors;
4. palpate pulses,
5. negotiate level surfaces, ramps and stairs to assist clients, patients and classmates appropriately;

6. react and effectively respond quickly to sudden or unexpected movements of patients/classmates;
7. maintain activity throughout an eight-hour work day;
8. transport self/patients from one room to another, from any combination of cage, stall or other enclosure to exam table, stretcher or gurney;
9. put on and take off clothing, including gowns, masks and gloves;
10. perform CPR (on model);
12. exhibit sufficient manual dexterity and hand-eye coordination to effectively manipulate therapeutic or diagnostic materials or equipment and functions including but not limited to:
 - medication administration by mouth, injection, eye, ear, skin application
 - bandage changes, catheter care, etc
 - sterile procedures such as catheterization, surgical assisting, etc
13. use adequate visual and tactile senses, exhibit the ability to perform all of the treatment procedures necessary to provide comprehensive nursing care, including palpation, auscultation, percussion and inspection

Procedure for new students

1. The program will provide copies of the policy regarding essential functions to students during the first week of classes.
2. Following a presentation of the standards and an opportunity for questions, the College will ask students to sign a form indicating they understand the policies related to essential functions, as well as their rights and responsibilities to be answered. This presentation will occur as early as possible during the first week of classes.
3. It is the responsibility of all students seeking disability accommodations to self-identify by contacting the Learning Specialist and supplying adequate and comprehensive documentation of the disability. Students are strongly encouraged to self-identify as early as possible. Accommodations cannot be made retroactively.
4. It is the responsibility of the Learning Specialist to certify student disabilities and to recommend reasonable and appropriate accommodations in light of the nature of a student's disability and academic program requirements.
5. Once accommodations have been agreed upon by the student and the Learning Specialist, the faculty for whom the accommodation is relevant will be notified, in writing. A student's specific disability will not be revealed to faculty unless communicated directly by the student or as necessary to facilitate provision of the accommodation/s.
6. Once the faculty member has been notified of the need for accommodations, she/he may meet and/or communicate in other ways with the student and/or the disability specialists to discuss the recommended accommodations, and work in a collaborative manner to determine their feasibility, and effective ways of meeting the student's needs.

If accommodations are required in the externship setting, the faculty responsible for the externship course will attempt to arrange the requested accommodations. The student is not guaranteed that their requested accommodations can be made.

Procedure for current students with newly identified conditions

1. Any student not requesting accommodation at the time of admission may not be granted accommodation after beginning the program until the student has contacted the appropriate Learning Specialist, that officer has certified that a disability exists, and that office has recommended reasonable accommodations, in writing, to the faculty involved.
2. Faculty who suspect that a student may have an unrecognized disability may discuss the concern with the student, but are not obliged to do so. The student may determine whether to pursue the issue further through diagnosis or request for accommodation, but is not obliged to do so.
3. If a student develops a health condition, has a worsening of an existing health condition, or is diagnosed with a disability while a student and requests accommodations, s/he must provide documentation of the condition from a recognized professional capable of identifying such a condition to the Learning Specialist.
4. It is the responsibility of the staff of the Learning Specialist to certify student disabilities and to recommend reasonable and appropriate accommodations in light of the nature of a student's disability and academic program requirements.
5. Once accommodations have been agreed upon by the student and the Learning Specialist, the faculty for whom the accommodation is relevant will be notified in writing. A student's specific disability will not be revealed to faculty unless communicated directly by the student or as necessary to facilitate provision of the accommodation/s.
6. Once the faculty member has been notified of the need for accommodations, she/he may meet and/or communicate in other ways with the student and/or the disability specialist to discuss the recommended accommodations, and work in a collaborative manner to determine their feasibility, and effective ways of meeting the student's needs.
7. If accommodations are required in the externship setting, the faculty responsible for the externship course will attempt to arrange the requested accommodations. The student is not guaranteed that accommodations can be made.

I have read the above information. I understand that I am expected to be able to accomplish, with or without reasonable accommodations, the essential functions of the program to which I have been accepted. I understand my rights with respect to such accommodations, and that if I seek such accommodations; it is my responsibility to disclose the disabilities for which I am seeking accommodations to the appropriate Learning Specialist (Robin Goodall @ (802) 728-1278 or rgoodall@vtc.edu). I understand that once the Learning Specialist notifies the faculty of my need for accommodations, the veterinary technology program in which I am enrolled will provide reasonable accommodations in the classroom and laboratory setting. In addition, efforts will be made to arrange externship experiences where appropriate accommodations can be made; however, such accommodations in the clinical environment may be beyond the Department's control.

Signature: _____

Date: _____

Appendix 9 ***Please make a copy for your records.***

Performance reporting

Please sign a copy of each release and return to Program Technicians. The performance release is only required if you wish program faculty to provide references for you.

I hereby authorize the Program Director and /or Instructors in the Veterinary Technology Program of Vermont Tech to release information concerning my performance while enrolled in the program. This information should only be released to prospective employers of which I have given the Program Director and/ or Instructors as references. This information may be given out by letter or via telephone conversation.

Signature

Date