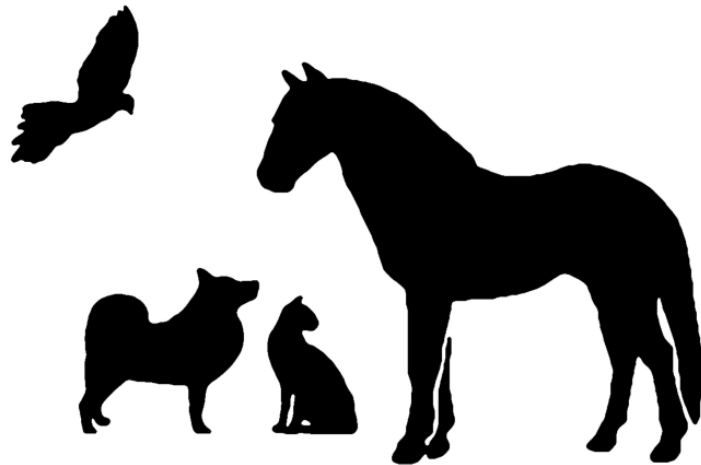




MANOR

COLLEGE

**Program of Veterinary
Technology**



STUDENT HANDBOOK

2017 - 2018

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MISSION, OATHS AND ETHICS

1. Program Mission Statement

The Program of Veterinary Technology at Manor College strives to:

1. Generate critical thinkers whose knowledge base and technical skills prepare them for a successful career in veterinary technology and instill in them a commitment to lifelong learning.
2. Create an environment that supports the development of strong student-teacher relationships.
3. Instill in its students respect and compassion for animals and a commitment to providing excellent patient care and dedication to animal welfare.
4. Advance veterinary technology through the development of professional responsibility in its students.

2. Veterinary Technician Oath

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

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

3. North American Veterinary Technician Association Code of Ethics for the Profession of Veterinary Technology

Veterinary Technicians shall:

1. Aid society and animals through providing excellent care and services for animals.
2. Prevent and relieve suffering of animals with competence and compassion.
3. Remain competent through commitment to life-long learning.
4. Promote public health by assisting with the control of zoonotic diseases and educating the public about these diseases.
5. Collaborate with members of the veterinary medical profession in efforts to ensure quality health care services for all animals.
6. Protect confidential information provided by clients, unless required by law or to protect public health.
7. Assume accountability for individual professional actions and judgments.
8. Safeguard the public and the profession against individuals deficient in professional competence or ethics.
9. Assist with efforts to ensure conditions of employment consistent with excellent care of animals.
10. Uphold the laws/regulations that apply to the technician's responsibilities as a member of the animal health care team
11. Represent their credentials or identify themselves with specialty organizations only if the designation has been awarded or earned.

4. Program of Veterinary Technology Honor Code

Introduction:

The Program of Veterinary Technology strives to provide each student with an enriched academic experience that supports personal, professional and intellectual growth. To this end, the honor code is a guide for students and faculty of the Program to establish a unified community, based on honesty, respect and cooperation.

The Honor Code:

As a student in the Manor College, Program of Veterinary Technology:

1. I will strive to be an active and positive participant in the student life of the College and of the Program.
2. I will be reliable in completing my obligations to the College and the Program.
3. I will take responsibility for my own actions and will...
 - a. Be truthful in what I say in all matters.
 - b. Respect the possessions of others and will not misuse, deface or remove them for any reason.
 - c. Comply with the College's Policy on Academic Honesty, meeting my academic requirements honestly and with my own work.
 - d. Be a committed student in the classroom, engaged in discussions, attentive and respectful. I will attend all classes and laboratories and will be on time to class. If unexpected circumstances prevent me from attending class, I will contact the instructor promptly. I will be respectful of other students and not engage in classroom behavior that is distracting to others.
 - e. Be inclusive of all participants of the Program and members of the Manor College Community. Do not draw distinctions between Vet Tech or Non-Vet Tech students, "full time," "part time," "freshman," "sophomore" or any other student categorization. I will be respectful of all members of the college community, without regard to gender, sexual orientation, religious, ethnic, social, political or professional factors, or other identifiable factors. I will demonstrate professionalism and respect for others in all forms of communication including spoken and written communication such as all forms of social media and electronic communication.
 - f. Assist students in the Program in areas where I am more proficient clinically and/or academically. I will not deprecate students who are less academically, interpersonally or clinically skilled than myself. As much as possible, I will help to create a safe, supportive and collaborative learning environment for myself and my fellow students.
 - g. Respect and honor the health and well-being of all animals and will support the care of on-campus animals through dependable, timely and regular attendance in assigned animal care shifts as part of clinical courses, Horse Care Team and Work Study.
 - h. Be cautious and obey Program and College safety rules and procedures when working with on-campus animals. In this way, I will take responsibility to protect myself and to support the safety of my classmates. If I have any questions regarding animal handling and/or care, I will seek the advice of an instructor. I will not attempt to do something alone that is more safely performed with a partner.
 - i. Be mindful that I represent the Program and the College during externships and in professional practice. Through my actions and conduct, I am responsible not only for my own reputation and honor, but also for that of the Vet Tech Program, College and profession as a whole.

College Policy on Academic Honesty

Manor College expects that its students will uphold the principles of truth and honesty in the performance of all academic work. Plagiarism (the unacknowledged use of another person's words) and cheating are strictly prohibited.

Examples of plagiarism include:

1. Cutting, copying and pasting another's writing (either in entirety or in sections) and submitting it as one's own,
2. Downloading papers from a "paper mill" web site and submitting it as one's own,
3. Utilizing any graphics, audio or video clips without permission,
4. Submitting any work (including electronic sources from the Internet) without correct citation and
5. Copying another person's homework and submitting it as one's own.

Examples of cheating include:

1. Giving or receiving aid during an exam or quiz,
 - o Talking during a test
 - o Looking at someone else's test paper during a test
 - o Showing someone else one's own test paper during a test
 - o Bringing concealed notes into a test or quiz
 - o Using unauthorized information stored in a calculator, cell phone or other electronic device during an exam or quiz
 - o Writing or using notes written on a desk, chair, or stored within personal electronic devices such as cell phones to assist oneself or others during a test or quiz.
 - o Looking at study materials left visible around one's chair during a test
 - o Distributing or receiving test information either verbally or in writing
 - o Taking photos of quizzes and exams to use for study purposes later.
 - o Giving or receiving information about an exam or quiz from another class section. (Students may not ask other students what questions were on an exam or quiz).
2. Collaborating with parents, tutors or other students on assignments that are meant to be completed independently, such as on take-home exams
3. Falsifying data
4. Submitting work from one course that was assigned in a different course
5. Actually doing another student's work
6. Using electronic translators to complete a language assignment or take-home test and
7. Using any unauthorized aid inside or outside the classroom

Respectful and Professional Conduct:

Students are expected to be respectful of one another in and out of the classroom. Respectful comportment is an important part of professionalism and includes:

1. Being fully in uniform. Wearing a clean, ironed uniform that does not bag or droop.
2. Being engaged in class and avoiding distractions such as sleeping, texting, playing digital games and inappropriate use of lap tops and other electronic devices to complete last minute assignments, catch up on e-mail, communicate with friends, etc.
3. Being respectful of the teacher and classmates by arriving on time, being prepared, raising one's hand, not interrupting and not talking to classmates during lecture. Similarly, teachers should be respectful of students and students' privacy.
4. Avoiding gossip and not escalating or dramatizing interpersonal interactions or events within the Program. This includes misrepresenting events and sharing negative feedback to others both privately and publicly (including use of the Internet) and drawing unrelated individuals into a conflict that does not involve them. Students and faculty are expected to confidentially address potential conflicts via direct communication with only those persons immediately involved.
5. Not engaging in alcohol or drug use on campus, in the classroom, on externship or during any activity associated with the College or Program.
6. Being respectful of other students right to privacy regarding their grades and performance on examinations and quizzes....not asking classmates "what they got?".

7. Respecting the right of the Program, College and community members to control its (their) public image via digital media.
8. Be aware that social media is often NOT private and can damage professional reputations and adversely affect hire-ability of yourself and others.

Students who do not comport themselves in a respectful and professional manner may be excused from the Program.

Students should realize that their behavior on campus affects both current and future professional relationships. Students are encouraged to be protective of their professional reputations while enrolled in the Program of Veterinary Technology as this may affect future employment opportunities. Students are encouraged to cultivate maturity, honesty and professional conduct that will support future employment opportunities with classmates, teachers and externship supervisors.

Internet and other public postings of videos and photos taken from externship sites and on-campus classes without permission from site Supervisors/ Instructor/ Program Director may constitute unethical conduct and would be a violation of the Program's Honor Code.

Penalties:

1. The Associate Dean of Academic Affairs will be formally notified in writing (via Academic Alert Form, e-mail or formal letter) by the instructor or Program Director of any academic integrity violations as outlined in the College's Honor Code and/or the Program's Honor Code.
2. The Dean of Students will be similarly notified of any behavioral violations as outlined in the College's Honor Code and/or the Program's Honor Code.
3. As noted in the College Catalog, students engaged in unethical or disruptive conduct that is in violation of the College's and/or Program's Honor Code, such as but not limited to, any form of academic dishonesty, breaking College or Program rules, breaking the law, poor treatment of animals and disruptive or disorderly behavior, may be dismissed from the Program. Students may be subject to other disciplinary actions including the following: payment of fines, required participation in counseling, community service, a grade of zero on an assignment, a final grade of "F" for a course, and expulsion from the College and/or Program.
4. The Program Director, Associate Dean of Academic Affairs and Dean of Students reserve the right to adjust penalties based on the seriousness of the offense.

Upholding the Honor Code

1. It is my responsibility to abide by the Honor Code.
2. It is my responsibility to respectfully remind other students that adherence to the Honor Code is essential to the success of the Vet Tech Program community.
3. I understand that I am empowered by the Honor Code to respectfully speak to other students in the Program that appear to violate the Honor Code and I will do so without negativity or pretense of self-righteousness or moral superiority.
4. I understand that I am empowered to complete a VT Communication Form to communicate to the Program Director any issues that concern me in the VT Program. This form may be completed confidentially or signed and is located in the wooden form rack outside the VT Office.
5. It is my responsibility to hold myself and others to the highest standard regarding the integrity of academic work, animal care and professional conduct. If I observe unethical conduct, I will ask the perpetrator to report herself/himself to the Program Director within 48 hours. If the person does not report herself/himself within that time period, the Honor Code empowers me to report her/him to the Program Director to protect the welfare of the community, program animals and the honor of the Program. This is consistent with the NAVTA code of ethics that directs veterinary technicians to report incompetence and unethical conduct.

Honor Council:

The purpose of the Honor Council is to:

1. Offer guidance within the Program's student body to support open discussion about issues relevant to the profession and to the Program itself
2. Offer peer mediation that supports and moderates respectful dialogue between classmates in conflict, and helps them to establish a resolution
3. Organize plenary, which will occur during an all-Program meeting during the spring semester.
4. Integrate student edits into the written honor code promptly after Plenary and circulate copies of the revised Honor Code to the VT community
5. Ensure that a digital copy of the revision is sent to Dr. Bassert for inclusion in new student information materials and in the VT Student Handbook
6. To effectively represent the student body, the Honor Council will ideally be composed of freshmen and sophomores, full-time and part-time students, commuters and dorm residents. Council members are not limited to the number of times they may serve. The faculty and administration of the College will have absolute jurisdiction over the Honor Council

Plenary: Ratification and Amendment of the Honor Code

1. The Honor Code will be presented to the general student body of the Vet Tech Program during an all-Program meeting in the spring semester each year. Plenary is a time for students to review, edit and approve the honor code
2. Any member of the Vet Tech Program, including faculty, may propose amendments to the Honor Code either during or before Plenary.
3. Students have the opportunity to vote on the Honor Code and the amendments as individual line items. A majority vote of those attending Plenary would ratify proposed amendments.
4. The ratified Honor Code will be published in enrollment materials and the annual VT Student Handbook for implementation during the next academic year.
5. New students will receive a copy of the Honor Code in their packet of introductory materials and are expected to read and understand it. All new students are obligated to agree to comply with the Honor Code and to indicate their understanding and agreement by signature.

ADMISSION & GRADUATION REQUIREMENTS

1. Program Admission Requirements

1. 2 years of H.S. or college math (one of which must be algebra)
2. 1 year of H.S. or college biology with lab
3. 1 year of H.S. college chemistry with lab
4. Minimum high school or college science and math GPA of 3.0
5. Applicants 25 years of age and younger must submit SAT scores. Minimum SAT score for applicant review: 900. (V+M or CR+M)
6. Minimum GPA of 3.0
7. Completion of Admission process for the Program of Veterinary Technology is February 1st.
8. Criminal Record Clearance
Students with a criminal history that would prevent licensure by the Pennsylvania State Board of Veterinary Medicine may not enroll in veterinary technology classes. Applicants with questions regarding their eligibility for licensure are encouraged to contact the PSBVM directly.
9. All students accepted into the Program of Veterinary Technology are accepted with the provision that they must place into college level coursework on Manor's Placement Test (reading, writing, and mathematics) in

order to be eligible to enroll in the Program of Veterinary Technology. Students needing developmental courses must complete the required course work and meet specific academic standards prior to enrolling in the Program of Veterinary Technology.

10. Observational, volunteer or employment experience in a veterinary facility is strongly recommended, but may not be “transferred” for course credit. Clinical externships must be completed by all veterinary technology students regardless of prior experience.
11. Acknowledged understanding of the physical ability standards required for performance in the profession, which are reviewed with each applicant during the admission process.
12. Prior to matriculation, students must be immunized against rabies and tetanus, and are required to maintain health insurance coverage for the duration of the Program. Students should consult with the Occupational Health Department at Abington Memorial Hospital or a comparable department at their local hospital. Incurred costs are the responsibility of the student.
13. Students are advised that many externship sites and off-campus laboratories are not accessible via public transportation. Students will therefore be asked to drive to these sites. Not having access to a car might compromise the externship experience.

2. Technical Ability Standards

Students are expected to possess minimal technical abilities and meet the following standards so that, during the course of their education, they do not pose a threat to the safety and wellbeing of other students, faculty, staff and animals, as well as to themselves.

1. Have the ability to stay awake and alert during laboratories and during clinical and nursing rotations.
2. Possess emotional stability when performing dissections, assisting in surgery and performing duties that involve working with dying or dead animals. Possess the psychological maturity and restraint to address conflict with classmates, faculty and staff in a peaceful, non-violent and non-verbally abusive manner.
3. Have the ability to observe a patient accurately at a distance and close at hand. Have the ability to visualize microscopic images such that hematologic, cytologic and parasitic specimens can be accurately interpreted and identified.
4. Have the ability to hear or visually interpret verbal communication from a reasonable distance.
5. Have the ability to use the English language to communicate effectively with individuals of all professions and social levels, both orally and in writing.
6. Have full range of motion of body joints, fine motor movements of the hands, and the ability to stoop and bend. Have adequate hand-eye coordination and manual dexterity to manipulate equipment, instrumentation, and medications. Have the physical ability and agility to restrain different species of animals including large domestic animals, small companion animals, exotic animals and lab animals. Have the ability to execute motor movements (locomotor and dexterity) required to provide effective, direct nursing care and emergency treatment to patients.
7. Have the ability to climb six flights of stairs. Have the ability to remain standing/ walking for at least one hour without sitting down.
8. Have the ability to lift 30 pounds, and carry objects weighing up to 50 pounds.
9. Have sufficient motor function and tactile acuity to be able to elicit information from patients by palpation, auscultation and other assessment processes.
10. Have no chemical addictions or obsessive/compulsive disorders that would disrupt any of the abilities listed above.
11. Have no life-threatening allergies to animals.

3. Starting the Program

Students must place into **college-level** courses in English (reading and writing) and math before they are permitted to take veterinary technology courses. Students placed into any one of the following pre-college, developmental courses, will **NOT** be permitted to take Veterinary Technology courses

Pre-College, Developmental Courses

1. EN065 Reading and Writing Skills
2. EN100 English Laboratory
3. MH080 Basic Mathematics
4. MH090 Basic Algebra

Veterinary Technology students must complete and submit to the Program Director all required verification and release forms before they are permitted to take veterinary technology courses that involve working directly with animals. These forms must be submitted to the Veterinary Technology Office before the commencement of classes. Students are asked to wear their uniforms to all veterinary technology classes and laboratories. All laboratories that involve hands-on training with animals also include animal care duties outside of class time. Students are asked to anticipate and plan for completing these additional responsibilities. Off campus laboratories and externships are not easily accessible via public transportation and students are expected to provide their own transportation to these sites. Not having a valid driver's license or access to a car might compromise the externship experience.

After admission, students are required to complete and submit the following documents before starting the Program:

a) Immunizations and Health Insurance Requirements (IHIR)

Submit this form to the Veterinary Technology Office. Students must demonstrate that they are immunized against rabies and tetanus and that they possess active health insurance coverage. Students should allow at least six weeks for completion of the rabies vaccination series and should assume responsibility for the cost of the series. Students enrolled in courses that use live animals and who are not shown to be immunized or carry health insurance will be dropped or withdrawn from the course by Program administration.

b) Health Risk Acknowledgement and Release of Claims Form

Students must document their awareness and understanding of the risks associated with working with animals, particularly those students who are pregnant or immunosuppressed.

c) Agreement and Release of Liability Form

Students agree to hold the College harmless for risks associated with working with animals.

d) Aggressive Animal/Bite Protocol and Aggressive Animal Policies

Students agree they are aware of the animal bite protocol and how to proceed if they are confronted by a dangerous animal.

4. Continuation in the Veterinary Technology Program

1. Students must attain a grade of 73% (C) or better in all veterinary technology science and mathematics courses.
2. A score of 73% or higher must be achieved in both lecture and lab.
3. Failure to receive a 73% in either the lecture or the laboratory will require the student to repeat the course regardless of the combined score. In the event that a student does not receive a 73% or greater in both lecture and lab, the final course grade would automatically be lowered to a 72% or less depending upon the combined grade in the course.
4. Any student with a final grade of less than a 73%: "C-", "D" or "F" in any one of these courses will be required to repeat the course.
5. Students in the Veterinary Technology major may not begin the Sophomore Clinical Externship (VT229) unless a GPA greater than 2.2 is obtained in all veterinary technology, science and mathematics courses. Dismissal from an externship site because of incompetence qualifies as a failure of the rotation.

5. Dismissal from the Program

1. Students are permitted two attempts to successfully complete each math, science and VT course. A student who receives less than a 73%: "C-", "D" or "F" on the second attempt will be dismissed from the Program. A student who withdraws repeatedly from a course or who withdraws and subsequently receives less than a 73%: "C-", "D" or "F" on the second attempt may be dismissed from the Program.
2. Students must pass both the lecture and lab portions of each course with a 73% or better.
3. Students who fail to maintain a 2.0 average in veterinary technology, science, and math courses incur probationary status. Students with a cumulative grade point average of less than 2.0 in veterinary technology, science and mathematics courses for two or more semesters may be dismissed from the Program.
4. Students engaged in unethical or disruptive conduct that is in violation of the College's or Program's Honor Code, such as but not limited to, academic dishonesty, theft and disruptive and disorderly behavior, will be dismissed from the Program. Internet and other public postings of videos and photos taken from externship sites and on-campus classes without authorization may constitute unethical conduct and may be a violation of the Program's Honor Code.

6. Withdrawal from the College

In order to voluntarily withdraw from the college, the student must file a formal notice of withdrawal with the Assistant Dean of Academic Affairs (your advisor can assist you with this). The official date of withdrawal is that date on which the student initiates the procedure with the Assistant Dean of Academic Affairs, or disengages from the college. The college reserves the right to request the withdrawal of any student whose academic standing does not meet the required standards or whose conduct is not in keeping with Manor's policies and regulations. Any matriculated student who has officially withdrawn from the college and wishes to return must request to be reinstated through the Office of the Assistant Dean of Academic Affairs. This may be accomplished by visiting www.manor.edu and clicking on "re-admission" from the Admissions drop down menu. You will be redirected to an online form for you to submit. Manor College reserves the right to deny a request for reinstatement.

7. Graduation Requirements

Manor College confers the Associate in Arts and the Associate in Science Degrees to students who:

1. Complete a minimum of 60 semester hours of work with a cumulative average of at least 2.0. Complete the stipulated number of credits as required by each individual program and stated in this catalog.
2. Complete the specific course requirement in the student's area of specialization.
3. **Maintain a "C" or better in each required program course as in:** Accounting, Allied Health/Science Transfer, Business Administration, Dental Hygiene, Early Childhood Education, Expanded Functions Dental Assisting, Psychology, Paralegal, **Veterinary Technology**.
4. The student is responsible to contact the Financial Aid Office for an exit interview if they have Federal Perkins or Federal Direct Loans.

ACADEMICS

1. Curriculum:

		<u>When Taken</u>	<u>Grade</u>
First Semester			
EN101 Fundamentals of Composition I	3	_____	_____
VT103 Intro to Veterinary Technology & Practice Management	2	_____	_____
VT105 Large Animal Clinical & Emergency Procedures	3	_____	_____
VT110 Animal Anatomy & Physiology I	4	_____	_____
Mathematics elective (MH102 or 103 recommended)	3	_____	_____
Technology Competency Core (IST105 or IST106)	<u>3</u>	_____	_____
	18		
Second Semester			
CH101 Fundamentals of Chemistry	4	_____	_____
EN102 Fundamentals of Composition II	3	_____	_____
PL100 Philosophy & the Human Condition	3	_____	_____
VT112 Breeds and Behavior	1	_____	_____
VT113 Animal Nutrition	1	_____	_____
VT111 Animal Anatomy & Physiology II	4	_____	_____
VT104 Parasitology	<u>2</u>	_____	_____
	18		
Summer Semester			
Diversity/Global Awareness Elective (SO 101, HS 101, 102, 104, 105, 109, 111)	3	_____	_____
Third Semester			
BI206 Microbiology for Veterinary Technicians	3	_____	_____
VT208 Hematology	3	_____	_____
VT212 Animal Radiology	2	_____	_____
VT227 Animal Medicine I	2	_____	_____
VT217 Small Animal Clinical & Emergency Procedures	4	_____	_____
Spiritual/Ethical Values Core (RS 102, 103, 107, 108)	<u>3</u>	_____	_____
	17		
Fourth Semester			
VT102 Laboratory Animal Science	3	_____	_____
VT225 Animal Medicine II	4	_____	_____
VT218 Pharmacology/Anesthesiology	3	_____	_____
VT226 Animal Surgery (Must be taken concurrently with VT218)	3	_____	_____
VT204 Small Animal Dentistry	1	_____	_____
Understanding Behavior/Society Core (PS 100, SO 102, 103, 108, EC 101, 102)	<u>3</u>	_____	_____
	17		
Fifth Semester			
VT229 Sophomore Clinical Externship	12	_____	_____
Total Credits	85		

2. Textbooks

Below are the required and recommended texts for Freshman and Sophomore Veterinary Technology students. Books may be purchased through the Manor College ONLINE bookstore or other booksellers. **The textbooks used in VT courses may change from year to year, so PLEASE DO NOT purchase books until you are sure of what is required.** The list of textbooks will be posted online and on the bulletin boards at least 2 weeks prior to the beginning of each semester. Check your CAMS student portal booklist to confirm the name and edition of required texts and to be directed to the online College bookstore.

Freshmen 2017

VT101 Veterinary Medical Terminology

An Illustrated Guide to Veterinary Medical Terminology 4th Edition, Romich, ISBN#: 978-1-1331-2576-1

VT 103 Introduction to Veterinary Practice Management:

McCurnin's Clinical Textbook for Veterinary Technicians 9th Edition, Bassert and Thomas, ISBN#: 978-0-323-39461-1

Patient Assessment, Intervention, and Documentation for the Veterinary Technician, Rockett, ISBN# 978-1-4180-6749-6

Case Studies in Veterinary Technology, Rockett and Christensen. ISBN #978-0-6154-3505-3

VT 105 Large Animal Clinical Procedures Lecture

Large Animal Clinical Procedures for Veterinary Technicians, 3rd Edition, Hotgrew-Bohling. ISBN#: 978-0-323-34113-4

VT 105 Large Animal Clinical Procedures Laboratory

No Text Required

VT 110 Anatomy & Physiology I AND VT 111 Anatomy & Physiology II (Spring and Summer Only)

Clinical Anatomy and Physiology for Veterinary Technicians Text and Laboratory Manual Package 3rd Edition, Colville and Bassert ISBN#: 978-0-323-33562-3

Taber's Cyclopedic Medical Dictionary 23rd Edition, Davis ISBN#: 978-0-8036-5904-9

VT 112 Breeds and Behavior

McCurnin's Clinical Textbook for Veterinary Technicians 9th Edition, Bassert and Thomas, ISBN#: 978-0-323-39461-1

VT 113 Animal Nutrition

McCurnin's Clinical Textbook for Veterinary Technicians 9th Edition, Bassert and Thomas, ISBN#: 978-0-39461-1

VT 104 Parasitology Lecture (Spring Only)

Diagnostic Parasitology for Veterinary Technicians 5th Edition, Hendrix & Robinson ISBN#: 978-0-323-38982-2

VT104 Parasitology Laboratory (Spring Only)

Laboratory Procedures for Veterinary Technicians 6th Edition. Hendrix and Sirois. ISBN#: 978-0-3231-6930-1

Sophomores 2017

BI206 Microbiology

Laboratory Notebook will be distributed by the instructor.

VT 212 Animal Radiology

Lavin's Radiography in Veterinary Technology, 5th Edition, Brown, ISBN#: 978-1455722808

VT 217 Small Animal Clinical and Emergency Procedures

Fundamentals of Pharmacology for Veterinary Technicians 2nd Edition, Romich ISBN# 978-1-4354-2600-9

McCurnin's Clinical Textbook for Veterinary Technicians 9th Edition, Bassert and Thomas ISBN#: 978-0-323-39461-1

VT 208 Hematology

Laboratory Procedures for Veterinary Technicians 6th Edition. Hendrix and Sirois. ISBN#: 978-0-3231-6930-1

VT 227 Animal Medicine I

Patient Assessment, Intervention, and Documentation for the Veterinary Technician, Rocket, ISBN# 978-1-4180-6749-6

Small Animal Internal Medicine for Veterinary Technicians and Nurses, Merril, ISBN#978-0-8138-2164-1

VT226 Animal Surgery

Small Animal Surgical Nursing Skills and Concepts 2nd Edition, Tear ISBN#: 978-0-323-07735-4

Anesthesia and Analgesia for Veterinary Technicians 4th Edition, 2010 Thomas and Leche, ISBN#: 978-0-323-05504-8

VT 228 Animal Medicine II

Patient Assessment, Intervention, and Documentation for the Veterinary Technician, ISBN# 978-1-4180-6749-6

Small Animal Internal Medicine for Veterinary Technicians and Nurses, Merril, ISBN#978-0-8138-2164-1

VT 225 Medicine II Lab

Laboratory Procedures for Veterinary Technicians 6th Edition. Hendrix and Sirois. ISBN#: 978-0323169301

VT 102 Laboratory Animal Management Lab

Laboratory Animal and Exotic Pet Medicine: Principles and Procedures, 2nd edition, Margi Sirois, ISBN#: 978-0323172998

VT204 Small Animal Dentistry

McCurnin's Clinical Textbook for Veterinary Technicians 8th Edition, Bassert and Thomas, ISBN#: 978-1-4377-2680-0

VT 218 Pharmacology & Anesthesiology

Fundamentals of Pharmacology for Veterinary Technicians 2nd Edition, Romich, Delmar, ISBN# 978-1-4354-2600-9

Anesthesia and Analgesia for Veterinary Technicians 4th Edition, 2010 Thomas and Leche, ISBN#: 978-0-323-05504-8

Plumb's Veterinary Drug Handbook 7th Edition, Plumb, ISBN#: 978-047-0959640

3. Program Cost Analysis for Full-Time Students (2017-2018)

Getting Started:

Orientation fee:	\$50
One-time Transcript fee	\$50
Mandatory Immunizations:	
Rabies: \$795 (\$265 per shot, 3 shots in series)	
Tetanus: \$45 for one booster	
Mandatory personal health insurance: Variable cost	
Room & Board for double occupancy (optional):	\$3,864.50/semester

First Year:

Semester 1 (Fall):

Total = \$9,934.50

<u>Tuition:</u>	\$8,599.50
General fee:	\$300 FT, \$100 PT
Biohazard/Program fee:*	\$75
Books	\$650
Lab coat	\$35
Dissection Kit	\$35
Uniform:	
Scrubs	\$90
Name badge	\$10
Coveralls	\$40
Wrist watch	\$35
Leather boots	\$65

Semester 2 (Spring):

Total = \$ 9,399.50

<u>Tuition:</u>	\$8,599.50
General fee:	\$300 FT, \$100 PT
Biohazard/Program fee:	\$75
Chem Lab fee	\$125
Books	\$300

Summer 1

(Summer Liberal Arts Course)

Total = \$2,532

Tuition:	\$2,157 (\$719/ credit)
General fee:	\$300 FT, \$100 PT
Biohazard/Program fee:	\$75

Second Year:

Semester 3 (Fall):

Total = \$9,524.50

<u>Tuition:</u>	\$8,599.50
General fee:	\$300 FT, \$100 PT
Biohazard/Program fee:	\$75
Books	\$300
Stethoscope	\$250

Semester 4 (Spring):

Total = \$9,274.50

<u>Tuition:</u>	\$8,599.50
General fee:	\$300 FT, \$100 PT
Biohazard/Program fee:	\$75
Books	\$300

Semester 5 (2nd Summer or 3rd Fall):

(Sophomore Clinical Externship)

Total = \$9,474.50

<u>Tuition:</u>	\$8,599.50
General fee:	\$300 FT
Biohazard/ Program fee	\$75
Externship Fee	\$500

Graduation

Graduation fee	\$125
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Total Program Cost: \$51,204.50 (+ \$15,458 if boarding 4 semesters)

*The Biohazard/Program fee includes coverage of costs for many items including: x-ray badges, equipment, animal maintenance, clinical lab facility, clinical supplies, barn support, externship program management, etc.

4. Academic Honesty Policy (College-wide):

Manor College expects that its students will uphold the principles of truth and honesty in the performance of all academic work. Plagiarism (the unacknowledged use of another person's words or assistance) and academic cheating (falsifying data, submitting without instructor's approval work in one course which was done for another, actually doing another student's work, and/or the use of any unauthorized aid) are prohibited.

Digital plagiarism (cutting, pasting and copying sections of an article written by another; downloading papers from a "paper mill" web site and submitting as work written by the student; utilizing any graphics or audio or video clips without permission; and submitting any work with an electronic source without correct citation) is strictly prohibited and a violation of fair use and intellectual property rights.

The Assistant Dean of Academic Affairs will be formally notified of any violations of this policy. The Assistant Dean of Academic Affairs will be formally notified of any violations of this policy. The penalty for the first violation will be a grade of "F" for the assignment. Any subsequent violations will result in a grade of "F" for the course and possible dismissal from the college.

Please see the previous sections of the Veterinary Technology Honor Code and Dismissal from the Program for more information regarding ethical behavior within the Program

5. Electronic Communications Systems Policy (College-wide):

Manor College is pleased to offer its users access to a variety of electronic communications systems. Our goal in providing this access to college users is to promote excellence in higher education by facilitating resource sharing, innovation and communication in support of the college mission. College users are defined as students, faculty, staff, alumni, and authorized guests. Electronic communication systems include e-mail, computer networks, Internet access, voice- mail and telecommunication systems. The electronic communications systems and the communications transmitted through them are the property of Manor College and are subject to acceptable use compliance. The smooth operation of these systems relies upon the proper conduct of college users, who must adhere to acceptable use guidelines. The use of the college's electronic communication systems is a privilege, not a right. All users are expected to use these networks in an appropriate and ethical manner. Appropriate use includes use for instructional, educational and research purposes. These policies and guidelines outline the responsibilities inherent in authorized access, requiring efficient, ethical and legal utilization of system resources. By using the Manor College electronic communications systems you agree to abide by the Manor College Electronic Communications Systems Policy. **PLEASE REFER TO THE CURRENT MANOR COURSE CATALOG FOR THE COMPLETE OUTLINE OF GUIDELINES FOR THIS POLICY.**

6. Grading Policy:

Manor uses the following letter grading system with the corresponding quality points.

Grade	Score	Quality Points
94-100%	A	4.00
90-93%	A-	3.67
87-89%	B+	3.33
83-86%	B	3.00
80-82%	B-	2.67
77-79%	C+	2.33
73-76%	C	2.00
70-72%	C-	1.67
63-69%	D	1.00
Less than 63%	F	0.00

Course Grade Calculation

The following example will help you calculate your course grade at any point during the semester:

Example Course Grading Policy

Quizzes: 10% of total grade

Midterm Exam: 40% of total grade

Research Paper: 10% of total grade

Final Exam: 40% of total grade

Current grades:

Quizzes: you have taken 3 of the 5 quizzes so far: 80%, 91%, 92%

Midterm exam: 92%

1. Average the Quiz grades.

$$80+91+92 = 263$$

$$263/3 = 87.67$$

Average quiz grade is 86.67%

2. Calculate the weight of your midterm exam grade and quiz grade.

Midterm exam grade is 92% which is worth 40% of your total grade

Convert 40% into decimal form: $40/100 = 0.4$

Multiply your grade by its weighted worth: $92 \times 0.4 = \underline{36.8}$

Quiz average is 86.67% which is worth 10% of your total grade

Convert 10% into decimal form: $10/100 = 0.1$

Multiply your grade by its weighted worth: $86.67 \times 0.1 = \underline{8.67}$

3. Determine what percentage of your overall grade you have results for

In this case you know $40\% + 10\% = 50\%$ of your grade

4. Add your grade weights:

$$36.8 + 8.67 = 45.67$$

5. Take your total grade weight and divide it by the percent of the overall grade you have achieved:

$$45.67 / 50 = .91$$

6. Convert that answer into a percentage. This is your current grade.

$$.91 \times 100 = \underline{91\%}$$

Grade Point Average Calculation

The student's semester grade point average is determined by dividing the total number of quality points by the total number of credit hours carried. Credit hours for grades of "F" are included in this average.

1. Quality points are determined by multiplying the number of credit hours in the course by the value of the grade in that course.

Example: If a student received a "B" in a 4 credit course the quality points for that course would be:

$$4 \text{ credit hours} \times 3 = 12 \text{ quality points}$$

2. The grade point average is then determined by dividing the total number of quality points by the total number of credit hours carried.

Example: If a student had a total of 18 credit hours in a semester and had 54 quality points, the GPA would be:

$$\frac{54 \text{ quality points}}{18 \text{ credit hours}}$$

$$= 3.0 \text{ (B average)}$$

7. Advising:

Each student in the Program of Veterinary Technology is assigned an advisor. Students are encouraged to meet frequently with their advisors during their matriculation at Manor College. Advisors are able to assist students in a wide range of areas including: course selection and registration, transfer to four-year colleges, preparation for vet school, academic support, externship site selection and job placement. In addition, advisors make excellent “sounding boards” for students with personal and school-related challenges.

All advisors keep office hours, which are posted outside of the Vet Tech Office. Students are welcome to meet with their advisors informally during advising hours, but may find it more convenient to set up an appointment in advance. This is particularly recommended for students who are not on campus regularly or who commute a long distance.

8. Student Work Load

The course load for a fulltime student in the program is 16 -18 academic hours per semester and 480 clock hours for the sophomore clinical externship. In general, students can expect to dedicate at least an **additional 3 - 5 hours** a day to studying. **This can easily equate to 40 hours a week of time dedicated to classes and studying.** Additionally, due to animal care responsibilities and the very nature of our profession, the Veterinary Technology Program does NOT always follow standardized class times and schedules. For example, sophomore students are responsible for morning, evening and weekend ward duties when caring for the animals on campus. Students in the surgery and anesthesia laboratory must wait for their patients to recover from anesthesia before they are free to leave; not every animal recovers from anesthesia the same. Because of all the diverse duties involved in operating this program, students should anticipate additional hours outside of normally scheduled class times, and make allowances for these in work and personal schedules. It is recommended that a full-time Veterinary Technology student not work more than 16-20 hours per week at outside employment. Students must remember that their first priority is to meet the requirements of the program; absence due to working outside jobs is still an absence.

PROFESSIONALISM

Students are expected to come to all Program classes on time and be dressed professionally in the Program’s uniform. In addition, students are encouraged to participate in class discussion, ask questions and maintain a positive presence in the classroom. The professionalism demonstrated and course participation of each student, or lack thereof, does impact the course grade. The instructor’s evaluation of the student will include, but is not limited to:

- | | |
|--|---------------------------------------|
| - Appearance (Uniform) | - Promptness |
| - Attentiveness | - Helpfulness towards classmates |
| - Level of Enthusiasm for subject | - Frequency of participation in class |
| - Quality of questions and remarks made in class | - Attendance |

1. Uniform Policy

All students in the Program of Veterinary Technology are required to purchase and wear the following uniform to all veterinary technology lectures, laboratories and field trips:

1. Ceil blue (light blue)* V-neck scrub shirt and scrub pants.
Make sure the scrub pants fit comfortably and accommodate bending and squatting.
2. When needed, white shirts should be worn under the scrub top; this is particularly recommended if the V-neck hangs too low.
3. Comfortable white sneakers or white nursing shoes.
4. Name tag to be ordered from Veterinary Apparel Company (SKU# 21300)
Two (2) lines, white with black letters* that reads:
First and last name
Manor College VT Student
Magnetic nametags are preferred
Must be worn in all VT classes and on field trips.
5. Wrist-watch with second hand or digital display.
6. Navy blue* unisex wrap-around lab coat, ordered from Veterinary Apparel Company (SKU# 10700)
This lab coat must be worn during freshman Anatomy and Physiology (VT110 and VT11) laboratories and by freshman in the Pinning Ceremony. It does not have to be worn to lectures.
7. For Small Animal Clinical and Surgical Courses (VT217 and VT226) you will need a long-sleeved, cuffed, clinic jacket the snaps, buttons or zips up to completely cover the V-neck of your scrub top. You may choose any color except white or you may choose a print.
8. For Small Animal Clinical and Surgical Courses (VT217 and VT226) you will need a stethoscope. Recommended stethoscopes are:
 - Littmann Master Classic II
 - Ren-lor Single Adult (only through renlor.com)
 - Littmann Cardiology III adult/pediatric combo
9. The online medical supply store, Allheart at www.allheart.com carries all the Littman stethoscopes and frequently runs 20% off sales.
10. For Large Animal Clinical Procedures classes (VT105), you will need:
 - Navy Blue* coveralls ordered from Veterinary Apparel Company. Short (SKU# 108AR) or long sleeve (SKU# 108BR) is acceptable.
 - Sturdy leather work boots
11. Make-up and jewelry must be minimal. If at all possible, tattoos should be concealed. When in laboratories, no jewelry of any kind may be worn (including body piercings), long hair should be pulled back and nails must be short and without nail polish.

* No other color may be used.

Directions for purchasing clothing in a store:

Students can also purchase uniforms at any of the following regional stores. Ordered uniforms may be picked up at the store or shipped to a home address. Please do not have uniforms shipped to the VT Office.

Slom's Professional Uniforms 1475 Old York Road Abington PA 19001 Tel (215)576-6170	Rose Uniforms 2132 Moreland Rd, Abington, PA 19001 http://roseuniforms.com (215) 659-4822	Life Uniform Roosevelt Mall Shopping Center 2311 Cottman Avenue Philadelphia, PA 19149 (215) 708-1800
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Directions for purchasing from Veterinary Apparel Company:

1. Go to www.veterinaryapparel.com.

VAC or Veterinary Apparel Company is also located at:

847 Main Street

Battle Creek, MI 49015

1-(800) 922-1456

2. Enter the item's SKU# provided above in the search bar to find what you need

4. For the name badge: Select "white/black" for the color. Click on "Add Customization". On the first line, type in your first and last name. You should use the name by which you wish to be called. For example, if your name is Catherine, but everyone calls you "Katie", then use your nick-name Katie on the badge. On the second line, type "Manor College VT Student". Magnetic nametags are preferred

2. Attendance Policies

All students in the Program of Veterinary Technology at Manor College are expected to attend all lectures and all laboratories. In the event that a student cannot attend class due to illness or other unexpected and unavoidable circumstance, the student **MUST contact the instructor as soon as possible**. At the discretion of the instructor, the student may be given an "excused absence." Delay in contacting the instructor will impact whether or not the student is excused. The home or work telephone number and e-mail address of the course instructor is available on the course syllabus so that students can make contact. Students should contact adjunct instructors directly at their home or work. Messages for full-time faculty members may be left on their office voice mail or via texting or with Charmaine Hofmann in the VT Office at (215) 885-2360 Ext.257.

Examples of an Excused Absence would include:

- Death in the family
- Personal medical emergency or illness
- Family medical emergency or illness that directly affects the student
- Unforeseen, unavoidable automobile emergency
- Court Date / Jury Duty

Instructors may request documentation to support an excused absence.

Penalties for Absences

Lecture: After the add/drop period and at the discretion of the instructor, a student will lose 5 points off the final lecture grade for **each** "unexcused absence" from lecture. Students with more than three (3) absences total (excused and unexcused) from lecture may be asked to repeat the course.

Laboratory: After the add/drop period and at the discretion of the instructor, a student will lose 10 points off the final lab grade for **each** "unexcused absence". Students with more than two (2) absences total (excused and unexcused) from a laboratory may be asked to repeat the course. This is particularly true in clinical laboratory courses in which AVMA-mandated tasks are completed.

Animal Care: Students are required to attend all assigned animal care shifts. In the event that a student cannot attend due to unforeseen circumstances, the student must contact the instructor immediately and make every effort to find a replacement person to cover the shift. **At the discretion of the instructor, a student will lose 10 points off the final course grade for each unexcused absence from animal care.** Two unexcused absences from animal care will result in automatic failure of or withdrawal from the course.

Fieldtrips: All field trips are mandatory. Absence from a fieldtrip will incur up to a 20-point penalty from the final grade at the discretion of the instructor

Completion of AVMA-Required Tasks:

Because the American Veterinary Medical Association mandates that all required tasks be performed by every student prior to graduation (according to the course's standard criteria), it is especially critical that students attend all laboratories. Students that miss a laboratory should make every effort to attend another lab section, later in the week, on the same topic. If this is not possible, the student is responsible for finding an alternate way of learning and performing the task. Though instructors will gladly help motivated and serious students make up an "excused absence," the instructor is not responsible for ensuring that a make-up lab be created outside of class time, particularly for those students with "unexcused absences."

Students must successfully complete all of the tasks assigned to the course in order to successfully complete the course. Students who have not completed all of the required tasks by the end of the semester will be given an incomplete and will be permitted two weeks (after finals week) to complete the missed task(s). In this case, the student will be responsible for completing the missed task(s) independent of Manor College.

Missed Exam Policy:

Students who have missed a written examination due to unexpected circumstances and who have an "excused absence" from the instructor must make up the exam within one week of the absence. If more than one exam is missed due to illness, a copy of a doctor's note may be requested by the instructor. Make-up exams may be completed in the Vet Tech Office. Students should contact Charmaine Hofmann in the VT Office at (215) 885-2360 Ext. 257 to confirm a day and time to take the exam. Students who neglect to take the exam within the one week period will receive a grade of zero. Making up a missed quiz is at the discretion of the instructor. If the student is allowed to make up a quiz, the same procedure is followed as with making up a missed exam.

A student who misses a lab practical exam should make every effort to make up the lab practical at the next scheduled exam time (ie. during another scheduled lab period). Students who are unable to make up a lab practical exam during another scheduled lab period **may or may not be able to make up the practical, at the discretion of the instructor**. Time limitations and the inability to recreate conditions for lab practical's may make make-ups impossible. In this case, the student may be tested on the written portion of the practical, at the discretion of the instructor, but would not be able to make up the hands on portion. In this case, a zero would be given for the uncompleted hands-on portion of the exam.

3. Electronic Devices Policy

Cell phones and pagers must be turned off or put on vibrate during lecture and laboratory. Texting is not permitted during class or lab. Cell phones may not be carried in pockets during examinations or quizzes.

4. Email Policy

Students are expected to know how to send email attachments. Email must be signed by the student using the student's actual name, not a computer name. Out of courtesy, email should be addressed, using a salutation such as "Hi Dr. ___" and then signed with the student's full name (first and last). Students in online courses should follow the guidelines provided by the course instructor for submission of work.

5. Field Trips

An integral part of the Vet Tech curriculum is a series of field trips, which take students to a wide range of exciting and interesting veterinary facilities. These field trips are required and as such, students will be notified as soon as possible regarding specific dates and times. The courses in which the field trips occur are listed below as well as

the destination of the trip. The location may be subject to change depending upon the availability of sites. Students may be required to provide their own transportation to the sites.

Freshman Class Trips:

Location	Course	Amount of Time
1. Matthew J. Ryan Veterinary Hospital (VHUP)	VT103	Half day
2. Local Small Animal Veterinary Practice	VT103	During class time

Sophomore Class Trips:

Location	Course	Amount of Time
1. Local Small Animal Specialty/Emergency Practice	VT217	Half Day
2. Local Laboratory Animal Facility	VT102	Half Day

Field Trip Etiquette

Remember that when you leave campus to attend a field trip you are an Ambassador of the College and as such, you are expected to behave in a professional, polite and mature manner. Much of your course professionalism grade is based on your conduct during the field trip.

UNIFORM:

1. Uniform should be clean, ironed, and free from holes and stains. Lab coat is not required for field trips

PREPAREDNESS:

1. Have three (3) questions prepared beforehand to ask during the field trip. These questions are to be phrased in a mature and appropriate manner.

BEHAVIOR:

During the field trip:

1. Greet people with a handshake, introduce yourself and make direct eye contact
2. SMILE
3. No gum chewing at all
4. No excessive, unnecessary talking, whispering or chit-chatting
5. When a person is speaking, be quiet, make eye contact and nod your head to show that you are paying attention to what is being said.
6. Ask questions when appropriate
7. Have a positive attitude and make the host feel happy that the group came for the tour
8. If you have a negative criticism about the facility, person or animal care, do not verbalize this during the tour. Speak to the course instructor in private at a later and more appropriate time with your concerns.

Departure:

1. Say "Thank you"
2. Let your host know that you enjoyed the tour
3. Let your host know what a great learning experience the field trip was for you

COLLEGE AND PROGRAM POLICIES

1. Immunizations and Health Insurance Requirements Form (IHIR)

A full page copy of this form is found in your Welcome Packet sent to you upon your admission to the program. If you have misplaced this form, it is your responsibility to get a new form from the Veterinary Technology Office.

Statement: All students enrolled in the Program of Veterinary Technology must be fully immunized against rabies and tetanus and must carry health insurance during matriculation at Manor College.

Why are rabies and tetanus immunizations, and health insurance required before matriculation?

The Program's curriculum includes many laboratories in which students will be working directly with animals. Animals are unpredictable and can carry diseases that can be passed to humans. Though it is a rare disease, all mammals can carry rabies, particularly those with unknown immunization histories such as strays that come from shelters. The Program uses shelter animals in many of its courses. Therefore all students enrolled in the Program of Veterinary Technology must be immunized against Rabies (or be exempted by a physician). The rabies immunization series is a three (3) or two (2) shot series that is usually **NOT** covered by personal health insurance. The cost of the series is about \$850, but this can increase without notice. All students must receive the full series and should allow 8 weeks for its completion.

Students can be exposed to viral and bacterial infections from bite wounds and other contact with animals, therefore all students in the Program must be immunized against tetanus and must carry health insurance during the duration of their matriculation.

Students are responsible for their own health care costs including the rabies immunization series. Most health insurance policies do not cover pre-exposure rabies immunizations.

How do I prove that I have received the rabies and tetanus immunizations?

The back of this form must be completed and signed by a physician as verification of coverage. Students will not be permitted to take VT105 Large Animal Clinical and Emergency Procedures or any other course that requires hands-on training with animals until this form is completed and returned to the Veterinary Technology Office. Students should make a Xeroxed copy of this form when completed, for their own records.

Where can I go to get the immunizations?

It is recommended that rabies immunizations be given by the Occupational and Environmental Health Department of a local or regional hospital and not by the family physician. We particularly recommend the **Center for Occupational and Environmental Health at the Abington Memorial Hospital**. Because many Manor Veterinary Technology students have been immunized there over the years, the physicians maintain the correct vaccines in stock and are familiar with their administration. For appointments call **(215) 481-2233**. Students should allow 8 weeks for an appointment and completion of the rabies series. Tetanus boosters, if required, may also be given on one of the three days when rabies is administered. Incurred costs are the responsibility of the student and are typically not part of a financial aid budget.

Be sure to take this form with you and have it signed each time you go to your appointments. When completed, mail to: Charmaine Hofmann, Program of Veterinary Technology, Manor College, 700 Fox Chase Road, Jenkintown, PA 19046.

Vet Tech Verification Form

Completed form is due to the Veterinary Technology Office prior to the first day of classes.

(Student's First Name) (Student's Last Name) (Middle Initial)

The following is to be completed by a physician:

1. Rabies IM Pre-exposure Rabies Prophylaxis

Day 0: _____ Date given	Day 21 or 28: _____ Date given
Day 7: _____ Date given	Students with a protective titre do not require additional immunization against rabies. Titre: _____ Protective? Yes ____ No ____
_____ (Physician's Signature) (Date)	

2. Tetanus Toxoid

Please confirm with your physician that you are protected against tetanus. If a booster is required, an immunization must be administered prior to the commencement of classes (Aug. 30 for fall semester or Jan. 15 for spring semester).

(Date of last tetanus immunization)

(Physician's Signature)

Exemption

The administration of rabies pre-exposure prophylaxis and/or tetanus toxoid may be contraindicated in students with some medical conditions. If the student is exempt from receiving these immunizations, the physician must sign below:

(Physician's signature)

(date)

Immunizations **NOT** administered: Rabies _____ Tetanus toxoid _____

Reason for exemption: _____

3. Health Insurance:

To confirm that you carry current and active health insurance, please Xerox a copy of your health care card (front and back) and staple it to this form.

2. Health Risk Acknowledgement and Release of Claims Form:

A full page copy of this form is found in your Welcome Packet sent to you upon your admission to the program. If you have misplaced this form, it is your responsibility to get a new form from the Veterinary Technology Office.

Assumption of risk: All VETERINARY TECHNOLOGY PROGRAM students working in Manor College veterinary facility, (and in any other areas, including but not limited to the horse farm and their externship,) encounter animals that may cause traumatic injury and/or expose them to infectious agents and zoonosis that cause disease. They will also be exposed to ionizing radiation (e.g. X-rays), volatile anesthetic gases, and chemical substances which can cause bodily harm. By enrolling in the VETERINARY TECHNOLOGY PROGRAM courses, students voluntarily acknowledge that these risks exist and assume the responsibility to act safely and responsibly at all times.

It is the policy of Manor College to maintain a healthy and safe environment for all persons working with animals in conjunction with the Program of Veterinary Technology including, but not limited to, members of the Horse Care Team (HCT), students, faculty, volunteers and staff. Everyone is expected to act responsibly and in a safe manner at all times. However, because there are inherent risks in working with animals, it is not possible to avoid all risk. If you wish to participate in activities that involve working with animals, you must be willing to assume the risk that such participation could result in injury, or even death. The College has the right to make decisions concerning an individual's participation in any activity and may deny or limit such participation when it determines, in its sole discretion, that there may be a safety risk involved, that it does not have the capability to handle an individual's needs, or for any other appropriate reason. The College may request medical certification and input from a participant's physician. Everyone in the program is asked to respect our decisions as we strive to act in the best interests of all concerned.

Pregnancy: For the purpose of this Policy, pregnancy shall be considered a condition for which there are definite health concerns and considerations. These concerns and considerations include, but are not limited to: unseen risks to the developing fetus and/or expectant mother from exposure to radiation from x-rays and exposure to anesthetic gases or other chemical substances, as well as physical risks of injury from a kick, blow, bite, or other physical impact from an animal under examination or treatment. Therefore, it is for the safety of the fetus that pregnant students should notify a clinical instructor of pregnancy status. A medical release signed by a physician, NP, or PA may be required for continued clinical practice.

Reportable Health Conditions: Any health condition, including pregnancy that might incapacitate the student and/or interfere with the student's ability to successfully perform essential functions should be reported to the clinical instructor as soon as the student is aware of such condition. A medical release signed by a physician, NP, or PA may be required for return to clinical practice.

Rabies: The level of risk for rabies exposure is dependent upon the geographical location of the Clinical Instruction Site, the type of animals to which the student is exposed, and the degree of contact with animals potentially carrying the rabies virus. The VETERINARY TECHNOLOGY PROGRAM student should be aware that all students enrolled in the Manor College Veterinary Technology Program were recommended to receive rabies pre-exposure vaccination series or sign a waiver of responsibility. The VETERINARY TECHNOLOGY PROGRAM student is expected to consult with and be advised by his/her physician and appropriate public health authorities regarding rabies immunization.

Tetanus: If a student has never received tetanus immunization, the student should receive such immunizations as advised by his/her physician. If the student has had the initial series, they should consult with their physician as to whether a booster immunization is required.

Policy on Student Professional Liability

Procurement of professional liability insurance for students and preceptors participating in the VETERINARY TECHNOLOGY PROGRAM is the responsibility of the student and their preceptor(s).

Manor College and its' officers, members, agents or employees cannot be held liable for student liability arising out of real or alleged wrongful acts or for payment of court costs, expert legal counsel, and claims adjusters from such acts

I further state that I have read and understood the policy on student professional liability insurance and responsibilities and agree to the terms of that policy.

ACKNOWLEDGEMENT OF STUDENT/APPLICANT

I, the undersigned student or applicant, have read the above information of the potential health risks involved with my participation in the VETERINARY TECHNOLOGY PROGRAM. I understand that Manor College shall not be responsible for paying medical bills, costs, or expenses for injuries sustained by me while participating in the VETERINARY TECHNOLOGY PROGRAM. I understand that all medical bills, costs, or expenses are my responsibility.

_____ I am currently covered by health insurance that will cover treatments for potential injuries and illnesses resulting from my participation in the VETERINARY TECHNOLOGY PROGRAM.

Printed Name of Student/Applicant _____

Student number _____

Signature of Student/Applicant _____

Date _____

3. Agreement and Release of Liability Form

By enrolling in the Veterinary Technology Program (hereinafter referred to as the Vet Tech Program) at Manor College, I recognize that I am cognizant of all the dangers inherent in the veterinary medical profession and of the basic safety rules for activities conducted in association with this program.

I further acknowledge that I have familiarized myself with any additional dangers associated with working at a veterinary clinical site for instruction and/or an externship site.

I understand that it is not the purpose of Manor College to serve as guardians of my safety while enrolled in the Veterinary Technology Program. I further understand and agree that Manor College, and any of its' officers, members, servants, trustees, agents, insurers or employees, may not be held liable in any way for any occurrence which may result in injury, death or other damages to me or my family, heirs, assigns or agents, in connection with my participation in the Veterinary Technology Program.

In consideration of my enrollment in the Veterinary Technology Program. I hereby personally assume all risks in connection with the program. I will release and discharge as well as fully, defend, indemnify, and hold harmless, Manor College and its officers, members, servants, trustees, agents, insurers or employees (the Released Parties,) from any and all claims, lawsuits, demands, causes of action, liability, loss, damage and/or injury, of any kind whatsoever that may befall me while I am enrolled as a student in the Vet Tech Program at Manor College (including without limitation all claims for monetary loss, property damage, equitable relief, personal injury and/or wrongful death) whether foreseen or unforeseen. This release and indemnification applies to and includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorneys'

fees, and related costs or expenses, and any reimbursements to Manor College for all legal fees, expenses, and costs incurred by it. I further hold harmless the Released Parties against any and all losses, liability, penalties, fines, damages, expense, including legal fees and expenses of counsel, caused by any third party claims arising from any occurrence, from any claim for injury by me, my family, estate, heirs or assigns, arising out of my enrollment and participation in the VETERINARY TECHNOLOGY PROGRAM at Manor College.

I further state that I am of lawful age and legally competent to sign this affirmation and release, and I understand that the terms herein are contractual. I have fully informed myself of the contents of this affirmation and release by reading it before I signed it and know that I can consult an attorney to review and advise me regarding this document. I am aware that this is a release of liability and a contract drawn between myself and Manor College and including but not limited to its officers, members, servants, trustees, agents, insurers or employees. I have signed this affirmation of my own free will.

Printed Name of Student _____

Signature of Student _____

Address of Student/City/State/Zip _____

Witness _____

Date _____

4. Aggressive Animal/Bite Protocol and Aggressive Animal Policies

1. Take all necessary precautions to prevent animal-related injuries. Preventive measures include reliance on experienced veterinary personnel rather than owners to restrain animals and the use of physical restraints, bite-resistant gloves, muzzles, and sedation or anesthesia as necessary. Aggressive tendencies and bite history should be recorded in the patient's record, communicated to personnel, and indicated with signage on cages and enclosures. Remain alert for changes in patients' behavior, and when working with large animals have an escape route in mind at all times.

2. Attempt to escape if attacked by a large, aggressive dog. If not possible to escape or use other means of self-defense, cover throat area using your hands and arms, and lie in a fetal position.

3. Concerning Equine:

A. When performing procedures on horses, remember to remain close to the animal to minimize the injury potential of a kick. If remaining in close proximity is out of the question, move away from kicking range.

B. A halter and lead rope must be used when grooming or restraining horses.

C. Do not hold the halter of a rearing horse.

ANIMAL BITE PROTOCOL

Animal bites must immediately receive medical attention and be reported to the proper authorities, who will supervise the response. Information about the incident should be transferred with the animal and its paperwork at every point along the path to and from an Emergency Animal Care Center.

1. As soon as a bite is observed or suspected, place the suspect animal in a secure cage or crate that is clearly tagged: "This cage/crate contains an animal that has been involved in a bite."

a. Isolate the caged animal.

b. No one is to handle this animal except professional staff who are specifically authorized to do so.

2. Immediately direct the person who has been bitten to medical attention.

a. As necessary, apply pressure to stop bleeding.

b. Wash wounds thoroughly with plenty of soap and warm water. Run water over the wound for several minutes to make sure it is clean and all soap is rinsed out.

- c. After a thorough wash and rinse, apply an antiseptic solution, such as iodine or other disinfectant.
 - d. See a physician as soon as possible. If a physician of choice is unavailable, go to the nearest emergency-care facility. Explain how the bite occurred, and follow the physician's advice.
3. Determine and clearly document the incident in the animal's paperwork. Include:
- a. The date and time of the bite,
 - b. The identity of the person who was bitten,
 - c. The rabies vaccination status of the person who was bitten,
 - d. The rabies vaccination status of the animal involved,
 - e. The identity of people who witnessed the bite,
 - f. Any special circumstances associated with the bite,
 - g. The identity of the owner of the animal,
 - h. The time/date of notification of the owner.
4. Make proper notifications.
- a. If the bite occurred at the Clinical Site, notify the Supervisor or Office manager immediately.
 - b. Notify the Director of FSCC Veterinary Technology program

Note: Once a bite has occurred, options (such as euthanasia, movement, or return of an animal to its owner) are limited by Pennsylvania laws and regulations.

Student's Signature _____

Date _____

5. Emergency Procedures

Program-Specific Safety and Emergency Protocols

INTRODUCTION:

The following protocols have been developed to address emergency and evacuation protocols of on-campus animals that are used in the Program of Veterinary Technology.

Animals used in the Program are kept in the Small Animal Clinical Laboratory (Room 15) and in the Laboratory Animal Holding Room, which is located in the back of Room 18. In the event of any of the following situations, both rooms must be checked for the presence of animals and evacuated as described below.

As part of the emergency protocol, program personnel should be contacted immediately during any change in water, heating, or other change in environmental conditions that would affect the animals. In addition, the Program personnel must be notified in advance if water or electricity will be shut off by maintenance. In the event of emergency, every effort should be made to contact VT personnel. If they are not contacted, **Manor security and maintenance personnel will carry out the evacuation procedures in the absence of VT faculty and staff.**

Below is the chain of command for the Program of Veterinary Technology. **IT IS ESSENTIAL THAT MAINTENANCE AND SECURITY PERSONNEL KEEP THESE NUMBERS ACCESSIBLE FOR USE DURING AN EMERGENCY (ie. keep a copy of this policy at home in case you are called in the middle of the night).**

Emergency Contact information for Veterinary Technology:

Call phone numbers until you reach someone directly; do not just leave messages.

Dr. Joanna Bassert Home: (484) 530-0138
Cell: (215) 460-5670
E-mail: jbassert@manor.edu

Dr. Stephanie Marks Cell: (718) 208-3901
E-mail: smarks@manor.edu

Beverly Bisaccia, CVT Home: (610) 812-1516
Email: bbisaccia@manor.edu

POWER OUTAGE:

Room 15 (Small Animal Clinical Lab)

Dogs and cats are housed for short periods of time in Room 15 and are typically owned by students, faculty members or regional animal shelters/rescues. Cats and dogs in general manage well with temperatures ranging from 60 to 85. However, if these animals have been anesthetized, they are more susceptible to cold. Therefore, if the room temperature drops below 65 degrees F or if room temps exceed 85 degrees F, the cats and dogs should be evacuated to the nearest heated/cooled building. In the event of a regional blackout, the animals should be transported to the heated/cooled garage of the maintenance department that is powered by a generator. Carriers for cats are located on top of the cages and leashes for dogs are available in the drawer labeled "restraint". All cats must be transported in carriers and all dogs must be on leashes.

Room 18 (Radiology)

Laboratory animals, including rabbits, rats, mice, guinea pigs, and hamsters, are housed in this facility during the spring semester (January through May).

Water:

In the event of power outage, water must be provided to the laboratory animals manually (via water bottle or bowl). The automatic watering system runs on electricity and will shut off. Therefore, adequate numbers of water bottles must be available for all animals at all times in the event of a power outage.

Heating and Cooling:

Air for the laboratory animal facility is drawn from the hallway via ceiling air vents. This is possible, because the walls of the facility extend only a foot or two above the suspended ceiling and do not reach the height of the concrete ceiling, leaving a large conduit through which air can be drawn via the negative pressure of a window fan. In this way, heated air enters the room from the hallway. The building as a whole would have to cool to 68 degrees F, before the animals would need evacuation during the winter months and 83 degrees F during the warm months.

Rabbits:

During evacuation of Room 18, rabbits would remain in their cages and the entire rack would be wheeled across the parking lot to the garage under the dormitory where the maintenance department houses a generator. In the event of rain or snow the rack would be covered with a protective waterproof sheet such as large, slit trash bags.

Rodents:

Guinea pigs are particularly sensitive to cold. If the ambient temperature drops below 68 degrees F, they will need to be evacuated. If there is a modest number of rodents, individual shoebox cages can be placed on a cart and transported to the maintenance department's garage. If not, the entire rodent rack will need to be moved.

Both the rabbit and rodent racks are on wheels, which allows them to be moved through the closest exit door to the parking lot. Due to their size, it will require two individuals to move them.

FIRE:

OSHA requires that humans evacuate the building as soon as possible, and does not recommend that human life be risked to save animals. However, if time permits, animals might be evacuated as described above with cats in carriers, dogs on leashes and the rabbit and rodent racks wheeled out to the parking lot. Emphasis should be on speed and getting the animals out of the building as soon as possible rather than on protecting the animals from inclement weather, for example, by taking the time to apply cumbersome covers over racks. If a fire should occur during class time when there are many hands available, evacuation of animals might be possible. If, on the other hand, it occurred in the middle of the night when the building is empty, an attempted rescue of animals by one or two security guards would not be prudent.

If a fire should occur during surgery and while an animal is under anesthesia, the entire anesthesia machine, which is on wheels, would accompany the anesthetized patient. A sterile drape would be placed over the incision.

FLOODING:

Although the location of the Academic Building makes storm flooding unlikely, the possibility of flooding due to plumbing problems is plausible and has occurred in the past. However, an active floor drain, located in Room 18 allows for rapid drainage of water accumulation so that the chances of acquiring enough water to flood the bottom of the rabbit or rodent rack is unlikely. Nevertheless, in the event that flooding requires evacuation of animals, the racks can be wheeled out of the room and into a dry classroom such as Room 15, 16 or 17. Of greater likely hood is that the automatic watering system, which delivers water to the animal racks, will leak into the animal cages from the access port. In this event, water will flood an individual cage and possibly over flow into cages below. Evening custodial staff and student animal care takers are most likely to discover the flood and report it to maintenance. Maintenance, in turn, would contact the Program Director and Education Coordinators at the contact numbers above.

TERRORIST ATTACK, BOMB THREAT, ETC.:

Refer to the College manual titled *“Terrorist Attacks – Crisis Emergency Procedures”* for information regarding evacuation of student, faculty and staff populations.

In the event that evacuation of animals, under these circumstances, is both possible and practical, the animals will be transported via car to the Rockledge Veterinary Hospital, which are located less than one mile from the college. Cats and rabbits must be transported in carriers and dogs must be on leashes. Rodents must be transported in shoebox cages with wire lids and water bottles. Rodent and Rabbit food must also be transported with the animals.

Emergency Contact Information for Off-campus Evacuation:

Dr. Francine Rubin,
Rockledge Veterinary Hospital,
2 South Sylvania Ave.,
Rockledge, PA 19046
(W) (215) 379-1677
H (215) 884-1005

Campus-wide Safety and Emergency Protocols

Manor College Security Department: 215-885-2360 ext. 292
Students should immediately notify the Manor College security department of all emergencies.

CAMPUS EMERGENCY AND CRISIS PROCEDURE

The Dean of Students is responsible for campus emergency and/or crisis situations. The following are considered emergency or crisis situations: threats to the campus, fire and emergency evacuation, assault. CONFIDENTIALITY IS MAINTAINED AT ALL TIMES IN EVERY SITUATION. However, for the health and safety of the student, notification of an emergency room visit will be made by the Dean of Students or a designee to the parents or legal guardians of any student requiring hospital treatment for medical or mental health emergencies. NOTE: IN ORDER TO PROTECT STUDENTS' CONFIDENTIALITY, IT IS REQUESTED THAT STUDENTS REFER ALL MEDIA REQUESTS TO THE PUBLIC RELATIONS OFFICE.

THREATS

In the event a student receives information regarding any type of threat toward an individual or the campus community as a whole, they should contact the Manor College Security Department (215-885-2360 ext. 292) immediately, and provide all information to the responding officer.

LOCKDOWN

IF YOU RECEIVE A TEXT OR E-MAIL MESSAGE FROM MANOR COLLEGE, AND ARE ON CAMPUS, REMAIN CALM AND USE THE FOLLOWING GUIDELINES:

- a. Evacuation is NOT recommended.
- b. Go to nearest room/office and lock or block doors.
- c. Stay away from windows and doors.
- d. Keep down and stay quiet.
- e. Put cell phones on vibrate.
- f. DO NOT open the door.
- g. IF POSSIBLE, CALL 911 and stay on the line until the dispatcher tells you otherwise.

FIRE / EMERGENCY EVACUATION

IN THE EVENT OF FIRE OR OTHER EMERGENCY, WHEN EVACUATION IS NECESSARY, REMAIN CALM AND USE THE FOLLOWING GUIDELINES:

- a. When the alarm is sounded, all occupants of the building must exit immediately, regardless of the nature of the alarm
- b. Evacuation must be made quickly, calmly and orderly.
- c. When exiting a smoke filled room or building stay low to the ground and move quickly.
- d. Once outside of the building(s), all evacuees must proceed to the left of the tennis court.
- e. Do not stand near any buildings, in the parking lots or driveway.
- f. Do NOT attempt to drive your vehicle.
- g. Re-entry is permitted only after the "all clear" signal had been given by a college official.

SHELTER-IN-PLACE PROCEDURES

In the event that a Shelter-In-Place directive is issued to the campus community, the following guidelines should be QUICKLY implemented:

REMAIN INDOORS, potentially for an extended period of time, because it is safer inside a building or a room than outside. Depending on the threat or hazard you may need to move to rooms that can be sealed (such as in the event of a chemical or biological hazard) or are without windows, or to the lowest level hallway (such as in the event of a tornado).

- DO NOT attempt to leave the building.
- DO NOT attempt to drive your vehicle.

MAINTAIN SHELTER-IN-PLACE POSITION UNTIL THE "ALL CLEAR" SIGNAL HAS BEEN GIVEN by emergency personnel or college official.

Active Shooter

Each person carries a three-fold responsibility.

1. First: Learn the signs of a potentially volatile situation and ways to prevent an incident by reporting concerns to security or the police.

- a) Warning signs might be that the subject may make verbal and/or written threats to harm the target
- b) Stalking or harassing behavior
- c) Physically aggressive acts toward the targets
- d) Other possible concerning behaviors could include paranoid ideas, delusional statements, changes in personality or performance, disciplinary problems, depressed mood, suicidal ideation, nonspecific threats of violence, increased isolation, "odd" or "bizarre" behavior, and interest in or acquisition of weapons

2. Second: Learn the best steps for survival when faced with an active shooter situation. RUN-HIDE-FIGHT

- a) Run if it is safe to do so. Run out of the building and move far away until you are in a safe location.
 - Leave personal belongings behind
 - Visualize possible escape routes
 - Avoid elevators
 - Take others with you but do not stay behind because others will not go
 - Call 911 when safe to do so & give your location
- b) Hide If running is not a safe option, hide in as safe a place as possible.
 - Lock the doors
 - Barricade the doors with heavy furniture
 - Close and lock windows, and close blinds or cover windows

- Turn off lights
 - Silence all electronic devices
 - Remain silent
 - Use strategies to silently communicate with first responders if possible (e.g., in rooms with exterior windows, make signs to silently signal law enforcement to indicate the status of the room's occupants)
 - Hide along the wall closest to the exit but out of the view from the hallway (allowing for an ambush of the shooter and for possible escape if the shooter enters the room)
 - Remain in place until given an all clear by identifiable law enforcement
- c) Fight If neither running nor hiding is a safe option, as a last resort when confronted by the shooter, adults in immediate danger should consider trying to disrupt or incapacitate the shooter by using aggressive force and items in their environment, such as fire extinguisher, chairs, etc.

3. Third: Be prepared to work with law enforcement during the response. When 911 arrives: Remain calm & follow instructions, keep your hands visible at all times, avoid pointing or yelling and know that help for the injured is on its way.

MEDICAL EMERGENCY/NON-EMERGENCY

- a. Attend to the injured/ill person to determine the nature of the emergency.
- b. If you determine the situation is a non-emergency and you CAN safely leave the person, do so and call the Manor College Security Department (215-885-2360 ext. 292)
- c. If you determine the situation is an emergency and you CAN NOT safely leave the injured person, request assistance from a bystander - have them call 911 and then call the Manor College Security Department (215-885-2360 ext. 292)
- d. Callers should provide the following information to the Manor Security officer and/or the 911 operator:
 - i. Your identity
 - ii. Location of the injured/ill person
 - iii. Name of the injured/ill person (if known)
 - iv. Location of phone from which you are calling
 - v. STAY ON THE LINE UNTIL YOU ARE TOLD OTHERWISE.

All costs incurred, including transportation to the hospital, are the responsibility of injured/ill party.

LOCATION OF FIRST AID KITS

- a. ACADEMIC BUILDING – Student Life Office
- b. LIBRARY BUILDING – Reception Desk
- c. RESIDENCE HALL - Security Department, Main Desk

LOCATION OF AED EQUIPMENT

- a. ACADEMIC BUILDING – Second Floor near Gymnasium Entrance
- b. LIBRARY BUILDING – Main Entrance
- c. DENTAL HEALTH CENTER – Reception Desk

6. Emergency text messaging system

Emergency and weather related school closings are sent via text message to all members of the College community who have registered with the Manor College Text Messaging System. Registration can be completed at any time at <http://manor.edu/offices/security-text.php>. Call the Security Services Office at 215-885-2360 ext. 459 for assistance. Additionally, weather related school closings are broadcast on KYW 1060 AM radio station, online at kyw1060.com, or by calling KYW directly at 1-215-925-1060. Manor's school closing numbers are: 405 (day classes) and 2405 (eve classes)

ANIMALS ON CAMPUS

The Program of Veterinary Technology is committed to offering students a wide range of hands-on clinical experiences. In order to achieve this goal, we continue to increase the number of animals the students are exposed to in the clinical laboratories: VT 102 Lab Animal Medicine, VT105 Large Animal Clinical Procedures, VT 217 Small Animal Clinical Procedures, VT 212 Animal Radiology and VT 226 Animal Surgery. The animals used in these laboratories are shelter/rescue group animals and program-owned, student-owned, and faculty-owned animals. Students are the primary caretakers of these animals and must participate in ward duties for VT 102, VT 217 and VT 226.

Manor College owns some animals for the purpose of educating veterinary technician students as required by the American Veterinary Medical Association for accreditation. In the event that a student has concerns or questions regarding the care and use of animals, the student should contact the Chairperson of Manor College's Institutional Animal Care and Use Committee (IACUC). The IACUC supports and enforces the Animal Welfare Act, which establishes criteria for the care and treatment of animals used in education.

1. Student-Owned Animals On Campus

Students are allowed to bring their own dog(s) or cat(s) into the clinical procedures lab only with *explicit permission from the instructor*. No student-owned animals are allowed to participate in the surgical and dental procedures labs.

When student-owned animals are brought onto campus the following rules must be followed

Student-owned animal may not remain on campus overnight.

Dogs and cats must be on a monthly flea preventative and up-to-date on vaccinations.

Dogs

1. All dogs must be collared with an ID tag and leashed.
2. Ideally, the dog will be returned home immediately following the lab session. If this is not the case, the dog may need to be kept in its own crate or carrier in radiology lab or possibly in the surgery room if we are short on available cages during other lab times.
3. The student is responsible for the care of their dog including ensuring the dog is properly set up in its enclosure with a cage card, bedding and water. The student is responsible for supplying their own food for the day.
4. If using a cage in room 15 the student is expected to completely clean the cage and all bowls before leaving with their dog.
5. When walking any dogs on campus, they are expected to be on leash at all times. All bowel movements will be picked up immediately and disposed of. Dogs are not allowed on the soccer field.
6. Please read below regarding the cats from the shelter. While rare, cats can get infectious tracheobronchitis (Kennel Cough) from the dogs at the shelter and bring it into our clinic setting. It would be wise to ensure that any dog coming to lab has been properly vaccinated against this disease.

Cats

The opportunity to bring cats into lab is limited because we work extensively with cats from the shelter. These cats often have a questionable or unknown medical history and often they carry easily transmittable diseases like upper respiratory tract viruses. In this shelter-type situation it is usually inadvisable to bring in privately-owned cats.

1. If the student is interested in bringing in their cat, arrangements may be made to do so during a time when there are no shelter cats in the lab.
2. When bringing a cat onto campus they must be transported in a carrier.

3. Ideally, the cat will return home after the lab session ends. If this is not possible, it is at the instructor's discretion if the cat can remain in Room 15 for the day, or if the cat will need to be housed in a carrier in the radiology lab.
4. The student is responsible for setting their cat up in a cage with a cage card, bedding, food, water and a litter box. Regular adult cat food is provided in the lab. If the cat is on a special diet, it is the student's responsibility to bring their own food.
5. The student is responsible for cleaning the cage, bowls and litter box before leaving the lab with their cat

2. Ward Duty Shift Rules for Small Animal Procedures & Animal Surgery Courses

Students will receive a code for the door to room 15 by Dr. Marks. Once you are in the room and before you start your shift, you must call security at 292 to let them know you are in the room and starting your shift. At the completion of your shift, you are to call security and let them know you are leaving for the night. Generally speaking, the animals are on-campus from Monday afternoon to Friday afternoon. The instructor will provide you with further details. On early mornings, please exercise some patience and demonstrate courtesy if you are waiting for the security guard to open the main doors to the academic building.

1. You are required to participate in ward duty. On average, most students need 90 minutes to complete a wards shift.
2. The AM shift starts between 6:00 and 7am. You **MUST** be on time for all your morning classes. Ward Duty is not an excuse for arriving to class late.
3. The PM shift starts between 4:30 – 5:00pm. The time at which you may start is dictated by the end-times of the labs taking place in Room 15, please check the posted course schedules on the VT bulletin boards.
4. You and your partner need to coordinate your arrival times. This means taking into consideration each other's class and work schedules. No one should be working alone.
5. You are required to call Dr. Marks (unless she is with you, of course) with patient updates after you have completed all your patient assessments.
 - a. If there is an emergency, call Dr. Marks immediately – do not wait.
6. If you absolutely cannot work your scheduled shift and know this in advance you need to:
 - a. Request via email permission for a shift change to Dr. Marks, noting the reason you cannot work your assigned shift.
 - b. Include in this email arrangements you have with another student who is willing to switch shifts.
 - c. Dr. Marks will consider your request and response to your email
 - d. Once approved, you are must change the name entries on the main calendar.
 - e. And, you must inform the other students involved on those shifts of the change.
7. If there is a last minute emergency that prevents you from attending your ward shift, you are responsible for finding a replacement and for calling Dr. Marks to let her know why you cannot make it and who is covering your shift. Text messages and emails are not acceptable in this instance.
8. **A 10 point grade deduction is applied for an unexcused absence which is any of the following:**
 - a. You do not call Dr. Marks with patient updates at the completion of your shift.
 - b. You forget your ward duty shift (no show) or are significantly late (20-30 minutes) for the shift start-time agreed upon by shift members.
 - c. You can't come in for a shift (unforeseen circumstances) and do not notify Dr. Marks immediately.
 - d. You fail to notify Dr. Marks that someone else is covering your shift (in-advance changes)
9. **Two unexcused absences from ward duty results in withdrawal from or failure of the class.**

Ward duty standard operating procedures for animal care are distributed with the course materials for VT217

PROGRAM ACTIVITIES

1. Horse Care Team

The Horse Care Team is a volunteer, student run organization that cares for horses at the Motherhouse barn adjacent to the College. The primary responsibility of the Horse Care Team is to provide consistent, excellent care to the horses. Secondary responsibilities include the maintenance of the medical record, the barn and classroom facilities and maintaining regular communication with other Team members via an e-mail list. Students with leadership skills may be interested in serving as the Team Captain who works directly with Dr. Bassert to prepare the monthly shift schedule, arrange delivery of supplies and assist in providing instruction in equine husbandry to new Team members.

Prerequisites:

Students do not need prior experience working with horses. Individual and group training sessions with a Team leader will prepare new students for work in the barn. A completed Green Verification form must be present in the student's file in the Veterinary Technology Office before the student is permitted to work with horses. Team leaders will confirm that this documentation is complete. All of the equine clinical procedures videos associated with VT105 must be viewed to completion by each Team member during the training process. These videos are on reserve in the library and may be viewed in the media room. In addition, students must read and verify having read the Horse Care Team Handbook, which is a comprehensive document that supports the Team in carrying out its duties. The last signature page of the Handbook should be completed signed and given to the Program Director.

Compensation:

The Horse Care Team is a volunteer organization. However, some students may be compensated for work in the barn via the work-study financial aid program. New students, coming onto the Team for the first time, should check with Financial Aid personnel to see if they qualify for work study compensation.

Specific Duties:

Specific Duties of Horse Care Team members include the following:

1. Provide clean water to the horses twice daily
2. Provide fresh hay and feed twice daily
3. Administer medication as directed
4. Groom the horses daily
5. Muck the stalls daily
6. Sweep the aisles twice daily
7. Muck out the under-barn daily
8. Drop hay and bedding weekly*
9. Remove cobwebs from stall areas and neighboring regions weekly*
10. Unpack deliveries and maintain order on the shelves in the storage area weekly.*
11. Wipe down the counters and sweep the floor in the VT backroom weekly*
12. Empty the trash in the VT backroom weekly*
13. Participate in a clean-up day, which includes stripping the stalls and cleaning the VT classroom and backroom once or twice yearly (see below).
14. Complete maintenance request forms and "Horse Care Team Communication" forms as needed.
15. Complete daily task check list and progress notes in the medical records.
16. Find replacement worker, as needed, to cover a shift that the Team member cannot fill due to illness or some other **critical** reason for the absence.
17. Assists with emergencies whenever possible.
18. Be familiar with common emergency situations, the location of the emergency kit and how to use it.
19. Help to transport ordered supplies from the VT Office to the Barn.
20. Maintain availability via e-mail (and a cell phone optimally) as much as possible.

21. Check e-mail daily for communication with Team members, Team Captain and Program Director.

*Specific weekly duties will be assigned to individual Team members.

2. NAVTA Student Organization

The student chapter of the North American Veterinary Technician Association or SCNAVTA is an active professional association. Students are urged to participate in the numerous events scheduled throughout the year. Events include dog washes, horseback riding trips, participation in numerous fundraisers for rescue organizations and collection drives for animals in need.

SOPHOMORE CLINICAL EXTERNSHIPS

The following selection of information is taken from the VT229 website: www.manorvettech.com/vt229. Please refer to that website for complete information, including the list of core sites.

1. Overview of Course (excerpts from syllabus)

College Advisor and Contact Person:

Joanna M. Bassert, VMD
Director of Veterinary Technology
Manor College
700 Fox Chase Road
Jenkintown, PA 19046
(215) 885-2360 Ext. 221

Prerequisites:

All veterinary technology, math and science courses must be successfully completed with a "C" or better. Rabies and tetanus immunizations and health insurance are required. A student who needs one or two liberal arts courses **may** be permitted to complete the externship with permission from the Program Director.

Course Description:

Students are required to spend 6 weeks at a core site facility. (See attached list of core sites.) Core sites will require an interview before a student is approved for a core site.

Students may spend 6 weeks at an elective site or 6 weeks at another core site if space is available. Students are responsible for making their own arrangements for their elective rotation. All elective sites must be pre-approved by Dr. Bassert. The name, address and phone number of the elective site must be provided to Dr. Bassert at least 8 weeks in advance so that an information packet can be mailed to the site. Students must give elective sites the URL to the program website.

Evaluation:

Each externship site supervisor will assign a grade for the student's performance and will complete and mail a written evaluation form to Dr. Bassert. The student will receive a grade for each of the two rotations. Dr. Bassert will submit the final grade to the College Registrar.

Core Site (6 weeks) =	20%
Elective Site or 2 nd Core site(6 weeks) =	20%
Weekly homework: completion of 150 on-line practice questions per week	20%

*Score on <u>final</u> on-line comprehensive examination	20%
Math Packet	20%
Professionalism (Refer to Professionalism Rubric):	Up to: +3% or -5%
<ul style="list-style-type: none"> • Attendance at on-campus meetings • Appearance, conduct, and attitude • Ability to take initiative 	
Total	100% (+3/-5%)

***Students must achieve a score of 650 or higher on the final on-line comprehensive examination to be considered “passing” a comparable VTNE examination. Students may be asked to take another comprehensive examination if this score is not achieved. Students should complete no less than 150 practice questions per week using the VetTechPrep website.**

Important Notes About Evaluation:

1. All rotations must be completed with a grade of "C" or better. A student who receives a "D" or "F" for any one rotation will be required to repeat the rotation. Supervisors must inform both Dr. Bassert and the student if a student's performance is poor and a D or F looks likely. In other words, there should be no surprise scores of D or F.
2. A student who receives a D or F in a rotation will be allowed to repeat the rotation **once**. If a core rotation is failed then the repeated rotation must occur at a core site. If an elective rotation is failed, the student must repeat the rotation at an **approved** elective site or a core site (if one is available). Failure of a rotation twice means failure of the course.
3. A student who receives a "D" or "F" at more than one rotation will fail the course as a whole.
4. **Final Grades will not be given out to students until the following have been returned to Dr. Bassert:**
 - a. The radiology badge,
 - b. The task diary
 - c. A completed student evaluation form for each of the externship sites.
 - d. Math packet
 - e. Completion of three VTNE practice tests
5. In rare cases, the externship site may abruptly terminate the training of a student if the student proves to be highly disruptive to the normal functioning of the practice. In rare cases students may abruptly leave a site if the atmosphere at a site is shown to be unsupportive or hostile, neglectful of the student or inconsistent with state-of-the-art clinical practices.
6. It is the student's responsibility to inform Dr. Bassert of preferences for core sites and any scheduling constraints. Every effort will be made to incorporate these requests into the final schedule.
7. **The student and site must establish an interview and tour no later than 2 months prior to the commencement of the rotation. The interview is an information gathering opportunity for both the site and the student. But it is not an automatic statement of commitment, neither student nor the practice is committed to the rotation until agreement is made between them.**
8. **The student MUST call the site supervisor one week in advance to confirm time of arrival, work hours and dress code. Failure to do this may affect the student's grade.**
9. **The externship site supervisor will complete an evaluation of the student's performance at the end of the rotation.**
 - a. **The evaluation must be reviewed with the student and signed by both the supervisor and the student.** It is critical that the evaluation be discussed with the student before the student moves on to the next rotation, so that the student can be aware of and address areas of weakness in his/her work. A copy of the evaluation should be given to the student.
 - b. The original evaluation form (signed by both the student and site supervisor) should be mailed directly to Dr. Bassert at Manor College, Program of Veterinary Technology, 700 Fox Chase Road,

Jenkintown PA, 19046. Site supervisors should NOT give the original evaluation form to the student. Evaluation forms should be mailed promptly at the end of each rotation. Please do not fax the forms as this has proved to be an unreliable form of delivery.

- c. Written evaluation forms are required for the student to receive a final course grade. Delay may complicate the student's ability to graduate on time.

Homework:

Students will be responsible for setting up and using an on-line account with VetTechPrep (www.vettechprep.com) throughout the semester. Specific domains and mixed domain material will be assigned to the student each week. Students are responsible for using the site, answering practice questions and reviewing information in domains where the student is weak. **Students should complete no less than 150 questions per week on the VetTechPrep site.** Students will be graded on their ability to complete the questions by the weekly deadline. The instructor is able to observe levels of involvement by each student via the faculty portal on the VetTechPrep website. The student's accuracy in completing test questions and the student's degree of improvement from beginning to end of the course may also be taken into consideration during the evaluation.

Approaches to Teaching:

Students will be placed in a clinic setting with supervision. The students will be challenged to employ the skills they have learned in class and in laboratories at Manor College. The students will maintain a task checklist as a daily record of the skills being performed. This helps the College evaluate the quality of educational experiences acquired at each site. **Neither the student nor the site should expect to have ALL of the tasks included in the training, but an effort should be made to include as many of them as possible.** This course is meant to engage the student and to have the student perform as many of the nursing tasks listed on the task check list as possible. **This is NOT an observational externship. Supervisors are expected to actively draw students into performing hands-on nursing skills, to actively coach students through the steps of completing each task and to ensure that the tasks are performed properly.** Refer to Manor College's standard criteria for examples of proper techniques.

Course Materials:

Most sites prefer that students wear clean scrubs, a name badge and white sneakers. Each student will be provided with a radiology badge, which is used as needed. Students are required to wear watches and carry pens and a calculator.

The student will complete an evaluation form regarding each of the externship rotations. These evaluations are collected during the final on-campus meeting.

Radiology Badges and Uniforms:

Each student is required to wear ironed, well-fitted light blue scrub shirts and pants and a **nametag** during the externship. In addition, radiology badges will be distributed at the first on-campus meeting and will be collected at the last on-campus meeting. The student will be charged for the badge if it is not returned..

Guidelines for Students and Sites:

The Interview:

Based on student requests, students will be assigned to two externship sites (see below for exceptions). **It is the responsibility of the student to contact the site** to arrange for an interview and tour of the externship facility. Interviews must be scheduled no less than two (2) months before the rotation is to begin. This allows time to find an alternate site in the event that the externship is unacceptable to the student or that the student is unacceptable to the practice. The interview should include a tour of the facility, a discussion of the learning opportunities at the site and a tentative schedule. The student is requested to dress in business attire, be prompt and take three copies of a resume.

In addition, it is the student's responsibility to contact the externship site supervisor **one week** prior to the starting date to confirm starting date, time, and directions to the practice.

Exceptions:

All students are expected to participate in rotations at two separate sites. The following exceptions allow students to spend all 12 weeks at one location if space is available:

1. The student completes externships at their family home, which is located in an extremely rural area with only one acceptable site within driving distance.
2. Any USDA registered animal research facility
3. Any emergency, critical care, specialty and referral center

Work Hours:

Student externs and the hosting externship site should work out a schedule acceptable to both parties. However, this is a full-time academic and clinical endeavor and takes precedent over all other activities. Students should not attempt to work during the full-time externship. Clinical hours should be full-time and should be about 40 hours per week. This can be accomplished, for example, in three 12 to 13 hour days, five 8 hour days or six 6.5 hour days depending on the practice or institution. Some sites require the student to live in residence and attend middle of the night emergencies. Externships at these sites may last 4 rather than 6 weeks due to the 24-hour demands upon the student. In addition, students should expect to spend no less than 5 hours per week completing homework: the math packet and answering questions on the VetTechPrep website.

Dates of Externship:

In general, each student is expected to complete 12 weeks total of full-time externships. Approximately 6 weeks is spent at a Core site and 6 weeks is spent at an Elective site or at another Core site. Students may complete both rotations at a core site if space is available. The entire externship experience must be completed in either the summer or in the fall semesters. Students may not complete half in the summer and half in the fall.

*Students are expected to come to on-campus meetings dressed in powder blue scrubs with their name tags and hair pulled back. Please do not chew gum. **Be sure to bring the following to the last (third) on-campus meetings except where noted:**

1. Your completed evaluation of each of the sites you attended
2. Dosimeter badge
3. Completed Math packet
4. Completed Task diary
5. (all 3 meetings) a pen or pencil
6. (2nd meeting only) Textbook: *Case studies in Veterinary Technology Textbook (where noted)*

Be sure that your site supervisor has mailed your written performance evaluation(s) to: Dr. Joanna Bassert, Manor College, 700 Fox Chase Road, Jenkintown, PA 19047. You may have been given a copy of your performance evaluation by your site supervisor. This is yours to keep.

Make-Up Days:

Some students lose time during their externships due to illness, religious holiday or other unforeseen circumstances. These days may be made up on Saturdays and/or by extending each working day during the week until the missed hours are completed. Regularly scheduled holidays such as Labor Day, July 4th, Thanksgiving and the hours spent attending the two on-campus meetings do **not** have to be made up. In addition, summer students may complete missed hours by extending the length of the externship as long as it is completed before September 1.

Wages/Stipends:

Students should not expect to be paid by the externship site. However, some students may be paid. Corporate research facilities, for example, may be required to pay interns based on internal workman's compensation

regulations. In addition some students may elect to complete their externship at their employment site (assuming it is a core site). However, this is discouraged. The learning experience of the student extern should be supported and guided by the veterinary health care team of the externship site. Students in clinical environments may be paid as long as the learning experience for the student is not compromised by the employer's expectation that the student will complete menial and non-technical duties.

Responsibilities of the Student Extern:

1. The student extern is to show honesty, punctuality, and courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.
2. The student extern understands that the externship experience takes precedence over any other activity.
3. The student extern may not sever his/her connection with the Externship site without the knowledge and consent of Dr. Bassert.
4. The student extern will complete and return the necessary evaluation forms, task checklists or workbooks and the radiology badge to Manor College during the last on-campus meeting.
5. The student extern agrees to follow accepted safety practices at the externship site.
6. The student extern must be current in rabies and tetanus immunizations and must maintain personal health insurance during the entire externship period.
7. The student will be prompt and will attend work during the scheduled and agreed upon times.
8. The student extern will be responsible for providing his/her own transportation to and from the externship site.

2. Externship Instructions and Time Line

Step One:

In January, Dr. Bassert will meet with the sophomore class to discuss Sophomore Clinical Externships. This meeting will occur either as a stand-alone meeting specific for discussing externships or at the end of a sophomore class such as VT227 Animal Medicine. The meeting date and time will be posted on the Externship Bulletin Board. If you are unable to attend the meeting, please be sure to contact Dr. Bassert via e-mail to let her know that:

- a. You cannot attend the meeting and
- b. You ARE planning to complete your externships in the summer or fall. Be sure to go on-line to acquire a sign-up sheet and a list of Core Sites.

During the meeting, students will be given a list of Core sites and asked to do the following:

1. Go to www.manorvettech.com/vt229 and explore the course website. It is not password protected.
2. Examine the Core Site List and think about which veterinary practices are of interest to you.
3. Consider the following questions:
 - a. In which types of practices would I like to work after graduation?
 - b. Do I want to work with companion animals? Equine? Exotic species? Food animal?
 - c. Do I want a large practice with many employees or a small practice with a small veterinary health care team?
 - d. Do I want a fast paced practice or a slower practiced one? Routine practice or Emergency and specialty practice?
 - e. What do I see myself doing in 2 years? 5 years? How can I use the externships to prepare me for that time?
4. Perhaps you want to use your externships to find answers to these questions, in which case you will want to spend time at two, completely different sites.

5. Take time to drive by the practices and look at the facility; look on-line at the practice's websites; meet with Dr. Bassert if you have questions; talk to your instructors and other students about the various sites; consider what would work best for you. Do Not set up interviews and tours of the sites at this time.
6. Complete the *Student Goals for Externship* form. Think carefully about what you want to accomplish during your externship. In what specific skills do you want more practice? What types of cases do you want to see? Make sure this form is neat and grammatically correct. You may want to have it proofed by someone else. You will be turning copies of this form in to your site supervisor and to Dr. Bassert.
7. Complete the sign-up sheet by writing your first (1), second (2) and third (3) choices by the names of the practices in which you are interested. Perhaps you are confident that you want one general practice and one specialty & emergency practice. If this is the case, please note this in the margin of the sign-up form. You may have a particular practice in mind for an elective site. In this case, you will want to fill in the name, address, phone number and other contact information of the practice on the sign-up form.
8. Do the best you can in completing the form. It is OK if you are not absolutely sure.
9. **Make a Xerox copy of your externship goals form and staple it to your sign-up sheet before turning them in to Dr. Bassert.** Forms may be placed in the IN-BOX or on Dr. Bassert's chair or slid under the office door if the VT Office is not open. **Be sure to turn the two forms (sign-up sheet and goals) in BEFORE the deadline.**
10. Rules to be aware of:
 - a. You must complete the entire 12 weeks of externships either in the summer OR in the fall. You cannot do half in the summer and half in the fall.
 - b. All students must start and stop their externships at the same time in synch with the rotation dates. Like musical chairs, everyone must change sites at the same time (ie. between rotation 1 and rotation 2). Refer to the syllabus for the dates of the externship rotations.
 - c. If you live very far away, you may complete your externships near your home. If you are moving to another state, you may complete externships outside of Pennsylvania. All sites not listed on the core site list must be pre-approved by Dr. Bassert.
 - d. Elective sites must be pre-approved by Dr. Bassert.
 - e. Dr. Bassert will approve most sites in which:
 - You work directly under the supervision of a credentialed veterinary technician or a veterinarian,
 - Critical minimal safety and biohaz standards are met, and in which
 - You will be trained to perform nursing procedures (as opposed to husbandry skills or restraint only or observation only sites).

Step Two:

1. You will have about three weeks in which to research externship sites and complete the sign-up sheet.
2. After the deadline for turning in the sign-up sheets, Dr. Bassert will prepare a schedule. Each student will be assigned to two of the three sites that they signed up for. **You must complete the sites in the order in which they are assigned.** If more students sign up for a particular site than it can accommodate, Dr. Bassert will flip a coin or draw names out of a hat to establish which student(s) will be assigned to the site. With large class sizes, students may be assigned to practices that they did not sign up for.
3. Students that turn in their sign-up sheets after the deadline are not guaranteed any of their choices. Conversely, students that turn in the sign-up sheet before the deadline will not be given preference. **It is strongly advised that you turn in your sheet before the deadline.**
4. In mid- to late- February, you will be given your externship assignments. Dr. Bassert will return to VT227 Animal Medicine class to distribute the assignments. If you are not taking VT227, you will want to be sure to see Dr. Bassert about site assignments.
5. Once you have been assigned to two sites, you are now at liberty to contact the sites to establish a tour and interview. Those students who are completing their externships in the fall will want to contact the sites as soon as possible.

6. The tour and interview is a time for you to see whether or not you like the practice. It is also a time for the site supervisor to decide whether or not you are the right person for their practice. **Refer to the handout on the externship website about interviewing and to your VT103 notes about interviewing skills. Be sure to take your resume, list of references and written externship goals with you to your interview. Sites will be expecting this and have rejected students who were not prepared or properly dress for the interview.**
7. You may decide that you like the site or you may decide that you do not like the site. Similarly, the supervisor may decide to accept you or not accept you. Sometimes sites are too busy to take a student during the rotation in which you want to go. **Thus, you must schedule the interviews as early as possible to give yourself enough time to find another site in the event that the site does not work out. Do not assume that a site has the room or the time to train you during your rotation.** If you call a site for a tour only a week or two before the rotation is to begin, you will most likely be rejected on the grounds that you procrastinated and did not plan ahead.
8. Do not tell the practice that you will complete your externship at their site if you are not sure. Wait at least one day after the interview before giving them your decision. **Once you give them your word that you will be attending their site, you MUST attend their site.** Be very clear with the practice about whether you are ruminating on the subject or that you will attend or that you will not attend their site so there is no confusion or hard feelings.
9. One word about communication with sites: Veterinary practices are very busy. If you find that your supervisor does not return your phone message, call the practice's receptionist and ask for the supervisor's e-mail address so that the supervisor can get back to you at her convenience (day or night). If you still do not hear from your supervisor after about three weeks and e-mailing, contact Dr. Bassert and she will make contact on your behalf. Never be rude or impatient with the receptionist. Sites have rejected externship applicants (even before the interview process began) because they were rude to the receptionists or other staff members

Step Three:

1. Dr. Bassert will assume that you will be attending the sites to which you were assigned unless you tell her otherwise. **If you are rejected from a site or if you decide not to attend a site to which you were assigned, you must notify Dr. Bassert as soon as possible so that you can be reassigned and so the site can be made available to someone else.**
2. Once the sites are confirmed, you will want to prepare for the externship by doing the following: Make sure you have:
 - All of the items requested by the practice...typically a watch, a name tag, clean, neat uniform, white shoes, dosimeter badge.
 - Reviewed anesthetic protocols and dosage calculation problems.
 - Contact your supervisor at least 2 weeks before you are scheduled to arrive to confirm your work schedule, dates and times of arrival and what you should bring with you on the first day.
3. Attend all on-campus meetings before and after your externship rotation. During the last meeting, be sure to bring with you the following:
 - Your dosimeter badge
 - Completed site evaluations (one for each site)
 - Completed task check list
4. Register for VT229 (most students register for this course as a fall course). You cannot register for externships until all VT, math and science courses are completed with a C or better and that all core courses are completed with a D or better. You must have a minimum GPA of 2.2 before you can complete externships.
5. Register for any core liberal arts courses that have yet to be taken. The liberal arts course(s) may not conflict with the full-time externship schedule.
6. Prepare for graduation:
 - Ask for an unofficial copy of your transcript from the Registrar or the Program Assistant, Charmaine Hofmann. Compare your transcript to the VT curriculum sheet and make sure that all

of the required courses for the Program have been completed and appear on your transcript. Make sure that transferred and exempted courses appear on your transcript. If not, follow up on it. You cannot graduate until all required courses appear on your transcript. You must have a C or better in all VT, math and science courses, and a D or better in all liberal arts courses.

- Complete the application to graduate form (this will be done in one of the on-campus externship meetings).
7. All remaining forms needed for graduation will be completed during one of the two Mandatory on-campus externship meetings.

3. Preparing for The Interview and Tour:

Once, externship site assignments have been made, the student will contact the site to arrange for an interview and tour of the externship facility. Do NOT contact the site before you have been given your assignments. Interviews must be scheduled no less than two (2) months before the rotation is to begin. This allows time to find an alternate site in the event that the externship is unacceptable to the student or that the student is unacceptable to the practice. The interview should include a tour of the facility, a discussion of the learning opportunities at the site, the goals of the student for the externship and a tentative schedule. The student is requested to dress in business attire or in the Program's uniform, be prompt and take three copies of your resume.

Prepare for the Interview

4. Call and set up the interview at least 2.5 months before the externship is scheduled to begin. Be prepared to speak with the receptionist and leave a message for the site supervisor. The site supervisor may not get back to you for a long time (sometimes as long as one week). Be prepared for this. Do not become impatient with the receptionist or the site supervisor. Some students have been rejected from sites based on their interaction with the receptionist. If you do not hear back after one week, call again, leave a second message and ask for the email address of the site supervisor. Email the site supervisor to request an interview and give dates and times of your availability. Be sure the e-mail is grammatically correct without spelling errors. Write it as though you are writing a cover letter. Use a formal salutation and closing. If you have difficulty writing at a college-level, have someone proof read the e-mail before you send it. If after three weeks you still do not hear back, call Dr. Bassert and let her know so she can help you.
5. Well in advance of the interview, complete the Student Goals for Externships form. Consider carefully where you are in your training and think about how the externship can help you move forward. For example, you might want to perfect jugular venipuncture or placing endotracheal tubes, you might want to become proficient in administering chemotherapeutic drugs or gain experience working with birds. You might want to observe orthopedic surgeries or ones using lasers. When you complete the form, be sure to type it and make 4 copies. Give one copy to Dr. Bassert, one to each of your site supervisors (during the interview) and one for your own records.
6. Dress in business attire. Try to wear conservative colors such as white blouse/shirt, black blazer (tie for men) and conservative black shoes (pumps for women). Gather and iron your clothes the night before. Fix loose buttons, threads, polish shoes, etc. Dress and act professionally. (no perfume, no excessive makeup or jewelry, no gum, make good eye, cover tattoos, no tongue or nose studs).
7. Be 10 minutes early for the interview.
8. Make good eye contact, smile, firm hand shake, mirror the body language of the interviewer within reason, stand and sit up straight, limit your own talking, be positive, do not criticize co-workers or previous employers, do not mumble, giggle, smoke, fidget, tinker with jewelry).
9. Communicate clearly and slowly, avoid saying ahhhhh, or the word "like." Give a copy of your goals for the externship to your interviewer. Also give your interviewer a copy of the Task Check List. Be sure to discuss both of these documents with the site supervisor during the interview. Do this again with your supervisor at the beginning of the rotation. Keep in mind that your supervisor is not psychic. If you communicate what you want to learn, your supervisor is more likely to help you learn it. At the same time, keep in mind that the site is volunteering to be part of the externship. Do not be too demanding.

8. Ask for the business card of the person who interviews you.
9. After the interview, send a note of thanks. Informal hand written note or e-mail is fine. This will make you stand out from other applicants and will put you on a positive initial footing if you are offered the externship position.

4. How to Succeed in Your Externship

Attendance:

I. Punctuality:

1. Be on the job **10 minutes** before the workday begins. If you are on time, you will be viewed as late. If you are 10 minutes early, you will be viewed as on time. You must contact the site at least one (1) week before the rotation begins to confirm starting date, hours, directions and dress code. Be sure to take a pen, notebook and wear a watch. You cannot do anesthesia or TPR properly if you do not have a watch.
2. If you are unavoidably detained, call the laboratory immediately. Program your cell phone with the externship phone number ahead of time so that you can call while you are in your car if you need to.

II. Attendance:

1. You are expected to complete every day of the externship fully.
2. You may NOT change sites once you have made a commitment. You are expected to stick it out to the end of the rotation even if you are unhappy. Keep in mind that a rotation is only 6 weeks.
3. Do not complain at work, call Dr. Bassert to alert her of any issues about which you are feeling uncomfortable.

III. Absence:

1. You are expected to be on the job every day based on a predetermined schedule (40 hours per week).
2. If you are absent, call the Practice before 7AM so they can plan their workday.
3. Call the Vet Tech Program Director (215) 885-2360 X 221 to report your absence. You can call anytime. Voice-mail is accessible 24 hours a day, 7 days a week. Or you can email at: jbassert@misty.com
4. If you are sick for more than 2 days, you must bring a note from your doctor.
5. When you are absent, the missed work **MUST** be made up. Make-up time may be difficult to reschedule and is at the discretion of the supervising technician. Schedule make-up time with the supervising technician. Failure to report an absence is an **unexcused** absence. Unexcused absences of more than 3 absences per rotation can result in a grade of "F". Absences will be reviewed by the College Program Director who will decide what action to take.

IV. Inclement Weather:

1. Although snow is not a threat during the summer and fall, hurricanes do occur at the end of the summer/beginning of the fall. If you are unable to reach the clinic due to inclement weather, you must notify the clinic **AND** the Program Director.
2. This is considered an absence and must be made up.

V. Holidays:

1. You will observe the holiday schedule of the externship site and not Manor College's holiday schedule. Clinic holidays do not have to be made up.

Professional Appearance and Conduct:

You are required to wear the following:

1. For small animal rotations: Clean uniforms, Manor name-tag and clean white sneakers. Remember, no crack front or back. No exposed belly!
2. For ambulatory large animal rotations, you should wear short-sleeved coveralls and heavy leather boots. For resident large animal rotations, you may wear scrubs, coveralls or whatever the practice prefers. Be sure to ask!
3. Hair tied or pinned back.
4. Tattoos must be covered.
5. No jewelry, long nails, nail polish or extreme hair styles.
6. No jewelry in body pierces. This includes tongue piercings.
7. No gum! No smoking!
8. No texting or cell phone use during clinic time
9. No complaining or whining. No negative body language
10. Manor College name badge and radiology dosimeter. You are encouraged to wear your pin from the pinning ceremony and (if you have one) a NAVTA pin.
11. You shall be polite **AT ALL TIMES** to all patients, physicians, hospital personnel, supervisors and coworkers regardless of provoking circumstances. Expect to be low on the totem pole. The veterinary staff is busy and will not coddle you. (Refer to the do's and don'ts of externs).
12. Smile and say hello or good morning when you walk in a room for the first time. Try to greet everyone. Make eye contact and SMILE.
13. Learn the names of your co-workers and use the names when you are communicating.
14. If you have a sense of humor, use it. Try not to be too serious.
15. If you are experienced, do not push your way in on the action. Ask first, if you may (for example) put in the catheter. Be sensitive to the wishes of those around you.

Work Rules:

1. Do not use the clinic telephone for personal calls except in an emergency. Find a pay phone or cell phone in a private setting and at an appropriate break time. Do not text or use your cell phone in the clinical setting. If you **MUST** text or call, find a private place.
2. Always tell your daily supervisor when you leave your assigned area. This includes breaks, bathroom and end of day work. Do **NOT** just *disappear*.
3. Sometimes diagnostic tests, surgery and kennel work unavoidably go beyond the normal workday. All work must be completed before you leave the clinic for the day. It is your responsibility to check with your supervisor to make sure that all work has been completed and that it is OK for you to leave.
4. Many practices will give you homework, research projects and math worksheets including calculations of CRI, dosages, solutions and dilutions. Determine from the onset what the expectation is of the practice.
5. Be patient if the practice is slow or if the staff ignores you because they are busy. NEVER say "I am paying \$_____ to be here and I expect you to teach me _____." Expect to be drop kicked out the door if you complain in this manner.
6. Do not complain or make any negative comments. You are a guest.

Daily Task Check List:

1. Use the daily task check list as a journal to record the procedures you have performed successfully. Your supervisor will have received a copy of the **Task Check List** in a previous mailing. On the first day of your rotation, show the supervisor your task check list and remind her/him of the tasks that you need to complete.

2. At the end of the externship experience, you must turn in to the Program Director the following items in order to receive a grade for the course:
 - a. A completed **Task Check List**
 - b. Your evaluations of the externship sites you attended and
 - c. Your radiology badge

Student Responsibilities:

1. Take the initiative to jump in and get involved. Ask to do tasks such as intubate, put in a catheter, do a dentistry, pack a pack, get set-up for an induction and so on. The supervising staff will not "spoon feed" you. It is YOUR responsibility to take initiative. Be on top of answering the phone and wiping up counters, cages, etc. This will help you to be viewed as a "team player" who is willing to pitch in without having to be asked.
2. If you are not sure about how to do a certain procedure, **ASK!** There are no dumb questions. You need to be sure you know exactly what to do in order to avoid making mistakes.
3. Do not tell your supervisor that you did not study something at Manor with the hope that they will not hold you accountable for the material. This makes Manor's VT Program look incomplete and inadequate. Be honest and tell them that you learned it, but that you may not remember everything and that you are anxious to learn the method used by that particular practice. Show that you are anxious and willing to learn.
4. Do not be a Vet Tech snob. You will be placed in a diverse array of practices. Not all of the practices do things the same way we do at Manor. Some practices do things that we teach you are wrong. Do not get upset about this. Focus on all of the things the practice does right. Some examples of things that may offend you...not using red bags for non-sharp bio-haz disposal, re-sterilizing syringes, having a CVT extract a tooth with a root elevator.
5. Use your free time wisely. If you find yourself with nothing to do (ie. Staff too busy, equipment broken down, etc.) use the time to read about medical or anesthesia cases that you have witnessed. Many supervisors ask questions. Be prepared to answer questions such as what atropine or Telazol does. Be able to identify parasite eggs and surgical instruments. These are basic and routine questions asked. Be prepared! **Never** sit in a laboratory or waiting room reading magazines or the newspaper.
6. Your externship takes preference over any other activities in your life! It is expected that you will conform to the practices schedule, not the other way around.
7. Echo the schedule of the rest of the staff unless told otherwise. If the staff takes a break, you take a break. When the staff has lunch, you have lunch. If everyone is working, be sure to be working.
8. Keep in mind that your actions will affect the opportunity of all of the students who follow you. If you do a good job you will increase opportunity for others.

Confidentiality:

1. All client and patient information is confidential. Information about the personal lives of the veterinarians and technical staff (that you may, by chance, overhear) is confidential. Any discussion about a case should be done in a back part of the clinic away from other clients and the waiting room. Do not gossip.
2. Do not talk about your first externship rotation at your second externship site. Don't brag or criticize.
3. You are an ambassador of the College and should project a positive attitude as much as possible. Externship sites often view Manor students as potential "hires". You should expect to be evaluated as a potential employee. Therefore, always put your best foot forward. If you are negative and derogatory about your life, your schedule, your educational experience, your classmates, etc., you will be viewed as a "complainer" and you will lose your attraction as a potential employee. Humor, light heartiness, grace and adaptability go a long way.

Termination of a Rotation:

1. A student may be withdrawn from a clinical site for any of the following reasons:
 - a. Poor health
 - b. Poor performance of duties
 - c. Unexcused absences
 - d. Chronic tardiness
 - e. Impolite and aggressive behavior
2. Depending on the circumstances, the student may be asked to find his/her own clinical site, which must be approved by the Program Director.
3. Depending on the circumstances, the student may be dismissed from the program.
4. A student who receives a grade of "D" or "F" for any one rotation will be required to repeat the rotation.
5. A student who receives a "D" or "F" on one rotation will be allowed to repeat the rotation once. Failure a second time results in dismissal from the program.

Grievance Procedure:

1. Talk to the supervising technician to try to resolve the problem.
2. DO NOT TAKE THE GRIEVANCE TO THE SUPERVISING VETERINARIAN OR TO OTHER STAFF MEMBERS. This may be construed as "going behind the back" of the supervising technician and will make the rotation **MUCH** worse for you.
3. Call or visit the VT Program Director to discuss the grievance.
4. The Director will act as a mediator for you.

RESOURCES

1. Program Directory

Campus Main Number: (215) 885-2360

Security: x292

Dr. Joanna Bassert
Program Director
Office: x221
Home: (484) 530-0138
Cell: (215) 460-5670

Dr. Stephanie Marks
Small Animal Clinical Coordinator
Office: x226
Cell: (718) 208-3901

Beverly Bisaccia, CVT
Education Coordinator
Office: x227
Cell: (610) 812-1516

Charmaine Hofmann
Program Assistant
Office: x257

Other Important Numbers:

The Barn: 215-379-3998 x545

Small Animal Clinical Lab Room 15: x268

Microbiology Lab Room 17: x264

Registration Office: x312

Financial Aid Office: x210

2. Log-In Information

For help with login information : <https://manor.edu/student-portal/>

Computer login:

- The computer login on campus is your student id. Example: A0000012345
- Your initial password is: user.
- When you login the first time, you will be prompted to change the password.
- The "login to" should be: MANCOL

Canvas login:

- Canvas can be accessed from the Canvas link in the student portal on the Manor website homepage
- Canvas access is authenticated with your Manor email credentials.
- For help navigating and using Canvas, go to the Canvas guides under the help tab.
- Access to course materials starts on the first day of the term.

Student Portal:

- By default, the student portal login/password is the same as the login/password you created when you used Manor College's online application.

Email:

- Your login is first initial, last name. Example: jsmith@manor.edu
- Your initial password is your date of birth in this format: mm/dd/yy. Example: 01/05/91
- The first time you login you will be asked to change your password and activate the account.
- Email can be accessed from the email link on the Manor website homepage or from gmail.com

3. The Veterinary Technician National Exam and Licensure

1. **Dates:** There are three possible VT Program completion dates. These are at the end of the following months:

- a. August
- b. December
- c. May

Although students complete the VT Program during any one of these three completion times, there is only one commencement (graduation) each year in May. During this time, graduates of the Program of Veterinary Technology are awarded Associate in Science degrees. You can receive your diploma from the College President on

stage during Commencement or, if you do not attend commencement, your diploma will be mailed to you from the Office of the Dean of Academic Affairs.

2. Graduation Procedures: As mentioned, there is only one graduation ceremony each year and this occurs in May. Regardless of when a student completes the Program (i.e. August, December or May), students are invited to “walk” in the May commencement exercises. The Student Life Office (NOT the Vet Tech Office) is in charge of organizing graduation, graduation rehearsals and graduation photos for the year book. **If you have any questions about graduation exercises in May, please contact Student Life at: 215-885-2360 Ext. 276.** You do not need to participate in commencement exercises in May in order to be officially graduated from Manor College.

3. Diplomas: Like graduation, diplomas are only distributed in May of each year. If you decide to participate in Commencement exercises in May, you will be given your diploma on stage by the College President. If you decide not to participate in commencement exercises, you will be mailed your diploma. If you have any questions about your eligibility to graduate or when you would be mailed your diploma in May, please contact Associate Dean of Academic Affairs 215-885-2360 Ext. 223. The Assistant to the Assoc. Dean is also helpful and can be reached at Ext. 297.

4. Graduation Fee: There is a graduation fee. If you do not pay the graduation fee when you complete the Program (Aug., Dec or May), you will not be able to sit for the VTNE because the College will not consider you officially finished the Program. Therefore, **be sure to pay the graduation fee when you register for externships.**

5. Official Transcripts and Verification Forms: A “Verification of Graduation” and a “Request for Transcript” form must be completed by VT students as part of the application for the Veterinary Technician National Exam (VTNE) and for a Pennsylvania license. The applications can be accessed online at: <http://www.aavsb.org/VTNE/HowtoApply/>. **You** must complete the top half of the Verification form before giving it to the **Registrar (DO NOT** give it to the Academic Dean). The Registrar will subsequently complete the bottom half of the form and stamp it with the Registrar’s official seal. A completed form, with the Registrar’s seal and an official transcript, are requirements for licensure in Pennsylvania. Forms to request transcripts are available in the Registrar’s office.

Overview

The computer-based VTNE is offered at registered Prometric testing centers throughout the United States and Canada. The exam will be available during three one-month-long windows. Applicants may take the exam during each of the three windows. Once the application to take the exam is completed, the student will be given a date, time and a center location to sit for the exam. See below for testing times and application deadlines. After passing the VTNE, the student will apply for licensure from the Pennsylvania State Board of Veterinary Medicine (see below for details).

<u>Veterinary Technician National Exam (VTNE)</u>	Summer Exam (for May completion and Graduation)	Fall Exam (for Aug. completion)	Spring Exam (for Dec. completion)
VTNE Testing Window	July 15 to August 15	November 15 to December 15	March 15 to April 15

VTNE Application Deadline: The student completes on-line application to take the exam: www.aavsb.org , Phone: 877-698-8482 and completes "Request for Transcript" form in the Registrar's Office. Fees for transcripts: \$5 (1week delivery) \$15 (next day).	June 15	October 15	February 15
VTNE Application: The Registrar sends official transcripts to the AAVSB by deadline: (Transcripts MUST include program completion date and the degree awarded).	April 17	August 15	December 15
REGISTRAR: Transcripts must be postmarked by the deadline (above) and sent to: VTNE Program, American Association of Veterinary State Boards, 380 West 22nd Street, Suite 101, Kansas City, MO 64108 Phone: 877-698-8482, Fax: 816-931-1604, E-mail: vettech@aavsb.org Facebook: https://www.facebook.com/aavsb , Twitter: https://twitter.com/aavsb Address questions to: Carol Sparrow , VTNE & PAVE Program Assistant 1-816-931-1504 ext. 228, 1-877-698-8482 ext. 228 Email: csparrow@aavsb.org			
<u>Pennsylvania Licensure</u>			
Application for a PA License: 1. Student downloads application for PA License from www.dos.state.pa.us/vet and completes it. Student gives completed "Verification of Graduation" form to Manor's Registrar (NOT the Dean of Academic Affairs) and mails the other portion of the application directly to the Pennsylvania Board of Veterinary Medicine (See below for address).	Within 2 weeks of receipt	Within 2 weeks of receipt	Within 2 weeks of receipt
2. Registrar sends Verification Form to the PA State Board of Veterinary Medicine within two (2) weeks of receipt. Registrar enters date of Program-completion and degree earned on Endorsement form.	Within 2 weeks of receipt	Within 2 weeks of receipt	Within 2 weeks of receipt

Step By Step Toward Licensure in PA

Step 1: Students complete the following applications:

- Application to graduate from Manor College. These will be distributed and completed during one of the on-campus externship meetings.
- On-line application to take the VTNE at www.aavsb.org,
- On-line application for PA License from: www.dos.state.pa.us/vet (often together with application for VTNE)
- "Request for Transcript" form in Manor's Registrar's Office. Fees for transcripts: \$5 (1week delivery), \$15 (rush). Registrar can be reached at: 215-885-2360 Ext. 244, 245 and 312 or via E-mail at: dsaridakis@manor.edu.

Step 2: Dr. Bassert and Vet Tech advisors complete graduation audits for each of the students who have applied to graduate. Dr. Bassert can be reached at: (215) 885-2360 ext. 221 or via E-mail at: jbassert@manor.edu.

Step 3: The **Associate Dean of Academic Affairs** reviews the graduation audits and notifies the Registrar of eligibility to graduate. The Associate Dean can be reached at: 215-885-2360 Ext. 243

Step 4: The **Registrar** sends official transcripts to the AAVSB. **Each transcript MUST include the Program completion date and the degree awarded.** If degree has not yet been conferred, the transcript should not include the future date when the diploma will be conferred (this confuses the AAVSB and the VTNE folks).

Transcripts must be postmarked by the deadlines and sent to:

VTNE Program, American Association of Veterinary State Boards,
380 West 22nd Street, Suite 101, Kansas City, MO 64108, FAX: 1-816-931-1604, EMAIL: vettech@aavsb.org

Step 5: Upon successful completion of the VTNE (if not done already), the **student** downloads the application for a PA License from www.dos.state.pa.us/vet and completes it. The student fills in the top half of the Verification of Graduation Form and gives it to Manor's Registrar (NOT the Dean), and then mails the other portion of the application (with fee) directly to the Pennsylvania State Board of Veterinary Medicine (instructions are on the application form, address is below).

Step 6: Registrar completes bottom half of Verification of Graduation form and sends it to the Pennsylvania State Board of Veterinary Medicine. The Registrar can be reached at: 215-885-2360 Ext. 244, 245 and 312 or via e-mail: dsaridakis@manor.edu.

Registrar mails Verification of Graduation Forms to:

Pennsylvania State Board of Veterinary Medicine
2601 North 3rd Street, PO box 2649, Harrisburg, PA 17105-264
Phone: 717-783-7134, Fax: 717-787-7769, E-mail: st-veterinary@state.pa.us

III. Certification, Registration and Licensure in Other States:

Each state has its own laws governing the credentialing of veterinary technicians. These requirements can vary tremendously from state to state. For example, Pennsylvania and New York have rigorous requirements for licensure whereas some states have no requirements at all and do not credential veterinary technicians. While Pennsylvania requires successful completion of the Veterinary Technician National Exam, California does not and instead, has its own state examination. Many Manor graduates move out of Pennsylvania at some point during their career and must acquire credentialing in a new state. The following organizations may be helpful in becoming credentialed in a new state:

1. The State Board of Veterinary Medicine
2. The State Veterinary Technician Association
3. The State Veterinary Medical Association.
4. The American Veterinary Medical Association
5. The American Association of Veterinary State Boards

Google is helpful in tracking down these entities and finding specific contact information in each state. However, if all else fails, call: Julie Horvath at CVTEA in AVMA headquarters, Schaumburg, Illinois.

FALL 2017 SEMESTER: IMPORTANT DATES FOR STUDENTS

SEPTEMBER	4	LABOR DAY – NO CLASSES
	5	LATE REGISTRATION
	5	DAY AND EVENING CLASSES BEGIN Drop/Add Begins
	12	LAST DAY FOR DROP/ADD – DAY, EVENING & SATURDAY CLASSES
OCTOBER	17-23	MID-TERM EXAMINATIONS- REGULAR DAY / EVENING / SATURDAY
	Oct 30- Nov 10	SPRING REGISTRATION FOR SOPHOMORES – CAN REGISTER ONLINE
NOVEMBER		
	6-10	SPRING REGISTRATION FOR FRESHMAN- CAN REGISTER ONLINE
	6	LAST DAY TO WITHDRAW FROM CLASSES
	22	THANKSGIVING RECESS BEGINS <u>AFTER</u> LAST EVENING CLASS
	27	CLASSES RESUME
DECEMBER		
	5-9	LAST WEEK OF CLASSES- TUESDAY, WEDNESDAY and SATURDAY CLASSES
	11-13	LAST WEEK OF CLASSES- MONDAY, THURSDAY and FRIDAY CLASSES
	5	SPRING REGISTRATION FOR RETURNING STUDENTS - 5:30 PM – 7:00 PM
	14-19	FINAL EXAMINATIONS

SPRING 2018 SEMESTER

JANUARY	11	NEW STUDENT REGISTRATION – 9:00 AM – 3:00 PM
	11	ORIENTATION FOR NEW STUDENTS
	15	MARTIN LUTHER KING, JR. BIRTHDAY OBSERVED NO CLASSES / OFFICES CLOSED
	16	DAY AND EVENING CLASSES BEGIN Drop/Add Begins
	17	LATE REGISTRATION
	23	LAST DAY FOR DROP/ADD - DAY & EVENING CLASSES

FEBRUARY

Feb 26-Mar 3 MID-TERM EXAMINATIONS

MARCH

5-11 MID-SEMESTER BREAK

12 CLASSES RESUME

19 LAST DAY TO WITHDRAW FROM CLASSES

12-23 SUMMER & FALL REGISTRATION

March 12-23 Sophomore Advising and Registration

March 19-23 Freshmen Advising and Registration

26-April 3 EASTER BREAK BEGINS AFTER LAST EVENING CLASS

APRIL

3 CLASSES RESUME

MAY

1-7 LAST WEEK OF CLASSES: TUESDAY-SATURDAY CLASSES

8-12 FINAL EXAMS

11 GRADUATION REHEARSAL

16 ACADEMIC CONVOCATION- 6:00PM

17 COMMENCEMENT 1:00PM

AVMA Essential and Recommended Skills

As an American Veterinary Medical Association (AVMA) accredited Veterinary Technology Program, we teach concept and skills dictated by the AVMA Committee on Veterinary Technician Education and Activities (CVTEA). This essential skills list contains required and recommended didactic and hands-on skills for which each student of veterinary technology must complete prior to graduation. Below is a convenient course directory of the hands-on skills that students can use to personally keep track of their progress through the program. Keeping track of learned hands-on skills can be valuable when preparing for externship interviews.

(G): group activity acceptable []: recommended skill

	Category	Task	Course 1	Course 2	Course 3	Comments/Notes
6: Laboratory Procedures	B. Specimen Analysis	Perform microbiologic procedures/evaluations: collect representative samples	BI206			
6: Laboratory Procedures	B. Specimen Analysis	Perform microbiologic procedures/evaluations: culture bacteria and perform sensitivity tests	BI206			
6: Laboratory Procedures	B. Specimen Analysis	Perform microbiologic procedures/evaluations: identify common animal pathogens using commercially available media & reagents (G)	BI206			
6: Laboratory Procedures	B. Specimen Analysis	Perform microbiologic procedures/evaluations: perform common biochemical tests (G)	BI206			
6: Laboratory Procedures	B. Specimen Analysis	Perform microbiologic procedures/evaluations: perform staining procedures	BI206			
6: Laboratory Procedures	B. Specimen Analysis	Perform microbiologic procedures/evaluations: culture and identify common dermatophytes	BI206			
6: Laboratory Procedures	B. Specimen Analysis	Perform necropsy procedures: perform a postmortem examination dissection on non-preserved animal (G)	VT102			

6: Laboratory Procedures	B. Specimen Analysis	Perform necropsy procedures: collect samples, store and ship according to laboratory protocols (G)	VT102			
8. Laboratory Animal Procedures	A. Mice, Rats and Rabbits	Recognize and restrain (mouse, rat, and rabbit)	VT102			
8. Laboratory Animal Procedures	A. Mice, Rats and Rabbits	Determine sex (mouse, rat, rabbit)	VT102			
8. Laboratory Animal Procedures	A. Mice, Rats and Rabbits	Perform and/or supervise basic care procedures: handling (mouse, rat, rabbit)	VT102			
8. Laboratory Animal Procedures	A. Mice, Rats and Rabbits	Perform and/or supervise basic care procedures: provide food, water and enrichment in a species-specific manner (mouse, rat, rabbit)	VT102			
8. Laboratory Animal Procedures	A. Mice, Rats and Rabbits	Perform methods of injection: Subcutaneous (mouse, rat, rabbit)	VT102			
8. Laboratory Animal Procedures	A. Mice, Rats and Rabbits	Perform methods of injection: Intraperitoneal (mouse) (G)	VT102			
8. Laboratory Animal Procedures	A. Mice, Rats and Rabbits	Collect blood samples: Intravenous (Rat) (G)	VT102			
8. Laboratory Animal Procedures	A. Mice, Rats and Rabbits	Collect blood samples: Intravenous (Rabbit)	VT102			
8. Laboratory Animal Procedures	A. Mice, Rats and Rabbits	Perform oral dosing (mouse, rat) (G)	VT102			
9. Avian, Exotic, Small Mammals and Fish Procedures	A. Provide safe and effective care	Recognize, understand and perform restraint techniques of birds	VT102			

9. Avian, Exotic, Small Mammals and Fish Procedures	A. Provide safe and effective care	Demonstrate ability to obtain objective data: (birds)	VT102			
9. Avian, Exotic, Small Mammals and Fish Procedures	A. Provide safe and effective care	Perform nail trim (birds)	VT102			
3: Nursing	A. Patient Assessment	Demonstrate effective and appropriate restraint techniques for various animal species: [Restrain pocket pets and exotics]	VT102			
6: Laboratory Procedures	B. Specimen Analysis	[Perform necropsy procedures: handle disposal of dead animals]	VT102			
6: Laboratory Procedures	B. Specimen Analysis	[Perform necropsy procedures: perform humane euthanasia procedures]	VT102			
8. Laboratory Animal Procedures	A. Mice, Rats and Rabbits	[Perform and/or supervise basic care procedures: nail trim]	VT102			
8. Laboratory Animal Procedures	A. Mice, Rats and Rabbits	[Perform methods of injection: intramuscular (rabbit)]	VT102			
8. Laboratory Animal Procedures	A. Mice, Rats and Rabbits	[Perform methods of injection: intradermal (rabbit)]	VT102			
8. Laboratory Animal Procedures	A. Mice, Rats and Rabbits	[Perform methods of injection: intravenous]	VT102			
8. Laboratory Animal Procedures	A. Mice, Rats and Rabbits	[Collect blood samples: retro-orbital (mice, rats) (G)]	VT102			
8. Laboratory Animal Procedures	A. Mice, Rats and Rabbits	[Perform necropsy and collect specimens]	VT102			

8. Laboratory Animal Procedures	A. Mice, Rats and Rabbits	[Clean and medicate ears (rabbit)]	VT102			
8. Laboratory Animal Procedures	A. Mice, Rats and Rabbits	[Anesthetize mouse, rat and rabbit]	VT102			
9. Avian, Exotic, Small Mammals and Fish Procedures	A. Provide safe and effective care	[Recognize, understand and perform restraint techniques of reptiles, amphibians and ferrets]	VT102			
9. Avian, Exotic, Small Mammals and Fish Procedures	A. Provide safe and effective care	[Demonstrate the ability to obtain objective data: reptiles, amphibians and ferrets]	VT102			
9. Avian, Exotic, Small Mammals and Fish Procedures	A. Provide safe and effective care	[Perform nail trim (exotic, small mammal)]	VT102			
9. Avian, Exotic, Small Mammals and Fish Procedures	A. Provide safe and effective care	[Perform injections using appropriate sites: SC, IM, ID, IP, IV]	VT102			
9. Avian, Exotic, Small Mammals and Fish Procedures	A. Provide safe and effective care	[Perform Oral dosing]	VT102			
9. Avian, Exotic, Small Mammals and Fish Procedures	A. Provide safe and effective care	[Anesthetize avian and exotic animals]	VT102			
9. Avian, Exotic, Small Mammals and Fish Procedures	A. Provide safe and effective care	[Collect blood samples]	VT102			
3: Nursing	D. Therapeutics	Collect and evaluate skin scrapings	VT104			
6: Laboratory Procedures	B. Specimen Analysis	Perform diagnostic procedures for parasites: antigen kit, direct, and Knotts (G)	VT104			

6: Laboratory Procedures	B. Specimen Analysis	Perform diagnostic procedures for parasites: fecal flotations	VT104			
6: Laboratory Procedures	B. Specimen Analysis	Perform diagnostic procedures for parasites: fecal sedimentation	VT104			
6: Laboratory Procedures	B. Specimen Analysis	Perform diagnostic procedures for parasites: direct smear	VT104			
6: Laboratory Procedures	B. Specimen Analysis	Perform diagnostic procedures for parasites: centrifugation with flotation	VT104			
6: Laboratory Procedures	B. Specimen Analysis	[Perform diagnostic procedures for parasites: filter (G)]	VT104			
6: Laboratory Procedures	B. Specimen Analysis	[Perform diagnostic procedures for parasites: flotation solution preparation]	VT104			
6: Laboratory Procedures	B. Specimen Analysis	[Perform diagnostic procedures for parasites: adhesive tape retrieval of pinworm ova]	VT104			
6: Laboratory Procedures	B. Specimen Analysis	[Perform diagnostic procedures for parasites: perform fecal egg count using McMaster method]	VT104			
3: Nursing	A. Patient Assessment	Demonstrate effective and appropriate restraint techniques for various animal species: Halter, tie, and lead horses	VT105			
3: Nursing	A. Patient Assessment	Demonstrate effective and appropriate restraint techniques for various animal species: Restrain Cattle and Horses: Apply twitch: (horses) (G)	VT105			
3: Nursing	A. Patient Assessment	Demonstrate effective and appropriate restraint techniques for various animal species: Restrain Cattle and Horses: Apply bovine tail restraint	VT105			

3: Nursing	A. Patient Assessment	Demonstrate effective and appropriate restraint techniques for various animal species: Restrain Cattle and Horses: Apply bovine halter	VT105			
3: Nursing	A. Patient Assessment	Demonstrate effective and appropriate restraint techniques for various animal species: Safely operate cattle chute (G)	VT105			
3: Nursing	A. Patient Assessment	Demonstrate the ability to obtain objective patient data: temperature: (horse, cow)	VT105			
3: Nursing	A. Patient Assessment	Demonstrate the ability to obtain objective patient data: pulse: (horse, cow)	VT105			
3: Nursing	A. Patient Assessment	Demonstrate the ability to obtain objective patient data: respiration: (horse, cow)	VT105			
3: Nursing	A. Patient Assessment	Demonstrate the ability to obtain objective patient data: Auscultate heart/lungs: (horse, cow)	VT105			
3: Nursing	A. Patient Assessment	Properly collect diagnostic specimens for analysis: Perform venipuncture: jugular: (horse, ruminant)	VT105			
3: Nursing	B. Patient Care	Grooming: Apply equine tail and leg wraps	VT105			
3: Nursing	D. Therapeutics	Administer parenteral medications: subcutaneous (ruminant)	VT105			
3: Nursing	D. Therapeutics	Administer parenteral medications: intramuscular (horse)	VT105			
3: Nursing	D. Therapeutics	Administer parenteral medications: intravenous (ruminant, equine)	VT105			

3: Nursing	D. Therapeutics	Administer enteral medications: balling gun: (ruminant)	VT105			
3: Nursing	D. Therapeutics	Administer enteral medications: dose syringe: (ruminant, horse)	VT105			
6: Laboratory Procedures	B. Specimen Analysis	Perform microbiologic procedures/evaluations: collect milk samples and conduct mastitis testing (e.g., CMT, bacterial culture) (G)	VT105	BI206		
3: Nursing	A. Patient Assessment	Demonstrate effective and appropriate restraint techniques for various animal species: [Restrain sheep and pigs]	VT105			
3: Nursing	A. Patient Assessment	Demonstrate effective and appropriate restraint techniques for various animal species: [Load large animals]	VT105			
3: Nursing	A. Patient Assessment	Properly collect diagnostic specimens for analysis: [Perform venipuncture ear: (pig)]	VT105			
3: Nursing	A. Patient Assessment	Properly collect diagnostic specimens for analysis: [Perform venipuncture coccygeal (cow)]	VT105			
3: Nursing	A. Patient Assessment	Properly collect diagnostic specimens for analysis: [Perform venipuncture anterior vena cava (pig)]	VT105			
3: Nursing	A. Patient Assessment	Properly collect diagnostic specimens for analysis: Collect urine sample: [Catheterize large animal]	VT105			
3: Nursing	B. Patient Care	Grooming: [Clean sheath (horse)]	VT105			
3: Nursing	D. Therapeutics	[Administer parenteral medications: intradermal (ruminant)]	VT105			

3: Nursing	D. Therapeutics	[Administer parenteral medications: intramammary (mastitis therapy only, ruminant)]	VT105			
3: Nursing	D. Therapeutics	[Administer enteral medications: dose syringe (pig)]	VT105			
3: Nursing	D. Therapeutics	[Administer enteral medications: oral speculum and stomach tube (ruminant)]	VT105			
3: Nursing	D. Therapeutics	[Administer enteral medications: nasogastric intubation (horse)]	VT105			
6: Laboratory Procedures	B. Specimen Analysis	[Perform cytological evaluation: Evaluate semen]	VT105			
6: Laboratory Procedures	B. Specimen Analysis	[Perform cytologic evaluation: understand timing and types of pregnancy testing]	VT105			
6: Laboratory Procedures	B. Specimen Analysis	[Perform cytologic evaluation: assist with artificial insemination]	VT105			
3: Nursing	E. Dentistry	Perform routine dental prophylaxis (manual and machine)	VT204			
6: Laboratory Procedures	A. Specimen Management	Laboratory specimen management: Prepare, label, package and store specimens for laboratory analysis	VT208			
6: Laboratory Procedures	B. Specimen Analysis	Perform CBC: packed cell volume	VT208			
6: Laboratory Procedures	B. Specimen Analysis	Perform CBC: total protein	VT208			

6: Laboratory Procedures	B. Specimen Analysis	Perform CBC: white cell count	VT208			
6: Laboratory Procedures	B. Specimen Analysis	Perform CBC: red cell count	VT208			
6: Laboratory Procedures	B. Specimen Analysis	Perform microscopic exam of blood film: prepare film and stain using a variety of techniques	VT208			
6: Laboratory Procedures	B. Specimen Analysis	Perform microscopic exam of blood film: perform leukocyte differential – normal vs abnormal	VT208			
6: Laboratory Procedures	B. Specimen Analysis	Perform microscopic exam of blood film: evaluate erythrocyte morphology – normal vs abnormal	VT208			
6: Laboratory Procedures	B. Specimen Analysis	Perform microscopic exam of blood film: estimate platelet numbers	VT208			
6: Laboratory Procedures	B. Specimen Analysis	Perform microscopic exam of blood film: calculate absolute values	VT208			
6: Laboratory Procedures	B. Specimen Analysis	Perform microscopic exam of blood film: correct white blood cell counts for nucleated cells	VT208			
6: Laboratory Procedures	B. Specimen Analysis	Coagulation tests – perform one of the following: buccal mucosal bleeding time, ACT, PT, PTT, fibrinogen assay (G)	VT208			
6: Laboratory Procedures	B. Specimen Analysis	Perform serologic test (ELISA, slide/card agglutinations)	VT208	VT225		
3: Nursing	D. Therapeutics	[Perform Critical care: blood typing]	VT208			

6: Laboratory Procedures	B. Specimen Analysis	[Perform cytologic evaluation: prepare and stain bone marrow specimens]	VT208			
7. Imaging	A. Diagnostic Imaging	Implement and observe recommended radiation safety measures	VT212			
7. Imaging	A. Diagnostic Imaging	Develop and properly utilize radiographic technique charts (G)	VT212			
7. Imaging	A. Diagnostic Imaging	Position dogs, cats, and horses to create diagnostic images	VT212			
7. Imaging	A. Diagnostic Imaging	Utilize radiographic equipment to properly radiograph live animals (fixed and portable)	VT212			
7. Imaging	A. Diagnostic Imaging	Create diagnostic dental radiographic images	VT212			
7. Imaging	A. Diagnostic Imaging	Appropriately label, file, and store images	VT212			
7. Imaging	A. Diagnostic Imaging	Complete radiographic logs, reports, files and records	VT212			
7. Imaging	A. Diagnostic Imaging	Perform radiographic contrast studies - perform one of the following: GI series, pneumocystogram, intravenous pyelogram, other (G)	VT212			
7. Imaging	A. Diagnostic Imaging	Perform on a sedated canine radiographic techniques utilized in screening for canine hip dysplasia (G)	VT212			
7. Imaging	A. Diagnostic Imaging	[Position birds to create diagnostic images]	VT212			

7. Imaging	A. Diagnostic Imaging	[Use and care of ultrasonography equipment]	VT212			
7. Imaging	A. Diagnostic Imaging	[Use and care of endoscopic equipment]	VT212			
3: Nursing	A. Patient Assessment	Demonstrate effective and appropriate restraint techniques for various animal species: Properly restrain dogs and cats for procedures	VT217			
3: Nursing	A. Patient Assessment	Demonstrate effective and appropriate restraint techniques for various animal species: Encage and remove small animals from cages	VT217			
3: Nursing	A. Patient Assessment	Demonstrate effective and appropriate restraint techniques for various animal species: Apply dog muzzle safely	VT217			
3: Nursing	A. Patient Assessment	Demonstrate effective and appropriate restraint techniques for various animal species: Apply Elizabethan collar	VT217			
3: Nursing	A. Patient Assessment	Demonstrate effective and appropriate restraint techniques for various animal species: Use restraint pole and other restraint aids (G)	VT217			
3: Nursing	A. Patient Assessment	Obtain a thorough patient history	VT217	VT105		
3: Nursing	A. Patient Assessment	Demonstrate the ability to obtain objective patient data: temperature: (dog, cat)	VT217			
3: Nursing	A. Patient Assessment	Demonstrate the ability to obtain objective patient data: pulse: (dog, cat)	VT217			
3: Nursing	A. Patient Assessment	Demonstrate the ability to obtain objective patient data: respiration: (dog, cat)	VT217			

3: Nursing	A. Patient Assessment	Demonstrate the ability to obtain objective patient data: Auscultate heart/lungs (dog, cat)	VT217			
3: Nursing	A. Patient Assessment	Properly collect diagnostic specimens for analysis: Perform venipuncture: cephalic: (dog, cat)	VT217			
3: Nursing	A. Patient Assessment	Properly collect diagnostic specimens for analysis: Perform venipuncture: jugular: (dog, cat)	VT217	VT226		
3: Nursing	A. Patient Assessment	Properly collect diagnostic specimens for analysis: Perform venipuncture: saphenous: (dog, cat)	VT217			
3: Nursing	A. Patient Assessment	Properly collect diagnostic specimens for analysis: Collect urine sample: Catheterize male dog (G)	VT217			
3: Nursing	A. Patient Assessment	Properly collect diagnostic specimens for analysis: Collect urine sample: Collect voided urine sample (small animal)	VT217			
3: Nursing	B. Patient Care	Grooming: Trim nails (dogs, cats)	VT217			
3: Nursing	B. Patient Care	Grooming: Express canine anal sacs	VT217			
3: Nursing	B. Patient Care	Grooming: Clean and medicate ears (dog, cat)	VT217			
3: Nursing	B. Patient Care	Environmental conditions: Implement sanitation procedures for animal holding and housing areas	VT217	VT105		
3: Nursing	D. Therapeutics	Administer parenteral medications: subcutaneous (dog, cat)	VT217			

3: Nursing	D. Therapeutics	Administer parenteral medications: intramuscular (dog, cat)	VT217	VT226		
3: Nursing	D. Therapeutics	Administer parenteral medications: intravenous (dog, cat)	VT217	VT226		
3: Nursing	D. Therapeutics	Administer enteral medications: gastric intubation (small animal) (G)	VT217			
3: Nursing	D. Therapeutics	Administer enteral medications: hand pilling (dog, cat)	VT217			
3: Nursing	D. Therapeutics	Administer topical medications (including ophthalmic)	VT217			
3: Nursing	D. Therapeutics	Perform ocular diagnostic tests (including tonometry, fluorescein staining and Schirmer tear test)	VT217			
3: Nursing	D. Therapeutics	Administer enemas (G)	VT217			
3: Nursing	D. Therapeutics	Fluid therapy: Administer subcutaneous fluids	VT217			
3: Nursing	D. Therapeutics	Fluid therapy: Place intravenous catheters (cephalic, saphenous)	VT217	VT226		
3: Nursing	D. Therapeutics	Apply and remove bandages and splints	VT217	VT105		
3: Nursing	D. Therapeutics	Perform Critical care: collect and crossmatch blood for transfusion (G)	VT217	VT208		

3: Nursing	D. Therapeutics	Apply established emergency protocols: Perform first aid and cardiopulmonary resuscitation (simulation acceptable)	VT217			
3: Nursing	D. Therapeutics	Apply established emergency protocols: Use resuscitation bag	VT217			
3: Nursing	D. Therapeutics	Apply established emergency protocols: Apply emergency splints and bandages	VT217			
4: Anesthesia	B. Equipment/Facility Management	Maintain and operate anesthetic delivery and monitoring equipment: electrocardiograph (e.g., recognize abnormal rhythms/audible sounds, properly apply leads)	VT217			
4: Anesthesia	B. Equipment/Facility Management	Maintain and operate anesthetic delivery and monitoring equipment: blood pressure monitoring devices	VT217			
6: Laboratory Procedures	B. Specimen Analysis	Perform cytologic evaluation: collect, prepare, and evaluate ear cytology	VT217	BI206		
6: Laboratory Procedures	B. Specimen Analysis	Perform cytologic evaluation: collect, prepare, and evaluate canine vaginal smears (G)	VT217	VT208		
3: Nursing	A. Patient Assessment	[Demonstrate the ability to obtain objective patient data: Assess hydration status]	VT217	VT105		
3: Nursing	A. Patient Assessment	Properly collect diagnostic specimens for analysis: [Collect urine sample: Catheterize female dog]	VT217			
3: Nursing	A. Patient Assessment	Properly collect diagnostic specimens for analysis: [Collect urine sample: Catheterize female cat]	VT217			
3: Nursing	A. Patient Assessment	Properly collect diagnostic specimens for analysis: [Collect urine sample: Catheterize male cat]	VT217			

3: Nursing	D. Therapeutics	[Administer parenteral medications: intradermal (dog)]	VT217			
3: Nursing	D. Therapeutics	[Administer enteral medications: gastric lavage (dog)]	VT217			
3: Nursing	D. Therapeutics	[Administer enteral medications: nasogastric intubation (small animal)]	VT217			
3: Nursing	D. Therapeutics	[Fluid therapy: Place intravenous catheters: jugular]	VT217	VT226	VT105	
3: Nursing	D. Therapeutics	[Remove casts]	VT217			
3: Nursing	D. Therapeutics	[Perform Critical care: perform blood transfusions (autotransfusions may be considered)]	VT217			
4: Anesthesia	B. Equipment/Facility Management	[Maintain and operate anesthetic delivery and monitoring equipment: defibrillator]	VT217			
6: Laboratory Procedures	B. Specimen Analysis	[Perform cytologic evaluation: assist in collecting, preparing and evaluating transudate, exudate and cytologic specimens (joint, cerebrospinal, airway, body cavity)]	VT217	VT208		
6: Laboratory Procedures	B. Specimen Analysis	[Perform cytologic evaluation: perform fine needle tissue aspirates and impression smear preparation (differentiate benign vs. malignant)]	VT217	VT208		
6: Laboratory Procedures	A. Specimen Management	Laboratory specimen management: Select and maintain laboratory equipment	VT225			
6: Laboratory Procedures	A. Specimen Management	Laboratory specimen management: Implement quality control measures (G)	VT225			

6: Laboratory Procedures	B. Specimen Analysis	Perform urinalysis: determine physical properties (e.g., color, clarity, specific gravity)	VT225	VT226		
6: Laboratory Procedures	B. Specimen Analysis	Perform urinalysis: test chemical properties	VT225	VT226		
6: Laboratory Procedures	B. Specimen Analysis	Perform urinalysis: examine and identify sediment	VT225			
6: Laboratory Procedures	B. Specimen Analysis	Perform blood chemistry tests (BUN, glucose, common enzymes)	VT225	VT226		
3: Nursing	A. Patient Assessment	Properly collect diagnostic specimens for analysis: Collect urine sample: Perform cystocentesis (small animal) (G)	VT226			
3: Nursing	D. Therapeutics	Fluid therapy: Maintain and care for catheters	VT226	VT217	VT105	
4: Anesthesia	A. Patient Management	Administer anesthetic-related drugs (injection, endotracheal tube, mask)	VT226			
4: Anesthesia	A. Patient Management	Place endotracheal tubes in patients	VT226			
4: Anesthesia	A. Patient Management	Utilize clinical signs and appropriate equipment to monitor patient status during anesthetic procedures (e.g., esophageal stethoscope, blood pressure monitor, capnograph, electrocardiogram, pulse oximeter)	VT226			
4: Anesthesia	A. Patient Management	Complete controlled drug log (mock logs may be utilized)	VT226			
4: Anesthesia	B. Equipment/Facility Management	Maintain and operate anesthetic delivery and monitoring equipment: pulse oximeter	VT226			

4: Anesthesia	B. Equipment/Facility Management	Maintain and operate anesthetic delivery and monitoring equipment: capnometer	VT226			
4: Anesthesia	B. Equipment/Facility Management	Maintain and operate anesthetic delivery and monitoring equipment: esophageal stethoscope	VT226			
4: Anesthesia	B. Equipment/Facility Management	Maintain and operate anesthetic delivery and monitoring equipment: anesthetic machines, including rebreathing systems, non-rebreathing systems and masks	VT226			
4: Anesthesia	B. Equipment/Facility Management	Maintain and operate anesthetic delivery and monitoring equipment: endotracheal tubes	VT226			
4: Anesthesia	B. Equipment/Facility Management	Maintain and operate anesthetic delivery and monitoring equipment: resuscitation bag	VT226			
4: Anesthesia	B. Equipment/Facility Management	Maintain and operate anesthetic delivery and monitoring equipment: scavenging systems	VT226			
4: Anesthesia	B. Equipment/Facility Management	Maintain and operate anesthetic delivery and monitoring equipment: oxygen sources	VT226			
4: Anesthesia	B. Equipment/Facility Management	Maintain and operate anesthetic delivery and monitoring equipment: laryngoscopes	VT226			
4: Anesthesia	B. Equipment/Facility Management	Maintain and operate anesthetic delivery and monitoring equipment: temperature monitoring device (eg. thermometer, etc)	VT226			
5. Surgical Nursing	A. Knowledge of Procedures	Participate in: ovariohysterectomy: (dog, cat)	VT226			
5. Surgical Nursing	A. Knowledge of Procedures	Participate in: orchiectomy: (dog, cat)	VT226			

5. Surgical Nursing	B. Patient Management	Palpate the urinary bladder and express it as needed	VT226			
5. Surgical Nursing	B. Patient Management	Prepare surgical site using aseptic techniques	VT226			
5. Surgical Nursing	B. Patient Management	Position patient for common procedures	VT226			
5. Surgical Nursing	B. Patient Management	Provide surgical assistance: demonstrate proper operating room conduct and asepsis	VT226			
5. Surgical Nursing	B. Patient Management	Provide surgical assistance: assist with care of exposed tissues and organs	VT226			
5. Surgical Nursing	B. Patient Management	Provide surgical assistance: properly handle and pass instruments and supplies	VT226			
5. Surgical Nursing	B. Patient Management	Provide surgical assistance: record and maintain operative/surgical records	VT226			
5. Surgical Nursing	B. Patient Management	Provide post-operative care: suture removal	VT226			
5. Surgical Nursing	C. Procedural Management	Prepare surgical instruments and supplies	VT226			
5. Surgical Nursing	C. Procedural Management	Prepare gowns, masks, gloves, and drapes	VT226			
5. Surgical Nursing	C. Procedural Management	Operate and maintain autoclaves	VT226			

5. Surgical Nursing	C. Procedural Management	Sterilize instruments and supplies using appropriate methods	VT226			
5. Surgical Nursing	C. Procedural Management	Perform pre-surgical set-up	VT226			
5. Surgical Nursing	C. Procedural Management	Provide operating room sanitation and care	VT226			
5. Surgical Nursing	C. Procedural Management	Perform post-surgical clean-up (e.g., equipment, instruments, room, proper disposal of hazardous medical waste)	VT226			
3: Nursing	A. Patient Assessment	Properly collect diagnostic specimens for analysis: [Perform venipuncture: sublingual: (dog)]	VT226			
3: Nursing	B. Patient Care	[Perform microchip scanning and implantation]	VT226			
4: Anesthesia	B. Equipment/Facility Management	[Maintain and operate anesthetic delivery and monitoring equipment: ventilator]	VT226			
5. Surgical Nursing	A. Knowledge of Procedures	[Participate in: orchiectomy – other common species (excluding dog and cat)]	VT226			
5. Surgical Nursing	B. Patient Management	[Provide surgical assistance: perform basic suturing techniques]	VT226			