

**Vermont Technical College  
Veterinary Technology Student Handbook**

**2016- 2017**



*"Primum non nocere"* ("First do no harm")

*Hippocrates*

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<b><u>Table of Contents</u></b>	
Introduction	4
Curriculum	5
Faculty and Staff	6
Student Pet Policy	6
Animal Care and related Topics	6-7
Student Activities and Externships	8
Continuation Requirements	8
Academic and Personal Counseling	9
Students With Disabilities	9
Examination and Academic Honesty Policies	9
Attendance and Cancellation Policies	10
Professional Behavior Topics (Professionalism, Attire, Code of Conduct, Substance Abuse Policy)	10-13
Program Outcomes	13
Graduation, Career and Certification Requirements	13-14
Health and Safety Issues and Policies	14-19
Appendix 1 Veterinary Technician's Oath	19
Appendix 2 Veterinary Technician Code of Ethics	20
Appendix 3 Academic Honesty & Misconduct Defined	21
Appendix 4 Waste Anesthetic Gas Policy <i>*one copy must be signed and returned to Dr. St. Denis before VET 2011</i>	23
Appendix 5 Statement of Student's Responsibility <i>*one copy must be signed and returned to Dr. St. Denis</i>	27
Appendix 6 Human Prophylactic Rabies Vaccines FAQ & Policy <i>*one copy must be signed and returned to Dr. St. Denis</i>	31
Appendix 7 Pregnancy Policy and Forms <i>*one copy must be signed and returned to Dr. St. Denis</i>	35
Appendix 8 Essential Functions of Students <i>*one copy must be signed and returned to Dr. St. Denis</i>	45
Appendix 9 Performance reporting and Illness / Injury Release <i>*one copy must be signed and returned to Dr. St. Denis</i>	51



## Introduction

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

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

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

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

**PLEASE NOTE:** There are several forms in the Appendices of this handbook that need to be signed and returned to Dr. St. Denis. We recommend that you make copies of these sections for your own records. If you need additional information regarding these forms please contact Dr. St. Denis at 802-728-1229 or via email, [awoodbur@vtc.edu](mailto:awoodbur@vtc.edu). All forms (except the rabies vaccination form if you plan to be vaccinated at the college) need to be completed by the orientation session which will be held Saturday August 19, 2006 as part of new student orientation. Any students under the age of 18 will need their parent or guardian to sign as well.

**Curriculum:**

<b>ASSOCIATE IN Applied SCIENCE DEGREE</b>	
<b>General Education Requirements</b>	
ENG1061 English Composition	3
ENG2080 Technical Communication	3
BIO2320 Zoology	4
CIS1050 Intro Spreadsheet	1
MAT1210 Principles of Mathematics	3
ELEXXX Humanities and Arts Elective	3
ELEXXX Social Sciences Elective	3
<b>Program Requirements</b>	
VET1010 Introduction to Vet Tech	1
VET1051 Introduction to Animal Care I	1
VET1052 Introduction To Animal Care II	1
VET1020 Animal Anatomy & Physiology	4
VET1030 Animal Care and Restraint	3
VET040 Animal Diseases	4
VET1060 Laboratory Techniques	4
VET2011 Veterinary Clinical Techniques I	4
VET2012 Veterinary Clinical Techniques II	3
VET2030 Animal Nutrition	2
VET2040 Reproduction & Genetics for VET	3
VET2050 Applied Laboratory Methods	4
VET2060 Veterinary Office Procedures	3
VET2070 Pharmacology & Toxicology	3
VET2080 Animal Behavior	2
VET 2090 VTNE Seminar	1
VET2720 Veterinary Supervisor	1
VET2810 Veterinary Externship	1

**Program Admission Prerequisites:**

- High School Biology
- High School Chemistry
- Algebra I

**Other Requirements:**

**\* A minimum grade of "C-" or "P" must be earned in all VET and BIO courses to be eligible to graduate from the program.**

\* Human prophylactic Rabies vaccination is strongly recommended.

\* It is recommended that applicants experience a job shadowing experience at a veterinary practice



## **Faculty and Staff**

Amy St. Denis, D.V.M. Program Director; Attending Veterinarian  
Office is located Green Hall 105 (cell- 802-793-1221)  
Ext 1229 email: [awoodbur@vtc.edu](mailto:awoodbur@vtc.edu)

Craig Stalnaker, RVT. Associate Professor  
Office is located in Green Hall 105  
Ext 1309 email: [cstalnak@vtc.edu](mailto:cstalnak@vtc.edu)

Stephanie Dorosko, D.V.M. Ph.D.  
Office is located in Clarke Hall 220  
Ext 1578 email: [sdorosko@vtc.edu](mailto:sdorosko@vtc.edu)

Sharon McMahon, CVT  
Office is in Morrill Hall 103  
Ext 1226 email: [smcmahon2@vtc.edu](mailto:smcmahon2@vtc.edu)

## **Student Pet Policy**

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

No pets are allowed in the residence halls. This also includes the college owned animals. **To ensure their health and safety, no pets should ever be left in a car, tied to a tree, or otherwise left unattended anywhere on campus.**

## **Animal Care Rotations**

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

1051/1052 will be based on a pass/ fail system. Please keep in mind that it these rotations will usually take place outside of the scheduled class time including weekends; thus, during the semesters which require these rotations, you will need to be on campus for more than just your scheduled lab or lecture time.

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

### **Liability**

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

### **Teaching Animal Contact Information**

If you have a concern that is about the health of any teaching animal, you need to contact the attending veterinarian. Dr. Amy St. Denis is currently the attending veterinarian and her extension at the college is 1229 and office is in Green Hall 105.

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

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

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

### **Animal Donation, Adoption, and Services**

Our program may accept animals for donation. Animals that are obtained for teaching purposes receive all vaccinations and preventive care, including spaying and neutering (dogs and cats only), while here at VTC. The humane treatment and care of all animals here on campus is the responsibility of students and staff. If any student is found inhumanely treating animals here on campus, it may result in receiving a failing grade and/or being dropped from the Program.

Some program animals may be available for adoption; please see the Program Technician, to discuss the adoption of a program animal.

Veterinary services and veterinary supplies are not available to any animals other than program animals. While we would love to assist students in the care of their pets, we are simply not funded

or provided with sufficient supplies to do so. If you feel you have a pet that has a particular need appropriate to a course topic, please discuss this with the course instructor.

### **Veterinary Technician Student Activities**

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

### **Externship**

There is an externship incorporated in the VTC Veterinary Technology Program. These arrangements are made between the Course Instructor (Mr. Stalnaker) and the student. Student progress during their externships may be monitored by phone calls, emails, visitations, evaluation progress reports, and other communication made by the instructor.

### **Requirements for Continuation in the Veterinary Technology Program**

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

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

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

Students who have not met requirements of the Veterinary Technology program may be dropped from the program. Student eligibility will be examined on a case by case basis and all individual circumstances will be considered before a decision is reached.

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

### **Academic and Personal Counseling**

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

A personal counselor is also available in the Student Support Center located in Conant Hall room 222. Should extensive counseling be required, the college will help make arrangements with local providers.

### **Tutoring**

Tutoring at the student's request is always available. The learning center is located in Conant Hall 212. Peer tutors, as well as, specialists are available. Your course instructors are also willing and able to help. The writing center is located in Conant Hall 215.

### **Students with Disabilities**

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

### **Examination Policy**

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

### **Academic Honesty Policy**

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

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

Upon enrolling in the College, each student assumes an obligation to conduct herself/himself in a manner compatible with the College's function as an educational institution and to comply with the laws enacted by federal, state, and local government. If this obligation is neglected or ignored by the student, the College must, in the interest of fulfilling its function, institute appropriate disciplinary action. Examples of misconduct that may subject a student to disciplinary action, including disciplinary probation, suspension, or dismissal, are found in Appendix 3. In addition, please consult with the student handbook for additional policies and procedures.

### **Class Attendance Policy**

Students are expected to attend all classes and all labs. In case of necessary absence, the student is expected to call the instructor and inform him/her of the reason for absence, just as an employee would "call in" to alert employers of absenteeism. If multiple professors need to be notified a student may call the faculty administrative assistant and ask that a message be forwarded to each instructor. A student should not intrude on the instructor's privacy by phoning them at home. This is a privilege reserved for emergencies or by permission. If a situation arises when a student knows that he/she is going to be absent, prior approval from **each** instructor must be obtained. Students who attend classes regularly and punctually help themselves to be successful academically and show instructors and other class members a courtesy. Information presented in the program is critical to the learning process. See the course outline for each class for specific policies. Also remember that there are no excused absences from VET 1051/1052, Animal Care.

### **Cancellations**

If snow or icy driving conditions cause the postponement or cancellation of classes, announcements will be made on radio stations and also on television channels 5 and 31. Students may also call the college directly at 728-1346 to hear a recorded message concerning any inclement weather closings. **DO NOT CALL THE MAIN SWITCHBOARD OF THE CAMPUS.** Students are recommended to use their own judgment if classes are not delayed or cancelled and weather conditions from which they are leaving are severe. It will be the responsibility of the students to catch up on missed information.

### **Professional Behavior**

The field of Veterinary Technology is a profession requiring a high standard of personal and professional behavior. Many legal, ethical, and moral obligations apply to you both as a student, as a member of the Veterinary Health Care Team, and as a member of society. Veterinary technicians, as well as students at their externship sites, represent their employer through how they act, dress, and behave; clients entrust them with the care of their beloved pets. During your time here at VTC, you will also be entrusted with the care of both our laboratory animals and client owned animals. Our program requires that all students behave professionally at **all times**. Knowledge of and adherence to a professional standard of behavior is an integral part of the Veterinary Technology curriculum. Violations of professional standards may result in penalties ranging from a

failing grade to expulsion from the Program. This includes knowledge of another student's violation of these standards; if you are aware of another student who has violated these standards, you are required to notify the program director (Dr. St. Denis) or your course instructor. Failure to notify program faculty may also result in penalties ranging from a failing grade to expulsion from the Program. Please remember that violations of these professional standards may endanger your fellow students, your co-workers, and may even lead to the injury or possible death of your veterinary patient. Consult the student handbook for additional information on prohibited activities and disciplinary / appeals processes.

### **Appropriate Attire**

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

- Long-sleeved Laboratory coat; we recommend that you choose a long-sleeved lab coat to further protect your arms from zoonotic diseases such as ringworm and mange **(REQUIRED)** (all labs other than Large animal, as well as VET 1051/1052)
- Coveralls and rubber boots for all large animal laboratories and animal care **(REQUIRED)**
- Scrub pants and tops **(Required)** tops are **required** for all labs, tops and bottom required for **VET2011** surgical labs.
- Flat, close-toed shoes; to minimize the likelihood of injury and to reduce the exposure to zoonotic diseases. No sandals, no high-heels, no clogs, etc. **(REQUIRED)**
- Long hair should be secured so that it does not interfere with vision or become tangled with an animal **(REQUIRED)**
- Minimal jewelry, long dangling bracelets, chains and dangling or hoop-type earrings can become tangled with animals and are not allowed. No post or loop ear, nose, lip, eye brow jewelry should be worn **(RECOMMENDED)**
- Bare mid-drift and clothes that are too tight or too loosely fitting are also unacceptable **(REQUIRED)**
- Safety goggles and other appropriate Personal Protective Equipment when handling any hazardous material **(Required)**
- Exam gloves when handling any animals **(RECOMMENDED)**

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

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

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

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

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

### **Classroom Code of Student Conduct for Veterinary Technology**

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

1. All cell phones and pagers should be turned off or silenced during class, labs and field trips. No CD players or other listening devices are permitted. Students are permitted to record lectures on audiotape.
2. The program encourages students to work together and to discuss academic material. However, talking among yourselves during lecture or labs or otherwise disturbing the class will not be tolerated.
3. Teaching materials, equipment, needles, syringes, and veterinary drugs or supplies that will be used in the instruction of veterinary procedures at Vermont Tech are not for personal use or to be removed from the premises. Students involved in such removal may be immediately dropped from the program and not be granted re-entry.
4. Smoking or other use of tobacco products is not allowed in any Veterinary Technology facility. Smoking is only allowed in designated areas, never in or near the livestock barn especially.
5. No eating or drinking is allowed in the main lab area of M101, and no food or beverage containers are allowed to be present. This is a violation of OSHA regulations.
6. All animals will be handled in a humane and caring manner and the amount of restraint used to control the animal will only be used to the extent necessary to perform the procedure or to protect the student or animal.

### **Substance Abuse Policy**

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

instructor or College official should seek verification of such suspicion by another College instructor or official.

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

**Prior to returning to the class, the student and Dean of Academic Affairs (or designee) will review the "Return to Class Agreement" form. The student's failure to comply with the conditions of this document will be referred to the office of the Dean of the College for review and potential disciplinary action.** Notice of such action shall be forwarded to the Dean of Academic Affairs for appropriate disciplinary and/or academic process and action.

### **Program Outcomes**

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

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

### **Graduation Requirements**

This information is found in the college catalogue. All students must earn a minimum grade of "C-" or "P" in all VET and BIO courses, which includes completion of the essential task list in each course.

### **Career Placement and Job Opportunities**

Most students enter college with a career goal in mind. They look forward to starting their career when they graduate. To help give students an idea of job opportunities available there is a

collection of job positions and descriptions in the reading room located in Judd. Advisors and faculty members are helpful in job placement, by writing letters of reference or calling with introductions. There is a full time career development office available for all students and alumni. Lauri Sybel is the placement counselor.

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

Following successful completion of the courses in the Veterinary Technology program the student may apply to take the national exam for registration

### **Health and Safety Issues**

#### **Student Health**

##### **Medical Requirements:**

All students must have their medical records in complete order prior to participating in laboratories. All student medical records must contain proof of a negative Tuberculosis test. All student records must show proof of Tetanus vaccination. All student records must show proof of Rabies vaccination or a signed Rabies Vaccination waiver (see Appendix 6 ). The student medical records are kept in the office of the Dean of the College.

##### **Medical Care and Health Insurance:**

Students are responsible for their own medical care and health insurance throughout the Veterinary Technology Program. Neither the college nor the Veterinary Technology Program is responsible for needed medical care. The student is responsible for any costs that may be incurred as it relates to personal injuries the student may acquire while participating in the program, including externships. Vermont Tech and/or externship/ field trip sites cannot be held liable for such injuries. Students are strongly advised to make arrangements for their own health insurance coverage. Coverage is available for a fee through the college if a student is not covered under another policy.

##### **Pregnancy**

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

##### **Safety Issues**

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

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

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

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

Students not in the program will not be allowed in the classroom or at the work site. The instructor can make exceptions at any time.

### **Injury**

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

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

Please note that any injuries to any animals within the program - shelter animals, lab animals, etc. - must also be reported to the course instructor or the program veterinarian (Dr. St. Denis). Please read the **VTC Standard Operating Procedures** guide (available in the animal lab) for more information.

Veterinary Technology students are expected to inform faculty of any health conditions that interfere with clinical laboratory or animal care functions. Students may be asked to refrain from certain clinical laboratory procedures if the instructors feel that the student's health may be

compromised. A physician's note may be required to verify any condition. Regardless, inability to perform assigned functions can affect your grades. As soon as any medical problems are diagnosed, the student is encouraged to bring a written statement from their physician permitting them to continue in the Veterinary Technology Program and/or perform safely in the clinical setting.

### Lifting

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

### Wet Floors

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

### Zoonotic disease

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

### Blood Borne Disease

For safety reasons, students should be aware that practicing venipuncture on each other is prohibited. Students should also be aware that Hepatitis, AIDS, and other diseases can be transmitted by contact with infected blood and should handle and dispose of all venipuncture supplies and sharps in an appropriate manner. Students should be cognizant of the risks of blood-borne diseases when aiding another injured student. All exposures to human blood or other human secretions or discharges must be reported. Universal precautions will be taken with all exposures to human blood or other hazards.

### RABIES and Student Prophylactic Rabies Vaccine

Since the vast majority of our program animals arrive on campus without any vaccine history, students are strongly recommended to have prophylactic rabies inoculations, before beginning hands-on veterinary Technology courses. You will receive more information regarding rabies vaccines prior to beginning these courses; please discuss any concerns with Dr. St. Denis or Mr. Stalnaker regarding the rabies vaccine. Be sure to check with your insurance company to find out if this expense will be covered; some insurance companies will pay for rabies vaccines.

Students **bitten** by animals while in the program are encouraged to visit their physician at the earliest possible time despite being vaccinated for rabies. **Because of the natural risks associated with programs such as ours, the College is in no way liable for students being bitten or injured while handling animals within the program.**

**Tetanus**

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

**Eye Wash**

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

**Material Safety Data Sheets (MSDS)**

MSDS sheets are provided in a notebook in M101.

**Hazardous Waste**

The Veterinary Technology Program is concerned about the proper handling of medical wastes. Specific instruction in the handling and disposal of medical wastes will be provided in each course. Every student and staff member is responsible for the proper disposal of medical wastes. All sharps must be disposed of utilizing specific sharps containers located throughout the laboratory areas. If you are unsure of what constitutes medical waste or how to handle medical waste, please ask a staff member. **Each lab should be supplied with the personal protective equipment (PPE) recommended for the required duties; please discuss the appropriate PPE for you.**

**Equipment**

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

**RADIATION POLICY**

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

Radiation machines emit an ionizing radiation, which can be detrimental to the health of individuals exposed to excessive doses of such radiation. It is the purpose of the present safety rules to ensure that exposures to students and staff are As Low As Reasonable Achievable (ALARA). Maximum permissible doses have been set up by the Bureau of Radiation control as recommended by the Nuclear Regulatory Commission, the National Council on Radiation Protection and Measurement and other allied organizations. Maximum permissible doses are the following:

- Deep dose equivalent shall not exceed 5 rem per year. Lens of eye dose shall not exceed 15 rem per year. Shallow dose equivalent to the skin shall not exceed 50 rem per year

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

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

**Procedure:**

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

**Personnel Monitoring:** In general any student or faculty who might receive radiation exposures in excess of 10% of allowed limits must be issued a film badge or other appropriate monitoring device.

- Film badges will be assigned by name and social security number. Under no circumstances will a student be permitted to use a film badge other than their own.
- Each student will wear their primary film badge attached to his or her clothing outside of any protective lead shields. Each badge will be left in a designated location when the student is not in class. Badges are not to leave the Lab facilities, unless performing Large Animal radiography as part of a lab at the farm or other facility.
- The instructor or designee will be responsible for the distribution of the film badges and the procedures governing their use. The exposure records will be maintained by the instructor or designee and will be reviewed.
- Female students should notify the Program Director or class instructor as soon as possible following confirmation of pregnancy. This is voluntary and the student must make the final decision as to their acceptance or non-acceptance of this risk. It is recommended that the pregnant student seek advice and counsel from their attending physician as to the decision to continue in the radiology program. A second badge will be issued to be worn at waist level under the protective apron. Film badge reports will be monitored to insure that the fetus receives no more than 0.5 rem during the term of the pregnancy. Any exposure prior to declaration of pregnancy must be estimated and taken into account. Under NO circumstances will a pregnant individual be allowed to hold a patient during radiographic examination.

**Regulations:** Copies of the Vermont Regulations for the control of Radiation, reports of inspections and registrations are kept in M101). These are available for review by all students or instructors involved with radiation devices. The Program Director is available to answer any questions regarding radiation safety.

**General Operating Procedures:**

- ❖ All radiographs rooms are controlled areas. The doors to the room must be closed when the radiograph machine is in use.
- ❖ It is recommended that animals be lightly sedated or anesthetized for radiographs and positioned with sandbags or other suitable devices and the student remain behind protective barriers during radiograph exposure. If sedation is not possible the students shall wear all necessary lead lined protective equipment and shall

not have any unprotected part of their body in the primary beam of the of the radiograph machine.

- ❖ Collimators shall restrict the radiation field to the size of the film or part of the body under study. Small fields should be used where possible to restrict the area exposed to only that clinically necessary for teaching or study.

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

### **Personal Safety**

Finally, students are encouraged to keep their own personal safety in mind during all aspects of their time at Vermont Technical College. If course requirements include any activity outside of the facility buildings (i.e. dog walking, carrying out garbage), students are encouraged to use the "buddy system" and to maintain a constant awareness of their surroundings. Please also keep this in mind when walking between buildings on campus. It is the responsibility of the students to notify their instructors if they become concerned about their safety at any time during the program. Program faculty will point out telephones available for student use should an emergency occur. Each room on campus has a detailed evacuation route; students are responsible for becoming familiar with these routes for all their classrooms. Do not leave personal items unattended and keep vehicles locked.

### **Security**

Emile Fredette, Head of campus security

728-1292

## **Appendix 1**

### **Veterinary Technician's Oath**

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

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

## Appendix 2

### **VETERINARY TECHNICIAN CODE OF ETHICS**

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

Source is NAVTA

## Appendix 3

### Academic Honesty and Misconduct Definitions

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

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

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

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

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

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

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

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

## Appendix 4

### Vermont Tech Veterinary Technology Program

#### STUDENT & PERSONNEL NOTICE

##### Waste Anesthetic Gases

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

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

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

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

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

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

To show that you have received and understand this notice, please sign below and return it to us, Thank-you for your cooperation, this will be completed at the beginning of VET 2011.

I have read and understand this notice.

---

Name

---

Date



# Appendix 4

## Vermont Tech Veterinary Technology Program

### STUDENT & PERSONNEL NOTICE Waste Anesthetic Gases

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To show that you have received and understand this notice, please sign below and return it to us, Thank-you for your cooperation, this will be completed at the beginning of VET 2011.

I have read and understand this notice.

---

Name

---

Date



# Appendix 5

## Student's Responsibility

*There are two copies of this form; please keep this copy for your records and return one copy to Dr. St. Denis's office.*

### Statement of Student's Responsibility

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

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

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

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

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Witness Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

### PERSON TO NOTIFY IN CASE OF EMERGENCY:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_



*Please sign and return this copy*

**Statement of Student's Responsibility**

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

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

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

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

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

---

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Witness Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**PERSON TO NOTIFY IN CASE OF EMERGENCY:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

*Please return to Dr. St. Denis's office*

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## Appendix 6

### RABIES VACCINATION

**To vaccinate or not to vaccinate, that is the question!!!**

Questions about rabies:

1. *As a veterinary technology student at Vermont Tech, should I be vaccinated for rabies?*

*Answer:* It is highly recommended that all veterinary technology students be vaccinated for rabies. For some time now, rabies has been endemic in Vermont and surrounding states. All dogs and cats in Vermont are required by law to be vaccinated for rabies, but in reality this does not always occur. We can never be absolutely assured that any vaccinated or unvaccinated dog or cat is not carrying rabies. The Center for Disease Control considers individuals that work with animals from a rabies endemic region in the "frequent" exposure risk category. The CDC recommends these individuals obtain the primary course of rabies vaccination with serologic monitoring and /or booster vaccination every two years.

2. *If I am exposed to rabies, what is the treatment?*

*Answer:* For **vaccinated individuals**, the wound is immediately and thoroughly cleansed with soap and water. Then 2 doses of rabies vaccine are given, one is given immediately, the other is given three days later.

For **non-vaccinated individuals**, the wound is immediately and thoroughly cleaned with soap and water. The area around the wound is injected with Human Rabies Immune Globulin (HRIG), then 5 doses of rabies vaccine are given after the exposure on days 0, 3, 7, 14, and 28.

As one can see, pre-exposure vaccination reduces the number of injections the patient would receive and does help to protect against possible unknown exposure to the rabies virus. The injection of HRIG around the bite wound is painful and could be avoided by having pre-exposure vaccination prophylaxis.

3. *Which regimen is more effective in preventing rabies, pre-exposure vaccination or the full series of post-exposure injections?*

*Answer:* Both approaches are effective in preventing rabies infection. Both require injections after exposure. The main benefit of pre-exposure vaccination is that some immunity has been already mounted if you are unknowingly exposed to a rabid animal.

More information can be obtained from the Vermont Rabies Handbook in the M1101 lab. .

Vermont Tech  
Veterinary Technology  
Rabies Vaccination

All students must either be vaccinated for rabies or sign a wavier declining to be immunized. If vaccination is selected, the first dose must be given prior to the student beginning the Veterinary Technology program. Documentation of subsequent doses must be provided as they are completed. Complete this copy for your records.

VACCINATE

Name: \_\_\_\_\_

Dose #1

Dose #2

Dose #3

Date: \_\_\_\_\_

Administered by: \_\_\_\_\_

Signature (1<sup>st</sup> dose only)

Title

\_\_\_\_\_

Vermont Tech  
Veterinary Technology  
Rabies Vaccination

DECLINE VACCINE

I understand that due to animal bites I may be at risk of acquiring Rabies. I understand that an animal, which is rabid, may not show typical signs of rabies infection but can still spread the virus to me if I am bitten. I further understand that animals used in the program are from local animal shelters and these animals have an unknown vaccination background and may be at an increased risk of being infected with the rabies virus. I also understand that it is recommended that I take the Rabies vaccination series. However, I have chosen not to be vaccinated at this time. **I understand that by declining this vaccine, I continue to be at risk of acquiring Rabies, a serious and fatal disease.**

\_\_\_\_\_

Signature \_\_\_\_\_

Witness \_\_\_\_\_

Printed Name \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Vermont Tech  
Veterinary Technology  
Rabies Vaccination

All students must either be vaccinated for rabies or sign a wavier declining to be immunized. If vaccination is selected, the first dose must be given prior to the student beginning the Veterinary Technology program. Documentation of subsequent doses must be provided as they are completed. Complete this copy and return to Dr. St. Denis.

VACCINATE

Name: \_\_\_\_\_

Dose #1

Dose #2

Dose #3

Date: \_\_\_\_\_

Administered by: \_\_\_\_\_

Signature (1<sup>st</sup> dose only)

Title

\_\_\_\_\_

Vermont Tech  
Veterinary Technology  
Rabies Vaccination

DECLINE VACCINE

I understand that due to animal bites I may be at risk of acquiring Rabies. I understand that an animal, which is rabid, may not show typical signs of rabies infection but can still spread the virus to me if I am bitten. I further understand that animals used in the program are from local animal shelters and these animals have an unknown vaccination background and may be at an increased risk of being infected with the rabies virus. I also understand that it is recommended that I take the Rabies vaccination series. However, I have chosen not to be vaccinated at this time. **I understand that by declining this vaccine, I continue to be at risk of acquiring Rabies, a serious and fatal disease.**

\_\_\_\_\_

Signature \_\_\_\_\_

Witness \_\_\_\_\_

Printed Name \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_



## Appendix 7

### Pregnancy

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

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

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

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

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

**If the student remains in the Veterinary Technology Program during her pregnancy, she accepts full responsibility for her actions and relieves Vermont Technical College, its faculty, and veterinary clinical/practicum affiliates of any responsibilities in case of adverse effects.**

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

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

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

*There are two copies of this form; please keep this copy for your records and return one copy to Dr. St. Denis's office.*

**Pregnancy Signature Page**

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

---

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

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

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

*Please return to Dr. St. Denis's office*



**Pregnancy Signature Page**

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

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

*Please keep this copy for your records.*



*There are two copies of this form; please keep a copy for your records and return one copy to Dr. St. Denis's office, should you become pregnant during the program.*

**Vermont Technical College**  
VETERINARY TECHNOLOGY PROGRAM  
Office: 802-728-1229  
MORRILL HALL  
RANDOLPH CENTER, VT 05061

---

Physician Visit Checklist for Pregnancy

Physician has discussed the following with me concerning potential risks to myself and the fetus:

1. Exposure to anesthetic gases
2. Exposure to the rabies vaccine (both pre- and post-exposure)
3. Exposure to teratogens including cytotoxic compounds, chemical agents, sterilizing agents, cleaning agents, preserving agents and fixing agents
4. Exposure to hormones (e.g., prostaglandins and progesterones)
5. Exposure to ionizing radiation and other sources of radioactive materials
6. Exposure to zoonotic diseases including, but not limited to, leptospirosis, salmonellosis, toxoplasmosis, brucellosis, cat scratch disease, fungal diseases, psittacosis, rabies, Lyme disease, tuberculosis, West Nile virus
7. Traumatic injury including, but not limited to, bites, kicks, scratches, possible electrical hazard exposure from equipment

I have discussed with my physician that I understand as a Veterinary Technology student I have inherent risks in my profession; and I accept the responsibility of understanding precautions necessary to decrease my risk and exposure as I complete my educational process in the Veterinary Technology Program.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Physician's name (print): \_\_\_\_\_

Hospital, clinic, or address: \_\_\_\_\_

City, State \_\_\_\_\_

Revision Version April 12, 2005

Please keep for your records





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## Appendix 8

### Vermont Technical College Veterinary Technology Department

#### Essential Functions of Students

##### Introduction

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

##### Basic Requirements

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

##### College Support Offices

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

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

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

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

**Affective functions - The student must be able to:**

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

**Communication functions - The student must be able to:**

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

**Psychomotor functions - The student must be able to:**

1. accurately and reliably inspect and observe the facial expression, posture and movement of client's and patients as well as patient's anatomical structures including skin;
2. examine and evaluate/assess patient blood pressure, and lung and heart sounds;
3. accurately and reliably read equipment dials and monitors;
4. palpate pulses,
5. negotiate level surfaces, ramps and stairs to assist clients, patients and classmates appropriately;
6. react and effectively respond quickly to sudden or unexpected movements of patients/classmates;
7. maintain activity throughout an eight-hour work day;
8. transport self/patients from one room to another, from any combination of cage, stall or other enclosure to exam table, stretcher or gurney;
9. put on and take off clothing, including gowns, masks and gloves;
10. perform CPR (on model);
12. exhibit sufficient manual dexterity and hand-eye coordination to effectively

manipulate therapeutic or diagnostic materials or equipment and functions including but not limited to:

- medication administration by mouth, injection, eye, ear, skin application
  - bandage changes, catheter care, etc
  - sterile procedures such as catheterization, surgical assisting, etc
13. use adequate visual and tactile senses, exhibit the ability to perform all of the treatment procedures necessary to provide comprehensive nursing care, including palpation, auscultation, percussion and inspection

### **Procedure for new students**

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

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

### **Procedure for current students with newly identified conditions**

1. Any student not requesting accommodation at the time of admission may not be granted accommodation after beginning the program until the student has contacted the appropriate Learning Specialist, that officer has certified that a disability exists, and that office has recommended reasonable accommodations, in writing, to the faculty involved.

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

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## **Appendix 9**

*Please make a copy for your records.*

### **Performance reporting**

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

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

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Signature

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Date