



Middlesex Community College
Veterinary Technology
Student Handbook
2013-2015

Recognitions/Contributions:

Northwestern Community College

Delhi State University of New York

Middlesex Community College Radiologic Program

Association of Veterinary Technician Educators

Veterinary Technician's Oath

I solemnly dedicate myself to aiding animals and society by providing excellent care and services to 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.

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A Letter from the Program Coordinator:

Congratulations and welcome to the Veterinary Technology Program at Middlesex Community College!

Once in the program, the Veterinary Technology program is a 2-year time commitment of rigorous study. At this time it is advised to begin planning your work schedules around your classes and study time. Once a class time has been arranged that is the time it will be offered so please plan accordingly.

This program is designed to give you the fundamental knowledge you will need to become a veterinary technician in the field. Each semester is designed to be a 'building block' for the following semester. That is why all VET* courses must be taken together during their designated semester. (See attached curriculum sheet on page 8). You may take additional courses (microbiology, and your fine arts and social sciences in any of the four semesters or prior to Program admission while you are completing prerequisite courses as long as they are completed by the fourth semester (prior to program graduation).

Please note, some of your course lectures and many of your laboratory courses will be held at **Pieper-Olson Veterinary Hospital and Pieper Memorial Veterinary Center** (located 2 miles away from the college) or other 'off-site' facilities. You will need to provide your own transportation to get to and from the college to these other locations when necessary.

This complete student handbook is designed to outline the expectations during your time in MxCC's Veterinary Technician program and at Pieper-Olson Veterinary Hospital and Pieper Memorial Veterinary Center. You will be asked to sign and return some documents at the end of this handbook to verify your understanding of the expectations for this program. Please return these forms to your program director within the first semester. You will not be allowed to begin any class sections with hands-on participation until these pages are turned in to the Program Coordinator.

Look around at your classmates. You will be together for the next 2 years! Collectively you represent a key resource for this program – the positive attitude, helpfulness and respect you extend to the class and each other will go a long way toward ensuring each student's successful completion. I sincerely hope that you all succeed and graduate together as that is our goal for you! Congratulations again and Best Wishes during your journey to become a veterinary technician!

Sincerely, Dr. Steve Levy

Introduction:

Thank you for choosing our Veterinary Technology Program at Middlesex Community 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 Certified Veterinary Technicians (CVT), as they are invaluable members of the Veterinary Health Care Team. Our intent here at MxCC 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 hands-on skills. Graduates may choose to work in private practice, industry, government, or educational institutions.

The Veterinary Technology Program at MxCC is set apart from the other veterinary technology programs by its partnership with Pieper-Olson Veterinary Hospital and Pieper Memorial Veterinary Center, a large small animal general practice as well as a connected twenty-four hour emergency and specialty care facility for small animals. These hospitals are located about 2 miles from campus. As students, you will spend time at these hospitals for many of your hands-on training skills and learn first-hand what life is like in a veterinary hospital setting!

After successful completion of the Veterinary Technology Program curriculum, you will receive an Associate in 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). The MxCC program started in the fall of 2013 and is not yet eligible for accreditation by the American Veterinary Medical Association. It is the goal of the program to meet accreditation standards in time for the first class to sit for the VTNE exam upon graduation but this is not assured. Please remember that this is a *Veterinary Technology Program* and **NOT** a pre-veterinary program. Although graduates may pursue a variety of further educational opportunities including BA studies and post graduate degrees it is the goal of this program to train Veterinary Technicians.

All of us at Middlesex Community College wish you the best in your career path to becoming a Veterinary Technician!

Program Overview:

The Vet Tech program at MxCC is a 2 year full- time commitment. Students should plan accordingly and be aware that scheduling full or part-time work during the academic year must be secondary to the educational commitment to the program. This program requires rigorous study, with lecture and laboratory sessions including some 'off-site' field trips designed for the hands-on learning necessary for your success.

At this time, you have dedicated yourself and your time to this program, and now this program is the first priority for you. Please plan your outside work schedules accordingly for you to be able to attend all of your classes and laboratory sessions as attendance is mandatory!

Definitions:

Veterinary Technician: A person who has graduated from a two or four year AVMA accredited college program in veterinary technology. The curriculum for veterinary technology is very applied and designed to educate technicians. It is NOT a pre-vet program.

Veterinary Technician Opportunities:

1. *Certified Veterinary Technicians (CVT)*

CVTs are employed by veterinarians in small, large, mixed animal practices and related facilities (e.g. humane societies). The CVTs role is comparable to that of the registered nurse and other medical technicians in human medicine. Their professional duties may include, but are not limited to, surgical and medical nursing, laboratory testing, and radiographic procedures under the supervision of licensed veterinarians and CVTs. Graduates may also practice in veterinary and technical colleges, zoos, public health services, government, military service, private industry and other animal science-related fields. The program also provides opportunities to participate in continuing education for Veterinary Technicians.

2. *Laboratory Animal Technician*

Additional career opportunities are available to CVTs when employed by the pharmaceutical industry; medical, dental, and veterinary colleges; and diagnostic and testing laboratories. Under the direction of veterinarians or research scientists, these CVTs may have responsibility for animal health and husbandry, investigative procedures, pharmaceutical testing, administrative, and related duties. With additional professional experience, graduates who complete advanced laboratory

animal courses are eligible to take the American Association for Laboratory Animal Science Certification examination.

Veterinarian: A person with the degree Doctor of Veterinary Medicine (DVM or VMD). In the USA, all veterinary colleges take four years of full time study to complete the DVM or VMD degree. This follows four years of a pre-veterinary program in which the student may be awarded a Bachelors degree.

Veterinary Assistant/ Animal Care Assistant: or other terms are used to describe other members of the health care team with less formal or applied education than a technician.

Course Enrollment

It is advised that you all begin to enroll in your courses early. First time students to MxCC need to enroll in person. If you have taken courses at MxCC before, you may enroll online.

All courses that are not VET* will fill quickly. This includes classes such as Medical Terminology and Microbiology which are necessary for a variety of the college programs and will fill fast. We suggest you enroll early.

The VET courses are open **only** for students accepted to and enrolled in the veterinary technology program (with the exception of VET*101), however those students within the veterinary technician program who have not yet taken VET 101 will be guaranteed a spot. That being said, you must register for your courses prior to participation within the program. This will apply every semester.

Please note, there will be some set fees (lab fees for any course that has a laboratory component and student activity fees) that will need to be paid for at the time of registration. Please see the admissions office for any additional financial aid assistance that you may be eligible for.

Program Curriculum:

Semester 1, Fall (15 credits)		Credits (Contacts)	Prerequisite(s)
MED*125	Medical Terminology	3	Eligible for ENG* 101
VET*100 ^	Introduction to Animal Care	2	
VET*101	Introduction to Veterinary Technology	3	Eligible for ENG* 101
VET*102 ^	Vet Office Management & Communication	3	
VET*201 ^	Vet Anatomy & Physiology I with Lab	4 (6)	
Semester 2, Spring (15 credits)		Credits (Contacts)	Prerequisite(s)
VET*151 ^	Small Animal Veterinary Technology with Lab	4 (6)	VET* 100 and VET* 101 and Rabies Vaccination
VET*152 ^	Large Animal Veterinary Technology with Lab	4 (6)	
VET*202 ^	Vet Anatomy & Physiology II with Lab	4 (6)	VET* 201
VET*250 ^	Principles of Pharmacology for Vet Tech	3	MED* 125
Semester 3, Fall (14 credits)		Credits (Contacts)	Prerequisite(s)
VET*205 ^	Veterinary Laboratory Procedures	3 (5)	MED* 125, VET* 151, VET* 152, VET* 202. <i>Note: These three VET* courses must be taken concurrently</i>
VET*212 ^	Principles of Imaging with Lab	1 (2)	
VET*230 ^	Vet Anesthesia and Surgical Nursing w/Lab	4 (6)	
	Fine Arts Elective	3	
	Social Science Elective	3	
Semester 4, Spring (14 credits)		Credits (Contacts)	Prerequisite(s)
BIO*235	Microbiology	4 (6)	BIO*105 or BIO*121 and CHE*111
BIO*238^	Parasitology	3	VET*205
VET*220 ^	Animal Pathology	3	VET*205
VET*240 ^	Periodontology & Oral Radiology	2	VET*205, VET*212
VET*285 ^	Vet Tech Externship	2	Successful completion of semesters 1 and 2.
TOTAL ALL CREDITS		69	

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Program Outcomes:

Veterinary Science Technology Program Objectives

A graduate of the Veterinary Science Technology A.A.S. program should be able to:

1. Sit for the Veterinary Technician National Exam (VTNE) upon initial accreditation of the program by the AVMA.
2. Demonstrate skills and knowledge of domestic animals including normal values for temperature, pulse, and respiration; conduct a thorough and accurate physical examination including the proper use of the stethoscope; restrain animals for physical examination and veterinary techniques.
3. Perform animal nursing and critical care for all common domestic animals including: restraint, administering medications, diagnostic sampling for laboratory evaluation, maintaining fluid therapy, applying and removing bandages and splints, and applying established emergency protocols.
4. Assist with animal surgery including knowledge of routine procedures and operating room equipment; prepare the patient, veterinary personnel, and equipment for sterile surgical procedures; function effectively as a surgical assistant to the veterinary surgeon during surgical procedures.
5. Induce, stabilize, monitor, and maintain anesthesia under supervision of the veterinarian; recognize and report anesthetic emergencies; apply resuscitation techniques and CPR.
6. Assist with diagnostic imaging including radiography and ultrasound; expose, develop, and evaluate radiographs to provide diagnostic images for veterinary interpretation and diagnosis; properly clean and maintain diagnostic imaging equipment.
7. Perform common laboratory procedures: hematologic examinations, blood chemistries, urinalysis, parasitic examinations, cytological procedures, microbiological procedures, and necropsy.
8. Provide competent assistance with office procedures: telephone contacts, scheduling appointments, admitting and discharging patients, maintaining medical and financial records, and establishing and maintaining a clean and orderly veterinary facility.
9. Communicate with the public, clients, and colleagues through both verbal and written communication skills, including effective listening.
10. Design and deliver grief-management assistance to clients and colleagues.

11. Demonstrate knowledge of the common medicines used in veterinary medicine including: types and groups of drugs; labeling and packaging of dispensed drugs; using weights and measures correctly; calculating dosages; safely storing, handling, and disposing of controlled substances, biologics, therapeutic agents, and hazardous wastes.
12. Differentiate between normal and abnormal patient responses to medication.
13. Understand basic knowledge of animal health and common diseases and disease processes for all common domestic animals.
14. Demonstrate skills and knowledge associated with the use of common laboratory animals including basic principles of animal research and local, state, and federal animal welfare regulations.
15. Demonstrate skills and knowledge associated with cleaning, sanitizing, and sterilizing equipment and facilities, including knowledge of products, equipment, procedures, and techniques routinely used in reducing, eliminating, or preventing contamination of the animal-care institutions.

General Program Requirements:

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. If a situation arises when a student knows that he/she is going to be absent, prior approval from **each** instructor must be obtained. **Please be aware of attendance policies for each of your classes and laboratories.**

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 written excuse from a physician. A grade of "0" may be awarded for a missed examination without a satisfactory excuse. Validity and/or acceptance of excuses for a student missing an un-announced examination will be left to the discretion of the instructor.

Any student involved in cheating or plagiarism may be immediately dropped from the program and not be granted re-entry.

Animal Involvement in Program:

Students shall not remove any animals (program or otherwise owned), state property, teaching materials, drugs, equipment or supplies from the immediate work area in which they are utilized, except by instructor permission. Students involved in such removal may be immediately dropped from the program and not be granted re-entry. In addition, removal of USDA and program owned animals is considered a **federal offense** and is subject to imprisonment and/or fines.

Students are not permitted to bring their own pets to class without permission from their instructor. Runs and cages in the laboratory areas are not to be used for students' pets without permission from the Program faculty. Animals obtained for class and lab use arrive with unknown histories and frequently have problems that could be transmitted to other animals on the premises. Students who obtain permission to bring a pet to class and/or lab must be aware of the possibility that their pets may be exposed to diseases, parasites, etc. Should this happen, students will be responsible for obtaining veterinary care (and for the related charges) for their pets. Students who are permitted to bring their own animals to class are responsible for their care while they are here and are also responsible for cleaning up after them. Failure to do either will result in a ban of that student's animals from the building.

Disability Services for Students in the Veterinary Technology Program:

Middlesex Community College is committed to equal access for persons with disabilities. Academic adjustments are provided to students with disabilities to assure equivalent access to academic and campus programs. For more information about academic adjustments and how to request them, please contact Ms. Hilary Phelps, Disability Support Services Coordinator (office: Founders Hall room 121; phone: 860-343-5879; email: hphelps@mxcc.edu). Ms. Phelps works with students to discuss individual requests, review the type of adjustments and services that MxCC will provide, and inform them about any documentation that may be necessary to arrange for certain adjustments. Students with disabilities are encouraged to contact Ms. Phelps at least one month before classes begin to avoid any delay in providing academic adjustments, especially when the college must arrange for external resources to provide the adjustments. Please also note that academic adjustments cannot be given retroactively. For further information, please visit www.mxcc.edu/disability-services.

Attendance/Grading Policies:

While studying at MxCC's Veterinary Technology program, it is expected that you attend all of your classes. Frequent absences, missed examinations/quizzes may result in an 'F' grade or program dismissal. If you miss a class (excused or unexcused) you are responsible and accountable for any missed information, homework assignments etc. Instructors may or may not allow you to make up assignments, exams, etc. Please speak with your instructor and reference your course syllabus for information.

You are required to maintain a MINIMUM of a 'C' average or better at ALL TIMES. You must receive a grade of a 'C' or better in all courses within the veterinary technology curriculum. (A 'C-' is not a passing grade.) Failure to do so may result in academic probation and dismissal from the program. Some courses may require higher than a 'C' average for a passing grade. Please reference your course syllabus and see your instructor for details.

Tardiness or Absences from Clinical Rotations or Externships:

1. Students should notify the Program CVT (Amy Levensaler, CVT, VTS) if they will be late or absent from an assigned clinical rotation at Pieper Olson or Pieper Memorial. Students must use the scheduled clinical rotations to complete required skill competence. Students should consult with the veterinarian supervising their clinical rotation or the Program CVT to be sure they are moving forward adequately in clinical skills competency.
2. Student should notify their externship site supervisor if they will be late or absent from their assigned externship site. Externship hours must meet the required minimum for the student to get credit for VET

285 (Veterinary Technician Externship). Each student is responsible for completing the required minimum hours and must arrange for make-up time if absent or late.

3. The externship supervisor will notify the Program Coordinator of absence from clinics or repeated tardiness in arrival for clinics.

Student Grievance Procedure: (Please see MxCC Student Handbook: Policy on Student Rights).

A grievance is an allegation by a student that, as to him or her, an agent of the College has violated Board or college policies relating to students other than assignment of grades or other academic evaluation.

How to file a grievance:

- Students must submit a grievance in writing to the Dean of Students or other such college official as the president may designate, within thirty (30) days of the date the grievant knew or reasonably should have known of the alleged violation
- The written grievance shall specify the right claimed to have been violated
- Grievance must briefly state the underlying facts

Procedures for grievance resolution:

The Dean of Students shall investigate the grievance and recommend to the president a disposition of the grievance, except as provided hereinafter:

- In the course of each investigation, the Dean of Students shall consult with the dean responsible for the area of college operations in which the grievance arose.
- In the case of a grievance alleging discrimination based on race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation or physical disability, prior conviction of a crime, political beliefs, veteran status, or sexual preference, the Dean of Students shall consult with the College's affirmative action officer during the course of the investigation.
- In the case of a grievance against a dean, the grievance shall be filed with the president. The president may accept or reject the recommendation, or direct such further investigation as he or she deems appropriate. The president shall notify the student of the final disposition of the grievance.

Advisory Committee:

The president may establish an advisory committee of students and staff which may be charged with the responsibility of making recommendations regarding a grievance at either the level of the deans or the president. The president may appoint and remove members of the committee.

Safety/Hazardous Waste:

Aside from the safety issue of pregnancy, there are a multitude of other safety concerns of which students must be aware. 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 the 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 that species; 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 these guidelines 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 (PPE)
- Anesthetic vaporizer calibration and maintenance
- Waste anesthetic gases handling
- Pregnancy and immunization policies
- Noise concerns
- Refrigerator use
- Signage
- Spills and accidents

Since some of the animals that you may be handling will be without any type of medical history and often may have a variety of problems, diseases, and parasites, the possibility of zoonoses (diseases that are transmissible from animals to humans) are a constant concern. It is essential that students follow all instructions from program faculty, including (but not limited to) appropriate dress, personal protective equipment (PPE), 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.

Finally, students are encouraged to keep their own personal safety in mind during all aspects of their time at Middlesex Community College, Pieper- Olson Veterinary Hospital and Pieper Memorial Veterinary Center. If course requirements include any activity outside of the facility buildings (e.g., 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 alone at night either on campus or at the veterinary hospital. It is the responsibility of the students to notify their instructors if they become concerned about their safety at any time during the program. Please do not leave personal items unattended and keep vehicles locked. The college and the veterinary hospitals are not responsible for lost or damaged items.

Radiation Safety

Policy: Throughout the program the student will be continuously instructed in the various methods to limit both patient and individual dose.

Students will receive instruction in radiation safety from the Radiation Safety Officer (Program CVT, Amy Levensaler, CVT, VTS) before they begin externships and also in VET 212 (Principles of Imaging). Instruction will include:

1. The three Cardinal Principles of radiation protection (time, distance and shielding).
2. The concept of As Low As Reasonably Achievable (ALARA) and methods to reduce radiation exposure.
3. Proper utilization of protective apparel such as lead aprons, thyroid shields and gloves for the student.
4. Specifics regarding radiation monitors and monitoring.
5. Utilization of proper radiation beam restriction techniques to include only the part to be imaged.
6. Use of passive restraints for sedated or anesthetized animals.
7. Proper technique for active restraint of an animal by the technician. Including use of lead gloves, apron, and thyroid shield.

Student Responsibilities in Practicing Appropriate Radiation Protection includes:

1. Properly identifying the patient, verifying the examination and following radiation safety policies before performing a radiologic examination.
2. Making exposures only under the direct supervision of a qualified technician or DVM until the student achieves competency.
3. All unsatisfactory radiographs shall be repeated ONLY in the presence of a qualified technician or DVM, regardless of the student’s level of competency.

4. Assure that only the individuals required for restraint and animal care are in the room when the exposure is taken and that all are wearing proper protective devices and radiation badges.
5. Never participate in radiography if the student is pregnant. (See Pregnancy Policy.)
6. Choose appropriate technique PRIOR to making an exposure which reduces the need for repeats.
7. Never take a radiograph unless it is clinically required.

Each student is issued a radiation monitor and must wear the monitor at all times during clinical assignments. The clip on monitor is worn at the collar level, in front, and outside of the lead apron with nothing obstructing the front of the badge.

Monitor Procedure:

1. Each student will be issued a radiation monitoring device before entering their clinical rotations and quarterly thereafter. The MxCC Veterinary Technology Program issued dosimetry badge must be worn when the student is involved with any potential exposure in course work, clinics, or externships that are part of the Program. Students with a badge from their work should not wear the Program badge at work and conversely they should not wear a work badge for Program associated monitoring.
2. The student is responsible for exchanging the radiation monitoring device in coordination with the RSO.
3. The badge will be left in a secure location at the site of the clinical rotation or externship. It will not be taken home or worn outside. It must be protected from moisture, sunlight or heat.
4. It is the student's responsibility to keep track of and change their monitor. Administrative action is taken for failure to follow the established procedures.
5. A lost, damaged, or expired radiation monitor must be reported to the RSO immediately so that a replacement can be issued.
6. Radiation Monitoring Reports are reviewed by RSO, signed and permanently maintained by the RSO. If a student has a work badge and a Program badge the student must report the exposure received on the work badge to the RSO for calculation of total exposure.

Protocol for Students Exceeding the Threshold Dose of radiation in a calendar quarter.

1. The RSO will notify the student in the event that the student's exposure for a quarter has been exceeded. An overexposed dosimeter may or may not mean a student has been overexposed.
2. The RSO will interview the student to determine the cause of the exposure.

3. The RSO investigates and documents and will take appropriate measures when necessary.
4. A corrective action plan, if appropriate, will be created.
5. Radiation dose will be continuously monitored to ensure compliance with the action plan. Continuous, confirmed overexposure readings may result in administrative actions up to and including dismissal.

Hazardous Waste

The Veterinary Technology Program includes 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 and throughout the veterinary hospital. 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.

Accidents/Injury:

All accidents *must* be reported to a staff member at the time of the accident or no later than 24 hours after the initial incident – this will ensure that you will receive the proper care and attention. This will also help ensure that you will receive proper coverage through your insurance; not reporting an incident and then later requesting medical help may allow the insurance company to deny coverage. All incidents including animal bites or scratches, needle pricks, broken glass or sharps injury or any other incident resulting in any break of human skin, bruising, or contusions ***must*** be reported. All exposures to human blood or other human secretions or discharges must also be reported. Universal precautions will be followed to prevent exposure to human blood, and established lab safety protocols will be followed in cleaning and disinfecting in the event that human blood or secretions appear in the laboratory environment. It is the responsibility of everyone to use caution and good judgment to avoid incidents or accidents.

Please note that any injuries to any animals within the program – shelter animals, laboratory animals, etc. – must also be reported to the course instructor, the program veterinarian, or the Program Coordinator. Students may also be required to sign contracts for individual laboratory courses to help stress the importance of following college and instructor protocols.

Enrolling in Classes While Pregnant:

Because of the danger involved in working around radiation, gas anesthetics, and zoonotic (transmissible from animals to humans) diseases during pregnancy, the institution will not accept liability if a student chooses to disregard the possible hazards (see the Pregnancy section). The **Physician Visit Checklist for Pregnancy**, included in this handbook, must be brought to your physician, completed and signed by him/her, and returned to the Program Coordinator. Pregnant students may then participate in lab settings as permitted by their physician.

Pregnancy:

Middlesex Community College Veterinary Technology Program

Pregnancy Policy:

Student Pregnancy

MxCC is committed to provide you with the best educational experience possible. Along every step of the 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 potential threats to the fetus in nearly every stage of pregnancy. While the safety protocols and procedures here at MxCC are high, there still remains the potential for harm for a pregnant mother and her unborn baby.

Should you become pregnant while completing your Veterinary Technology degree, you must take the following steps so that we can work together and keep you safe. While we will attempt to maintain confidentiality, please understand that certain people (instructors, lab supervisors) at MxCC **must** be notified to best assure your safety.

1. You are responsible for setting up a meeting with the Program Coordinator. At the first meeting the following information will be obtained:
 - Stage of pregnancy
 - Identify at what stage you are in your program
 - Your intention of continuing in your program or returning at a later date
2. You will have the option of either:
 - Taking a leave and returning to your program at a later date
 - Continuing on in your program, assuming and accepting the potential risks
3. You will be required to take a checklist form (included in this document) to your physician and return it to the Program Coordinator.
 - The form contains information that the physician and you should discuss pertaining to your pregnancy as it relates to the Veterinary Technology Program.

- The form contains a place for you to sign stating that you have discussed the issues listed on the form with your physician. *In addition, your physician needs to sign the form. You will be required to submit documentation from your physician at each check-up verifying that you may continue in the program.*
- This form must be completed within the first 30 days of your pregnancy (or as soon as the pregnancy is known and/or diagnosed), to best assure that you understand the potential risks of remaining in the program for the remainder of your pregnancy.

4. Should you decide to remain in the program, you are required to notify instructors and/or assistants of laboratories and courses in which biological, chemical or radiological hazards are present about your condition. You will need 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:

Veterinary Anatomy & Physiology I and II
 Small Animal Veterinary Technology
 Veterinary Technology Externships I & II
 Veterinary Anesthesia & Surgical Nursing
 Veterinary Laboratory Procedures

Introduction to Animal Care
 Large Animal Veterinary Technology
 Microbiology
 Principles of Imaging
 Parasitology

AT NO TIME MAY A PREGNANT PERSON TAKE RADIOGRAPHS OR OTHERWISE BE EXPOSED TO IONIZING RADIATION. This includes handling animals or animal waste from patients treated with radioactive isotopes.

- Objectives for a laboratory or course exercise will not be waived; however, reasonable efforts will be made to provide for your safety needs.
- In the event that arrangements 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 freeze date (last day to add/drop a course) 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.

5. The Program Coordinator shall be kept informed of your status and the steps taken to accommodate your safety.

There are two copies of this form; please keep this copy for your records and return one copy to Dr. Steve Levy, Program Coordinator.

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 the Program Coordinator. 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 the Veterinary Technology Program.

I understand that it is my responsibility to report my pregnancy to my Program Coordinator, 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 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. In addition, it will be my responsibility to obtain monthly written documentation from my physician indicating that I may continue in the Veterinary Technology Program.

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 MxCC 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 this copy for your records and return one copy to the Program Coordinator's office, should you become pregnant during your program of study.

MIDDLESEX COMMUNITY COLLEGE
VETERINARY TECHNOLOGY PROGRAM
OFFICE: 860-343-5755
PROGRAM COORDINATOR: STEVEN A. LEVY, VMD
WHEATON HALL B 310 860-343-5769
100 TRAINING HILL ROAD
MIDDLETOWN, CT 06457

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 the possible risks with my physician and take full responsibility for my decision to continue with the Veterinary Technology Program. I understand as a Veterinary Technology student there are 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, Zip _____

Please keep this copy for your records

There are two copies of this form; please keep this copy for your records and return one copy to Dr. Steve Levy, Program Coordinator.

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 the Program Coordinator. 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 the Veterinary Technology Program.

I understand that it is my responsibility to report my pregnancy to my Program Coordinator, 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 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. In addition, it will be my responsibility to obtain monthly written documentation from my physician indicating that I may continue in the Veterinary Technology Program.

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 MxCC or its employees liable for any complications.

Signature

Printed Name

Date

Please give this copy to the Program Coordinator

There are two copies of this form; please keep this copy for your records and return one copy to the Program Coordinator's office, should you become pregnant during your program of study.

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Student Signature

Date

Physician's name (print): _____

Hospital, clinic, or address: _____

City, State, Zip _____

Please give this copy to the Program Coordinator

Professional Behavior / Dress Code:

Professional Behavior: Students are expected to exhibit professional conduct in all academic endeavors, interactions and experiences at all times. Veterinary Technology is a profession requiring a high standard of behavior. Veterinary Technician Professionals have invested their time and are entrusted by the community with the care of client pets and animals and also represent their school and place of employment. Veterinary Technicians are legally bound to these ethical and moral obligations.

Dress Code: Each student must maintain a professional appearance at all times including clean hair and clothing and exemplary personal hygiene. Pieper Olson Veterinary Hospital and Middlesex Community College will expect you to practice all proper dress codes and safety during laboratory and classroom settings.

- i. Wear shoes that completely cover the feet. Non-skid shoes are recommended. Open toe shoes or sandals are prohibited.
- ii. Wear either a lab coat over clothes or surgical scrubs. Pants must completely cover the legs. Skirts and dresses are discouraged unless required for religious reasons.
- iii. All hair that is shoulder length or longer should be confined behind the head during any lab or when handling animals.
- iv. All nails should be no longer than the tips of your fingers to avoid injury to animals. No artificial nails should be worn due to health issues with pathogens.
- v. Stud earrings may be worn; no loop or long dangling earrings or necklaces may be worn at any time. No facial jewelry (eyebrow, nose, lip rings) should be worn to help avoid injury from animals.

For visits to large animal facilities, you may need rubber washable boots (or work boots with rubber over boots), coveralls or scrubs that completely cover street clothing.

Student Standards:

Program Technical Standards: The Veterinary Technician Program is a rigorous training program that needs to meet certain technical standards to help balance rights of the students, safety to our students and veterinary patients, and to maintain the significant training curriculum that needs to be satisfied. Students need to be proficient in and be able to demonstrate the following:

- a. Communication Skills
- b. Sensory Skills and Observation
- c. Manual Dexterity and Motor Skills
- d. Cognitive Ability
- e. Emotional Stability

A. Communication Skills: Use good communication skills in interacting with peers, staff, and college personnel. Examples of relevant activity include, but are not limited to:

- Effective verbal and non-verbal communication skills.
- Effective utilization of the English language.
- Accurate recording of all information.

B. Sensory Skills and Observation: Functional use of senses. Examples of relevant activity include, but are not limited to:

- The student must be able to assess patients in their environment in order to safely deliver nursing care. Examples of relevant activity include, but are not limited to:
 - Detect changes in skin color.
 - Detect subtle patient movement.
 - Collect data from recording equipment and measuring devices.
 - Detect fire in patient area and initiate emergency action.
 - Draw the correct quantity of medication into a syringe.
- The student must be able to assess patients in their environments and to implement nursing care plans that are developed from such assessments. Examples of relevant activity include, but are not limited to:
 - Detect sounds related to bodily functions using a stethoscope.
 - Detect alarms e.g. monitors, fire alarms.
 - Detect the origin of sound such as the movement of large animals in a pen or corral; monitoring multiple patients in an intensive care unit.
 - Communicate clearly in a conversation.
 - Communicate effectively with clients and with other members of the veterinary team

- The student shall have the ability to sufficiently assess patients and implement the nursing care plan developed from such assessments. Examples of relevant activities include, but are not limited to:
 - Detect odors of bodily fluids or spoiled foods.
 - Detect smoke from burning materials.
- The student shall have the ability to sufficiently assess patients and to implement the nursing care plan developed from such assessments. Examples of relevant activities include, but are not limited to:
 - Detect changes in skin temperature.
 - Detect unsafe temperature levels in heat-producing devices used internally/externally.
 - Detect anatomical abnormalities such as edema, infiltrated IV fluids.
- The student must be able to properly and effectively use equipment to assess patient status. Examples of relevant activities include, but are not limited to:
 - Stethoscope to assess bodily function.
 - Use a compound microscope to identify cells and microscopic organisms.
 - Use monitoring devices such as a pulse oximeter.
 - Evaluate density patterns on a radiographs and ECG tracing.

C. Manual Dexterity and Motor Skills:

- Strength and mobility sufficient to perform patient care activities and emergency procedures. Examples of relevant activities include, but are not limited to:
 - Perform Cardio Pulmonary Resuscitation (CPR).
 - Accurately place and maintain position of stethoscope for auscultation.
 - Manipulate small equipment and containers such as syringes, vials and medication packages to administer medications.
 - Transfer patients in and out of cages, kennels and stalls.
 - Lift or move patients or objects, turn and position patients as needed to prevent complications due to cage rest.
 - Move his/her entire body quickly to move away from danger while handling animals in confined spaces.
 - Properly restrain an animal patient for a medical procedure.
 - Hang IV bags at appropriate level.
 - Monitor volumes in bodily fluid collection devices.

D. Cognitive Ability:

- The student must have the ability to collect, analyze and integrate information and knowledge to make clinical judgments and management decisions to promote patient outcomes. Examples of relevant activities include, but are not limited to:
 - Process information accurately, thoroughly and quickly to prioritize tasks, and perform math computations for medication dosage calculations.
 - Demonstrate skills of recall using both long and short term memory, inferential reasoning, predicting possible outcomes, applications of knowledge and evaluation of predicted outcomes at appropriate times for point of program.

- Use critical thinking in the process of delivering care and comfort to patient.

E. Emotional Stability :

- Student is expected to have the emotional stability required to provide safe nursing care. Examples of relevant activities include, but are not limited to:
 - Exercise sound judgment, complete assessment and intervention activities and develop sensitive interpersonal relationships with patients / clients / families and others responsible for veterinary care.
 - Demonstrate flexibility to function effectively under stress and adapt to multiple situations.
 - Have sustained contact with multiple species of animals and their environments in which they are housed and treated.
 - Handle strong emotions.
 - Demonstrate compassion.
 - Establish therapeutic relationships in a caring manner.
 - Focus and maintain attention to tasks.

AVMA Accreditation:

Currently the MxCC Veterinary Technology program is in the process of applying for AVMA Accreditation. This process will continue to advance throughout your time in school and the program coordinator will endeavor to keep you updated on its progress. The goal for the college is to have accreditation status by 2015.

While MxCC is working on AVMA accreditation status, the college will expect its students to adhere to and follow all of the technical competencies that AVMA would require. Each of you should have received a program task list during the summer advising session that was given to you. If you need to review the technical competencies that will be expected of each student within the veterinary program, please visit the following website:

<https://www.avma.org/ProfessionalDevelopment/Education/Accreditation/Programs/Pages/cvtea-pp-appendix-i.aspx>

Each student may be asked to demonstrate these skills throughout the program and will be expected to be competent in providing accurate display of each of these technical competencies by the time of graduation.

Pre-Exposure Rabies Vaccination Information:

Pre-exposure rabies vaccination:

A pre-exposure rabies vaccination series is **required** for veterinary technology students. **No exceptions!** This is a 3- dose series of vaccinations that takes about 1 month to complete. You will obtain vaccines on days 0, 7, 28. Cost: About \$900.00 + for the series. Unfortunately, the Passport Health facilities do not except insurance plans.

Passport Health facilities: <http://www.passporthealthusa.com/locations/ct/>

1. Fairfield 140 Sherman Street 4th Floor, Fairfield, CT 06824:
877-358-8648
2. Guilford 1591 Boston Post Rd. Suite 201 Guilford, CT 06437
203-288-3115
3. Hamden 9 Washington Ave Hamden, CT 06518
203-288-3115
4. New Haven 123 York Street Suite 1-E New Haven, CT 06511
203-288-3115
5. Stamford 1100 Bedford Street, Stamford, CT 06905
877-358-8648

Additional information can be obtained by contacting the CT State Department of Health Epidemiology program: 860-509-7752 (Meghan Maloney, meghan.maloney@ct.gov)

Other facilities:

i.UConn Health Center Main Campus in Farmington: 860-679-2000

ii.UConn Health Partners in West Hartford (65 Kane St): 860-679-6792

Off-Campus Site Visits:

In addition to your time spent at Pieper-Olson Veterinary Hospital and Pieper Memorial Veterinary Center, there will also be mandatory site visits during your semesters for farm animal, equine, and possibly research animal labs. You will be notified by your instructor when these site visits will occur to allow you to plan accordingly for proper dress etc. You will also be responsible for your own transportation to and from these facilities.

Middlesex Community College provides liability insurance but students must provide their own medical insurance.

Externships: 240 hours

In the 4th semester of the Veterinary Technology Program, each student is responsible for completing a 240 hour externship experience at a veterinary hospital(s) or other facility best suited for the student.

These arrangements are made between the externship's instructor and the student. The student's progress during their externships will be monitored by phone calls, e-mails, visitations, evaluation progress reports, and other communication made by the externship's instructor. These experiences are planned work experiences with specifically designed educational opportunities for each student.

The externship is designed for you as the student to continue to learn and practice skills under a supervisor or skilled veterinary technician in the field.

At this point in your career, you will be expected to provide the facility with essential skills necessary for a veterinary technician. The list below provides essential job requirements of the veterinary technician:

Essential Job Requirements of the Veterinary Technician

Individuals pursuing a career in veterinary technology must take into considerations the job requirements that she/he must fulfill. If a person is not able to perform these essential job requirements that person is encouraged to seek another career better suited for their abilities.

Summary of Essential Job Requirements of the Veterinary Technician (including but not limited to the following):

1. Personality suited to exhibit respect, concern, and compassion for both animals and humans
2. Possess the capacity to make independent decisions, work unsupervised, be creative, adaptable, and resourceful. Believe in the highest standards of care and uphold the values of personal responsibility, honesty, integrity, ethical behavior, trust and professionalism.
3. Ability to tolerate walking and standing for sustained and prolonged periods of time (85% of workday).
4. Capable of lifting from floor to waist level and/or carrying up to fifty-five pounds unassisted frequently, and more with assistance occasionally.
5. Ability to bend over at the waist, twist the trunk, squat, kneel, reach above the head, and have sufficient grip strength. Have the body size, conformation, and fitness to do the physical work required of a technician.
6. Amenable to learning to safely handle, restrain, and work with any species of domestic and exotic animals that may be sick, injured, fractious, or aggressive without fear.
7. Willingness to assist with or perform a wide variety of routine medical, surgical, and diagnostic procedures common to the veterinary setting including humane euthanasia.

8. Open to performing routine cleaning and janitorial duties including using brooms, brushes, hoses and various cleaning products (detergents, disinfectants).
9. Understand the requirement to work with and around dangerous animals, hazardous chemicals, compressed gasses, pharmaceuticals, sharp objects, radiation, and biohazards.
10. Aptitude for science requiring attention to detail, careful observation and accurate record keeping.
11. Capacity to perform arithmetic and simple mathematical calculations. Capable of learning to operate and maintain a variety of medical diagnostic and therapeutic equipment.
12. Communicate effectively and efficiently with others in order to elicit information. Communication includes not only speech but also reading and writing.
13. Capacities to read and hear, understand, and quickly execute complex verbal and written instructions given in English.
14. Possess eyesight capable of viewing small visual images, use a microscope and read instrumentation.

Student Activities:

Students are strongly encouraged to be proactive in engaging in student activities when appropriate.

Students will be strongly encouraged to form or become a member of one or more of the following:

- The National Association of Veterinary Technicians in America (NAVTA)
- The Connecticut Veterinary Medical Association (CVMA)

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. Please see your program coordinator for additional information.

Additional activities may include outside events such as college career fairs, animal events (such as dog jogs etc.) and the Annual Veterinary Technician Symposium.

College Cancellations:

Please visit the College website at: <http://www.mxcc.commnet.edu/> for information about school closings and cancellations.

Weather Cancellation Policy

1. In the event of a weather event that causes cancellation of classes or early closing of the College students will not report to lecture classes or clinical rotations at Pieper Olson or Pieper Memorial.

2. If College opening is delayed students should report to Pieper Olson or Pieper Memorial at the time that the College will open.
3. Students should register with the MxCC alerting system for cancellation and early closure notification.
4. If students are in externships at an off-campus facility the students should follow the weather policy of the externship site.

Signature Page:

There are 2 copies of this form. Please keep one for your records and return the other to your program coordinator no later than

On __/__/201__, I _____ have received a copy of the Student Handbook outlining the policies and procedures and expectations of the veterinary technician program at Middlesex Community College.

I _____ have read, reviewed and understand the policies and procedures handbook that has been provided to me for the Veterinary Technician Program at Middlesex Community College.

Initial below:

___ I understand the policies and procedures expected of me at Middlesex Community College

___ I understand the policies and procedures expected of me at Pieper-Olson Veterinary Hospital and Pieper Memorial Veterinary Center

___ All of my questions/concerns have been answered and addressed to my satisfaction

___ I understand that if I do not adhere to the policies/procedures and expectations that this student handbook outlines, it may result in dismissal from the veterinary technician program and from the college.

Printed name _____

Signature _____

Date _____

Please return to the program coordinator no later than one week after the start of classes.

On __/__/201__, I _____ have received a copy of the Student Handbook outlining the policies and procedures and expectations of the veterinary technician program at Middlesex Community College.

I _____ have read, reviewed and understand the policies and procedures handbook that has been provided to me for the Veterinary Technician Program at Middlesex Community College.

Initial below:

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