



Middlesex Community College
Veterinary Technology
Student Handbook 2018-2020

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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.



Recognitions/Contributions:

Northwestern Community College

Delhi State University of New York

Middlesex Community College Radiologic Program

Association of Veterinary Technician Educators

Norwalk Community College

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Introduction:

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

Thank you for choosing the Veterinary Technology Program at Middlesex Community College and we commend you for taking the step towards furthering your education. You have chosen a challenging, yet rewarding field; a field that will offer you endless opportunities for growth, learning, and reward. We appreciate and recognize the importance of veterinary technicians, as they are invaluable members of the veterinary health care team. Our intent here at MxCC is to provide you a high quality education, 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 many areas of veterinary medicine, including private practice, industry, government, or educational institutions.

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). You may take additional courses (microbiology and your aesthetic dimension and social phenomenon courses) 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 are held at Pieper 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. There are documents to sign and return at the end of this handbook to verify your understanding of the expectations for this program. Please return these forms to the Program Coordinator by the first VET 201 lecture of the semester (August 28, 2017). You will not be allowed to begin any class sections with hands-on participation until these pages are turned in to the Program Coordinator.

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). 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 BS studies and post graduate degrees it is the goal of this program to train Veterinary Technicians.

Over the next two years, you and your classmates will work both individually and collectively toward successful completion of the program. The positive attitude, strong work ethic, and respect you extend to the class and each other will go a long way toward ensuring each student's successful completion. We sincerely hope that you all succeed. Congratulations again and best wishes during your journey to become a veterinary technician!

Program Overview:

The Veterinary Technology program is a two-year, full-time, cohort-based program offering an Associates of Science Degree in Veterinary technology. The program has selective admission. As described by the National Association of Veterinary Technicians in America, veterinary technicians are educated to be the veterinarian's nurse, laboratory technician, radiography technician, anesthetist, surgical nurse, and client educator. Many are placed in a supervisory role in veterinary practices, research institutions, and other employment options. Veterinary technicians can find employment in veterinary practices, biomedical research, zoo/wildlife medicine, industry, military, livestock health management, and pharmaceutical sales.

The veterinary technology program is strengthened by our community partnerships. Pieper Memorial Veterinary Hospital provides our clinical small animal, radiology, and laboratory procedure rotations. Yale University provides our laboratory animal rotation. Many area farms provide support for our large animal clinical nursing course.

All students must participate in supervised externship experiences under the direction of a licensed veterinarian, certified technician, or animal research technician. Students will refine skills learned in all veterinary technology courses through placement at an off-site veterinary hospital, private practice, or laboratory facility.

The Veterinary Technology program is accredited by the American Veterinary Medical Association – Committee on Veterinary Technician Education and Activities.

Course Enrollment:

It is advised that you enroll in your courses early. First time students at 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 financial aid office for any additional financial aid assistance that you may be eligible for.

Program Curriculum:

Semester 1, Fall (15 credits)		Credits	Prerequisite(s)
MED* 125	Medical Terminology	3	Eligible for ENG* 101
VET* 100	Introduction to Animal Care	2	Admission to Vet Tech
VET* 101	Introduction to Veterinary Technology	3	Eligible for ENG* 101
VET* 102	Vet Office Management & Communication	3	Admission to Vet Tech
VET* 201	Vet Anatomy & Physiology I with Lab	4	Admission to Vet Tech

Semester 2, Spring (15 credits)		Credits	Prerequisite(s)
VET* 151	Small Animal Veterinary Technology with Lab	4	VET* 100 and VET* 101 (both with C or better)
VET* 152	Large Animal Veterinary Technology with Lab	4	
VET* 202	Vet Anatomy & Physiology II with Lab	4	VET* 201 (C or better)
VET* 250	Principles of Pharmacology for Vet Tech	3	VET* 201 (C or better)

Semester 3, Summer (1 credit)		Credits	Prerequisite(s)
VET* 280	Vet Tech Externship I	1	VET* 151, VET* 152, VET* 202, VET*250 (all with C or better), Program Coordinator Approval

Semester 4, Fall (13 credits)		Credits	Prerequisite(s)
ALL THREE VET* COURSES MUST BE TAKEN TOGETHER			
VET* 206	Veterinary Laboratory Procedures	2	MED* 125, VET* 151, VET* 152, VET* 202 (all with C or better)
VET* 212	Principles of Imaging with Lab	1	
VET* 230	Vet Anesthesia and Surgical Nursing w/Lab	4	
	Fine Arts Elective	3	
	Social Science Elective	3	

Semester 5, Spring (13 credits)		Credits	Prerequisite(s)
BIO* 235	Microbiology	4	BIO* 121 and CHE 111 (C or better)
VET* 238	Parasitology	3	VET* 205 (C or better)
VET* 220	Animal Pathology	3	VET* 205 (C or better)
VET* 240	Periodontology & Oral Radiology	2	VET* 205, VET* 212 (C or better)
VET* 286	Vet Tech Externship II	1	VET* 205, VET* 212, VET* 230, VET*285 (all with C or better), Program Coordinator Approval

TOTAL ALL CREDITS

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Program Outcomes:

Upon successful completion of all program requirements, graduates will have completed coursework including:

1. Office and hospital procedures, client relations, and communication
 - a. Participate in facility management utilizing traditional and electronic media and appropriate veterinary medical terminology and abbreviations.
 - b. Communicate in a professional manner in all formats – written, oral, non-verbal, and electronic.
 - c. Follow and uphold applicable laws and the veterinary technology profession’s ethical codes to provide high quality care to patients.
2. Pharmacy and pharmacology
 - a. Safely and effectively administer prescribed drugs to patients.
 - b. Accurately dispense and explain prescribed drugs to clients.
3. Animal care and nursing
 - a. Demonstrate and perform patient assessment techniques in a variety of animal species.
 - b. Understand and demonstrate husbandry, nutrition, therapeutic and dentistry techniques appropriate to various animal species.
 - c. Safely and effectively handle common laboratory animals used in animal research.
4. Anesthesia, Analgesia, and Surgical Nursing
 - a. Safely and effectively manage patients in all phases of anesthetic procedures.
 - b. Safely and effectively select, utilize and maintain anesthetic delivery and monitoring instruments and equipment.
 - c. Understand and integrate all aspects of patient management for common surgical procedures in a variety of animal species.
 - d. Understand and provide the appropriate instruments, supplies and environment to maintain asepsis during surgical procedures.
5. Veterinary laboratory procedures
 - a. Properly package, handle and store specimens for laboratory analysis.
 - b. Properly carry out analysis of laboratory specimens.
6. Diagnostic imaging
 - a. Safely and effectively produce diagnostic radiographic and non-radiographic images.
7. Dentistry
 - a. Perform routine dental prophylaxis (manual and machine)
 - b. Perform routine dental radiographic imaging techniques

General Classroom Policies:

Students are expected to participate in all classes and all labs. In case of necessary absence, the student is expected to contact 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.**

The general make-up policy for the program is as follows: You are expected to take all exams on time. Make-up exams are only available with approval of the Instructor. If you miss the exam and have a note from a doctor stating there was a medical reason why you were not present for the exam, you will be able to take the test as soon as you are able without penalty. If you are absent for any other reason, you can take the exam during the next class time for 50% of the grade. This is a general policy; the policy for each course is ultimately determined by the instructor.

Any student involved in cheating or plagiarism may be immediately expelled from the program and will 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. Students who obtain permission to bring their personal pet(s) in for clinical/lab use must provide proof of vaccinations. Required vaccinations for dogs are DHLPP, Rabies, and Bordetella. Required vaccines for cats are FVRCP and Rabies. Should a personal pet become sick or injured, 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.

Aggressive Animal Policy:

At Middlesex Community College animals are not brought to campus. Animal use is at the clinical affiliate veterinary facility or off-site facilities. The clinical affiliate has a computerized record system with automatic pop-ups on patient records identifying aggressive animals. Aggressive animals will not be knowingly selected and/or cared for during animal care rotations at clinical sites. However, it is possible that animals with aggressive behavior may still be encountered in our program. Students are taught to recognize signs of aggression and fear in animals in material presented in VET 100 (Introduction to Animal Care), VET 151 (Small Animal Veterinary Technology), VET 152 (Large Animal Veterinary Technology) and in clinical rotations at the clinical affiliate during VET 230 (Veterinary Anesthesia and Surgical Nursing). Large animals used in VET 100 and VET 152 made available by off-site providers are well known to those providers and known aggressive animals are not used. Handling techniques are taught in the courses noted above. Program instructors supervise safety of animal use at the clinical affiliate and all off-site facilities. The following policies are strictly adhered to:

1. Large animals exhibiting aggressive behaviors during the performance of animal care procedures will be handled exclusively by program personnel/faculty or clinical site mentors or immediately removed from the learning environment by the same.
2. Dogs or cats exhibiting mild to moderate aggressive behaviors during the performance of animal care procedures will be subjected to additional restraint methodologies up to and including the use of a muzzle, gloves, towels and/or blankets, etc. Dogs or cats exhibiting significant aggressive behaviors will be handled exclusively by program personnel/faculty or clinical site mentors or immediately removed from the learning environment by the same.
3. In the event a dog or cat fight should occur during clinical rotations students are cautioned NOT to attempt to break up the fight but rather:
 - a. Never risk human injury; put the safety of personnel first. Arms, hands, and legs should never be used to a break up a fight between animals.
 - b. If program personnel or mentor are immediately present, allow the program personnel or mentor to manage the situation. Remove yourself from harm's way.
 - c. If program personnel or mentor are not immediately present, obtain the help of a qualified individual. Never attempt to break up a fight alone.
4. Never work alone with animals, always have assistance.
5. Use good judgment. If an animal exhibits aggressive behavior stop what you are doing and seek assistance from program personnel/ faculty or mentor.
6. Before removing animals or patients from cages/runs, for any reason, you must scan the cage/run for any cage or animal warning labels. Known aggressive animals will be flagged with a clear and unambiguous warning of danger (i.e. Caution, Will jump, Go slow, Will bite, etc.). If any cage/animal warnings exist the student may not handle the animal without program faculty or staff presence.
7. Use protective equipment such as muzzles, blankets, towels, cat bags, restraint gloves, rabies pole, gates, lead ropes, panels, and halters.

8. When selecting animals for performing animal care procedures, never select animals that exhibit fearful or aggressive behaviors. If there is any doubt do not select that animal.
9. Dogs or cats from different households will not be allowed to co-mingle at any time.
10. Cats must be transported around facilities in kennels/carriers at all times.
11. All dogs must be transported around facilities using a non-slip lead at all times.
12. Other than standard husbandry practices, no procedure is to be performed on any animal without program personnel/faculty or mentor supervision.
13. If you are attacked:
 - a. Cover vital areas
 - i. Head & neck
 - ii. Front of chest
 - b. Curl into a fetal position
 - c. If possible move to a safe place

Disability Services:

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.

Grading Policies:

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.

Tardiness or Absences from Clinical Rotations/Externships:

1. Students should notify the Program LVT if they will be late or absent from an assigned clinical rotation at Pieper Veterinary Center. 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 LVT 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 280 and VET 286 (Veterinary Technician Externship I & II). Each student is responsible for completing the required minimum hours and must arrange for make-up time if absent or late.

Student Grievance Procedure:

Please see MxCC Student Handbook: Policy on Student Rights.

Reporting Animal Welfare Concerns:

If you have concerns or questions regarding the use of animals in teaching activities or a specific animal use protocol, or if you suspect that there is a case of animal abuse or misuse, you are encouraged to report your concerns to the personnel listed below for investigation immediately. Anonymity of the individual initiating the concern will be respected, if requested, and if possible.

Individuals can report any concerns regarding animal procedures and/or animal care via the following methods: telephone contact followed by written documentation, email, or written correspondence. Please include the following information:

- Complaint summary
- Location of where incident occurred
- Date and approximate time of incident
- Name of individual(s) involved and procedure(s) involved

All Middlesex Community College personnel, program students, instructors, staff and clinicians at Pieper Veterinary Center are free to report any animal welfare concerns. All animal concerns should be reported to one of the following:

Christopher Gargamelli, DVM, Program Coordinator
860-343-5842
cgargamelli@mxcc.edu

Amy Lawton, LVT, VTS, Program Licensed Veterinary Technician
860-343-5710
alawton@mxcc.edu

Virginia Nunez-Olson, DVM, Clinical Liaison
860-347-1122
vnunez@ctvet.com

Steven L. Minkler, PhD, Dean of Academic Affairs and Lead Campus Administrator
860-343-5866
sminkler@mxcc.edu

The Animal Welfare Act protects the rights of individuals reporting animal welfare concerns and prohibits discrimination against or reprisal for reporting violations of regulations or standards under the Animal Welfare Act.

Safety:

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 cannot safely restrain or handle.

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 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 zoonosis (diseases that are transmissible from animals to humans) is 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 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:

Throughout the program the student will be continuously instructed in the various methods to limit both patient and individual radiation exposure.

Students will receive instruction in radiation safety from the Radiation Safety Officer (Program LVT) 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 veterinarian until the student achieves competency.
3. All unsatisfactory radiographs shall be repeated ONLY in the presence of a qualified technician or veterinarian, regardless of the student's level of competency.
4. Assure that only the individual 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. The student is responsible for returning the badge to the RSO within 1 week of the end of the externship. Failure to return the badge to the RSO in this timeframe will result in a hold being placed on your MxCC account. No student transcripts or diplomas will be issued during this time.
6. A lost, damaged, or expired radiation monitor must be reported to the RSO immediately so that a replacement can be issued. A fee may be charged to the student.
7. 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 measure 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 an 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. 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 lab 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, lab 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.

Pregnancy Policy:

MxCC is committed to providing 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, and procedures such as radiographic imaging, pose potential threats to the fetus in nearly every stage of pregnancy. While the safety protocols and procedures here at MxCC and our clinical partners 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, it is highly recommended that you take the following steps so that we can work together and keep you safe. Your Program Coordinator, instructors and lab supervisors are here to help you at every stage.

While disclosing your pregnancy is your decision, you are responsible for meeting with your physician as soon as possible to discuss the following options. A checklist form has been provided to you to review with your physician.

- Taking a leave and returning to your program at a later date. If you leave in good academic standing, and provide at least 3 months' notice, you will be readmitted to the program at the beginning of the semester which was not completed, on a space available basis. *OR*
- Continuing on in your program, assuming and accepting the potential risks.

Should you elect to disclose your pregnancy to the Program Coordinator under the advice of your physician, you are responsible for setting up a meeting. 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
- Checklist and Pregnancy Form signed by you and your physician

Should you decide to remain in the program, it is recommended that you notify instructors and/or assistants of laboratories and courses in which biological, chemical or radiological hazards are present about your condition. This may include some or all of the following courses:

Veterinary Anatomy & Physiology I and II	Introduction to Animal Care
Small Animal Veterinary Technology	Large Animal Vet Technology
Veterinary Technology Externships I & II	Microbiology
Veterinary Anesthesia & Surgical Nursing	Principles of Imaging
Veterinary Laboratory Procedures	Parasitology

Each of your instructors and lab assistants will be ready to discuss with you the need to make any adjustments in your lab participation requirements.

- 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.

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

AT NO TIME SHOULD 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.

Pregnancy Form and Physician Visit Checklist for Pregnancy

My Physician has discussed the following with me concerning potential risks to the fetus and myself. *My Physician has also signed, below.*

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. I will not hold MxCC or its employees liable for any complications.

Student Name (printed) _____

Student Signature _____

Date _____

Physician's name (print): _____

Physician's signature: _____

Date _____

Hospital, clinic, or address: _____

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.

Dress Code: Each student must maintain a professional appearance at all times including clean hair and clothing and exemplary personal hygiene. We will expect you to practice all proper dress codes and safety measures during laboratory and classroom settings.

1. Wear shoes that completely cover the feet. Non-skid shoes are recommended. Open toe shoes or sandals are prohibited. UGG type slipper shoes are not permitted.
2. 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.
3. All hair that is shoulder length or longer should be confined behind the head during any lab or when handling animals.
4. 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.
5. 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.
6. MxCC Veterinary Technology laboratory coats (specific color with embroidered name of student and MxCC Vet Tech logo) must be worn during laboratory sessions as required by the instructor. These will be made available for purchase.
7. MxCC Veterinary Technology scrubs (specific color with embroidered name of student and MxCC Vet Tech logo) must be worn during each clinical session as well as externships. These will be made available for purchase.
8. For visits to large animal facilities, you will need rubber washable boots (or work boots with rubber over boots) and tan coveralls that completely cover street clothing.
9. A watch with a second hand and stethoscopes are also required.
10. All students must wear the program specified uniform at clinical rotations. Uniforms must be kept cleanly laundered. (Some sites require students to change into different scrubs upon arrival at work). Arrival at clinical rotations with a previously worn and unlaundered uniform is unacceptable.
11. Unless required for religious reasons, hats and other head coverings (scarves, bandanas, doo rags, etc.) are not appropriate in the laboratory or clinical setting for safety and sanitary reasons and are not to be worn in those environments. Program-approved caps may be allowable in certain large-animal laboratory and clinical events.

12. Facial hair should be neatly groomed and trimmed.
13. Chewing gum or tobacco products while in laboratory environments and/or clinical rotations is not permitted

Failure to adhere to the uniform policy as noted above will result in dismissal from the classroom, laboratory or clinical environment in which the student is scheduled to participate. Such dismissals will be managed as unexcused absences.

Identification Badges:

Our clinical sites, the Pieper Veterinary Center, require identification (ID) badges for all Veterinary Technology Program students while on site. A Middlesex Community College "STUDENT" identification badge was issued to each student upon admittance into the college. A Pieper Hospital "STUDENT" badge was issued to each student during the hospital shadow day. The MxCC "STUDENT" ID badge or the Pieper Hospital "STUDENT" badge is to be worn by the student at all times while in the hospital(s). The ID badge is to be worn on your person, not a backpack, pocketbook, etc.

Due to the college's contract with Pieper Olson & Pieper Memorial, we are obligated to comply with all of their rules and regulations. Non-compliance will not be tolerated. Students who do not wear their student ID badges while at the hospital are subject to the following disciplinary actions:

1. First offense: the first time a student forgets to wear their "STUDENT" ID badge while in the hospital can receive a verbal reminder.
2. Second offense: the second time a student forgets to wear their "STUDENT" ID badge while in the hospital can be excused from class and will be given a zero for that day's events.
3. Third and final offense: the third time a student forgets to wear their "STUDENT" ID badge while in the hospital can be dismissed from the program.

A lost or damaged MxCC ID badge must be immediately replaced. There may or may not be a fee for a replacement badge. Any fees will be the student's responsibility to pay.

Replacements can be issued on campus at:

Founders Hall

College Information and Communications Center (CICC)

9:00 a.m. – 5:00 p.m.

860.343.5800

Your ID has an expiration date which is the end of the semester you are enrolled in. Please keep your ID card for future semesters. New expiration labels are available where photos are taken.

A lost or damaged Pieper Hospital badge must be immediately replaced. Please see the Program Technician for a replacement badge. There may or may not be a fee for a replacement badge. Any fees will be the student's responsibility to pay.

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:

The Veterinary Technology Program at Middlesex Community College has been granted initial accreditation by the AVMA Committee on Veterinary Technician Education and Activities (CVTEA) on February 27, 2015.

The college expects its students to adhere to and follow all of the technical competencies that AVMA would require. 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 **highly recommended** for veterinary technology students. This is a 3- dose series of vaccinations that takes about 1 month to complete. You will obtain vaccines on days 0, 7, 28. The series of vaccinations costs approximately \$900 +.

Rabies is a preventable viral disease of mammals most often transmitted through the bite of a rabid animal. The vast majority of rabies cases reported to the Centers for Disease Control and Prevention (CDC) each year occur in wild animals like raccoons, skunks, bats, and foxes.

The rabies virus infects the central nervous system, ultimately causing disease in the brain and death. The early symptoms of rabies in people are similar to that of many other illnesses, including fever, headache, and general weakness or discomfort. As the disease progresses, more specific symptoms appear and may include insomnia, anxiety, confusion, slight or partial paralysis, excitation, hallucinations, agitation, hypersalivation (increase in saliva), difficulty swallowing, and hydrophobia (fear of water). Death usually occurs within days of the onset of these symptoms.

Students are urged to contact their own health care providers and insurance companies to explore insurance coverage for pre-exposure rabies immunization.

Passport Health facilities can provide Rabies vaccination:

<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:

1. UConn Health Center Main Campus in Farmington: 860-679-2000
2. UConn Health Partners in West Hartford (65 Kane St): 860-679-6792
3. Middlesex Occupational Health, 534 Saybrook Road, Middletown: 860-358-2500

Tetanus Vaccination:

It is strongly advised that all students who have been selected for admission to the Veterinary Technician Program be current on their tetanus vaccination prior to starting the program. A current tetanus vaccination is required by Yale University for the laboratory animal rotation during the Spring semester of the first year.

Off-Campus Site Visits:

In addition to your time spent at Pieper Veterinary Center, there will also be mandatory site visits during your semesters for farm animal, equine, and 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:

The major objective of the Externship Program is to provide the student with a valuable learning experience. Emphasis is placed on the role of the student in relation to the externship experience, the veterinary hospital, or laboratory animal facility, and MxCC's Externship Instructor.

The general purpose of the Externship Program is to provide the student with an actual hands-on work experience applying knowledge learned in the classroom. To be effective, the externship experience should be planned so that the student can perform required skills in the practice setting.

THE VALUE OF EXTERNSHIPS

Externships assist the student in learning and professional development.

The experience affords the student an opportunity to observe professional staff in their work environment, performing various skills.

Externships establish and maintain channels of communication between the Student, the Educator, and the Professional in the field.

There are two externships incorporated within the MxCC Veterinary Technology Program. Student's progress during their externships will be monitored by phone calls, emails, visitations, evaluation progress reports and other communication made by the externship's instructor.

Veterinary Technology Externship I – VET 280

Veterinary Technology Externship I will begin after successful completion of the second semester. This externship is 40 hours long and is a pre-requisite for VET 286.

Veterinary Technology Externship II – VET 286

Veterinary Technology Externship II will begin after successful completion of the third semester. This externship must be completed by the end of the fourth semester. This externship is 200 hours long. If you do not successfully pass this externship you will not graduate the Veterinary Technology program.

A complete externship manual, that contains the specific details, will be made available during the second semester of the program.

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:

- MxCC Veterinary Technology Club
- The National Association of Veterinary Technicians in America (NAVTA)
- The Connecticut Veterinary Medical Association (CVMA)
- The Connecticut Veterinary Technician Association (CTVTA)

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. Additional activities may include outside events such as college career fairs and animal events.

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 lecture classes or clinical rotations at 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.

Please return to the program coordinator by August 28, 2018.

On August 28, 2018, 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 _____