

**JEFFERSON COLLEGE**

**COURSE SYLLABUS**

**VAT101**

**INTRODUCTION TO VETERINARY TECHNOLOGY**

2 Credit Hours

Prepared by:

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## VAT101 Introduction to Veterinary Technology

### I. CATALOGUE DESCRIPTION

- A. Pre-requisite: Reading Proficiency and Admission to the Veterinary Technology Program
- B. 2 Semester Credit Hours
- C. Introduction to Veterinary Technology orients students to career management as veterinary technicians and provides comprehensive instruction in professional ethics, electronic communications, business management, and the public health interest. (F)
- D. Fulfills degree requirement for the Associate of Applied Science degree in Veterinary Technology

### II. EXPECTED LEARNING OUTCOMES/CORRESPONDING ASSESSMENT MEASURES

Explain the acronym OSHA; describe the role it plays in the development of safety programs; list the safety rights and responsibilities of employees and workplace leaders; list common workplace hazards and describe precautions taken to reduce hazard risks	OSHA in-class training session and quiz
Describe the educational and credentialing requirements for entry into the profession of veterinary technology; describe the scope of practice for veterinary technicians; explain professional ethics and laws of the veterinary profession; and demonstrate procedures for optimal employment placement	In-class exercises, resume/cover letter assignment, mock interview, exam, and final exam
List the various types of veterinary facilities; list the roles and responsibilities of each member of the veterinary health care team; outline the key elements of effectively working with clients; describe the major job management functions needed to effectively run a veterinary hospital; and describe the primary components of excellent practice management	In-class exercises/discussions, exam, and final exam
Describe the primary and secondary purposes of the medical record; explain the legal issues related to ownership of medical records; describe the different types of medical records; demonstrate the management of paper and electronic medical	In-class exercises, medical records assignment, exam, and final exam

records; and compare and contrast filing systems commonly used	
Recognize and identify various breeds of dogs and cats	<p>Each student will compile informational handouts of 70 dog breeds and 10 cat breeds (a picture of each breed must be included). Five dog breeds are due the first 14 weeks of class and 10 cat breeds are due the last week of class (see schedule below). All of the information below must also be included for each breed:</p> <ul style="list-style-type: none"> <li>• Breed name</li> <li>• Breed category/Average Size/Lifespan</li> <li>• Background of breed</li> <li>• Breed personality, characteristics, and temperament (Also mention if the breed comes in more than one type of hair coat (i.e. smooth, rough, wire, etc...))</li> <li>• Care requirements and breed disposition to medical problems</li> </ul> <p>Midterm exam Final exam</p>

### III. OUTLINE OF TOPICS

- A. Occupational Health and Safety in Veterinary Hospitals
1. Safety
  2. General workplace hazards
  3. Medical and animal-related hazards
  4. Precautions for dentistry operations
  5. Radiology
  6. Anesthesia
  7. Compressed gases
  8. Sharps and medical waste
  9. Hazardous drugs and pharmacy operations
- B. Introduction to Veterinary Technology: Its Laws and Ethics
1. The veterinary technician today
  2. Education
  3. The Veterinary Technician National Examination (VTNE)
  4. The profession of veterinary technology
  5. Terminology and the Veterinary Health Care Team
  6. Professionalism

7. Professional organizations and acronyms
  8. Professional ethics
  9. Profession-related laws and regulations
  10. Additional laws governing veterinary practice
- C. Veterinary Practice Management
1. Types of veterinary practices
  2. Typical employment positions
  3. Practice facilities and workflow
  4. Clients and client services
  5. Management of the veterinary practice
- D. Veterinary Medical Records
1. Functions of the medical record
  2. Medical and legal requirements
  3. Format of veterinary medical records
  4. Components of the problem oriented veterinary medical record (POVMR)
  5. Management of paper medical records
  6. Management of electronic medical records
  7. Management of ambulatory practice records
  8. Veterinary medical database
- E. Small Animal Breed Identification
1. Common dog breeds
  2. Common cat breeds

#### IV. METHOD(S) OF INSTRUCTION

- A. Lectures
- B. In-class exercises/discussion
- C. Homework Assignments
- D. Textbooks
- E. Audio-visual aids

#### V. REQUIRED TEXTBOOK(S)

- A. McCurnin, D. (2014). *Clinical Textbook for Veterinary Technicians, current edition*. St. Louis: Saunders Publishing
- B. 2013. *Dorland's Pocket Medical Dictionary, current edition*. Philadelphia: Elsevier Saunders

- C. Kahn, C. (2010). *Merck Veterinary Manual, current edition*. Whitehouse Station: Merck & Co., Inc.

VI. REQUIRED MATERIALS

None

VII. SUPPLEMENTAL REFERENCES

None

VIII. METHOD OF EVALUATION

A. Distribution of Final Grade

There are written exams/quizzes, in-class exercises, homework assignments and a comprehensive final, all of which comprise the final lecture grade.

II. Assignment of Final Letter Grades

A = 93-100

B = 84-92

C = 75-83

D = 60-74

F = below 60

III. Attendance Policy

Student attendance is mandatory. There are no excused absences. If a student misses more than 15% of the total time that the class meets in a semester, the student may be prohibited from attending the class by the instructor. In such cases, the student must officially withdraw from the course, by the designated withdrawal date, in order to reduce the possibility of receiving an "F" for the course. **Tardiness beyond 10 minutes is considered an absence.**

Students are permitted to miss one exam date with no penalty. Make up exams are taken in the Testing Center within 3 days of the original exam.

The instructor may make exceptions to this policy in certain cases, i.e., illness requiring hospitalization, death in the family, etc.

IX. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Technology Center 101; phone 636-481-3169).

## X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College website <http://www.jeffco.edu>).

## XI. ATTENDANCE STATEMENT

Regular and punctual attendance is expected of all students. Any one of these four options may result in the student being removed from the class and an administrative withdrawal being processed: (1) Student fails to begin class; (2) Student ceases participation for at least two consecutive weeks; (3) Student misses 15 percent or more of the coursework; and/or (4) Student misses 15 percent or more of the course as defined by the instructor. Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.

## XII. OUTSIDE OF CLASS ACADEMICALLY RELATED ACTIVITIES

The U.S. Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically-related activities such as reading, studying, and completing assignments. Specifically, time spent on academically-related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.

Since this class is a face-to-face, 16-week, 2 credit hour class, the expectation is that 75 hours be spent on academically-related activities over the 16-week period. The class meets face-to-face for 25 hours over the 16 weeks, so it is expected that 50 hours be spent on outside-of-class activities. This means you should spend about 3 hours each week reading the textbook, completing assignments, studying for exams, etc.