Jefferson College

VETERINARY TECHNOLOGY

Student Handbook

Jefferson College
Veterinary Technology
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It is the policy of Jefferson College that no person shall on the basis of age, ancestry, color, creed, disability, gender, national origin, race, or religion, be subject to discrimination in employment or in admission to any educational program or activity of the College.

If accommodations for a disability are needed, please contact the Accessibility Resource Office at 636-481-3158 or aro@jeffco.edu.

Nothing within the Veterinary Technology Student Handbook is intended to take precedence over the rules and regulations put forth by the Missouri Veterinary Medical Board and the American Veterinary Medical Association.

VETERINARY TECHNICIAN OATH

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

VETERINARY TECHNICIAN
CODE OF ETHICS

1. Veterinary technicians shall aid society and animals through providing excellent care and services for animals.

2. Veterinary technicians shall prevent and relieve suffering of animals.

3. Veterinary technicians shall promote public health by assisting with the control of zoonotic diseases and informing the public about these diseases.

4. Veterinary technicians shall assume accountability for individual professional actions and judgments.

5. Veterinary technicians shall protect confidential information provided by clients.

6. Veterinary technicians shall safeguard the public and the profession against individuals deficient in professional competence or ethics.

7. Veterinary technicians shall assist with efforts to ensure conditions of employment consistent with excellent care of animals.

8. Veterinary technicians shall remain competent in veterinary technology through a commitment to lifelong learning.

9. Veterinary technicians shall collaborate with members of the veterinary medical profession in efforts to ensure quality health care services for all animals.

* Source is NAVTA

The Role of the American Veterinary Medical Association (AVMA)

The **AVMA** recognizes veterinary technicians as an integral and valuable component of veterinary medicine in the United States. The AVMA supports and urges the full utilization of veterinary technicians whenever possible in veterinary research, regulatory, and animal health care activities. The practice of veterinary medicine is enhanced through efficient utilization of each member of the veterinary health care team by delegation of tasks and responsibilities to the appropriate level of support staff.

The **AVMA** is the accrediting body for Veterinary Technician schools in North America.

AVMA NOMENCLATURE

❖ "Veterinary Technology" is the science and art of providing professional support service to veterinarians in the practice of their profession.

❖ A "Veterinary Technician" is a person who has graduated from a two or three-year, AVMA-accredited program for veterinary technology.

❖ A "Veterinary Technologist" is a graduate of a four-year, AVMA-accredited program who holds a baccalaureate degree from such study.

❖ "Veterinary Assistant": The adjectives "animal," "veterinary," "ward," or "hospital" combined with the nouns "attendant," "caretaker," or "assistant" are the titles sometimes used for individuals where training, knowledge, and skills are less than the required for identification as a veterinary technician or veterinary technologist. The basic tasks performed by veterinary assistants may include, but are not limited to, feeding, watering, bathing, restraining, transporting, and exercising animals. They may also perform cleaning, clerical/office duties, and other similar entry-level activities.

PERFORMANCE STANDARDS

Performance standards are necessary in a competent veterinary health technician. These standards are necessary to protect the technician, other members of the health care team and the animal patients.

1. **Physical Requirements**
    a. Ability to tolerate walking and standing for sustained periods.
    b. Capable of lifting and/or carrying up to 50 pounds from floor to waist level frequently.
    c. Capable of using hands and arms to handle, install, position, and move materials.
    d. Capable of handling, positioning, and restraining live animals.

2. **Sensory Abilities**
    a. Visual ability to see details at a close range and to make observations and assessments necessary in animal care. Be able to use diagnostic equipment i.e. microscope, thermometer, refractometer etc. . . .
    b. Auditory ability sufficient to monitor and assess health needs. Hear auscultatory sounds, monitor alarms, emergency, and cries for help. Hear warning sounds from animals and humans of impending danger / injury.
    c. Tactile ability sufficient for physical assessment and to perform nursing duties. Perform palpation during physical exams. Administer oral, intramuscular, subcutaneous, and intravenous medications. Insert and remove tubes and perform wound care management. Collect organic samples from live animals.

3. **Mental**
    a. Amenable to learning the safe handling, restraining, and working with any species of domestic or exotic animals without fear. These animals may be sick, injured, fractious, or aggressive without fear.
    b. Willingness to assist with or perform a wide variety of routine medical surgical and diagnostic procedures common to the veterinary setting, including humane euthanasia.
    c. Capacities to read and hear, understand, and quickly execute complex verbal and written instructions given in English.
    d. Possess emotional stability when performing duties in animal life and death situations or other stressful situations.
    e. During emergencies, being able to respond promptly and appropriately.

JEFFERSON COLLEGE MISSION STATEMENT

College Mission:
Jefferson College serves our community by delivering quality-learning opportunities that empower individuals to achieve their goals.

Vision:
Jefferson College strives to inspire our community to explore, develop, and engage in innovative learning experiences in a supportive and inclusive environment.

Values:
Jefferson College fosters a culture of excellence for its community of students, faculty, and staff by embracing the following values:
- Success: Supporting a focus on achievement, self-discovery, scholarship, creativity, completion, and skill mastery.
- Accessibility: Fostering an environment of diversity and inclusion where a culture of collaboration responds to the needs of our communities through quality and affordable educational opportunities.
- Integrity: Encouraging open, honest, and respectful communication; committing to accountability in all interactions, operations, and procedures.
- Learning: Establishing a high-quality learning environment that features collaborative and innovative engagement, academic freedom, professional development, and continuous assessment for improvement; and
- Service: Infusing a spirit of civic engagement through community volunteer initiatives, cultural enrichment, and service-learning opportunities.

JEFFERSON COLLEGE VETERINARY TECHNOLOGY PROGRAM MISSION STATEMENT

The mission of the Jefferson College Veterinary Technology Program is to train caring individuals to enhance the veterinary medical team. We believe these individuals are the best qualified to not only provide care for animals, but as professionals, to provide the highest quality care animal patients can receive.

Through public education and education of those in the veterinary profession, Jefferson College Veterinary Technology emphasizes the value of employment of registered personnel versus lay assistants. As the profession realizes the increasing value of registered technicians, we strive to create a profitable, satisfying life-long career for Jefferson College graduates.

JEFFERSON COLLEGE DIVERSITY STATEMENT

Jefferson College is a community leader dedicated to supporting and promoting diversity through opportunities and experiences that foster a culture of respect, inclusiveness, and understanding for everyone in the campus community to engage in a diverse world.

Diversity and inclusion at Jefferson College is a collective effort that comes from staff, faculty and students working together to make sure our campus is a welcoming place for all people, regardless of background or identity.

[View the Inclusion and Diversity Plan: 2017-2022](#)

JEFFERSON COLLEGE VETERINARY TECHNOLOGY PROGRAM DIVERSITY, EQUITY, AND INCLUSION STATEMENT

Jefferson College Veterinary Technology Program is dedicated to supporting diversity, equity, and inclusion to ensure students and graduates respect and contribute to a diverse world. The Program promotes a culture of acceptance, inclusiveness, and understanding for everyone in the profession of veterinary medicine and beyond.

INTRODUCTION

Veterinary technicians are basically, registered nurses for animals. There are 209 veterinary technician programs in North America, 5 of which are in Missouri. The Jefferson College Veterinary Technology Program was established in 1976.

Veterinary technicians or veterinary nurses, as defined by the American Veterinary Medical Association, are graduates of AVMA accredited programs of veterinary technology. Like human nursing schools, programs of veterinary technology may include four or two years of undergraduate study and may result in either a Bachelor of Science degree or an Associate of Applied Science degree. Jefferson College offers a two-year program, which results in an Associate of Applied Science degree. The Certified Veterinary Technician or Registered Veterinary Technician is analogous to the Registered Nurse (RN) in the human nursing profession.

Veterinary medicine, like medicine for humans, has become radically more sophisticated in the past fifty years. There is an increased need for educated and skilled veterinary technicians to assist the practicing clinician, particularly in specialty and referral centers, and emergency and critical care facilities. Here veterinary technicians perform a wide range of nursing tasks from assisting in surgery to calculating preoperative anesthetic doses. In large specialty hospitals, veterinary technicians (like human nurses) may become specialists in anesthesiology, critical care, veterinary dentistry, and so on. These veterinary technician specialists teach veterinary medical students during their clinical rotations. On average, the median pay for veterinary technicians in the state of Missouri is $15.98 per hour.

Many practices in Missouri do not function at the level of expertise described above, and they rely on the work force provided by *veterinary assistants*. Veterinary assistants are frequently trained on the job under the supervision of their employing veterinarian; they are not graduates of two or four-year programs of veterinary technology. Although veterinary assistants and veterinary technicians work side by side in some veterinary practices and perform many of the same duties, the differences between them lie in the way in which veterinary technicians approach problem solving and, in their ability, to understand why they are completing certain decisions independent of the veterinarian. Veterinary assistants are prohibited by law to perform tasks delegated to veterinary technicians; veterinary technicians are prohibited by law to perform tasks delegated to veterinarians. Veterinary technicians are also instructed in professional ethics, conduct, and communication skills.

Veterinary technicians work in a wide range of facilities. Most work in small animal practices (50%), but they may also work in laboratory animal management (biotechnology), zoos, aquariums, wildlife rehabilitation centers and in equine and food animal practices. Below is a list of some of the specific functions of veterinary technicians in small animal practice:

1. Perform intubation and administer inhalant or intravenous anesthesia
2. Perform pre-operative blood work
3. Assist in surgery
4. Monitor and maintain animal on anesthesia
5. Prepare and dispense pharmaceuticals
6. Administer medications IV, IM, PO, etc.
7. Perform dental prophylaxis: scale teeth of animal using an ultra-sonic scaler while simultaneously monitoring the anesthetized patient
8. Perform physical examination
9. Perform catheterization by all routes
10. Complete in-house treatment of hospitalized patients
11. Collect and administer all blood products
12. Perform external cardio-pulmonary resuscitation
13. Perform laboratory procedures in hematology, clinical chemistry, urinalysis, parasitology, and microbiology
14. Record patient information for medical records
15. Communicate with pet owner regarding treatment regimens, billing, preventative medicine....and much, much, more

This program provides for the combined studies of college level general education courses and extensive course work in science and animal health theory and practice, and is designed to prepare graduates for careers as registered veterinary technicians in small animal medicine, equine and food animal medicine, and research veterinary medicine.

OBJECTIVES OF THE VETERINARY TECHNOLOGY PROGRAM

First Year Objectives: To provide an orientation to the field of veterinary technology and provide students with basic knowledge of anatomy, physiology, and nutrition in preparation for the applied clinical courses. Students will be provided with a basic understanding of the functions of a veterinary technician in a private veterinary practice to prepare them for employment as interns during their educational experience. Upon completion of the first year, students are expected to be familiar with first year level tasks as outlined by the American Veterinary Medical Association.

Second Year Objectives: To provide students with veterinary medical theory as well as exposure to small and large animal clinical procedures, radiological procedures, clinical pathology, and laboratory animal research protocols. Upon completion of the second year, students are expected to be familiar with second year level tasks as outlined by the American Veterinary Medical Association and meet qualifications for applying for a license as a registered technician in Missouri.

RECOMMENDED CURRICULUM

The program consists of five terms including an internship.

First Year-Fall Term		
Course Number	**Course Title**	**Credit Hours**
COL100	*Freshman Seminar: Animal Related Careers*	1 hr
VAT101	Introduction to Veterinary Technology	2 hr
VAT113	Principles of Clinical Medicine I	4 hr
BIO207	Vertebrate Anatomy	4 hr
HST103, HST104 or PSC102	*U.S. History I, U.S. History II, or U.S. & Missouri Government and Constitution**	3 hr
CIS125	*Computer Concepts Applications**	3 hr
First Year-Spring Term		
VAT114	Principles of Clinical Medicine II	4 hr
VAT106	Applied Pharmacology	3 hr
BIO208	Vertebrate Physiology	4 hr
BIO113	Microbiology for Health Sciences	4 hr
ENG101	*English Composition I**	3 hr
Summer Semester		
VAT199	Veterinary Technology Internship	6 hr
Second Year-Fall Term		
VAT250	Veterinary Hospital Technology I	5 hr
VAT258	Clinical Pathological Techniques	5 hr
VAT266	Large Animal Technology I	3 hr
COM100 or elective	*Fundamentals of Communication**	3 hr
Second Year-Spring Term		
VAT256	Veterinary Hospital Technology II	5 hr
VAT252	Applied Radiology	2 hr
VAT264	Laboratory Animal Technology	3 hr
VAT267	Large Animal Technology I	3 hr
VAT270	Veterinary Technology Capstone	1 hr
PSY101 or elective	*General Psychology**	3 hr
74 hours total		

* Transferable courses.

COMPUTER LITERACY COURSE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER TO GRADUATE.

Jefferson College

Veterinary Technology
2024 – 2025
Associate of Applied Science Degree

A minimum 2.0 cumulative GPA is required for the degree. The residency requirement specifies that a minimum of 15 credit hours must be completed at Jefferson College. Courses with similar content may not both apply towards graduation. The computer literacy requirement must be completed with a grade of "C" or better. See a list of course options for each general education and institutional degree requirement below the degree plan. For a list of MOTR approved general education courses, visit the MOTR webpage. This plan is not a substitute for meeting with an Advising Specialist.

	Course Titles and General Education/Institutional Requirements	Course Number	Completed/In Progress	Future	Degree
Core Requirements	Introduction to Veterinary Technology (2)	VAT101			X
	Applied Pharmacology (3)	VAT106			X
	Principles of Clinical Medicine I (4)	VAT113			X
	Principles of Clinical Medicine II (4)	VAT114			X
	Veterinary Technology Internship (6)	VAT199			X
	Veterinary Hospital Technology I (5)	VAT250			X
	Applied Radiology (2)	VAT252			X
	Veterinary Hospital Technology II (5)	VAT256			X
	Clinical Pathological Techniques (5)	VAT258			X
	Laboratory animal Technology (3)	VAT264			X
	Large Animal Technology I (3)	VAT266			X
	Large Animal Technology II (3)	VAT267			X
	Veterinary Technology Capstone (1)	VAT270			X
General Education and Institutional Requirements	Communications (3)	ENG101(H)			X
	Communications OR Humanities (3)				X
	Social and Behavioral Sciences (3)				X
	Civics (3)				X
	MO Civics Exam	PSC001			X
	Natural Science (12)	BIO113^			X
		BIO207^			X
		BIO208^			X
	Computer Literacy (3)	CIS125^			X
	First Year Experience (1)				X
				Total Credits	74

General Education/Institutional Requirements	Credits Required	Course Options
Communications	3	ENG101(H)
Communications or Humanities	3	See MOTR webpage for a list of choices (cannot use Performance/Production of Creative Arts courses)
Social and Behavioral Sciences	3	See MOTR webpage for a list of choices
Civics	3	HST103(H), HST104(H), PSC102(H)
Natural Science	12	BIO113^ and BIO207^ and BIO208^
Computer Literacy	3	CIS125^
First Year Experience	1	COL100^, COL101^, COL136^

^These courses listed in the General Education and Institutional Requirements are not part of the MOTR CORE42 general education program, and are not a guaranteed transfer to other institutions.

VETERINARY TECHNOLOGY BOOK LIST
Revised 07/24

Course Number	Required Textbooks
VAT101	INTRODUCTION TO VETERINARY TECHNOLOGY (First Year Students, Fall Semester): Clinical Textbook for Veterinary Technicians 10th ed., McCurnin, Elsevier Publishing; An Illustrated Guide to Veterinary Medical Terminology 4th ed., Romich, Cengage.
VAT113	PRINCIPLES OF CLINICAL MEDICINE I (First Year Students, Fall Semester): Merck Veterinary Manual, 11th ed. - Merck; Dorland's Pocket Dictionary 30th ed. - Elsevier Publishing.; Clinical Textbook for Veterinary Technicians 10th ed., McCurnin, Elsevier Publishing.
VAT114	PRINCIPLES OF CLINICAL MEDICINE II (First Year Students, Spring Semester) same texts as 101 and 113.
VAT106	APPLIED PHARMACOLOGY (First Year Students, Spring Semester) Practical Pharmacology for Veterinary Technicians, 3rd ed., Serling and Arnold, Bluedoor Publishing.
VAT250	VETERINARY HOSPITAL TECHNOLOGY (Second Year Students, Fall Semester) Clinical Textbook for Veterinary Technicians, Dennis M. McCurnin, 10th ed., Saunders Publishing.; Anesthesia and Analgesia for Veterinary Technicians, 6th ed., Thomas and Lerche, Elsevier Publishing.
VAT252	APPLIED RADIOLOGY (Second Year Students, Spring Semester) Lavin's Radiography for Veterinary Technicians, 7th ed., Brown and Brown, Elsevier Publishing.
VAT266	LARGE ANIMAL TECHNOLOGY I (Second Year Students, Fall Semester) Clinical Textbook for Veterinary Technicians 10th ed., McCurnin, Elsevier Publishing.; Large Animal Clinical Procedures for Veterinary Technicians 5th ed., Holtgrew-Bohling, Elsevier Publishing.
VAT264	LABORATORY ANIMAL TECHNOLOGY (Second Year Students, Spring Semester); Laboratory Animal and Exotic Pet Medicine Principles and Procedures 3rd ed., Sirois, Elsevier Publishing; Clinical Textbook for Veterinary Technicians 10th ed., McCurnin, Elsevier Publishing.
VAT256	VETERINARY HOSPITAL TECHNOLOGY II (Second Year Students, Spring Semester), same texts as 250 plus outlines provided by faculty and staff.
VAT258	CLINICAL PATHOLOGICAL TECHNIQUES (Second Year Students, Fall Semester), Laboratory Procedures for Veterinary Technicians, 7th ed., Sirois, Elsevier Publishing.; Diagnostic Parasitology for Veterinary Technicians 6th ed., Hendrix, Elsevier Publishing.
VAT267	LARGE ANIMAL TECHNOLOGY II (Second Year Students, Spring Semester), same texts VAT266.
VAT270	VETERINARY TECHNOLOGY CAPSTONE (Second Year Students, Spring Semester), Mosby's Comprehensive Review for Veterinary Technicians, 6th ed., Tighe & Brown, Elsevier Publishing.

REQUIREMENTS FOR CONTINUATION IN THE VETERINARY TECHNOLOGY PROGRAM

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

1. All academic requirements specified by Jefferson College for continuation in the college.
2. A grade of "C" or above in each course that is a part of the Veterinary Technology curriculum.
3. A grade of "C" or above in each science course required for program completion.
4. All students must participate in the Vertebrate Anatomy Supplemental Instruction course unless they are maintaining a grade of 80% or better in the course. Students not participating may be removed from the program.
5. All students in the Veterinary Technology Program must plan to complete all coursework in sequence before continuing to the next level.
6. A student must complete all clinical objectives in each Veterinary Technology course to receive a passing grade for the course.
7. A student must independently pass both the lecture portion and the laboratory portion of each class to advance in the program. For example, if a student passes the lab portion with a 90% but receives a 73% in the lecture portion, the student will not pass the class and be required to drop from the program. The class can be re-taken later as space permits.
8. A student must independently pass all sections of the Veterinary Technology Internship course (hours worked, case study assignments/essential skills list, and employer evaluation) with a grade of 75% or better to advance in the program. Additionally, if a student is terminated from an internship provider for cause (performance, behavior, etc.) they will not be allowed to advance in the program.
9. A student must abide by all the rules and regulations of Jefferson College, the Jefferson College Veterinary Technology Program, and the cooperating clinical facilities as identified in the College Student Handbook, the Veterinary Technology Student Handbook, or established by the cooperating clinical facilities.
10. A student must exhibit professional, ethical, and legal behavior on and off Jefferson College property when representing the Veterinary Technology program (i.e. career days, places of employment, internships, and off-campus events).
11. A student must exhibit behaviors that enhance the health and safety of patients.

**Failure in these criteria may result in expulsion from the program by the Admissions Committee, regardless of academic standing.

If a student is not eligible to continue in the Veterinary Technology curriculum, the student may continue to enroll in other courses of the college if he/she meets the academic requirements of the college.

Students who have not met requirements of the program will be dropped from the program.

PROGRAM READMISSION PROCEDURE

A student may apply for readmission after withdrawing from the Veterinary Technology Program or having become ineligible to continue in the program. A student must successfully complete the first semester of the program to be eligible for readmission. If a student does not successfully complete the first semester of the program, the student will need to reapply to the program by completing the normal application process. The readmission request must be made in writing to the Director of Veterinary Technology. Readmission to the appropriate term is dependent on the availability of class space and compliance with readmission policy.

1. Once dismissed from the program the student must notify the program, in writing, of readmission intent.
2. After one year has lapsed between dismissal or withdrawal from the program and potential readmission date, the student will not be considered for readmission and must reapply to the program.
3. A student must receive recommendation from the Veterinary Technology faculty for readmission.
4. Students are not recommended for readmission more than one time.
5. Students must be approved for readmission by the Veterinary Technology Admissions Committee. The Admissions Committee may specify certain criteria necessary for readmission. Criteria may include repeating of course(s), remediation of course(s), regularly scheduled meetings with veterinary technology advisor, or other activities that promote the success of the student.
6. Students are officially notified by letter or email of this committee's decision and students may not register without that notification. Applicants must respond promptly to all correspondence. Failure to keep in contact may result in exclusion from the accepted list.
7. Priority for readmission will be given to returning Veterinary Technology students who had to withdraw from the program due to circumstances beyond their control. Students must successfully complete all basic science coursework (i.e., Anatomy) for their level of Veterinary Technology coursework before re-entering the program. Returning students who are accepted but have not completed this coursework will be given provisional acceptance and will be given the time until the beginning of the semester for which they are applying to complete this coursework.
8. Applications for readmission will be considered on a space-available basis.

GRADUATION REQUIREMENTS

The general requirements for an Associate of Applied Science Degree in Veterinary Technology from Jefferson College are:
1. 74-77 semester hours of college credit.
2. Completion of minimum requirements specified for the degree.
3. Completion of all Veterinary Technology courses with a grade of "C" or better.
4. Cumulative grade point average of 2.0 (C or better).
5. Approval of candidate for degree by faculty and administration.
6. Zero balance due on all college fees.
7. Computer literacy course completed with a grade of "C" or better.

A candidate for degree must:
1. File an application for graduation with the Office of Enrollment Services no later than March 1.
2. Pay graduation fee at the last semester of registration prior to graduation and no later than April 1.
3. Successfully complete the College exit examination.
4. Attend commencement.

REQUIREMENTS FOR REGISTRATION AND LICENSURE FOR A VETERINARY TECHNICIAN IN THE STATE OF MISSOURI

Upon successful completion of the Jefferson College Veterinary Technology Program, graduates are eligible to take the Veterinary Technician National Examination (VTNE) through the American Association of Veterinary State Boards (AAVSB). Most states require that VTNE candidates be graduates of a veterinary technology program accredited by the American Veterinary Medical Association (AVMA-CVTEA). Three states allow On-the-Job Training (OJT) or alternate degrees for VTNE eligibility: Alaska, California, and Wisconsin. Furthermore, some states require the successful completion of a state board examination in addition to a passing score on the VTNE. To verify VTNE eligibility, please click on the link below to view each state's requirements.

[VTNE Eligibility by State](#)

The Computer Based VTNE (Veterinary Technician National Examination) will be given in windows, at PSI Testing Centers across the US and Canada. The test windows are established as follows:

February 15-April 15
May 15-July 15
August 15-October 15
November 15-January 15

Requests for special needs must be received at the time applications are received.

For an applicant to schedule to take the VTNE in the State of Missouri, applicants must:

1. Apply for licensure in the State of Missouri and pay the required $50.00 examination fee to the Missouri Veterinary Medical Board. This application must be completed to determine eligibility of an applicant to sit for the VTNE. The following materials must be submitted with the application:
   a. Official transcripts from an AVMA accredited program showing the degree has been completed and rewarded
   b. 2 passport photos with the student's signature on the back of each one
2. Submit the VTNE application form and $355.00 VTNE fee directly to the American Association of Veterinary State Boards (AAVSB). Students can complete this application online at AAVSB.org.

No applicant will be allowed to sit for the VTNE unless an application for both licensure in the State of Missouri and the VTNE application are completed. Upon receipt of the application for licensure, the Board office will submit a list of eligible candidates to the AAVSB. After being found eligible, the candidate will receive an Authorization to Test letter, and then contact Prometric at www.prometric.org or by toll free phone to arrange for a specific testing date and time. An admission ticket will be sent out. The candidate will need to present the admission ticket with a valid ID to sit for the exam.

Passing Scores:

Missouri State Board Exam = 70%
VTNE = 425

No person may take either exam more than 4 times to qualify for registration in Missouri.

VETERINARY TECHNOLOGY LABORATORY/CLINIC

First-Year and Second-Year Student Responsibilities

First-year and second-year students are responsible for care and husbandry of all USDA lab dogs/cats, all on-campus large animals, all on-campus laboratory animal species, and patient ward duties (including treatments on hospitalized and outpatient animals. Also included in clinic duty is basic animal care of hospitalized patients (make sure animals are always comfortable).

Seven kennel groups are responsible for completing animal care duties twice a day, seven days a week. Each team is "on duty" for the assigned period. Each group consists of 5-8 students and they are responsible for performing kennel duties during the assigned period. Kennels are to be done daily (holidays and weekends included) between **6:00 and 8:00 a.m.** in the mornings and between **5:00 and 7:00 p.m.** in the evenings.
Each kennel group must collaborate and make a kennel schedule for the required weekend dates. Please include each person's entire name and contact number on the schedule. Each animal care group member and appropriate instructor should receive a copy of the completed schedule. Each person *MUST* participate in the assigned weekend shifts. *BE AS FAIR AS POSSIBLE!!* If a group member is being difficult or is not willing to take the desired number of shifts please let your instructor know.
Superior kennel care is an essential part of the Jefferson College Veterinary Technology Program. An important part of your education and career is learning the duties and responsibilities of animal care and sanitation. These include feeding/watering, basic grooming, cleaning cages, observing for abnormalities, monitoring animal conditions, administering treatments/medications, and keeping records.

Attendance:
Our animals are our primary responsibility!!!!! An absence or missed shift is a **40-POINT DEDUCTION** from your grade. There are no excused absences! In case of a family emergency or illness, you will need to contact your instructor or your team to explain your situation. You may trade shifts with other group members if this occurs, but if no one can trade, you will have 40 points deducted from your grade. The instructor may make exceptions to this policy in certain cases, i.e., illness requiring hospitalization, death in the family, etc.

Grading Scale:
Kennel duties are worth 200 points. Your animal care assignments are included in the Principles of Clinical Medicine I and II Laboratory grades, Veterinary Hospital Technology I grade, and Veterinary Hospital Technology II grade.

Attendance:	
0-15 Minutes Late	First time, -5 points; 2nd time, -10 points, 3rd time, -15 points, after 3rd time counts as a missed shift
15-30 Minutes Late	First time, -10 points; 2nd time, -20 points, 3rd time, -30 points, after 3rd time counts as a missed shift
30-60 Minutes Late	First time, -20 points; 2nd time, -30 points, 3rd time counts as a missed shift
60+ Minutes Late	-40 points, counts as a missed shift
Duties:	
Not sharing an equal workload with your partner.	-10 Points (Each Concurrence)
Not performing necessary treatments and/or documentation.	-20 Points (Each Concurrence)
Not cleaning the kennels thoroughly.	-20 Points (Each Concurrence)
Not removing feces from outdoor areas.	-10 Points (Each Concurrence)
Any animal escapes your supervision.	-40 Points

In addition to animal care duties, second year students, as part of their Veterinary Hospital I and II Lab, are responsible for management of the clinical operation of the program (see Second Year Standard Operating Procedures).
Second year students will rotate through a variety of clinical assignments. These assignments are the responsibility of the scheduled student. If, **for any reason**, a student is unable to fulfill his/her scheduled assignment, he/she is responsible for finding another replacement student, after having this change approved by an instructor.

VETERINARY TECHNOLOGY STUDENT ESSENTIAL AND RECOMMENDED SKILLS LIST

The Essential and Recommended Skills List is a resource for veterinary technology programs and their students to utilize for curricular development and as a student method of monitoring acquisition of skills taught. The curriculum is designed to provide adequate hands-on experience to assure that students perform each essential task and many recommended tasks described on the following pages.

Veterinary Technology Student Essential and Recommended Skills List

STUDENT PERKS

The Jefferson College Veterinary Technology Program does **NOT** function as a public clinic. Persons inquiring into this possibility for their own pets are politely refused and referred to another clinic.

To enrich the learning experience and provide a realistic clinical atmosphere this department does provides services for faculty and staff pets as well as pets of veterinary technology students and their immediate families. Students who abuse this privilege may by refused treatment. **No personal pets/animals should be on the premises unless it has a medically indicated appointment. In addition, if a student has an animal that will be seen by the veterinarian, that animal must be contained in a kennel until the time of appointment. Students are not permitted to bring personal pets to lecture courses.**
Veterinary Technology students receive, in addition, a 50% discount on all services not requiring specialized materials. Inventory supplies are (i.e., heartworm prevention), are sold at slightly above cost. As with other clients, if a student builds a balance of over $50 due the department, that student will be denied further use of departmental services except in emergencies. All outstanding balances must be paid before the student receives grades for the semester or before the student graduates from the program. Unpaid balances will be turned over to the college business office for collection.

All animals brought into the department (lab dogs and personal pets) must always have a prior appointment and be kept in a cage or on a lead. If there is any doubt regarding the contagion of the pet (i.e., ongoing vomiting, diarrhea, lethargy), the pet must be brought in one's arms and placed in isolation in the radiology area immediately.

METHODS OF INSTRUCTION

Varieties of teaching/learning methods are used in the Veterinary Technology courses: required textbook and syllabus readings, lecture discussion, demonstrations by instructors, PowerPoint presentations, reference readings, and practice of veterinary technician skills in the program laboratory and clinic.
Clinical instructors supervise students. Laboratory sessions contain at a maximum of 18 students per instructor. Specific Task Lists, as recommended by the AVMA, are identified for the Veterinary Technology students.

STUDENT WORKLOAD

The average workload for a student in the program is 15 to 18 academic hours per semester, and 300 clock hours for the summer internship. Due to animal care responsibilities and the very nature of our profession, the Veterinary Technology Program does NOT always follow standardized class times and schedules. For example, second year students on anesthesia rotation must wait for their patients to recover from anesthesia before they are free to leave; not every animal will recover from anesthesia the same. Because of all the diverse duties involved in operating this program, students should anticipate **additional** hours outside of normally scheduled class times, and make allowances for these in work schedules, etc.

GRADING POLICY

The Department of Veterinary Technology adheres to the following grading scale:

93 - 100	A
84 - 92	B
75 - 83	C
60 - 74	D
< 60	F

A student may receive an incomplete grade in a course only if extenuating circumstances make it impossible to complete the course work. An incomplete grade can remain on a student's academic record only for the following semester. At the end of that time, the course work must have been completed or the incomplete grade automatically becomes an F.
Students may not progress through the curricula with an incomplete grade without special permission from their instructors. Students receiving a grade below C in any of the Veterinary Technology courses may repeat the course following reapplication to the program in the semester in which the course is normally offered.

ATTENDANCE POLICY

Students who attend class regularly and punctually do themselves a service and show instructors and other class members a courtesy. Students are not entitled to a certain number of absences. Points will be deducted from your lecture grade for each lecture absence and points will be deducted from your laboratory grade for each laboratory class missed. An instructor may consider excessive tardiness as absences in determining if a student may remain in the class. If a student misses more than 15% of the total time (including lecture and laboratory) that the class meets in a semester, the instructor may prohibit the student from attending the class. In such cases, the student must officially withdraw from the course, by the designated withdrawal date, to reduce the possibility of receiving an "F" for the course. At the beginning of the semester, the instructor will notify his or her students of the attendance and punctuality requirements for the class. Failure to attend class does not constitute an official withdrawal.
Tardiness beyond 10 minutes is considered an absence.
Example: A five credit hour course will generally meet 5 hours per week for 16 weeks or 80 hours. If a student misses 15% of the total class time (12 hours; lecture or laboratory) the student will be prohibited from attending the class and required to withdraw from the class.

Examinations: Students are permitted to take one examination late with no penalty. Make up exams will be taken in the Testing Center within 3 days of the original examination. For each subsequent test missed, you will receive a zero for the exam. The instructor may make exceptions to this policy in certain cases, i.e., illness requiring hospitalization, death in the family, etc.

PROFESSIONALISM POLICY

Professionalism is highly valued in the field of veterinary medicine. Merriam-Webster's dictionary defines professionalism as a "set of attitudes and behaviors believed to be appropriate to a particular occupation". Veterinary technology students are expected to adhere to the following professional behaviors:

1. Students are punctual, reliable, and dependable.
2. Students practice personal hygiene and wear appropriate attire (refer to the Uniform Code for attire requirements).
3. Students produce quality work and follow through with responsibilities.
4. Students use time efficiently and are self-directed in undertaking tasks.
5. Students are empathetic towards patients, clients, peers, and faculty/staff.
6. Students behave in an ethical manner at all times.
7. Students communicate articulately while using appropriate body language.
8. Students are respectful to patients, clients, peers, and faculty/staff.
9. Students are cooperative and diplomatic.
10. Students handle stress in an appropriate manner.

DISCIPLINE AND CONSEQUENCES FOR UNPROFESSIONAL BEHAVIOR

Students are expected to follow the professionalism policy at all times throughout the duration of the Program. Students who do not follow the professionalism policy or who do not demonstrate the above-named behaviors meet with the Veterinary Technology Program Director and receive a verbal warning. If the student does not correct the concerning behavior or follow policy, they meet with the Program Director and receive a written warning. The Veterinary Technology Director immediately dismisses any student who receives two written warnings throughout the duration of the Program. Any student dismissed due to written warnings is not eligible to apply for readmission to the Veterinary Technology Program.

If the Veterinary Technology Director is meeting with a student to issue a verbal or written professional warning, a faculty member within the Veterinary Technology Program also attends the meeting as a witness. The faculty member documents the written professional warning on a Student Conference Form. The involved student, faculty member, and Program Director sign two printed copies of the conference form. The student receives one of the copies, and the Veterinary Technology Program Director maintains the other copy in the student's file in the Program Director's office.

ACADEMIC HONESTY POLICY

The College recognizes that students are both citizens and members of the academic community. As citizens, students enjoy the same freedom of speech and assembly, freedom of association, freedom of the press, right of petition, and right of due process that all citizens enjoy.
Upon enrolling in the College, each student assumes an obligation to conduct herself/himself in a manner compatible with the College's function as an educational institution and to comply with the laws enacted by federal, state, and local governments. If this obligation is neglected or ignored by the student, the College must, in the interest of fulfilling its function, institute appropriate disciplinary action. Examples of misconduct, which may subject a student to disciplinary action, including disciplinary probation, suspension, or dismissal, are as follows:

PLAGIARISM: The unauthorized use of materials not written or created by the person claiming ownership. Plagiarism includes but is not limited to the following:
1. Turning in a written essay produced by someone else.
2. Collaborating on a written assignment without the specific approval of the instructor.
3. Borrowing materials from any source – professional or amateur – and turning them in as original.
4. Failure to acknowledge through appropriate citations any words, ideas, research, graphics, etc., produced by someone other than the person claiming authorship.

CHEATING: Dishonest acts committed while being tested or evaluated. Cheating includes but is not limited to the following:
1. Copying from another person's tests or assignments
2. Copying or studying from another person's returned quizzes, tests, or papers.
3. Using unauthorized test aids such as notes, drawings, books, etc. during an examination.
4. Submitting a paper, which was turned in to another instructor in another class to fulfill part of that course's required work unless agreed upon ahead of time by the instructor of the second course.
5. Aiding another student in dishonesty such as producing written work or sharing information during a test period.
6. Fabricating research or source materials.
7. Stealing, buying, or somehow obtaining a test from an instructor's work area or computer files.

SABOTAGE: Interference with or destruction of the work or property of another person, including the misuse of computers. Sabotage includes but is not limited to the following:
1. Forgery, alteration, or misuse of College documents, records, or identification.
2. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College activities.
3. Theft or damage to property of the College or of a member of the College faculty, of a College student, or of a campus visitor.
4. Unauthorized entry to or use of College facilities.
5. Misuse of computers including but not limited to:
    a. Unauthorized entries into a file to use, read, or alter it.
    b. Unauthorized transfer of a file.
    c. Downloading licensed software.
    d. Abuse of computer time.
    e. Infecting computers with a virus.

MISCONDUCT: Violation of College rules/policies or State/Federal laws. Misconduct includes but is not limited to:
1. Failure to identify one's self when requested by college officials, or failure to comply with directions of College officials acting in the performance of their duties.
2. Use, possession, or distribution of alcohol, narcotics, or dangerous drugs except as permitted by law.
3. Physical abuse, harassment including sexual harassment, or conduct by any student at College sponsored or supervised functions, which threatens or endangers the health and safety of any person or creates a hostile or offensive educational environment for any person.
4. Disorderly conduct which infringes upon the rights of others on College-owned property or at College-sponsored or supervised functions.
5. Possession or use of firearms, explosives, dangerous chemicals, or other weapons on College-owned or controlled property or at College-sponsored functions, except as permitted by law and College regulations.

VIKING WOODS

Students enrolled in the Veterinary Technology Program are not permitted to house any type of animals in the student housing facilities.

ACADEMIC HONESTY RELEASE FORM

Upon enrolling in the Veterinary Technology program, each student assumes an obligation to conduct herself/himself in a manner compatible with the Program's function as an educational institution and to comply with the laws enacted by federal, state, and local governments. If this obligation is neglected or ignored by the student, the Program must, in the interest of fulfilling its function, institute appropriate disciplinary action. Examples of misconduct that may subject a student to dismissal from the program are as follows:

1. Plagiarism
2. Cheating
3. Sabotage
4. Any serious violation of the Veterinary Technology Student Handbook or of Jefferson College policies, rules, or regulations
5. Any other type of serious misconduct which warrants dismissal from the program

I understand that as a Veterinary Technology student at Jefferson College I must conduct myself in a manner compatible with the Program. In addition, I understand that giving returned tests, quizzes, papers, etc. to another student or receiving returned tests, quizzes, papers, etc. from another student/graduate is considered a form of cheating and will result in my dismissal from the program.

Student's Signature: _____ Date: _____

UNIFORM CODE

Non-compliance with the uniform code described in this handbook parallels the Jefferson College Code of Conduct. Continued noncompliance with the code described below will result in expulsion from the Veterinary Technology Program.

Personal Appearance:
1. Students should present a professional appearance when in the clinical area.
2. Good personal hygiene is required and includes freedom from odors and excessive fragrances.
3. All clothing will be clean and neat.
4. Makeup should not be excessive.
5. Hair should be clean, well groomed, and pulled away from the face in laboratory sessions.
6. Male students should be freshly shaven or keep their beards, mustaches, and sideburns well groomed.
7. Fingernails are to be kept clean and at a length and shape consistent with patient safety. When looking at the palm side of the hand, nails should not be seen.

Uniform Requirements:
1. Scrubs
2. Closed-toe shoes
3. Lab coat
4. Wristwatch with second hand
5. Stethoscope
6. Calculator
7. Digital thermometer
8. Slip lead

Acceptable attire for labs includes surgical scrubs and closed-toe shoes.   Lab coats may be worn over your uniform in normal lab settings. When handling urine, blood, or feces for diagnostic purposes students must wear protective eyewear, exam gloves, and a lab coat. Rings and jewelry are not to be worn when assisting in surgery. A wristwatch with a second hand is considered part of the uniform, as is a stethoscope, calculator, digital thermometer, and a slip lead, all, if possible, marked with your name. Instructors will continually monitor compliance with this uniform code. If in doubt of uniform purchase, contact the instructor prior to purchase

LIABILITY

As a Veterinary Technician student, you are responsible for your actions when in contact with clients, even though you are not licensed or registered. Our clientele at Jefferson College are to be regarded as valued clients to be treated in a professional manner.
According to the Missouri Practice Act, it is illegal for technicians and technician students to diagnose, prognose, perform surgery, or prescribe medication or treatment without the authorization of a veterinarian. Students who are found responsible for such behaviors will be expelled from the program.

CELL PHONE POLICY

Cell phones are **NOT** permitted out during tests. If an instructor sees a student with their phone out, the phone will be confiscated until the end of class. They must be turned **OFF** and may **NOT** be used for calculators during tests.

VETERINARY TECHNOLOGY SOCIAL MEDIA POLICY

Jefferson College Veterinary Technology welcomes the responsible use of social media technologies to support communication and learning and to reach out to the community. The sites used to accomplish this are numerous and include social networking sites (Facebook and Twitter), content sharing (YouTube), and the College's website (www.jeffco.edu and Blackboard). Through these sites, the College and the Veterinary Technology Program can communicate important information and involve others in areas of mutual interest.

The Jefferson College Veterinary Technology Program recognizes the open nature of social media that is often used for personal and professional purposes. This policy is designed to help students clarify responsibilities when posting online material regarding Jefferson College Veterinary Technology and the veterinary profession.

1. Veterinary Technology students are encouraged to share information about Jefferson College and the Jefferson College Veterinary Technology Program. A Veterinary Technology faculty or staff member must approve pictures or videos taken within the classroom or laboratory setting before posting them to social media.

2. Veterinary Technology students will not post confidential information about Jefferson College, the Jefferson College Veterinary Technology Program, veterinary patients/clients, internship sites, out-rotation sites, and field trip locations.
    a. According to the Missouri Veterinary Medical Practice Act, "Licensees shall not reveal confidential, proprietary or privileged facts or data or any other sensitive information contained in a patient's medical records or as otherwise obtained in a professional capacity without prior consent of the client except as otherwise authorized or required by Chapter 340, RSMo, lawful rules as promulgated by the board, court order or any other state or federal law, or regulation".

3. Veterinary Technology students should be professional and respectful when posting information regarding Jefferson College, Jefferson College Veterinary Technology, and the veterinary profession. Students should emphasize that anything they post is their opinion and does not represent Jefferson College.

4. Veterinary Technology students are responsible for content they post on social media. Comments posted on social media regarding Jefferson College, the Jefferson College Veterinary Technology Program, veterinary patients/clients, internship sites, out-rotation sites, and field trip locations should "do no harm" to Jefferson College, the Jefferson College Veterinary Technology Program, or to other individuals/institutions noted. Comments should also pass the "Publicity Test" (Would you want to see this content published in the newspaper?).

5. Veterinary Technology students will not use the Jefferson College logo on personal social media sites and will not represent themselves as agents of the College.

Students are responsible for their own health maintenance throughout the Veterinary Technology Program. Neither the College nor the Veterinary Technology Department is responsible for needed medical care. Students are strongly advised to arrange for adequate health insurance coverage. Veterinary Technology students are expected to inform faculty of any health conditions that interfere with clinical laboratory functions. Students may be asked to refrain from certain clinical laboratory procedures if the instructors feel that the student's health may be compromised. As soon as pregnancy or any medical problems are diagnosed, the student is encouraged to bring a written statement from their doctor permitting them to continue in the Veterinary Technology Program and/or perform safely in the clinical setting. (See **Pregnancy Protocol** on page 25.)

Students should be aware of zoonotic risks (Rabies, Ringworm, Brucellosis, intestinal parasites, Toxoplasmosis, etc) that are associated with participation in the program and this profession.
Students should also be aware that practicing venipuncture on each other is prohibited. Students should be aware that Hepatitis B, AIDS, and other diseases can be transmitted by contact with infected blood and should handle and dispose of all venipuncture supplies and sharps in an appropriate manner. Students should also be aware of the risks of blood-borne diseases when aiding another injured student.

Students are required to get rabies vaccinations available through the Jefferson County Health Department or through their personal physician before beginning the program. Students bitten or scratched by animals while in the program are strongly encouraged to visit their physician at the earliest possible time. Because of the professional nature of the program, the College is in no way liable for students being bitten, scratched, kicked, etc. while handling any animal within the program (this includes laboratory animals, client animals, and/or boarding animals).

Guide to Public Health Concerns of Veterinary Medical Personnel

A disease that is transmitted between animals and people is called a <u>zoonotic</u> disease. There are many zoonotic diseases that have been known since ancient times, and more is being learned daily about other zoonotic diseases that have occurred recently, such as Hantavirus, Ebola, Lyme disease, and West Nile virus.
As veterinary medicine professionals, we are exposed to zoonotic diseases daily, even working in a routine small animal pet practice. Some of these diseases are self-limiting (they are fought off by the body), and not extremely serious in nature. On the other hand, some zoonotic diseases can be deadly to animals or people, or both.
The purpose of this document is to provide an outline of information regarding some of the more common zoonotic diseases one may encounter in veterinary medicine, and enable the veterinary technician student to assess situations in which these diseases can be avoided or prevented. At the end of the outline is a <u>Release, Hold Harmless and Indemnification Agreement</u> that the veterinary technology student is required to sign as part of their acceptance into the Veterinary Technology Program.

Rabies is a deadly viral disease carried in the saliva of an infected animal. Animals become infected by being bitten by a previously infected animal. The rabies virus has an affinity for the central nervous system. Animals with the disease may act differently than normal – a wild animal, for example, may seem tame. Although some animals show a "furious" form of the disease, we may never know if a pet dog is infected with rabies until it is too late. Animals that have rabies are not infective until the virus replicates, an event that occurs in the salivary glands about 7 days before the death of the animal (hence the 10-day rabies quarantine period). However, the incubation period for rabies can be extremely long – sometimes up to six months. Can you remember what strange animal you were petting six months ago? The infected animal does not have to lick you…they can lick their fur and you can contract the disease by petting the animal. In addition, the state of Missouri is *endemic* for rabies; the disease occurs here naturally in some wild animal populations. There is no cure for rabies, and it is invariably fatal. Humans that are employed in high-risk professions (like veterinarians and veterinary technicians) can receive <u>pre-exposure vaccination</u> for the disease. This is a series of three simple vaccinations that will protect you from contracting rabies for a minimum of two years, after which single boosters may be administered. For people without the pre-exposure vaccinations, <u>preventative post-exposure treatment</u> consists of a series of five vaccinations with human diploid cell vaccine. Veterinary technology students are <u>strongly encouraged</u> to contact their personal physician to receive the pre-exposure vaccination for rabies at the onset of their veterinary technician training.

Tetanus is a deadly disease caused by the bacteria *Clostridium tetani*. This bacterium can form spores in the soil and can replicate under anaerobic (without air) conditions. Whenever deep wounds occur, such as bite wounds or other puncture wounds, the bacteria can replicate and can ultimately cause continuous muscular spasms in humans that can terminate as fatal asphyxia. Incubation for tetanus is 3-21 days. Tetanus is easily prevented with tetanus toxoid (vaccine). Tetanus rarely occurs in fully immunized persons within 10 years of their last vaccination. Veterinary technology students are strongly encouraged to contact their personal physician to receive a tetanus booster immunization at the onset of the veterinary technician training.

Leptospirosis is a bacterial disease caused by a *spirochete* – a corkscrew-shaped organism. While most mammals are susceptible to leptospirosis, our principle concern centers on dogs carrying this disease to humans. Humans contract the disease usually by contact with infected urine. While leptospirosis does not frequently occur, people working with infected animals should wear gloves and goggles when handling animals diagnosed with the disease. There is no human vaccine for this disease.

Tuberculosis can be carried to humans by infected dogs, cats, and cattle (although dogs are more frequently infected by human carriers). This is an extremely resistant airborne bacillus that is more prevalent in persons working with non-human primates than is seen in our typical Missouri dogs and cats, however, the disease is often fatal in people with immunodeficiencies (i.e., AIDS). The disease causes lesions in the respiratory tract and other organs, and because it is airborne, protective masks, goggles, and gloves should be worn for prevention of disease spread. In addition,

persons working with non-human primates are routinely screened radiographically to prevent spread of the disease. There is no vaccination against tuberculosis for humans in the United States.

Toxoplasmosis is a protozoal disease that normally does not cause anything beyond flu-like symptoms in humans who contract it. However, Toxoplasmosis can cause serious birth defects in fetuses of pregnant women exposed to the organism. It can be carried to people by cats infected with the disease; the organism is passed in the animal's feces. Pregnant women are warned to avoid contact with cat feces or soil contaminated with cat feces. There is no vaccination against this disease.

Cat Scratch Disease is another common disease hazard for veterinary health care workers. The cats we see carrying the organism for this disease usually show no signs of the disease themselves, however, humans who contract it (from a cat scratch) may show a pustule at the site of the scratch, however, most cases present as localized swelling of lymph nodes. A low-grade fever and a feeling of malaise may accompany the swelling; however, this disease is self-limiting. There is no vaccination against Cat Scratch Disease.

Salmonellosis is a disease often associated with poor hygiene; however, veterinary health care workers may encounter animals infected from filthy housing or infected food. It causes flu-like symptoms in humans. Transmission is fecal-oral so technicians dealing with suspect animals should wear protective clothing to avoid contamination with the bacterium. There is no routine vaccination against Salmonellosis.

Lyme disease is a tick-borne disease that humans share with dogs and horses. Symptoms in humans include rash, muscle ache, swollen lymph nodes, and fever. Veterinary technician students are advised NOT to remove ticks from animals with their bare fingers and to practice surveillance for ticks on themselves, especially after working with tick-infested animals or hiking through tall weeds. There is a vaccination against Lyme disease in dogs.

Psittacosis is commonly known as parrot fever. Humans are infected with the disease by inhaling the causative organism shed from carrier birds. This disease can be life-threatening in the elderly; however, in most people it causes a sudden respiratory disease with fever. Birds with Psittacosis will show signs of pneumonia and diarrhea, often followed by death. There is no human vaccination against Psittacosis.

West Nile Virus in humans can range in severity from subclinical to encephalitis, occurring more seriously in the elderly. Humans contract the disease by being bitten by an infected mosquito; however, birds are the natural host of West Nile infection. There is no human vaccination against West Nile Virus.

Ringworm is a fungal disease that occurs on the skin of animal carriers and humans. It is related to athlete's foot; despite its common name, it is not parasitic. Most animals may show a circular lesion typical of this disease, but many cats will show no signs at all.   There are many treatments for this disease, and it is not considered extremely serious.

Intestinal Parasites of dogs and cats may cause disease in humans. Specifically, humans can be infected with the same roundworms, hookworms, and tapeworms that infect dogs and cats. This is prevented by practicing strict hygiene procedures (wear gloves) when testing animal feces and washing your hands after handling animals.

JEFFERSON COLLEGE VETERINARY TECHNOLOGY RABIES POLICY

During the course of your education, you will provide hands-on care for many animals, including strays with unknown vaccination and medical histories. According to the American Veterinary Medical Association (AVMA), "Veterinarians and veterinary support staff are in the frequent-risk group with regard to rabies exposure and should be administered pre-exposure rabies vaccinations, according to the recommendations of the U.S. Centers for Disease Control and Prevention (CDC) Advisory Committee on Immunization Practices (ACIP). According to the National Association of State Public Health Veterinarians' Compendium of Veterinary Standard Precautions for Zoonotic Disease Prevention in Veterinary Personnel, all staff with animal contact must be vaccinated against rabies, followed by periodic titer checks and rabies vaccine boosters, in accordance with the ACIP recommendations." (https://www.avma.org/KB/Resources/Reference/Pages/Rabies-preexposure-vaccination-titers-veterinarians.aspx)

In accordance with these guidelines, Jefferson College requires incoming Veterinary Technology students to receive the rabies pre-exposure vaccination series of **two** (2), timed vaccinations, day 0 and day 7 (https://www.cdc.gov/vaccines/hcp/vis/vis-statements/rabies.html). The vaccination series **<u>must be complete</u>** to begin the fall semester. If you have already received the pre-exposure vaccination series, please provide proof of vaccination to Dana Nevois, Director of Veterinary Technology, at dnevois@jeffco.edu.

JEFFERSON COLLEGE VETERINARY TECHNOLOGY
RELEASE, HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

STATE OF MISSOURI
JEFFERSON COUNTY

1. I _____ (name and address of student), a duly enrolled STUDENT in the Veterinary Technology Program of Jefferson College, have been appraised of the risks inherent in exposure to zoonotic diseases including but not limited to, rabies, tetanus, leptospirosis, tuberculosis, toxoplasmosis, brucellosis, cat scratch disease, salmonellosis, Lyme disease, psittacosis, West Nile virus, intestinal parasites, and fungal disease such as ringworm.

2. I have discussed the diseases above with my physician and accept the responsibility of understanding precautions necessary to decrease my risk and exposure as I complete my education process in the Veterinary Technology Program.

3. I have discussed with my physician the advisability in being vaccinated for the diseases for which human vaccines exist, to include but not limited to, rabies and tetanus, with the understanding that I am responsible for the cost of these vaccines.

    _____I have completed the rabies pre-exposure vaccination series.

Vaccine	Date
#1	
#2	

    _____I have elected to be vaccinated for tetanus.

    Date vaccinated: _____

    _____I have elected NOT to be vaccinated for tetanus.

    Date of last tetanus vaccination: _____

Physician's Signature (If vaccinations received): _____ Date: _____

4. In consideration of the College's allowing me to enroll, or continue to participate in the Veterinary Technology program, I hereby agree to waive and release the College, its employees and agents from all causes or action and claims relating to my possible exposure to any of the above-mentioned diseases. I state that I have carefully read the foregoing release, know the contents thereof and have signed it of my own free act.

Student's Signature: _____ Date: _____

PERSONAL INJURY RELEASE FORM

I understand that in the Veterinary Technology profession there exists the possibility of traumatic injury including, but not limited to, bites, kicks, scratches, or possible electrical hazard exposure from equipment. In consideration of the College's allowing me to enroll or continue to participate in the Veterinary Technology Program, I hereby agree to waive and release the College, its employees and agents from all causes of action and claims arising from or by reason of any bodily injury which may occur as a result of my carrying out functions of my profession or while participating in any program activity. I also waive all claims against and release my off-campus internship provider.

I understand that if I am bitten or scratched by any animal (this includes animals at off-campus events such as field trips or internship facilities) while in the program, I am required to perform immediate first aid by thoroughly washing the wound with an antiseptic soap and if necessary, bandaging or covering the wound until I can be seen by my personal physician for follow-up care. I will also notify appropriate Jefferson College Veterinary Technology faculty and staff of the incident.

I understand that I am responsible for my own health maintenance and will not hold Jefferson College, Jefferson College Veterinary Technology Program, or my internship provider responsible for needed medical care.

I state that I have carefully read the foregoing release, know the contents thereof and have signed it of my own free act.

Student's Signature: _____ Date: _____

Protocol for Veterinary Technician Student Pregnancy

Jefferson College Veterinary Technology does not require a student who becomes pregnant while attending the program to disclose that information. It is strongly recommended the student meet with her physician and the Veterinary Technology Program Director or instructor to discuss continuation in the program and potential medical risks to which students are exposed.

Continuation in the Veterinary Technology Program:
Student may take a medical leave with the possibility of a return to the program if they are leaving in good academic standing. If the student chooses to continue in the program, they are assuming responsibility for certain medical risks.

Some of these risks and areas of concern include, but are not limited to:
- Anesthetics (gas inhalation and xylazine through skin absorption)
- Handling of certain drugs and chemicals, some of which include:
  - ✓ Chloramphenicols
  - ✓ Prostaglandins
  - ✓ Hormones (estrogens)
  - ✓ Insecticides
  - ✓ Disinfectants (student should follow protocol for handling all disinfectants, insecticides, chemicals, and drugs)
- Heavy lifting
- Exposure to radiological procedures
- Handling of cat feces or litter boxes
- Working large animal head catch
- Minimal exposure/contact with large animals

I, _____ (name of student), certify that I have received and read the above information and have had a chance to ask questions concerning this information. In addition, if I become pregnant while attending the Jefferson College Veterinary Technology Program, I am ultimately responsible for my own health and the health of my fetus.

_____   _____
Student's Signature   **Date**

JEFFERSON COLLEGE VETERINARY TECHNOLOGY
1000 Viking Drive
Hillsboro, MO 63050
636-797-3000

Physician Visit Checklist for Pregnancy

Physician has discussed the following with me concerning potential risks to the fetus and myself:
1. Exposure to anesthetic gases.
2. Exposure to teratogens including cytotoxic compounds, chemical agents, sterilizing agents, cleaning agents, preserving agents, and fixing agents.
3. Exposure to hormones (e.g., prostaglandins and progesterone).
4. Exposure to ionizing radiation and other sources of radioactive materials.
5. 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.
6. Traumatic injury including, but not limited to, bites, kicks, scratches, possible electrical hazard exposure from equipment.

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

Student's Signature: _____ Date: _____

Physician's name (print): _____

Hospital, clinic, or address: _____

City, State, Zip: _____

Physician's Signature: _____

Date: _____

ANIMAL PROCURMENT AND ADOPTION PROCEDURES

Jefferson College Veterinary Technology maintains live animals on campus for teaching purposes. The program receives eight dogs and six cats every 8 weeks. All animals must meet predetermined specifications and are obtained from Jefferson County Animal Control. Each animal is available for adoption. The adoption process is managed by the Veterinary Technology Program and is a selective adoption process. Any potential adopter must get in contact with the Program to obtain an adoption application. An Adoption Committee is available for students who are interested in assisting faculty and staff members in the adoption program. Committee members will be responsible for taking pictures of the animals for advertisement purposes, talking with potential adopters regarding basic responsibilities and animal care, transporting animals for meetings, bathing animals as needed, and releasing animals to new owners (based on availability at time of release). **Students are NOT allowed to confirm adoptions or contact rescue organizations without the Program's permission.**

Veterinary Technology Pet Adoption Procedure

1. Schedule a meeting to come in and meet the animal of interest (contact information below).
2. Fill out the Adoption Application.
3. You will be notified within 3-4 weeks if you are approved for your new pet.
4. There will be no trial runs at the potential adopter's homes. If one wishes, they may call and schedule appointments for visiting their new pet.
5. At the end of their 8-week period, pets are free to go home. Adopters will need to schedule a time to pick up their pet and fill out the appropriate paperwork. An adoption fee of $50 for cats and $85 for dogs will also need to be paid at this time. (Non-refundable, cash or check only)
6. New pet owners are required to have their own veterinarian. We are not a public clinic.

All available animals are spayed/neutered, vaccinated, heartworm tested, feline leukemia tested and microchipped. Jefferson College Veterinary Technology receives dogs and cats every 8 weeks throughout the school year.

If at any time you are interested in one of our posted animals, please contact Jefferson College Veterinary Technology:

Work: (636) 481-3424
E-mail: vettech@jeffco.edu

AGGRESSIVE ANIMAL POLICY

All dogs and cats have a general temperament assessment upon arrival to Jefferson College. Any animals deemed to be aggressive are returned to Jefferson County Animal Control (JCAC) immediately. If at any time an animal begins to exhibit aggressive tendencies, bites, or attempts to bite the arrangements are made for the animal to be returned to JCAC for further temperament testing. JCAC will determine if the animal should be rehabilitated or euthanized.

All large animal species (equine, bovine, caprine, ovine, porcine, camelid, poultry) are observed and assessed before students are permitted to interact with them. If an animal becomes aggressive or unmanageable, the student is removed from the situation and a veterinary technology instructor assumes control until a different animal can be utilized.

All exotic animal species and/or pocket pets are observed and assessed before students are permitted to interact with them. If an animal becomes aggressive or unmanageable, the students is removed from the situation and a veterinary technology instructor assumes control until a different animal can be utilized.

Any animal that is found to be aggressive is clearly labeled as such so that all personnel and students are advised of the situation. The Veterinary Technology Program Director or a faculty member of the School of Veterinary Technology will be the primary care giver for aggressive animals until they leave the facility.

PROTOCOL FOR FILING AN ANIMAL USE CONCERN OR INQUIRY

If a person has a concern, complaint, or inquiry regarding an observed animal welfare issue they should first try to contact the Attending Veterinarian, Director of the Veterinary Technology Program, or a faculty/staff member, if they feel comfortable in doing so, to resolve their concern/complaint. If the individual is uncomfortable or unsatisfied with this initial contact suggestion they can file a concern/complaint and submit it to Frank Speck, chairperson of the Jefferson College IACUC committee. Reporting individuals can choose to remain anonymous throughout the inquiry procedure. However, it is necessary that inquiries have specific and detailed information in order for a review by the IACUC. Required information includes dates, times, individuals involved, animal species/names/AVID microchip numbers, witnesses, and a complete description of the event/incident. The faculty/staff of the Jefferson College Veterinary Technology Program and the Jefferson College IACUC Chairperson are listed below.

- Dana Nevois, RVT, BS, MBA, Director, Veterinary Technology

- Dr. Michelle Gundlach, Attending Veterinarian

- Anna Bowe, RVT, Instructor, Veterinary Technology

- Frank Speck, RVT, IACUC Chairperson

ANIMAL WELFARE CONCERN OR COMPLAINT FORM

Please complete this form as completely as possible and return to:

Frank Speck

St. Louis University

Department of Comparative Medicine

1402 S. Grand Blvd.

St. Louis, MO 63104

Name (Optional): _____

Date: _____

Date(s) of Incident of Concern: _____

Please describe the nature of your concern/complaint including any witnesses, species involved, name of animal(s), and number of animals involved.

Who within Jefferson College administrative staff, faculty, and administration have you spoken with regarding this concern/complaint?

Why do you feel it is necessary to bring this concern/complaint to the IACUC for further review and/or investigation?

FIRST AND SECOND-YEAR STUDENT RESPONSIBILITIES

DOG KENNELS - TO BE PERFORMED TWICE DAILY

1. Morning animal care must be done between 6 a.m. and 8 a.m.; evening animal care must be accomplished between 5 p.m. and 7 p.m. Absolutely no vehicles are allowed on the college farm after 10 p.m. **THE SPEED LIMIT IS 15 MPH**. Watch for slow moving maintenance equipment and wildlife that may choose to stand on the road. Keep to the far right. Park in front of the kennel building off the main drive. Vehicles are not to be left unattended at any time.
2. When you go in, shut the front gate, then the front door; the gate should not open again until you're ready to leave.
3. In the winter keep the back door shut except for letting dogs in and out.
4. To clean runs, transfer dog(s) to a clean run or the outdoor exercise area. Ideally, at least two persons should clean the kennels at a time, one to manage the dogs, while another performs the cleaning tasks. When moving the dogs from one building to another, make sure they are securely leashed (use a double-leash system). Also, watch for fence jumpers in the exercise area (they can be placed in the outdoor pen), and potentially aggressive dogs (keep these isolated). Do not let male dogs out together unless their compatibility is proven. Do not let male dogs out with a female if she is showing signs of heat. In freezing weather, it is not necessary to let the dogs into the exercise area. Jefferson College does not claim responsibility for students who hazard themselves on the ice during freezing conditions.
5. Scoop up solid waste and dump in a clean trash bag (small sized).
6. Spray dilute disinfectant solution over entire floor surface of runs and over and under the animal's resting boards. Make sure walls and chain link are also clear. Squirt all debris towards the back of the building in the drains. Make sure cage door grill is clean and free of excrement.
7. Clean out all the drains.
8. Provide dogs with fresh food and water in clean pans. Each dog should have its own food and water bowls. Feeding instructions are on each animal's cage card. Feeding amounts and schedules are reevaluated for individual animals on a weekly basis.
9. Make sure animals receive any prescribed treatment and/or medication, and make a note of the treatment on the animal's treatment sheet.
10. Runs should be as dry as possible before putting the dogs back in them. Squeegee or towel-dry the runs and walkway to remove all standing water and/or run the fan. Make sure the dogs are left as comfortable as possible. Resting boards are for the animals to lie on. Do not lay food dishes on these. Often, dogs will defecate on these; make sure the under surfaces are cleaned also. Resting boards will be removed from animals that repeatedly defecate on them.
11. Solid food waste should be disposed of in the small trash bag.
12. Only large metal pans should be used in the kennels. Clean soiled pans with Dawn dish detergent leave them upside down to air dry. Clean the outside of bowls as well as the inside.
13. **Sweep out the feed room and make sure that no food or food bags are left on the floor. Inform the instructor or the maintenance department if signs of rodent infestation are noted (mouse droppings on the floor). Once a month** the feed containers must be cleaned and disinfected. Place the date of this procedure on a piece of tape on the lid of the container. **DO NOT IGNORE THIS TASK AS IT IS A USDA REQUIREMENT, AS WITH ALL THE PROCEDURES IN THIS DOCUMENT.**
14. Sweep out the furnace room.
15. Since spiders seem to thrive on making their homes in our kennels, constant vigilance is necessary to keep their webs down. Use the broom.
16. Pick up all solid waste from outdoor exercise areas and spray concrete off as needed.
17. Take a quick inventory of trash bags, disinfectant, towels, bowls, and dog food and inform the next group of students of what needs to be taken down to the kennels before they actually go there.
18. All empty bags and waste materials and other trash need to be brought up and disposed of in the dumpster behind the maintenance department. At no time is the waste to be deposited in the trash receptacles on campus.
19. Sign in that the job was completed and any other comments concerning the condition of the animals, that the kennel was cleaned and the animals fed, watered and exercised, and that the kennel temperature was checked. Use ink in the logbook and keep your comments professional. Initial your entries.

DOG WARDS - TO BE PERFORMED TWICE DAILY
ALL ANIMAL CARE IS TO BE DONE BETWEEN 6 AM AND 8 AM IN THE MORNING AND 5 PM AND 7 PM IN THE EVENING.

1. Take all dogs outdoors first thing in the morning to relieve themselves. This task is to be given <u>priority</u>.
2. Animals <u>must</u> be cleaned twice daily or **whenever soiled**. Note in the log when the lab dogs are checked (at least twice daily notations). Notify instructors of any vomiting, inappetence, or abnormal stools.
3. Place animal in a clean run or holding cage. At this time give the animal fresh water in a clean bowl. Feeding instructions for each animal is listed on the cage card. If the animal is scheduled for surgery the following day, make sure all food and water is removed the previous afternoon and that an NPO (nothing by mouth) sign is on the front of the cage. NPO signs are often mistakenly left on the cage door of the animal. Animals that have had surgery can have a small amount of water in the evening of their surgery, and can be fed and watered normally the next day. Check their record if you have questions regarding their NPO status
4. Make sure animals receive any prescribed treatment and/or medications, and make a note of the treatment on the animal's treatment sheet.
5. To clean the soiled cage, sweep loose debris into the dustpan. Spray with dilute disinfectant solution on all surfaces of the cage. Wipe clean with a rag or paper towels provided in the dog ward - don't use the same rag or towels for more than one cage. Spray disinfectant on the rag and wipe down the cage door. No organic debris should be left on the doors or the grillwork separating the runs. Doors on the metal cages are removable; if they are soiled, clean them in the bathtub.
6. To clean runs, sweep loose debris into the dustpan. Spray with disinfectant. Stuck on debris may require further time to soak loose and may need to be sprayed out run with hose. Dry the runs with rags or paper towels. Take care that the hose doesn't get tangled and that the slop sink outside the wards is cleaned when you're finished.
7. Remove all soiled bedding to the laundry room. Make sure all solid debris is shaken out of bedding first into the trashcan.
8. Remove all solid food from dirty bowls and take all the dirty bowls to the sink outside the dog ward for washing. Wash all dishes after indoor animal care is finished. Put away all dishes after they've dried.
   a. **NO HUMAN DISHES ARE ALLOWED! FOR PERSONAL USE, USE DISPOSABLE DISHES AND UTENSILS ONLY!**
9. Wipe off the trashcan, feed containers, and cabinets with disinfectant. Put away anything that needs to be put away. Make sure the feed area is swept out, that no food or food bags are left on the floor. Fresh bags of feed can be stored high on the shelves. When opened, place the entire bag into a correctly labeled container. **Once a month** the feed containers must be cleaned and disinfected. Place the date of this procedure on a piece of tape on the lid of the container. **DO NOT IGNORE THIS TASK, AS IT IS A USDA REQUIREMENT, AS WITH ALL THE PROCEDURES IN THIS DOCUMENT.**
10. Sweep the floor.
11. Make sure the top of the trashcan liner is over the top of the can. Jefferson College maintenance personnel empty the trash in the evening.
12. Mop the floor.
13. Double check to make sure everything is done and the animals are taken outdoors one more time and are cared for at the end of the day.
14. **NO ANIMAL DISHES ARE TO BE PUT INTO THE BATHTUB!** Animal dishes are to be washed in dishwashing detergent in the sink outside the dog ward, rinsed, and laid upside down in the drainer to dry. Wipe down the sink and counter when you're done with the dishes. Put away the dry dishes.
15. Sign the logbook using ink. Add any comments that concern the animals.

CAT WARDS - TO BE PERFORMED TWICE DAILY
ALL ANIMAL CARE IS TO BE DONE BETWEEN 6 AM AND 8 AM IN THE MORNING AND 5 PM AND 7 PM IN THE EVENING.

1. Animals <u>must</u> be cleaned twice daily or **whenever soiled**. Note on all charts when the animals are checked (at least twice daily notations). Notify instructors of any vomiting, inappetence, or abnormal stools.
2. Place cat in a clean holding cage.   At this time give the animal fresh water in a clean bowl. If the animal is under 6 months, feed it twice daily, in the morning and the afternoon. If the animal is scheduled for surgery the following day, make sure all food and water is removed the previous afternoon and that an NPO sign is on the front of the cage. Follow NPO guidelines as with the dog wards.
3. Make sure animals receive any prescribed treatment and/or medication, and make a note of the treatment on the animal's treatment sheet.
4. Give lab cats fresh litter pans on Mondays and Thursdays with only about 2 cups of scoopable litter in the bottom. Scoop or dump litter from pans into a small trash bag. When you're finished with all the litter pans, knot the trash bag to be deposited into the trashcan.
5. To clean the soiled cage, sweep loose debris into the dustpan. Spray with dilute disinfectant solution on all surfaces of the cage. Wipe clean with a rag or paper towels provided in the ward - don't use the same rag or towels for more than one cage. Spray disinfectant on the rag and wipe down the cage door. Doors are removable; if they are soiled clean them in the bathtub.
6. Remove all soiled bedding to the laundry room. Make sure all solid debris is shaken out of bedding first into the trashcan. (Poop doesn't clean well.)
7. Remove all solid food from dirty bowls and take all the dirty bowls to the sink outside the dog ward for washing. Wash all dishes after indoor animal care is finished. Litter pans are to be taken to the bathtub to be cleaned there after soaking for 15 minutes in a dilute bleach solution.
8. When opening a new bag of food, place the entire bag in the proper container. All containers in this room are to be disinfected once a month, with the date of disinfection placed on the top on a piece of masking tape.
9. Wipe off the trashcan, feed containers, and shelves with disinfectant. Put away anything that needs to be put away.
10. Straighten the shelves in the black cabinets and wipe down the cabinets and shelves with disinfectant.
11. Sweep the floor.
12. Make sure the top of the trashcan liner is over the top of the can. Jefferson College maintenance personnel empty the trash in the evening.
13. Mop the floor.
14. Double check to make sure everything is done and the animals are cared for at the end of the day.
15. **NO ANIMAL DISHES ARE TO BE PUT INTO THE BATHTUB!** Animal dishes are to be washed in dishwashing detergent in the sink outside the dog ward, rinsed, and laid upside down to dry. Wipe down the sink and counter when you're done with the dishes. Clean litter pans that have been soaking in a dilute bleach solution in the bathtub, then dry them and put them away.
16. Sign in that the job was completed and any other comments concerning the condition of the animal.

LAURNDRY ROOM

PERFORM THE FOLLOWING TASKS DAILY.

1.   Separate laundry between animal bedding and surgical laundry. Wash bedding with the manufacturer's recommended amount detergent and 1/2 cup of bleach. Second-year students are responsible for surgical laundry. Do not allow laundry to sit in the washer overnight and do not leave the facility while the dryer is running. All laundry should be done at the end of the day.

2.   Dried laundry may be left in the dryer overnight and folded and put away the next morning. ALL FOLDED LAUNDRY HAS A SPECIFIC PURPOSE AND PLACE TO PUT IT AWAY. Animal bedding should be folded and put on appropriate shelves in the cabinets located in the laundry room.

3.   **NO ANIMAL DISHES ARE TO BE PUT INTO THE BATHTUB!** After litter pans have been cleaned, dried, and put away, wipe down the tub and surrounding wall when you're done with the laundry. Everyone is responsible for cleaning their own personal lunch dishes - people on ward assignments are not be expected to do this.

4.   Wipe off the washer and dryer.

5.   Make sure all the cabinets are in order.

6.   Sweep the floor.

7.   Mop the floor.

8.   Make sure the laundry room is <u>clean</u> and all laundry is done at the end of the day.

SECOND-YEAR STUDENT RESPONSIBILITIES

ADMISSIONS

Admission duties:

1. Admissions personnel are responsible for reporting to the department no later 8:00 am on lab days.

2. Admissions personnel are responsible for checking the department's voice mail and email on a daily basis and returning phone calls and emails, having medications approved, filling medications, taking payments, etc.…

3. Admissions personnel are responsible for making all appointments. No more than 12 appointments per lab group for a total of 12 animals per lab maximum. Each animal counts as a separate appointment even if brought in by the same owner. Our services are offered to Jefferson College faculty/staff and vet tech students only. Write the client's college extension, phone number with area code, and initial the appointment you have made. If it's a new client or pet, please make note of this in the appointment book.

4. <u>Before</u> an animal is due in, each lab group is responsible for having ready on a clipboard the following:
   a. Pet's medical record; a new one if we have never seen the animal before, blue for dogs, pink for cats.
   b. Hospitalization consent sticker to be signed by the owner.
   c. Physical exam sticker.
   d. Animal ID collar (with animal's last name and Jeffco phone number—636-481-3424)
   e. Animal cage card notating vaccinations, tests to be run, and feeding.
   f. All files should be pulled and readied the night before the next day's appointments

5. When the animal is brought in:
   a. Have client sign hospitalization consent form - this is necessary for any animal that is to spend time in a cage or on our premises.   Attach an ID collar to the animal at this time.
   b. Ask client to keep collars, carriers, leashes, bedding, toys, etc., in their possession; we cannot be responsible for these items.
   c. Make the animal comfortable in a cage with padded bedding, litter box, etc.…

6. Admissions personnel are responsible for admitting and releasing all patients. Patients should be admitted between 8:00-8:30 in the morning, and discharged by 3:00pm in the afternoon. (Any exceptions to normal admission and discharge times must be approved by an instructor.)

7. Each lab group is responsible for any vaccinations, treatments, clinical pathology, etc. required by their assigned patients. Each lab group must enter treatments into the computer, and create an invoice. Admissions personnel must file each patient's medical record after the patient is discharged. **Admissions personnel are responsible for cleaning all patient cages after they have been released: THIS IS NOT THE RESPONSIBILITY OF THE FIRST YEAR STUDENTS.** Failure to perform these duties will result in a loss of that day's lab points for the entire lab group.

8. Admissions personnel are responsible for client education, particularly feline leukemia, parasitism, and heartworm prevention. Those dogs that are heartworm positive need to be scheduled for treatment.

9. **STUDENTS SHOULD NOT BRING THEIR PETS TO THE DEPARTMENT WITHOUT AN APPOINTMENT UNLESS THEY HAVE AN INSTRUCTOR'S PERMISSION!!**

10. Euthanasia is to be accompanied by a euthanasia sticker signed by the owner. With the aid of the admitting technician, an instructor will perform the euthanasia. There is no charge for euthanasia; however, there is a cadaver disposal charge if the client elects not to take the remains for burial. Check with an instructor about an appropriate time to schedule euthanasia appointments.

11. Admissions personnel are responsible for printing out daily reports, including a deposit slip. The deposit slip and the total of the checks/cash received in the drawer should match. Take the deposit slip and monies to the cashier located in the Student Center.   Admissions personnel will assist with other reception tasks as needed.

12. Admissions personnel should walk through and make sure the lights are off, the x-ray machine is off, the oxygen is off, and the autoclaves are off. Also make sure the store room is locked and the pharmacy cabinets are locked. Admissions personnel should be the last to leave, unless an instructor has given prior approval.

CLINICAL PATHOLOGY

1. Each student must wear protective eyewear, exam gloves, and a lab coat when handling urine, feces, or blood for diagnostic purposes.

2. Each lab group will perform clin path tests on their assigned patient; however, the clin path rotation student will perform any drop off fecals, or lab work on non-appointment days.

3. The clin path rotation student will perform laboratory work on all surgical cases.
    a. Animals under 5 years: PCV, TP
    b. Animals over 5 years: all the above plus a pre-anesthesia panel.

2. All laboratory results are to be recorded on the patient's permanent medical record, and initialed by the student. Most lab results are recorded on adhesive labels; Idexx sheets with findings should be stapled to the back of the patient's permanent record.

3. Make sure supplies are organized and stocked and ready to use: there is cabinet space for urinalysis, hematology and slide staining, and fecal analysis.

4. Any time you remove any of these extra supplies, make a note of it on the "LOW SUPPLIES" list on the bulletin board in the main lab.

5. Clean and put away equipment as it is used.

6. Make sure all shelves are neat, organized, and dust free.

7. Make sure all equipment is turned off, and all reagents put in their proper place.

8. Make sure all cabinets are neat.

9. Wipe out sinks and clean countertops with cleanser. Lime solvent solution is available for hard water deposits in sinks and should be used at the end of the week. Wear a mask when using this solution.

10. Sweep and mop the floor.

11. At the end of the week, wipe down the cabinet doors, the door frame, and the door with disinfectant. At this time also clean out the refrigerator and use lime solvent on the sinks.

12. Daily check all microscopes to make sure they're off, that no oil remains on the lenses, and that they're on the lowest power.

13. The clin path student will assist Dana with equipment maintenance as needed.

ANESTHETIST

PERFORM PRESURGICAL WORKUP THE DAY OF SURGERY:

1. Obtain patient from kennel **(Lab begins @ 8:00 a.m. Have patient and be ready to go (supplies gathered, dosages figured) by 8:00!!)**
2. Obtain anesthesia protocol form relevant to animal.
3. Perform a pre-anesthetic physical exam and properly record findings on anesthesia protocol.
4. Calculate the pre-anesthetic drug dosages.
5. Calculate the injectable anesthetic drug doses. Have an instructor check dosage prior to drawing up meds.
6. Calculate the gas anesthetic flow rates and fluid drip rates.
7. Set up anesthesia machine.
    a. Fill Isoflurane
    b. Correct patient circuit
    c. Correct re-breathing bag
8. Gather all supplies for intubation and indwelling catheter placement
9. Draw up all medications and correctly record controlled drugs; obtain correct IV fluids and appropriately sized drip set
10. Administer pre-surgical medications **@ 8:00 a.m.!**

AT THE TIME OF SURGERY:

11. Place indwelling catheter.
12. Induce patient (Don't forget to lube the eyes).
13. Intubate patient.
14. Connect and maintain IV fluids.
15. Properly connect patient to gas anesthesia and maintain gas anesthesia.
16. Monitor patient and record vitals.

POST-SURGICALLY:

17. Make sure all gases are turned off once the animal is on room air, and bleed oxygen lines at the end of the day.
18. Extubate and recover animal to sternal recumbency.
19. Complete the anesthesia protocol form, have signed by Dr. Gundlach, and attach to back of the permanent record.
20. Clean up your mess: rinse out anesthetic hoses and hang to dry, scrub out endotracheal tube and hang to dry. Make sure everything is turned off. Make sure ALL your drugs and equipment are returned to their proper place.

ANESTHETIST ASSISTANT

1. Assist anesthetist with restraint of patient.
2. Calculate pre-anesthetic drug dosages.
3. Calculate injectable anesthetic drug dosages.
4. Calculate gas anesthesia flow rates.
5. Assist in monitoring vitals and running IV fluids
6. Assist in recovery.
7. Clean incision site and excess prep solution. Aid anesthetist with any necessary bandaging.
8. Clean out the animal's ears and clip its nails.
9. Clean up your mess.
    a. Clean anesthetic hoses and re-breathing bag
    b. Clean ET tube
10. Change soda lime in both anesthesia machines every 2 weeks.

PATIENT PREP

1. Take patient out to relieve itself before it is given the pre-anesthetics.

2. Assemble supplies and equipment for use.
   a. Betadine gauze
   b. DI water gauze

3. Turn on Hot Dog Patient Warmer/heated surgery table.

4. Place towels on prep table and surgery table.

5. Position IV pole by prep table and surgery table.

6. Express bladder, if necessary, after injection of anesthetic.

7. Shave patient.

8. Perform surgical scrub of patient:
   a. 3 circular scrubs with Betadine scrub solution and rinse

9. Transfer patient to surgery room and secure animal to surgery table.

10. Spray patient with alcohol and allow to air dry.

11. Spray patient with Betadine prep spray

12. Restock gauze squares in scrub as needed.

13. Clean prep table (remove hair, debris, blood, etc.…)

CIRCULATING NURSE

1. Lay all needed surgical packs out on the Mayo stand in readiness for the procedure.

2. Get gowns and towels ready for the surgeon and assistant.

3. Get gloves ready for the surgeon and assistant. Dr. G wears a size 6.5.

4. Assist surgeon and assistant with scrub and tie-in.

5. Retrieve any needed supplies during the surgery.

6. Aseptically pass suture material, instruments, etc.…

7. Set up patient's area for recovery (hot water bottles, blankets, etc.…)

8. Clean instruments in hot soapy water, rinse with hot water, and then dip in instrument milk. Air-dry. If using ultrasonic cleaner, make sure there is plenty of solution, set on 10 minutes. Rinse. Dip in instrument milk. Air-dry. **Change solutions in instrument milk and ultrasonic cleaner once weekly; <u>label the date</u>.**

9. Do all surgical laundry - wash, dry, and put away.

10. Wrap packs for autoclaving.

11. Autoclave packs. Packs will be autoclaved from previous day's surgeries. Wednesday packs will be autoclaved Monday.

12. Label ID, initial, and date each pack.

13. Put away all clutter in prep room.

14. Arrange clothing, drapes, wraps, and packs in cabinet neatly.

15. Wipe down counter and sink with disinfectant.

16. Check paper towel dispenser and restock if necessary.

17. Make sure cabinets and drawers are neat and organized.

18. Wipe off autoclaves with disinfectant.

19. Sweep and mop the floor.

20. At the end of the week, clean out the sink with lime solvent to get rid of hard water deposits. Wear a mask when using this solution.

21. Autoclave and distribute autoclaved syringes to lab unit utility drawers (6 cc and larger only).

22. At the end of the week inventory supplies: suture, scalpel blades, caps, masks, gloves (at least 1 unopened box of size 6, 6 ½, 7, 7 ½, and 8), disposable drape, instrument milk, towels, distilled water, autoclave tape, etc. Make a note of any low supplies on the "LOW SUPPLIES" list on the bulletin board in the main lab.

23. At the end of the week, have Monday's supplies ready. Inform the next week's circulating nurse where you stand (i.e., packs prepared, inventory).

SURGICAL ASSISTANT

1. Cap and mask.

2. Perform surgical scrub for gowning and gloving:
   a. Rough scrub hands and forearms, rinse
   b. Thorough scrub with 10 brush strokes per surface, using surgical scrub (finger tips and under nails, fronts, backs, sides, arms).

3. Gown and glove.

4. Drape animal.

5. Position instruments on tray.

6. Assist with surgery, following <u>strict</u> aseptic technique.

7. Close animal (suture).

8. Hand instruments over to circulating nurse for cleaning. Anesthetist will take care of animal.

9. Empty table bucket and disinfect it.

10. Wipe off and disinfect the table, tray beneath the table, lights, and all flat surfaces in the surgery room.

11. Re-stock the O.R. with: cotton balls, gauze squares, surgical scrub solution, surgical prep solution, alcohol and hydrogen peroxide.

12. Sweep and mop floors.

13. After the last surgery of the week, disinfect the doors and doorframes. Use glass cleaner to clean the windows.

RADIOLOGY

1. Take all x-rays if needed for lab dogs and cats.

2. <u>Each exposure</u> needs to be recorded in the radiology log book.

3. Clean and disinfect the table after each animal.

4. Make sure the x-ray machine and the circuit breaker are off at the end of the day.

5. Keep all shelves in the x-ray room clutter free.

6. Make sure all equipment (aprons, thyroid shields, and gloves) are clean and in their proper place.

7. Sweep and mop the floor.

8. Check the paper towel dispenser and restock if necessary.

MAIN LAB MAINTENANCE

1. <u>All countertops</u> should be clutter-free. <u>Nothing</u> should be on them but that which belongs there. Keep all books, purses, coats, etc. in the student area.

2. Clean all countertops and cabinet doors with a disinfectant solution or spray cleaner.

3. Clean out all sinks with cleanser.

4. Clean beneath the prep table containing dental equipment and supplies.

5. Make sure all black cabinets are straightened out. Wipe off the fronts with disinfectant or a spray cleaner.

6. Wipe down tables (and pedestals), cabinets, and trash cans with disinfectant spray.

7. Wipe down and disinfect all scales with disinfectant spray.

8. Sweep and mop the floors, including the hallways.

9. At the beginning of the week clean out the refrigerator. Disinfect and wipe it down. All uneaten lunches in the study area refrigerator from the previous week and other questionable containers should be placed on the table for claim or disposal by the end of the day.

10. At the end of the week clean and disinfect the door frames.

11. At the end of the week clean the sinks with lime solvent solution for hard water deposits. Wear a mask when using this solution.

IN THE STUDENT AREA: NO HUMAN DISHES ARE ALLOWED! USE DISPOSABLE DISHES AND UTENSILS ONLY!

1. Dust off all surfaces.

2. Wipe tables with disinfectant wipe.

3. Make sure shelves are neat and dust free.

4. Sweep and mop the floors.

Double check to:

5. Make sure all soda cups, paper, and other trash is thrown away.

6. Make sure walls are clean.

7. Check paper towel dispensers and restock if necessary.

ALL STUDENTS ARE RESPONSIBLE FOR THEIR OWN MESSES. WHEN YOU LEAVE PUSH CHAIRS BACK WHERE THEY BELONG, THROW AWAY YOUR TRASH, CLEAN UP YOUR MESS!!!

MAIN LAB INVENTORY

1. In each container of the three primary utility drawers in each exam table, make sure they're stocked neatly without duplication of instruments or open drugs, yet as completely as possible.

    a. Bandage Scissors
    b. KY Jelly
    c. Thermometer
    d. Suture Scissors
    e. Nail Trimmers
    f. Kwik Stop or Silver Nitrate Sticks
    g. Hemostats
    h. 1" Tape
    i. Vet Wrap
    j. Syringes
    k. Needles

2. Stock the canisters on the counters. Canisters at each unit should contain cotton balls, gauze squares, applicator sticks, and gauze rolls. Each countertop should also have a container for cotton swabs, sharps container, disinfectant spray, alcohol spray, and hydrogen peroxide spray. Check to ensure there are paper towels and soap in all dispensers and refill them if necessary. Stock all drawers with 1 ml, 3 ml, and 6 ml syringes, and 16, 20, 22, and 25 gauge needles, etc.

3. Straighten out the pharmacy cabinets. At the same time check to make sure adequate supplies are on hand. If you notice that anything is needed, make a note of it on the "LOW SUPPLIES" list on the bulletin board in the main lab. Do the same thing with the fluid cabinets, the cabinets at each laboratory unit, and the black cabinets. In general, there should be at least two (or two boxes) of the commonly used supplies; once the second is opened, the item should be listed on the "LOW SUPPLIES" list.

4. Date and initial the packing slips on all incoming drug orders and put them away.

5. At the beginning of the week inventory refrigerator contents and make a note of needed items on the "LOW SUPPLIES" list.

LARGE ANIMAL DUTIES

1. ABSOLUTELY NO SMOKING ALLOWED ON FARM PROPERTY.
2. If there are large animals being housed on campus, morning animal care must be done between 6 a.m. and 8 a.m.; evening animal care must be accomplished between 5 p.m. and 7 p.m. Absolutely no vehicles are allowed on the college farm after 10 p.m. **THE SPEED LIMIT IS 15 MPH**. Watch for slow moving maintenance equipment and wildlife that may choose to stand on the road. Keep to the far right.
3. Feeding instructions will be posted for each species.
4. In cold weather make sure the water tank is full and the water not frozen.
5. All trash cans and feed bins are to be sanitized on the first day of each month. Each container should be marked with the date sanitized and the person's initials that sanitized it. In addition to the sanitized date on the feed containers, please mark the mill date of the feed.

Monday	☐ Feed and water animals located at barn ☐ Clean feces and debris from all concrete areas ☐ Sweep/vacuum feed room	
Tuesday	☐ Feed and water animals located at barn ☐ Clean feces and debris from all concrete areas ☐ Wipe down vanity and mirror in bathroom ☐ Clean toilet	
Wednesday	☐ Feed and water animals located at barn ☐ Clean feces and debris from all concrete areas ☐ Sweep/vacuum feed room ☐ Restock supplies as needed	
Thursday	☐ Feed and water animals located at barn ☐ Clean feces and debris from all concrete areas ☐ Wipe down all tables ☐ Sweep/vacuum and mop **all** floors (don't forget the bathroom!) ☐ Empty and deposit **all** trash (Don't forget the bathroom!)	
Friday	☐ Feed and water animals located at barn ☐ Clean feces and debris from all concrete areas ☐ Make sure facility is neat/organized ☐ Restock supplies as needed	
Saturday	☐ Feed and water animals located at barn ☐ Clean feces and debris from all concrete areas	
Sunday	☐ Feed and water animals located at barn ☐ Clean feces and debris from all concrete areas	

Food bins and trash cans are to be sanitized on the first of every month!!

AVIAN CARE DUTIES

1. Morning animal care must be done between 6 a.m. and 8 a.m.; evening animal care must be accomplished between 5 p.m. and 7 p.m.
2. Birds must be checked twice daily.
3. Notify instructors of any anomalies.

Monday	☐ Make sure all birds have food/water ☐ Clean feces and debris off surrounding countertop ☐ Sweep floor around cages if needed	
Tuesday	☐ Make sure all birds have food/water ☐ Clean feces and debris off surrounding countertop ☐ Sweep floor around cages if needed ☐ ***Clean bird cage*** (Pull bottom tray out, discard soiled paper towels, wipe try out with dish soap/water, place new paper towels, wipe inside of cage and items inside of cage where needed)	
Wednesday	☐ Make sure all birds have food/water ☐ Clean feces and debris off surrounding countertop ☐ Sweep floor around cages if needed	
Thursday	☐ Make sure all birds have food/water ☐ Clean feces and debris off surrounding countertop ☐ Sweep floor around cages if needed	
Friday	☐ Make sure all birds have food/water ☐ Clean feces and debris off surrounding countertop ☐ Sweep floor around cages if needed	
Saturday	☐ Make sure all birds have food/water ☐ Clean feces and debris off surrounding countertop ☐ Sweep floor around cages if needed	
Sunday	☐ Make sure all birds have food/water ☐ Clean feces and debris off surrounding countertop ☐ Sweep floor around cages if needed	

RODENT CARE DUTIES

1. Morning animal care must be done between 6 a.m. and 8 a.m.; evening animal care must be accomplished between 5 p.m. and 7 p.m.
2. Rodents must be checked twice daily.
3. Notify instructors of any anomalies.

Monday	☐ ***Clean all mouse cages:*** **Mice:** Clean, empty mice cages are in the cabinets above the SDS Books. Prepare the mouse cages and move the mice to a clean cage. Provide them with fresh bedding, fresh food and water, an exercise wheel, and paper towels so they can make a nest. Wash dirty cages and accessories with Dawn dish detergent. ☐ Make sure all animals have food/water ☐ Clean feces and debris off surrounding countertop ☐ Sweep floor around cages if needed	
Tuesday	☐ Make sure all animals have food/water ☐ Clean feces and debris off surrounding countertop ☐ Sweep floor around cages if needed	
Wednesday	☐ ***Clean all rat cages:*** **Rats:** Place rats in cages in main lab while their cage is being cleaned. Dump old bedding, scrub cage bottom and wire sides, food/water dishes, exercise wheel, landings, wire bars, etc. with Dawn dish detergent; fill cage bottom with new bedding and put cage back together. ☐ Make sure all animals have food/water ☐ Clean feces and debris off surrounding countertop ☐ Sweep floor around cages if needed	
Thursday	☐ Make sure all animals have food/water ☐ Clean feces and debris off surrounding countertop ☐ Sweep floor around cages if needed	
Friday	☐ Make sure all animals have food/water ☐ Clean feces and debris off surrounding countertop ☐ Sweep floor around cages if needed	
Saturday	☐ Make sure all animals have food/water ☐ Clean feces and debris off surrounding countertop ☐ Sweep floor around cages if needed	
Sunday	☐ Make sure all animals have food/water ☐ Clean feces and debris off surrounding countertop ☐ Sweep floor around cages if needed	

CANCELLATION OF CLASSES DUE TO INCLEMENT WEATHER

There are times during the winter months when weather conditions make it necessary to cancel classes. Do NOT telephone instructors to find out if school has been cancelled due to snow. Announcements concerning class cancellations are carried on St. Louis Radio stations KMOX (1120 AM), KXOK (630 AM), Festus Radio Station KJCF (40 AM), Farmington Radio Stations KREI (800 AM) and KTJJ (98.5 FM), and JCTV cable channel 13; cancellations are also announced on the College website: www.jeffco.edu.   There are usually separate announcements for day and evening division classes. The announcement that day classes are canceled means that evening classes will go on as scheduled unless a later announcement is made canceling them. Please listen to your radio rather than call the college when the weather makes the holding or cancellation of classes questionable. It is impossible for the switchboard to handle calls from all students. In most cases, announcements for the Jefferson College Day Division will be included in the 6 a.m. announcement of closing.

Second year student activities will be rescheduled per Dr. Gundlach. Any hospitalized patients still need to be cared for and must be considered on an individual basis. Please contact Dr. Gundlach regarding their care.

For first year students, if school is cancelled on a lab day, that lab group will make up the lab session on the Tuesday following their regularly scheduled classes. Lecture sessions will not be made up - students will be responsible for obtaining the information from their reading material. Tests will be made up on the next available lecture day - at that time students will pick up written material on the next unit of study. Animal care assignments should be accomplished as soon as the assigned person or persons designated is able to reach the animals. If it becomes impossible to reach the animals, persons living in the college apartments are responsible to care for the animals, trading assignments with the persons originally assigned to animal care.

VIKING TEXT MESSAGE SERVICE

The Viking Text Message Service was created to help you stay informed of important announcements concerning Jefferson College including campus closures for weather, emergencies, class cancellations, or other important information. This convenient service is available to all students and employees. To register for this service, you must log into your MyJeffco account, then click on the "Viking Text" button on the Home Tab. You will be asked to enter your cell phone number and cellular carrier. It is strongly suggested that you use the "self-test" function after you opt in to verify that your information is valid. You only will receive messages pertaining to urgent matters, such as campus closings, weather alerts, emergencies, instructor absences, or other important college information.

GUIDELINES FOR HANDLING EMERGENCY SITUATIONS

Animal Related Emergencies

Animals belonging to students are the students' responsibility. If an emergency occurs during school hours it is the student's option to have the animal seen by the program veterinarian, Dr. Gundlach (call first), or seek veterinary care elsewhere. If the emergency occurs during evening hours, weekends, or holidays, do not page or telephone the Veterinary Technology staff. Please take the pet to a clinic offering emergency services.

Animals belonging to the Veterinary Technology Program are the responsibility of the Veterinary Technology staff. Any emergencies occurring during evening, weekend, or holiday hours that involve animals owned by the program should be immediately brought to the attention of the staff.

If you are bitten by an animal, notify an instructor immediately. If the incident occurs after school hours contact an instructor immediately.

If an animal escapes, try to capture it. If you are unable to, contact an instructor immediately. Also, notify persons on your kennel group and veterinary technology students living at Viking Woods that the animal has escaped so that a search party may help to capture the animal.

At no time are students to ride the horse in residence at the college farm. Additionally, if you are caring for the horse or just visiting, always make sure another student is with you. Never completely trust an animal that is larger than you are.

If you are on animal care duty and inadvertently locked out of the building or department call 636-481-3500 for the Campus Police Department.

If you see persons you do not know around the Veterinary Technology department or farm area or have any doubts regarding the activities of persons around these areas, do not hesitate to contact the Campus Police Department, extension 3500. Do not try to confront strangers yourself.

College Related Emergencies

All operations for emergencies including major disasters will be coordinated by the Campus Police Department.   Any emergency should be reported immediately to the Campus Police Department at extension 3500. In an extreme emergency where time is of the essence, you may contact the police, ambulance, or fire department by dialing 911. Always notify the Campus Police Department immediately following the call to 911.

Caring for the Injured or Critically Ill

1.   Administering First Aid
        a.   Give first aid immediately.
        b.   Call for help if needed. Call the Campus Police Department (ext. 3500).
2.   Notification of Students' Parents or Spouse.
        a.   Parents or spouse shall be notified by the Veterinary Technology Program Director or by the Office of Student Services.
        b.   If further medical help or an ambulance is needed and the student cannot respond, parents or spouse should be consulted when possible. If unavailable, call the Campus Police Department who will contact the ambulance. In an extreme emergency contact 911.
3.   Members of the nursing staff should be contacted only in emergency situations. Do not go to the nursing office or classrooms for band-aids, aspirin, etc.
4.   Physician, Ambulance and Hospital Charges – If expenses are incurred by a student because of injury or illness while in attendance at a college function, the student and/or his/her parents are responsible for payment of same.

Procedures in Case of Fire in a Building
1. Sound building fire alarm and notify the Campus Police Department (extension 3500). Building alarms do NOT signal the fire department.
2. Use the fire extinguisher if possible. Students should familiarize themselves with the location of the extinguishers in their buildings.
3. Leave the building.
4. Notify the Veterinary Technology Director.
5. Remain near the building to give the location of the fire to the proper authorities and explain any necessary details to them.

Tornadoes
When a tornado watch (forecast) is announced, this means that tornadoes may occur in your area. Try to tune in to a local radio or television studio for information and advice. Also, watch the sky, especially to the south and southwest. If you see any funnel-shaped clouds, take cover immediately.

A tornado warning is an alert. A tornado has been sighted. Take shelter immediately in the Veterinary Technology radiology area, the cat ward, or the student study area.

Everyone should keep away from windows and, if possible, seek the protection of a table or desk. If you are caught outdoors, a depression in the ground, such as a gully, culvert, or deep ditch is better protection than nothing at all. If caught outside during a tornado, lie flat on the ground to reduce the hazard of being hit by flying objects.

Earthquakes
Earthquakes can cause buildings and other structures to shake or collapse. Most casualties result from falling objects and debris, splintering glass, and fires.

During an earthquake:
1. Keep calm. Do not run or panic. If you take the proper precautions, the chances are you will not be hurt.
2. Stay where you are. If outdoors, stay outdoors. If indoors, stay indoors. Most injuries occur as people are entering or leaving buildings.
3. If the shaking catches you indoors take cover under a desk, table, bench, or against inside walls or doorways. Stay away from glass, windows, and outside doors.
4. Do not use candles, matches, or other open flames either during or after the tremor. Douse all fires.
5. If the earthquake catches you outside, move away from buildings and utility wires. Once in the open stay there until the shaking stops.
6. Do not run through or near buildings. The greatest danger from falling debris is just outside doorways and close to outer walls.
7. If you are in a moving car, stop as quickly as safety permits, but stay in the vehicle. When you drive on, watch for hazards created by the earthquake, such as falling objects, downed electric wires, or broken or undermined roadways.

Guidelines for Handling Cases of Communicable Diseases
When a student makes it known that he/she has a communicable disease, the individual shall be recommended to the Vice President of Finance and Administration, who, in turn, shall activate the Campus Panel on Communicable Diseases which shall be appointed by the College President and shall include a representative from Student Services, Nursing, the Learning Center, the College Attorney, and the Vice President of Finance and Administration. The Panel, in consultation with the individual, shall determine whether the individual is a risk to the campus community.
If a student perceives that he/she is at risk of possible infection due to proximity to an individual they believe may be infected in the classroom or laboratory and that he/she will continue to be at risk, the individual shall contact the Vice President of Finance and Administration who, in turn, shall activate the Campus Panel on Communicable Diseases. The Panel shall develop a written recommendation on a case-by-case basis which shall be forwarded to the College President.
The Board of Trustees has the responsibility to balance the right to privacy of faculty, staff and students with the compelling public interest in providing a safe training environment for all students in the programs and that infected students entering these programs have a "diminished range of privacy expectation", and, therefore, reserve the right to require appropriate blood tests as a condition for admission to or continuation in such programs. This policy is based on current recommendations from the Centers for Disease Control and the U.S. Public Health Service. This policy shall be review annually by the Panel and changes shall be proposed according to the latest available information.

VTNE SCORE REPORT AGREEMENT

UPON SUCCESSFUL COMPLETION OF THE JEFFERSON COLLEGE VETERINARY TECHNOLOGY PROGRAM AND COMPLETION OF THE VETERINARY TECHNICIAN NATIONAL EXAMINATION (VTNE), I AGREE TO REPORT MY PASS/FAIL RESULTS OF THE VETERINARY TECHNICIAN NATIONAL EXAMINATION (VTNE) TO MY INSTRUCTORS, UNLESS I AM PROHIBITED TO TEST BY THE STATE VETERINARY MEDICAL BOARD.

SIGNATURE _____

DATE _____

STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

I HAVE READ THE JEFFERSON COLLEGE VETERINARY TECHNOLOGY HANDBOOK AND AGREE TO CONFORM AND ADHERE TO ALL THE STATEMENTS CONTAINED WITHIN. FURTHERMORE, I AGREE TO CONSCIENTIOUSLY GUARD ALL THE PROFESSIONAL ETHICS OF THE VETERINARY MEDICAL FIELD AND AGREE TO PROTECT AND ENHANCE THE SAFETY AND HEALTH OF ALL PATIENTS IN MY CARE.

SIGNATURE _____

DATE _____

I HEREBY PERMIT THE FACULTY/STAFF OF THE VETERINARY TECHNOLOGY DEPARTMENT (HEREIN AFTER JOINTLY REFERRED TO AS "PROVIDERS") TO FURNISH REFERENCES FOR EMPLOYMENT IN EITHER INTERNSHIP OR PERMANENT POSITIONS. IN EXCHANGE FOR FURNISHING REFERENCES, I HEREBY RELEASE THE COLLEGE AND THE PROVIDERS FROM All LIABILITY AS A RESULT OF FURNISHING THIS INFORMATION.

SIGNATURE _____

DATE _____

PLEASE READ THE <u>GUIDE TO PUBLIC HEALTH CONCERNS OF VETERINARY MEDICAL PERSONNEL</u> ON PAGES 22-23 OF THIS HANDBOOK AND SIGN THE WAIVER FORM ON PAGE 4 TO BE TURNED IN TO THE PROGRAM DIRECTOR ON THE FIRST DAY OF CLASSES.