



# NORTHEAST

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## COMMUNITY COLLEGE

### **VETERINARY TECHNOLOGY PROGRAM STUDENT MANUAL**

Northeast Community College is dedicated to the success of students and the region it serves.

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## COLLEGE PHILOSOPHY AND MISSION STATEMENT

### Northeast Community College Veterinary Technology Program Mission Statement

The mission of the Veterinary Technology Program is the preparation of entry-level veterinary technicians via classroom study, laboratory, and clinical practice of fundamental veterinary technology skills. The graduate should be able to successfully complete the Veterinary Technician National Exam and their state licensing. This program will work toward meeting the needs of the State of Nebraska for well-qualified veterinary technicians to perform their duties under the scope of the veterinary medicine practice act.

### Northeast Community College Veterinary Technology Program Diversity, Equity, and Inclusion Statement

The veterinary technology program of Northeast Community College is committed to building an inclusive program climate and to preparing our graduates to work in an increasingly diverse world. We will do this by fostering a climate that leads to success for all members of our community and by actively working to expand diversity within our community.

### Northeast Community College Veterinary Technology Program Faculty Philosophy

The Veterinary Technology program faculty will support/ascribe to the Northeast Community College mission statement. The faculty will value the students, the profession of veterinary medicine, the role of the veterinary technician, and the community. The faculty supports and acknowledges the value of the veterinary technician within the veterinary medical profession. The faculty will develop and implement an educational process that prepares the student for rewarding and successful opportunities in veterinary technology.

The Veterinary Technology Program faculty will meet or exceed the requirements of the institution and the American Veterinary Medical Association in awarding the Associate of Applied Science degree to graduates of the program.

### Veterinary Technology Program Faculty Academic Philosophy

Classroom philosophy: It is the Veterinary Technology faculty's goal that the veterinary technician student will attend all classes, complete all assignments, and actively participate in their professional education.

Laboratory philosophy: It is the Veterinary Technology faculty's goal that the veterinary technician student will actively participate in lab activities, demonstrate proficiency in entry-level skills, show respect toward classmates, and develop an appreciation of professional behaviors.

We as Veterinary Technology faculty reserve the right to require rededication of a student's professional behavior, which is not acceptable, based on the academic faculty's clinical/professional judgment and/or observation.

## **MAJOR PROGRAM OBJECTIVES**

The Northeast Community College Veterinary Technology Program will:

- 1) Seek and maintain a program that is accredited by the American Veterinary Medical Association.
- 2) To ensure that each graduate has attained a level of competence that allows for the performance of essential tasks listed in the *Accreditation Policies and Procedures of the American Veterinary Medical Association Committee on Veterinary Technician Education and Activities manual*.
- 3) Provide students with effective instruction that will qualify the graduate to successfully complete the licensure examination.
- 4) Prepare students to be gainfully employed as veterinary technicians.
- 5) Impress upon the students the value of lifelong learning and professional organization membership. That it not only serves as an aid in learning about new advances in veterinary medicine, but also as a tool to improve them.
- 6) To develop in the student a sense of responsibility toward animals and people that will allow them to promote humane care of all animals.

## **MINOR PROGRAM OBJECTIVES**

The Northeast Community College Veterinary Technology Program will:

- 1) Maintain articulation with four-year colleges and universities that will allow Veterinary technician graduates to pursue the completion of a Bachelor of Science Degree.
- 2) The graduates will value their career choice and find it satisfying and rewarding.
- 3) Have students interact in a professional manner with veterinarians, veterinary technicians, staff, and other Paraprofessionals within the veterinary medicine delivery team.
- 4) Will have students interact in a professional manner with clients and appreciate culture and socioeconomic differences.
- 5) Instill in the students a keen sense of professionalism and the value of the veterinary technician in the veterinary health team.
- 6) Encourage students to participate in activities that will better inform and serve their communities, not

only in issues of public welfare, but in all issues that aim to improve the community and its residents.

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### **Veterinary Technology Program Grade Requirements**

1. Students must earn a C+ or above in all VTEC coursework
2. Although lower grades will be assigned, any grade below a C+ must be repeated
  - a. Students that accumulate three or more course withdrawals or failures will be dismissed from the program. A course failure is defined as a withdrawal after the first two weeks of the semester or a grade of C or lower in the course

### **Incoming Transfer Students**

For those students wanting to transfer into the program from another institution:

1. Must be transferring from an AVMA accredited program and submit the following:
  - a. An official transcript of veterinary technology course work
  - b. A signed letter of good standing from the director of an AVMA accredited program. Students who cannot provide a letter of good standing from the program's director or who were dismissed from the program for academic or behavioral issues will not be accepted.
2. Transfer students must complete the same selection process as Northeast's students. To determine their GPA, the program director will use course grades that are C+ or higher in an equivalent course. If there is no equivalent course work, the transferring student must take the Northeast Community College Veterinary Technology Program's required course.
3. Transferring students with a 2.5 GPA in the four veterinary technology courses may be invited to interview for the program.
4. The veterinary technology program's director has the right to determine which courses from a CVTEA (Committee on Veterinary Technician Education and Activities) accredited program will transfer into the program. All other college course work will be evaluated by the college register for transferability. Only grades of C+ or higher in veterinary technology courses will be accepted.
5. All transferring students must agree to follow the Northeast Community College Veterinary Technology Program requirements.
6. All transfer students who have been admitted into the program must take the following courses VTEC 2612, VTEC 2611, VTEC 2622, VTEC 2621, VTEC 1410, VTEC 1411, VTEC 1211, VTEC 2562, VTEC 2561, VTEC 1220, VTEC 2520, VTEC 2521, VTEC 2680, and VTEC 2660. No equivalency course will be accepted for these courses.

## **PROGRAM COMPONENTS**

Theory component: The student must maintain and complete each required veterinary technology course with a minimum grade of 75% "C+". Failure to obtain a C+ will result in repeating the class. A course failure is defined as withdrawing from a course after the first two weeks of the semester or receiving a grade of C or lower in the course. Students with three course failures or withdrawals will be dismissed from the program.

Laboratory component: To ensure student and client safety

- The student must perform veterinary technology skills in the laboratory to a degree specified by the individual course instructor - see specific course syllabus.
- The student is required to demonstrate skill competency in the laboratory before he or she may enroll in VTEC 2660 Internship

Clinical Affiliations: A student must complete the internship with a passing grade of C+ or higher. Students will be evaluated by the clinical supervisor and the program director based on the objectives stated for the internship (see specific course syllabus). If the student's performance is unsatisfactory, a conference of the clinical supervisor, student, and program director will be held to identify the student's deficiencies. If the student fails to meet the internship's objectives, they will have to repeat it. During the internship, the clinical supervisors will meet weekly with students to discuss their performance. The program director will provide electronic links to the clinical supervisor and student to submit weekly evaluations. The clinical supervisor will complete a final survey of the student at the completion of the internship. This information will be used to help guide the program in making curriculum changes.

Students may withdraw from a class or this program by following the guidelines listed in the college catalog.

## ESSENTIAL FUNCTIONS POLICY

### FOR THE VETERINARY TECHNOLOGY PROGRAM FOR ADMISSIONS, CONTINUATION, AND GRADUATION AND DISABILITY ACCOMMODATION

In veterinary medicine, veterinary technicians are required to perform many essential functions with or without reasonable accommodation. To ensure student success in the veterinary technology program, students must also be able to perform those tasks that are essential to the veterinary technician profession. Below are listed the essential functions for the veterinary technology program.

For a more detailed list of essential skills required for graduation, please visit

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

**MOTOR SKILLS:** A veterinary technician must have sufficient motor function (gross and fine muscular movements, equilibrium, and strength) to:

- 1) Elicit information from animal patients by palpation, auscultation, manual tests, and evaluation procedures. (Frequently)
- 2) Provide general nursing care including physical strength to hold and restrain patients. (Constantly)
- 3) Lift and transfer animals up to 50 pounds. (Frequently)
- 4) Engage in procedures involving grasping, fingering, pushing, pulling, holding, extending, and rotation. (Constantly)
- 5) Provide patients with safety and well-being in all therapeutic or transferring activities. (Constantly)
- 6) Stand for extended periods of time and/or awkward positions for brief periods. (Frequently)
- 7) Ability to bend over at the waist, twist the trunk, squat, kneel, and reach above the head. Have the body size, conformation, and fitness to do the physical work required of a veterinary technician. (Frequently)

**SENSORY/OBSERVATION SKILLS:** A veterinary technician must have sufficient sensory abilities and observations skills to:

- 1) Observe demonstrations. (Frequently)
- 2) Observe patients. (Constantly)
- 3) Obtain an appropriate medical history directly from the animal's owner. (Frequently)
- 4) Examine the patient observing skin color, skin texture, odors, bony landmarks, and other anatomical structures. (Frequently)
- 5) See dials and meters with small print. (Occasionally)
- 6) Observation of microbiologic cultures, microscope slides and gross studies of animal tissues or fluids in normal and pathologic states. (Frequently)



COMMUNICATION SKILLS: A veterinary technician must have communication skills and be able to:

- 1) Communicate effectively and sensitively with animal owners. (Frequently)
- 2) Communicate effectively utilizing verbal and non-verbal, and written communications skills in English with faculty, peers, and other personnel in the classroom, laboratory, and clinical settings. (Constantly)
- 3) Read English, including completing reading assignments and search and evaluate literature, read charts and graphs. (Frequently)
- 4) Complete written assignments, maintain records, manually record, and use computerized recording of patient information. (Frequently)

INTELLECTUAL/CONCEPTUAL, INTEGRATIVE AND QUALITATIVE SKILLS: The veterinary technician must be able to:

- 1) Measure, calculate, interpret reason, analyze, prioritize, and synthesize data. (Constantly)
- 2) Use computers for searching, recording, storing, and retrieving information. (Frequently)
- 3) Comprehend three-dimensional relationships and spatial relationships. (Occasionally)

BEHAVIORAL/ SOCIAL SKILLS AND PROFESSIONALISM: The veterinary technician must demonstrate:

- 1) Attributes of empathy, integrity, concern for others, people skills, and motivation. (Frequently)
- 2) Emotional well-being required for use of their intellectual abilities, the exercising of sound judgment, the prompt completion of all responsibilities, attendant to the evaluation and care of patients. (Constantly)
- 3) The ability to adapt to ever-changing environments, display flexibility and learn to function in the face of uncertainties and stress which are inherent in the educational process, as well as the clinical problems of many patients. (Occasionally)
- 4) The ability to be assertive, delegate responsibility appropriately, and function as part of a team. (Frequently)
- 5) The organizational skills necessary to meet deadlines and manage time. (Frequently)
- 6) The ability to accept criticism. (Occasionally)
- 7) Cope with the stress of heavy workloads, weekend and evening shifts, and demanding patients. (Frequently)
- 8) Recognize and respond appropriately to individuals of all ages, genders, race, socioeconomic, religious, and cultural backgrounds. (Frequently)

- 9) Personality suited to exhibit respect, concern, and compassion for both animals and humans. (Constantly)
- 10) Understanding of the requirement to work around dangerous animals, hazardous chemicals, compressed gasses, pharmaceuticals, sharp objects, radiation, and biohazards. (Frequently)

All veterinary technology applicants and students will be assessed by the same academic and professional criteria for admission, promotion, retention, and graduation. The school may require, at the appropriate time, that an applicant or student undergoes evaluation for the purpose of determining whether he/she is able to meet the essential functions, with or without reasonable accommodation. During the admissions process, qualified candidates will be considered without regard to their (dis)ability status by the program faculty. After acceptance, all candidates will be required to sign the *Acceptance and Notification of Essential Functions Form* to indicate that they have read and understood their responsibility for meeting the essential functions as outlined. This signed form becomes a permanent part of the record of all students in the veterinary technology program. If a candidate does not sign this form, he/she will not be admitted into the program.

Upon admission, all students must perform the curriculum's essential functions. Any student with a disability may receive reasonable accommodation allowing them to perform the essential functions of the curriculum and meet the standards described above.

“Students with a documented disability may be eligible for certain accommodations that support their success in the classroom. Please see Disabilities Services Coordinator, for further information. The office is in the College Welcome Center Room 1263, phone 844-7343.”

## **DISCIPLINARY ACTIONS**

- A. It is important for the student to adhere to all clinical and departmental rules and regulations.
- B. Failure to adhere to all clinical and departmental rules and regulations will result in disciplinary action.
- C. Repeated disciplinary action may result in temporary or permanent expulsion from the program.
- D. Grounds for immediate dismissal:

The student while on the premises of the veterinary technology facility or acting in the capacity as a veterinary technician student may be suspended or dismissed from the program at any time during their educational career in the Veterinary Technology Program by violating any of the following:

- (1) Insubordination
  - (2) Unprofessional or unethical conduct
  - (3) Cheating in veterinary technology courses
  - (4) Falsifying clinical competency checklists.
  - (5) Falsifying clinical time sheets, check off sheets, and medical records
  - (6) Failure to comply with the Veterinary Practice Act
  - (7) Failure to adhere to the confidentiality of:
    - (a) Client records
    - (b) Hospital records
    - (c) Hospital information
  - (8) Conviction of a felony.
  - (9) Fraud, deceit, dishonesty, or plagiarism
  - (10) Physical abuse or threat against any person on campus, an affiliate facility, a patient, or at any college authorized event, or other conduct which threatens or endangers the health and safety of any such person.
  - (11) Personal use, possession, or distribution of narcotics or dangerous drugs such as marijuana, hallucinogens, and other drugs which are not prescribed or permitted by law.
  - (12) Conduct which adversely affects the student's suitability as a member of the academic community or clinical setting (i.e., drunkenness, uses of profanity, disorderly conduct, verbal abuse, harassment of others).
  - (13) Disruption of the educational experience of other students.
- E. Any of the following acts of misconduct may result in immediate dismissal from the program:
- a. Misconduct that endangers the safety of another person.
  - b. Misconduct that endangers the safety of an animal.
  - c. Misconduct that endangers the health of another person.
  - d. Misconduct that endangers the health of an animal.
  - e. Misconduct that endangers the well-being of another person.
  - f. Misconduct that endangers the well-being of an animal. ☒

## **Grievance Procedures**

- I. If a student has a grievance concerning an evaluation, grade, scheduling, or other matters of departmental policy, the student can meet with the instructor, program director, or the Dean of Science, Technology, Agriculture, and Math. To schedule a conference with the dean, please call (402) 844-7180

## Miscellaneous Policies

- 1) Employment will not be considered a reason for missing:
  - a. Classes
  - b. Being late to classes.
  - c. Leaving early from classes.
  - d. Lab exercises (class time)
  - e. Clinical rotations.
- 2) The student is expected to contact the instructor if additional help is needed in any veterinary technology course.
- 3) It is the student's responsibility to contact the instructor if there is a concern about a grading error.
- 4) The student must adhere to the Occupational Health and Safety Association's (OSHA) regulations as they pertain to veterinary medicine and the Veterinary Technology Program.
- 5) The student will refrain from engaging in conversation among classmates during audiovisual presentations, guest lectures, and laboratory exercises.
  - a. Students engaged in personal conversations during a class will be asked to leave and will receive an unexcused absence for that class.
- 6) Sleeping during class and laboratory session will not be tolerated. A student sleeping during class will be asked to leave and will receive an unexcused absence from the class.
- 7) The student is expected to clean up after all lab and other appropriate course-related activities.
- 8) Students finding a situation in need of cleaning, are expected to do so whether they caused the situation or not.
- 9) Cell phones shall be turned off during all lectures and laboratories. If the student is expecting an emergency call, the student shall inform the instructor at the beginning of the lecture or lab.

## **ATTENDANCE POLICY**

As a student, you are entering a profession that demands promptness and professional conduct. The following will be expected of you:

- 1) Attendance in class and other official appointments is required. "Cutting class" is unauthorized.
- 2) The student's schedule is considered a contract and constitutes a series of obligated appointments that must be kept.
- 3) Students absent during taking of attendance are considered absent.
- 4) Absences begin from the first scheduled meeting of a class.
- 5) An explanation of all excused absences must be given to the instructor in advance.
- 6) For an absence to be considered excused, an instructor may require written documentation from the proper authorities (e.g., doctor, counselor, instructor, and police)
- 7) Persistent unexcused absences are cause for dismissal from class.
- 8) Attendance at scheduled clinical rotations, class field trips, and required seminars are considered obligated appointments.
- 9) It is the student's responsibility to inform the instructor of any emergency causing an absence from an activity, and notification should be made as soon as possible.
- 10) In case of inclement weather, the Veterinary Technology program courses may be canceled. The student should listen to the local radio station for the announcement. The call numbers of the Norfolk radio stations are as follows: WJAG-AM 780, KEXL-FM 106.7, and KNEN-FM 94.7. If you are on your internship, you must notify your clinical supervisor and determine when you should report to the clinic.

## **LABORATORY POLICY**

- 1) Attendance for laboratory exercises is mandatory.
- 2) Make-up labs may be scheduled at the discretion of the instructor, and only students with extreme hardship cases will be considered for such action.
- 3) All laboratory exercises will be evaluated by the method outlined in the individual course syllabus.
- 4) Students may not leave lab class until all requirements for that lab are completed.
- 5) Students may not switch lab sections without approval from the instructor.
- 6) Smoking, eating, and drinking are prohibited in all laboratory situations.
- 7) Students must attend the lab in proper department-approved outfits.
  - a. Students can be dismissed from lab sessions if appropriate outfits are not worn.

## **Kennel Duty Policy**

The student is expected to participate in kennel duty as assigned by the faculty or director of the veterinary technology program. No exceptions to the times assigned will be allowed.

For safety reasons, kennel duty must be done with a minimum of two students. No student can begin kennel duty alone. Only students that are in the Veterinary Technology Program, faculty, and staff are permitted in the veterinary technology lab, kennel, and farm.

Northeast Community College and the Veterinary Technology Department will not be responsible for injury to any relative, friend, or other person accompanying veterinary technology students during weekday or weekend farm or kennel duty assignments.

## **PROMOTION, CONDUCT, AND PROFESSIONAL BEHAVIOR POLICY**

### **I. Promotion Policy**

A. To be eligible for continuation into the following semester, the student must meet the following requirements.

1. Earn a "C+" or better in each Veterinary Technology course.
2. Maintain a GPA of 2.50 or better.
3. Maintain professional conduct in the classroom.

### **II. Student Conduct and Professional Behavior Policy**

1) The student will demonstrate people skills appropriate for the classroom, laboratory, and clinical settings:

a. Examples

- i. Conflict and crisis resolution without emotional outburst
- ii. Maintain a cheerful outlook in communicating with fellow students, technicians, and doctors
- iii. Courtesy and concern for fellow students, staff, patients, and clients
- iv. Assumption of responsibility for actions
- v. Promotion of common goals and avoidance of disruptive behavior
- vi. Assertive behavior when appropriate
- vii. Demonstration of initiative and assumption of responsibility for completion of routine tasks

2) The student will demonstrate professional behavior which includes:

- a. Attention to personal appearance
- b. Attention to cleanliness
- c. Support and loyalty of Veterinary Technology as a profession
- d. Support of departmental and clinical policies
- e. Cooperation with fellow students and faculty
- f. Respect for client and patient interaction and confidentiality.

## **CLINICAL PLACEMENT POLICY**

The Director of the Veterinary Technology program has a list of clinics offering clinical sites. It is up to the student to visit with the contact person at that clinical site. The clinical site may wish to interview the student. All agreements of compensation are between the clinical site and the veterinary technology student. Students may wish to do their internship at a clinic not listed with the program director. Any clinic wishing to sponsor an internship must meet the requirements set forth by the Veterinary Technology Program. All decisions will be made by the Director of the Veterinary Technology Program and will be final.

## STUDENT HEALTH AND SAFETY

Interactions with patients in the veterinary medicine setting carry inherent risks to the patient and the technician. In the curriculum, students will be provided information and training about proper restraint and handling of animals, potential zoonotic diseases, and exposure to common drugs and anesthetics. These risks commonly occur in a veterinary clinic.

Therefore, to minimize the risk of injury to the student, all students must adhere to the following conditions:

- 1) The student must carry health insurance during enrollment in Northeast Community College's Veterinary Technology Program
  - a. Northeast Community College and the Veterinary Technology Program will not be responsible for the cost of emergency room treatment or hospital expense resulting from injury to a student by an animal while student is performing farm and kennel duty, participating in lab sessions, or performing clinical rotation assignments
  - b. Injuries occurring in the clinic or laboratory must be reported to the clinical instructor. If the skin is broken the instructor will help plan for the student to seek medical care. The instructor will complete an Incident report with the time and circumstances of the injury carefully noted. The clinical instructor should report injuries and findings concerning the injury to the Veterinary Technology Program Director and the Dean of Science, Technology, Agriculture, and Math.
- 2) All students are required to complete the rabies vaccination series. This is due to the number of animals used in the program that have unknown vaccination history. Rabies is a fatal but preventable viral disease. It can spread to people and pets if they are bitten or scratched by a rabid animal.
  - a. Students may receive their rabies vaccination through their health provider or through Elkhorn Logan Valley Public Health.
  - b. The cost of the vaccination is the responsibility of the student.
    - i. The cost of the vaccination is listed as a program requirement to allow the student's financial aid to help cover the cost of vaccination. Students should contact the financial aid department to determine if they are eligible.
  - c. The rabies vaccination cannot be waived for religious or medical reasons.
- 3) A background check and drug screen are required with program admission
  - a. The background check and drug screen will be completed within the first two weeks of the spring semester. The cost has been added to VTEC 1410 as a course fee.
  - b. The background check and drug screen must be completed within 90 days of admission.
- 4) Female students who are or become pregnant must adhere to the pregnancy policy.
  - a. See page 17 and 18 of the handbooks

In addition, students must follow these protective measures.

- 1) No student is allowed to wear jewelry (except wedding rings and/or single pair of stud-type earrings) while participating in lab session or clinical rotation
  - a. Injury may occur to the student if an animal's paw, nail, or tooth is caught in jewelry.
- 2) The student must not operate electrical appliances while standing in or near water.
- 3) The student must wear proper personal protective equipment when handling hazardous materials
- 4) The student must wear protective lead shielding (i.e., apron, gloves, and thyroid protector) when performing radiographic procedures.
  - a. The student's current film badge must be worn during all exposures
  - b. The film badge must be attached to the collar of the lab jacket, and worn on the outside of the lead apron or thyroid protector
  - c. No student may operate the x-ray equipment at Northeast Community College without faculty permission
- 5) The student must understand where SDS sheets are located and how to locate safety information from the SDS sheet
- 6) The student must know how to operate and perform the eye-wash station in the lab area
- 7) The student must take special precautions when administering prostaglandin products or live vaccines (e.g., Brucella vaccine or sore mouth vaccine). It is important the student take precautions not to accidentally inject themselves.
- 8) The student must understand and use the aggressive animal policy
- 9) Proper protection (i.e., face mask, nitrile gloves, and eye protection) is required when performing dental prophylaxis.
- 10) The student is expected to adhere to the "Policy of Universal Precautions" when there is potential exposure to human bodily fluids.

The history of injury is extremely low in the Veterinary Technology Program. However, students enrolled in this program must be aware of potential dangers involved in working with animals and related equipment. The student should always take appropriate precautions to avoid injury. The student should observe all departmental policies concerning safety procedures and those of clinical affiliates. The student should be familiar with the following guidelines that help to keep the incidence of injury low.

### **Policy on Rabies Vaccination**

The veterinary technology program uses animals from area shelters. The vaccination status for those animals is unknown. Rabies is a fatal but preventable viral disease. It can spread to people and pets if they are bitten or scratched by a rabid animal. Therefore, all students that are admitted into the veterinary technology program must complete the rabies vaccination protocol. Failure to complete the rabies vaccination protocol will prevent admission into the veterinary technology program.



## **POLICY ON PREGNANCY**

Northeast Community College and the Veterinary Technology Program recognizes that decisions about the welfare of unborn children must be left to the parents who conceive, bear, support, and raise them rather than to internship practitioners or institutions who educate them. The pregnant student is expected to complete each requirement of the Program and/or internship. This will be done by creating a schedule or plan that can be implemented by the Veterinary Technology Program and/or the participating veterinarian and by which the risks are deemed assumable by the student. The student should use their own judgement about any assigned task and should bring to the attention of the instructor or participating veterinarian any task or duty not able to be completed because of pregnancy

As soon as the student is aware of the pregnancy, they should meet with the Veterinary Technology Program Director.

The program director will cover the following items with the student

- 1) The review article “Review of hazards to female reproductive health in veterinary practice” by Scheftel will be provided to the student. This article outlines the potential risks for a pregnancy in the veterinary clinical setting. This article should be shared with their health care provider to help identify common risks in veterinary medicine the student may face.
- 2) Stage of pregnancy
- 3) Student’s intention of continuing in the Program
  - a. Students may take 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:
    - i. Anesthetics (gas inhalation and xylazine through skin absorption)
    - ii. Handling of certain drugs and chemicals, some of which include:
      1. Chloramphenicol, Prostaglandins. Hormones (estrogens), Insecticides, Disinfectants (student should follow protocol for handling all disinfectants, insecticides, chemicals, and drugs)
    - iii. Heavy lifting
    - iv. Exposure to radiological procedures
    - v. Handling of cat feces or litter boxes
    - vi. Working large animal head catch
    - vii. Minimal exposure/contact with large animals
- 4) The student must indicate on the pregnancy release form how they would like to proceed.
- 5) Until the student has provided documentation from their health care provider that they can participate in the veterinary technology labs, they are suspended from all laboratories and kennel duties.
  - a. Once medical documentation is provided, students can make up any missed laboratory or kennel assignments.
- 6) If the student is under the age of eighteen, they must have their parent or guardian signature on all the forms.

The privacy of the student is of utmost importance. However, those directly involved with laboratories or rotations in which the student may be exposed to biohazards will need to be notified if the pregnancy requires a change or adaptation in the rotation or laboratory.

# Pregnancy Release Form

My health care provider has discussed the following with me concerning potential risks to myself and the fetus including the following:

- 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 leptospirosis, salmonellosis, toxoplasmosis, brucellosis, cat scratch disease, fungal diseases, psittacosis, rabies, Lyme disease, tuberculosis, West Nile virus.
- 6) Traumatic injury includes bites, kicks, scratches, possible electrical hazard exposure from equipment.

I have discussed with my health care provider, and I understand as a Veterinary Technology student I have inherent risks in my profession. I intend to (please check the appropriate box):

Take a leave of absence from the program and return after the pregnancy.

I will continue in the program with the restrictions indicated by my health care professional  
The health care provider must submit a list of restrictions for the student)

Student's Signature

---

Date

Legal guardian or parent

---

(If needed) ☐

Date

Health care provider (print name) ☐

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Health care provider's signature

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Date

### **Recommendations for when to use proper hand washing**

- 1) Before having direct contact with patients
- 2) Before putting on a pair of sterile gloves when inserting central intravascular catheters or urinary catheters.
- 3) Before inserting peripheral vascular catheters or other invasive devices that do not require a surgical procedure.
- 4) After touching a patient's skin or fur
- 5) After touching body fluids, excretions, mucous membranes, non-intact skin, or wound dressings.
- 6) Between touching a contaminated body site and touching a clean body site during patient care.
- 7) After contact with inanimate objects near the patient.
- 8) After removing gloves.
- 9) Before eating.
- 10) After using the restroom.
- 11) Do not wear artificial fingernails.
- 12) Keep natural fingernails short and clean

### **When to use gloves**

- 1) Cleaning up excrement, urine, vomitus, or litter in small animal practice if a zoonotic disease is suspected.
- 2) Handling nonhuman primates or their body fluids, excreta, sputum, or blood because of the risk of zoonotic disease.
- 3) Cleaning the cages of birds of unknown origin or if disease is suspected; a mask is also recommended
- 4) Handling and treating patients with equine salmonellosis; other appropriate PPE is also recommended
- 5) Handling reptiles because of the possibility of salmonellosis
- 6) Handling chemotherapeutic drugs and other toxic chemicals, assisting during surgical procedures, placing intravenous and urinary catheters, and cleaning and treating wounds
- 7) When handling fecal floats and if there is a possibility of coming into direct contact with the fecal matter
- 8) When contact with blood or other potentially infectious material, mucous membranes, or non-intact skin is possible
- 9) Remove gloves after caring for a patient.
  - a. Do not wear the same pair of gloves to care for another patient, and do not wash gloves between patients
  - b. Change gloves during patient care if moving from a contaminated body site to a clean body site.

## **Aggressive animal policy**

In the veterinary profession we must work with animals daily. The risk of injury when working with animals is real and must be taken seriously. In working with animals, you should always think about safety for you and the animal. Animals are unpredictable and you should always proceed with caution when handling animals. The training you have received in animal behavior and restraint is your first line of defense against personal injury. To create a safer environment, the veterinary technology program will not use aggressive animals in the program. However, it is possible that animals with aggressive behavior may still be encountered in our program. To add to your safety this is the protocol when facing an aggressive animal.

### **Definition**

An aggressive animal is one *with little or no provocation repeatedly* exhibits aggressive behavior towards people or other animals. This behavior has the potential to harm either person or animal. Listed below are some of the common signs of aggressive behavior.

**Dog:** Growling and showing of teeth, raised hair along the back, snarling, lunging, attempted biting, defensive posture

**Cat:** Defensive posture, growling, snarling, arched back with raised hair, hissing, attempted biting and swatting with paw.

**Cattle:** Dropping head in defensive posture, pawing at the ground, vocalization, charging at you

**Horse:** Rearing onto back legs, striking with the front legs, attempted biting, pawing at the ground, trying to spin and kick with rear legs

**Sheep:** Dropping head in defensive posture, pawing at the ground, vocalization, charging at you

### **How to handle an aggressive animal**

- 1) If the animal is in its pen or cage
  - a. Close the gate or door and make sure it is latched
  - b. Place a dangerous animal sign on the gate or door
  - c. Immediately contact an instructor
  - d. Do not attempt to handle this animal
  
- 2) If the animal is outside of its pen or cage
  - a. Do not approach the animal
  - b. Slowly leave the area and secure the area by closing doors or gates that may lead to other rooms or pens.
  - c. Immediately contact an instructor
  
- 3) If you are restraining the animal
  - a. Dog
    - i. Use the leash to maintain distance between you and the dog
    - ii. Try to move the dog to another room to isolate from others
    - iii. If unable to relocate dog, have all others leave the room then isolate the dog in that room by closing all doors
    - iv. Notify an instructor immediately
    - v. Do not attempt to capture on your own

- b. Cat
  - i. Release the cat and allow the cat to create distance from you
  - ii. Close all doors and windows to prevent escape
  - iii. Contact an instructor immediately
  - iv. Do not attempt to capture on your own
  
- c. Cattle and sheep
  - i. Immediately create distance from the animal
  - ii. Look for potential shields such as gates, panels, doors, cars, tractors, hay racks
  - iii. Slowly exit pen, do not run unless necessary
  - iv. Contact an instructor immediately
  - v. Do not attempt to reenter the pen
  - vi. Secure any perimeter gates or doors to prevent escape
  
- d. Horses
  - i. Try to create distance between you and the horse
  - ii. Look for potential shields such as gates, panels, doors, buckets, etc.
  - iii. Slowly exit the pen
  - iv. Contact an instructor immediately
  - v. Do not attempt to reenter the pen
  - vi. Secure any perimeter gates or doors to prevent escape
  
- 4) If you are attacked
  - a. Cover vital areas
    - i. Head and neck
    - ii. Front of chest
  - b. Curl into fetal position
  - c. Move to a safe area if possible

**To further prevent injury students must do the following:**

- 1) Never work alone with animals, always have a classmate assist
- 2) Use good judgment, if the animal exhibits aggressive behavior, stop what you are doing and seek assistance from an instructor.
- 3) Use protective equipment such as rabies pole, muzzles, cat bags, gates, panels, lead ropes, halters, and restraint gloves
- 4) When selecting animals from shelters, never select animals that exhibit aggressive or fearful behaviors. If there is any doubt, leave the animal at the shelter.

**If you are injured by an animal:**

- 1) Report to your instructor immediately if possible
- 2) Any penetrating wound, it will be recommended to seek medical attention
- 3) Any blunt injury it will be recommended to seek medical attention
- 4) Any head injury it will be mandatory to seek medical attention
- 5) The instructor will complete the occurrence report.

## **STUDENT PROBLEM PROTOCOL**

If a student has encountered a problem and is unsure on how to proceed, it is recommended that students follow the suggested pathway. If the problem occurred in a lecture or laboratory, the student should first contact the instructor. If the problem arises outside of lecture or laboratory, the student should contact an instructor or the program director. If a problem cannot be resolved, the student should meet with either the program director or the Dean of Science, Technology, Agriculture, and Math. If the problem cannot be resolved, the student is encouraged to follow the grievance policy outlined in the student handbook. Students are responsible for solving their problems generated from clinical performance, course work, or laboratory performance. It is the student's responsibility to make an appointment with the academic or clinical instructor to determine the best solution.

## **CLASS ABSENCES**

Veterinary Technology students are expected to attend all classes. Each instructor will outline in the course syllabus their attendance policy. Veterinary Technology Students that fail to comply with the attendance policy may be subject to disciplinary actions and dismissal from the Veterinary Technology Program as outlined in this handbook. Examples of approved absences are illness, children's illness, or funerals.

Remember, this is a profession that demands accountability and responsibility with self and patients. This is the training ground for accountability and responsibility.

## **CLINICAL ABSENCES**

In general, clinical absences are discouraged during the internship, but because of specific examples an excused absence can be granted. Examples of excused absences are illness or doctor's appointments and funerals. If you are going to be absent, this must be discussed with your clinical supervisor in advance. The student must complete the absence form and have the clinical supervisor sign it. A copy must be sent to the program director. If there are several absences (excused or unexcused), this may result in the student having to repeat the internship.

## **VETERINARY TECHNOLOGY LAB USE**

Self-directed study and laboratory practice is encouraged. The veterinary technology lab may be used after hours for these purposes. Notify the appropriate faculty member of your intent to use the laboratory or laboratory equipment. Do not remove equipment from the laboratory without permission.

## **FACULTY OFFICE RULES**

Do not enter a faculty office without the faculty in the office. Students needing more than one minute to discuss a problem with a faculty member should visit the faculty member during their scheduled office hours or schedule a meeting with that faculty member.

## **STUDENT EMPLOYMENT**

The Veterinary Technology Program comprises rigorous courses requiring additional study time outside the classroom or lab. It is recommended that students should study 30-40 hours per week outside lectures and labs to properly prepare for exams. Employment of more than 15 hours per week is not recommended. If the Veterinary Technology program faculty feels your employment is adversely affecting your performance, you will be advised to decrease hours worked per week or discontinue employment.

## **DRESS POLICY**

Students will not receive credit for lab work or clinical work unless they are dressed in the required attire. The dress code is as follows:

### Small Animal Lab and Clinics

- It is recommended that students wear approved surgical scrubs (top and bottoms), smocks, or coveralls.
- The student is expected to keep their lab clothing clean and neat.
- The student must wear their radiologic film badge while performing radiology procedures
- Student should wear appropriate footwear with socks
  - No open-toed or open-heeled footwear will be allowed
- For safety reasons, the following are not allowed:
  - Long fingernails
  - Jewelry: small rings, a wristwatch, and one pair of small stud earrings are allowed.
  - Dangling earrings
  - Long hair: Students with long hair must keep it tied back away from the face.
  - Headgear (e.g., caps, hats, bandannas, etc.)
    - Religious headwear will be discussed on a case-by-case basis

### Large Animal Lab and Clinics

- All items listed above apply to this category as well.
- The student should have coveralls available for large animal work.
- The student should have rubber boots available for large animal work.
- Students assigned to mixed-animal practices should keep coveralls and always boot available for use.
- Some students find it helpful to keep these items in the trunk of their car.
- Students should be aware that lab class at Northeast Community College may consist of “spur-of-the-moment” large animal work and the above items should be ready for use if needed.
- No tennis shoes will be allowed on large animal calls.

### Additional Lab and Clinic Requirements

The student should always have the following items on their person:

- Pen
- Calculator
- Bandage scissors
- Stethoscope
- Thermometer
- Name tag or other means of identification
- Radiologic badge (if performing radiology procedures)
- Wristwatch with second hand

### Radiologic film badges

- A. Student may not exchange film badges with other individuals.
- B. Students without film badges may not participate in the radiology area.
- C. Film badges must be turned in by the date designated by the instructor.
- D. Film badges must be returned at the end of each semester to receive a final grade.

## **CODE OF ETHICS**

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

\*This code of ethics has been developed by the North American Veterinary Technician Association Ethics Committee, Used with permission.



## **VETERINARY TECHNICIAN JOB DESCRIPTION**

Technicians are directed and supervised by the doctor. Your job is to assist the practitioners, help improve the quality of care given at this hospital and improve doctors' efficiency by relieving them of technical work and administrative detail.

### **Education/Certification**

- Degree in veterinary technology
- Passing the VTNE and any required state examination

### **Primary Performance Responsibilities**

A veterinary technician will:

- Prepare for office hours by stocking drawers in exam rooms and treatment area, drawing vaccines, setting up syringes, and readying all other drugs and equipment. You will restrain pets for examination and treatment by a veterinarian. You must also prepare injections and dispensed medications for outpatients and inpatients.
- Help the doctor administer aesthetics, prepare patients for surgery, monitor patients during surgery and recovery, assist in surgery, administer fluids, provide support therapy to patients in surgery and post-op, and remove and ready the next patient.
- Thoroughly clean, pack, and autoclave all surgical material. Keep the operating room stocked and ready for surgery.
- Help the doctor treat patients and assist in such medical or surgical procedures as irrigating wounds and bandaging. You are a "table side" assistant to the veterinarians.
- Perform such clinical laboratory procedures as fecal flotation exams, heartworm checks skin scrapings, urinalysis, and fungal cultures. You will also draw blood for laboratory analysis. You must perform other in-house tests such as a parvovirus, immunoglobulin transfer, and feline leukemia virus. You will also maintain a file of lab test results and ensure the results are added to the patient records.
- You must prepare samples for shipment to the laboratory.
- Take and process all radiographs.
- Perform in-clinic de warming, take patient weights and temperatures, and record observations on patient status. Your duties include ear flushing, dentistry, and monitoring of vital signs.
- Help kennel personnel keep patients clean and dry.

Admit and discharge patients on the doctor's order, paying attention to their physical state.

- Answer client questions on various aspects of animal care, pass on information and advice from the practitioners, explain the dosage and purpose of medications, and reinforce to clients the proper procedures they should follow at home.

- Make follow-up calls when necessary and recommend an additional visit if a patient's progress does not seem satisfactory.
- Assist the receptionist when necessary and assume her duties during her absence.
- Maintain an appropriate inventory of supplies. Inform the office manager when items need to be ordered.
- Unpack medical supplies, mark prices, check expiration dates, rotate stock, and store items. Place clinic labels on all products and literature.
- Keep abreast of over-the-counter products and their use and understand usage and recommendations for such prescription drugs as heartworm preventive.
- Abide by ethical standards set forth by the AMERICAN VETERINARY MEDICAL ASSOCIATION and the Department of Health of the State of Nebraska.
- Understand the boundaries between the veterinarian and veterinary technician.
- Be personally responsible for maintaining basic cleanliness and orderliness of a veterinary facility.
- Perform therapeutic bathing, basic grooming, and dipping of small animals.
- Implement patient and personnel safety measures.
- Prepare feed and prescription diets.
- Clean and disinfect cages, kennels, and stalls, trim nails, apply equine leg wraps, express canine anal sacs, clean and medicate ears, administer enemas, collect urine samples

**Controls over work:**

The practitioners provide continuing or individual assignments indicating tasks, limitations, expectations, deadlines, and priorities. The doctors provide additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source materials available.

You must use initiative in conducting recurring assignments independently without specific instructions but refer deviation, problems, and unfamiliar situations to the veterinarian. The doctors ensure that finished work and methods are technically accurate and comply with instructions or established procedures. The review level increases with more difficult assignments if the technician has not previously performed similar assignments. The office or practice manager may provide administrative supervision.

**Skill and knowledge:**

- Knowledge of clinic procedures for receiving, treating, and scheduling patients, ordering medical supplies, and requesting laboratory tests.
- Knowledge of the use, care, and storage of veterinary instruments, materials, and equipment.
- Knowledge of sterilization techniques for various instruments and materials.
- Knowledge of the instruments, material, and standardized procedures used in the full variety of treatments to prepare and provide "table side" assistance.

### **Physical Demands Defined:**

The veterinary technician will:

Be able to stand for patient care procedures.

- Demonstrate patient and personnel safety measures.
- Demonstrate safe repeated lifting abilities.
- Be able to push, carry and pull equipment and animals.
- Demonstrate crouching, stooping, kneeling, crawling, twisting, turning, and working in confined spaces.
- Demonstrate ability in reaching, handling, fine motor skills; gross motor skills, and hand/eye coordination.
- Possess tactile sensation, smell sensation and hearing ability.
- Possess cognitive skills in reading, writing, judgment, decision-making and basic mathematics.
- Possess visual skills of discrimination, spatial relations, color, and corrected acuity.

### **Working Conditions**

A veterinary technician may work under the following conditions:

- Indoors and outside
- Occasional extremes of heat and cold
- Presence of toxic/hazardous material (cleaning fluids, drugs, blood borne pathogens, anesthetic gas, formaldehyde, etc.)
- Tile, concrete, carpeted floors, soil

### **VETERINARY TECHNICIAN'S OATH**

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

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

**NORTHEAST COMMUNITY COLLEGE  
VETERINARY TECHNOLOGY PROGRAM  
Norfolk, Nebraska**

**STATEMENT ON STUDENT POLICIES AND ESSENTIAL FUNCTIONS**

**Failure to comply with the policies stated in the Veterinary Technology Student Manual will result in a penalty to the student at the instructor's discretion. Repeated or severe cases of abuse of these policies will result in dismissal from the program.**

*"I have read the Veterinary Technology Student Manual and understand its contents. I realize that failure to comply with the policies in the manual might jeopardize my chances to successfully complete the Veterinary Technology Program. I realize the potential for personal injury by working with animals. I agree to follow all policies listed in this handbook."*

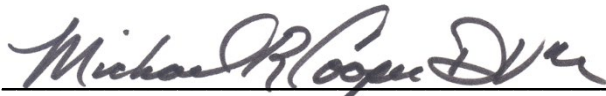
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Print Name

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Student Signature

Date



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Program Director's Signature/Instructor Signature

Date