

Nash Community College
Veterinary Medical Technology Program

Student Handbook

2024-2025

Revision Date: June 2024

Table of Contents

WELCOME	3
CONTACT INFORMATION	3
NON-DISCRIMINATION STATEMENT	4
GENERAL INFORMATION.....	4
Veterinary Technician	4
Veterinary Technician’s Oath	5
Career Opportunities.....	5
Professional Regulation	5
Continuing Education	5
Professional Advancement Through Veterinary Technician Specialties	5
PROGRAM MISSION	6
PROGRAM PHILOSOPHY	6
PROGRAM GOALS	6
GRADUATE OUTCOMES.....	6
TECHNICAL STANDARDS (ESSENTIAL FUNCTIONS).....	7
CURRICULUM SEQUENCE – VETERINARY MEDICAL TECHNOLOGY (A45780).....	11
RESOURCES	12
STUDENT SERVICES	12
NASH COMMUNITY COLLEGE RESOURCES	12
SAFETY/SECURITY	13
INCLEMENT WEATHER/TEXT ALERT	13
CAMPUS PHOTO AND VIDEO	13
ESTIMATED PROGRAM COSTS.....	13
FINANCIAL AID.....	14
ACADEMIC INTEGRITY	14
STUDENT CONDUCT	14
SOCIAL NETWORKING	15
ACADEMIC POLICIES	16
Professional Behavior Procedure.....	16
Attendance Procedure.....	17
Classroom Procedure	18
Assignment/Work Procedure	18
Grading Procedures	19
Examination Procedures.....	19
Essential Skills and Laboratory Procedures	20
Work-based Learning/Externship/Off-Campus Learning Procedures	20
STUDENT HEALTH AND SAFETY	22
Animal Bites and Scratches	23
Pregnancy Procedure	24
Radiology Procedure	25
INCOMPLETE GRADES.....	26
WITHDRAWAL	26
CLASS SCHEDULING	26
COLLEGE ATTENDANCE AND ADMINISTRATIVE WITHDRAWAL STATEMENT.....	26

EXPULSION PROCEDURE.....	26
READMISSION PROCEDURE	27
DUE PROCESS	28
CRIMINAL BACKGROUND AND DRUG SCREEN DUE PROCESS.....	28
COMPLAINTS.....	28
POLICIES/PROCEDURES FOR PROCESSING COMPLAINTS	28
PERSONAL DRESS PROCEDURES	29
APPENDIX A	31
New Student Orientation Checklist.....	31
APPENDIX B	32
Information Release Consent Form	32
APPENDIX C	34
Rabies Awareness and Safety Notice.....	34
APPENDIX D	35
Rabies Immunization Form.....	35
APPENDIX E	36
Criminal Background and Drug Screen Consent Form.....	36
APPENDIX F.....	37
Body Art Waiver Form.....	37
APPENDIX G	38
CVTEA Essential Skill Minimum Requirements.....	38
APPENDIX H	51
Veterinary Technician Code of Ethics	51

WELCOME

This *Student Handbook* is designed to help facilitate understanding of policies/procedures, rules, and regulations of Nash Community College (NCC), as well as the VMT Program. It is used in conjunction with the [Academic Catalog](#). Some program policies may be more specific than NCC policies, and in these cases, program policies take precedence. Please take time to familiarize yourself with these publications. Individual course syllabi are provided at the start of each course and are a primary source of information from the instructor about the course. Although all program documents can provide the answers to many frequently asked questions, please do not hesitate to ask a faculty or staff member for information. You will be notified of changes in policy, procedure, or practice as they occur.

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NON-DISCRIMINATION STATEMENT

Nash Community College does not unlawfully discriminate in offering equal access to its educational programs and activities or with respect to employment terms and conditions on the basis of an individual's race, color, national origin, sex, sexual orientation, gender, gender expression, gender identity, genetic information, disability, age, religion, or veteran status.

- *Nash Community Academic Catalog*

GENERAL INFORMATION

The VMT Program is a full-time, five-semester curriculum that prepares the student for a career in veterinary medicine through classroom, laboratory, clinic, and work-based (externship) educational experiences. The curriculum is designed to prepare individuals to assist veterinarians in preparing animals, equipment, and medications for examination and surgery; collecting specimens; performing laboratory, radiographic, anesthetic, dental procedures; assisting in surgery; and providing proper husbandry of animals and their environment. Course work includes instruction in veterinary anatomy, nutrition, parasitology, pathology, physiology, radiology, terminology, zoology, office practices, laboratory techniques, dentistry, and small and large animal clinical practices. Graduates of this program are eligible to take state and national examinations administered by the North Carolina Veterinary Board. Graduates are awarded the Associate in Applied Science degree.

The College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), 1866 Southern Lane, Decatur, GA 30033-4097; 404-679-4500. Nash Community College applied for initial accreditation from the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA) and was granted initial accreditation effective January 31, 2020. Committee on Veterinary Technician Education and Activities (CVTEA) of the American Veterinary Medical Association (AVMA) 1931 North Meacham Road, Suite 100, Schaumburg, IL 60173-4360, 800-248-2862 www.avma.org.

Veterinary Technician

The North Carolina Veterinary Practice Act defines the term "Veterinary Technician" as the following: 90-181. Definitions. (11) "Veterinary technician" means either of the following persons:

- a. A person who has successfully completed a post-high school course in the care and treatment of animals that conforms to the standards required for accreditation by the American Veterinary Medical Association and who is registered with the Board as a veterinary technician
- b. A person who holds a degree in veterinary medicine from a college of veterinary medicine recognized by the Board for licensure of veterinarians and who is registered with the Board as a veterinary technician

-*NC Veterinary Practice Act*

Veterinary Technician's 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 the obligations to practice my profession conscientiously and with sensitivity, adhering to the profession's Code of Ethics, furthering my knowledge and competence through a commitment to lifelong learning.
-National Association of Veterinary Technicians in America

Career Opportunities

The majority of veterinary technicians are employed in private practice and the demand for technicians is rapidly expanding to include new employment opportunities in human and animal health-related areas and specialties such as biomedical research; pharmaceutical and nutritional research, sales, and support; teaching; zoo animal and wildlife care; diagnostic laboratory support; military service; food safety inspection; public health; agriculture; veterinary supply sales; technical service and sales; animal control, humane society animal care; and practice management

Professional Regulation

The AVMA and The State of North Carolina, through the North Carolina Veterinary Medical Board, establishes and enforces the laws concerning the practice of the registered veterinary technician (RVT), as well as determines eligibility to take the national and state examinations after graduation in order to be licensed as a RVT. The details of these rules and regulations are discussed through the program, but for now, students should understand they are entering a profession that operates according to established codes of conduct, both legal and ethical, and that by enrolling in this program students are bound by these guidelines. The program is not an isolated institution, but rather part of a nationwide "network" of veterinary technicians that involves not only individual practitioners but also professional, state, and federal regulation. The National Association of Veterinary Technicians in America and The North Carolina Association of Veterinary Technicians are two of the main professional organizations for Veterinary Technicians in NC. Student veterinary technicians are eligible for membership in these organizations, and are encouraged to join as soon as possible.

Continuing Education

Many state licensing boards require a certain number of hours of continuing education (CE) to renew professional licenses. In addition, with ongoing advances in technology and treatments, most veterinary technicians find it important to continue taking advantage of educational opportunities to keep their skills and knowledge up-to-date. The VMT program is just the first step on a career path of lifelong learning.

Professional Advancement Through Veterinary Technician Specialties

Some veterinary technicians decide to specialize in a certain area. According to the National Association of Veterinary Technicians in America (NAVTA), an Academy is a group of veterinary technicians who have received formal, specialized training, testing and certification in an area. The recognized academies include specialties in dentistry, anesthesia, internal medicine, emergency and critical care, behavior, zoological medicine, equine veterinary nursing, surgery, clinical practice, nutrition, and clinical pathology.

The NAVTA defines a Society as a group of veterinary technicians who represent a distinct and identifiable specialty, supported by a veterinary specialty. Members may or may not have received formal training and may or may not be certified in that specialty. Members of a Society may go on to become members of an Academy if they meet the requirements of the Academy. NAVTA currently recognizes veterinary technician societies specializing in the fields of behavior, equine veterinary technology, zoo veterinary technology, and emergency and critical care.

PROGRAM MISSION

The Veterinary Medical Technology program at Nash Community College provides quality instruction and services for students to develop the knowledge, skills, and professional behaviors necessary to earn the Associate in Applied Science Degree in Veterinary Medical Technology. The program is dedicated to providing graduates who are competent and caring entry-level veterinary technicians who provide humane services that enhance the human-animal bond under the direction and supervision of a veterinarian.

PROGRAM PHILOSOPHY

The Veterinary Medical Technology program supports the mission and goals of Nash Community College. The faculty promote high standards of ethics and professionalism as it strives to meet the following commitments to students, the public and the College:

1. Assist qualified students to meet their individual goal of becoming a Veterinary Technician.
2. Prepare individuals to be competent Veterinary Technicians at the Associate Degree level.
3. Serve the needs of the public by providing skilled Registered Veterinary Technicians.
4. Contribute to fulfillment of the College mission by meeting the needs of students and the surrounding communities.

PROGRAM GOALS

The VMT program at Nash Community College will:

1. Function as an integral part of the College by faculty participation in committee assignments, professional development, and recruitment activities.
2. Identify, recruit, and accept qualified applicants by providing accurate information to students and the public that is sufficient to make informed decisions.
3. Provide an organized and comprehensive curriculum integrating regulatory, academic and clinical education experiences to prepare students as entry-level veterinary technicians.
4. Promote high academic, clinical and professional standards that foster the development of problem solving, critical thinking, and effective communication within the veterinary profession.
5. Graduate entry-level veterinary technicians capable of gaining licensure and prepared to work safely, compassionately, and effectively in the best interest of the public under the direction and supervision of a veterinarian as an integral member of the veterinary health care team.

GRADUATE OUTCOMES

Graduates of the Veterinary Medical Technology Program at Nash Community College will be able to:

1. Gain licensure and employment as an entry-level registered veterinary technician.
2. Work under the direction and supervision of a veterinarian while providing veterinary services.
3. Work collaboratively with veterinary professionals in a variety of clinical settings with the best interest of patients, owners and public health.
4. Demonstrate professional behaviors and clinical competence through effective communication, problem-solving and critical thinking in the delivery of veterinary services.
5. Uphold the ethical and legal standards of the profession by complying with the national and state regulations regarding the practice of registered veterinary technician in all practice settings.
6. Recognize the need for continued personal and professional growth through self-assessment and a commitment to lifelong learning to remain current in practice as a registered veterinary technician.

TECHNICAL STANDARDS (ESSENTIAL FUNCTIONS) OF VETERINARY MEDICAL TECHNOLOGY EDUCATION: ADMISSION, RETENTION, AND GRADUATION STANDARDS

Students enrolled in the VMT program at Nash Community College must demonstrate competence in various intellectual, physical and social aspects that represent the fundamentals of a professional veterinary technician upon graduation. The VMT curriculum provides the general, technical and clinical education required to enable the student to work in an array of professional settings. All students must meet the minimum criteria established by the Nash Community College VMT program without regard to student preference or choice for specialty care delivery in the future.

The Americans with Disabilities Act (ADA) ensures qualified applicants to public institutions the ability to pursue program admissions; however, the applicant must meet essential requirements. All students admitted to the VMT program will be held to the same standards with or without reasonable accommodations.

The following functions are considered essential requirements for admission, retention and graduation in Nash Community College VMT program. The purpose of these functions is to ensure VMT students provide safe, competent client care.

Mobility/Motor Skills & Manual Dexterity: Sufficient motor ability (balance, coordination, speed and agility) and strength to move independently throughout a clinical setting, to move equipment/clients, and to ensure safe and effective treatment.

Examples (Not Inclusive):

- To be able to walk and stand for at least 10 minutes at a time, multiple times an hour.
- Be able to lift objects weighing up to 50 pounds to a height of one meter or higher and carry the object or animal for a distance of two meters without assistance several times per day.
- Use hands, arms and legs to handle, install, position, restrain and move live animals, materials, equipment and supplies.
- Be able to have sustained contact with multiple species of animals and learn the safe handling, restraining, and working with these animals.
- Be able to move his/her body a distance of no less than three meters within two seconds of a signal to do so, to move rapidly from danger while handling animals in confined spaces.
- Perform the essential functions of the profession. This includes but not limited to: adjusting resistance on equipment, holding hooves while cleaning and evaluating, managing syringes, catheters, and common surgical instruments.
- Complete physical assessment and perform nursing duties in a timely manner. This includes but not limited to performing palpation during physical exams, administering oral, intramuscular, subcutaneous and intravenous medication, inserting and removing tubes, collecting organic samples from live animals and performing wound care. Handle surgical instruments, which includes but not limited to assisting with hemostats or other instruments while assisting in surgery.
- Monitoring general anesthesia in an animal patient as well as placing intravenous and urinary catheters.
- Being able to hold, manipulate, or tie materials ranging from a cloth patch to a very fine string. This includes but not limited to: using a surgical sponge; tying a 00 silk suture; endotracheal intubation; intravenous injection; catheterizing animals to obtain sample of urine and/ or other body fluids; applying bandages.

Sensory Abilities: Sufficient auditory, visual and tactile abilities to safely and correctly assess patient's health needs. Examples (Not Inclusive):

- **Auditory** (corrected or not):
 - Monitor and assess health status, including auscultation of heart and lungs, and respond to equipment alarms and warning sounds from animals, humans, and/or equipment of impending danger or injury.
 - Recognize and respond to distress sounds from an animal and alarms/warning signals on animal-monitoring equipment directly through intercommunication systems to ensure patient safety.
 - Communicate in surgery while all occupants wear surgical masks
 - Detect movement of large animals in a pen or corral.
 - Be able to monitor multiple patients in an ICU.

- **Visual** (corrected or not):
 - Able to determine minute details, very small variations in color and adequate depth perception (size shape and texture), including differentiation of details as viewed through a microscope. This includes characterizing and interpreting the color, odor, clarity, and viscosity of body structures and fluids, observing variations in skin and mucous membrane color, integrity, pulsations, tissue swelling, etc.
 - Be able to observe and assess as necessary in nursing care both from a distance and close by in order to recognize physical status and non-verbal responses including behaviors.
 - Use a compound microscope to identify cells and organisms and be able to differentiate colors of stained objects.
 - Able to observe movement a distance ranging from 30-45 centimeters to 10-20 meters at a discrimination level that permits detection of subtle differences in movement of the limbs in animals. This includes detecting and describing a change in color of hair coat caused by licking or trauma; detecting abnormal head posture in a parakeet; monitoring respiratory rate during anesthesia; reading anesthesia monitoring equipment.
 - Able to discriminate shades of black and white patterns in which the band is not more than 0.5 mm in width. This includes characterizing bacterial hemolysis on a blood agar plate; density patterns on a radiograph; and trace ECG.
 - Possess adequate depth perception to a detection of 0.5 cm elevation, which is no more than 1 cm in diameter on a slightly curved surface. This includes detection of tissue swelling on the hip on a smooth-haired dog; determining presence of reaction to skin testing for allergies.

- **Tactile:**
 - Palpate and interpret findings, i.e. palpation of pulses, lymph nodes or trachea to determine proper endotracheal tube size.
 - Recognize temperature or texture changes.

Communication Skills: Sufficient communication abilities in English for written (printed and typed), verbal (direct and telecommunications) and non-verbal communication with patients, clients and other staff in the clinical environment.

Examples (Not Inclusive):

- Read, write, speak and report accurately and effectively in English.
- Comprehend and carry out complex written and oral instructions given in English
- Utilize informatics appropriately within college and/or facility policy,

- Be able, when communicating with other individuals by speech; either in person or by telephone, to make legible and coherent written notes in English within appropriate space provided on the appropriate forms.

Behavioral/Social Interpersonal Skills: Sufficient behavior and social abilities to interact and work collaboratively with individuals, groups, and families.

Examples (Not Inclusive):

- Demonstrate professional and socially appropriate behavior; maintain cleanliness and personal grooming consistent with close human and animal contact.
- Interact appropriately with clients and all members of the veterinary health care team.
- Demonstrate good judgement and make appropriate professional and procedural judgement decisions under stressful and/or emergency conditions (i.e. unstable patient condition), emergent demands (i.e. stat test orders), and distracting environments (i.e. high noise levels, complex visual stimuli, aggressive animals).
- Be able to maintain a professional demeanor while in emotionally charged situations with co-workers, clients and patients.

Cognitive Ability/Critical Thinking: Sufficient ability to collect, interpret and integrate information for sound decisions.

- Able to function in a structured environment within significant time constraints and capable of making rapid decisions in urgent situations and meeting deadlines.
- Able to complete required tasks/functions under stressful and/or unpredictable conditions, including emergencies.
- Able to access information from books, reference manuals, computers, and paper and electronic medical documents to perform duties and safely use equipment without assistance.
- Able to prioritize, organize, and utilize time-management skills to perform tasks.
- Able to evaluate, synthesize and communicate diagnostic information to the attending veterinarian and/or staff.
- Able to progress toward minimum supervision as they advance through the program.

Environmental: Possess the ability to tolerate environmental stressors.

- Should have the ability to work in a wide variety of environments including out of doors in different weather conditions (heat and cold, rain, snow, wind, noise) and within a wide variety of animal handling facilities while exercising good judgement and making appropriate professional and procedural judgement decisions.
- An individual should not be allergic to any species of animals to the extent that would prohibit working in a facility that has them.

Please Note: These requirements do not reflect (1) the ability of the graduate to pass state licensing examinations, nor (2) functions, which may be required for employment of the graduate.

Students seeking admissions to the VMT program must initial and sign showing they are capable of meeting the Technical Standards (Essential Functions) described with or without reasonable accommodations. It is the responsibility of the student with disabilities to request reasonable accommodations necessary to meet the essential functions. If accommodation is requested, the student must provide documentation of his/her disability and the accommodation being requested to the College's ADA Officer, located in Student and Enrollment Services.

ACTIVE LEARNING

Definition: Active learning is what occurs when a student learns by doing something other than just listening. Students who are active learners find ways to gather, think about, and apply information they have learned.

Most students enter as dependent learners; that is, they enter with the perception that it is the teacher's responsibility to teach students. Unfortunately, this allows the student to ignore his or her own responsibility for learning. The ability to memorize facts is a valuable tool in learning, but it is only a tool and not all there is to learning. Active learning can help increase critical thinking skills. The faculty will help students gather information, but students will have to learn how to make sense of it and act accordingly, just as a Veterinary Technician does in the practice setting with patients and veterinarians depending on them. What this means is that the responsibility to teach may belong to the faculty, but the responsibility to learn is the students. Active learning involves not only listening, but asking questions, reflecting, and trying to discover new information. Active learners say, "But what does that do to the heart rate?" or "Does that mean that FeLV positive cats have to be euthanized?" as examples.

Passive learning is sitting in class and maybe paying attention. Passive learners don't say much of anything. Occasionally they say things like, "Is this Tuesday?" or "Is it time for a break?" Active learning emphasizes students' skill development. Instead of just taking notes, an active learner will try to interpret what the teacher says or what they read and summarize information in a way that is meaningful to them. Additionally, active learners try to figure out how and why things work. They anticipate doing lab work and clinical procedures - they want to do the intervention and participate fully in the animal care process.

Note at this point that if a student is not an active learner, he/she can become one. The instructional methodology used by faculty in the VMT program focuses on the active learning process. Studies have shown that students who participate in active learning discover and understand more than students who learn in a passive manner. The faculty members encourage students to ask questions and initiate discussions that will promote understanding and synthesis of the complex information presented in the VMT courses.

CURRICULUM SEQUENCE – VETERINARY MEDICAL TECHNOLOGY (A45780)

First Semester (Fall)		CLASS	LAB	WBL	CREDIT	
ACA 122	College Transfer Success	0	2	0	1	
ENG 110	Freshman Composition					
or	or					
ENG 111	Writing & Inquiry	3	0	0	3	
CHM 130	General, Organic & Biochemistry	3	0	0	3	
CHM 130A	General, Organic & Biochemistry Lab)	0	2	0	1	
VET 110	Animal Breeds & Husbandry	2	2	0	3	
VET 121	Veterinary Medical Terminology	3	0	0	3	
VET 123	Veterinary Parasitology	2	3	0	3	17 SCH
Second Semester (Spring)						
MAT 171	Precalculus Algebra	3	2	0	3	
PSY 150	General Psychology	3	0	0	3	
VET 120	Vet Anatomy & Physiology	3	3	0	4	
VET 131	Veterinary Lab Techniques I	2	3	0	3	
VET 133	Veterinary Clinical Practice I	2	3	0	3	17 SCH
Third Semester (Summer)						
COM	Elective (110, 120, 231)	3	0	0	3	
VET 125	Veterinary Diseases I	2	0	0	2	
VET 137	Veterinary Office Practices	1	2	0	2	7 SCH
Fourth Semester (Fall)						
HUM/FA	Elective (See below)	3	0	0	3	
VET 126	Veterinary Diseases II	1	3	0	2	
VET 211	Veterinary Lab Techniques II	2	3	0	5	
VET 213	Veterinary Clinical Practice II	1	9	0	4	
VET 215	Veterinary Pharmacology	3	0	0	3	
WBL 112AB	Work-Based Learning I	0	0	10	1	16 SCH
Fifth Semester (Spring)						
VET 121	Veterinary Lab Techniques III	2	3	0	3	
VET 214	Veterinary Clinical Practice III	1	9	0	4	
VET 217	Large Animal Clinical Practice	2	3	0	3	
VET 237	Animal Nutrition	3	0	0	3	
WBL 112BB	Work-Based Learning II	0	0	10	1	14 SCH
TOTAL HOURS FOR GRADUATION (AAS-VMT)						71 SCH

HUM/FA Elective (Select 1 course) ART 111, ART 114, ART 115, DRA 111, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 261, ENG 262, HUM 110, HUM 115, HUM 120, HUM 130, HUM 150, HUM 160, HUM 180, HUM 211, HUM 212, MUS 110, MUS 112, PHI 215, PHI 220, PHI 230, PHI 240, REL 110, REL 211, REL 212

RESOURCES

The VMT program is housed on the ground level of Building D as well as building L. Equipment utilized during the program of study learning process is housed in these rooms and must remain in the designated areas. Most of the machines are very expensive, and some can be dangerous if misused. Students should always take care not to damage the equipment, but, more importantly, not to injure themselves, others or any animals used during the educational experience. Students must never “experiment” with equipment not thoroughly covered in class or that has not been observed by an instructor using safely and competently.

Some of the teaching aids, such as skeletons, models, laboratory or clinic equipment are available in the designated areas for additional study and practice whenever such use does not interrupt an ongoing class. Students are required to make advance arrangements for the use of any equipment with an instructor outside of regularly scheduled class time. Please note that it is up to students and faculty to maintain the facilities and equipment in proper order. Materials should never be removed from the area without specific permission. Students will be asked to contribute to maintaining the appearance and cleanliness of the facilities. Several off-campus learning activities will be scheduled throughout the program. Students must properly use and maintain resources used during off-campus activities, rather the property of NCC or the facility.

The VMT Program faculty are available during scheduled office hours, which are posted in multiple course resources. Students are also encouraged to schedule appointments with the faculty outside of scheduled office hours.

The College library has many resources related to veterinary medicine and other medical subjects, including texts, journals, and an extensive computerized database through NC Live. Class materials may occasionally be left on reserve in the library. A copy machine is available for student use at a low cost. Also, students can print course related material in the library free of charge (restrictions on daily quantity apply).

STUDENT SERVICES

There are several resources on campus to assist students with tutorial, advising, career planning, and counseling services. Please visit www.nashcc.edu or the link below for detailed information. Students should contact a faculty advisor or SES in a timely manner if they have a need of any of their services. Student and Enrollment Services offices are located in Building A, telephone: 252-451-8219.

NASH COMMUNITY COLLEGE RESOURCES

Student Wellness Center Room 2111, Bldg. B Benvenue Hall. The Student Wellness Center provides confidential mental health services, including assessment and treatment for anxiety, depression, PTSD, Substance Use, Crisis Intervention, Safety Planning; Recovery Supports and a Collegiate Recovery Program, Veterans Supports, and Victim’s Advocacy for survivors of sexual assault and/or domestic violence. Blue Love resources for emergency assistance are provided as well as referrals to community helping agencies for shelter, food, and childcare. All services are provided at no cost to students. Contact by email swell@nashcc.edu or by phone at (252) 428-7363.

Single Stop services include benefits screening for federal, state, and local programs, assistance with SNAP applications and recertification services, Medicaid/Affordable Healthcare applications, financial counseling, legal referrals, and access to do-it-yourself tax preparation services at no cost to students. Centrally located on campus in Building B, Room 2111 or email: singlestop@nashcc.edu

SAFETY/SECURITY

The College is committed to maintaining a safe, healthy, positive work and learning environment. Campus security personnel are present during College operational hours and are composed of Nash County Deputy Sheriffs and Nash Community College Police. Email: NCCSafety@nashcc.edu or contact the Director of Campus Safety / Chief of Police at 252-451-8313.

INCLEMENT WEATHER/TEXT ALERT

Emergency and inclement weather announcements are communicated to students in several formats: College website, social media channels, and Email notifications. Additionally, students can opt to subscribe to receive voice and text alerts (www.nashcc.edu/alerts).

If the VMT student cannot attend a clinical externship experience because of inclement weather, contact the Facility Clinical Instructor and the VMT Program Clinical Coordinator. Each student will be expected to make up missed clinical days at the discretion of the clinical faculty and Clinical Coordinator. Do not endanger yourself.

CAMPUS PHOTO AND VIDEO

In accordance with policy, Nash Community College does not collect photographic/video release forms. The College does however use faculty, staff, and students as the best resource for marketing. All students and visitors should be advised that campus events are regularly photographed and videotaped. NCC cannot guarantee any individual will be excluded from media coverage. Additionally, as a public campus, NCC cannot be responsible for content obtained or disseminated by any individual or group.

ESTIMATED PROGRAM COSTS

Term	In State Tuition	College Fees	VET Textbooks Program Expenses	VET Technical Tools/Supplies Expenses	Clinical Education Expenses	Other Program Expenses	Total
First Semester (Fall)	\$ 1,292.00	\$ 204.00	\$ 275.00	\$ 220.00	\$ 100.00	\$ 410.00	\$ 2,501.00
Second Semester (Spring)	\$ 1,292.00	\$ 204.00	\$ 250.00	\$ 80.00	\$ -	\$ 410.00	\$ 2,236.00
Third Semester (Summer)	\$ 532.00	\$ 94.00	\$ 150.00	\$ -	\$ -	\$ 10.00	\$ 786.00
Fourth Semester (Fall)	\$ 1,216.00	\$ 193.00	\$ 275.00	\$ 80.00	\$ 100.00	\$ 10.00	\$ 1,874.00
Fifth Semester (Spring-graduate)	\$ 1,064.00	\$ 171.00	\$ 50.00	\$ 80.00	\$ -	\$ 455.00	\$ 1,820.00
Totals	\$ 5,396.00	\$ 866.00	\$ 1,000.00	\$ 460.00	\$ 200.00	\$ 1,295.00	\$ 9,217.00
Term	Out of State Tuition	College Fees	VET Textbooks Program Expenses	VET Technical Tools/Supplies Expenses	Clinical Education Expenses	Other Program Expenses	Total
First Semester (Fall)	\$ 4,556.00	\$ 204.00	\$ 275.00	\$ 220.00	\$ 100.00	\$ 410.00	\$ 5,765.00
Second Semester (Spring)	\$ 4,556.00	\$ 204.00	\$ 250.00	\$ 80.00	\$ -	\$ 410.00	\$ 5,500.00
Third Semester (Summer)	\$ 1,876.00	\$ 94.00	\$ 150.00	\$ -	\$ -	\$ 10.00	\$ 2,130.00
Fourth Semester (Fall)	\$ 4,288.00	\$ 193.00	\$ 275.00	\$ 80.00	\$ 100.00	\$ 10.00	\$ 4,946.00
Fifth Semester (Spring-graduate)	\$ 3,752.00	\$ 171.00	\$ 50.00	\$ 80.00	\$ -	\$ 455.00	\$ 4,508.00
Totals	\$ 19,028.00	\$ 866.00	\$ 1,000.00	\$ 460.00	\$ 200.00	\$ 1,295.00	\$ 22,849.00

Transportation and meals costs associated with off-campus learning experiences are the student's responsibility.

Please note this information is intended for estimated cost only and is subject to change without notice. The tuition fee is set by the North Carolina General Assembly.

FINANCIAL AID

The College makes every effort to provide financial assistance where need exists. Aid is available through several funding sources, including loans, work-study employment, grants, and scholarships. Grants and scholarships are awarded with no payback demand. Several scholarships are available to qualified VMT students. More detailed information concerning financial aid is available from the College's Financial Aid Office. Located in Student & Enrollment Services, Building A.

Email: nccfinancialaid@nashcc.edu

Students are encouraged to apply for all available funding sources as applicable.

ACADEMIC INTEGRITY

Nash Community College upholds the integrity of the academic process. Academic dishonesty undermines that integrity. Academic dishonesty includes cheating and plagiarism.

Cheating is an attempt to use unethical or dishonest means to perform work for a course. These may include, but are not limited to, copying the work of others, bringing unapproved sources of information during tests or other work ("cheat sheets," the use of information stored on electronic devices, the use of others' work on out of class assignments, etc.), and any other covert means to complete work without the approval of the instructor. Cheating encompasses both those giving and receiving aid.

Plagiarism is the undocumented use of information or the work of others presented as one's own. Nash Community College recognizes two types of plagiarism - accidental plagiarism and deliberate plagiarism.

Accidental plagiarism occurs when a student attempts to cite their sources, but does so improperly or incompletely. Nash Community College treats accidental plagiarism as poor work, and it will be graded as such.

Deliberate plagiarism occurs when a student copies the work of others or purposefully uses information from sources with no attempt to document it and presents it as their own. Nash Community College treats deliberate plagiarism as academic dishonesty.

Academic dishonesty is dealt with as follows:

1. For a first offense within a course, the student will receive a zero for the work in question. The student will be counseled by the instructor. An *Academic Dishonesty Report* form will be forwarded to the Associate Vice President of Instruction and maintained on file.
2. For a second offense within a course, the student will receive an F for the course. An *Academic Dishonesty Report* form will be forwarded to the Associate Vice President of Instruction and maintained on file.
3. Repeated offenses may lead to the recommendation of additional actions and penalties, including suspension or expulsion from the College in accordance with the *Student Dismissal, Suspension, or Expulsion Authority* procedure.

STUDENT CONDUCT

Students at Nash Community College are expected to conduct themselves as responsible adults in accordance with generally accepted standards of morality and decency at all times. Behaviors that warrant immediate termination or other disciplinary actions are obtainable in the *Academic Catalog*. The VMT program expands on conduct and behaviors expected of health care professionals, which are located throughout the *Student Handbook* and other course related documents for respective class, lab and work-based learning clinical policy and procedures.

SOCIAL NETWORKING

Social media and networking is an important tool and form of daily communication. Social media may include blogs, forums, social networking platforms, video sharing and other communication apps. Examples of social media include but is not limited to Facebook, Instagram, LinkedIn, Twitter and YouTube. Use of the Internet must be in support of education and research and consistent with educational objectives as outlined in the College Catalog Internet Use and Social Media Guidelines. The VMT program has expectations for responsible and ethical behavior when using this form of communication. Guidelines are intended to protect the privacy, confidentiality and reputation of patients, students, faculty, staff, externship instructors and externship facilities. Students enrolled in the program are expected to exhibit professional behaviors whether on- or off-campus. Any student who posts material that is defamatory, profane, threatening, harassing, hateful or private information that is humiliating to patients and their families, students, hospital/externship staff, externship instructors, faculty, or staff will receive disciplinary action that may result in immediate dismissal from the program.

Students may post content freely to social networking sites and to those of others, so long as the content is not illegal, obscene, defamatory, threatening, infringing of intellectual property rights, invasive of privacy, or otherwise injurious or objectionable. Privacy and confidentiality laws and regulations, including federal, state, local, and institutional mandates, must be adhered to in all situations.

Students may not use the College, program, or any affiliated organization's name to endorse or promote any product, opinion, cause, or political candidate. Representation of your personal opinions as institutionally endorsed by Nash Community College or organizations associated with the Veterinary Medical Technology program is strictly prohibited.

By posting content to any social networking site, the student warrants and represents that they either own or otherwise control all of the rights to that content, including, without limitation, all the rights necessary to provide, post, upload, input, or submit the content, or that use of the content is a protected fair use. Students agree that they will not knowingly, and with intent to defraud, provide inaccurate material and misleading or false information. The student represents and warrants also that the content they supply does not violate these terms, and that the student will indemnify and hold Nash Community College and the Veterinary Medical Technology program harmless for any and all claims resulting from content they supply.

No photographic or video imaging is allowed of animals on campus or any procedures done on campus without the permission from the staff or ultimately from the director.

Students may not use social media during clinical hours or at any time on the externship facilities equipment or property.

Please Note: No photographic or video imaging is allowed within externship facilities without the written permission from the externship facility. Students must follow all policies and procedures related to the externship facility.

The student acknowledges that Nash Community College and the Veterinary Medical Technology program do not pre-screen or regularly review posted content, but that it shall have the right to remove, in its sole discretion, any content that it considers to violate these terms or the terms of any other campus user agreements that may govern your use of the campus networks.

ACADEMIC POLICIES

In addition to the general institutional academic policies described in the *Academic Catalog*, the VMT program adheres to the following standards:

Minimum Grade Requirements

1. A student must pass all general education or related courses with a minimum required grade of a C (70%) or S (satisfactory) in order for them to be accepted for credit in the VMT program.
2. A student must pass all VMT prefix courses identified in the Veterinary Medical Technology plan of study with a minimum course grade of B (80%) or S (satisfactory) for credit acceptance in the VMT program.
3. A course grade below C (70%), (non-VET prefix courses), below a B (80%) for VET-prefix/ technical courses, a U (unsatisfactory), or failure to complete any courses required after admission into the program is grounds for dismissal. Readmission at the point of interruption is not guaranteed. Specific readmission policies are available from the Program Director and discussed later in the *Student Handbook*.
4. The student must maintain a 2.0 or higher cumulative quality point average (GPA) from time of program application until completion to remain in satisfactory academic standing for progression through the program.

Professional Behavior Procedure

In addition to the College's policy on Student Conduct [Academic Catalog](#), students in the VMT program are expected to exhibit high standards of professional behavior while on-campus and during any off campus learning or externship experience.

1. Unsatisfactory behavior is managed with initial redirection, next verbal warning and progression to written warnings with the ultimate consequence of course failure if other disciplinary actions fail to bring about the desired behavior. Some instances of unsatisfactory behavior may result in immediate dismissal from the VMT program (examples include, but are not limited to, evidence of harassment, assault, theft or other actions that pose an increased safety risk to the campus or clinical communities).
2. Each student is expected to work with all other students, regardless of personal preferences, including race, color, national origin, sex, gender, sexual orientation, gender expression, gender identity, genetic information, disability, age, religion, or veteran status. Each student is expected to treat all other students, faculty, patient, family members, College and externship personnel with respect during all interactions.
3. Unprofessional comments or gestures, whether positive or negative toward any individual while on- or off-campus will not be tolerated. Failure to follow this policy may result in dismissal from the classroom, laboratory, or externship setting, with a written warning issued to the student. Repeated behavior will result in dismissal from the program due to continued unprofessional behavior. The practice of health information privacy is required with patients, and will be practiced in the classroom with fellow students and faculty
4. Every student is encouraged to participate in class discussions and deserves the respect of all class members. Students will speak one at a time so that everyone's questions, viewpoints or opinions can be heard and respected. Any information gathered, assessed or observed during the learning activity will remain confidential and is not to be shared with anyone outside the learning environment.
5. A large part of the VMT Program time is spent in lab and clinic situations where physical contact among students will be unavoidable due to the nature of techniques and procedures involved in animal care. At no time should physical contact be conducted in an offensive or threatening manner with another student or instructor; all physical contact must relate specifically to the learning experience and objectives.

6. Students are expected to ask for help when it is necessary. Students are expected to help each other clarify confusing or difficult information as time permits in class (in the clinic, you will often rely on help from colleagues, as well as offer help, so start practicing now).
7. It is expected that students will use unstructured lab and class time wisely, focusing on topics related to their VMT education. Not all labs or class activities have structured details or timeframes for completion. Partners or groups will be working together for most laboratory learning experiences, so work at a steady pace. If you or your group should complete the activity early, offer your assistance to other classmates, or spend the time reviewing related course materials or laboratory skills. Non-program related conversations are to be kept to a minimum, and absolutely no "horseplay" or other similar inappropriate behavior will be tolerated.
8. Students are responsible for, and expected to adhere to, all policies and procedures stated in the [Academic Catalog](#), program handbooks, course syllabi and regulatory entities.

Attendance Procedures

1. Students are expected to attend classes regularly and promptly (on time) to facilitate professional behavior and accountability that mirrors the expectations of student performance on externship experiences and professional employment. Tardiness is defined as arrival to class or lab session after the scheduled start time. The student is expected to notify the instructor prior to any class or lab tardiness or absence as is expectation with employment.
2. Failure to attend classes may result in point deduction from the final course grade or dismissal from the program. For VMT academic courses, a student may fail to progress in the program when greater than (>) 15% of the class contact hours have been missed.
3. If the student is absent or tardy, the instructor is in no way obligated to review material or repeat lectures. The student is solely responsible for obtaining information or materials presented during a missed class. If a student is tardy for an exam, the student may or may not be allowed to take the exam at that time based on the reason for the student tardiness. A 10-point deduction may be enforced on the exam grade.
4. Students are expected to take exams as scheduled. In the event of an absence or tardiness on the day of a scheduled examination, the student must notify the instructor prior to the test. The test may be taken without penalty only in cases where the instructor can determine that the absence was unavoidable. Supporting documentation for the absence may be requested. Makeup tests will be scheduled at the instructor's convenience and may vary in content from the original test. The student is responsible for arranging the make-up exam with instructor upon return to campus.
5. Scheduled or unscheduled (pop) quizzes will only be given to students who are present when the instructor first distributes the quiz. In the event a student is absent for a quiz a grade of "0" is recorded.
6. After 3 tardiness occasions the student will meet with the instructor to discuss the behavior and determine a plan for compliance.

Course Number	Maximum Number of Class/Lab Hours	15% Class/Lab Hours (exceeding these hours may result in student dismissal)
VET 110	64	9.6 hours
VET 120	96	14.4 hours
VET 121	48	7.2 hours
VET 123	80	12 hours
VET 125	32	4.8 hours
VET 126	64	9.6 hours
VET 131	80	12 hours
VET 133	80	12 hours
VET 137	48	7.2 hours
VET 211	80	12 hours
VET 212	80	12 hours
VET 213	160	24 hours
VET 214	160	24 hours
VET 215	48	7.2 hours
VET 217	96	14.4 hours
VET 237	48	7.2 hours

Classroom Procedures

1. Students are responsible for material covered in lecture, labs and all assigned readings, videos and applications. VMT courses are web-enhanced with assignments and activities being supplemented or completed in Learning Management System (Moodle).
2. It is the student's responsibility to complete and submit assignments by deadlines.
3. Completed and returned work should be saved so that grade disputes can be supported. Work not returned to the student (i.e. examinations) are maintained by the instructor for the same purpose.
4. Assignments are submitted to the college approved learning management system as directed. Course specific grades are available for review in the college approved learning management system.
5. Each course in the VMT curriculum builds upon those that come before. Thus, students are essentially responsible for and may be tested on all material that has been covered in previous program courses.
6. Cell phones must be turned OFF (not merely on vibrate) and put away during class unless approved by the instructor for class related activities. Texting is not allowed. Computers and other Wi-Fi devices are only to be used to facilitate coursework and upon the approval of the instructor.

Assignment/Work Procedures

1. Any published material read, or directly quoted, in preparation for a project or writing assignment must be referenced at the end of the project/assignment. Failure to do so may result in a failing grade for the project, with possible further consequences as stated in the [Academic Catalog](#) regarding cheating and plagiarism.
2. Projects and assignments are completed independently unless otherwise explained on the project or assignment. Any sharing of information is a violation of the College's policy on cheating and plagiarism. (i.e., after an examination is missed, the student contracts a fellow student about that examination, both students would be considered as cheating).

- Each student will be allowed one item of work (related to projects or written assignments) handed in 24 hours late without loss of credit. All other late work will result in a zero (0) grade. Course syllabi will detail any additional late-work considerations specific to the nature of the course or activities.
- The instructor must be able to easily read any written work submitted. If the material is not easily read, then the material will be counted as wrong information and deducted accordingly. All hand written submitted work (including examinations and quizzes) should be completed in black or blue ink and completed on the front face of the page unless otherwise indicated by the instructor.

Grading Procedures

- The VMT Program utilizes the College's grading scale for academic coursework:
 - A = 90 – 100%
 - B = 80 – 89% (**A GRADE OF 80.0% is required for VET Program Progression for all technical / professional courses = VET prefix courses**)
 - C = 70 – 79%
 - D = 60 – 69%
 - F = 0 – 59%
- A minimum grade of C (70%) or S (satisfactory) is required on all non-VET prefix courses in order for them to be accepted for credit in the VMT program.
- A minimum grade of B (80%) or S (satisfactory) is required on all VET and WBL prefix courses in order for them to be accepted for credit in the VMT program. This means the student must maintain a B (80%) course average in VET core courses to remain in the program. Grades are NOT "rounded up". Therefore, a 79.9% will be recorded as a "C". Please do not allow your grade to fall anywhere near the failing level, in order to avoid disagreeing over fractions of points.
- The VMT program utilizes the following grading scale for WBL/clinical externships:
 - S = Satisfactory
A grade of S (Satisfactory) denotes successful completion of a course and/or associated clinical course objectives and no quality points. The grade is not included in computing GPA. Course hours are used for determining financial aid eligibility related to credit hours attempted and satisfactory academic progress.
 - U = Unsatisfactory
A grade of U (Unsatisfactory) denotes unsuccessful completion of a course and/or associated clinical course objectives and has no quality points. The grade is not included in computing GPA. Course hours are used for determining financial aid eligibility related to credit hours attempted and satisfactory academic progress.
- The student must satisfactorily (S) meet performance expectations as explained in the course syllabi to successfully complete the clinical externship and remain in or complete the VMT program.
- Each VMT course syllabus will explain the grading formula for that course. Grading will be composed of any or all of the following: attendance, examinations, quizzes, classroom or laboratory assignments, laboratory competencies, essential skills assessments, practical exam performance, participation, and clinical externship performance tools/assessments.

Examination Procedures

- Each VMT course syllabus will describe the number and schedule of examinations. Individual VMT courses may incorporate any or all of the following examinations: unit exams, comprehensive midterm and final examinations, in-service presentations.
- In every academic VMT course, the student must pass the comprehensive final examination with a minimum of C (70.0%) to pass the course AND maintain a B (80.0%) course average to continue in the program. Grades are NOT rounded up. If a student has a course average of 80.0% or higher, but scores less than 70.0% on the final examination, the student has failed the course.

3. Students are expected to achieve a minimum grade of 80% on all unit exams. Students earning a grade below 80% are required to schedule a meeting with the instructor within two class periods following the release of exam results. During this meeting, the instructor and student will review the exam and develop a plan to improve performance.
4. Refer to Attendance Policy in this *Student Handbook* regarding make-up of a missed examination.

Essential Skills and Laboratory Procedures

1. The use of VMT equipment is restricted to the faculty and students enrolled in the program
2. Friends and family of students (this includes any non-VMT enrolled individual) are not allowed into the class or laboratory environment unless specific permission is granted by faculty based on a special class or laboratory activity.
3. Appropriate laboratory clothing (scrubs and lab coat/smock) and footwear must be worn for every class session. Failure to be appropriately prepared and dressed may result in deduction from the final course grade. Repeated behavior after the implementation of an action plan for compliance will result in dismissal from the program due to unprofessionalism. Refer to *Personal Dress Procedure* section of the *Student Handbook* regarding dress and appearance.
4. Students are expected to demonstrate safe and professional behavior during all classroom activities, including labs and clinic procedures. Do not "touch" equipment, animals or other students unless the skill has been reviewed by the instructor in regards to indications, contraindications, application techniques, safety precautions, etc. and the student is performing the skill for the intended purposes.
5. Students are expected to work with all other students during laboratory sessions.
6. Students will respect and maintain the confidentiality of all VMT educational related exposures as if they were actual patients, clients or work colleagues in clinical practice.
7. Students may use some items of laboratory equipment outside of instruction time. A student must notify the instructor to do so. The student is responsible for any equipment that is broken or misplaced.
8. Essential skills are incorporated into courses throughout the program (see Appendix E) and are specified in greater detail on the respective course syllabus. The essential skills are often performed by the faculty in conjunction with the assigned activity and class times; occasionally, students may need to schedule demonstration of essential skills with faculty at times in addition to normal class times. Students must demonstrate competence in all assigned course essential skills to complete the course requirements. Please refer to specific faculty instructions as explained in the course syllabus and/or related course documents on expectations for essential skill completion.
9. Please refer to all other specific laboratory procedures pertaining to individual VMT courses explained in the respective course syllabus.

On occasion, representatives of the College may wish to photograph or videotape laboratory sessions for public relations purposes. Student participation in such activities is always optional.

Work-based Learning/Externship/Off-Campus Learning Procedures

Experiences:

Off-campus learning opportunities are embedded within the VMT curriculum, involve travel to various animal holding, and care facilities for instruction. Two WBL (externship) experiences are required, and are full-time, forty hours/week experiences. During the clinical externship, a primary site supervisor is designated to evaluate students during these practical experiences using criteria established by the Program. The course grade is based on knowledge of basic sciences, patient treatment skills, and effectiveness of interaction with patients, their families, and other personnel. For a complete list of criteria and anticipated levels of performance, refer to the evaluation document (provided to the student prior to the first clinical affiliation).

Clinics may have their own requirements for externships, including medical examinations, vaccinations, drug testing, background investigations and dress code. Unwillingness or inability to conform to these expectations will jeopardize the student's status in the Program.

Absence (or tardiness) during externship assignments leads to serious repercussions. Students are to contact the site supervisor **and** the program's Clinical Coordinator if an absence is unavoidable. Students should expect to make up any absence from clinical experiences. It is the student's responsibility to confer with the site supervisor and the program's Clinical Coordinator if longer absences occur. Unexcused absences or failure to meet the contact hour requirements will result in an unsatisfactory performance evaluation and termination from the program.

Students are required to follow the schedule of the assigned site supervisor, which may include weekends, college recognized holidays, or student breaks. If specific dates of holidays and break observations become a student concern, the program's Clinical Coordinator should be contacted before schedules are established. Ultimately, a student is expected to be available for the schedule created by the site. The Clinical Coordinator is not responsible for finding a site that will make exceptions for your schedule.

Students are expected to wear a nametag clearly stating the name of the student and their title as a "student veterinary technician". Students are to introduce themselves by their name and title as a student veterinary technician to all associated individuals. Please remember that a student's services or participation in the care of an animal can be refused by the owner. The student should not take offense or in any way demonstrate unprofessional behavior to such a request.

Eligibility:

Students are assigned to facilities that have a current clinical agreement with the NCC VMT program. If an assigned facility prohibits a student in the VMT program from participating in or completing the learning experience, no alternative experience will be arranged on behalf of the student. This will result in the student being unable to meet the curriculum requirements of the VMT program and, ultimately, being dismissed from the program. Examples (not inclusive) of situations that may lead to a facility's decision to prohibit or terminate a student's learning experience are:

1. Results of a background check or drug screen (including all forms listed in the Criminal Background Check and Drug Screen policy);
2. Inability to demonstrate current physical examination and immunizations;
3. Significant concerns or issues identified by representatives of the facility relating to the unsafe, unethical, illegal, or generally unprofessional conduct of a student;
4. Non-adherence to the facility's personnel and dress code policies, which includes the appearance or visibility of body art, piercings or undergarments.

Procedures:

The student affiliate/extern will:

1. Adhere to all professional, legal and ethical regulations regarding the veterinary profession (i.e. state scope of practice, confidentiality, Code of Ethics and Ideals for the VMT program).
2. Adhere to facility policies and procedures (dress, billing, emergency/fire, tobacco use, food/beverages, etc.).
3. Avoid personal, non-emergency phone calls or texting (made or received) during assigned hours. Personal cell phones should not be present during the learning experience. To avoid the appearance of inappropriate or unprofessional cell phone usage, please provide family and/or friends with the facility's phone number to best reach you at in the case of an emergency.
4. Report to assigned area on time. It is recommended that students plan to arrive 15 minutes early to avoid situations, which could result in tardiness.
5. Avoid chewing gum during all interactions within the clinical facility.

6. Accept assigned responsibilities within the veterinary technician scope of practice. Students must use sound judgment regarding their ability to carry out a procedure or treatment they are unfamiliar with, and openly discuss concerns with the clinical instructor. A student shall never perform a procedure in which they are unsure.

STUDENT HEALTH AND SAFETY

The [Academic Catalog](#) states that all students registered in "curriculum classes are insured for accidental injuries which may occur in class or on college property." This includes clinical externship experiences for the VMT program. Injuries during commute to and from the campus or clinical facility are not included.

If a student is injured during a program related learning activity, the student should notify the course instructor immediately. If an injury occurs during an externship experience, the student and site supervisor should notify the program clinical coordinator. An incident report must be filed immediately. All incident reports will be forwarded to the Campus Safety Director and appropriate personnel in Student and Enrollment Services. The student is responsible to maintain and provide all documents needed that relate to services and costs for care received as a result of an injury. The student will be referred to Student and Enrollment Services for information on the College's Accidental Health Insurance. Coverage under this plan is time sensitive.

Should the injury include exposure to an infectious disease, the student should follow policies in place by the College, program or clinical facility, in addition to the College's accidental health insurance policy, for post-exposure, emergent and follow-up care.

Students are strongly advised to make arrangements for their own health insurance coverage while in the VMT program. For information about the *Community College Student Insurance plans*, please refer to the [Academic Catalog: Student Health Insurance](#).

Work in the field of veterinary medicine does come with a certain degree of risk. Students will always keep safety their top priority. Depending on the situation, a student may be at risk of injury (bites, slips, trips, falls, etc.). The VMT facility will have safety equipment and resources (eye wash station, sharp items disposal, safety shower, Safety Data Sheets (SDS), etc.) available to all students and faculty. Students are expected to know where these resources are located and how to properly use them. The student will be trained to operate pieces of specialized instruments and equipment during the course of the program. At no time will students be allowed to operate the equipment except during class time, or during instructor-appointed times. Individuals not in the program will not be allowed in the campus facilities or at off-campus sites. The instructor can make exceptions at any time. If a student ever experiences any technical problems involving any equipment, they should immediately bring it to the attention of a faculty member. Any question regarding the safety of a piece of equipment, whether in the laboratory or clinic setting, should be communicated to an instructor AT ONCE. Safety is one of the most important aspects of the program.

Unsupervised use of laboratory equipment is only allowed after a satisfactory in the skill has been demonstrated or observed during scheduled class sessions with an instructor, and permission has been granted. Improper use of the equipment may be hazardous and failure to comply with these guidelines is grounds for dismissal from the program.

The VMT program will always follow the CVTEA's statement on safety found in Appendix A of the CVTEA Accreditation Policies and Procedures. The statement is found at [CVTEA-Appendix A-Safety](#)

Due to the nature of the VMT program, students and faculty will come into contact with numerous different animals, many of which may not have a thorough medical history. Every effort should be made to protect faculty and students during the ongoing daily contact with these animals. It is the responsibility of the program's faculty to teach students the proper methods of restraint to increase self and animal protection while working with animals in the program and during their careers. Although precautions are taken by instructors to prevent or minimize the potential for student injury, no guarantee is made or implied regarding student safety due to the unpredictable behavior of animals. All teaching animals and patients are potentially capable of inflicting serious injury even when appropriate restraint and safety precautions are used. Use of these precautions is essential to reduce the risk of injury. Prior to the beginning of each laboratory session, students should review all safety and restraint information contained in the current and previous course materials, reading, and objectives. If students are unsure of the correct restraint or safety protocol to follow, they should seek immediate instruction and supervision from the instructor prior to initiating any animal contact. Do not fear an animal, but respect what they can do.

An **animal bite** is defined as trauma caused by teeth and usually heavily contaminated with microorganisms. For the purposes of the VMT program, a bite is any incident where a dog or cat's teeth break the skin causing blood to be drawn.

A **scratch** is defined as to make a thin shallow cut or mark on (a surface) with a sharp instrument such as a nail or claw.

Animal Bites and Scratches

In the event a student or faculty member receives a bite or a scratch from an animal in the course of class work, animal care, and kennel duty or in any other instance of working with the animals within the VMT program, the following steps should be taken:

1. Contact the course instructor immediately.
2. Clean the wound immediately (at least 5 minutes under clean, running water).
3. For bites and severe scratches, seek consultation with a personal physician or other suitable medical professional as soon as possible. Instructors and faculty will not treat the student outside of assistance with basic first aid.
4. The instructor (or clinical coordinator) will complete the College's Incident Report (or secure a copy of the clinical facility report if agreeable with the facility).
5. Provide required documentation requested by the College's Accidental Health Insurance policies and procedures.
6. Provide medical record/receipt or other relevant documentation to the program director to maintain with recorded incident reports on file (a student who elects to not seek medical attention must sign a waiver available by the course instructor to be kept on file with the incident report).
7. For severe wounds, a faculty member will contact #911 for immediate, professional medical treatment.
8. For bites, the animal in question will be immediately returned to appropriate Animal Control center or picked up by Nash County Animal Control if the animal belongs to a rescue group. The animal will be placed in quarantine per Nash County Animal Control and state regulations. The Nash County Animal Control faculty will determine the disposition of the animal. If the animal is under anesthesia or sedation, the animal will be recovered before returning to the shelter. No further handling of that animal will be performed by students.
9. The bite will be documented in the animal's record/chart.

Students must be aware of zoonotic disease risks. Zoonotic diseases are those diseases that can be transmitted from animals to humans, such as rabies, ringworm, brucellosis, intestinal parasites, toxoplasmosis, leptospirosis, etc. Exposure to zoonotic diseases is an associated risk involved with participation in the program and this profession. It is required that all students have the pre-exposure rabies vaccine series completed before the start date of the spring semester of the first year. If a student has personal medical insurance, ask the program director how you can determine whether the insurance may cover the pre-exposure rabies vaccination series. Students bitten by animals while in the program must visit their physician at the earliest possible time despite being vaccinated for rabies. **Because of the natural risks associated with programs such as ours, the College is in no way liable for students being bitten or injured while handling animals within the program. This includes bites or injuries that occur at off-site locations.**

Students must be aware that practicing venipuncture on themselves or other students is prohibited. Students must also be aware that certain diseases can be transmitted by contact with infected blood and must handle and dispose of all venipuncture supplies and sharps in an appropriate manner. Students must be aware of the risks of blood-borne diseases when aiding another injured student. Inform the instructor immediately of any injury sustained including those involving blood.

Pregnancy Procedure

The National Council of Radiation Protection, (NCRP) advises that control measures must be taken to avoid or reduce the risk of ionizing radiation exposure to the human embryo or fetus. It should be noted, however, that the risks of probability of detectable effects induced by medical diagnostic exposure are very small. **While it is strictly voluntary, to ensure extra protective measures be initiated promptly, it is suggested that the student notify the program director of documented pregnancy.**

It is the policy of the Nash Community College VMT program to provide reasonable radiation protection to student radiographers occupationally exposed to ionizing radiation. **Declared pregnant students are expected to follow additional measures, detailed below, which have been developed to restrict the fetal radiation dose to not exceed 0.5 rem for the entire pregnancy.**

After declaration, pregnant students in the VMT program will be given a copy of the United States Nuclear Regulatory Guide 8.3, which addresses prenatal radiation exposure. The guide can be downloaded from the following website <https://www.nrc.gov/docs/ML0037/ML003739505.pdf>

The pregnant student must make the final decision as to their acceptance or non-acceptance of this minimal risk. The following procedures shall be followed:

1. Voluntary disclosure or declaration of pregnancy: To ensure that additional protective measures for the fetus and mother are initiated quickly, the student may wish to inform the program director upon medical verification of pregnancy. **This voluntary request may be withdrawn at any time upon written request from the pregnant student.**
2. The program director will arrange for the student to review her previous (if any), radiation exposure history. The Program Director and/or course instructor, will provide the student with a copy of NCR Guide 8.13 and will review protective actions and the risks associated with radiation exposure to the fetus.

After consultation with the Program Director, the following guidelines will be followed:

1. Upon declaration of pregnancy by the student, general program policies will be reviewed in detail in order to provide the student with a complete understanding of her status in the program.
2. The pregnant student must follow the established program policies and meet the same clinical and educational criteria as all other students before graduation and recommendation for the veterinary registration examinations.

3. If the student chooses to leave the program during her pregnancy, she will be eligible for reinstatement into the program upon completion of her pregnancy leave. Re-entry will be based on the program's readmission policy.
4. **If the student remains in the VMT program during her pregnancy, she accepts full responsibility for her actions and relieves Nash Community College, its faculty, and veterinary clinical/practicum affiliates of any responsibilities in case of adverse effects.**
5. Veterinary medicine has with it many inherent dangers for the developing fetus. Hazards such as inhalation of anesthetic gases, exposure to radiation, toxic chemicals, exposure to chemotherapeutic agents, trauma by a horse or cow, or an animal bite or scratch are just a few of the hazards which are inherently more dangerous to the pregnant individual and her fetus. The pregnant student needs to make her physician aware of the risk involved in a program such as Veterinary Medical Technology and get written permission from her physician on what she is and is not allowed to do. That document will be need to be given to the Director of the program. If certain skills are not permitted it may delay graduation for the student

Radiology Procedure

These procedures are designed to ensure the safety of students and instructors. Radiation machines emit an ionizing radiation, which can be detrimental to the health of individuals, exposed to excessive doses of such radiation. It is the purpose of the present safety rules to ensure that exposures to students and staff are As Low As Reasonably Achievable (ALARA). Maximum permissible doses have been set by the Bureau of Radiation control as recommended by the Nuclear Regulatory Commission, the National Council on Radiation Protection and Measurement, and other allied organizations.

Deep dose equivalent shall not exceed 5 rem per year. Lens of eye dose shall not exceed 15 rem per year. Shallow dose equivalent to the skin shall not exceed 50 rem per year.

This policy applies to all users of the radiation-emitting equipment in the VMT program. It is the responsibility of faculty and students to adhere to these procedures. The Program Director and Medical Coordinator will ensure compliance. Radiographic procedures will be performed for the purpose of instruction. Only the instructor will order retakes of radiographs. In general, any student or faculty who might receive radiation exposures in excess of 10% of allowed limits must be issued an appropriate monitoring device. Dosimetry badges will be assigned by name and/or assigned College ID number. Under no circumstances will a student be permitted to use a badge other than his/her own. Each student will wear their primary badge attached to his or her clothing outside of any protective lead shields. Each badge will be left in a designated location when the student is not in class. Badges are not to leave the clinical facilities. The instructor or designee will be responsible for the distribution of the badges and the procedures governing their use.

Exposure records will be maintained by the by the Program Director and will be reviewed. Disclosure of pregnancy is voluntary and the student must make the final decision as to their acceptance or non-acceptance of this risk. It is recommended that the pregnant student seek advice and counsel from their attending physician as to the decision to continue in the program. A second badge will be issued to the pregnant student to be worn at waist level under the protective apron. An additional cost may be required for this additional badge. Badge reports will be monitored to insure that the fetus receives no more than 0.5 rem during the term of the pregnancy. Any exposure prior to declaration of pregnancy must be estimated and taken into account.

NC Regulations for Protection Against Radiation reports of inspections are available by request from the director. These are available for review by all students or faculty involved with radiation devices.

They can also be found online at [NC Regulations for Protection Against Radiation](#). The Program Director is available to answer any questions regarding radiation safety.

All radiograph rooms are controlled areas. The doors to the rooms must be closed when the radiograph machine is in use. It is recommended that animals be lightly sedated for radiographs and positioned with sandbags or other suitable devices and that the student remain behind protective barriers during radiograph exposure. If sedation is not possible, the students shall wear all necessary lead-lined protective equipment and shall not have any unprotected part of their bodies in the primary beam of the radiograph machine. Collimators shall restrict the radiation field to the size of the film or part of the body under study. Small fields should be used where possible to restrict the area exposed to only that which is clinically necessary for teaching or study.

Only the necessary individuals shall be allowed in the room when radiographic procedures are being performed. Exceptions must be cleared by the instructor. All individuals in the room during a radiographic procedure must wear a lead apron, thyroid shields, and gloves.

INCOMPLETE GRADES

An "Incomplete" in a Veterinary Medical Technology Program course must be removed before the student can continue in the program. Failure to act promptly and responsibly results in being unable to enroll for subsequent (required) classes. This policy applies to all required courses, not just those with the VET prefix.

WITHDRAWAL

Official withdrawal from a required course may leave the student unable to continue in the program. Consult a faculty member about available options and potential consequences prior to withdrawing from any course.

CLASS SCHEDULING

The program faculty and health sciences admissions coordinator will assist each student with required course enrollment and course schedules. Be careful not to jeopardize your standing in the program by attempting schedule adjustments without consulting your advisor. The courses in the VMT program must be taken in sequence as outlined on the course curriculum.

COLLEGE ATTENDANCE AND ADMINISTRATIVE WITHDRAWAL STATEMENT

Nash Community College is an attendance taking institution with regular attendance required for all curriculum courses regardless of program, degree level, or delivery type. The attendance of students will be recorded by faculty on a regular basis and within the guidelines supported by the course's delivery format. Attendance verification is first used to establish course enrollment within the first 10% of the course. After the 10% point of a course, faculty must administratively withdraw a student if at any point in the semester the student demonstrates two (2) consecutive weeks of nonattendance in a course. Nonattendance means missing two consecutive weeks of regularly scheduled class meetings (if applicable) in addition to no participation in any assignments or activities during that period. Students who have been approved for excused absences (field trips, medical related, etc.) are still required to actively participate in class and are responsible for coordination of approved activities with the course instructor. For more information, please review the Attendance Policy and Withdrawal Policy in the [Academic Catalog](#)

EXPULSION PROCEDURE

The following policy clarifies the conditions that may lead to dismissal from the program. Conditions under which a student may re-enter the program following an interruption in enrollment are outlined in the Readmission Policy.

1. A student who receives a grade of C (79.9%) or lower in a technical/professional VMT course (VET-prefix courses).
2. A student who receives a grade of D (69.9%) or lower in non-VET prefix course identified in the VMT Plan of Study.
3. A student who receives D (69.9%) or lower on any comprehensive final examination in a technical/professional VMT course (VET-prefix courses).
4. A student who receives less than B (80.0%) on laboratory competencies or fails to demonstrate competence after one remediation attempt.
5. A student who is found to be ineligible for clinical education placement owing to legal or other considerations as defined by the clinical agency (including, but not limited to, arrests, criminal background and drug screen findings).
6. A student who receives a grade of U (unsatisfactory) for clinical education courses.
7. A student who is non-compliant with College and program Student Conduct and Professional Behavior policies.

READMISSION PROCEDURE

The following policy clarifies the conditions under which a student who exits the Program without satisfying all of its requirements may return to the Program to resume progress toward the Associate in Applied Science in Veterinary Medical Technology degree.

1. A student who fails to complete any of the VMT program as scheduled may reapply to the program by meeting the admissions criteria that are in effect at the time of reapplication.
2. A student will be required to proceed through the general selection and acceptance procedures along with all other candidates for the following year if a student demonstrated academic failure or withdrawal by the end of the first technical semester (VET prefixed courses).
3. A student who reapplies to re-enter at the point of non-progression will be considered if less than three (3) years have passed. In situations where greater than three (3) years has passed, the student will need to apply through the general application process, and be expected to start the beginning of VET prefix courses.
4. A student must submit a written letter of intent for readmission to the Program Director describing reasons for leaving the program, desire for re-entering the program, detailed plan of academic preparedness for future success and the anticipated semester of re-entry. The written request must be received within 90 days of the anticipated semester start date.
5. A personal interview may be scheduled between the prospective student and an appropriate member of the VMT program.
6. The student will be required to demonstrate retention of knowledge and skills in VET technical courses by successfully completing both a written proficiency examination and laboratory competency examination with a grade of 80% for each prerequisite course to the point of re-entry, regardless of an original passing grade for the course.
7. Re-entry into the programs is not guaranteed and will be considered on a case-by case basis considering the point of re-entry, the number of currently enrolled students at the point of re-entry, and space availability for confirmed off-campus clinical, laboratory and work-based learning experiences.
8. A student dismissed from the VMT program as a result of inappropriate internet use; misconduct or unprofessional behavior during on- and off-campus learning activities; non-adherence to laboratory safety, clinical education and policies; or, significant concerns in regard to clinical expectations for safety, ethical, and legal standards will not be considered for re-entry to VMT Program.
9. Any student is allowed only two (2) attempts to complete the VMT program.
10. A student will receive written notification of readmission status.

CRIMINAL BACKGROUND AND DRUG SCREEN DUE PROCESS

The following procedures have been established for students who feel information contained on the criminal background check or drug screen is false or inaccurate resulting in the inability of the student to participate in a clinical externship experience, and therefore dismissal from the program due to failure to progress:

1. Students will notify the Program Director, in writing, of their intent to initiate an investigation into the information they believe to be false or inaccurate within 24 hours of dismissal notification.
2. The student will provide the Program Director with evidence that supports the information contained was false or inaccurate within one week (7 days) and which supports dismissal is not warranted based on the new information.
3. Students will sign a consent to release form allowing this new information to be provided to and reviewed by the clinical externship agency for their determination of eligibility to complete the clinical learning experience. Students must understand that the timeframe for the learning experience may be adjusted to reflect the contact hours needed to complete the experience.
4. Students who fail to provide this evidence within one week can follow the College's due process as stated in the *Academic Catalog*.

DUE PROCESS

The [Academic Catalog](#) explains the due process procedures for students who wish to appeal decisions made by the faculty. The VMT program encourages the student appeal begin with the instructor, and then proceed to the Program Director and Allied Health Department Chair before initiating the College's formal due process procedures. Refer to the current [Academic Catalog](#) regarding "Student and Public Grievance/Complaint Procedures", "Academic Review Committee", and "Student Affairs Committee". Students should know that a 30-day limit is established to submit a complaint as part of these due process procedures.

COMPLAINTS

The Program has established policies and procedures to address written complaints regarding the Program that fall outside the scope of due process, as recommended by the U.S. Department of Education. The Clinical Coordinator, Program Director, Chair or other appropriate College administrative personnel, depending on the nature of the complaint, are responsible for responding to complaints determined to have merit.

Additionally, CVTEA considers complaints about programs that are accredited. Information regarding filing a complaint about the Program may be found in the Accreditation Policies and Procedures of the AVMA Committee on Veterinary Technician Education and Activities (CVTEA) at: [CVTEA Accreditation-Policies-and-Procedures-Complaints](#)

POLICIES/PROCEDURES FOR PROCESSING COMPLAINTS

Where institutional policies and procedures exist to cover a particular complaint, those policies and procedures take priority over Program policies and procedures. Written complaints should be submitted to the Program Director or other personnel as described in policies. The Program Director is responsible for consulting with appropriate individuals to develop a response to the complaint. A written response will be made to a signed written complaint within 15 working days of receiving the complaint. If the response is unsatisfactory, the complainant may contact the Department Chair of Allied Health. Records of complaints will be maintained in the Director's office for a period of five years from the time of receipt.

1. Complaints regarding the VMT curriculum or its policies and procedures should be presented to the Program Director.
2. Complaints regarding the actions of a VMT program faculty member should be directed to the faculty member involved. If the complainant feels uncomfortable with this, or has had unsatisfactory

resolution, the Program Director should be contacted. If the complaint concerns the Program Director, the student should contact the Allied Health Department Chair.

3. If the complaint concerns the Allied Health Department Chair, the student should contact the Dean of Career Technical Education (CTE).
4. If the complaint concerns the Dean of Career Technical Education (CTE), the student should contact the Provost / Chief Academic Officer.
5. Complaints regarding the actions of another student should be presented to the Program Director.
6. Complaints regarding clinical externships should be presented to the program director or program clinical coordinator.
7. Complaints from individuals outside the Program should be presented to the Program Director or refer to the Student and Public Grievance/Complaint Procedure in the [Academic Catalog](#).
8. The VMT Program prohibits any form of retaliation against any party making a complaint against the program, its faculty or its students.

PERSONAL DRESS PROCEDURES

The VMT program's dress code has been selected to maintain a level of comfort and safety, as well as to project a professional image. Students are expected to keep a professional appearance during all program activities on and off campus. The guidelines described below apply to classroom, laboratory, and clinical externship experiences.

If at any time college faculty, staff or administration deem clothing worn by a student to be unsafe, unprofessional, inappropriate, or offensive, the student can be asked to change or may be removed from the activity.

1. An assigned ID badge must be worn and visible at all times while on campus, in labs and program functions off campus.
2. Students must maintain good personal hygiene with minimal use of makeup and scented spray or lotion applications.
3. Clothing (scrubs) must be worn to ensure that cleavage, abdomen, back, hips and thighs remain covered at all times (i.e.: when one squats to pick up an animal, bends to restrain an animal, reaches above head). No undergarments are to be visible including not being seen through the student's scrubs. Black or royal blue long-sleeve undershirts may be worn under scrub tops for warmth.
4. Students will need at least three (3) sets of pewter-colored scrubs in a program approved style. First-year students will need at least two (2) black lab coats (smocks) and second-year students will need at least two (2) royal blue lab coats (smocks).
5. For large animal labs, students will need boots, coveralls and gloves.
6. Additional items may be required depending on the activities in a given semester. Students are required to have a black or blue pen with them at all times. A sharpie is also needed. In addition to the required scrubs, students need to have a stethoscope, bandage scissors, and a pen light.
7. No hoodies or hats are allowed during program related activities unless approved by the instructor for specific course activities.
8. Any outerwear (i.e. jackets, coats, hats, scarves, umbrellas etc.) are to be stored in the student's assigned locker until needed to go outside the building unless permission is granted by the instructor.
9. Shoes must be closed-toe, no holes in top, slip-resistant, conservative in appearance and in good repair. "Walking" or "running" shoes are generally acceptable but should not be garish in design (keep monochromatic). No sandals, flip flops, slippers, shoes with open sides, or heels.
10. Jewelry (including facial jewelry) is not allowed except for a watch (with a second hand), and a non-raised wedding ring. No plugs or spacers are allowed for jewelry except for gauged ears. They require a flat plain plug at all times. In the surgical related labs, all jewelry must be removed.

11. Body art is allowed during program related activities as long it is not of an offensive nature. Students need to be aware that many clinical sites do not allow exposed body art and if their assigned clinical site does not allow exposed body art, it must be covered.
12. Hair is to be up and off the collar, secured in such a way that it does not fall down into the eyes and hairstyle should be tidy. This is to be done before student enters the classroom and secured so it does not have to be redone. Only "natural" shades of hair color are allowed.
13. Fingernails cannot extend past the fingertips and are to be smooth and unpainted (no nail art). No artificial or acrylic nails are allowed.
14. At certain times students may be allowed to wear "street clothes" instead of scrubs. Students will still be expected to maintain a professional appearance. Appropriate classroom attire includes no cleavage, buttocks or midriff exposure. Pants, shorts, shirts or dresses should not expose undergarments or the intergluteal cleft. In addition, no bedroom attire is allowed. Visible body art or clothes must not depict logos, slogans, nudity, profanity or violent images or words.

[Nash Community College Regulations & Expectations](#)

[Nash Community College Resources](#)

APPENDIX A

New Student Orientation Checklist

I have reviewed the following sections of the Nash Community College Veterinary Medical Technology Student Handbook, understand them, agree to comply with them, and have been given the opportunity to have them explained in further detail:

- ___ Welcome, Non-Discrimination Statement, General Information
- ___ Veterinary Technician Definition, Veterinary Technician Oath
- ___ Career Opportunities, Professional Regulation, Continuing Education
- ___ Professional Advancement Through Veterinary Technician Specialties
- ___ Program Mission, Philosophy, Goals, Graduate Outcomes
- ___ Essential Requirements (Technical Standards)
- ___ Active Learning
- ___ Curriculum Sequence
- ___ Resources/Student Services
- ___ Inclement Weather/Campus Safety
- ___ Campus Photo and Video use
- ___ Estimated Program Costs/Financial Aid
- ___ Academic Dishonesty
- ___ Student Conduct
- ___ Social Networking
- ___ Academic Policies
- ___ Incomplete Grades, Withdrawal and Class Scheduling
- ___ Essential Skills and Laboratory Policies
- ___ Work-Based Learning/Externship/ Off Campus Clinical Learning
- ___ Student Health and Safety
- ___ Expulsion and Readmission Policies
- ___ Due Process, Criminal Background and Drug Screen Due Process
- ___ Complaints and Policies/Procedures for Processing Complaints
- ___ Personal Dress Policies
- ___ Tetanus Vaccination
- ___ Consent Forms (Information Release and Criminal Background/Drug Screen, Rabies Immunization Form, Body art)

My signature indicates that I agree to comply with the list of information provided in these sections

Student's Name (Print) _____

Student's Signature: _____

Date: _____

APPENDIX B

Nash Community College Veterinary Medical Technology Program

Information Release Consent Form

I, _____ am enrolled in the Veterinary Medical Technology Program (VMT) at Nash Community College (NCC). I acknowledge receipt and understanding of the NCC Student Veterinary Medical Technology Handbook. My signature indicates that I have read and understood this consent and release, and I have signed it voluntarily in consideration of enrollment in the VMT Program at NCC.

Place initials beside each section

I. _____ I have reviewed the NCC Veterinary Medical Technology Program Student Handbook, and online College Catalog and agree to abide by the policies within.

II. _____ I hereby give permission for the NCC VMT Program to release my name, address, date of birth, phone number, information regarding my malpractice insurance policy, and the results of my criminal background and drug screen information to the clinical agency as requested by an assigned agency.

III. _____ I hereby give permission for a copy of my current Health History and Physical and Immunization records or information from that document to be submitted to clinical facilities or their designees where I am assigned. I understand that this information will be released only by request of the clinical facility(s).

IV. _____ I hereby give my permission for any submitted material to be utilized by the faculty for curriculum evaluation and development. I understand that my name will not appear on the copy.

V. _____ I hereby give permission to the NCC VMT program to release my name, address, date of birth and additional personal information required by State and Federal Board agencies.

VI. _____ I hereby give permission to the NCC VMT program to release my name, address, and phone number for professional and recruiting purposes (i.e., employment). I authorize educational instructors to answer all questions asked concerning my ability, character, reputation and previous employment/educational record. I understand and acknowledge that my personal information (i.e., name, address, and phone number) may be confidential information in my educational record as protected by the Family Educational Rights and Privacy Act if I have requested that NCC not designate that data as directory information; however, I consent to its release by the NCC VMT program for the limited purpose of employer recruiting. I release all such persons from any liability or damages on account of having furnished such information.

Please print your responses to the following questions:

Name:

Telephone Number/s:

Mailing Address:

Personal E-mail Address:

Work Experience Related to VMT:

Special Areas of Interest in VMT:

I hereby acknowledge by my signature below that I accept and understand the policies with which I must comply throughout my enrollment in the NCC Veterinary Medical Technology Program. I further acknowledge that I will comply with all policies outlined in this document and policies that are made known to me in other NCC or clinical externship site documentation, including handbooks and syllabi. I acknowledge that I affirmatively agree to each of the provisions of this document as indicated by my initials beside each section of this Consent Form.

Student's Name (Print)

Student's Signature

Date

APPENDIX C

Nash Community College Veterinary Medical Technology Program

Rabies Awareness and Safety Notice

A. Introduction

All person's (faculty, staff, and students) working with animals as part of Nash Community College's Veterinary Technology (Vet-Tech) Program are required to read, understand, and sign this document.

B. Rabies Overview

1. Rabies is a viral disease that can be passed from animals to humans through the saliva of an infected animal.
2. Generally, exposure to the rabies virus occurs during a bite from an infected animal or when an animal's saliva comes into contact with a person's previous wound.

C. Risks of Working with Animals and Rabies

1. Persons in the (Vet-Tech) program will regularly work with a variety of animals such as dogs, cats, cattle, and horses. Some of these animals may not have a thorough history and there may be a chance the animal is harboring the rabies virus. When working with animals, there is always a chance of animal bite. Animal bites sometimes occur when an animal becomes frightened because of handling.
2. If a person contracts the rabies virus, it is life threatening. As a result, all Veterinary Medical Technology students are required to receive the pre-exposure rabies vaccine series, which will be completed during the first few weeks of the Spring Semester in the first year of the program. Students who have already received the pre-exposure rabies vaccine must provide proof of a recent vaccine series or an official lab report of a positive blood titer for rabies antibodies within the past two years. Students who decline the pre-exposure rabies vaccine or cannot complete the vaccine series will not be able to progress in the Veterinary Medical Technology program.

D. Personal Protection Equipment (PPE)

1. Anyone working with animals should always take any necessary precautions to ensure their personal safety. It is a person's individual responsibility to know the proper use and disposal of applicable PPE and to take the necessary precautions when handling animals including the use of PPE whenever practical and/or necessary.
2. PPE is available to any person who requests it and includes the following:
 - a. Hand protection (i.e., latex or nitrile gloves)
 - b. Body protection (i.e., lab coat)
 - c. Eye protection (i.e., safety glasses or goggles)
3. All persons handling animals are required to have hand protection (i.e., gloves) available for use at all times.

APPENDIX D

Nash Community College
Veterinary Medical Technology Program

Rabies Immunization Form

Student Name: _____

I understand that as part of my education experience in the Veterinary Medical Technology program, I will regularly work with a variety of animals such as dogs, cats, cattle, and horses. Some of these animals may not have a thorough history and there may be a chance the animal is harboring the rabies virus. When working with animals, there is always a chance of animal bite. Animal bites often occur when an animal becomes because of handling. All individuals handling animals should apply proper restraint techniques and be observant of the animal's body language at all times to reduce the risk of an animal bite.

The Committee on Veterinary Technician Education and Activities (CVTEA) released changes to the standards of accreditation for safety of students, program personnel and animals regarding rabies risks effective January 1, 2022. Veterinary Medical Technology students must be vaccinated against rabies prior to live animal use to comply with the CVTEA updated standards. All Veterinary Medical Technology students are required to receive the pre-exposure rabies vaccine. The pre-exposure rabies vaccine series must be completed during the first few weeks in the start date of the Spring Semester of the first program year. If a student has already received the pre-exposure rabies vaccine, an official lab report showing immunity by positive blood titer for rabies antibodies within the previous 2 years must be provided. A student who declines the pre-exposure rabies vaccine or is unable to complete the vaccine series requirements will not progress in the Veterinary Medical Technology program.

_____ I am currently vaccinated for rabies. (Proof Required of Vaccine or Titer) Will not be able to handle animals without this.

I have read the foregoing and I acknowledge my understanding of the risks set forth above. I knowingly agree to have received the full pre-exposure rabies vaccination series prior to the start date of the Spring Semester of the first program year.

I understand that I am unable to proceed in the program without the vaccine.

Signature: _____

Date: _____

APPENDIX E

Nash Community College Veterinary Medical Technology Program

Criminal Background and Drug Screen Consent Form

Criminal background checks and drug screens are not required for admissions to the Veterinary Medical Technology (VMT) program. However, students can expect to submit to criminal background checks (state and/or federal, which may also include fingerprint, sex offender index, social security verification, and health care fraud and abuse) and drug screens in order to meet regulatory criteria of facilities participating in the clinical externship education component of the VMT program once admitted to the program. The VMT faculty recognizes and is fully supportive of clinical facilities mandating criminal background checks and/or drug screens on students in the program.

If a clinical facility prohibits a student in the VMT program from participating at the facility based on the results of the criminal background check and/or drug screen, the student will be dismissed from the VMT program. No alternative clinical experience will be arranged on behalf of the student, resulting in the inability of the student to meet the curriculum requirements of the VMT program. Students are encouraged to follow the due process procedures outlined in the *VMT Student Handbook* should they feel ineligibility was determined as a result of false or inaccurate information.

Students can expect to absorb all costs related to criminal background checks and/or drug screens. Specific procedures will be provided to students in the VMT program upon assigned facility requirements.

Students should also expect to submit to a criminal background check when seeking eligibility for licensure in North Carolina at the cost of the student.

By signing below,

- I understand criminal background checks and/or drug screens may be required of NCC VMT 2nd-year students in order to progress through clinical externship courses.

- I will follow the program and/or clinical facility policies and procedures regarding criminal background checks and/or drug screens.

Student Name (print)

Telephone Number

Student Signature

Date

APPENDIX F

Nash Community College
Veterinary Medical Technology Program

Body Art Waiver Form

Body art is allowed during program related activities as long it is not of an offensive nature. Students need to be aware that many clinical sites do not allow exposed body art and if their assigned clinical site does not allow exposed body art it must be covered.

By signing below,

- I understand some clinical sites may not allow exposed body art and it must be covered to continue at that site and in the VMT program.
- I will follow the program and/or clinical facility policies and procedures regarding body art.

Student Name (print)

Telephone Number

Student Signature

Date

APPENDIX G

Nash Community College
Veterinary Medical Technology Program

CVTEA Essential Skill Minimum Requirements

1. OFFICE AND HOSPITAL PROCEDURES, CLIENT RELATIONS, AND COMMUNICATION

Management:

Skill: Participate in facility management utilizing traditional and electronic media and appropriate veterinary medical terminology and abbreviations.

Tasks:

- Schedule appointments, admit, discharge and triage according to client, patient and facility needs through phone and in-person contact
 - Recognize and respond to veterinary medical emergencies
- Create and maintain individual client records, vaccination certificates, and other appropriate forms
 - Develop computer skills
 - Be able to utilize veterinary practice management software
 - Be familiar with veterinary on-line services (e.g. laboratory submissions, client financing plans, continuing education, discussion groups)
- Perform basic filing of medical records, radiographs, lab reports, etc.
- Create and maintain all appropriate facility records and logs in compliance with regulatory guidelines (i.e., radiography, surgery, anesthesia, laboratory, controlled substance)
- Manage inventory control
- Recognize roles of appropriate disposal protocols for hazardous materials
- Establish and maintain appropriate sanitation and infection control protocols for a veterinary facility, including patient and laboratory area
- Handle daily client-based financial transactions

Decision making abilities: Taking into account the characteristics of the facility, patients and clients, the veterinary technician will effectively contribute to the professional and efficient operation of the facility in order to provide maximum benefits to clients, patients, and the facility.

Communication:

Skill: Communicate in a professional manner in all formats (written, oral, non-verbal, and electronic)

Tasks:

- Demonstrate an understanding of interpersonal skills and team dynamics
- Utilize interpersonal and public relations skills
- Demonstrate telephone etiquette (e.g. through role playing, educational resources, etc.)
- Recognize the legality of the veterinary – client – patient relationship
- Develop and provide client education in a clear and accurate manner at a level the client understands (i.e., oral and written form, including educational handouts).
- Apply crisis intervention/grief management skills with clients.

Decision making abilities: Taking into account the patient, client, staff, and circumstances, the veterinary technician will effectively and accurately acquire and convey information utilizing an appropriate communication mode.

Laws and Ethics

Skill: Follow and uphold applicable laws and the veterinary technology profession's ethical codes to provide high quality care to patients.

Tasks:

- Understand and observe legal boundaries of veterinary health care team members
- Interact professionally with clients and fellow staff members
- Demonstrate a commitment to high quality patient care
- Respect and protect the confidentiality of client and patient information

Decision-making abilities: Given knowledge of legal limitations and applicable ethical standards, the veterinary technician will carry out her/his duties within appropriate legal boundaries and maintain high ethical standards to provide high quality service to clients, patients, employers and the veterinary profession.

2. PHARMACY and PHARMACOLOGY

Administration:

Skill: Safely and effectively administer prescribed drugs to patients.

Tasks:

- Read and follow veterinarian's pharmacy orders
- Recognize groups of drugs, their mechanisms, and clinically relevant side effects
- Recognize the safe and effective manner in which vaccines must be administered; recognize and explain common side effects
- Accurately perform appropriate calculations; use weights and measures correctly
- Safely and effectively administer drugs by common parenteral and enteral routes; explain appropriate routes and methods and when used
- Monitor therapeutic responses
- Demonstrate the ability to accurately record medical information
- Demonstrate understanding of controlled substance regulations
- Demonstrate compliance with all federal regulatory guidelines for drug purchase, storage, administration, withdrawal, dispensing, disposal, and inventory control (e.g., biologics and therapeutic agents, pesticides, and hazardous wastes)

Decision-making abilities: Given the characteristics of the patient, the instructions of the veterinarian and the medication to be used, the veterinary technician will calculate the correct amount of medication in the prescribed form and administer it by the prescribed route to maximize therapeutic benefits and minimize the potential for adverse effects. The veterinary technician shall also be able to differentiate between abnormal and normal responses to medication.

Dispensing:

Skill: Accurately dispense and explain prescribed drugs to clients.

Tasks:

- Given a drug order, properly prepare medications for dispensing, including performing accurate calculations
- Demonstrate compliance with regulations governing prescription drugs versus over-the-counter drugs
- Demonstrate understanding of regulations governing maintenance of controlled substances log book
- Demonstrate compliance with all federal regulatory guidelines for drug purchase, storage, administration, withdrawal, dispensing, disposal, and inventory control (i.e., biologics and therapeutic agents, pesticides, and hazardous wastes)
- Relay drug information to clients (i.e., handling, storage, administration, side-effects, drug interactions, safety, reasons for use of drug).

Decision-making abilities: Given the characteristics of the patient, the instructions of the veterinarian and the medication to be used, the veterinary technician will (1) accurately calculate and dispense the correct form and dose of medication and (2) communicate necessary client information in order to maximize safety, compliance with prescribed therapy and successful treatment of the patient. The veterinary technician should also be proficient at performing inventory control procedures.

3. NURSING

Patient assessment:

Skill: Demonstrate and perform patient assessment techniques in a variety of animal species.

Tasks:

- Recognize common domestic animal species and breeds
- Describe and use common animal identification methods
- Demonstrate effective and appropriate humane restraint techniques for various animal species:
 - Properly restrain dogs and cats for procedures
 - Encage and remove small animals from cages
 - Apply dog muzzle safely
 - Apply Elizabethan collar
 - Use restraint pole and other restraint aids[GROUP]
 - Halter, tie, and lead horses
- Restrain cattle and horses
- Apply twitch (horses) [GROUP]
- Apply bovine tail restraint
- Apply bovine halter
- Safely operate cattle chute [GROUP]
- Obtain a thorough patient history
- Demonstrate the ability to obtain objective patient data:
 - Temperature (dog, cat, horse, cow)
 - Pulse (dog, cat, horse, cow)
 - Respiration (dog, cat, horse, cow)
 - Auscultate heart/lungs (dog, cat, horse, cow)
 - Properly collect diagnostic specimens for analysis (ex: urine, blood, feces, specimens for cytology)

- Perform venipuncture:
 - Cephalic (dog, cat)
 - Jugular (dog, cat, horse, ruminant)
 - Saphenous (dog, cat)
- Collect urine sample:
 - Catheterize male dog [GROUP]
 - Collect voided urine sample (small animal)
 - Perform cystocentesis (small animal) [GROUP]
 - Prepare diagnostic specimens for shipment

Decision-making abilities: Given the characteristics of the patient, the veterinary technician will safely and efficiently obtain subjective and objective patient data that will allow accurate evaluation of the patient's physical status with minimum stress and maximum safety.

Patient care

Skill: Understand and demonstrate husbandry, nutrition, therapeutic and dentistry techniques appropriate to various animal species.

Tasks: Husbandry

Grooming:

- Demonstrate understanding of therapeutic bathing, basic grooming, and dipping of small animals
- Trim nails (dog, cat)
- Apply equine tail and leg wraps
- Express canine anal sacs
- Clean and medicate ears (dog, cat)
- Environmental conditions: implement sanitation procedures for animal holding and housing areas
- Demonstrate understanding of permanent identification
- Demonstrate understanding of breeding/reproduction techniques
- Demonstrate understanding of nursing care of newborns

Decision-making abilities: Given the characteristics of the patient, the veterinary technician will implement appropriate husbandry techniques to enhance wellness and reduce risk of disease, injury and stress.

Tasks: Nutrition

- Understand life stage energy and nutrient requirements of well animals (dog, cat, horse, cow)
- Understand key nutritional factors in disease conditions
- Be familiar with therapeutic foods
- Understand current developments in nutritional supplements and additives including benefits and potential toxicities
- Understand and identify substances that when ingested result in toxicity:
 - identify common poisonous plants
 - Be familiar with substances (organic and inorganic) that cause toxicity
 - Develop and communicate hospital nutrition protocols

Decision-making abilities: Given the characteristics of the patient, the veterinary technician will understand appropriate and inappropriate dietary components for various life stages and therapeutic regimens (e.g., therapeutic foods) in order to promote optimal health enhance recovery and manage chronic disease conditions. The veterinary technician will also explain nutritional recommendations to clients and reinforce owner compliance.

Tasks: Therapeutics

- Administer parenteral medications:
 - Subcutaneous (dog, cat, ruminant)
 - Intramuscular (dog, cat, horse)
 - Intravenous (dog, cat, ruminant, equine)
- Administer enteral medications:
 - Balling gun (ruminant)
 - Dose syringe (ruminant, horse)
 - Gastric intubation (small animal) [GROUP]
 - Hand pilling (dog, cat)
 - Administer topical medications (including ophthalmic)
 - Perform ocular diagnostic tests (including tonometry, fluorescein staining and Schirmer tear test)
 - Administer enemas [GROUP]
 - Collect/evaluate skin scrapings
 - Fluid therapy:
 - Administer subcutaneous fluids
 - Place intravenous catheters (cephalic, saphenous)
 - Maintain and care for catheters
 - Determine/maintain fluid infusion rate
 - Monitor patient hydration status
 - Develop familiarity with fluid delivery systems
 - Apply and remove bandages and splints
 - Develop understanding of wound management and abscess care
 - Perform physical therapy:
 - Explain care of recumbent patient
 - Perform critical care:
 - Collect and cross match blood for transfusion[GROUP]
- Apply established emergency protocols (simulation acceptable):
 - Maintain emergency medical supplies/crash cart
 - Perform first aid and cardiopulmonary resuscitation
 - Use resuscitation bag
 - Apply emergency splints and bandages

Decision-making abilities: Given the directions of the veterinarian and the characteristics of the patient, the veterinary technician will carry out appropriate therapeutic techniques in order to achieve maximum health benefits for the patient.

Tasks: Dentistry

- Perform routine dental prophylaxis (manual and machine)
- Understand client education regarding home care

Decision-making abilities: Given the characteristics of the patient, the veterinary technician will recognize a patient's dental health status and perform techniques, as prescribed by a veterinarian, appropriate to the species and its condition in order to promote and maintain dental health.

4. ANESTHESIA

Patient management

Skill: Safely and effectively manage and maintain patients in all phases of anesthesia.

Tasks:

- Calculate dosages of appropriate anesthetic-related drugs
- Administer anesthetic-related drugs (injection, endotracheal tube, mask)
- Place endotracheal tubes in patients
- Utilize clinical signs and appropriate equipment to monitor patient status during anesthetic procedures (i.e., esophageal stethoscope, blood pressure monitor, capnometer, electrocardiogram, pulse oximeter)
- Evaluate patient and implement pain management protocols as directed
- Recognize and respond appropriately to patients in compromised states
- Perform appropriate resuscitation procedures as needed (i.e., calculate and administer appropriate anesthetic antagonists and emergency drugs as directed)
- Complete controlled substance log (does not need to be official controlled substance log; mock logs may be utilized)

Decision-making abilities: Given the characteristics of the anesthetized patient and the procedure being performed, the veterinary technician will work with the veterinarian to:

1. Assess the patient's risk status and determine appropriate anesthetic and peri-anesthetic protocols to provide effective pain management and maximum anesthetic safety and effectiveness.
2. Choose and utilize appropriate techniques and equipment to accurately and effectively monitor the patient's ongoing status before, during and after anesthesia to provide for adequate anesthesia, analgesia and a safe recovery.

Equipment/facility management

Skill: Safely and effectively select, utilize and maintain anesthetic delivery and monitoring instruments and equipment.

Tasks:

- Maintain and operate anesthetic delivery and monitoring equipment:
 - Pulse oximeter
 - Capnometer
 - Esophageal stethoscope
 - Electrocardiograph (i.e., recognize abnormal rhythms/audible sounds, properly apply leads)
 - Anesthetic machines, including rebreathing systems, non-rebreathing systems and masks
 - Endotracheal tubes
 - Resuscitation bag
 - Scavenging systems
 - Oxygen sources
 - Blood pressure monitoring devices
 - Laryngoscopes
 - Temperature monitoring device (i.e. thermometer, etc.)

Decision-making abilities:

1. Given the characteristics of the anesthetic instruments and equipment being used, the veterinary technician will recognize and respond appropriately to equipment malfunctions or inappropriate equipment setup to ensure proper function and provide maximum benefit to ensure safety of the patient and staff.
2. Given the requirements of the anesthetic protocol, the veterinary technician will select, evaluate and adjust equipment to ensure proper function and provide maximum benefit to ensure safety of the patient and staff.

5. SURGICAL NURSING

It is essential that technicians have knowledge of routine surgical procedures and related equipment, including surgeries in these categories:

- Ovariohysterectomy – (dog, cat)
- Cesarean section – all common species
- Orthopedic procedures
- Orchiectomy – all common species
- Tail docking
- Onychectomy – (dog, cat)
- Laparotomies – all common species
- Dystocias in common species
- Dehorning – (cattle, goats)
- Prolapsed organs – common types, species, and incidence

Students must have participated in surgeries in these categories:

- Ovariohysterectomy – (dog, cat)
- Orchiectomy – (dog, cat)

Patient management

Skill: Understand and integrate all aspects of patient management for common surgical procedures in a variety of animal species.

Task:

Properly identify patients and surgical procedures

Decision-making abilities: Given the characteristics of the patient and the surgical procedure to be performed, the veterinary technician will use medical records and patient identification methods to assure that the patient and scheduled procedures are correct.

Task:

Patient assessment:

- Organize medical records/consent forms
- Review preoperative evaluation
- Evaluate current patient status
- Organize and implement anesthesia

Decision-making abilities: Given the characteristics of the patient and the surgical procedure to be performed, the veterinary technician will obtain the patient's vital signs, note any specific physical abnormalities, ensure pre-surgical tests have been completed and report the patient assessment to the veterinarian.

Task:

- Palpate the urinary bladder and express it as needed
- Prepare surgical site using aseptic techniques

Decision-making abilities: Given the characteristics of the patient and the surgical procedure to be performed, the veterinary technician will identify the appropriate area of hair to be removed and select appropriate methods to reduce microbial flora on the skin in the area of surgical site in order to decrease the chance of surgical wound contamination.

Task:

- Position patient for common procedures

Decision-making abilities: Given the characteristics of the patient and the surgical procedure to be performed, the veterinary technician will position the patient appropriately to provide maximum convenience for the surgeon and maximum safety and benefit for the patient.

Task:

- Provide surgical assistance
- Demonstrate proper operating room conduct and asepsis
- Assist with care of exposed tissues and organs
- Properly handle and pass instruments and supplies
- Operate and maintain suction and cautery machines
- Understand the principles of operation and maintenance of fiber optic equipment
- Record and maintain operative/surgical records

Decision-making abilities: Given the characteristics of the patient and the surgical procedure to be performed, the veterinary technician will understand and utilize appropriate aseptic techniques to assist operative personnel in order to provide maximum safety and benefit to the patient.

Task:

- Coordinate pain management with the anesthesia/surgical team

Decision-making abilities: Given the characteristics of the patient and the surgical procedure to be performed, the veterinary technician will assure that anesthetic and post-operative pain management protocols are appropriate to provide maximum safety and benefit to the patient.

Task:

- Provide post-operative care:
- Pain management
- Fluid therapy
- Adequate nutrition
- Wound management
- Bandaging
- Discharge instructions
- Suture removal

Decision-making abilities: Given the characteristics of the patient and the surgical procedure to be performed, the veterinary technician will understand and administer the appropriate methods of post-operative care to assure maximum safety and benefit to the patient.

Procedural management

Skill: Understand and provide the appropriate instruments, supplies and environment to maintain asepsis during surgical procedures.

Tasks:

- Prepare surgical instruments and supplies
- Prepare gowns, masks, gloves, and drapes
- Operate and maintain autoclaves
- Sterilize instruments and supplies using appropriate methods
- Perform pre-surgical set-up
- Identify and know proper use for instruments
- Identify common suture materials, types, and sizes
- Provide operating room sanitation and care* Maintain proper operating room conduct and asepsis
- Perform post-surgical clean-up (i.e., equipment, instruments, room, proper disposal of hazardous medical waste)

Decision-making abilities: Given the characteristics of the patient and the surgical procedure to be performed, the veterinary technician will properly select, wrap and sterilize appropriate instruments and supplies and prepare and maintain the surgical environment to ensure maximum safety and benefit to the patient.

6. LABORATORY PROCEDURES

Specimen management

Skill: Demonstrate knowledge of proper handling, packaging and storage of specimens for laboratory analysis to ensure safety of patients, clients, and staff.

Tasks:

- Select and maintain laboratory equipment
- Implement quality control measures [GROUP]
- Understand how to ensure safety of patients, clients and staff in the collection and handling of samples
- Prepare, label, package, and store specimens for laboratory analysis

Decision-making abilities:

1. Given the characteristics of the patient and the requested analysis, the veterinary technician will properly prepare, handle and submit appropriate samples for diagnostic analysis in order to ensure maximum accuracy of results.

2. Given the characteristics of laboratory instruments and equipment, the veterinary technician will determine proper maintenance and quality control procedures necessary to ensure accurate results.

Specimen analysis

Skill: Properly perform analysis of laboratory specimens.

Tasks:

- Perform urinalysis:
 - Determine physical properties (i.e., color, clarity, specific gravity)
 - Test chemical properties
 - Examine and identify sediment
 - Perform CBC to include:
 - Hemoglobin
 - Packed cell volume
 - Total protein
 - White cell count
 - Red cell count
- Perform microscopic exam of blood film:
 - Prepare film and stain using a variety of techniques
 - Perform leukocyte differential – normal vs abnormal
 - Evaluate erythrocyte morphology – normal vs abnormal
 - Estimate platelet numbers
 - Calculate absolute values
 - Correct white blood cell counts for nucleated cells
- Calculate hematologic indices
 - Coagulation tests – perform one of the following: [GROUP]
 - Buccal mucosal bleeding time
 - Activated clotting time (ACT)
 - Prothrombin time (PT)
 - Partial thromboplastin time (PTT)
 - Fibrinogen assay
- Perform blood chemistry tests (BUN, glucose, common enzymes)
- Perform serologic test (ELISA, slide/card agglutinations)
- Identify blood parasites:
 - *Dirofilaria sp/Acanthocheilonema sp* (formerly *Dipetalonema sp*)
 - Hemotropic *Mycoplasma sp* (Hemoplasmas) (formerly *Haemobartonella sp* and *Eperythrozoon sp*)
- Perform parasitologic procedures for external parasites and identify:
 - Mites
 - Lice
 - Ticks
 - Fleas
 - Flies
- Perform diagnostics procedures for parasites:
 - Antigen kit, direct, Knotts[GROUP]
 - Fecal flotation
 - Fecal sedimentation
 - Direct smear
 - Centrifugation with flotation
- Identify common parasitic forms:
 - Nematodes
 - Trematodes
 - Cestodes
 - Protozoa

- Perform microbiologic procedures/evaluations:
 - Collect representative samples
 - Culture bacteria and perform sensitivity tests
 - Identify common animal pathogens using commercially available media and reagents [GROUP] collect milk samples and conduct mastitis testing (i.e., CMT, bacterial culture) [GROUP]
 - Perform common biochemical tests [GROUP]
 - Perform staining procedures
 - Culture and identify common dermatophytes
- Perform cytologic evaluation:
 - Collect, prepare, and evaluate ear cytology
 - Collect, prepare, and evaluate canine vaginal smears [GROUP]
- Perform necropsy procedures:
 - Perform a postmortem examination or dissection on non-preserved animal [GROUP]
 - Collect samples, store and ship according to laboratory protocols [GROUP]
 - Explain how to handle rabies suspects and samples safely

Decision-making abilities:

1. Given the characteristics of the patient, the specimen submitted and the results of the analysis, the veterinary technician will be able to recognize accurate vs. erroneous results in order to provide maximum diagnostic benefit.
2. Given the laboratory specimen collected and characteristics of the patient, the veterinary technician will determine appropriate methodology and carry out analytical procedures necessary to provide accurate and precise diagnostic information.
3. Having determined the accuracy of analytical results, the veterinary technician will work with the veterinarian to determine if a need exists for additional laboratory tests that will provide useful diagnostic information.

7. IMAGING

Skill: Safely and effectively produce diagnostic radiographic and non-radiographic images.

Tasks:

- Implement and observe recommended radiation safety measures
- Implement radiographic quality control measures
- Develop and properly utilize radiographic technique charts
- Position dogs, cats, horses, and birds to create diagnostic radiographic images
- Demonstrate an understanding of the modifications of diagnostic imaging techniques as they apply to mice, rats, guinea pigs, lizards, and amphibians
- Utilize radiographic equipment to properly radiograph live animals (fixed and portable)
- Create diagnostic dental radiographic images
- Appropriately label, file, and store images
- Complete radiographic logs for non-digital systems, reports, files and records
- Perform radiographic contrast studies – perform one of the following: [GROUP]
 - GI Series
 - Perform on a sedated canine radiographic technique utilized in screening for canine hip dysplasia [GROUP]
- Demonstrate proper maintenance of radiographic equipment, including recognition of faulty equipment operation

Decision-making abilities:

1. Given the characteristic of the patient and the radiographic study that has been requested, the veterinary technician will properly
 - (1) prepare radiographic equipment,
 - (2) measure and position animals using topographic landmarks,
 - (3) choose an appropriate radiographic technique to minimize the need for repeat exposures
 - (4) produce the latent image,
 - (5) analyze the final radiograph for quality in order to provide maximum diagnostic benefit.
2. Given a radiograph, the veterinary technician will be able to determine if the image is of diagnostic quality. If the image is not diagnostic, the veterinary technician will be able to offer options to correct deficiencies in order to provide maximum diagnostic benefit and minimize personnel radiation exposure from unnecessary repeat exposures.
3. Given knowledge of the health risks associated with radiographic procedures and effective safety procedures, the veterinary technician will exercise professional judgment to minimize risks to personnel and patients during radiographic procedures to ensure safety.
4. Given the characteristics of the patient and the non-radiographic imaging study that has been requested, the veterinary technician will properly
 - (1) prepare the imaging site and equipment and
 - (2) position patients appropriately for the study being conducted.

8. LABORATORY ANIMAL PROCEDURES

Skill: Safely and effectively handle common laboratory animals used in animal research.

Tasks: Mice, rats, and rabbits

- Recognize and restrain (mouse, rat, rabbit)
- Determine sex and understand reproduction (mouse, rat, rabbit)
- Perform and/or supervise basic care procedures:
 - handling (mouse, rat, rabbit)
 - nutritional needs/diet
 - provide food, water, and enrichment in a species-appropriate manner (mouse, rat, rabbit)
 - identification
 - Perform methods of injection:
 - subcutaneous (mouse, rat, rabbit)
 - intraperitoneal (mouse) [GROUP]
 - Collect blood samples
 - Intravenous rabbit
 - Perform oral dosing (mouse, rat) [GROUP]
 - Have working knowledge of anesthetic and recovery procedures
 - Identify and describe clinical signs of common diseases

Decision-making abilities: The veterinary technician will be familiar with the basic principles of animal research and understand the utilization of laboratory animals in animal research. The veterinary technician will also have knowledge of federal, state, and local animal welfare regulations.

9. AVIAN, EXOTIC & SMALL MAMMALS PROCEDURES

Skill: Understand the approach to providing safe and effective care for birds, reptiles, amphibians, guinea pigs, hamsters, gerbils, and ferrets.

Tasks:

- Recognize, understand, and perform restraint techniques of birds
- Understand unique husbandry issues for each species (birds, reptiles, amphibians, guinea pigs, hamsters, gerbils, and ferrets) and provide client education
 - nutritional needs/diet
 - watering
 - caging (temperature, humidity, light)
 - aquarium care
 - understand reproduction
 - basic grooming (beak, wing, and nail clipping)
 - appropriate transportation methods
- Demonstrate the ability to obtain objective data: birds
- Perform nail trim (bird)

Decision-making abilities: Given the unique requirements of these species, the veterinary technician will safely obtain subjective and objective data that will allow evaluation of the patient. The veterinary technician will be able to:

- (1) identify husbandry issues,
- (2) discern appropriate from inappropriate nutritional support,
- (3) recognize normal from abnormal behavior patterns.

APPENDIX H

Nash Community College
Veterinary Medical Technology Program
Veterinary Technician Code of Ethics

Introduction

Every veterinary technician has the obligation to uphold the trust invested in the profession by adhering to the profession's Code of Ethics.

A code of ethics is an essential characteristic of a profession and serves three main functions:

1. A code communicates to the public and to the members of the profession the ideals of the profession.
2. A code is a general guide for professional ethical conduct.
3. A code of ethics provides standards of acceptable conduct that allow the profession to implement disciplinary procedures against those who fall below the standards.

No code can provide the answer to every ethical question faced by members of the profession. They shall continue to bear responsibility for reasoned and conscientious interpretation and application of the basic ethical principles embodied in the Code to individual cases.

Ethical standards are never less than those required by law; frequently they are more stringent.

Preamble

The Code of Ethics is based on the supposition that the honor and dignity of the profession of veterinary technology lies in a just and reasonable code of ethics. Veterinary technicians promote and maintain good health in animals; care for diseased and injured animals; and assist in the control of diseases transmissible from animals to human. The purpose of this Code of Ethics is to provide guidance to the veterinary technician for carrying out professional responsibilities so as to meet the ethical obligations of the profession.

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 with competence and compassion.
3. Veterinary technicians shall remain competent through commitment to life-long learning.
4. Veterinary technicians shall promote public health by assisting with the control of zoonotic diseases and educating the public about these diseases.
5. Veterinary technicians shall collaborate with other members of the veterinary medical profession in efforts to ensure quality health care services for all animals.
6. Veterinary technicians shall protect confidential information provided by clients, unless required by law or to protect public health.
7. Veterinary technicians shall assume accountability for individual professional actions and judgments.
8. Veterinary technicians shall safeguard the public and the profession against individuals deficient in professional competence or ethics.
9. Veterinary technicians shall assist with efforts to ensure conditions of employment consistent with excellent care for animals.
10. Veterinary technicians shall uphold the laws/regulations that apply to the technician's responsibilities as a member of the animal health care team.
11. Veterinary technicians shall represent their credentials or identify themselves with specialty organizations only if the designation has been awarded or earned.

Ideals

In addition to adhering to the standards listed in the Code of Ethics, veterinary technicians must also strive to attain a number of ideals. Some of these are:

1. Veterinary technicians shall strive to participate in defining, upholding, and improving standards of professional practice, legislation, and education.
2. Veterinary technicians shall strive to contribute to the profession's body of knowledge.
3. Veterinary technicians shall strive to understand, support, and promote the human-animal bond.

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