



PROGRAM STUDENT HANDBOOK

Veterinary Technology Program

Johnson College
3427 N. Main Ave
Scranton, PA 18508
(revised 11/5/2020, kak)

Mission Statement:

The mission of the Veterinary Technology Program at Johnson College is to prepare students to be competent and caring entry-level veterinary technicians who work under the direction and supervision of a licensed veterinarian in a variety of settings. Students will be committed to developing and continuing professional competence, demonstrating lifelong learning, and adhering to the behavioral expectations as outlined in the National Association of Veterinary Technicians in America (NAVTA) Veterinary Technician Oath.

Accreditation:

Johnson College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Veterinary Technology Program at Johnson College is accredited by the:

**American Veterinary Medical Association (AVMA)
Committee on Veterinary Technician Education & Activities
1931 North Meacham Road, Suite 100
Schaumburg, IL 60173-4360
Phone: 800.248.2862
Fax: 847.925.1329**

TABLE OF CONTENTS

<u>TITLE</u>	<u>PAGE</u>
Program Goals/Outcomes	3
Veterinary Technician's Oath	4
Veterinary Technician Code of Ethics	5
Program Course Schedule	6
Technical Standards	9
Rabies Inoculations Policy	12
Guidelines for Pregnant Veterinary Technology Students	13
Faculty/Staff	15
Academic Progression Policy	15
Academic Probation	16
Academic Honesty	16
Books & Supplies	16
Method of Instruction	17
Office Hours	17
Absentee Policy	17
Tardiness Policy	17
Make-Up Assessment/Assignment Policy	17
Vet Tech Club	17
Photocopy Policy	18
Cell Phones/Other Personal Media	18
Safety Data Sheets (SDS)	18
Fire Evacuation	18
Compressed Schedule	18
Professionalism	19
Professional Conduct	19
Professional Conduct Reprimand Policy	20
Dress Code	20
Laboratory Policy	20
Smoking on Premises	20
Animal Care	21
Animal Neglect	21
Animal Abuse or Extreme Negligence	22
Animal Care Duty Attendance	22
Student Pets	23
Graduation Requirements	23
Veterinary Technology National Exam (VTNE)	24
Veterinary Technology Department Supply List	24
CVTEA Appendix I - Essential Skills	25
Academic Code of Ethics – Appendix A	26
Professional Conduct Skills Assessment – Appendix B	27
Rabies Vaccination Verification – Appendix C	28
Program Student Handbook Acknowledgement – Appendix D	29

Program Learning Goals

Program Learning Goals

Goal 1: Graduates will be able to function as an entry-level veterinary technician in a variety of clinical settings.

Student Learning Outcomes – Students Will:

- Demonstrate competence in the skills needed as outlined by the CVTEA, Policies & Procedures Manual, Appendix I, and required tasks for licensure/certification as an entry level Veterinary Technician.
- Conduct themselves in a manner in accordance with the standards set forth by the AVMA-CVTEA & the Johnson College Veterinary Technology Program for a Veterinary Technician.

Goal 2: To prepare students to pass the Veterinary Technology National Exam (VTNE) and to obtain employment as a Certified Veterinary Technician (CVT.)

Student Learning Outcomes:

- Graduates will pass the VTNE on the 1st attempt
- Graduates will pass the VTNE at a rate consistent with or higher than the AVMA-CVTEA national average.

Goal 3: To ensure that educators of the program, both didactic and clinical, provide instructions and guidance that meets the needs of the students and the program.

Outcomes:

- Faculty will maintain current licensure in PA
- Faculty will participate in continuing professional competence related to teaching responsibilities.
- Faculty will utilize effective instructional methods during didactic and clinical laboratory courses.
 - AtDOVE.org, Plickers, guest speaker, farm visits, Animal Care Center, life-like simulators and models)
- Program will ensure a full-time veterinarian is on staff & utilize AVMA/CVTEA licensed faculty

Goal 4: To provide students with a curriculum and resources that are current and in compliance with the standards set forth by the American Veterinary Medical Association (AVMA), by the Committee of Veterinary Technician Education and Activities (CVTEA), by the International Animal Care and Use Committee (IACUC), by the United States Department of Agriculture (USDA), by the American Association of Veterinary State Boards (AAVSB), and by the institution.

Outcomes:

- The program will adhere to the current assessment program review protocols.
 - Program assessment – annually
 - Curriculum review – 3 year cycle
- The curriculum will be reviewed annually by the Program Advisory Committee to ensure it is aligned with current practice trends.
- The program resources will be reviewed annually utilizing the student surveys to ensure adequacy of student preparedness for internships and industry.

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 by promoting public health.

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

NAVTA
North American Veterinary Technician
Association

Veterinary Technician Code of Ethics

1. Veterinary Technicians shall aid society and animals by providing excellent care and services for animals.
2. Veterinary Technicians shall prevent and relieve the 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 Technician shall uphold the laws/regulations that apply to the technician's responsibility 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.

Veterinary Technology Major Courses (51 Credits)

MAT 205	Medicine & Mathematics	2
VET 151	Introduction to Veterinary Nursing/Clinical Management	1
VET 153	Clinical Applications for Large Animals	2
VET 154	Clinical Applications for Large Animals Lab	1
VET 155	Clinical Applications for Small Animals	2
VET 156	Clinical Applications for Small Animals Lab	1
VET 157	Animal Anatomy and Physiology I	3
VET 158	Animal Anatomy and Physiology Lab I	1
VET 159	Animal Anatomy and Physiology II	3
VET 160	Animal Anatomy and Physiology Lab II	1
VET 161	Parasitology & Immunology	2
VET 162	Parasitology & Immunology Lab	1
VET 251	Pharmacology & Anesthesia	3
VET 253	Clinical Pathology	2
VET 254	Clinical Pathology Lab	1
VET 275	Clinical Rotation – surgery	3
VET 259	Surgical Nursing I	2
VET 263	Surgical Nursing II	2
VET 277	Clinical Rotation – medicine	3
VET 267	Veterinary Radiology	1
VET 268	Veterinary Radiology Lab	1
VET 269	Intensive Care Applications	3
VET 271	Diseases & Zoonoses	3
VET 280	Kennel Rotation I	1
VET 282	Kennel Rotation II	1
VET 295	Veterinary Technology Professional Seminar	1
VET 299	Internship	4
General Education (23 Credits)		
CHE 101	Chemistry I	3
CHE 101L	Chemistry I Lab	1
CSM 105	Customer Service and Our World	3
CPT 101	Microcomputer I	3
ENG 101	English Composition I	3
COM 212	Public Speaking	3
MAT 101	College Algebra I and Trigonometry	3
SS 101	Student Success Seminar	1
ART	Art Elective	3
Minimum Credits to Graduate		74

Veterinary Technology
Associate in Science (AS)
Semester Program Outline

Semester 1		Credits
VET 151	Introduction to Veterinary Technology/Clinical Management	1
VET 153	Clinical Applications for Large Animals	2
VET 154	Clinical Applications for Large Animals Lab	1
or VET 155	Clinical Applications for Small Animals	2
VET 156	Clinical Applications for Small Animals Lab	1
VET 157	Animal Anatomy & Physiology I	3
VET 158	Animal Anatomy & Physiology Lab I	1
CHE 101	Chemistry I	3
CHE 101L	Chemistry I Lab	1
MAT 101	College Algebra I and Trigonometry	3
SS 101	Student Success Seminar	1
		16
Semester 2		
VET 153	Clinical Applications for Large Animals	2
VET 154	Clinical Applications for Large Animals Lab	1
or VET 155	Clinical Applications for Small Animals	2
VET 156	Clinical Applications for Small Animals Lab	1
VET 159	Animal Anatomy and Physiology II	3
VET 160	Animal Anatomy and Physiology Lab II	1
VET 161	Parasitology & Immunology	2
VET 162	Parasitology & Immunology Lab	1
MAT 205	Medicine & Mathematics	2
ENG 101	English Composition I	3
CPT 101	Microcomputer I	3
		18
First Year Totals		34

Semester 3		
VET 251	Pharmacology & Anesthesia	3
VET 253	Clinical Pathology	2
VET 254	Clinical Pathology Lab	1
VET 275	Clinical Rotation - Surgery	3
or VET 277	Clinical Rotation - Medicine	
VET 259	Surgical Nursing I	2
VET 280	Kennel Rotation I	1
COM 212	Public Speaking	3
ART	(elective)	3
		18

Semester 4		
VET 275	Clinical Rotation - Surgery	3
or VET 277	Clinical Rotation - Medicine	
VET 263	Surgical Nursing II	2
VET 267*	Veterinary Radiology	1
VET 268*	Veterinary Radiology Lab	1
VET 269	Intensive Care Applications	3
VET 271	Diseases & Zoonoses	3
VET 282	Kennel Rotation II	1
VET 295	Veterinary Technology Professional Seminar	1
CSM 105	Customer Service and Our World	3
		18

Summer Semester		
VET 299	Internship	4

Second Year Totals	40
Program Totals	74
Minimum Credits to Graduate	74

* Must be taken concurrently with VET 275 offered in Semester 3 & 4.

The sequence of classes on this page addresses students starting the program in the fall. Students admitted into and beginning their coursework in the spring semester should consult with an Enrollment Specialist and/or the Program Director for further information.

TECHNICAL STANDARDS

I. *Essential Requirements for Admission, Academic Advancement and Graduation*

It is the responsibility of the faculty to society to select applicants who are best qualified to complete the required training and who are most likely to become skilled, effective Veterinary Technicians. Applicants and students will be judged not only on their scholastic achievement and abilities, but also on their intellectual, physical, emotional and behavioral capacities to meet the essential requirements of the college's curriculum. The Program Director exercises judgment on behalf of the program in selecting the entering cohort, and considers character, extracurricular achievement, and overall suitability for the profession based upon information in the application, letters of recommendation and personal interviews (if any).

To succeed in veterinary technology requires that the accumulation of scientific knowledge be accompanied by the simultaneous acquisition of skills and professional attitudes and behavior. The essential requirements presented in this document are pre-requisite for admission, academic advancement and graduation from Johnson College's Veterinary Technology program. All courses in the curriculum, including ongoing self-directed learning, are required in order to develop essential knowledge, attitudes and skills required to become a competent veterinary technician. Graduates of the program must have the attitudes, knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care.

Johnson College will consider for admission and continued academic advancement any individual who demonstrates the ability to perform at a clinical expectation, or to learn to perform at a clinical expectation, the skills referred to in this document. Deficiencies in knowledge base, aptitude, judgment, integrity, character, or professional attitude or demeanor, which may jeopardize patient care, or compromise the educational process, may be grounds for possible program dismissal.

II. *Communication*

A student must be able to speak intelligibly, to hear adequately, and to observe closely patients in order to elicit and transmit information. A student must be able to communicate effectively and sensitively with persons in need of care for their animals, with faculty, clinical staff and veterinarians. Communication includes not only speech, but also reading and writing. In addition, the student must be able to communicate effectively and efficiently in oral and written English with all members of the health care team. A student must possess reading skills at a level sufficient to accomplish curricular requirements and provide clinical care for patients. The student must be capable of completing appropriate medical records and documents and plans according to protocol and in a complete and timely manner. Must be able to communicate successfully with the faculty, clinical staff and veterinarians. Students should be able to hear various equipment sounds and must be able to communicate in a clear and concise manner to owner's as well as clinicians.

III. *Physical Demands*

In order to fulfill the requirements of the Veterinary Technology Program at Johnson College, students must be able to meet the physical demands associated with the veterinary technician profession. Examples of these requirements include but are not limited to the following:

Code: F = frequent	O = occasionally	n/a = not applicable
Standing ¹	F	Stooping ² O
Walking ¹	F	Kneeling ² F
Sitting ¹	O	Reaching O
Lifting (up to 125 pounds) ²	O	Manual Dexterity ³ F
Carrying (up to 50 pounds) ²	F	Feeling ³ F
Pushing	F	Talking F
Pulling	F	Hearing F
Balancing ²	F	Seeing F
Climbing	n/a	Communicating ⁴ F
Crawling	O	Crouching F

Comments:

¹Very little time is spent sitting down except for writing charts.

²The ability to lift a patient from the floor to waist height, moving patients from stretchers to tables, and using good body mechanics is important.

³Posses fine motor skills and precise movement for phlebotomy, IV catheters, and diagnostic specimen collection.

⁴The ability to read and understand clinical instructions and apply them to patient's charts, notes or records.

The ability to assist in surgical areas, including patient positioning, assisting with the care of exposed tissues, operating suction/cautery instruments, assisting with anesthesia and maintaining proper operating room conduct and sepsis. Must be able to work around strong chemicals used for developing radiographs.

The ability to maneuver on slippery floor surfaces, withstand loud working conditions (barking, constant beeping alarms)

Should not be allergic to domestic animals to the extent that would prohibit working in a facility that has them.

IV. Sensory and Motor Coordination and Function

In order for students to progress to clinical courses and graduate from a program in Veterinary Technology must be able to meet the physical and emotional requirements of the academic program. A student must have sufficient sensory and motor function to elicit information from animal patients by a variety of diagnostic maneuvers. A student must be able to execute motor movements reasonably required to provide general care and emergency treatment to patients. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision.

V. Behavioral and Social Attributes

In addition, students admitted to the programs in Veterinary Technology must possess the following qualities:

- The emotional maturity and stability to approach highly stressful human and/or animal situations in a calm and rational manner.
- The ability to make clinical judgment using critical thinking.
- The ability to adhere to ethical standards of conduct as well as applicable state and federal laws.
- The ability to provide effective written, oral, nonverbal communication with clients and their families, colleagues, health care providers, and the public.

VI. Clinical Expectations

Students will be required to operate behaviorally, emotionally, and physical as if the program was an industry clinic. Specifically, when students are required to demonstrate skills at a clinical expectation during practical examinations, AVMA tasks, and rotations. This expectation is the program prepares technicians for a fast-paced occupation, where accommodations such as extended time would not emulate a real-world clinic.

Because of the unique responsibilities involved in all veterinary technician professions, the Program Director reserves the right to require that the student who appears to be unsuited for any program therein withdraw from the program.

An individual who poses a direct threat to the health or safety of others, themselves, or animal patients may be denied admission, progression, or graduation. The College's determination that a person poses a direct threat will be based on an individualized assessment that relies on current medical evidence or on the best available evidence to assess the nature, duration, and severity of the risk and the probability that the potential injury will actually occur. Please refer to the Johnson College handbook.

Although it is extremely rare, an animal health care worker may become exposed to this virus through accidental transmission from an infected animal. An effective means of reducing the chance of a rabies infection is through the rabies prophylaxis vaccine. As a potential student who will be providing direct patient care, you will be required to obtain rabies inoculation (See Rabies Vaccine Policy).

Johnson College Department of Veterinary Technology Rabies Vaccination Policy

Vaccination against tetanus and against rabies is required for all Veterinary Technology students. Proof of rabies and tetanus inoculation prior to handling animals is required (appendix B).

- ❖ During 2015, 50 states and Puerto Rico reported 5,508 (down from 6033 reported in 2014) cases of rabies in animals and 3 human rabies case to CDC (up from 1 reported in 2014). The total number of samples submitted for sampling decreased by 4.1% compared with 2014.
<https://avmajournals.avma.org/doi/pdfplus/10.2460/javma.250.10.1117>
- ❖ Wild animals accounted for 92.4% of reported cases of rabies in 2015. Contributions by the major animal groups were as follows:
 - Bats 1,704 (30.9%)
 - Raccoons 1,619 (29.4%)
 - Skunks 1,365 (24.8%)
 - Foxes 325 (5.9%)
 - Cats 244 (4.4%)
 - Cattle 85 (1.5%)
 - Dogs 67 (1.2%)
- ❖ Domestic species accounted for 7.1% of all rabid animals reported in the United States in 2015.
- ❖ There is no 100% guarantee that vaccinated animals do not carry the rabies virus
- ❖ The Center for Disease Control considers individuals working with animals (including veterinarians and their staff) to be in the high-risk category. The CDC's recommendation for these individuals is to obtain a primary course of rabies vaccinations followed by serologic testing or booster vaccination every two years.

Purpose of Pre-exposure Prophylaxis:

- 1) No need for treatment with HRIG (human rabies immunoglobulin) following exposure
- 2) Decreases the number of vaccine doses needed following exposure (one booster if already vaccinated).
- 3) Minimizes the adverse reactions observed in multiple vaccinations
- 4) Gives protection if post-exposure treatment is delayed
- 5) Possible protection from in apparent exposure to rabies

*for more info on Rabies Prevention and Vaccination

(vaccine schedule, types of exposure, adverse vaccine reactions, and pregnancy)

A copy of the CDC 2008 recommendations of the ACIP on Human Rabies Prevention is available via the rabies vaccine coordinator, (Reference: Recommendations of the Advisory Committee on Immunization Practices, United States, 2008,

<http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5703a1.htm>: Center for Disease Control. 2003. "Rabies, Prevention & Control." www.cdc.gov: 4pgs)

Guidelines for Pregnant Veterinary Technology Students Participating in the Veterinary Technology Program

The potential for human injury always exists in the practice of veterinary medicine, and it increases whenever an involved person is pregnant.

Johnson College and the Veterinary Technology Program recognize that decisions about the welfare of future children must be left to the parents who conceive, bear, support, and raise them rather than the faculty and staff at Johnson College. There are certain inherent risks when pregnant, associated with participating in the Veterinary Technology Program, which are unavoidable, and possibly not even known. Some of these risks and areas of concern include, but are not limited to:

1. Anesthetics (Examples: Halothane, Isoflurane)
2. The handling of certain drugs and chemicals
 - a. Insecticides
 - b. Disinfectants
 - Students should follow all protocols for handling all disinfectants, Insecticides, chemicals and drugs.
3. Heavy Lifting
4. Exposure to Radiological Procedures
 - Radiation can cause cellular and chromosomal damage because they are ionizing forms of radiation that penetrate through tissue. This may have serious effects on a fetus.
5. Handling cat feces or litter pans.
 - a. Toxoplasmosis
6. Large Animal Contact (example: Labs)

The pregnant student is expected to complete each and every requirement of the course by a schedule or plan that can be implemented by the Veterinary Technology Program and the participating veterinarian and by which the risks are deemed assumable by the student. The student should use her own judgment about any assigned task and should bring to the attention of the participating faculty and staff any task or duty not able to be completed because of pregnancy.

The recommended protocol of action for a pregnant student wishing to participate in the Veterinary Technology Program is as follows:

1. To contact a physician immediately regarding the risks and hazards of participating in the Veterinary Technology Program. Bring attached form to your physician.
2. To provide a signed statement from the physician that the student has been made aware of inherent risks associated with participating in the Veterinary Technology Program while being pregnant. It is recognized that the pregnant student has rights and responsibility for decisions concerning her condition, and behavior should be based on a physician's assessment of the circumstances. If there is a consensus between the doctor and the pregnant individual, that no harm to the fetus is likely to result from these activities, the student may elect to participate in the Veterinary Technology Program after signing the agreement forms.

Should the individual, after consulting with her physician, decide against such participation, then she may elect to continue the Veterinary Technology program for the next available semester.

I, _____, certify that I have received and read the above guidelines and have had a chance to ask questions concerning this information.

Signature: _____ Date: _____

Witness: _____

By my signature below, I acknowledge that I have been informed of these areas of concern for the Veterinary Technology student.

Areas of concern:

1. Anesthetics
2. Felines (avoid fecal samples, always handle felines with gloves)
3. Avoid doing insecticide dipping.
4. Avoid any heavy lifting
5. Avoid any radiological procedures
6. Follow all protocols for handling disinfectants, insecticides, and other chemicals.
7. Avoid working with large animals
8. Accidental injections
9. Others, etc.

Others: _____

The student should use her own judgment about any assigned task. The student should bring to the attention of the faculty or staff member any task or duty not able to be completed due to the pregnancy.

Student: _____ Date: _____

Program Director: _____ Date: _____

Faculty/Staff:

Kimberly Konopka BS, AS, CVT
Amanda Melnyk, CVT
Jolynn Lawler, CVT

kkonopka@johnson.edu
amelnyk@johnson.edu
jlawler@johnson.edu

*** We are privileged to have CVT's and DVM's working in our area that will offer their experience and expertise by instructing on an adjunct basis. The Program Director will provide students with adjunct information for the current academic year***

Academic Progression Policy:

Students are required to show both didactic and clinical development each semester in order to progress through the Veterinary Technology Program.

- The student **MUST PASS** each VET didactic course and laboratory/clinical course with a grade of at least a C+ (76) or higher.
- In order to successfully pass each VET course and progress through the program, students **MUST**:
 - Students who score less than a 76% on any major assessment (exam, final exam, research paper, case study, project etc.) must meet with the instructor to develop a remediation/action plan.
 - Students who score less than a 76% on more than one major assessment (exam, final exam, research paper, case study, project etc.), must meet with the Program Director and will need to withdraw from and repeat the course.
 - If the preceding occurs after the JC withdrawal date, the student remains in the class but their transcript will be noted that they have not met the Progression Policy. The student must repeat the course.
 - Regardless of any unsuccessful second attempt (policy withdrawal, fail, stop attend) to complete a course will result in dismissal from the VT program.
 - Failure of more than 2 VET courses will result in dismissal from the VET Program.
 - Successfully complete all items listed on the AVMA Essential Skills List as authorized by the course instructor.
- The student **MUST** maintain a GPA each semester of 2.33 or greater, in VET/MAT205 courses, or be placed on academic probation.
- The student **MUST** demonstrate appropriate professional behaviors according to the Professional Conduct Policy and the Veterinary Technology Code of Ethics.
- Final decision is at the discretion of the Program Director

*If any of the above requirements are not met, the student **will not be** allowed to progress in the Veterinary Technology program. Students who do not meet all of the criteria necessary to pass a course will be required to repeat the course regardless of their final score. If a student wishes to repeat a course, he/she must follow the procedures for academic probation. Repeating a course will delay completion of the program. Please refer to the Johnson College catalog.*

Academic Probation:

Veterinary Technology students are required to maintain a cumulative 2.33 GPA (76%) or higher in all VET & MAT courses. Additionally, a student must receive an average grade of (76%) or higher in each VET course. If the student's GPA falls below 2.33, the student will be placed on academic probation. The following semester, your GPA must be brought up to a cumulative 2.33 in all VET courses or you will be dismissed from the program. If a student receives a grade below a "C+" (76%) in any VET course, the student must re-take the course at their own expense in order to successfully complete the program.

Additionally, if any other terms and conditions of the probationary period (such as weekly meetings, participation in SUCCESS program, absenteeism/tardiness, etc.) are not met, the student may be dismissed from the program at the director's discretion. Any student placed on academic probation will not be allowed to participate in any extracurricular activities during the probationary period, this includes; cheerleading, sports teams, clubs or student ambassador program.

Letter Grade	Numerical Relationship	Quality Points
A	96-100	4.0
A-	92-95	3.67
B+	88-91	3.33
B	84-87	3.0
B-	80-83	2.67
C+	76-79	2.33
C	72-75	2.0
C-	68-71	1.67
D+	64-67	1.33
D	60-63	1.0
F	0-59	0.0

Academic Honesty:

In addition to the Johnson College Academic Code of Ethics (appendix A), the veterinary technology program has a zero tolerance for academic dishonesty. Below is the policy individual to this program.

- 1st offense – student will be dismissed from class, receive a zero (0) for the grade on that assignment, exam etc. and will be formally written up by the Program Director.
- 2nd offense – immediate termination from the Veterinary Technology program.

Books & Supplies:

Required texts will be listed individually in course syllabi. In addition to texts, all students will need the following:

- *Scrubs & scrub coat
- *dissection kit
- *stethoscope
- *thermometer
- *green pen
- *watch with a second hand
- *gloves (nitrile recommend for dissection of preserved tissues)
- *calculator

*NOTE: certain courses such as VET154 have special clothing and item requirements – see individual course syllabi for details and page 27.

Method of Instruction:

Lectures, discussions, group activities, student reports (oral & written), research and reading assignments, case studies, field trips, videos and guest lecturers may be utilized to enhance your learning experience. In addition to the previously mentioned methods, your education will be enhanced by rotations in the Animal Care Center.

The student advisor or Program Director will meet with individual students at least once per semester to discuss registration of courses, academic progress, and offer advice as needed.

Office Hours:

All instructors will set aside hours each week for meeting with students. It is the student’s responsibility to try to adhere to those hours, if additional time is needed with an instructor, it should be a scheduled appointment. Office hours will be posted by each instructor on their respective bulletin board at the beginning of each semester.

Attendance Policy:

Johnson College has a campus-wide attendance policy effective January 2018. Any student missing the equivalent of two weeks of class will be automatically dropped from the course.

class meets	3 X a week	2X a week	once a week
absences allowed	6	4	2

Two (2) tardy occurrences is equivalent to 1 absence. Students who are dropped from the class must repeat the class in a subsequent semester in order to meet degree requirements.

Students with extenuating circumstances should contact their instructor immediately to discuss their individual situation. Please refer to the Course Catalog for more information.

Please note: there are times when a student’s presence will be required on-campus OUTSIDE of regular schedule class time. This can include but is not limited to – lab work, clinical work, remediation, and make up dates and times. This information will be shared with the student as earliest as possible, but it is mandatory and will be counted as part of attendance. If a required skill is being observed or performed that day, it is the student’s responsibility to have that task observed and evaluated by a faculty member.

Make-up Assessments/Assignments:

Make-up tests, quizzes, midterms, finals or any papers will be at the discretion of the instructor for the individual course. Refer to individual course syllabi. If not noted in syllabi, the following department rules will apply: You must contact the instructor prior to your absence. If you are excused, you may make up the item missed. However, you must make it up before the next class period.

Vet Tech Club:

This club is designed for the technician student and is a student chapter of NAVTA. The club raises money to help non-profit organizations, helps with public events, and participates in events centered around animal care and wellness.

Photocopy Policy:

Photocopies should be made in the library or elsewhere. If you **MUST** make a photocopy on the Animal Care Center's copier, the cost is 15¢ per page. **Check with the receptionist PRIOR to making ANY copies!**

Cell Phones/Other personal media:

It is a requirement that all cell phones and other personal media devices **be turned off** during classes. The noise is a disruption and will not be tolerated. Likewise, **no cell phones are allowed in the clinic.** The use of laptops in the classroom is at the instructor's discretion.

SDS:

Safety Data Sheets are available, in hard copy or on-line, to anyone who wishes to see them. They are located in reception. Training on the use of SDS is scheduled during your Introduction to Veterinary Technology/Clinical Management class (VET 101). You are required to attend this class. There will be no exceptions.

Fire Evacuation:

The Fire Evacuation Plan is posted in each classroom of the Veterinary Science Building. Instructors are required to go over this plan at the beginning of each semester. Please review this plan carefully and understand it.

Everyone is to evacuate to the field on the side of the building. It is **imperative** that you do not leave the area unless instructed to do so by VT faculty. Role will be taken to assure that everyone is out of the building. If you are not present, fire fighters will be putting their lives in danger by searching for you.

Compressed Schedule:

In case of adverse weather conditions or emergencies, the college may cancel or delay classes. Please see each course syllabus for "compressed schedule" times. Any delays or cancellations will be posted on WNEP (television), Johnson.edu or via text alert system. If you are to work with live patients that day, check with the instructor/supervisor for that task for instructions.

Professionalism:

Clients, tours, and inspectors are frequently in the Veterinary Science Center. As professionals we must portray a certain image. Please refrain from using profanity anywhere in the building, and be conscious of your appearance and demeanor at all times. Please refer to Johnson College conduct policy in the student handbook.

Professional Conduct:

In order to ensure that students (and graduates) of the Johnson College Veterinary Technology (VT) program conduct themselves in an appropriate manner in the classroom and clinical setting, professional behaviors will be assessed each semester during the program using the Johnson College VT Professional Conduct Skills Assessment. Guidance will be provided to students on ways to improve and maintain conduct that is in accordance with the Johnson College Code of Ethics and the AVMA standards of ethical conduct for the Veterinary Technician.

The VT Professional Conduct Assessment assesses the following behaviors:

- Demonstrates respect/consideration of faculty, staff and peers
- Arrives to class/lab on time and is prepared
- Accepts and gives constructive criticism
- Demonstrates professional body language
- Adheres to VT dress code in lecture, laboratory, and in clinical situations
- Maintains personal hygiene
- Manages time well
- Actively participates in group discussion and projects in a professional manner

Professional Conduct Reprimand Policy:

Any student found to commit acts of unprofessional conduct (refer to Professional Conduct) in clinic, laboratory, internship or in the classroom will be subject to the disciplinary actions outlined below. A serious violation of the professional conduct policies or any other unethical behavior (refer to Professional Conduct) may result in immediate dismissal without warning of offenses. (Appendix B)

- **First Offense WARNING:** *Can be issued by Program Director, Internship Coordinator, Faculty, Staff and Clinical Instructor. Documentation of the warning will be signed by both parties in the student's task book and a copy in the student's academic file. The student will be provided feedback and required to complete a professional skills action plan and remediate behavior.*
- **Second Offense WARNING:** *Dismissal from the Veterinary Technology program will be issued by the Program Director.*

If a student is dismissed from the Program, they may not request re-admittance into the program.

A serious violation of the professional conduct policies or any other unethical behavior (refer to Professional Conduct for definition) may result in immediate dismissal without multiple warning of offenses. A student dismissed from the program for inappropriate conduct may not be considered for re-admission.

Students will also be subject to sanctions imposed by clinical sites conducting random drug testing.

Dress Code:

The personal appearance and demeanor of the Veterinary Technology students at Johnson College and the clinical affiliates reflect both the College and program standards and are indicative of the student's interest and pride in their profession.

- See course syllabi for complete detailed dress code information for each course.
- Absolutely no open-toed shoes, hats or shorts in laboratory or clinic
- Scrub tops and bottoms are to be worn in the Animal Care Center
- A lab jacket is worn for laboratory classes
- In the clinic
 - Johnson College Vet Science scrubs – 2 full sets (tops & bottoms) must be purchased by students 3rd semester to be worn in Clinical Rotations
 - Jewelry is to be limited to a watch, wedding rings, and one-two pair of stud earrings (no facial piercing – must be removed or covered).
 - Dresses and skirts: Knee or below to protect legs from injury.
 - CLEAN closed toe shoes
- During Internship
 - Johnson College Vet Science scrubs required

Failure to adhere to these rules could result in your dismissal from a class: you will receive an unexcused absence and will have to make up missed work as needed on your own time as per the absentee policy for that course.

Laboratory Policy:

This is a laboratory classroom setting. The following rules apply:

- Absolutely **NO** food or drink is permitted in the laboratory or clinical areas at any time
- Personal protective equipment (PPE) must be worn when indicated
- Laboratory jackets must be worn when indicated
- Students are responsible for cleaning their work areas before exiting the lab and returning all equipment to its proper place
- See syllabus for each class for further information
- Personal items should be stored in locker room or placed in cubbies in the Health Sciences Center

Failure to adhere to these rules could result in your dismissal from a class: you will receive an unexcused absence and will have to make up missed work as needed on your own time as per the absentee policy for that course.

Smoking on Premises:

Smoking and other tobacco use will only be permitted in a designated area outside the building. If this area is not kept clean, all students will be required to clean it and smoking privileges around the building will be prohibited.

Animal Care:

Animal Care Duty (kennel/colony) is a requirement for graduation from the Veterinary Technology Program (Vet 156, Vet 280/282). Students are responsible for the daily care, including weekends, of all clinic animals (including boarders, student animals and staff animals), and resident colonies. Your responsibilities include, but not limited to the following: ****Please see kennel/colony duty packet for complete information****

- Providing basic daily care:
 - Administering medications & treatments
 - Walking dogs/cleaning litter pans
 - Fresh feeding and watering daily
 - Grooming as needed or requested
 - Exercising animals daily
 - Daily cleaning of yard and outdoor kennel
 - Cleaning and disinfecting all animal wards, totes, cages and runs
 - Pre and Post-surgical care
 - Performing requested or required testing on time
 - Weekly inventory/management of food and supplies (mill dates, expiration dates, product name)
 - Laundry and other cleaning responsibilities
- Completing patient charts (SOAP, daily treatment sheets, log sheets)
- Performing physical exams

Animal Neglect:

You will be found guilty of **Animal Neglect** for any of the following.

- Failure to provide basic daily animal care (as defined above)
- Inappropriate use of restraint and/or restraint devices
- Failure to report a sick animal to a veterinarian/certified veterinary technician

*****First offense will be formally written up using the Animal Neglect form by the faculty that witnessed the offense. Student will then meet with the Program Director to receive a formal action plan*****

*****Second offense while enrolled in the Veterinary Technology Program will result dismissal from the program with no opportunity for re-admittance.***

Animal Abuse or Extreme Negligence:

You will be found guilty of Animal Abuse or Extreme Negligence for any of the following, on or off campus. ****This will result in immediate termination from the program with no opportunity for re-admittance****

- Abuse in the form of:
 - Physically striking an animal
 - Rough handling of an animal
 - Tormenting an animal
 - Deliberately causing harm to an animal
- Falsification of documentation
- Violation of patient confidentiality
- Unprofessional/unsafe behavior that seriously jeopardizes patient, student or staff safety
- Unprofessional behavior that seriously jeopardizes clinical affiliations

Animal Care Duty Attendance:

The following rules apply to tardiness/absences during kennel/colony duty.

- 1-15 minutes tardy equates to 1 point per minute deducted from your final grade in the course (VET 280/282, VET 156)
- >15 minutes late is deemed as an unexcused absence and results in 15 points deducted from the final grade in the course (VET 280/282 VET 156)

**** EXCUSED**, at the discretion of the Program Director, tardiness or absence from kennel/colony duty includes but is not limited to the following:

- Email notification or verbal contact directly to veterinary department personnel **ONLY**, within 1 hour prior to scheduled duty
- Death or serious illness/injury to student, immediate family member
- Unforeseen emergencies: (i.e. car breakdown)
 - This does **NOT** include routine NEPA traffic problems or mildly inclement weather

You will be assigned tasks in the clinic area. Please act professionally and complete the tasks as requested.

Arrive to the clinic prepared with the following:

- Long hair must be pulled back
- Stud earrings and wedding bands are the only jewelry allowed
- Stethoscope
- Wrist watch with a second hand
- Green ink pen
- Scrubs
- Pocket notebook
- Calculator

Student pets:

You will receive a discount for the care of your own pets (does not include pets belonging to extended family, friends etc.)

The policy for bringing your pet in is as follows:

- Vaccination and flea prevention are required to board and for utilization of your pets in labs (even if just for the day). Proof of vaccination (Rabies, core vaccines, and *Bordetella* for dogs) & prevention is required.
- You are responsible for setting up and cleaning the pet's cage or kennel before you leave.
- Failure to clean your pet's cage or kennel before leaving for the day will result in a boarding charge of \$15/day.
- Always make arrangements at the front desk prior to bringing your pet in .
- If you are bringing in your pet for class, you still must register that pet and make arrangements prior to the day of the lab or class.
- Failure to make prior arrangements may result in you having to take your pet back home and missing a class.
- **YOU** (under supervision) are responsible for entering your charges in the computer and paying for services or inventory according to clinic policy. Payment is expected when services are rendered.
- If a balance remains on your account for more than thirty (30) days, services will be discontinued to your pets.
- Unpaid balances at the end of your senior year will prevent you from receiving your diploma.
- Pets are to be leashed and kept in appropriate places at all times.

Graduation Requirements:

To be eligible to receive a diploma from the Veterinary Technology Program the student must complete:

- All VT courses with a grade of 76% or better
- Complete AVMA required hours of internship with a final grade of 76% or better
- All required AVMA/CVTEA Essential Skills tasks completed successfully
- Successful completion of the required 75 credits
- All financial responsibilities have been met

VTNE:

To be eligible to take the Veterinary Technology National Exam (VTNE), the student must have completed all graduation requirements from an AVMA accredited Veterinary Technology program. The following information may also be found at www.aavsb.org as well as testing windows and application deadlines.

To take the VTNE, candidates must apply and pay for the exam and candidates must apply for eligibility to take the exam.

- Eligibility: All candidates seeking to take the VTNE must be eligible to take the exam. The requirements for eligibility vary by the state or province through which a candidate wishes to take the exam. Candidates can refer to the Board and Agency Directory on the AAVSB website, www.aavsb.org/dlr, for eligibility requirements for their specific state or province. Candidates may be required to submit an additional state or provincial application/fee by the state deadline.
- Applying: Apply online and pay to take the exam with the AAVSB.
- Scheduling the Exam: After the application and eligibility have been processed, candidates will be sent an eligibility email explaining how to schedule their examination at PSI (<http://online.goamp.com/CandidateHome/CandidateInformation.aspx>). Candidates will be able to choose the date, time, and location of their exam.
- Verification of Graduation Form: Please forward this form to the JC Registrar Services

VETERINARY TECHNOLOGY DEPARTMENT SUPPLY LIST:

- Stethoscope
 - Safety Glasses w/ side shields
 - Digital Thermometer (3-5 seconds)
 - Latex or Nitrile Gloves (box)
 - Watch with a second hand
 - Non-skid, closed toe shoes
 - Scrubs – top & pants – no color requirement
 - JC scrubs – top & pants (2 sets) – senior year
 - Long Sleeved Scrub/Lab Jacket w/ closed cuffs (no white)
 - Dissection kit (7-10 piece)
 - Small Pocket Notebook
 - Hearing Protection for Kennels (recommended)
- Additional Supplies for Large Animal Clinical Applications
- Coveralls
 - Rubber Boots
 - Clipboard

CVTEA Essential Skills Task Book:

Students will be provided a printed Essential Skills Task Book

The patient is the focus of all health related professions, and veterinary health care providers must demonstrate competency and safety during all patient interactions. Veterinary Technology laboratory courses involve direct interaction between students and faculty and provide an opportunity for students to learn and practice skills that will be used in a veterinary clinic or hospital.

Prior to participating in the required internship experience, students need to demonstrate competency in all skills that may be provided to a patient. Therefore, the Veterinary Technology program utilizes a list of the skills and tasks REQUIRED by the AVMA/CVTEA outlined in the Policies & Procedures Manual (Appendix I). The CVTEA Essential Skills list is NOT all-inclusive of the skills required by the Program: there are many skills and tasks covered in the Johnson College Curriculum which are not included on the below CVTEA list and still must be met for successful completion of the Veterinary Technology Program.

- 1) Each task MUST be dated (MM/DD/YY) by the student and signed by the faculty member who supervised the completion of that task. If a task is to be completed on more than one species of animal, two dates and two signatures may be used.
 - 2) It is the STUDENT'S responsibility to ensure the safe keeping of this booklet and to keep it as up to date as possible (a faculty member will be unable to sign off on a task if he/she cannot remember your doing it!).
 - 3) This booklet is to have every task listed completed with a date and faculty signature. It is to be handed into the instructor of VET295 on or before the last day of class. Failure to hand in the completed booklet will result in a grade of incomplete ("I") for that course and the student will not meet graduation requirements.
 - 4) It is the student's responsibility to make sure that all skills and tasks have been completed and evaluated by the course instructors prior to the end of the final semester.
- A copy of the AVMA/CVTEA Policies & Procedures (Appendix I) is available for review. Please ask a faculty member or the Program Director.
 - The CVTEA Essential Skills List is utilized as a formative assessment throughout the program.
 - Students MUST demonstrate competency in each skill, which includes adherence to critical safety/performance elements, as determined by the course instructor.
 - Students will have the opportunity to practice skills during lab time and are encouraged to spend extra time on skills as necessary.
 - Any time a skill is considered not competent by the course instructor, the student will have an opportunity to practice skills outside of course time and schedule a time with the instructor for evaluation.
 - Failure to successfully complete an AVMA/CVTEA required task (Appendix I) will result in the student receiving an incomplete ("I") for the corresponding course. According to the Johnson College grading policy, the student will have 10 days to successfully complete the task or receive a failure ("F") for the course and will need to repeat it.

**Academic Code of Ethics
JC Student Handbook**

**EDUCATIONAL (ACADEMIC) INTEGRITY IN THE
CLASSROOM, TECHNICAL AREA, and/or LABORATORY**

The faculty of Johnson College has high regard for the integrity of the educational process; therefore, the school wishes to recognize students not only for their academic skills and dedication, but also according to a code of ethical academic behavior. Good ethics include such principles as the following:

1. Acting at all times with integrity
2. Accepting responsibility for one's work
3. Specifying contributing members of a group, where group work is authorized
4. Naming references, where reference use is authorized
5. Submitting work which is the sole creation of the student, when neither group work nor reference use is authorized
6. Never contributing to the academic dishonesty of others

In the interest of protecting the grades of all honest students, Johnson College has adopted a set of disciplinary rules, which constitute academic dishonesty, and enforcement procedures, which will be applied to acts of dishonesty.

Academic dishonesty in any form will not be tolerated. Dishonesty includes, but is not limited to, the following:

1. Cheating
2. Plagiarism
3. Submitting work which does not cite references used when working in courses where reference materials are authorized
4. Submitting work which does not cite contributing members of the group when working in courses where group work is authorized
5. Submitting work which has not been created solely by the individual seeking credit when working in courses where neither references nor group work is authorized
6. Facilitating acts of academic dishonesty by others
7. Tampering with academic work of others

Students involved in academic dishonesty will be penalized at the discretion of the instructor. This may result in any or all of the following penalties:

1. An "F" in the course
2. Referral to the Senior Director within the Office of Academics
3. Referral to judicial authorities
4. Written notification to the student's technical/clinical department chairperson

Penalties imposed by the Senior Director within the Office of Academics may include up to termination from student's program of study

Johnson College Veterinary Technology Program
PROFESSIONAL CONDUCT SKILLS ASSESSMENT

A Veterinary Technology student is expected to exemplify professional behavior at all times. Student behavior will be assessed in the middle of each semester. If students demonstrate unacceptable behavior, he/she will be counseled on the behaviors and ways to make improvements, and will be reassessed. If a student repeatedly fails to comply with the expected behaviors, dismissal from the program will be considered.

STUDENTS MUST DEMONSTRATE ACCEPTABLE BEHAVIOR IN ORDER TO PARTICIPATE IN CLINICAL EDUCATION.

Expected Student Conduct	Date	Acceptable/ Unacceptable	Comments
Adheres to Academic Code of Ethics			
Demonstrates respect/consideration of faculty/staff/peers			
Arrives to class/lab on time and is prepared			
Accepts and provides constructive criticism			
Demonstrates professional body language			
Adheres to VT dress code in lecture, laboratory, and in clinical situations			
Maintains Personal Hygiene			
Manages time well			

Submit to D2L VT General Platform drop-box

Rabies Vaccination Verification:

The dates of vaccination were administered:

#1 _____ #2 _____ #3 _____

Student signature

Parent/guardian signature (students under 18 yrs)

*****A copy of verification, with dates, from the treating physician/organization must be included with this form in order for Veterinary Technology Students to fully participate in all laboratory classes and rotations.*****

Verification witnessed: _____
Rabies vaccine coordinator/Program Director

Date

Submit to D2L VT General Platform drop-box

Program Student Handbook Acknowledgement:

By signing below, I state that I have received a copy of the Program Student Handbook. I acknowledge that I have thoroughly read this document and I understand the rules, regulations, policies and procedures within this program handbook for the Veterinary Technology Program. I confirm that I am able to perform and adhere to said policies and procedures as well as rules and regulations in this department.

(signature)

(date)

(print name)