Veterinary Technology
Associate of Applied Science Program

Student Handbook

This page intentionally left blank.

Letter of Welcome from the Program Director of Veterinary Technology

Welcome to the Veterinary Technology (Vet Tech) program at Edison State Community College.   We are pleased you have chosen to pursue your education with us. You have chosen a wonderful, rewarding, and rapidly growing profession. The goal of the Veterinary Technology Associate of Applied Science degree program is to prepare veterinary technicians to be highly skilled, professional, and valued by employers. Your graduation from our program will prepare you to become a valuable member of the veterinary healthcare profession.

This is an exciting beginning for you as you fulfill your goal of becoming a Registered Veterinary Technician. The path ahead will be challenging and require you to be committed to meeting the rigors of the Vet Tech program. We are committed to your success and encourage you to connect with your course faculty, advisor, and classmates as a strong support system can make the path from start to finish smoother and more enjoyable. Our Vet Tech faculty members bring a wealth of knowledge and experience to the classroom and are eager to help you develop into an exemplary veterinary technician.

This handbook provides easy access to the Vet Tech program policies that may affect you during the program. I encourage you to keep it close at hand and become familiar with its contents.

Best wishes for a rewarding experience during your time with us.   We will be there cheering for you when you walk across the stage at commencement and get your first job as a Registered Veterinary Technician!

Sincerely,

Elizabeth Bingham, BS, RVT
Program Director of Veterinary Technology
Assistant Professor of Veterinary Technology

This page intentionally left blank.

About Veterinary Technology

Definition of the Veterinary Technology Profession

Veterinary technicians are individuals who assist in the medical treatment of animals under the supervision of licensed veterinarians. Veterinary Technology is a multi-skilled profession whose practitioners work in veterinary offices, research settings, and many other settings. Veterinary technicians function as a member of the veterinary healthcare delivery team and perform clinical and administrative procedures.

History of the Veterinary Technology Profession

Veterinary technicians today have an impressive range of responsibilities, encompassing client awareness, education, and communication, assisting medical and surgical procedures, patient care, diagnostic sample collection and processing, management, and many other areas of veterinary health care. Evolving from its pioneer university program in the 1960s, the study of veterinary technology is now carried out at hundreds of accredited programs in North America, with many more programs under development to meet the growing need for quality, consistency, and compassion in veterinary medical care.

Veterinary Technician Code of Ethics

Every veterinary technician has the obligation to uphold the trust invested in the profession by adhering to the profession's Code of Ethics found at https://www.navta.net/policies/.

Veterinary Technician Oath

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

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

EDISON STATE COMMUNITY COLLEGE
Veterinary Technology Program Handbook

VET TECH PROGRAM MISSION STATEMENT:

The mission of the Edison State Community College (ESCC) Veterinary Technology (Vet Tech) Program is to meet the demand for qualified registered veterinary technicians in the ESCC service area and surrounding counties by preparing homegrown, competent, and well-prepared Vet Tech students for employment and state registration. Our program aims to integrate the needs of the student, veterinary, public, and global communities.

PROGRAM GOALS AND OUTCOMES

GOALS:
The Veterinary Technology (Vet Tech) program at Edison State Community College (ESCC) has a primary goal to prepare competent entry-level RVTs in the cognitive (knowledge) and psychomotor (skills) learning domains.

The following program outcomes are met by the Vet Tech curriculum which utilizes all three learning domains and ultimately fulfills the primary goal.

OUTCOMES:
1. Interpret and articulate knowledge presented and reviewed during the program to pass the Veterinary Technician National Exam (VTNE).
2. Establish and maintain a work environment that ensures the safety of clients, animals, and professional members.
3. Apply both knowledge-based and psychomotor skills as an entry-level veterinary technician.
4. Demonstrate personal responsibility for learning, growth, and serving as a mentor.
5. Demonstrate professional standards including ethical and legal standards in veterinary medicine.
6. Appraise care to reduce risks to patients, clients, and health care team members.
7. Demonstrate interdisciplinary team collaboration to achieve outcomes and resolve conflict.
8. Demonstrate effective communication that involves listening, speaking, and writing for the purpose of being understood; this includes medical charting, client and team communication, and emotional support.
9. Use clinical judgment to evaluate and provide patient-centered care under the direct supervision of a licensed veterinarian, while respecting clients' diverse interests.

ACCREDITATION

The Veterinary Technology program is accredited by the American Veterinary Medical Association's Committee on Veterinary Technician Education and Activities (AVMA-CVTEA).

Visit the AVMA website to view a list of accredited veterinary technician programs.
- https://www.avma.org/education/center-for-veterinary-accreditation/veterinary-technology-programs-accredited-avma-cvtea

CREDENTIALING

Graduates of an AVMA-CVTEA accredited program are eligible to sit for the Veterinary Technician National Examination (VTNE). After successful completion of the examination, an application to the Ohio Veterinary Medical Licensing Board (OVMLB) may be submitted to become credentialed as a Registered Veterinary Technician (RVT). The VTNE must be passed, along with registration with the Ohio Veterinary Medical Licensing Board (OVMLB), to practice legally as a registered veterinary technician (RVT).

Visit the OVMLB website for RVT licensing requirements.
- http://ovmlb.ohio.gov/rvtreq.stm

Students should also refer to the Ohio Veterinary Medical Licensing Board (OVMLB) for rules and regulations concerning felony convictions.

OVMLB
77 S. High Street, l 61h Floor
Columbus, Ohio 43215-6108
Phone: 614-644-5281
Fax: 614-644-9038
Email: info@ovmlb.state.oh.us
Webpage: www.ovmlb.ohio.gov

CURRICULUM

The Veterinary Technology program reflects a full-time curriculum plan, consisting of five sequential semesters, which students are required to complete prior to graduation. To extend the program over more than two years, a student may take non-veterinary courses prior to applying for admission to the program. Non-veterinary courses must be taken no later than the semesters listed in the curriculum but may take them earlier. Veterinary Technology courses must be taken in the stated sequence. The Veterinary Technology courses are only available once a year. Delaying even one VET course could add up to an additional year to the program.

The Vet Tech program is a combination of didactic theory courses, hands-on skills, and clinical experiences within regional veterinary facilities.

COURSE DESCRIPTIONS

The course descriptions for this academic program can be found on the Edison State Catalog website: http://catalog.edisonohio.edu/index.php?catoid=24 or on the academic program website: https://catalog.edisonohio.edu/preview_program.php?catoid=28&poid=6221&returnto=5037.

Students must maintain the sequence of the veterinary technology courses listed in the program.

Below is the full-time sequence. A part-time sequence is available at https://catalog.edisonohio.edu/preview_program.php?catoid=29&poid=6549.

Semester 1 [Fall]

Course	Credit Hours
Biology Elective[1]	4
CHM 111S Basic Chemistry of Life Processes	3
VET 101S Introduction to Veterinary Technology	2
VET 125S Veterinary Anatomy and Physiology	4
VET 131S Veterinary Office Management	1
VET 151S Veterinary Medical Terminology	1
Credit Hours	**15**

[1]To be chosen from BIO 121S, BIO 122S, BIO 124S, BIO 125S, or BIO 126S.

Semester 2 [Spring]

Course	Credit Hours
ENG 121S Composition I	3
VET 160S Husbandry and Wellness of Small Animals	3
VET 170S Small Animal Diseases	2
VET 175S Veterinary Parasitology	3
VET 190S Veterinary Pharmacology and Calculations	3
VET 220S Husbandry, Disease, and Techniques of Exotic Animals	2
Credit Hours	**16**

Semester 3 [Summer]

Course	Credit Hours
VET 140S Veterinary Nutrition	1
VET 250S Veterinary Nursing Care and Techniques	4
VET 255S Veterinary Surgical Nursing and Assistance	2
VET 265S Veterinary Dentistry	1
Credit Hours	**8**

Semester 4 [Fall]

Course	Credit Hours
VET 185S Husbandry, Disease, and Techniques of Large Animals	3
VET 230S Veterinary Radiology and Diagnostic Imaging	2
VET 245S Veterinary Clinical Laboratory	3
VET 260S Veterinary Surgical Procedures and Anesthesiology	2
VET 285S Small Animal Nursing Clinical	2
Credit Hours	**12**

Semester 5 [Spring]

Course	Credit Hours
COM 121S Introduction to Communication	3
VET 290S VTNE Preparation	2
VET 291L Veterinary Technology Internship Experience	2
VET 291R Veterinary Technology Internship Seminar	1
Math Elective[1]	3
Social/Behavioral Science Elective[1]	3
Credit Hours	**14**

[1]Refer to the AAS general education requirements.

Total Credit Hours | 65

PROGRAM ORGANIZATION

The Vet Tech program faculty consists of a Program Director responsible for the overall program administration and accreditation. The Program Director is responsible for facilitating rotations through affiliated sites, instructing Vet Tech didactic and laboratory courses, and advising students. Program faculty instruct Vet Tech didactic courses and advise students. One or more Veterinarian adjuncts instruct both didactic and hands-on courses throughout the program.

STUDENT WORKLOAD

The Vet Tech program's workload is rigorous and full-time with 12-16 credit hours per semester. Vet Tech courses are academically demanding and are expected to require 2-3 hours of outside work and studying per week for every credit hour taken. Statistically, students who maintain a GPA of 3.0 or better are more likely to pass the Veterinary Technician National Examination (VTNE). A GPA of 2.0 or better is required to continue forward in the program.

While in the program, students may have employment opportunities and/or other responsibilities. Every attempt is to keep course hours between Monday and Thursday, 9-6 pm. Falling outside of this time is rare and typically due to adjunct or clinical partner schedules. It is recommended to find employment or volunteer work within a veterinary clinic or facility to aid with the retention of the material.

POLICY STATEMENTS

The following are the policies of the Edison State Community College Vet Tech Program. Students in the Vet Tech Program shall abide by these policies as well as those of affiliating agencies during Directed Practice, Clinical experience, and Internships. It is the student's responsibility to know affiliating agency policies. This handbook is subject to revision. Any changes will be posted and reviewed with each class.

Academic Advising
Each semester students will meet with their assigned academic advisor to assess the courses for which the student will register during each registration period. Below are the frequent contacts for our program.

Faculty Advisor
Elizabeth Bingham, BS, RVT – Vet Tech Program Director
Office: 313-B
Phone: 937.381.1544
Email: ebingham@edisonohio.edu

Veterinary Technology Pathways Advisor
Carin Benning
Office: 160
Phone: 937.778.7808
Email: cbenning@edisonohio.edu

Academic Project Specialist, Health Sciences
Abigail Bollinger
Office: 340
Phone: 937.778.7884
Email: abollinger2@edisonohio.edu

Advisory Committee
The Vet Tech program strives to successfully serve its communities of interest. To do so, an advisory committee meets at least annually to discuss important points of the program and get feedback from local employers, graduates, students, and associated professionals.

Attendance
Attendance in Vet Tech classes is necessary to achieve the objectives for learning. Each student is responsible for satisfactorily meeting classroom and laboratory outcomes. Students are expected to be present in class and campus lab and to be prepared to be active participants in their learning. If a student is unable to report to class due to an unforeseen emergency, they shall contact the instructor or clinical affiliate as soon as possible. Documentation for the reason of absence should be provided if appropriate.

- Classroom/Student Lab- If the student is unable to attend class on the day of an announced test or hands-on competency due to an emergency, he/she is responsible for notifying the instructor prior to the class hour. Refer to the specific course syllabus for

the instructor's policy on make-up work. Students are expected to be present in Vet Tech classes and labs and be prepared to actively participate in their learning. Each student is responsible for satisfactorily meeting course objectives. With extenuating circumstances, all attempts will be made to make up for the missed competency, but it is the student's responsibility to ensure that all hands-on competencies are completed in each course. Missing even one required hands-on competency could result in the student receiving a "D" for the overall course grade.

- Clinical/Internship Experience - If a severe illness/emergency prevents the student from attending clinical hours as scheduled, it is his/her responsibility to notify the Clinical Supervisor. Each student is responsible for satisfactorily meeting course objectives. With extenuating circumstances, all attempts will be made to make up for the missed competency and hours, but it is the student's responsibility to ensure that all hands-on competencies and hours are completed in each course. Missing even one required hands-on competency could result in the student receiving a "D" for the overall course grade.
- Student absences shall not exceed 3 scheduled days total for all clinical rotations and rotations. Missed days will need to be made up by the end of the semester. Upon excessive absences, the student may choose to apply for a Leave of Absence by meeting with the Program Director. The request for a Leave of Absence must be submitted in writing. Excessive absences may also warrant dismissal from the program.
- Tardiness - Excessive tardiness during Clinical/Internship hours is not accepted. Students who are excessively tardy may be excused from the course and/or program.
- An instructor may require a student to leave a student lab or clinical experience if the student is unprepared, if the student has health problems that may jeopardize the health of others, or if the student's behavior is unacceptable or inappropriate. If the circumstances described constitute an absence, a physician's permission will be required to return.

Late Submission Policy: In rare cases of a reasonable extenuating circumstance, a required absence with documentation can be excused by the Program Director. If an absence is excused, work can be submitted and exams can be taken, if this is accomplished no later than the first day the student returns to class. Late work will not be accepted beyond that date of return. All student work made up of an excused absence is subject to a 20% deduction in score. The instructor may require the student to make an appointment to accomplish the missed assignments or skills. Failure to keep this appointment will result in an immediate failing grade on all missed assignments and missed exams.

Class Cancellation
When college classes are canceled because of weather or other emergencies, all Vet Tech classes will be canceled, but students are expected to participate at their clinical or internship site if possible. The cancellations are posted on the Edison State website home page at Rave Mobile Safety-Rave Guardian Campus Safety App The page also includes a link so that students may sign up for an alert via text or email.

Communication
Students should regularly check Blackboard and email. Instructors may choose to post important information on individual course sites on Blackboard, and students should make checking Blackboard and email a habit. Important information may also be posted on the ESCC website.

Clinical or Internship Experience

To be eligible to participate in the required Vet Tech Internship courses (VET 291L/R), the student must complete all VET coursework with a grade of "C" or better AND complete all required CVTEA hands-on skills at a competent skill level.

All clinical and internship hours are supervised and unpaid. Occasionally, students obtain employment at their assigned clinical affiliate or other lab. No paid employment time may be used toward clinical or internship hours. Paid employment may not interfere or overlap with clinical or internship scheduling. Such service work must be kept separate from educational practice time. At no time will the student be used in place of a paid employee for any required coursework or clinical/internship hours. Therefore, students are not eligible for workman's compensation; students are required to always carry health insurance in the program.

Students will be required to continue following all ESCC and Vet Tech program policies, as well as any additional policies that the clinical site will require. These additional requirements can be regarding dress code and hygiene, hours of operation, client interaction requirements, etc…

Dress Code & Hygiene

Veterinary Technicians are seen as professional examples. Students must maintain a high standard of personal hygiene and grooming. Practicing good personal hygiene helps one look and feel one's best. It also affects how one feels about oneself and how peers and clients feel about the student. Personal hygiene involves regular bathing and grooming, eating a balanced diet, and getting enough rest and exercise.

Scheduled labs (includes any classroom time working with any animals or biological specimens), field trips where the student will be working with animals, and during clinic rotations and internships, VET students are required to meet a strict dress code. If the dress code below is not met, the student may be asked to leave until they are able to return in the proper attire. This could result in missing essential skills.

- ✓ Closed-toed and closed-heeled shoes (sneakers or orthopedic clogs recommended or weatherproof boots recommended for large animal sites)
- ✓ Scrubs
  - Clean and neatly pressed, not faded, discolored, or ripped, nor "see through."
  - Scrub pants must be of a length to cover the ankle but must not touch the floor to prevent contamination and promote infection control.
  - Long sleeve scrub jacket or smock required when working with laboratory specimens and recommended when working with animals.
- ✓ Long hair will need to be pulled back and secured.
- ✓ Fingernails
  - Should be kept short as possible for personal safety, hygiene, and dexterity.
  - No acrylic nails permitted.
  - If painted, freshly painted with no chips required. Clear or neutral colors recommended.
    - Exception: when assisting in surgery, no nail lacquer is permitted
- ✓ Minimal jewelry. Loose jewelry, such as hooped or dangling earrings, necklaces, and bracelets are prohibited. NOTE: Prior to participating in a surgical procedure, you may be asked to remove all jewelry.
- ✓ Avoid wearing strong perfume/cologne.
- ✓ Avoid chewing gum.

- ✓ Watch, with a second hand (may need to be removed depending on the procedure), a functional pen and a stethoscope should be readily available.
- ✓ Cell phones are not permitted to be carried on oneself during field trips, clinical rotations, or internships.
- ✓ Clinic rotations and internships may have additional dress code requirements.

Emergencies

While on campus, students should alert their instructor of any if injured or experiencing a life-threatening situation. If an emergency is deemed necessary, the instructors will do the following:

- Call 911
- Notify Security at 7820 from an Edison State phone or at 937.418.9570 from a mobile device.
- Find more detailed information regarding medical and weather emergencies or any crisis in the Emergency Procedures Manual on Edison State's Department of Public Safety's website at https://www.edisonohio.edu/services-support/department-public-safety.

While at a veterinary clinic, the student will follow the safety standards/emergency protocols of the agency and alert their instructor or Program Director as soon as possible. Students are required to always carry health insurance in the program. Students will not be employed for any required coursework or clinical/internship hours; therefore, students are not eligible for workman's compensation.

Grading

- Students in the Veterinary Technology program must obtain a "C" or higher in all veterinary technology courses.
- Students must maintain a cumulative GPA of 2.0 or higher throughout the entirety of the program.

Students must achieve an exam average of 75% or higher AND complete all required CVTEA hands-on skills at a competent skill level in each VET course to pass the course with a "C" or higher.

Vet Tech Program Grading Scale:

Grade	Percentage	GPA Points
A	93-100	4.0
B	85-92.9	3.0
C	78-84.9	2.0
D	70-77.9	1.0
F	69.9 or less	0.00

Exams and quizzes should account for a minimum of 65% of the course grade. Peripheral assignments should account for no more than 35% of the course grade. In other words, a student cannot pass a course based solely on peripheral grades. Review each VET course's syllabi for additional requirements.

A 75% exam average is required to pass all VET courses. If a student earns a 74.9% or lower exam average, the student's final course grade will be posted as a "D" regardless of course points earned unless the student earns an "F", then the final course grade will be recorded as an "F".

All hands-on competencies must be completed competently in each VET course. Missing even one required hands-on competency in any VET course could result in the student receiving a "D" for the overall course grade. If missing a hands-on competency or unable to perform one or more hands-on competencies, the student's final course grade will be posted as a "D" regardless of course points earned unless the student earns an "F", then the final course grade will be recorded as an "F".

A "C" or better is passing. Continuation in and graduation from the Veterinary Technology Program is contingent on the student earning a grade of at least a "C" or higher in all VET courses.

Retention and Progression
To remain and progress in the Vet Tech program, a student must:
- Comply with college policies on academic standing and graduation requirements;
- Furnish required medical documentation and immunization records;
- Maintain personal health insurance coverage;
- Obtain a "C" or higher in all veterinary technology courses;
- Maintain a cumulative GPA of 2.0 or higher throughout the entirety of the program;
- Maintain the sequence of courses as listed in the VET program; and
- Display professional, ethical behavior on campus and at affiliated sites.
- Dismissal from a clinical/internship site may result in dismissal from the Vet Tech program upon the results of an investigation into causes.

A student may be dismissed from the Vet Tech program as a result of failing to provide or maintain any one or more of the following:
- Satisfactory criminal background check
- A complete health record
- At least a "C" and satisfactory practice in each Vet Tech course
- An overall 2.0 GPA
- Safe laboratory practices
- Satisfactory drug screen
- Dismissal from a clinical or internship site

Readmission Procedure Policy
A student who has failed a veterinary technology course, withdrawn from a veterinary technology course, or not maintained the course sequence may petition for readmission according to the readmission procedures and is subject to the conditions and limitations that follow. The Program Director of the Veterinary Technology program will act on all requests which are properly submitted. Each student is reviewed on an individual basis. Petition for readmission does not guarantee readmission.
1. An individual who wishes to be considered for readmission to the Vet Tech program must first notify the Program Director by email requesting readmission. The "Student

request for Readmission" form will be emailed to the student requesting readmission. The form must be completed and returned to the Program Director in person or by email no later than 2 months prior to the start of the semester.

2. Each petition for readmission will be reviewed by the Program Director and Vet Tech faculty for approval or non-approval. The Program Director and faculty, using their judgment and expertise, will make a determination about readmission based on a review of the student's actions and previous academic performance. If a lapse of one year or greater occurs between the last successfully completed course and date of readmission, the student may be required to retake the last successfully completed vet tech course(s), especially when referring to pre-requisites for each given course. The final readmission decision will be made by the Veterinary Technology Program Director.

3. Readmitted students must meet the curriculum and program requirements effective at the time of readmission. If it has been a period of one year since a readmitted student has completed a drug screen, background check, and physical, he/she will be required to complete an additional drug screen, background check, and all health statements and requirements prior to readmission.

4. A student is not eligible for readmission if:
   a. A grade of "less than a C" is earned in any two veterinary technology courses (can be the same course or two different courses).
   b. The student withdraws twice with a grade of "failing" from any veterinary technology course.
   c. A combination of the two items above occurs. For example, a student withdraws after failing one course and later earns a "D" or lower in a second course.
   d. The student fails to maintain a 2.0 GPA at Edison State.

5. All readmission decisions are dependent on space available in the Vet Tech courses where entry is requested. Students will be notified by the Program Director of the decision by Edison State email. The student must respond to the Program Director with their decision to accept or decline the readmission no later than three weeks prior to the start of the semester.

6. A student who was previously ineligible for readmission may apply to the program after an absence of 3 years from the beginning of the semester in which the second failure occurred and will be considered for acceptance based on the selection criteria in effect at the time of the application. If accepted, the student will begin the program again with the first veterinary technology course(s) in the program of study.

Grievances

Policies are in place to help the student deal with concerns that may arise. Refer to the Edison State student handbook for specifics. For a question about academic advising, the student should seek the assistance of his or her assigned faculty advisor. A concern related to class or clinical performance should be discussed first with the instructor of that class.

The student who remains unsatisfied after taking a concern to the faculty advisor and class instructor should refer to the Student Grievance Procedure located on the website at https://www.edisonohio.edu/student-life/student-complaint-form. The student wishing to pursue the matter further should then contact the Vice President of Student Affairs.

Student Fees
Please make sure you keep your payments and fines/fees paid. If not fully paid by graduation, the student cannot receive his/her certificate and/or degree.

Student Services
Edison State Community College has several services available to students including Financial Aid, Career Services, Childcare, Counseling, Disability, and Learning Assistance/Tutoring.

HEALTH AND SAFETY POLICIES

Health Insurance
Students **must** carry and furnish their own health care insurance. Proof of health insurance must be on file at Edison State for placement at certain internship sites. Students will not be employed for any required coursework or clinical/internship hours; therefore, students are not eligible for workman's compensation.

Edison State Community College offers access to health insurance at https://www.edisonohio.edu/student-life/student-wellness-center. The college assumes no responsibility for student health care expenses, including follow-up care required if a student is injured during clinical course procedures.

While Directed Practice or Externship facilities will ensure emergency care for the student is accessed, when necessary. The student is responsible for payment of care provided and any transportation required. Students are not insured by the Workman's Compensation Act. The clinical and internship facilities assume no responsibility for student health care expenses, including follow-up care required if a student is injured during clinical course procedures.

Health Records
Upon entry or readmission into the Veterinary Technology program, the student is responsible for providing completed medical forms which must be on file in the Health Sciences office. Required documentation includes the following:
- Complete, sign, and return the VET Health Statement
- Documentation of a physical exam within the past year
- Documentation of 2-step Tuberculin testing (Mantoux) within the past year
- Documentation of a Tetanus booster w/ Pertussis (TDAP) within the past eight years
- Documentation of health insurance coverage (please note this coverage must be kept throughout the program)
- Read the Veterinary Rabies Pre-Exposure Prophylaxis Information form. Complete, sign, and return the last page. Students are required to be vaccinated for the rabies virus, starting no later than December 15 of the first fall semester of their program. Students will provide written documentation of 2-dose pre-exposure prophylaxis, a series of two rabies vaccine doses, given on days 0 and 7, no later than January 2nd.

<u>Personal Health Risks</u>

Vet Tech students have learning experiences with live animals and in veterinary facilities. In addition to the possible exposure to animal bites and scratches the following are potential risks associated with the Vet Tech program. Instructors and students should work together to minimize the potential of injury associated with each of these risks.

- Radiological: X-ray exposure damage to organs and tissues is cumulative. Dosimeters are to be worn when completing radiographs. Dosimeters are monitored every two months. X-ray exposure can also be detrimental to the proper development of the unborn child. A student who has disclosed pregnancy will not be allowed to take radiographs without a doctor's note stating permission and a fetal dosimeter badge to be worn.
- Chemical: There are a variety of chemicals, gas anesthetic gases, and therapeutic drugs used in the veterinary industry. Each has its risks associated with the use and exposure. The following is a representative sampling of harmful substances: chemotherapeutic agents, gas anesthetics, pesticides, x-ray developing chemicals, and cleaning compounds. Exposure to these chemicals can lead to congenital defects and miscarriage.
- Biological: It is possible that hands-on, clinical, and internship experiences will include handling specimens or caring for patients with infectious and/or zoonotic diseases. Parasites, bacteria, protozoa, and viruses can pose a danger to both students and fetuses. Points of transmission include exposure to bodily fluids and feces, physical contact with wounds, bites/scratches, needle sticks, and inhalation of particular matter. It is the responsibility of the student veterinary technician to meet the health requirements and to practice universal precautions (taught prior to and during clinical learning experiences), including strict hygiene principles, to minimize the risks to one's health. Documentation of up-to-date Rabies and tetanus vaccinations is required prior to working with animals in any hands-on setting. By enrolling in the Vet Tech program, the student acknowledges these risks.
- Physical: The rigors associated with veterinary technician responsibilities can be strenuous and taxing. Instructors, fellow students, and others in the veterinary facilities should be recruited for assistance when necessary. Pregnant students should avoid lifting heavy objects and refrain from over-exertion.

A pregnant student should realize that the fetus may be exposed to risks when working directly with animals and in a veterinary facility. These risks should be discussed with the student's physician. While a student is not required to notify the Program Director or Clinical Instructor of their pregnancy, all Vet Tech courses with hands-on experience have one more of the risks listed above. Such risks may have serious effects on an embryo/fetus. It is recommended that the Vet Tech faculty, especially the clinical instructor and/or program director, be notified as soon as pregnancy is suspected. Separate documentation from a physician regarding a pregnant student's participation in the program is required. If a student does not notify the program faculty of her pregnancy, the program will be unable to provide the necessary accommodations to ensure any protection to the embryo/fetus. However, it is the student's right to complete the Vet Tech program in its entirety without modification.

Liability Insurance

All students are required to have liability insurance before performing invasive procedures. This coverage is held by the college and payment for coverage is included in lab fees. Liability insurance provides protection to the student in the event of malpractice initiated by a client or another student. This liability policy provides $1,000,000 per claim ($500 deductible).

Reporting Animal Welfare Concerns

Edison State Community College (ESCC) acknowledges and accepts responsibility for the ethical care and use of live vertebrate animals utilized in the Veterinary Technology program. It is essential that we assume responsibility for their welfare and that animal use for teaching purposes be conducted in a humane, compassionate manner.

If you have a concern, complaint, or inquiry regarding an observed animal welfare issue or incident in which they believe is inappropriate (inhumane treatment, neglect, unapproved procedures, etc. by ESCC faculty, staff, or students), you are encouraged to report these activities. ESCC's Institutional Animal Care and Use Committee (IACUC) is required by federal regulations to investigate all such reports confidentially. No member of ESCC (student, faculty, or staff) is subject to any reprisal for reporting any suspected violations.

If you believe an activity is inappropriate, the most direct way to deal with the problem is to speak with the team in the ESCC's Veterinary Technology program (Program Coordinator, Veterinarian, Instructor, or Site Supervisor). People who are not familiar with teaching with animals may misinterpret some procedures as causing pain or distress, when in fact that is not the case. If you do not feel comfortable discussing this with the Veterinary Technology program team or are unsatisfied with the initial contact, please submit a complaint via the below method. Specific and detailed information about the incident must be provided for review. Required information includes dates, times, individuals involved, animal species, animal ID number/name, witnesses, and a complete description of the incident. These complaints will be reviewed by the Institutional Officer (Academic Dean) and/or the office of the Provost. They will then be submitted to the IACUC Chairperson for review and/or investigation.

Students/Faculty/Staff/Public: https://www.edisonohio.edu/animal/

VETERINARY TECHNOLOGY PROGRAM HANDBOOK
ACKNOWLEDGMENT FORM WITH CONTACT INFORMATION

Student Name:_____   ID#:   _____

(Please print)

Address: _____

_____

Phone: _____

I have read and understand the program handbook for Edison State Community College's Veterinary Technology Program. I have asked questions necessary regarding the handbook.

Failure to comply with the requirements listed in the handbook may result in a delay in progression through the program until requirements are met, or removal from the program. I acknowledge and agree that I will adhere to the rules in the handbook. I knowingly and voluntarily signed this document.

_____   Date: _____
Signature