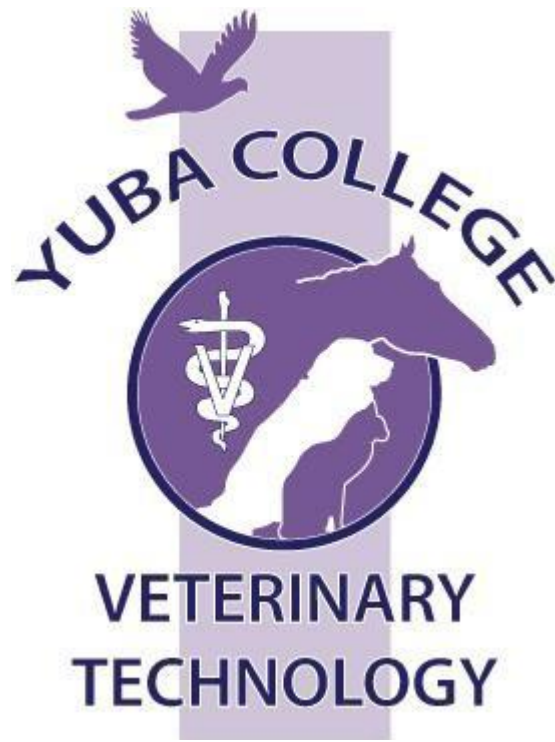




Yuba College Veterinary Technology Student Handbook

# **YUBA COLLEGE VETERINARY TECHNOLOGY PROGRAM STUDENT HANDBOOK**



Revised July 2020



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## **WELCOME!**

- Welcome to the Yuba College Veterinary Technology Program (hereafter referred to as the Program). You are entering a health career that is interesting, diverse, and demanding. The field of veterinary technology is expanding at a rapid rate and the need for skilled veterinary nurses is growing. The Yuba College Program is designed to help you develop the knowledge and skills required to perform as an entry-level veterinary technician.
- Upon successful completion of this Program, the graduate may apply for entrance to the Veterinary Technician National Exam (VTNE) delivered by the American Association of Veterinary State Boards (AAVSB).
- The Veterinary Medical Board of the State of California issues licenses to those individuals who successfully pass the VTNE (this is required to work in the state of California). Becoming a licensed (or registered) veterinary technician (RVT) is a means by which you can express your knowledge and professionalism to an employer and to the public. Program Faculty will distribute information pertaining to this exam. However, it is highly recommended that you visit the web site of the AASVB. In addition, the California Veterinary Medical Board ([www.vmb.ca.gov](http://www.vmb.ca.gov)) web site is a valuable resource that provides information about the Veterinary technology profession.
- The Program faculty as well as all college and clinical staff wish you success in the Program. We are all here to assist you in pursuing your newly chosen career.

### ***Purpose of Handbook***

- This handbook is designed to serve as a guide to assist in the orientation of new students and to clarify policies and procedures governing performance while you are a student in the Program.
- It is expected that all Program students will be familiar with and understand the content of this handbook.
- As a condition of enrollment each student must initial and sign any forms located at the end of this document indicating that they have read and understood the material presented herein.
- These forms are to be submitted to the Program Director by the end of the first week of school.
- This edition of the Handbook is written during the 2020 COVID-19 Pandemic. Not every possible development of the academic year can be anticipated for this Handbook. Please know that the college and Program faculty, staff, and administrators consider your safety and the quality of your education among their primary responsibilities.

### ***What is a Registered Veterinary Technician (RVT)?***

An RVT is an individual who:

- Has met certain educational requirements, most commonly a college degree from a veterinary technology program accredited by the American Veterinary Medical Association's Committee on Veterinary Technician Education and Activities (AVMA CVTEA),
- Has passed a national exam,
- Is validly and currently licensed by the state in which he or she practices.

A veterinary assistant means any individual who is not an RVT or a licensed veterinarian.



### ***What can a Registered Veterinary Technician do?***

No single definition can include the many and varied responsibilities a registered veterinary technician (RVT) may undertake. Here is one attempt:

What the RVT does will depend on their place of employment. For example, in a medical setting, the RVT uses their professional skills in anesthesia, surgery, dentistry, laboratory testing, patient nursing, and client education. The RVT is the individual routinely entrusted with patient assessments, anesthesia, diagnostic procedures, and treatments. But an RVT may also be found working in education, research, law enforcement, public health, industry, or other fields, using a skill set that may be similar or not, but is still grounded in critical thinking, problem solving, and people skills.

In most states, legally, certain animal health care tasks may be undertaken by only an RVT or licensed veterinarian. In general, the question is not "What *can* an RVT do?" but "What *can't* an RVT do?" Except for three areas reserved for the licensed veterinarian (see below), the RVT performs thousands of other essential tasks.

For California, the Veterinary Medicine Practice Act (the "Act") defines the animal health care tasks for the Registered Veterinary Technicians (R.V.T.) as follows. Please note that where the Act reads "RVT" it means "RVT." An unlicensed technician or unlicensed veterinarian could not legally perform these tasks.

(a) Unless specifically so provided by regulation, a RVT shall not perform the following functions or any other activity which represents the practice of veterinary medicine or requires the knowledge, skill and training of a licensed veterinarian:

- (1) Surgery;
- (2) Diagnosis and prognosis of animal diseases;
- (3) Prescription of drugs, medicines or appliances.

(b) An RVT may perform the following procedures only under the direct supervision of a licensed veterinarian:

- (1) Induce anesthesia;
- (2) Apply casts and splints;
- (3) Perform dental extractions;
- (4) Suture cutaneous and subcutaneous tissues, gingiva and oral mucous membranes,
- (5) Create a relief hole in the skin to facilitate placement of an intravascular catheter

(c) An RVT may perform the following procedures under indirect supervision of a licensed veterinarian:

- (1) Administer controlled substances.

(d) Subject to the provisions of subsection(s) (a), (b) and (c) of this section, an RVT may perform animal health care tasks under the direct or indirect supervision of a licensed veterinarian. The degree of supervision by a licensed veterinarian over a RVT shall be consistent with standards of good veterinary medical practices.

The Act further states that under conditions of an emergency, an RVT may render the following lifesaving aid and treatment to an animal:

- (1) Application of tourniquets and/or pressure bandages to control hemorrhage.
- (2) Administration of pharmacological agents to prevent or control shock, including parenteral fluids, shall be performed after direct communication with a licensed veterinarian or veterinarian authorized



to practice in this state. In the event that direct communication cannot be established, the registered veterinary technician may perform in accordance with written instructions established by the employing veterinarian. Such veterinarian shall be authorized to practice in this state.

(3) Resuscitative oxygen procedures.

(4) Establishing open airways including intubation appliances but excluding surgery.

(5) External cardiac resuscitation.

(6) Application of temporary splints or bandages to prevent further injury to bones or soft tissues.

(7) Application of appropriate wound dressings and external supportive treatment in severe burn cases.

(8) External supportive treatment in heat prostration cases.

Note the following definitions:

- “Direct Supervision” means (1) the supervisor is physically present at the location where animal health care job tasks are to be performed and is quickly and easily available; and (2) the animal has been examined by a veterinarian at such time as good veterinary medical practice requires consistent with the particular delegated animal health care job task.
- “Indirect Supervision” means (1) that the supervisor is not physically present at the location where animal health care job tasks are to be performed, but has given either written or oral instructions (“direct orders”) for treatment of the animal patient; and (2) the animal has been examined by a veterinarian at such times as good veterinary medical practice requires, consistent with the particular delegated animal health care task and the animal is not anesthetized.
- “Supervisor” means a California licensed veterinarian or--if a job task so provides--an RVT.
- “Emergency” means the animal has been placed in a life-threatening condition where immediate treatment is necessary. Such emergency aid and treatment if rendered to an animal patient not in the presence of a licensed veterinarian may only be continued under the direction of a licensed veterinarian.

### ***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:
    - A code communicates to the public and to the members of the profession the ideals of the profession.
    - A code is a general guide for professional ethical conduct.
    - 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 the 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 humans. 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

Veterinary Technicians shall:

- Aid society and animals through providing excellent care and services for animals.
- Prevent and relieve suffering of animals with competence and compassion.
- Remain competent through commitment to life-long learning.
- Promote public health by assisting with the control of zoonotic diseases and educating the public about these diseases.
- Collaborate with members of the veterinary medical profession in efforts to ensure quality health care services for all animals.
- Protect confidential information provided by clients, unless required by law or to protect public health.
- Assume accountability for individual professional actions and judgments.
- Safeguard the public and the profession against individuals deficient in professional competence or ethics.
- Assist with efforts to ensure conditions of employment consistent with excellent care of animals.
- Uphold the laws/regulations that apply to the technician's responsibilities as a member of the animal health care team
- 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:

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

*Please note: This code has been developed by the Ethics Committee of the National Association of Veterinary Technicians in America (NAVTA). Copyright 2007 NAVA Inc. All rights reserved.*

### ***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.

### ***Veterinary Technology at Yuba College***

#### History

- Yuba College is located in Marysville, California in the northern Sacramento Valley. The Yuba College Veterinary Technology Program was established in 1971 and graduated its first class in 1972; the program then applied for and was granted probational accreditation by the American Veterinary Medical Association in 1978. Full accreditation status was granted in 1983 and again in 1988. The Program has remained accredited since that time. Written reports must be submitted to the American Veterinary Medical Association every other year and representatives from the AVMA (CVTEA- Committee on Veterinary Technician Education and Activities) visit the campus to inspect the facilities and thoroughly evaluate the Program regularly.

#### Program Goals

- Upon graduation from the Yuba College Veterinary Technology program, students will demonstrate:
  - A respect and compassion for animals and a commitment to providing excellent patient care,
  - The technical, interpersonal, and critical thinking skills necessary for a successful career in veterinary technology and instill in them a commitment to lifelong learning, and
  - Personal integrity and the powers of self-guidance and self-discipline.
- 75% of the students will pass the state or national certification on the 1st attempt
- 75% of the students will be gainfully employed within 6 months post- graduation
- 90% of the second year program students will complete the program
- 80% of the graduates will be satisfied with the program education
- 80% of Employers will be satisfied with the performance of newly hired graduate/RVT

#### Veterinary Technology Program Learning Outcomes

- Upon completion of the Program, students will demonstrate critical thinking and problem-solving skills.
- Upon completion of the Program, students will demonstrate the clinical competency of an entry level veterinary technician, and
- Upon completion of the Program, students will demonstrate effective communication skills.

#### Accreditation

- Yuba College:
  - Accrediting Commission for Community and Junior Colleges under the Western Association of Schools and Colleges.
- Veterinary Technology Program:
  - Approved by the State of California, Veterinary Medical Board, pursuant to the Veterinary Practice Act.
  - Accreditation by the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA).



## The Student Chapter of the National Association of Veterinary Technicians in America

- The mission of the National Association of Veterinary Technicians in America (NAVTA) is to represent and promote the profession of veterinary technology.
- NAVTA provides direction, education, support and coordination for its members, and works with other allied professional organizations for the competent care and humane treatment of animals.
- The Yuba College Vet Tech Club (hereinafter referred to as the Club) is the name of our Student Chapter of NAVTA. The Club is made up of students enrolled in the Yuba College Veterinary Technology Program, and has served both our local, regional, and global community. It is an enjoyable and vital part of the educational process for the student to understand the sense of community and purpose professional organizations provide in support of their career.
  - Each cohort group will select a representative (one per cohort). The representative is also sometimes referred to as the class president.
  - The Representative will attend scheduled advisory board meetings (every six months).
  - The Representative will also communicate information to classmates regarding changes to the Program, student issues to faculty, and participate in evaluation of Program curriculum and policies.
  - The Representative will officiate at Club meetings.

### ***Yuba College Student Services***

#### Counseling

- Counseling services are available both day and evening hours to assist students.
- It is recommended that meetings with a counselor occur at least once each semester so that the student can ascertain if he or she is on track for graduation.
- All of the counseling staff are immensely helpful, but if possible, ask for the counselor assigned to veterinary technology. Currently, that counselor is Ms. Rupinder Bajwa.
- Students are welcome to make an appointment with the staff members of the Program should any additional help be required.

#### Tutoring

- Tutoring is available, by appointment, at the College Success Center for nearly all courses taught on campus, as well as for many veterinary technology classes.
  - The Success Center is located inside the library (Learning Resource Center, building 1100), near the front lobby, to the left. You can find the library in the center of the campus, behind the theater and the walk-through sculpture garden.
  - In addition, faculty members are committed to assisting you. Do not hesitate to schedule an appointment.
- It is highly recommended that students seek counseling and/or tutoring assistance whenever



personal or academic problems arise before the problems seem insurmountable and adversely affect performance.

### Veteran's Services

- Yuba College's Veteran's Resource Center (located in Building 725) is approved for the training of veterans and veteran's dependents under various laws of the United States and California.
- Services available at the Yuba College VA Office include: on-line and hard copy applications for education benefit processing, certification of benefits for pay, counselor referral, financial aid information, fee waiver and deferral help, work study opportunities and other services to help you achieve your educational goals.
- Generally, veterans have ten years from date of their discharge from active duty to use benefits.
- Some family members of disabled or deceased veterans are eligible for education benefits.
- VA benefits are non-taxable.
- The Montgomery G.I. Bill benefit information packages are available by contacting the VA Office at (530) 741-6822 or via email at [veteranservices@yccd.edu](mailto:veteranservices@yccd.edu).

### Language and Writing Development Center

- The goal of the Writing & Language Development Center, or WLDC, is to support Yuba College students in all aspects of language development, helping them become engaged readers and writers; strategic in monitoring their own comprehension of texts; deliberate in selecting rhetorical tools suited to their purpose; independent, lifelong learners empowered by mastery of language to participate in their communities and achieve their educational and life goals.
- The WLDC embraces a particular mission toward our many English-language learners at Yuba College.
- The WLDC is located inside the library (Learning Resource Center, building 1100), near the front lobby, to the right. You can find the library in the center of the campus, behind the theater and the walk-through sculpture garden.

### Dusty's Pantry

- The mission of Dusty's Pantry is to help address food scarcity. The Pantry can provide the student with short-term assistance while connecting them with a long-term solution. Students can get assistance in applying for CalFresh food assistance when they receive services at Dusty's Pantry.
- All enrolled Yuba College students are eligible, and may stop by Dusty's Pantry location to sign up and to pick up supplemental food. It's a quick, simple and confidential process.



## Extended Opportunity Program & Services (EOPS) and CARE

- Extended Opportunity Program & Services (EOPS) is a program that provides eligible students a network of direct support services. EOPS focuses on assisting students who are low income and are educationally disadvantaged.
- The Cooperative Agencies Resources for Education (CARE) is a state-funded program developed to provide education opportunities for persons receiving CalWORKs/TANF cash aid; to provide support for their retention and academic success; to assist them in their academic or vocational objectives; and to assist them in breaking away from welfare rolls. The program provides academic, vocational, and personal counseling; financial assistance, assistance with books, transportation, and group support; tutoring; peer mentoring; seminars on career awareness, decision-making skills; and referral services.

### **EOPS/CARE Program**

2088 North Beale Road

Marysville, CA 95901

(Office located in building 100B)

Main Phone: (530) 741-6995 | Fax: (530) 749-3800 | Email: [yceops@yccd.edu](mailto:yceops@yccd.edu) |

## Disabled Student Program and Services (DSPS)

- Disabled Student Program and Services (DSPS) is designed to ensure equity and educational opportunities for students with disabilities that impact their academic participation such as vision, hearing, psychological, mobility, and learning.
- Screening for learning disabilities is available to all currently registered Yuba College students having trouble in their classes or who have a history of special education needs.
- Support services for eligible students may include academic accommodations such as test proctoring, note taking, disability advising, priority registration, auxiliary aids, interpreter services and mobility aids.
- For inquiries regarding disabilities please contact the Disabled Student Programs & Services office:

Location:

Building 1800

Website: [www.yccd.edu/dsps](http://www.yccd.edu/dsps);

Phone: (530) 741.6795;

TTY Line: (530) 741.6994; Fax: (530) 741.6942;

E-Mail: [dspsinfo@yccd.edu](mailto:dspsinfo@yccd.edu)

- Students should register at the start of each academic year, and arrange for the necessary accommodations for each course. It is the responsibilities of the student to bring to the college's attention the need for academic accommodation(s) due to a qualifying disability. It is also the student's responsibility to register, to complete, and to submit the necessary forms.

### *DSPS – Your Rights*



- DSPS services are guided by state and federal civil rights laws including the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. These legal mandates support the provision of reasonable academic accommodations for qualified students to have access to, and benefit from the full range of educational programs and activities at Yuba College.
- As a college student with a documented disability, you have the right to “reasonable accommodations based upon your educational limitations” under Title 5 of the California Education Code and Section 504 of the Rehabilitation Act of 1973. Provisions of the law state that “No otherwise qualified person with a disability in the United States shall, solely by reason of disability, be denied the benefits of, be excluded from participation in, or be subject to discrimination under any program or activity receiving federal financial assistance.”

### Child Care

- Childcare arrangements may be necessary to accommodate varying class and work experience hours and are the responsibility of the student.
- Yuba College Child Development Center regularly has openings available for children 18 months to 5 years old. They offer quality childcare at free or reduced rates. Yuba College Child Development Center offers a full day or half-day program that provides your child with many opportunities to grow and learn.

Yuba College Child Development Center  
Building 1600 #E  
(530)749-3808  
Monday – Friday 7:30 a.m. – 5:30 p.m.

### ***Equal Opportunity***

- It is the policy of the Yuba College Veterinary Technology Program that there shall be no discrimination against persons because of race, religion, age, creed, color, sex, disability, sexual orientation, national origin, marital status, veterans status or political belief or affiliation, and that equal opportunity and access to facilities shall be available to all.
- Inquiries as to the equal opportunity, affirmative action, or diversity policies for Yuba College may be requested. Please contact the Yuba Community College District’s Human Resources office at 530-741-6975.
- Concerns regarding Title VI, Title IX or Section 504 (educational opportunity) may be addressed to the Affirmative Action Officer or to the Office of Civil Rights, U.S. Department of Education, 111 North Canal Street, Suite 1053, Chicago, IL 60606-7204.



## GENERAL POLICIES

### *Health Requirements*

- Students must be able to perform the Technical Standards of the Program with or without reasonable accommodation. A complete list of those standards is available in Appendix A.
- Additionally, all students are responsible to provide the required immunization documentation for the College and any supplemental documentation required by the Program.
- Students in the Veterinary Technology Program may be exposed to infectious agents, injury, anesthetics and x-ray equipment; therefore, they should alert the Program Director if they are or become pregnant (see Appendix B), or have any medical condition causing them to be immunosuppressed. Students are required to consult with their personal physician to determine the suitability of a career in veterinary technology in these cases.

### Rabies Prevention

- The Veterinary Technology Program highly recommends that all students be vaccinated against rabies.
- Rabies is a serious viral disease. Mortality rate is close to 100% in people or animals that contract this disease.
- Although the likelihood of exposure to rabies is rare, Veterinary Technology students will come into contact with animals that have not been vaccinated against rabies or that have unknown vaccination histories. This is especially true in the case of animals from shelters.
- To ensure student safety and to minimize the risk of exposure to rabies, the Program does the following:
  - All dogs and cats from animal shelters must pass temperament testing by qualified personnel. Animals displaying any aggressive, fearful, or “mouthy” behavior are disqualified from being sent to the Program.
  - All dogs and cats from animal shelters are held for at least 7-10 days before being sent to the Program.
  - Upon arrival at the Program, all dogs and cats are assessed by faculty before students can handle them.
  - All students must demonstrate competency in animal handling and restraint skills before they can handle animals.
- Should students wish to be vaccinated against rabies, it will be up to the students to arrange for and obtain this vaccination at their own expense.
  - This vaccine series consist of three injections. The total for all three will cost between \$750 - \$1,250, depending on the current price for the vaccine.
  - Some health providers (e.g., Kaiser) may pay for immunization against rabies. Most do not. Check with your health care provider.
  - Active or retired military may also be eligible for immunization against rabies through the U.S. Department of Veteran Affairs (VA). Check with your VA health provider.
  - You may be also be able to complete the series through your local pharmacy or county health department.
  - The student health clinic does not offer the rabies vaccine.
- Should students decline rabies vaccination, they are asked to read and sign the Rabies Vaccination Waiver found in Appendix C.



### Pregnancy

- Yuba College is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972. Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited and illegal in admissions, educational programs and activities, hiring, leave policies, employment policies, and health insurance coverage.
- The Veterinary Technology Program seeks to the protection and equal treatment of pregnant persons, individuals with pregnancy-related conditions, and new parents.
- If a student becomes pregnant, they should inform the Program Director, faculty, and staff as soon as possible. Program Director can then advise student following guidelines information found in Appendix B of this Handbook, including the student consulting with their personal physician to determine if they should defer the program or determine what modifications in laboratory involvement may be necessary.

### ***Classroom, College, and Clinical Professionalism***

#### Code of Conduct

- Students are considered to be members of the academic community, and as such, must strive to work collaboratively and respectfully within that community.
- All Yuba College students should read and be familiar with Yuba College's Student Code of Conduct. This can be found by a web search ("Yuba College Student Code of Conduct") or by visiting the following URL: <https://www.yccd.edu/central-services/education-and-planning/codeofconduct/> .
- In addition, standards for the Veterinary Technology Program are greater than those of the ordinary student or citizen because of the inherent responsibilities assumed by the veterinary health professional role and the trust that the public places on the veterinary profession to do no harm.
- The Honor Code Pledge, found in Appendix D of this handbook, should be printed and signed by each student. Please submit the signed Honor Code Pledge during the first week of class.

#### Examples of Misconduct

- Plagiarism: presenting someone else's work as your own. Some examples of plagiarism are:
  - Copying words directly from another source without proper credit being given to source
  - Summarizing someone else's thought or words without giving appropriate credit
  - Cutting and pasting off the Internet and not rewriting and/or crediting the source.
- Collusion - involvement in or planning to commit any form of academic dishonesty such as working on a take home test in a group against the directions of the course faculty.
- Cheating/obtaining unauthorized information from another source. Some examples are:
  - Copying homework from another student
  - Looking at another's work and copying during exams
  - Looking at textbook or notes during tests if not allowed
- Dishonesty -giving information to another for the purpose of helping another achieve a grade. Some examples are:
  - Giving someone answers during an exam
  - Informing someone of test questions
  - Giving or selling papers or tests





- Fabrication - Lying or presenting false information for the purpose of meeting College or course requirements.
- Non-Academic Misconduct
  - In addition to the Veterinary Technology Program Student Code of Conduct, the College adopts guidelines for behavior in order to assist each student in the development of a responsible lifestyle, both personal and professional, which is both rewarding to the student and respectful of the rights of others.

### Professional Behavior and Appearance

Professionalism is demonstrated in many different ways. Not every possible form of professionalism can or should be listed here. Students are expected to seek the spirit and not the letter of these guidelines.

- Respect teacher and classmates by arriving on time, being prepared, raising one's hand, not interrupting and not talking to classmates during lecture. Similarly, teachers should be respectful of students and students' privacy.
- Be present (mentally and physically) during class. Do not sleep, text, play digital games, shop online, or make other inappropriate use of lap tops and other electronic devices in the classroom setting.
- Assume others mean well, and in cases of conflict, bring the problem to the person(s) involved first.
  - Avoid gossip. Do not escalate or dramatize interpersonal interactions or events within the Program.
  - This includes misrepresenting events and sharing negative feedback to others both privately and publicly (including use of the Internet).
  - Students and faculty are expected to confidentially address potential conflicts via direct communication with only those persons immediately involved.
- Provide support and encouragement to others,
- Care for the classroom. It is a medical facility and must be orderly, well-stocked, and sanitary to provide safe and effective care.
- Be trustworthy regarding school and other people's property, including library materials.
- Respecting the right of the Program, Yuba College and community members to control its (their) public image via digital media.
  - Be aware that social media is often NOT private and can damage professional reputations and adversely affect hire-ability of yourself and others.
- Assume responsibility for own learning by:
  - Actively pursuing activities that enhance learning
  - Working to get the most out of any learning situation even if it is not one's favorite way to learn
  - Being open to all ways of learning seeking help from instructor whenever needed
  - Practicing honest self-evaluation and developing a plan of action to strengthen areas that need improvement
- Submit the best work you can.
  - Using correct spelling, punctuation and grammar when writing and speaking
  - Submitting papers that are neat, free of torn edges, and cross-outs.
  - Use the instructor's preferred format (usually American Psychological Association).
- Please note:
  - Students should realize that their behavior on campus affects both current and future professional relationships.





## Yuba College Veterinary Technology Student Handbook

- Students are encouraged to be protective of their professional reputations while enrolled in the Program as this may affect future employment opportunities.
- Students are encouraged to cultivate maturity, honesty and professional conduct that will support future employment opportunities with classmates, teachers and externship supervisors.

### Student Animals

- With prior permission from instructors, well-behaved (i.e., no barking dogs) student-owned animals may be brought to the veterinary technology classroom (1700 Building) campus for classroom activities or to provide limited veterinary services as part of a classroom activity.
- All student-owned animals must be current on their rabies vaccines.
- Student-owned animals are not allowed elsewhere on campus. Students may walk them from car to 1700 Building, but that is all.

### Smoking

- Yuba College is a smoke free campus, including but not limited to cigarettes, cigars, pipes, water pipes, hookahs, e-cigarettes, and smokeless tobacco products. All are prohibited.

### Recording Lectures

- It is recommended that you consult with each instructor individually if you wish to record theory sessions (i.e., lecture). Should you be granted permission, the lectures are to be considered confidential, as sensitive patient information may be discussed.
- Any recording made without the instructor approval will be in violation of policy. Student will be counseled and at risk of dismissal from the Program.

### Visitors

- The student is not allowed to have friends, relatives, and others in the clinical setting or classroom/laboratory at any time without specific, prior, permission from the instructor.

### Personal Appearance Guidelines

- **IMPORTANT:** Not every possible form of personal appearance can or should be listed here. Students are expected to seek the spirit and not the letter of these guidelines.
- In addition, if an internship site (i.e., a clinical facility) has stricter guidelines, they supersede these guidelines.
- Clothing
  - Wear navy blue scrubs (top and bottom; no 'designer' scrubs are allowed). These navy blue scrubs are to be worn to all Vet Tech classes and work experience/internship sites.
  - For large animal site visits (i.e., working for livestock or horses), pants (e.g., jeans or khaki's) should be worn instead of scrub bottoms.
  - In all instances, uniforms should be clean, professional, and in a good state of repair.
  - Undergarments and/or cleavage should not show when leaning or bending over/down.
- Footwear
  - Shoes are to be close-toed, with an enclosed heel and be in good repair.
  - Canvas shoes, clogs or flip flops are not acceptable. Socks are to be worn at all times.
- Student ID badges



- Badges are to be worn above the waist and in clear view when at clinical facilities. Details regarding how to obtain the ID badges will be given in class.
- All jewelry must be conservative and adhere to hospital policies. Examples include:
  - No necklaces,
  - No body piercing visible other than 1-2 piercings per ear.
  - Rings may be worn but students may be required to remove them in specific areas or for certain radiographic procedures.
  - Tongue studs are not permitted.
  - Clinical internship sites and site visits may not permit certain piercings (e.g., nose).
- Watches should be worn.
  - Smart watches may not be worn during examinations.
- All tattoos must always be covered at all clinical sites. No exceptions.
- Hair is to be clean, neat, and well groomed.
  - Shoulder length hair or longer must be pulled back off the neck when in the clinical learning resource or simulation lab settings.
  - Males are expected to be clean-shaven or facial hair/moustache and beards neatly trimmed.
  - Hair must be of a color found in nature. Faddish hair color (e.g. bright reds, greens, blues, etc.) is unacceptable and not permitted. Students will be asked to return their hair color to a 'natural' tint.
- Nails are to be clean, groomed, and manicured.
  - Nails are to be cut to the tip of the finger.
  - Artificial nails are prohibited.
- Makeup must be subdued. Make-up should be conservative and well applied.
- Personal hygiene including oral care, daily showering/bathing, and the use of scent free deodorant is expected.
- Gum-chewing is not permitted.

#### Violations of Professional Behavior or Appearance

- First Offense: Verbal counsel and written warning.
- Second Offense: Written warning and student sent home to change into appropriate attire and to return to work.
- Third Offense: Student suspended 1-2 days (depending on severity of violation).
- Fourth Offense: Student permanently suspended from the Program.

With blatant violation of the Veterinary Technology Program Dress Code, the first offense may be waived and third offense penalties initiated.

#### ***Sexual Harassment/Harassment***

- Any student accused of harassment (in any form) in the clinical environment will be withdrawn from any clinical rotation until the allegations have been investigated.
- Any student accused of harassment (in any form) in the didactic environment will be withdrawn from the classroom until the allegations have been investigated.
- If the allegations are confirmed, student will be immediately dismissed from the Program without the opportunity to re-enroll.
- If the allegations cannot be confirmed, student will be counseled, and a counseling plan will be implemented for the rest of the students' participation in the program. Failure to adhere to the counseling plan will result in immediate dismissal from the program.



***Patient Records/Confidentiality Policy***

- Unlike people, pets are not protected by Health Insurance Portability and Accountability Act (HIPAA), the law that guides medical privacy, because they are considered property and not persons (although there are many pet owners who would argue otherwise!)
- Nonetheless, health information for pets and livestock collected in a veterinary setting also is protected by law. Thirty-five states (including California) have statutes that address the confidentiality of veterinary patient records.
- In addition, common sense dictates that we need to use discretion in clinical settings. Any information regarding a patient (including but not limited to condition, diagnosis, treatment, prognosis, and personal information) is confidential and must never be discussed in public (including areas such as cafeteria, elevators, waiting rooms, hallways, etc.).
- Remember that you are a guest, both in the classroom and at internship sites. Be mindful of what you communicate, both verbally and non-verbally. Express thoughts in private with your site supervisor or instructors.



## **Compliance Requirements**

- Student must remain current on all compliance requirements.
- If a student does not remain current or refuses to comply with any of these items, the student will be dismissed from the Program.
- Students are responsible for all costs and fees associated with this compliance.

## ***Criminal Background Check***

- All students are required to undergo a criminal background check and screening prior to the first day of class.
- Veterinary Technician students or potential students should be advised that contained in the California Veterinary Practice Act is a provision for the revocation and suspension of registration of any veterinary technician (or applicant) on the following grounds:
  - Employment of fraud, misrepresentation, or deception in obtaining registration,
  - Conviction of a crime substantially related to the qualifications, functions and duties of a veterinary technician,
  - Chronic inebriety or habitual use of drugs,
  - Having professional connection with or lending one's name to any illegal practitioner of veterinary medicine and the various branches thereof,
  - Violating or attempts to violate, directly or indirectly, or assisting in or abetting the violation of, or conspiring to violate any provision of this chapter.
- Important: A previous conviction does not prevent a student from becoming an RVT. But the student must reach out to program staff about anything in the student's background (including expunged convictions) that could nonetheless impact their ability to becoming licensed. Staff will work with student and the California Veterinary Medical Board to determine what student may have to do to be eligible for licensure.
  - A student with a background check that reveals certain criminal convictions will be reviewed and the offer of acceptance into the Program may be withdrawn. Students will be given the information needed to secure this at orientation. Student is responsible for the cost.
  - If a student is arrested for a felony or misdemeanor while in the Program, this must be reported to the Program Director within 7 days.
  - This incident will be reviewed with the Dean of Applied Academics to determine the appropriateness of the student continuing in the Program.
  - Any conviction that would have prohibited a student from enrolling in the Program is a reason for Program separation.
  - The background check performed for Program entrance goes back a fixed number of years. If student has an issue not revealed by the background check, it must be reported to the Program Director before the first day of clinical assignment.
  - Some clinical facilities require an entire life history on their background check.

## ***Drug/Alcohol Screening Initial Drug Screen***

- Students need to submit a negative drug/alcohol screen before entrance into the Program.
- Students will be given the agency information who performs the screening for Yuba College.
- The student will have a 72-hour time period to take this test.
- If test is not taken during this time period, student will be separated from the Program.
- If the screen is returned as a positive or dilute test, students will not be allowed to continue in the Program.



## Academics

### *Course Sequence*

- Face-to-face courses listed must be completed in sequence, in the indicated semester with a grade of “C” or better.
- Online courses are designed to be taken in order, but may—at the student’s discretion—be taken before or after completion of face-to-face courses.
- Online courses include the following:
  - VETT 6: Veterinary Workplace Safety,
  - VETT 7: Veterinary Business Management,
  - VETT 8: Large Animal Medicine and Nursing,
  - VETT 9: Laboratory Animal Medicine,
  - VETT 11: Veterinary Emergency and Critical Care,
  - VETT 12: Introduction to Veterinary Medical Math,
  - VETT 54: Public Health and Infectious Disease,
  - VETT 55: Veterinary Medical Terminology, and
  - VETT 56: Shelter Medicine.
- In addition to the listed courses, the college has other requirements, which must be fulfilled in order to graduate. The student should check with the Yuba College Catalog and confer with Program staff and college counselors for assistance.

#### Fall, First Semester

- VETT 1: Introduction to Veterinary Technology (3 units). This course introduces the first year Veterinary Technology student to the diverse field of veterinary technology. Emphasis on careers and career paths, legal applications, ethical responsibilities, professional attitudes, animal breeds, physical restraint, medical terminology, and occupational safety issues.
- VETT 4: Veterinary Clinical Laboratory Techniques (3 units). Studies of the techniques and procedures employed in evaluating clinical diagnostic samples. Emphasis will be on procedures common to veterinary medicine including hematology, hemostasis, serum chemistry, urinalysis, cytology, parasitology, immunology, and microbiology. Topics include: the safe and proper collection of diverse samples, microbial culturing, methods of sample analysis, and the significance of normal and abnormal results.
- VETT 7: Veterinary Business Management (3 units). Introduction for the first year Veterinary Technology student to veterinary practice management. Standard office procedures with an emphasis in client relations, education, practice management and computer skills. Ethics in veterinary medicine as well as state and federal regulations governing veterinary practice.
- VETT 16: Professional Development Seminar (1 unit). Introduction to the various skills necessary for biomedical research and veterinary practice. This seminar course combines independent study, selected clinical experiences and seminar discussions to enhance critical thinking in the veterinary technology field.
- VETT 55: Veterinary Medical Terminology (3 units). Study of medical terms used in veterinary medicine; application of terms and medical practices used by the veterinary technician.

#### Spring, Second Semester



- VETT 2: Veterinary Physiology (3 units). Physiology of domestic animals. Includes the study of body systems such as skeletal, muscular, integumentary, special sense organs, circulatory and digestive. Also includes principles of certain pathological problems and surgical conditions.
- VETT 2L: Veterinary Anatomy (2 unit). Includes the study of body systems such as skeletal, muscular, integumentary, special sense organs, circulatory and digestive. Also includes principles of certain pathological problems and surgical conditions.
  - In the next 1-2 years, VETT 2L will be renamed VETT 2A in the catalog.
- VETT 3: Veterinary Pharmacology (3 units). Concepts of veterinary pharmacology. Appropriate pharmacological agents are discussed including classification, dosage, method of action, method of administration, dispensing procedures, legal requirements and pharmacy management.
- VETT 5 series (5A-5D): Veterinary Technology Internship (2 units). Formal, structured off-campus clinical experience in a veterinary hospital, animal research facility, zoo, laboratory or other animal facility. The student works independently with a supervisor, while honing the appropriate “essential” and “recommended” skills obtained in the classroom. Rotation through various facilities is required.
- VETT 56: Shelter Medicine (3 units). Overview of animal shelter medicine and issues. Includes: behavioral assessment, infectious disease prevention and control, population perspective on disease management, emergency care and triage. Pet and shelter population dynamics will be discussed.

#### Summer, Third Semester

- VETT 5 series (5A-5D): Veterinary Technology Internship (2 units). Formal, structured off-campus clinical experience in a veterinary hospital, animal research facility, zoo, laboratory or other animal facility. The student works independently with a supervisor, while honing the appropriate “essential” and “recommended” skills obtained in the classroom. Rotation through various facilities is required.
- VETT 11: Veterinary Emergency and Critical Care (3 units). This lecture course emphasizes the theoretical and practical aspects of assisting the veterinarian in the management of medical and traumatic emergencies. Recognition and assessment of cardiovascular shock, respiratory crisis, gastrointestinal emergency and musculoskeletal trauma.
- VETT 12: Introduction to Veterinary Medical Math (2 units). Essential mathematical concepts and calculations, conversions, and proper articulation of fractions/decimals in healthcare applications, measurements, drug orders, and dose calculations.

#### Fall, Fourth Semester

- VETT 5 series (5A-5D): Veterinary Technology Internship (2 units). Formal, structured off-campus clinical experience in a veterinary hospital, animal research facility, zoo, laboratory or other animal facility. The student works independently with a supervisor, while honing the appropriate “essential” and “recommended” skills obtained in the classroom. Rotation through various facilities is required.
- VETT 6: Veterinary Workplace Safety (3 units). Introduces veterinary hospital staff to occupational health and safety unique to veterinary medicine. Topics include:



risk assessment, protective safety measures, current OSHA standards, safe use of hazardous materials, and preventive medicine for personnel engaged in the care and use of animals.

- VETT 8: Large Animal Medicine and Nursing (3 units). Emphasis on the physical exam, restraint, sample collection, bandaging, emergency treatment, surgical and obstetrical procedures and instruments, herd health, and lameness topics for farm animals.
- VETT 53A: Veterinary Surgical Nursing and Anesthesia (4 units). Principles and techniques involving surgery and anesthesia. Includes preparation and identification of surgical instruments and equipment, routine surgical procedures, anesthesia induction and monitoring, post surgical care, clean up and surgical record keeping.
- VETT 53B: Veterinary Diagnostic Imaging (2 units). Principles and techniques of radiographic imaging. Includes the production of X-rays, radiographic equipment, safety measurement, and radiographic quality. Also includes diagnostic radiographs, positioning of patients, darkroom techniques and X-ray processing.

#### Spring, Fifth Semester

- VETT 5 series (5A-5D): Veterinary Technology Internship (2 units). Formal, structured off-campus clinical experience in a veterinary hospital, animal research facility, zoo, laboratory or other animal facility. The student works independently with a supervisor, while honing the appropriate "essential" and "recommended" skills obtained in the classroom. Rotation through various facilities is required.
- VETT 9: Laboratory Animal Medicine (2 units). Introduction to laboratory animal medicine. Appropriate methods of animal handling, restraint, management practices, husbandry, nursing, care and observation of laboratory species will be emphasized. This course will provide information and handling skills which will help the student prepare for AALAS certification.
- VETT 53C: Advanced Veterinary Nursing Techniques (4 units). Principles and techniques involving veterinary nursing. Emphasis on venipuncture, catheterization, fluid therapy preparation, nursing care and behavior of large and small animals, preventive medicine, nutrition, and medical procedures. Also includes mentoring techniques, teamwork, communications, and health problem assessment involving kennel management.
- VETT 53D: Veterinary Dentistry (2 units). Principles and techniques involving veterinary dentistry. Includes preparation and identification of dental instruments and equipment, routine dental procedures, dental charting, the oral examination, oral radiography, orthodontics, pathophysiology and dental emergencies.
- VETT 54: Public Health and Infectious Disease (3 units). This course introduces the core concepts of public health emphasizing zoonotic and infectious diseases important to both human and animal health. Collaborative efforts between human and veterinary medical professions through the 'One Health Initiative' will be discussed, including issues and developments in food safety, global health and the principles of epidemiology in risk assessment and effective public health interventions.
- VETT 59: Veterinary Technology Board Review (2 units). Review of pertinent subject matter in preparation for the Veterinary Technician National Exam (VTNE). Also includes test taking skills, test anxiety reduction techniques and practice board exams.

#### Additional Recommended Classes





The following courses are not currently required for the Associate of Science degree from the Veterinary Technology Program; however, it is highly recommended that the student take these courses if at all possible:

- VETT 10: Exotic and Wildlife Medicine, and
- VETT 52: Human Animal Bond.
  - Please note that VETT 52 will—in the future—be required for the Certificate in Veterinary Assisting.

### ***Grade Computation***

- The percentage value of the alphabetical grading in all veterinary technology courses will be assigned as follows:

90-100% = A

80-89% = B

75-79% = C

60-74% = D

Less than 60% = F

- Please note that 75% is considered passing. The national licensing exam for veterinary technicians—as well as other health professionals—uses 75% as a passing grade. Nationally, most veterinary technology programs have adopted the same or similar standard for their courses.
- Students should be aware that decimals are not rounded for grading for the VTNE. Likewise, the Program does not round grades either.
  - In other words, just as a grade of 74.9% would result in failing the VTNE, a 74.9% would result in failing a veterinary technology course.
- Students are responsible for all theory content taught in prior semesters and may be tested on this content as well as any new content.
- Students must meet all clinical objectives and assignments to be considered for a passing grade in the course. Specifics are outlined in the syllabus.

### ***College Graduation and VTNE Eligibility***

- The Associate Science Degree shall be granted to a student who has satisfactorily completed the general education and specific Veterinary Technology major requirements.
- Students must meet all clinical days/hours, all course and program goals, and demonstrate acquisition of all essential skills.
- All college fees must be paid in full before a degree will be awarded, or release of name for VTNE examination.
- All ID badges and dosimeters must be returned to the Program before a degree will be awarded, or release of name for VTNE examination.

### ***Clinical Experience***

- Clinical experience is also known as “internships,” “externships,” or “preceptorships.”





- As a part of the required curriculum the student must obtain a minimum of 8 units of clinical work experience through the four internship classes: VETT 5A, 5B, 5C, and 5D.
- The majority of students report that internships are a valuable opportunity to hone skills and apply knowledge learned in the classroom to real-world situations.
- It is recommended that students wait until the spring semester of their first year before beginning internships (i.e., before beginning a VETT 5 course).
- Once begun, the internships must be taken in sequence. That is, once begun, one internship must be taken each semester until all four are completed.
- At least two of the four internship classes (or 254 hours) must be under the supervision of a licensed veterinarian and/or registered veterinary technician. These two internships must include a Shelter and a Small Animal Clinic. Depending on student's professional interests, the other two internships may be under the supervision of someone other than an RVT/veterinarian (e.g., supervisor could be a rancher, microbiologist, or animal behaviorist).
- In order to count hours worked as a part of Program requirements, the student must be actively enrolled in the VETT 5 series and submit monthly timesheets signed by the on-site supervisor. Deliberate inaccuracies in documentation may result in disciplinary action.
- The internship coordinator will hold a one-hour orientation for all students enrolling in a VETT 5 course. This orientation is typically held the first week of spring semester.
- At the work site, the student is bound by the same regulations concerning job tasks as apply in the classroom. The supervisor is the ultimate authority in establishing what tasks the student will perform at the job site.
- The VETT 5 internship coordinator meets with supervisors to discuss student progress.
- Internships are not easily accessible via public transportation and students are expected to provide their own transportation to these sites. Students will therefore be asked to drive to these sites.
- While the program will attempt to make reasonable accommodations for students who must rely on public transportation, it may not be possible for all four internships.
- In the event that the site supervisor has concerns about student performance, a conference will be held with student, VETT 5 internship coordinator, and Program Director.
  - The purpose of the conference is to hear the student's point of view, and to discuss the reasons for, and means of, correcting the cause for the conference.
  - Initial conference will be documented, but also considered a verbal warning.
  - Such early intervention with remedial actions generally serves to help the student succeed and to address any concerns the site supervisor or co-workers may have.
  - In the event that a site requests a student to be removed, the Program will respect the request. See below ("Procedure for Removal of Student from Internship Site").
- Students are expected to be present and on time for all clinical experiences. Absence or tardiness in a semester may culminate in the student's inability to meet the course objectives, resulting in a failure of



the entire course.

- A student who becomes ill when on clinical/internship assignment must report to his/her clinical instructor and will be referred for medical treatment or sent home as indicated. Return to the clinical unit after an illness is at the discretion of the clinical instructor and according to policy and procedure of the clinical/internship agency.

#### Procedure for Removal of Student from Internship Site

In rare instances, a site supervisor may require a student be removed from their site. This usually takes place if remedial action (see above) has not improved the situation for the site. The Program abides by the decisions of site supervisors. We are guests at their sites.

The following are examples of grounds for removing a student from an internship site. Other reasons not listed below may also constitute grounds for removal.

- Demonstrating unprofessional behavior that is disruptive to the environment and interferes with the operation of the setting,
- Demonstrates practices that are below the expected level of competency and/or requires continuous one-on-one supervision or direction from the instructor beyond average for a student at this level of education and competency,
- Harassing or abusive behavior at any time,
- Appearing in the clinical setting to be under the influence of drugs or alcohol (including marijuana),
- Displaying unstable mental, physical or emotional behavior,
- Threatening the physical safety of themselves or others.

When a student is removed from a site, the following steps are followed:

1. The VETT 5 Clinical Instructor informs student they have been asked to be removed from a site. The student is not to contact the site supervisor or any other employees.
    - a. If the deadline to withdraw from a class has not yet passed, student should withdraw.
    - b. If the deadline to withdraw has passed, the student will take a failing grade in the class.
  2. The VETT 5 Clinical Instructor and Program Director arrange to meet with student, again to hear their perspective, and to share concerns from site supervisor.
  3. Student will not be allowed to enroll in an internship the following semester, or be placed in a different internship site the same semester. This is because historically students tended to repeat the same actions that resulted in removal.
  4. Before enrolling in another VETT 5 course (after sitting out one semester), student must present a plan to VETT 5 Clinical Instructor of actions they will take to prevent a repeat of the events that led to removal.
- Due to the highly competitive nature and limited number of internship locations, students who, for whatever reason, decline or leave an assigned internship site, or are refused or dismissed by an internship site coordinator at a given facility during the course of an internship, are not guaranteed placement at a new internship site for that same semester.
  - Failure to complete an internship during a given semester may result in a one-year delay in a student's progression through the program. Except in exceptional circumstances, internships requirements may not be fulfilled at a student's place of current employment or past employment.



- Failure to complete an internship (for example, due to dismissal) qualifies as a failure of VETT 5.

### **Academic Responsibilities**

- Students must earn a grade of C (75%) or better in almost all face-to-face courses in order to proceed to the following sequential class. Students must also demonstrate competence in essential skills associated with each course. Students who do not earn a passing grade for that class cannot proceed to the next semester's face-to-face courses.
- Examples of face-to-face courses include:
  - First year, Fall semester: VETT 1 and VETT 4,
  - First year, Spring semester: VETT 2, VETT 2A, and VETT 3,
  - Second year, Fall semester: VETT 53A and VETT 53B

### ***Failing a Course***

- Students who do not successfully complete any course (e.g., because they withdraw, withdraw unofficially, earn a grade less than 75%, take a medical leave, decline admission, are asked to leave by site supervisor, or do not pass all essential skills) must re-take the course.
- It is recommended students meet with both the course instructor, as well as with a Yuba College counselor, to identify changes to improve success in future.
  - Please note:
    - Most courses are offered only once per year.
    - A student is not guaranteed a space in a course for the purpose of repeating that course and progressing in the program. First priority will be given to those students already in sequence (e.g., new students) due to class-size limitations.
    - Second priority is given to students retaking a class. In the event that seats are not available, criteria will be employed (e.g., grade point average) to determine who can retake the class.
    - Per Yuba College policy, a student can retake a course twice. If student wishes to retake a course a third time, student must obtain permission from the Yuba College counseling department.

### **Leave of Absence**

- Once a student begins the Veterinary Technology curriculum, it is expected that enrollment will be continuous, on either a full-time or part-time basis, until the program requirements are completed.
- In the event that circumstances prevent the student from progressing at a consistent pace, a Leave of Absence from the Program may be obtained for up to one academic year with approval from the Program Director.
- Students will be allowed to return to the Program without re-applying. Leave of absences will only be granted for medical, military, or extreme family leave of absence. The Leave of Absence/Withdrawal form is available from the Program Director.
  - Military Leave of Absence: A copy of the government's official "Call or Recall to Active Duty" Documentation should be attached to the withdrawal form.
  - Grades of "W" for "Withdrawal" are recorded on the official academic record; these grades will be non-penalizing.
  - Medical Leave of Absence: Written medical documentation from a licensed physician/psychiatrist/other health care provider approved by the College is required.
  - Family Leave of Absence: Written medical documentation from a licensed physician/psychiatrist/other health care provider approved by the College is required.



- A maximum of two leave of absences may be granted during the program. Any additional leave of absences would be considered case-by case.
- A student considering a leave of absence should consult with the Financial Aid Officer as financial aid eligibility and loan deferments can be affected.
- If the student does not re-enroll in classes at the end of the agreed upon Leave of Absence, and/or petition for, and receive an extension on the Leave of Absence the student will be considered having voluntarily withdrawn from the Program and must reapply.

## **Safety, Injuries, and Insurance**

### ***Safety***

- Your safety is our #1 priority. All hands-on activities are designed to prevent or minimize the potential for student injury. However, although every precaution is 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, faculty and staff will instruct you on safety and restraint protocols. In addition, students should review all safety and restraint information contained in course materials.
- 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 hands-on activity (for example, animal contact).
- Do not fear an animal, but respect what they can do.

### ***Injuries***

- Students attend laboratory sessions at their own risk and are responsible for any medical costs incurred due to an injury. To help prevent injury no open toed shoes are allowed in the labs. Shoes must have a non-slip sole. An instructor may request that you remove your jewelry for your own safety. Please comply with such requests.
- Veterinary Technology are expected to inform faculty of any health conditions that interfere with clinical laboratory or kennel duty functions. Students may be asked to refrain from certain clinical laboratory procedures if the instructors feel that the student's health may be compromised. A physician's note may be required to verify any condition.
- Certain students are at a higher risk. As soon as pregnancy or any medical problems are diagnosed, the student is encouraged to bring a written statement from their physician permitting them to continue in the Veterinary Technology Program and/or perform safely in the clinical setting
  - Please see Appendix B: Pregnancy.
- ZOO NOTIC DISEASE: Students should 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, etc. Exposure to zoonotic diseases is an associated risk involved with participation in the program and this profession.



- **BLOOD BORNE DISEASE:** Students should be aware that certain diseases can be transmitted by contact with infected blood and should handle and dispose of all venipuncture supplies and sharps in an appropriate manner. Students should also be aware of the risks of blood-borne diseases when aiding another injured student. Inform the instructor immediately should an injury involving blood occur, or any other injury sustained while at the veterinary technology facility.
- **BITES/SCRATCHES:** Students bitten or scratched by animals while in the program are encouraged to visit their physician at the earliest possible time. 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.
  - Please see Appendix E: Aggressive Animals, Fights, and Animal Bite Protocol
- **TETANUS:** Since the ability to suffer cuts or other forms of skin lacerations is common in veterinary medicine it is strongly recommended to have current immunization for Tetanus. Please consult your physician concerning the need for Tetanus immunization or boosters.
- **EYE WASH:** Eye wash facilities are provided in the main classroom and radiology room.
- **SAFETY SHOWERS:** Showers are provided should the student spill any toxic or caustic chemical on himself or herself. These showers are provided in the main classroom and radiology room.
- **MATERIAL DATA SAFETY SHEET (MSDS):** MSD sheets are provided in the large yellow binder near surgery suite in the main classroom. The student is responsible for knowing about and wearing the Personal Protective Equipment (PPE) needed before handling any chemicals in the Veterinary Technology building. A list of required PPE equipment can be found in the MSD for that chemical. MSDS are available in the main classroom. Appropriate PPE is provided for student or faculty use.
- **EQUIPMENT:** 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.

### ***Insurance***

- Yuba Community College District students are covered by an Accident Insurance Policy for accidents and injuries sustained while students are on and/or off campus participating in school related activities.
- If the injury/accident is life threatening, seek medical attention first.
- If injury occurs at the clinical site or while performing clinical duties, student must immediately (within 12 hours) report this to their Clinical Instructor, Clinical Coordinator, and the Program Director.
- All necessary steps for proper documentation and treatment are in these forms.
- Failure to follow proper procedure could result in denial of claim.



## **Animal Care Responsibilities**

We care for animals, and strive always to meet their needs, both physically and mentally. Veterinary Technology Students at Yuba College will always follow set standards in animal care and will do so using a good work ethic and sound judgment.

Furthermore, the Yuba College Veterinary Technology Program is accredited by the American Veterinary Medical Association (AVMA). The AVMA has policies regarding animal care, enrichment, and housing.

One of your responsibilities as a student enrolled in the Veterinary Technology Program is to perform animal care taking duties and facility management tasks as described in this Handbook (e.g., care, grooming, feeding, cleaning and enriching the lives of campus livestock, and horses). Adherence to all protocols described in this manual as well as the work you participate in as a team of individuals will ensure:

- The program's compliance to AVMA, USDA and IACUC regulations and guidelines,
- A higher level of hands-on experience to the Veterinary Technology student,
- Improved communications between students while performing animal duties, and
- The application of concepts learned in the academic aspects of the program.

All Yuba College Veterinary Technology students will take an active, positive role in these duties as part of their education. Students are expected to follow the guidelines of animal care. Absenteeism, tardiness, and unsatisfactory work affect animal health and create consequences as stated in the Veterinary Technology Student Handbook.

Housekeeping and animal care protocols are subject to change, and will be communicated via email as well as guidelines in the classroom and farm.

Facility and Animal Care: To meet the needs of the animals in our care, students will spend 2 - 6 hours every 1-2 weeks during assigned dates and times caring for the Yuba College Veterinary Technology farm and clinic animals. Time will include weekends and holidays as well as semester breaks, including summer break.

In addition, most of our animal species fall under the jurisdiction of the US Department of Agriculture (USDA). USDA Inspector(s) visit our facilities during the year to evaluate our animal caretaking practices, and animal health and facility management, as well as acquisition and disposition of our resident animals. These visits are unannounced and will determine if our protocols and documentation is maintained in accordance with federal policies and guidelines. Students are responsible for care and subsequent documentation and recording of care.

Facility and Animal Care is graded and is found within several courses.

### ***The Institutional Animal Care and Use Committee (IACUC).***

- There is an Institution Animal Care and Use Committee (IACUC) at Yuba College.
- IACUC, guided by the Animal Welfare Act (AWA), is responsible for ensuring that all animals used at this institution, for educational purposes, always be handled, housed, treated, cared for, and transported in a humane and ethical manner in accordance with all federal, state, and local regulations, as well as institutional policies.
- An animal may not be used for teaching in the Veterinary Technology Program unless its use is



approved in writing by IACUC.

- Animals used in the Veterinary Technology program are not used for testing or researching. To the extent possible, animals are owned by clients and services provided (e.g., immunizations, venipuncture) are medically necessary.

### ***Animal Care Concerns and Reporting for Students, Staff, Faculty and Community Members***

- Animal Welfare Act (AWA) regulations state that any institutional personnel with reason to question the treatment of animals may report incidents involving perceived non-compliance or concerns regarding animal welfare to the IACUC without fear of discrimination or reprisal.
- Reporting may be done in one of the following ways:
  - Immediately notify the instructor supervising the class. The instructor will fill out an Incident Form and submit it to the Program Director within 24 hours.
  - If the concern is with the instructor, then notify the Program Director for your program.
  - If the concern is with the Program Director, then contact any member of the IACUC at Yuba College to report any of your animal welfare concerns. See contacts below.
  - A person may anonymously inform a member of the IACUC by providing written documentation with sufficient detail that will allow for an adequate investigation, if warranted.
  - IACUC Contacts:
    - Chair: Josh Pittenger, PhD. Email: [jpitteng@yccd.edu](mailto:jpitteng@yccd.edu)
    - Jeff Stollberg, M.S. Email: [jstollbe@yccd.edu](mailto:jstollbe@yccd.edu)
    - Carrie Peterson, M.S. Email: [cpeterso@yccd.edu](mailto:cpeterso@yccd.edu)
    - Korey Champe, M.S. Email: [kchampe@yccd.edu](mailto:kchampe@yccd.edu)

### **Student Grievance Procedure**

- These procedures are designed to provide the student a specific avenue of grievance regarding the decisions or actions of the Program officials and serve to address any problem or concern that the student believes is in need of address and/or review.
- A grievance shall be defined, as any concern, complaint, or dissatisfaction with any aspects of the Program that a student believes is not resolvable by normal informal means of communications.
- In judging the action of a faculty member, a student must remember that each faculty member is responsible for the actions of her/his students, and has authority of the District in governing their conduct, whether on-campus or off-campus during an official college activity.
- The following represents the process for formal grievance:
  - First attempt to resolve the problem with the instructor.
  - Second level of communication is to be with the Program Director
  - Third level of communication is with the Dean of Applied Academics.
  - Further levels of communication will be provided via Dean.
- If the individual is unable to resolve the complaint with Program/institution officials or believes that the concerns have not been properly addressed, he or she may submit allegations of non-compliance to the AVMA CVTEA at 1931 North Meacham Road, Suite 100, Schaumburg, IL 60173-4360.





## **Acknowledgements**

In creating this Handbook, the structure and guidelines from handbooks of the following colleges and programs were used or studied:

- The Yuba College Nursing Program,
- The Yuba College Radiological Technology Program,
- Manor College (Pennsylvania),
- State University of New York (SUNY) Delhi
- Coastal Alabama Community College,
- Mt. San Antonio Community College (California), and
- Joliet College (Illinois).





## Appendix A: Technical Standards for the Veterinary Technology Program

- General Job Description:
  - Utilizes scientific principles to assist the veterinary practitioner in the identification, prevention, remediation, research and treatment of acute and chronic illnesses found in domestic animals, both large and small.
  - Demonstrates the ability to restrain a variety of fractious animals.
  - Reviews existing data and assists in the collection of additional data and samples from a variety of species.
  - Assists the veterinarian in the administration of a variety of pharmaceuticals.
  - Places and maintains intravenous catheters, monitors patients during general anesthesia, assists the veterinarian during surgical procedures, assists in euthanasia, takes and processes radiographs, operates and maintains a wide variety of equipment including: automated chemistry profile units, pulse oximeters, EKG's, and autoclaves.
  - Documents necessary information in the patient's medical record and on other forms, and communicates this information to co-workers.
  - Uses problem solving to identify and correct malfunctions in commonly used hospital equipment.
  - Demonstrates appropriate interpersonal skills to work productively with patients, families, staff and co-workers.
  - Accepts directives, maintains confidentiality and upholds the ethical standards of the profession.
- Applicants who are offered admission must document their ability to perform all essential tasks with or without reasonable accommodation in order to begin the professional courses. If you are an otherwise qualified individual with a disability who seeks a reasonable accommodation, you need to contact Yuba College's Disabled Student Program and Services (DSPS) for eligibility determination for reasonable accommodation(s).
  - See Table of Contents to find DSPS contact information, or ask program faculty.

PHYSICAL STANDARDS	Frequency (F = Frequently (several times per day), C = Commonly (several times per week), O = Occasionally (several times per year))
LIFT: up to 50 pounds to assist moving patients	F
STOOP: to adjust equipment and clean cages	F
KNEEL: to perform CPR	O
CROUCH: to locate and plug in electrical equipment to safely move animals in and out of cages	F
REACH: 5½' above the floor to move animals in upper level cages	C
HANDLE: strong, sometimes aggressive large and small animals small and large equipment for storing, retrieving and moving	C
GRASP: syringes, laryngoscope, endotracheal tubes	F
STAND: for prolonged periods of time (e.g., deliver therapy, check equipment)	F
FEEL: to palpate pulses, arteries for puncture, skin temperature	F
MANIPULATE: knobs, dials associated with diagnostic/therapeutic devices large, sometimes uncooperative dogs and cats	F
WALK: for extended periods of time to all areas of a hospital	F



HEAR: verbal directions	F
animal sounds of distress	F
gas flow through equipment	F
alarms	F
through a stethoscope such as breath or heart sounds	F
SEE: patient conditions such as mucous membrane and skin color, work of breathing	F
mist flowing through tubing	F
shapes and forms associated with radiographs	C
TALK: to communicate in English goals/procedures to patients and clients	F
READ: typed, handwritten, computer information in English	F
WRITE: to communicate in English pertinent information (e.g., patient evaluation data, therapy outcomes) regarding patient status	F
<b>MENTAL/ATTITUDINAL STANDARDS</b>	<b>Frequency</b>
Function safely, effectively, and calmly under stressful situations.	F
Maintain composure while managing multiple tasks simultaneously.	F
Prioritize multiple tasks.	F
Exhibit social skills necessary to interact effectively with patients, clients, supervisors, and co-workers of the same or different cultures such as respect, politeness, tact, collaboration, teamwork, discretion.	F
Maintain personal hygiene consistent with close personal contact associated with patient care.	F
Display attitudes/actions consistent with the ethical standards of the profession.	F



## Appendix B: Pregnancy

A student who is or becomes pregnant:

- Should notify the Program Director and veterinary technology faculty as soon as possible.
- Decide whether to continue in the Program or take a Medical Leave of Absence (see “Leave of Absence”).
  - For any course of study, Yuba College Counseling generally recommends pregnant students withdraw.
    - Please note also that most if not all internship sites will decline having a pregnant student present.
      - Each clinical facility may have policies that supersede the Yuba College Veterinary Technology Program pregnancy policy regarding restrictions in activities.
  - However, per Title IX of the Education Amendment of 1927, faculty, staff, and other employees of the Program itself shall not require a student to limit her studies due to pregnancy or pregnancy-related conditions.
- Should a student elect to continue in the Program, the following shall apply:
  - The benefits and services provided to students affected by pregnancy shall be no less than those provided to students with temporary medical conditions.
  - Students with pregnancy-related disabilities, like any other student with a disability, are entitled to reasonable accommodation so they will not be disadvantaged in their courses of study, and may seek assistance from DSPPS or other pertinent Yuba College office.
  - Reasonable accommodations may include, but are not limited to:
    - Accommodations requested by the pregnant student to protect the health and safety of the student and/or her pregnancy (such as allowing the student to maintain a safe distance from hazardous substances),
      - IMPORTANT: If these accommodations interfere with the student’s ability to acquire and demonstrate the essential skills of the Program, it shall be necessary for the student to withdraw from the program temporarily and request readmission after delivery. See Medical Leave of Absence.
        - Acquisition and demonstration of these skills is required by the AVMA CVTEA.
    - Pregnant students shall not:
      - Be present inside the Radiographic Suite when any radiation exposure is made.
      - Hold patients during radiographic exposures.
      - Perform any tasks on animal patients anesthetized with inhalant gas anesthesia.
    - At student’s expense, a second dosimetry badge must be worn at the umbilical area. Dose limit to an embryo/fetus is 5 mSv (500 mRem) for the period of the pregnancy.
      - A leave of absence will be necessary if the dose during pregnancy approaches or exceeds this limit
    - Refrain from providing restraint to farm animals and other animals above a certain weight, as determined by physician,
    - Modifications to the physical environment (such as accessible seating),
    - Mobility support,
    - Extending deadlines and/or allowing the student to make up tests or assignments missed for pregnancy-related absences,



- Breastfeeding students must be granted reasonable time and space to pump breast milk in a location that is private, clean, and reasonably accessible. Bathroom stalls do not satisfy this requirement.
- The student should review this handbook (and this Appendix) with physician, and inform physician of the following risks and obtain in writing on Report on Medical Examination (see below) what steps should be taken to prevent injury to student or fetus:
  - Zoonotic pathogens, including but not limited to salmonellosis, brucellosis, leptospirosis, rabies, toxoplasmosis, dermatophytosis, viral conjunctivitis, cat scratch fever, psittacosis, and tuberculosis.
  - Cytotoxic compounds, sterilizing, cleaning, preserving and fixing agents (as well as previously mentioned infectious microbes such as toxoplasmosis) are all examples of substances that can cause birth defects in the unborn fetus. These are present in the clinical veterinary environment.
  - Trauma. Students can be bitten, scratched, stepped on, kicked, and shoved by animals. They are vulnerable to back injury when lifting heavy animals or during the restraint of non-cooperative animals.
  - Anesthetic Gases. Exposure to anesthetic gases will occur during the on-campus surgery and anesthesiology laboratory, and during the off-campus clinical internships (if site allows pregnant student).
  - Hormones and Drugs. Contact with drugs such as prostaglandins and hormone analogs (e.g., estrogens and progesterones) can have harmful effects on the normal reproductive cycle of women. Contact with drugs such as chloramphenicol is linked with aplastic anemias in humans.
  - Ionizing radiation and other sources of radioactive material. Students will be exposed to x-rays. Less likely but possible is exposure to radioactive markers used in scintigraphy and other special imaging, as well exposed to fluoroscopy and CT imaging.
- After physician completes and signs form, student should read and sign form, and bring to Program Director to read and sign.
- The student who elects to continue in the Program accepts full responsibility for any risks to herself and fetus.
- Post delivery when the student returns to the program/course they will only need to submit a health clearance form and/or provide written notice from their medical provider if there have been a change in their overall health or need accommodations.



**Veterinary Technology Program  
Report of Medical Examination During Pregnancy**

For the pregnant student, this form must be completed by the student's physician and student herself and returned to the Program Director prior to the start or the continuation of classroom experiences.

NAME: \_\_\_\_\_ STUDENT NUMBER: \_\_\_\_\_

\*\*\*\*\*

EXAMINATION COMMENTS AND FINDINGS:

Expected Date of Delivery: \_\_\_\_\_

The above named may safely participate in the veterinary technology program with the following restrictions through the date of \_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please write on back if more room needed).

\_\_\_\_\_  
Attending Physician's Signature

\_\_\_\_\_  
Date

**I have been counseled concerning the potential risk to the student and fetus. I release Yuba College from liability due to illness or injury that may occur during clinical experiences.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Veterinary Technology  
Signature and Date:

\_\_\_\_\_



**Appendix C: Rabies Waiver** \_\_\_\_\_

I, \_\_\_\_\_, a student in the Veterinary Technology Program at Yuba College, have read the rabies material in the Student Handbook and understand that due to my occupational exposure to animals, I may be at risk of exposure to rabies infection. However, I choose to decline undergoing rabies vaccination at this time.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Appendix D: Honor Code, and Handbook Policies

I am beginning a career as a medical professional, which means accepting the responsibilities and unique privileges of that profession.

These include monitoring my interactions and behaviors and using self-reflection in order to challenge myself as I evolve into the role of a professional.

For these reasons, I pledge to uphold the following Honor Code.

- As a student in the Yuba College Veterinary Technology Program, I will seek to develop habits of excellence, integrity, caring, adaptability, and respect.
  - EXCELLENCE
    - I will perform at the highest level that I can.
    - I will not fear mistakes or constructive criticism, but will seize them as an opportunity to learn, reflect, and grow.
  - INTEGRITY
    - I will strive to uphold the spirit and letter of this code, of the Veterinary Technician's Oath, and the North American Veterinary Technician Association (NAVTA) Code of Ethics during my time at Yuba College and throughout my professional career.
    - I commit myself to honesty in the classroom and clinical setting at all times.
    - I will take responsibility for what I say and do.
  - CARING
    - I will demonstrate a commitment to the attributes of compassion, empathy, altruism, responsibility and tolerance.
    - I will respect individual diversity through a non-judgmental attitude and approach.
  - ADAPTABILITY
    - I will be flexible and adapt to change when needed.
    - I will work to become a creative problem solver.
  - RESPECT
    - I will not tolerate discrimination.
    - I will contribute to creating a safe and supportive atmosphere for teaching and learning.
    - I will regard privacy and confidentiality as core obligations.
    - I will communicate with peers, staff, and faculty in a professional and respectful manner.

I understand that it is a great honor and privilege to study and work in the health profession. I promise to uphold the highest standards of ethical and compassionate behavior while learning, caring for others, and/or participating in educational activities.

By signing, I also acknowledge that I have read over and am familiar with the policies and procedures contained in this Handbook.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **Appendix E: Aggressive Animals, Fights, and Animal Bite Protocol**

- Take all necessary precautions to prevent animal-related injuries.
- Preventive measures include the following:
  - Reliance on experienced veterinary personnel rather than owners to restrain animals, and
  - The use of physical restraints, bite-resistant gloves, muzzles, and sedation or anesthesia as necessary.
- Aggressive tendencies and bite history should be recorded in the patient's record, communicated to personnel, and indicated with signage on cages and enclosures.
- Remain alert for changes in patients' behavior, and when working with large animals have an escape route in mind at all times.
- Dogs:
  - Attempt to escape if attacked by a large, aggressive dog. If not possible to escape or use other means of self-defense, cover throat area using your hands and arms, and lie in a fetal position.
- Horses:
  - When performing procedures on horses, remember to remain close to the animal to minimize the injury potential of a kick.
  - If remaining in close proximity is out of the question, move away from kicking range.
  - A halter and lead rope must be used when grooming or restraining horses.
  - Do not hold the halter of a rearing horse.
- Fights:
  - In the event a dog or cat fight should occur at a clinical facility, do not attempt to break up the fight alone.
  - Instead, do the following:
    - A. Obtain help.
    - B. Use a catch pole, if the fight must be broken up.
    - C. Never use your hands to break up a fight.
    - D. Never break up a fight alone.

### ***Animal Bite Protocol***

Animal bites must immediately receive medical attention and be reported to the proper authorities, who will supervise the response.

1. As soon as a bite is observed or suspected, place the suspect animal in a secure cage or crate that is clearly tagged: "This cage/crate contains an animal that has been involved in a bite." A
  - a. Isolate the caged animal.
  - b. No one is to handle this animal except professional staff who are specifically authorized to do so.
2. Immediately direct the person who has been bitten to medical attention.
  - a. As necessary, apply pressure to stop bleeding.
  - b. Wash wounds thoroughly with plenty of soap and warm water. Run water over the wound for several minutes to make sure it is clean and all soap is rinsed out.
  - c. After a thorough wash and rinse, apply an antiseptic solution, such as iodine or other disinfectant.
  - d. See a physician as soon as possible. If a physician of choice is unavailable, go to the nearest emergency-care facility. Explain how the bite occurred, and follow the physician's advice.
3. Determine and clearly document the incident in the animal's paperwork, including:
  - a. The date and time of the bite,





- b. The identity of the person who was bitten,
  - c. The rabies vaccination status of the person who was bitten,
  - d. The rabies vaccination status of the animal involved,
  - e. The identity of people who witnessed the bite,
  - f. Any special circumstances associated with the bite,
  - g. The identity of the owner of the animal,
  - h. The time/date of notification of the owner.
4. Make proper notifications.
- a. If the bite occurred at the Clinical Site, notify the Supervisor or Office manager immediately.
  - b. Notify the Program Director of the Yuba College Veterinary Technology program
  - c. Note: Once a bite has occurred, options (such as euthanasia, movement, or return of an animal to its owner) are limited by state and local laws and regulations.