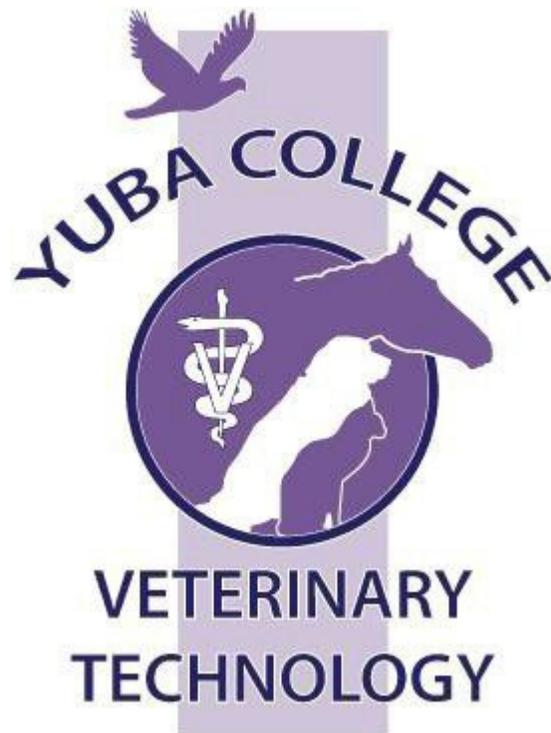


# **YUBA COLLEGE VETERINARY TECHNOLOGY PROGRAM STUDENT HANDBOOK**



Revised January 2026

# Yuba College Veterinary Technology Student Handbook

This page intentionally left blank.

Welcome! .....	6
Purpose of Handbook .....	6
What is a Registered Veterinary Technician (RVT)? .....	6
What can a Registered Veterinary Technician do? .....	7
Veterinary Technician Code of Ethics .....	8
Introduction .....	8
Preamble .....	9
Code of Ethics .....	9
Ideals .....	9
Veterinary Technician's Oath.....	10
Veterinary Technology at Yuba College .....	10
History .....	10
Program Goals .....	10
Veterinary Technology Program Learning Outcomes .....	10
Accreditation.....	11
The Student Chapter of the National Association of Veterinary Technicians in America.....	11
Yuba College Student Services .....	11
Introduction.....	11
Counseling and Mental Health .....	11
Communication.....	12
Information Technology .....	12
Financial Aid .....	13

Workforce Innovation and Opportunity Act (WIOA) Funding.....13

Tutoring .....13

Veteran’s Services.....14

Language and Writing Development Center .....14

Basic Needs Resource.....14

Extended Opportunity Program & Services (EOPS) and CARE .....15

Disabled Student Program and Services (DSPS) .....15

    DSPS – Your Rights .....16

Child Care.....17

Equal Opportunity .....17

General Policies.....18

    Supplies Needed.....18

    Textbooks: Purchase or Rent?.....19

    Health Requirements .....19

    Rabies Prevention .....19

    Pregnancy .....20

Classroom, College, and Clinical Professionalism.....20

    Code of Conduct .....20

    Academic Integrity .....21

    Testing .....21

    Late Assignments and Exams .....22

    Attendance.....22

    Administrative Actions Yuba College Veterinary Technology Program Orientation.....23

    Administrative Actions Tardy or Absence for Classroom, Laboratory, and Clinical Experiences.....23

    Completion of Missed Laboratories Due to Absence.....24

    Facilities Guidelines .....24

    Examples of Misconduct .....25

    Professional Behavior .....25

    Personal Appearance Guidelines .....26

    Violations of Professional Behavior or Appearance .....27

    Student Animals.....27

    Smoking.....27

    Recording Lectures.....28

    Visitors.....28

Sexual Harassment/ Harassment .....28

Patient Records/ Confidentiality Policy .....28

    FERPA.....29

Compliance Requirements .....29

    Criminal Background Check .....29

    Drug/ Alcohol Screening Initial Drug Screen .....30

    Impaired student .....30

Academics .....32

    Course Sequence .....32

        Fall, First Semester .....32

        Spring, Second Semester .....32

        Summer, Third Semester .....33

        Fall, Fourth Semester .....33

        Spring, Fifth Semester .....34

        Additional Recommended Classes .....34

    Grade Computation .....35

College Graduation and VTNE Eligibility .....35

Clinical Experience .....35

    Procedure for Removal of Student from Internship Site.....37

Academic Responsibilities.....37

    Failing a Course .....38

Safety, Injuries, and Insurance .....39

    Safety .....39

Injury/illness.....39

Insurance .....41

Animal Care Responsibilities .....41

    The Institutional Animal Care and Use Committee (IACUC).....42

    Animal Care Concerns and Reporting for Students, Staff, Faculty and Community Members.....42

Student Grievance Procedure.....42

Acknowledgements .....43

Appendix A: Technical Standards for the Veterinary Technology Program .....44

Appendix B: Pregnancy .....46

Appendix C: Honor Code, and Handbook Policies.....49

Appendix D: Aggressive Animal Policy; Risk Prevention and Animal Fights; Rabies Risk Assessment Steps; and Management of Bite Wounds and Post-Exposure Prophylaxis (Rabies PEP) for Veterinary Technology Students and Program Personnel.....50

    Aggressive Animal Policy .....50

    Student- and Employee-Owned Animals Utilized for Labs.....50

    Spay/Neuter Patients.....50

    Vaccination Clinics.....52

Trap-Neuter-Release (TNR) Events on the Yuba College Campus.....52  
Risk Prevention and Animal Fights.....52  
Rabies Risk Assessment Steps, and Management of Bite Wounds and Post-Exposure Prophylaxis (PEP) .....53

## ***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 part of enrollment, each student must initial and sign the necessary forms located at the end of this document indicating that they have read and understood the material presented herein.
- As we learned during the 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 national licensing examination (known as the Veterinary Technician National Exam, or VTNE) 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*

### Introduction

The following list with contacts to Yuba College student services will be provided in every veterinary technology course. Some links are provided below.

### Counseling and Mental Health

- Counseling services are available both day and evening hours to assist students. Counselors are trained in both personal, academic, and professional counseling.
- 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.
- Mental health services are also available through [Mental Wellness Resources | Yuba College](#)
- Please reach out to instructors if you are needing help. They can direct you to necessary resources and individuals trained to help.

## Communication

- Sign up for the [Mobile Alert System](#)- sign up to receive emergency notification texts from Yuba College.
- Email- only use your @go.yccd.edu email account or Canvas inbox for school-related communication
- Cellphones- must receive prior approval to have access to a cellphone during class and clinical. Cellphones are strictly prohibited during exams and quizzes unless otherwise specified.
- Devices cannot ring or make other sounds during classes or in clinical settings.
- Recording- You must receive permission from your faculty to record any lecture. Recording of any nature is strictly prohibited in the clinical setting, and in any instance, clinical experiences are being discussed.
- Professionalism- you must communicate with your peers, clinical staff, and faculty professionally. Contacting clinical facilities is strictly prohibited without instructor authorization and will result in immediate dismissal from the program.

## Information Technology

- The Programs follow the Yuba College policies. Please visit: [AP 3720; Computer and Network Usage](#)
- Health and Medical Career programs demand a high degree of technological knowledge necessary to practice, and therefore, so does any health and medical education. Courses, coursework, and testing require computer use. Students need basic keyboarding and computer literacy. Computers are available on campus for student use. Some clinical settings use an Electronic Medical Record system (EMR), which requires mastery of the technology.
- Office 365 is an online office suite of applications by Microsoft, and it works across all your devices seamlessly. At YCCD, you will have access to the following online services: Outlook (email), Calendars, People (contacts), Word, Excel, PowerPoint, OneNote, OneDrive, and much more. Veterinary Technology Students are encouraged to utilize these free resources.
- The Information Technology Department (IT), under the direction of the Chief Technology Officer is responsible for services related to student use of campus-wide computer systems (e.g., students registering and enrolling in classes through Self Service, accessing material through learning management software like Canvas), as well as related to district-wide infrastructure (network and cabling) and information systems (e.g., library system).

### Contact Information:

IT User Support Services [helpdesk@yccd.edu](mailto:helpdesk@yccd.edu); Students: 530-741-6981

## Financial Aid

- Financial aid is available for qualified students attending the Yuba Community College District. For more information, or an application, contact: Yuba Community College District Financial Aid Office at: (530) 749- 7999, or online at [Financial Aid | Yuba College](#)

## Workforce Innovation and Opportunity Act (WIOA) Funding

- The Work Force Investment and Opportunity Act (WIOA) is a federally funded program that offers financial assistance to individuals who wish to obtain vocational training and have un-met needs after applying for the tuition fee waiver and financial aid.
- The WIOA Office is located in Room 121, next to the Admissions and Records Office. This office offers a computer lab, internet access, a study area, and a small lending library for textbooks. Come by and see if you qualify for vocational training, books, supplies, uniforms, tools, fees, testing, transportation assistance, and other school or job-related needs. This is not a loan and does not have to be repaid.
- You can be on Financial Aid, EOP&S, CARE, DSPS, CalWorks, unemployment, veteran's benefits, scholarships, and still receive WIA assistance. This is not an entitlement program, you must qualify and then it is based on need and funds available at the county level. For more information call (530) 741-6831, Txt (530) 636-0429, or email: [wioa@yccd.edu](mailto:wioa@yccd.edu).

## 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.
  - Students can sign up for tutoring [online, or face-to-face](#).
  - 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.

## **Basic Needs Resource**

- Basic Need services provide students with information about community-based resources with food insecurities, housing, childcare, transportation, financial aid, health, and mental wellness so students can remain in classes to focus on their academic success. Services are located in building 100B, room 101A, across from Admissions and Records on the Yuba College campus.

- Hours are Mondays – Thursdays, 9 am – 3 pm. Phone: (530) 741-8988.
- One such service is 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) 741-6700

## **Disabled Student Program and Services (DSPS)**

- The programs follow the Yuba College policies. Please visit: [AP 5140 DSPS \(Services for Students with Disabilities\)](#)
- Health and Medical Career Programs such as Veterinary Technology and Nursing collaborate with Disabled Students Programs and Services (DSPS) to ensure that our students with disabilities are provided equal access and opportunity while attending college. One resource available through DSPS is test-taking facilitation, which can include arrangement, proctoring, and modification of tests/exams/quizzes, and may include:
  - Extended time.
  - The use of noise-cancelling headphones or earplugs (provided by DSPS).
  - Taking the exam in a distraction-reduced environment.
  - Taking the exam in a private room to allow the student to utilize assistive technology or to read questions aloud without disturbing others; and/or
  - Any combination of services and accommodations to reduce visual or audible stimulation or allow a student to verbalize without causing a distraction to other students.

- The extended time allowance essentially gives a student with a disability the option to have extra time while taking a quiz and/or exam. The amount of time is based upon each student's disability but is usually 1.5 X or 2.0 X the time that other students are given to complete the task. Students who want to utilize the accommodation will take their quizzes and/or exams in the DSPS Testing Center, as our veterinary technology faculty aren't able to oversee the extended time sessions due to other commitments/scheduling conflicts. A student who chooses to stay in the classroom for tests/exams/quizzes will forfeit their extended time and will be expected to complete their work within the standard time allotted to the general students. The program cannot ensure testing accommodations can be met when students choose to stay in the classroom for tests/exams/quizzes.
- Participation in Disabled Student Programs and Services (DSPS) is entirely voluntary.
- Students who choose to use DSPS services and accommodations must first be enrolled in the DSPS program and are required to submit a request to DSPS each semester to set up test facilitation for each specific course.
- As the semester progresses, students should contact DSPS in advance to schedule their exams. This ensures that adequate arrangements can be made to meet individual needs.
- Students are expected to take quizzes and exams during their scheduled DSPS testing times unless alternate arrangements have been arranged through collaboration with the instructor and DSPS.
- In clinical settings, students with approved accommodations must still be able to meet the essential technical standards of the program, including appropriate and timely care to clients/patients, with or without reasonable accommodations.
- For more information about DSPS, please call 530-741-6795, email [dpsinfo@yccd.edu](mailto:dpsinfo@yccd.edu), [ZOOM](#), come by the DSPS Office in Building 1800, or visit the [DSPS Website](#).
- 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 Main Campus  
2088 North Beale Rd., 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 Office of People and Culture at [Human Resources - YCCD](#)
- Students, employees or others wishing to file a complaint of discrimination on the basis of ethnic group identification, religion, age, gender, sexual orientation, color, or physical or mental disability or any other category of unlawful discrimination should contact the Chief Human Resource Officer. To file a complaint, complete the [online harassment or discrimination complaint form](#). To make an appointment with the Chief Human Resource Office contact:  
Devin Crosby 530-741-6982 and via email [dcrosby@yccd.edu](mailto:dcrosby@yccd.edu)
- [Confidential and community resources are available to students.](#)
- Concerns regarding Title VI, Title IX or Section 504 (educational opportunity) may also be addressed to [Human Resources - YCCD](#).

## General Policies

### Supplies Needed

- Supplies needed include scrubs, shoes, a stethoscope, scissors, digital thermometer, a calculator, and a watch. In addition, some classes may require additional supplies.
- We do not have any one particular vendor to recommend. The following list of vendors is provided as a suggestion only. There are many other possible vendors.
  - [veterinaryapparel.com](http://veterinaryapparel.com), allheart.com, littman.com, stethoscope.com, shopmedvet.com, amazon.com
  - Some of the vendors carry all of the supplies needed, while others may carry only some supplies.
- In addition, to track and verify the veterinary technology skills you will be learning, you will need to purchase a way to keep track. We are changing to a new system, and will let you know as soon as it is finalized.

### Scrubs

- All Veterinary Technology students are required to purchase at least two sets of navy blue uniform scrubs (top and bottom, see below). These scrubs are to be worn to every Veterinary Technology class and off-campus internships and field trips unless special permission is granted otherwise.
  - For most large animal work, jeans or khaki pants will be recommended instead of scrub bottoms.
- The scrubs may be purchased anywhere but must be plain, navy blue, in the style pictured here.



- Scrubs may be unisex or fitted for female or male, but no embellishments, trim, or alternate styles are allowed.
- Scrubs must fit so that the student is modest and professional in appearance at all times.

### Shoes

- Shoes should be of good quality, completely enclose the feet and be washable (i.e., tennis shoes). "Crocs" are not appropriate shoes.
- For large animal care, boots (rubber, leather) are recommended.

### Good quality stethoscope

- A recommended stethoscope is the Littman Master Classic II or Classic III, 27-inch stethoscopes. Estimated cost is about \$120.

**Utility scissors**

- These are also known as veterinary bandage scissors.

**Digital thermometer and watch (with second hand or readout).**

- This equipment is important for obtaining vital signs on patients.

**Scientific Calculator**

- This equipment is for medical math purpose (e.g., calculating fluid maintenance rates).

**Textbooks: Purchase or Rent?**

- We recommend purchasing and not renting most of your textbooks. Some textbooks are required and/or recommended for several different courses. In addition, you will use the majority of the textbooks even after graduation: for preparation for the Veterinary Technician National Exam (VTNE) as well as a resource in your first job.

**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**

- 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 the animals we help from local shelters and unhoused populations.
- According to the U.S. Center for Disease Control (CDC), populations at risk for rabies exposure should be vaccinated against the virus. Veterinary technicians are classified as Risk Category 3 on the CDC's website and are recommended two vaccines, Day 0 and Day 7.
  - The second vaccine must be completed at least four weeks before the start of fall semester. This is to give your immune system time to develop immunity.
  - Depending on your level of risk, your health care provider may advise you to have one or more blood tests or receive a booster dose within 3 years after the first 2 doses.

- **Based on these concerns, and based on our accrediting body's (the AVMA CVTEA's) requirements for student safety, the YCVTP requires that all students be vaccinated against rabies prior to entering the Program and practicing essential nursing skills on live animals.**
- Accredited veterinary technology programs such as the YCVTP are required to teach students essential nursing skills in a great variety of species, from dogs and cats to horses, cows, and small ruminants. All of these species are capable of harboring rabies. For teaching labs, there are no large and consistently available populations of dogs, cats, horses, cows, and small ruminants that are rabies-vaccinated. For this reason, waivers—even for religious reasons and medical contraindications—are not accepted.
  - Please note that for medical contraindications that are not permanent (for example, pregnancy), a student could continue in the program in courses that do not teach live-animal skills, or take a leave of absence until the medical contraindication is resolved.
- The YCVTP faculty and staff will communicate with students prior to entry with ways to obtain rabies vaccine at lower or reduced cost.
- In addition, to promote 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.
- Please see Appendix D regarding bite prevention and rabies risk assessment.

## **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**

- The Honor Code is found in Appendix C of this handbook.
- Students are considered to be members of the academic community, and as such, must strive to work collaboratively and respectfully within that community.
- Students are representatives of their chosen Health and Medical Career Program (HMCPN). Students are obligated to function within the framework of professional and ethical standards and applicable Rules and Regulations governing professional practice. Students are required to comply with the policies/procedures/content/expectations in this Student Handbook as well as the [Yuba College Catalog](#), [Yuba College Harassment Policy](#), [Student Code of Conduct](#), all of which can be found on the [College Website](#).
- Students are always expected to demonstrate safe, professional behavior. Clinical agencies and healthcare consumers expect the students to be well prepared and conduct themselves with professionalism and integrity. Students who exhibit unacceptable behaviors will meet with their faculty to identify actions that must be completed to remediate behavior and if the actions necessitate dismissal, student will be dismissed from the program. If unprofessional conduct causes a clinical facility to request the removal or reassignment of a student, that student will immediately be dismissed from the program.
- 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.

### Academic Integrity

- Cheating, plagiarism (including plagiarism in a student publication), or engaging in any other academic dishonesty as defined by District policies and procedures are considered ["good cause" for discipline](#).
- A student found cheating on their exams or plagiarizing in course assignments will:
  - Relinquish all documents in their immediate possession. (Refusal to relinquish documents will be considered the same as cheating, resulting in the same consequences.)
  - Students found violating testing policies will be dismissed from the program without the ability for readmission or reapplication.
  - Incidents of academic dishonesty will be reported to the Vice President of Student Services.

### Testing

Students will complete rigorous tests and quizzes throughout their programs to ensure they have the knowledge and skills to provide safe, effective care.

Students found violating testing policies will be dismissed from the program without the ability for readmission or reapplication.

- All proctored exams and quizzes take place on campus.
- Personal Items

- All belongings must be stored away from the testing area, including, but not limited to, water bottles, coats, jackets, hats, sunglasses, phones and smart watches, with discretionary allowances for religious apparel.
- No personal electronic devices/blue tooth devices of any kind are allowed during testing, including, but not limited to, cell phones, smart watches, headphones, and personal calculators.
- Food and drink are now allowed in the exam room.
- Students are only allowed proctor-provided scratch paper and a writing utensil, and this scratch paper must be turned in after the exam is completed.
- Students can only use district-provided computers to complete computerized tests.
- Any testing violation is considered academic dishonesty, and students will be immediately dismissed without the ability to reapply or readmit.
- Students testing at DSPTS must check in to DSPTS during their scheduled DSPTS testing time. A DSPTS proctor must oversee the students' testing at the testing center, and these students must adhere to the same testing policies as their peers.
- Any technical difficulties during testing must be addressed during the exam. Effective communication during technical difficulties is key.
  - In-person exams students must inform the proctor immediately.
  - Online exams, it is imperative to communicate immediately, contact the faculty. Once you have made contact, they will inform you what your next steps are.
  - If there is a failure to communicate technical difficulties during testing, a grade/score change or retesting will not be considered.

### **Late Assignments and Exams**

- Late assignments will not be accepted without prior approval from the faculty. All late assignments are subject to penalties. Assignments not formatted and submitted according to the course specifications will be ungraded and considered late if the student chooses to resubmit.
- When a student takes a test outside of the scheduled time, the student has seven calendar days from the originally scheduled test date to take the exam. Students forfeit 10% for taking an exam at any time other than the scheduled time. Quizzes may be given unannounced, and they may not be made up.

### **Attendance**

- Yuba College Health and Medical Career Programs and Nursing expect that its students will recognize that they are in a profession in which commitment to participating in the learning environment is essential. It is expected that every student will be present, on time, and prepared to participate in all aspects of their education. Student success is related to attendance in the classroom, clinical, laboratory, and clinical experiences. Our programmatic attendance policy is for all program courses.
- The Yuba College Health and Medical Career Programs and Nursing follow a more stringent attendance policy than the college's attendance policy. Neither the programs nor the faculty are responsible for

withdrawing the students from any class.

- Attendance is mandatory in all orientations, classes, clinical laboratory days, simulations, and clinical experiences.
- All hours in all courses must be completed for the student to pass the course. Any student who fails to make up missed time will receive an automatic failing grade for the veterinary technology course.
- Students must notify their faculty at least 60 minutes before the classroom, clinical laboratory, and clinical experience start time if they are going to be absent.
- Students must notify their faculty if they are going to be tardy. The goal is to notify the faculty at least 30-60 minutes before the classroom, clinical laboratory, and clinical experience start time if they are going to be tardy.
- Notifying faculty is professional courtesy. Even with notification, the student would still be considered absent or tardy.
- In addition to the classroom, hours related to internships (e.g., VETT 5A, 5B, 5C, and 5D) are also mandatory and may be held outside the regular course schedule and may require weekends.
- The faculty will evaluate the student's ability to meet clinical objectives, and should it be determined that a student is jeopardizing their ability to meet all objectives, then the student may not pass the course.
- Absences that result in students not being able to meet course objectives will result in no credit or a failing course grade.
- Any student who fails to make up a classroom, clinical laboratory experience or clinical facility absence, will receive an automatic failing grade for the nursing course. Note that some clinical experiences are not available for make-up due to facility or time constraints.
- Our attendance policy applies to individual courses. Absence and tardiness within each course stand alone. Students will have a 10% penalty for any needed make-up exams or quizzes.
- Definitions
  - Tardy is defined as anytime later than the designated start time.
  - Absence is defined as missing any more than 15 minutes of class.

### **Administrative Actions Yuba College Veterinary Technology Program Orientation**

- Tardiness or absence will result in an ineligibility to enter the program.

### **Administrative Actions Tardy or Absence for Classroom, Laboratory, and Clinical Experiences**

- 1st time verbal or written warning
  - Faculty will provide the student with a copy of the verbal warning.
- 2nd time Contract, meet with Program Director or their designee and faculty within 3 business days of 2<sup>nd</sup> tardy/absence date

- At this point, the student will be placed on a contract: the contract will state that if they are tardy/absent another day, then student will be dismissed from the program.
- Students will have a 10% penalty for any needed make-up exams or quizzes.
- 3rd the student will be dismissed (Drop/Withdrawal/Departure) from the program (See handbook policy for readmission.)

### **Completion of Missed Laboratories Due to Absence**

- If a student is absent from any learning activity, they are responsible for completing missed work at the faculty's discretion.
- Due to lack of practice in veterinary technology skill sets, students absent from laboratory experiences may not be permitted to participate in certain clinical activities for safety reasons.
- It is the veterinary technology student's responsibility to discuss the details with the faculty related to clinical make up.
- Students may only make up clinical time with a designated faculty member.
- Make-up assignments and/or experiences will take place on a date and at a time when a faculty member is available to provide appropriate supervision.
- Clinical make-up time will be scheduled by the instructor and could occur after the final examination due to faculty availability.
- The clinical make-up plan and any needed remediation is determined by the faculty based on the student's ability to meet objectives.
- Clinical make up assignments can include:
  - Case studies
  - Skills performance to demonstrate competency of semester-specific designated skills
  - Simulation experiences
  - Clinical rotations- note that due to limited clinical availability, there is a possibility that make up clinical rotations will not be available and missing these rotations could result in a student being unable to meet clinical objectives, and therefore fail the course.
- Any designated make up days that may be listed on clinical laboratory or clinical hours scheduling cannot be used for individual student make ups, as these days are set aside for programmatic needs.
- Failure of a student to complete their clinical make-up time will result in student failing the course.
- Any student who fails to make up theory time will receive an automatic failing grade for the nursing course.
- Absences that result in students not being able to meet course objectives will result in no credit or a failing course grade.

### **Facilities Guidelines**

- The following guidelines are developed for maintaining safety for students, staff, and faculty while using the facilities. These safety guidelines shall be adhered to by all concerned.
- Failure to adhere to these general guidelines may result in disciplinary action.
- Individuals will not enter the clinical or classroom setting when they have an impairment or illness that could be harmful or infectious to others.
- All facilities are locked always, unless occupied by faculty, staff, and/or students during class or scheduled practice.
- Facilities are reserved for enrolled veterinary technology students only. Students who are not enrolled in a Yuba College course are prohibited from using these facilities without the express permission of the Program Director.

## 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

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.
  - 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.

## 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 and/or nose.
  - 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 should 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.

### **Student Animals**

- With prior permission from instructors, well-behaved, 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.

## ***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.

## FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights concerning their education records, including the right to inspect their records, request an amendment of the documents that the student believes are inaccurate, and the right to control disclosures of their records, except to the extent that FERPA authorizes disclosures without consent. FERPA protects students' privacy; therefore, we cannot discuss other students' progress or information without written permission.

The veterinary technology program itself maintains students' records for three years after the date of graduation or departure from the program.

## ***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.

### **Impaired student**

- Yuba College is a drug-free campus. [AP3550 Drug Free Environment and Drug Prevention](#)
- Impairment may be a significant threat to the health and safety of users and people around them, may interfere with academic and clinical success, and can lead to personal, social, economic, and legal problems; the health and medical career programs and nursing advocates a philosophy of personal and professional responsibility to avoid the abuse of alcohol and other substances.
- Students must be emotionally and mentally healthy and free of any illegal drugs/alcohol in all classes, laboratories, and clinical rotations. Additionally, students may not be impaired by any prescribed medication while attending any school function. Impairment can affect academic and clinical performance, and the impaired student may be a danger to self and a grave danger to themselves and the patient in their care.
- If a student is exhibiting behavior that suggests impairment by alcohol, drugs, and/or emotional/mental disability, the instructors have the authority and responsibility to take immediate corrective action regarding the impaired student's conduct and performance while always maintaining confidentiality, will remove the student from patient care immediately and report to the clinic/hospital staff, the removal of the student so that patient care can be maintained. If in a class or skills laboratory setting, the student will also be removed from the environment. The instructors will identify problem behaviors and physiological signs with the student and allow the student an opportunity to explain the behavior and provide additional relevant information.
- If the student's behavior indicates impairment, the faculty in charge will take the following steps in consultation with semester-level full-time faculty members and the director of their respective program:

- Require blood and/or urine testing in an approved lab immediately at the student's expense. Refusal to provide a specimen when requested will result in immediate dismissal from the program without the opportunity for readmission.
- These labs are located in:
  - The Emergency Department at the assigned facility.
  - The closest approved lab (contact the front office).
  - In a facility without a lab on-site, the student will be sent by taxi (at student expense) to an approved lab.
- If deemed necessary, inform the student that they may not participate in program classes until an evaluation and treatment plan developed by a mental health professional is obtained. Refusal to obtain an evaluation, as required in this policy, results in dismissal from the program without readmission privileges.
- The Health and Medical Career Programs and Nursing front office or faculty will then notify the student's emergency contact person to take the student home after blood and/or urine testing has been completed.
- The incident will be documented by the instructor on a Clinical Contract.
- The instructor will inform the student, before leaving the facility, that they may not return to veterinary technology classes or clinical until they have met with the director of their program as soon as possible to:
- Review the incident, including the documentation of behaviors, signs, and symptoms of impairment exhibited by the student necessitating action.
- Provide students with the opportunity to offer further explanation and additional relevant information.
- Review results of student drug screen and/or evaluation by an advanced practice practitioner.
- Review with the student the impairment policy and potential academic/clinical consequences.
- If positive for drugs or alcohol, the student will be expelled from the Veterinary technology Program with no rights to readmission. If the student has a valid prescription and tests positive, the student will follow the clinical facility's policy for a positive drug screen but may be eligible for readmission.

## ***Academics***

### **Course Sequence**

- Face-to-face courses listed must be completed in sequence, in the indicated semester with a grade of “C” or better.
- Courses are designed to be taken in order, but some online courses may—at the student’s discretion—be taken before or after completion of face-to-face courses.
- Online courses include the following:
  - VETT 7: Current Topics in Veterinary Technology,
  - VETT 12: Introduction to Veterinary Medical Math, and
  - VETT 55: Veterinary Medical Terminology.
- 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: Professional Development (Name Currently Being Revised) (3 units). Introduction for the first year Veterinary Technology student to veterinary practice management, workplace safety, shelter medicine, zoonoses, professional development, grief counseling and euthanasia, and ethics in veterinary medicine.
- 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: Small Animal Medical Nursing (3 units). Includes the study of physiology and pathophysiology of body systems such as skeletal, muscular, integumentary, special sense organs, circulatory and digestive, with hands-on labs associated with each body system.
- VETT 2A: 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.

- 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 5A: Veterinary Technology Internship (2 units). First of four 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.

### ***Summer, Third Semester***

- VETT 5B: Veterinary Technology Internship (2 units). Second of four 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 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 5C: Veterinary Technology Internship (2 units). Third of four 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 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 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 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 5D: Veterinary Technology Internship (2 units). Fourth of four 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 10: Exotic and Wildlife Animal Medicine (2 units). Introduction to exotic and wildlife animal medicine. Appropriate methods of animal handling, restraint, management practices, husbandry, nursing, care and observation of avian, small mammal, and reptile species will be emphasized.
- 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 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 if they are being offered, the student take these courses as part of the Certificate in Veterinary Assisting and Animal Care.

- VETT 52: Human Animal Bond (3 units). Using both anthropological and sociological perspectives, the course explores the unique social relationship humans share with other animals. Students explore the mutual impact humans and animals have on each other over time and across cultures. Learners will critically evaluate the social construction of attitudes towards animals and how these values influence human-nonhuman animal interactions
- 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 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.

## 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 nursing and radiology technology programs at Yuba College use the same standard, as have most veterinary technology programs nationally.
- 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, beginning with VETT 5A in spring of the first year.

- Internships are intended to build off fundamental material learned the previous semester. Student must pass courses each semester to proceed to the next internship.
- 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.
- 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. 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, certified lab technician, or wildlife technician).
- 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.
- Likewise, most internship sites are open Monday through Friday. Students should arrange their schedules to be free during Monday through Friday. It is not realistic to expect an internship site to accommodate a student on a Saturday.
- 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 or the site asking the student to be removed from the site (See below).
- 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. In other words, being dismissed from an internship site can result in a one- or two-semester delay of student formally graduating from program and sitting for the national exam.
  5. Exceptions can be made to this only in extraordinary circumstances such that the VETT 5 Clinical Instructor and Program Director agree that student is likely to be successful the same or next semester.
  6. 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 (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.
    - If a student is not successful in the first semester of the program, the student is not guaranteed a space in a course for the purpose of repeating that course and progressing in the program. Students must re-apply to the program.
    - If a student is not successful in the second or subsequent semesters of the program, the student is not guaranteed a space in a course for the purpose of repeating that course and progressing in the program. If there is space, student can be re-admitted. Please note that this policy is currently under review and may be modified to more closely match the policies of the Yuba College Nursing Program.
    - If more than one year has elapsed, students must start the program from the first semester again, auditing any courses they may have already passed.
    - 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.
- Leave of absences will be granted for medical, military, family emergency, and personal/financial reasons. Students must be in good academic standing (e.g., grades must be C or better). The Leave of Absence/Withdrawal form is available from the Program Director.
  - In some cases, documentation (e.g., "Call or Recall to Active Duty," or written medical documentation) may be required.
- If possible, students will be allowed to return to the Program without re-applying. Students may have to repeat drug testing and the background check at their own expense.
- In most cases, as with any student entering the program, a returning student is not guaranteed a space in a course or courses. In the event that class size is limited, criteria will be used (e.g., grade point average, military service) to determine entry.
- Exceptions would be students who must take leave of absence for military service, or medical

- reasons (including pregnancy), or caring for a family member.
- A maximum of two leave of absences may be granted during the program. Any additional leave of absences would be considered on a case-by case basis.
- A student considering a leave of absence should consult with the Financial Aid Officer as financial aid eligibility and loan deferments can be affected.
- Students must withdraw from classes. Grades of "W" for "Withdrawal" are recorded on the official academic record; these grades will be non-penalizing.
- 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.

### ***Injury/illness***

Injuries or illness that may interfere with patient or student safety are required to see a licensed advanced practice (Doctor, Nurse Practitioner, Physician Assistant) to obtain a medical release without limitations. If the student is unable to be released without limitations, *the student may need to* depart from the program. The student may request readmission per the readmission policy. A medical clearance is required upon readmission into the program.

To protect patients, peers, and others, you must not report to class or the clinical area if any sign of infectious illness is present. In addition, if the student receives an injury or develops an illness or condition that may endanger the student, the staff or patients, it will be necessary for the student to obtain medical clearance before they will be allowed in classes and/or the clinical area.

- 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.
- ZONOTIC 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 D: Risk Prevention, Animal Fights, Rabies Risk Assessment Steps, and Management of Bite Wounds and Post-Exposure Prophylaxis (Rabies PEP) for Veterinary Technology Students and Program Personnel
- 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.
- SAFETY DATA SHEET (SDS): Safety data 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 SDS for that chemical. Safety data sheets 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 Institutional Animal Care and Use Committee (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. Note: This policy may be changing in the 2025-2026 academic year.

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 CTE.
- Fourth, if unable to resolve your concern with the Director or Dean, please contact the appropriate Vice President. If the individual is unable to resolve the complaint with Program/institution officials, or believes that the concerns have not been properly addressed, or at any time, individual may file a complaint with the AVMA CVTEA, the governing body that accredits veterinary technology programs like Yuba College's. Before filing a complaint, please read the *Standard Protocol for Handling Complaints Directed at a Veterinary Technology Program*. You can read the protocol, and file the complaint, [here](#).

## ***Acknowledgements***

In creating this Handbook, the structure and guidelines from handbooks of the following colleges, programs, and state public health rabies risk assessments 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),
- Joliet College (Illinois),
- The California Department of Public Health, and
- The North Carolina Division of Public Health.

## **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 take a leave of absence. If the student is in good academic standing, they are guaranteed a spot in next year’s class.
    - 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 1972, 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 DSPS 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: 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.

## ***Appendix D: Aggressive Animal Policy; Risk Prevention and Animal Fights; Rabies Risk Assessment Steps; and Management of Bite Wounds and Post-Exposure Prophylaxis (Rabies PEP) for Veterinary Technology Students and Program Personnel***

### **Aggressive Animal Policy**

Handling animals for veterinary procedures includes inherent risks and concerns for human safety. There are, however, additional concerns for the safety of students who may not yet have developed proficiency in safe animal handling practices. Therefore, it is the general policy that students should not directly participate in handling animals that exhibit aggressive or threatening behaviors.

Aggressive behaviors in dogs include lunging, snapping, and biting. Threatening behaviors include freezing, stiffening, staring, snarling, or growling.

Cats' aggressive behaviors include biting and scratching. Threatening behaviors include crouching with ears back, baring teeth, and hissing.

Due their size, horses are potentially dangerous even if not aggressive, but simply untrained or fearful. Horses that stomp their feet, fidget, pull against the lead rope, or attempt to bolt should not be handled by students. However, when sedated by Yub College veterinary staff, such horses may become tractable and suitable for handling. Actual aggressive behavior in horses (biting, kicking, rearing, striking) will result in students immediately exiting the area, and the horse being dismissed from the lab.

Likewise, farm animals (bovine, caprine, ovine, porcine, and camelids) are also potentially dangerous even if not aggressive. Only tractable farm animals will be used in teaching labs. Cattle are handled with mechanical chutes or stanchions as a requirement by the AVMA. The movement of cattle through corrals and into cattle chutes will be performed by students as a group only under direct faculty supervision.

### **Student- and Employee-Owned Animals Utilized for Labs**

Aggressive animals should not be brought to or used by Yuba College for any kind of lab or hands-on training. This includes animals having a history of aggression or those that are unpredictable, fearful or anxious. Yuba College has the right to require the animal to leave campus immediately.

### **Spay/Neuter Patients**

Our animal shelter partners (Sutter Animal Services Authority and Northwest SPCA) perform temperament assessment upon arrival to their shelter. Therefore, the animals that are delivered to Yuba College to be spayed/neutered are generally non-aggressive.

If at any time an animal begins to show signs of aggression, students are instructed to leave the animal in its cage. The animal will be evaluated and handled by Yuba College veterinary staff and if deemed too aggressive will be picked up by an animal shelter employee.

If the decision is made to continue with spaying or neutering, a sign will be placed on the cage stating,

“Animal to be Handled by Yuba College Veterinary Staff Only.” Yuba College veterinary staff will perform appropriate and humane restraint and/or muzzling. In addition, the animal may be tranquilized by Yuba College veterinary staff to decrease stress to the animal and aid in restraint and handling. Fear Free Handling will be implemented as much as possible while still keeping students and faculty safe.

## Vaccination Clinics

If a patient presenting for vaccinations is deemed to be aggressive, Yuba College veterinary staff have to right to turn those patients away. If after evaluation by Yuba College veterinary staff the decision to continue with vaccination is made, Yuba College veterinary staff only will handle those animal.

## Trap-Neuter-Release (TNR) Events on the Yuba College Campus

On occasion, the Yuba College Veterinary Technology Program assists the college and community by facilitating a TNR event for feral cats on campus. Feral cats will be properly and safely restrained in their traps, and students may administer intramuscular anesthetic. Only after patient is unconscious will staff and students work with feral cat.

## Risk Prevention and Animal Fights

- Take all necessary measures to prevent animal-related injuries.
- Please see section on "Rabies" in the handbook for preventive measures taken by the Yuba College Veterinary Technology Program to prevent animal-related injuries. Other measures include:
  - Acquisition of safe and effective restraint techniques by students is verified by program personnel before students are allowed to restrain.
  - Owners are not to restrain animals, and
  - Physical restraints, bite-resistant gloves, muzzles, and sedation or anesthesia are used 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.
- In addition, certain actions are unique and recommended for certain species and events (such as an animal fighting with another animal).
- 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.
- Remain alert for changes in any patients' behavior, and when working with large animals have an escape route in mind at all times.

## Rabies Risk Assessment Steps, and Management of Bite Wounds and Post-Exposure Prophylaxis (PEP)

- When a person has been exposed to a potentially rabid animal, the exposing animal should be held or (if necessary) captured by Animal Control and confined for observation (dog, cat, ferret or livestock) or euthanized and submitted for testing (wild animals and other animals assessed as high-risk) *without delay*.
- If the animal is not available (lost to follow-up), a prompt risk assessment should be conducted by a healthcare provider to determine whether rabies post-exposure prophylaxis is needed. **If indicated, rabies PEP should begin without delay.**
- Outline of Risk Assessment and Treatment Steps
  - Step 1: WASH. Immediately wash wounds/exposed areas with soap and clean running water for 15 minutes.
  - Step 2: CONFINE and DOCUMENT.
    - Confine the animal, if possible, for observation. (If appropriate, call local animal control.)
  - Step 3: REPORT and ASSESS.
    - Report exposure and circumstances to local health provider.
    - Assess whether an exposure occurred; risk level; need for rabies PEP.
      - This will be done by healthcare provider. General guidelines are provided below but healthcare provider's guidelines supersede those provided.
  - Detailed steps follow below.
- Step 1: WASH.
  - Immediately direct the person who has been bitten to medical attention.
    - As necessary, apply pressure to stop bleeding.
    - Wash wounds thoroughly with plenty of soap and warm water. Run water over the wound for 15 minutes to make sure it is clean and all soap is rinsed out.
    - After a thorough wash and rinse, apply an antiseptic solution, such as dilute chlorhexidine in saline or other disinfectant.
    - 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.
- Step 2: CONFINE and DOCUMENT.
  - 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."
    - Isolate the caged animal.
    - No one is to handle this animal except program personnel who are specifically authorized to do so.
  - Determine and clearly document the incident in the animal's paperwork, including:
    - The date and time of the bite,
    - The identity of the person who was bitten,
    - The rabies vaccination status of the person who was bitten,
    - The rabies vaccination status of the animal involved,
    - The identity of people who witnessed the bite,
    - Any special circumstances associated with the bite,
    - The identity of the owner of the animal,
    - The time/date of notification of the owner.

- Step 3: REPORT and ASSESS.
  - Make proper notifications.
    - If the bite occurred at the Clinical Site, notify the Supervisor or Office manager immediately.
    - Notify the Program Director of the Yuba College Veterinary Technology program
      - Student will need to fill out student injury report form.
  - The following is provided as general guidelines for assessment. Healthcare provider's guidelines supersede any provided here. In addition, once a bite has occurred, options (such as euthanasia, movement, or return of an animal to its owner) are subject by state and local laws and regulations.
    - Dogs, cats and ferrets should be safely secured immediately. If the animal appears normal and healthy, regardless of vaccination status, local animal control should place it in a 10-day confinement for observation.
      - If the dog or cat is captured and confined, and current rabies vaccination is verified, and remains normal and healthy for the entire 10-day confinement period (240 hours from day and time of exposure), then PEP is not necessary.
        - If the dog or cat develops behavior changes or sickens with signs consistent with rabies as assessed by a veterinarian, or dies during the 10-day confinement it shall be submitted to the State Laboratory of Public Health for rabies testing (§ 130A-199). The victim should begin PEP without delay.
      - If the dog or cat is captured and the owner cannot be identified within 72 hours of the event (if current rabies vaccination cannot be verified), the local health director may authorize the animal be euthanized, and the head of the animal shall be immediately sent to the State Laboratory of Public Health for rabies testing. If the rabies test is reported as anything other than negative, begin PEP.
      - If the dog or cat cannot be located and captured within 72 hours, the victim should consult with healthcare provider for rabies PEP. A healthcare provider should be consulted for wound care, determining the need for tetanus and antibiotics immediately after animal bites and scratches.
      - Wild and Exotic Mammals: If the victim was bitten by a wild or exotic mammal that is assessed as high-risk for rabies transmission (see below), the animal should be euthanized and tested as soon as possible.
        - The length of time from virus shedding to onset of clinical signs is not known in wild and exotic animals; therefore a confinement period is unacceptable.
        - If a negative rabies lab result is not reported within 48 hours of exposure, then post-exposure prophylaxis (PEP) should begin without delay.
        - HIGH RISK wild/stray/feral animals are vector species most likely to be infected with and transmit rabies:
          - Raccoon, fox (red and grey), skunk, bobcat, coyote, woodchuck (groundhog), beaver, and other large carnivores;
          - Bats (all species);
          - Wolf hybrids;
          - Stray or feral cats and dogs.
        - LOW RISK animals are unlikely to be infected with rabies unless there are other risk factors (abnormal behavior and/or clinical signs

consistent with rabies, sudden death, unprovoked attack, signs of previous bite wounds, etc.).

- Please note also that the animals below are considered low-risk only if born and maintained in captivity their entire lives and free from exposure to high-risk rabies vectors.
  - Squirrels, rats, mice, voles, moles, chipmunks, hamsters, guinea pigs,
  - Lagomorphs (rabbits and hares),
  - Note that opossums are not as susceptible to rabies as wild high-risk species. However, risk level should be assessed on a case-by-case basis.
- Other LOW RISK animals are domestic animals (dog, cat, livestock, and horses). These are required to be confined as above (10 days for dogs and cats, 15 days for livestock).
  - NO-RISK animals do not directly transmit rabies. No confinement or testing is necessary. Rabies PEP is not indicated.
    - Reptiles (e.g., lizards and snakes),
    - Amphibians (e.g., frogs),
    - Fish,
    - Insects.