

CT STATE **COMMUNITY COLLEGE**

VETERINARY TECHNOLOGY

**Northwestern Campus Student Handbook
2024 - 2025**

Veterinary Technician's Oath

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

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

Table of Contents	
GENERAL PROGRAM INFORMATION	
Introduction	3
Accreditation	3
Admissions	3
Student Learning Outcomes	3
Credentiailling of Veterinary Technicians	3
Diversity, Equity and Inclusion (DEI) Statement	4
Academic Advisement	4
Program Costs, Fees, and Required Supplies	4
Statement on Student Employment	5
PROGRAM STANDARDS	
Physical and Attitudinal Standards	5
Behavioral Standards	6
Clinical Competency Standards	7
Program Animal Care and Use	7
Social Media and Personal Electronic Devices	9
Appropriate Dress	9
Attendance	10
School Closings and Inclement Weather	10
Transportation and Parking	10
Externships	11
Facility Use	11
HEALTH AND SAFETY REQUIREMENTS	
Health Requirements	12
General Safety Concerns	13
Hazardous Waste	13
Incident and Injury Reporting	13
Safety Concerns related to Pregnancy	14
Safety Concerns related to Working with Animals	15
PROGRAM PROGRESSION	
Program Progression Requirements	18
Program Dismissal, Readmission, and Transfer	19
APPENDICES	
Appendix A: Program of Study	20
Appendix B: Physical and Attitudinal Standards	22
Appendix C: Audio/Audiovideo Recording/Photographing Agreement	23
Appendix D: Animal Care and Use Complaint Form	26
Appendix E: Rabies Immunity Status Form	27
Appendix F: Health Assessment Form and Statement of Release	28
Appendix G: Pregnancy Statement of Responsibility Signature Page and Physician Visit Checklist for Pregnancy	30
Appendix H: Dangerous Animals and Zoonosis Waiver	32
Appendix I: VTP Handbook Acknowledgement of Receipt and Agreement to Comply	33

INTRODUCTION

Welcome to the Veterinary Technology Program (VTP) at CT State Community College at College! You have chosen a challenging and yet rewarding field; a field that will offer you endless opportunities for growth, learning, and satisfaction. We appreciate and recognize the importance of the Certified Veterinary Technician (CVT), as they are invaluable members of the Veterinary Health Care Team. Our intent here at CT STATE NORTHWESTERN is to provide you with a balance of academics in both the classroom and the laboratory, allowing you to achieve a high degree of knowledge and hands-on skills.

After successful completion of the VTP curriculum, you will receive an Associate in Science Degree in Veterinary Technology. Upon graduation, you will be prepared to join the profession as a trained, skilled technician, and you will be prepared to sit for the Veterinary Technician National Exam (VTNE). Graduates may choose to work in private practice, industry, government, or educational institutions.

Following review of this Handbook, students must submit the online form titled "VTP Handbook - Acknowledgment of Receipt and Agreement to Comply" by the date requested (the link to submit this form will be provided to all incoming students). And additional copy of the form is included as a part of the handbook for your records.

GENERAL PROGRAM INFORMATION

Accreditation

The Veterinary Technology Program (VTP at Northwestern is fully accredited by the American Veterinary Medical Association - Committee on Veterinary Technology Education and Activities (AVMA-CVTEA), and graduates of this program are eligible to sit for the Veterinary Technology National Exam (VTNE).

Program Admissions

The VTP at Northwestern is a Selective Admissions Program, and applications are accepted each spring for entry the following fall. Interested students should refer to the application materials available on the program website for prerequisite requirements and application procedures. Students meeting prerequisites are not guaranteed admission.

VTP Student Learning Outcomes

The Program of Study for the Veterinary Technology Program can be found in *Appendix A*. Upon successful completion of all program requirements, graduates should be able to:

1. Demonstrate a solid understanding of the wide variety of knowledge needed within the career, including anatomy and physiology, laboratory procedures, medical and surgical nursing skills, and clinical pathology.
2. Demonstrate the entry-level skills and the knowledge applicable for a wide variety of careers, including employment at veterinary clinics, zoos, wildlife rehabilitation centers, research facilities, pharmaceutical sales, as well as drug and feed manufacturing companies.
3. Sit for the Veterinary Technician National Examination.
4. Demonstrate analytical problem-solving and decision-making skills applicable to the role of the veterinary technician in the field of animal health care.

Credentialing of Veterinary Technicians

Students who receive an Associate of Science Degree in Veterinary Technology from CT STATE NORTHWESTERN are qualified to sit for the Veterinary Technician National Exam (VTNE). The VTNE is used to evaluate entry-level veterinary technicians' competency to practice and to be credentialed.

Veterinary technician credentialing is currently optional (i.e., not legally required) in the State of Connecticut. However, credentialing is legally required for veterinary technicians in the majority of states in the USA, as well as Canada. Because the VTNE is used as a part of either required or voluntary credentialing in all US states or territories (including CT), CT STATE NORTHWESTERN **strongly** encourages its Veterinary Technology graduates to sit for the VTNE soon after graduation. Obtaining a passing score on the VTNE gives graduates the flexibility to obtain voluntary credentialing within CT, as well as future certification and employment in other states besides CT.

Students seeking more information regarding the national board exam and veterinary technician credentialing should visit www.navta.net.

Diversity, Equity and Inclusion (DEI) Statement

The VTP at CT STATE NORTHWESTERN strives to provide a learning environment that encourages diversity, and supports equitability and inclusion among students, faculty and staff. The VTP at CT STATE NORTHWESTERN abides by the CT State Community College Statement on Equity:

The CSCU system commits to bold and disruptive change by actively identifying, naming, and dismantling structural racism, systemic poverty, and other barriers; establishing equitable and anti-racist policies and practices; and empowering students, faculty, staff, and administrators to advance racial, social, and economic justice. Our core collective responsibility is to continuously assess practices and policies and transform the world we live in by eliminating inequities.

Academic Planning and Advisement

Students enrolled in the VTP complete the Program of Study outlined in Appendix A. Students are assigned two advisors: a Faculty advisor and a Guided Pathways Advisor. These two advisors work as a team to support students.

The faculty advisor is a member of the VTP faculty who establishes and adjusts an academic plan for the student during their progression through the VTP. Students should refer to this plan when registering for classes each semester, as course sequence is largely fixed. The faculty advisor can also assist the student in developing strategies for success within the program, and in the profession as a whole.

The Guided Pathways Advisor is there to assist and support the student in regards to all other areas, including course registration and general academic planning, and can connect students with appropriate resources for addressing non-programmatic issues when needed.

Program Costs, Fees, and Required Supplies: (subject to change)

Current detailed tuition rates are available at <http://www.ct.edu/admission/tuition>.

VTP students do incur additional fees, including a Level 2 Clinical Program Fee that is assessed each semester to cover costs related to clinical supplies and equipment.

As of the fall semester of 2024, the estimated tuition cost for an in-state student to complete the program in 2 years is approximately \$16,000 (including the prerequisites, summer courses and additional school and Program fees). Total costs will be higher for part-time students, out-of-state students, or for those that need to repeat courses.

In addition, students should expect a cost of approximately \$1,300 - \$1400 for textbooks, scrubs, and other supplies over the course of the program. It is recommended that students purchase and keep their textbooks (as opposed to renting them or selling them back to a bookstore after course completion), as many of them will be used in multiple courses and will provide good references for the duration of your career. *Principles and Practice of Veterinary Technology* by M. Sirois, in particular, is a text that will be used in multiple semesters, and so purchasing is highly advised. Students are required to purchase and wear scrubs for their labs beginning in the first semester (any color is permitted). In the first semester, one pair of scrubs should suffice for most students; beginning in the second semester, full-time students will require several pairs of scrubs, and from this point on a stethoscope, while not required, is highly recommended. The Littman Cardio II is a reasonably priced, good quality stethoscope that is recommended for VTP students.

The cost of the required health physical and rabies vaccination is estimated at \$1,100, although this price can fluctuate. The rabies vaccinations cost approximately \$4-500 per dose and two doses are required to complete the pre-exposure series. Students are encouraged to check with their personal health insurance provider to determine if the health physical and rabies vaccination expenses qualify for insurance coverage due to Occupational Risk, when enrolled in a veterinary technology program.

Statement on Student Employment

Balancing employment with the demands of the VTP is very difficult for full-time students. Due to the rigorous academic and clinical curriculum, students are strongly urged to limit work hours to a maximum of 15 hours per week when carrying a full credit load during the semester.

Veterinary Technology courses are academically demanding and are expected to require 2-3 hours of study a week for every credit hour taken. Students who work more than 15 hours per week could jeopardize their successful completion of the program (see Program Progression Requirements, later in this Handbook).

In addition, during semesters 2 and 3, full-time students will be on campus for four full days per week, and classroom, laboratory and clinical expectations and schedules will not be altered to accommodate student employment. Students who do need to work should consider employment allowing evening and weekend hours.

PROGRAM STANDARDS

Physical and Attitudinal Standards

The Standards provided in *Appendix B* reflect a sample of performance abilities and characteristics necessary to successfully complete the requirements of the VTP program; these standards are not admission requirements. The student is responsible for notifying the Program Coordinator and Disability Services Coordinator of conditions that may impact the student's ability to meet the Technical Standards.

CT State Community Colleges provide reasonable accommodations to students who qualify under the Americans with Disability Act (ADA) of 1990 and the ADA Amendments Act (ADAAA) of 2008. A reasonable accommodation is a modification or adjustment to an instructional activity, equipment, facility, program or service that enables a qualified student with a disability to have an equal opportunity to fulfill the requirements necessary for completing the VTP.

Reasonableness is determined by the Disabilities Services Coordinator in collaboration with the VTP Program Coordinator at CT STATE NORTHWESTERN on a case-by case basis.

To be eligible for accommodations, a student must have a documented disability of:

1. A physical or mental impairment that substantially limits one or more major life activities of such individual;
2. A record of such impairment; or,
3. Be regarded as having such a condition.

Clinical Behavioral Standards

The field of Veterinary Technology is a profession requiring a high standard of professional conduct. As such, knowledge of and adherence to a professional standard of behavior is an integral part of the Veterinary Technology curriculum. Our program requires that all students behave according to the VTP Behavioral Standards when on school premises or clinical sites. Violations of these standards may result in penalties ranging from dismissal from lab to expulsion from the program of study, depending on the nature of the offense.

Students are expected, and required, to behave in a manner that a.) is conducive to the safety of patients, students, faculty and staff, b.) allows for a productive educational environment for other students, and c.) upholds the medical ethical standards of the profession. This is particularly important in live patient labs, as students work with patients and are dependent upon one another to safely and effectively complete their required skills.

Students must:

- Arrive on-time, properly attired, and able to function to the standards set forth by the required curriculum.
- Demonstrate evidence of preparation to provide responsible, safe patient care
- Take initiative to maintain patient, student and faculty/staff safety
- Be respectful and professional in all communications with faculty, staff, students, and client
- Seek direction from instructors/EA's when appropriate
- Promptly integrate and apply instructor feedback related to performance
-
- Maintain a calm environment that allows for the safe and low-stress handling of live animals.
 - Depending on the species and temperaments of the patients involved, this may include speaking in a low voice, minimizing speaking beyond what is necessary, avoiding excessive and sudden movements and sounds, and working in a calm and efficient manner. Instructors will provide guidance and feedback where needed, and students must incorporate this feedback promptly, or they may be dismissed from the lab.
- Only perform medical procedures and skills that are approved and supervised by an instructor/EA
- Notify an instructor/EA immediately upon the recognition that a medical error has occurred
- **Results of not meeting Behavioral Standards:**
In the event that a student's behavior, threatens or disrupts the clinical learning experience, or the safety of students, staff or patients:
 - The first documented violation will result in a verbal warning and written documentation of the incident.
 - Repeat documentation will result in the student being dismissed from lab (which will count as an absence).
 - The student will be placed on a Clinical Warning and referred to the Program Coordinator for follow-up action and next steps.
 - Serious safety or ethical violations may result in the student being immediately dismissed from the lab, the course or program.

Students are required to notify the Program Coordinator or course instructor if they are aware of another student violating professional standards. Failure to notify program faculty may result in penalties ranging from a failing grade to expulsion from the program.

Students in the VTP are also held to the [Board of Regents \(BOR\)/CSCU Student Code of Conduct](#), and any student found to be in violation of these standards may also be subject to disciplinary action up to and including dismissal from the VTP.

Clinical Competency Standards

Students within the VTP must demonstrate competency in over three hundred accreditor-designated tasks or skills. Competency in Knowledge-based skills may be demonstrated through course syllabus requirements, such as final exams and/or final projects. These requirements are clearly listed in the syllabus for each course.

In addition, students must demonstrate competency in Hands-on skills during clinical labs.

The skills required for each course, along with the standards to which each skill must be performed in order to be declared competent, are listed within Salthouse. All students are given login instructions for Salthouse when they begin their first VTP lab.

The instructors, in conjunction with the lab EA's, are responsible for determining whether a student has met the standards and can be "passed" for a particular skill. In addition to performing a skill properly, students must also be able to perform skills within a reasonable span of time, as appropriate for the setting and the particular course level.

Many skills are required to be demonstrated on live patients. However, prior to practicing or performing a skill on live patients, students must demonstrate an acceptable level of preparation. Depending on the skills involved, "acceptable preparation" may involve the ability to orally demonstrate an understanding of the task, or a demonstration of competency on mannequins or models. The course instructors and EA's are responsible for determining whether a student has met the requirements for working with live patients, and also may determine based on unsafe or incompetent student performance that a student must cease working with live patients and complete further training prior to the resumption of patient activities.

Students who do not arrive demonstrating adequate preparation to work with live patients, who fail to adequately improve to the point that they are allowed to complete skills on live patients, and/or fail to progress to the point that they can complete skills in a reasonable span of time, will be unable to pass the lab course.

Program Animal Care and Use

During your time here at CT STATE NORTHWESTERN, you will be entrusted with the care and feeding of our program animals, as well as the medical care of the shelter- and client-owned animals presented to us for wellness visits and spay/neuter procedures. Strict guidelines are in place to ensure that the safety and well-being of patients, students, and faculty are maintained. These include adherence to the Professional Conduct Standards and specific guidelines designed to minimize stress placed on animals used in the program.

Institutional Care and Use Committee (IACUC)

All programs in Veterinary Technology are required to have an Institutional Animal Care and Use Committee that oversees the care and use of animals used in the educational process of teaching students. This Committee reviews how many animals will be used in the process and how many times a student can practice an essential skill on any animal. Protocols are approved for each of the skills taught in each course, and instructors structure the teaching of skills

accordingly. Students must comply with instructor guidance on when skills may and may not be performed on live patients. Failure to do so will be considered breach of the Standards of Professional Conduct for students.

Non-compliance with Proper Animal Care Procedures

If any individual is aware of potential violations of the existing animal care and use regulations or observes misuse or mistreatment of animals, they are encouraged to discuss their concerns in person, and report as necessary in accordance with CT STATE NORTHWESTERN Whistleblower Policy.

1. If possible, the complainant should first seek more information by discussing the concerns noted in the Form with the course instructor to clarify that there is no perception error.
2. The complainant should complete an CT STATE NORTHWESTERN, Veterinary Technology Animal Care and Use Complaint Form (*Appendix D*).
3. The IACUC will review any allegations. The committee may designate an investigative subcommittee to investigate allegations and report any findings back to the IACUC. Investigations will be conducted carefully and discreetly.

The Veterinary Technology Program will not tolerate retaliation toward or harassment of any individuals who report actual or possible violations and will protect through anonymity the positions and reputations of those persons who in good faith make allegations of animal welfare violations. The complete CT STATE NORTHWESTERN Whistleblower Policy is posted outside the Program Technician and Program Coordinator offices and can also be obtained by contacting any Veterinary Technology Program personnel.

Animal Donation, Adoption, and Services

The VTP is unable to accept student or faculty pets, or strays, for donation. Program animals are obtained following specific USDA protocols and receive all vaccinations and preventive care while here at CT STATE NORTHWESTERN. The humane treatment and care of all animals here on campus is the responsibility of the students and the staff. Any student caught inhumanely treating animals here on campus may incur penalties ranging from a failing grade to expulsion from the program, depending on the nature of the offense.

Some program animals may be available for adoption; please see the Program Coordinator to discuss the adoption of a program animal. Adoptions must be approved by the college's Institutional Animal Care and Use Committee (IACUC).

Veterinary services and supplies are not available to any animals other than program animals or those participating in student labs. While we would love to assist students in the care of their pets, we are simply not funded or provided with sufficient supplies to do so.

Students may only bring animals to class as required by the instructor, and the following rules apply:

1. Animals must be restrained (leashed or crated) at all times.
2. No student animal is to be left overnight without express permission of the Instructor.
3. The instructor has the right to refuse any animal for any activity in any class if they feel it is unsafe for the students or the animal.
4. Proof of current Rabies vaccination is required if the pet is a species that is typically vaccinated for Rabies.
5. Consent form is signed and on record (available from Sherry Keeley, Program Technician)

Animals obtained for class and lab use arrive with unknown histories and frequently have problems that could be transmitted to other animals on the premises; students that obtain permission to bring a pet to class and/or lab must be aware of the possibility that their pets may be exposed to such diseases, parasites, etc. Should this happen, students will be responsible for obtaining veterinary care (and for the related charges) elsewhere for their pets. Students

permitted to bring their own animals to class are responsible for their care while here and for cleaning up after them. Failure to do either will result in a ban of that student's animals from the building.

Students shall not remove any animals (program or otherwise owned), state property, teaching materials, drugs, equipment or supplies from the immediate work area in which they are utilized, except by instructor permission. Students involved in such removal may be immediately dropped from the program and not granted re-entry. In addition, removal of USDA and program owned animals is considered a **federal offense** and is subject to imprisonment and/or fines.

Social Media and Personal Electronic Devices

Selected portions of the VTP curriculum are taught, reinforced, or reviewed using educational software or online learning programs. Students are required to adhere to copyright policies when using these resources.

Use of personal electronic devices for making calls or text messaging is not permitted during class, lab, or clinical settings. Devices must be set to off or vibrate if brought to class, lab or clinical sites, if permitted. Disrupting other students, faculty or staff with electronic devices will subject them to disciplinary action per college policy. In addition, some clinical sites do not allow personal electronic devices to be used during working hours; students must abide by the policies of the clinical agency.

VTP students are reminded that posts to any social networking or social medical site must reflect the same behavioral standards of privacy, honesty, respect, and professionalism that are expected in college and in clinical environments. Information related to patients, clients, or clinical experiences on campus, or at clinical sites, must not be posted on social media.

A copy of the Program's Audio/Audiovideo Recording/Photography Agreement can be found in *Appendix C*.

Finally, the VTP will occasionally record and share our class activities for educational purposes, community outreach, and publish our progress through newsletters, newspapers, blogs, and other venues. All images and recordings will be accorded the same respect, responsibility and professionalism that the program asks of its students when sharing materials with each other and the public, especially through social media. If you have concerns about your privacy and how the material will be used, you are encouraged to discuss them with the Program Coordinator.

Appropriate Dress

The following dress code is required or recommended for all veterinary labs, both on campus and at clinical sites: For some labs, additional, more specific requirements may be listed in the syllabus. Failure to adhere to the dress code may lead to students being dismissed from labs and receiving penalties for lab absence.

REQUIRED:

- Scrub shirt and scrub pants
- Close-toed shoes. No sandals, no high-heels, no opened-toes, no clogs, etc.
- Minimal jewelry and no dangling or hoop-type earrings or piercings
- No rings, bracelets, exposed wristwatches, exposed necklaces or exposed facial piercings in surgery
- Hair should be neat and maintained up and away from the face
- Facial hair should be neat, clean and well-trimmed
- Fingernails should be clean and trimmed. Artificial nails are not allowed in surgery, and will not be allowed in other clinical labs if they interfere with clinical tasks.

- No perfume, cologne, aftershave or heavy fragrance should be worn.
- Personal hygiene practices should ensure the lack of body odor.

For all field trips involving Large Animals, long pants are REQUIRED and coveralls and rubber washable boots are RECOMMENDED.

Clinical sites may have more specific dress codes, and students must abide by the policies of the clinical agency.

We **strongly** recommend that you always have a change of clothing on the days that you have a veterinary lab (a locker is provided for that purpose). Should you get soiled or handle patients with transmissible disease during your lab, you will be able to change clothes before attending another class or before exposing your own pets at home or work.

Attendance

Attendance at classroom, laboratory and externship experiences is required to meet course and program student learning outcomes. Excessive absences may result in the inability to meet course outcomes, and consequently course failure. Students are expected to attend all required laboratory and clinical experiences.

- If a student is unable to attend a lab session due to an extenuating circumstance, the student must notify the course instructor per course instructions.
- If a student is unable to attend an externship shift due to an extenuating circumstance, the student must notify the supervisor at the externship per course instructions.

The VTP has a limited ability to provide opportunities for students to make up lab and clinical experiences, particularly those involving patients. Faculty will make a reasonable attempt to provide make-up opportunities for required experiences, but cannot guarantee that it will always be possible to do so.

Faculty will assess laboratory and externship attendance in relation to students' progress in meeting course learning outcomes. If a student is unable to meet learning outcomes due to absenteeism, the student will receive a failing grade in the course.

School Closing and Inclement Weather

If snow or icy driving conditions cause the postponement or cancellation of classes, announcements will be posted on the College's website at www.nwcc.edu. Students should also sign up to receive a text message in the event of a college closure via the myCommNet Alert system.

Students are recommended to use their own judgment, if classes are not delayed or cancelled, whether it is safe to travel from their location, and students who are not able to attend for these reasons must notify the instructor prior to class or lab if at all possible. *It will be the responsibility of the students to obtain any missed information and to make up any missed assignments.*

Externship sites are not subject to the same closings and delays as the school. Students are also recommended to use their own judgment whether it is safe to travel to and from their externship site, and are responsible for communicating with the site regarding their plans during inclement weather.

Transportation and Parking

On-campus instruction in the VTP occurs at Joyner Health Sciences Center (JHSC). Ample parking is available for all students in the lot adjacent to the building.

The VTP also includes primary instruction sites located throughout the state, and attendance at those sites is required. In addition, as a part of the program students must complete two externships, totaling 330 hours, at off-site locations.

Students are responsible for their own transportation to and from off-campus primary instruction sites and externship sites. Course schedules, distributed at the start of the semester, will list any off-campus primary instruction sites, to allow students to plan accordingly.

The College and the CT STATE NORTHWESTERN are not responsible for parking or towing expenses or injury to property sustained at an off-site facility.

Externships

Students complete two externships while enrolled in the CT STATE NORTHWESTERN Veterinary Technology Program. These are planned work experiences with specifically designed educational opportunities for each student. Students are expected to take an active role in securing an externship site. Although students receive guidance on how to select and secure a site, contracted facilities are not obligated to accept the students that contact them, and CT STATE NORTHWESTERN cannot guarantee that all students will be accepted by a contracted site.

If the student proposes a facility that is not currently under contract, the request for contractual arrangements must be made to the Program and Clinical Coordinator **at least 4-6 weeks prior to the start of class**. All sites are subject to program approval. Also, if a facility does not agree to the State of CT contract, completion of the externship credit at that facility will not be possible.

Students will receive more information about the process of selecting and securing externship sites during the semester prior to the first externship.

Student's progress during their externships will be monitored by phone calls, e-mails, visitations, evaluation progress reports, and/or other communication made by the externship's instructor. Students receive academic credit for these externships, and the VTP Behavioral Standards apply to off-campus activities at these clinical sites. Many veterinary hospitals and clinics require pre-employment drug tests and/or maintain a drug-free workplace in which employees undergo drug testing either randomly or with cause. Failure to abide by or follow the requirements of an externship site will affect the student's grade and may result in failing the course. For more information, see Grading and Requirements of Clinical Externships, later in this handbook.

Facility Use:

Access

Once students enter their patient lab courses, they will be provided with key cards that allow access to Joyner Health Science Center (JHSC). VTP student entry is through the side door, adjacent to the dog walk area. The cards are for personal use ONLY; they should never be given to another person, nor used to allow non-program personnel access to restricted areas. Students must notify the Program Coordinator immediately if a key card is lost, so that it may be deactivated. One free replacement keycard is available per student, while enrolled; after that a small replacement fee may be assessed by the school.

Locker Room Use

A locker room has been provided for student use. All personal belongings not necessary for class or lab should be stored in the locker room during the day. Non-perishable items such as books, notebooks, stethoscopes, spare scrubs, etc., may all be stored here during the semester. It is strongly recommended that you place a lock on your locker when storing items inside; CT STATE NORTHWESTERN and the Veterinary Technology Program are not responsible for loss or theft of items placed in an unsecured locker.

All items and locks should be removed by the last day of finals during each semester. Any items and/or locks left behind past this date are subject to removal/disposal by the school.

The locker room is unisex and open to the hallway; as such, it should not be used for clothing changes (the lavatories should be used for this purpose).

Shower Use

The shower provided off of the locker room is for emergency use, and not for regular and/or daily use. In the event that use of the shower is required, only one student may be present in the shower room at a time. Any toiletry items left in the shower will be removed by the school.

Kitchen Use

The kitchen provided in Joyner will remain open for student use as long as that privilege is not abused. Spills or other messes need to be cleaned by the individual responsible in a timely manner. Food left in the fridge or freezer must be labeled, and respect for the belongings of others is paramount. Any food left in the fridge or freezer after 4 pm on Friday is subject to disposal by the school. In addition, be aware that this kitchen is open to students from outside the program in the evening hours, and so we cannot guarantee that food left overnight will still be present in the morning! The dishwasher is not for student use, and anything placed in it will be removed and disposed of by the school.

HEALTH AND SAFETY REQUIREMENTS

Health Requirements:

Rabies Immunity

The Veterinary Technology Program is a practically-oriented, clinically based course of study. Many different species of animals from many sources will be handled and some of them may have undocumented immunization history or be feral. As per our Accreditation Requirements, proof of Rabies immunity is required for participation in VET courses that require animal handling. For full-time students, this first occurs during the first semester in VET1003 – Animal Care and Handling; thus, full-time students must meet this requirement by the first week of classes during their first semester. For part-time students the timing will depend on their progression through the program, but typically it will be prior to the start of their second year.

Proof may be demonstrated by immunization within the past two years, or a positive titer (if previously vaccinated). A copy of the Rabies Immunity Status Form, which must be submitted prior to the start of VET1003, can be found in *Appendix E*. Students will be given a link for the electronic submission of this form once they are enrolled in the program.

Rabies vaccination is typically a two-vaccine series, and can cost between \$900-\$1400 to complete. Not all insurance companies will cover the vaccine, but it is recommended to contact your insurance company directly, as some will pay for pre-exposure rabies vaccines only when required for occupational purposes. The Veterinary Technology Program is happy to provide a letter indicating occupational need, should it be required. Further information regarding the logistics of how and where to obtain the vaccine will be provided once students have been accepted into the program.

For current information regarding vaccination, review the CDC guidelines: <http://www.cdc.gov/vaccines/hcp/vis/vis-statements/rabies.html>

Unvaccinated animals temporarily housed on campus (awaiting vaccinations and/or surgery) will be clearly marked on their cages as “unvaccinated for rabies.” It is the responsibility of students to read cage cards before handling any animals and to ask an instructor if unsure of an animal’s vaccine status. Only people vaccinated for Rabies should handle animals whose Rabies status is unvaccinated or unknown.

Health Assessment and Release Forms

The Health Assessment and Statement of Release Form (*Appendix F*) requires a physical exam by a healthcare provider (including documentation of your ability to lift 50 lbs.), proof of a Tetanus vaccine, and acknowledgement or denial of latex allergy. It must be submitted prior to the start of classes. If possible, it is recommended to print the form and bring it with you to your appointment, so that it can be filled out while you are there. A link for the online submission of this form will be provided to enrolled students.

While not required, we recommend that you consider completing the Hepatitis B vaccination series. As a Veterinary Technician, you are at slightly greater risk for exposure to human blood, body fluids, and other potentially infectious materials than the general public. Please discuss with your physician the appropriateness of a Hepatitis B vaccination.

Finally, the Health Assessment also includes a required Statement of Release, allowing the program to contact a medical provider if necessary to clarify the student's ability to safely participate in the program.

General Safety Concerns:

Our program complies with the appropriate OSHA guidelines for our facility and procedures. Program faculty will discuss and explain these guidelines to students before their initial lab experiences. This will include such topics as:

- Location and use of Material Safety Data Sheets and other OSHA resources
- Location and use of eye wash stations
- Radiation safety and use of radiation badges
- Laboratory logs and equipment usage
- Presence and use of containers for "sharps"
- Secondary drug labeling
- Location and use of Personal Protective Equipment
- Anesthetic vaporizer calibration and maintenance
- Waste anesthetic gases handling
- Pregnancy and immunization policies
- Noise concerns
- Refrigerator use
- Signage
- Spills and accidents

Personal protective equipment (PPE) is available in all labs; it is your right to know what equipment is recommended and how it is used. Please ask your instructor for clarification of recommended PPE if it is not clear to you during your classes and/or labs.

Students will also be required to sign a Lab Safety contract for Laboratory courses, to help stress the importance of following college and instructor protocols. This will be completed during the first semester in the program.

Hazardous Waste

The Veterinary Technology Program requires the proper handling of medical wastes. Specific instruction for the handling and disposal of medical wastes will be provided for laboratory courses. Every student and staff member is

responsible for the proper disposal of medical wastes. All sharps must be disposed of utilizing specific sharps containers located throughout the laboratory areas. If you are unsure of what constitutes medical waste or how to handle medical waste, please ask a staff member. Each lab should be supplied with the personal protective equipment (PPE) recommended for the required duties; please confirm the appropriate use of PPE with your instructor if it is unclear.

Incident and Injury Reporting

All accidents *must* be reported to a staff member at the time of the accident or no later than 24 hours after the initial incident. An incident form will be provided and must be completed by both the student and the supervising staff or faculty member. This will ensure that you will receive the proper care and attention and will also help ensure that you will receive proper coverage through your student insurance; not reporting an incident and then later requesting medical help may allow the insurance company to deny coverage.

All incidents, including animal bites or scratches, needle pricks, broken glass or any other incident in which any break of human skin, bruising, or contusions occurs *must* be reported. All exposures to human blood or other human secretions or discharges must also be reported. Universal precautions will be followed to prevent exposure to human blood, and established lab safety protocols will be followed in the event that human blood or secretions appear in the lab environment. It is the responsibility of everyone to use caution and good judgment to avoid incidents or accidents.

Please note that any injuries to any animals within the program – shelter animals, lab animals, etc. – must also be reported to the course instructor, the program veterinarian, or the Program Coordinator. Please read the **CT STATE NORTHWESTERN Animal Facility Management Standard Operating Procedures** guide (provided during your first semester) for more information.

Finally, students are encouraged to keep their own personal safety in mind during all aspects of their time at school. If course requirements include any activity outside of the facility buildings (e.g., dog walking, carrying out garbage), students are encouraged to use the “buddy system” and to maintain a constant awareness of their surroundings. Please also keep this in mind when walking between buildings on campus. It is the responsibility of the students to notify their instructors if they become concerned about their safety at any time during the program. Program faculty will point out telephones available for student use should an emergency occur. Each room on campus has a detailed evacuation route; students are responsible for becoming familiar with these routes for all their classrooms. Do not leave personal items unattended and keep vehicles locked.

Emergencies:

Fire, Ambulance, Police: 911

State Police: (860) 626- 1820

Local Police: (860) 379-2721

Pregnancy-Related Safety Concerns

Here at CT STATE NORTHWESTERN, our goal is to provide you with the best educational experience possible. Along every step of the program, we have made extraordinary efforts to keep you safe and limit your exposure to possible hazards. In keeping with this high standard for safety, we feel it necessary to address the issue of student pregnancy.

Many of the chemicals we handle daily within the veterinary world pose many potential threats to unborn babies in nearly every stage of pregnancy. While the safety protocols and procedures here at CT STATE NORTHWESTERN rival the highest standards in the industry, there still remains the potential for harm for a pregnant mother and her unborn baby.

Should you become pregnant while completing your Veterinary Technology degree, it is highly recommended that you take the following steps so that we can work together and keep you safe. Your Program Coordinator, faculty and lab instructors are here to help you at every stage.

While disclosing your pregnancy to the program is your decision, you are responsible for meeting with your physician as soon as possible. A checklist has been provided for you (at the end of this handbook) to review with your physician and discuss the following options:

- Taking a leave and returning to the program at a later date. If you leave in good standing, and provide 3 months notice (of return), you will be readmitted to the program at the beginning of the semester which was not completed. *OR*
- Continuing in the program, assuming and accepting potential risks.

Should you elect to disclose your pregnancy to the Program Coordinator under the advice of your physician, you are responsible for setting up a meeting. At the first meeting the following information will be obtained:

- Stage of pregnancy
- Identify at what stage you are in the program
- Your intention of continuing in your program or returning at a later date
- Checklist and Pregnancy Form signed by you and your physician (both found at the end of this handbook)

Should you decide to disclose your pregnancy and remain in the program, it is recommended that you notify instructors and/or assistants of all laboratories and courses in which biohazards are present about your condition. The Program Coordinator will work with you to determine which courses may require adjustments in your lab participation.

- Objectives for a laboratory or course exercise will not be waived; however, reasonable efforts will be made to provide for your safety needs.
- In the event that arrangements cannot be made and objectives cannot be reasonably met, you will receive an Incomplete ("I" grade) in the course, and you will receive **written** specifications on when and how objectives or time requirements are to be completed. Or, if the freeze date (last day to add/drop a course) for the semester has not yet passed, you can withdraw from the course and complete it at a later date.
- The instructor may determine and document in writing how the objectives of the course may be safely completed in an alternative manner.

The Program Coordinator shall be kept informed of your status and the steps taken to accommodate your safety.

At no time should a pregnant person take radiographs or otherwise be exposed to ionizing radiation. This includes handling animals or animal waste from patients treated with radioactive isotopes.

Animal-Related Safety Concerns

Zoonotic Diseases

Since the majority of our class and lab patients arrive without any type of medical history and often arrive with a variety of problems, diseases, and parasites, the possibility of zoonoses (diseases that are transmissible from animals to humans) is a constant concern. It is essential that students follow all instructions from program faculty, including (but not limited to) appropriate dress, Personal Protective Equipment, and proper hygiene. Program faculty will discuss zoonotic diseases prior to student exposure to patients, and students are then responsible for following instructions and proper precautions to minimize their exposure.

One of the biggest concerns is the possibility of getting injured while handling any of the animals during class and lab times. *Every* animal handled has potential to inflict some type of harm, especially when improperly handled or restrained. Program staff will discuss proper handling and restraint techniques for each species prior to student exposure to them; it is the responsibility of the students to notify their instructor(s) if they feel uncomfortable or improperly trained *prior* to handling any animal in any class or lab setting. Students should **never** handle any animal if they feel unprepared.

Aggressive Animal Policies and Procedures

The veterinary profession requires working with animals on a daily basis. The risk of injury when working with animals is real and must be taken seriously. In working with animals you should always think about safety for yourself, your colleagues, the animal and its owner(s). Animals are unpredictable and you should always proceed with caution when handling animals. The training you will receive in animal behavior and restraint is your first line of defense against personal injury. In order to create a safer environment, the veterinary technology program will not use animals that are known to be aggressive in the program. To maximize your safety, this is how to recognize and respond to an aggressive animal:

Definition and Behaviors.

An aggressive animal is one with little or no provocation repeatedly exhibits aggressive behavior towards people or other animals. This behavior has the potential to harm either person or animal. Listed below are some of the common signs of aggressive behavior.

Dog: Growling and showing of teeth, raised hair along the back, snarling, lunging, attempted biting, defensive posture.

Cat: Defensive posture, growling, snarling, arched back with raised hair, hissing, attempted biting and swatting with paw.

Cattle: Dropping head in defensive posture, head swinging, pawing at the ground, vocalization, charging at you.

Horse: Ears pinned back, whinnying, head nodding or tossing, rearing onto back legs, striking with the front legs, attempted biting, pawing at the ground, trying to spin and kick with rear legs.

Sheep: Dropping head in defensive posture, pawing at the ground, vocalization, charging.

How to respond to an aggressive animal in its pen or cage:

1. Close the gate or door and make sure it is latched
2. Place a dangerous animal sign on the gate or door
3. Immediately contact an instructor
4. Do not attempt to handle this animal

How to respond to an aggressive animal outside of its pen or cage:

1. Do NOT approach the animal
2. Slowly and quietly leave the area and secure the area by closing any doors or gates that may lead to other rooms or holding areas.
3. Immediately contact an instructor.

If you are currently restraining an animal that becomes aggressive:

1. Dog
 - a. Use the leash to maintain distance between you and the dog
 - b. Try to move the dog to another room to isolate from others
 - c. If unable to relocate dog, have all others leave the room then isolate the dog in that room by closing all doors
 - d. Notify an instructor immediately.
 - e. Do not attempt to capture on your own
2. Cat
 - a. Release the cat and allow the cat to create distance from you
 - b. Close all doors and windows to prevent escape
 - c. Contact an instructor immediately

- d. Do not attempt to capture on your own

3. Cattle and sheep

- a. Immediately create distance from the animal
- b. Look for potential shields such as gates, panels, doors, cars, tractors, hay racks
- c. Slowly exit pen, do not run unless absolutely necessary
- d. Contact an instructor immediately
- e. Do not attempt to reenter the pen
- f. Secure any perimeter gates or doors to prevent escape

4. Horses

- a. Try to create distance between you and the horse
- b. Look for potential shields such as gates, panels, doors, buckets, etc.
- c. Slowly exit the pen
- d. Contact an instructor immediately
- e. Do not attempt to reenter the pen
- f. Secure any perimeter gates or doors to prevent escape

If you are attacked:

- 1 . Cover vital areas
 - a . Head and neck
 - b . Front of chest
- 2 . Curl into fetal position
- 3 . Move to a safe area if possible

To further prevent possible injury students must do the following:

- Never work alone with animals, always have a classmate assist and work under the supervision of an instructor
 - Use good judgment, and if the animal exhibits aggressive behavior, stop what you are doing and seek assistance from an instructor.
 - Use protective equipment such as rabies pole, muzzles, cat bags, gates, panels, lead ropes, halters, and restraint gloves.

Animal-related injuries

- Students have the responsibility of reporting ANY injury (bite, scratch, fall) that occurs while engaged in department-sanctioned activities to the supervising faculty or staff member immediately.
- Clinical instructors should provide immediate assessment of the situation, as well as access to the first aid kit available in the laboratory areas for initial care.
 - Bite or scratch first aid care:
 - Place gauze or clean towel over the wound
 - Apply pressure and elevate to control bleeding
 - Wash the wound with chlorhexidine or betadine scrub for a minimum of 10 minutes
 - Thoroughly dry the wound
 - Apply a sterile bandage to the wound
- Students will then be directed to seek attention from their primary care physician or hospital emergency room as needed.
- If the incident occurs on campus, an instructor is required to remain with the injured student, and another department faculty member should be notified to supervise remaining students.

- If an animal bite or scratch is involved in the incident, the animal should be immediately confined and its Rabies vaccination status verified.
- In all cases, a Student Incident report must be filled out by the attending instructor and student (once able), and is submitted to the Campus Safety Officer.
- If the incident occurs at an externship location, the facility supervisor should follow the protocol in place on site
- In the event of student injury that necessitates student absence from clinical labs, the student must provide the Program Director with documentation from the associated health care provider of clearance to participate in clinical courses.

PROGRAM PROGRESSION

Program Progression Requirements:

Most VTP courses are sequential, and have course prerequisites or corequisites that must be met. Prerequisite courses must be completed with a “C” or higher in order for students to be able to move on to the next course. Thus, students who fail to successfully complete one or more VTP courses will typically delay their graduation by at least one year.

Successful completion of VTP courses is contingent upon all of the following conditions being met:

- Obtaining an overall course average of “C” or higher - (73.0% or higher)
- Successfully meeting all course outcomes, as determined by the syllabus requirements for the course. These requirements vary by course, are listed clearly on each course syllabus, and may include, but are not limited to:
 - Obtaining a 73% or higher on the final exam
 - Obtaining a 73% or higher on a final practical exam
 - Demonstrating competency in all Hands-On Skills requirements for the course
 - Obtaining a 73% or higher on a summative course project

All VTP courses can be repeated ONCE (withdrawals count as one attempt).

All VTP courses must be completed within 5 years of graduation.

Program Dismissal:

Program dismissal from the VTP can occur due to:

- Failure to meet the Behavioral and Conduct Standards
- Failure to achieve satisfactory academic progression, as indicated by:
 - Unable to successfully complete a VTP course after two attempts, including course withdrawals in which no grade was assigned
 - Unable to complete all VTP courses within a 5-year timeframe

Prior to Program Dismissal, the student will be placed on either Academic Warning or Clinical Warning and meet with the program Coordinator to discuss a Performance Improvement Plan (PIP). The Academic and Clinical Warning systems allow students to discuss their academic and/or clinical performance with the faculty and Program Coordinator, so that remediation can be attempted. Students who continue not to meet program standards may be eligible for program dismissal. It should be noted that significant violations of the program Behavioral standards or BOR Code of Conduct may result in dismissal from the program after the first offence.

The dismissal of a student due to Conduct violations is made in collaboration with program leadership, instructors, and the Dean of Students. In addition, if the physical or emotional condition of the student is disability related and an academic adjustment/accommodation has been granted by the Disability/Accessibility Services Coordinator, then that

office will be consulted as well. The student is provided an opportunity to meet with designated college personnel, and the information provided by them will be considered part of the decision-making process.

Program Readmission:

Readmission to the VTP is based on a review of: reason for withdrawal from the program, past academic and clinical evaluations, and evidence of interim efforts to strengthen areas of weakness. Consideration for readmission to the program can only be granted if there are available openings, and sufficient clinical resources and faculty. In addition, the overall timeframe of student course completion must be considered in light of the 5-year window for program completion.

A student in violation of the BOR Student Code of Conduct may be ineligible for readmission, and these requests will be evaluated based on college processes in addition to any programmatic evaluation standards that apply.

Program Transfer:

Once admitted to the Veterinary Technology Program at Northwestern, students must complete all VTP courses at the Northwestern campus. With the exception of VET1001, credits from other CT State campuses are not eligible for transfer due to accreditation requirements, although in some circumstances credit by exam may be allowed. Finally, clinical courses (those containing hands-on skills) may not transfer due to accreditation requirements and must be assessed individually.

Students seeking transfer from another Veterinary Technology Program will be considered on an individual basis and are not guaranteed acceptance. In order to be considered, transfer students must be in good standing with the original institution. In addition, admission will be contingent upon space availability, as priority in class registration will be given to students already enrolled in the program. Clinical courses (those containing hands-on skills) typically will not transfer due to accreditation requirements and must be assessed individually.

Appendix A

CT State Community College - Veterinary Technology Associate in Science - Northwestern

Veterinary Technology Program of Study

Program Admission Requirements			
ENG 1010 (ENG 101): English Composition (3 credits) with a "C" or better			
BIO 1210* (BIO 121): General Biology (4 credits) with a "C" or better taken within the past 5 years			
CHEM 1110 (CHE 111): Concepts of Chemistry (4 credits) with a "C" or better taken within the past 5 years			
MATH 1010 (MAT 137): Intermediate Algebra OR Placement test/SAT/ACT scores (0-3 credits)			
(CCS 1001 (CCS 101): College Career Success (3 credits) -Strongly Recommend completion before admission to VTP)			
Semester 1: Fall (15 credits)		Credits	Prereq(s) - all with "C" or higher
VET 1001	Introduction to Veterinary Technology	3	Eligible for ENG 1010 (may be taken prior to admission to VTP)
VET 1026	Veterinary Terminology and Medical Math	2	Admission to Vet Tech Program (VTP)
VET 1002*	Veterinary Office Management & Communication	3	Admission to VTP
VET 1003	Animal Care and Handling	3	Admission to VTP
VET 2001	Veterinary Anatomy & Physiology I	4	Admission to VTP
Semester 2: Spring (14 credits)			
VET 1051	Small Animal Clinical Nursing	4	VET 1001, VET 1002, VET 1003, VET 2001
VET 2005	Veterinary Laboratory Procedures	2	VET 1026, VET 2002; Corequisite VET 2006
VET 2006	Clinical Application to Veterinary Laboratory Procedures	1	VET 1026, VET 2002; Corequisite VET 2005
VET 2002	Veterinary Anatomy & Physiology II	4	VET 2001
VET 2050	Principles of Pharmacology for Veterinary Technicians	3	VET 1026, VET 2001
Semester 3: Summer (1 credit)			
VET 2095	Veterinary Externship I	1	VET 1051, VET 1002, VET 2002 and Approval of Program Coordinator
Semester 4: Fall (12-15 credits)			

VET 2012	Principles of Veterinary Imaging	1	VET 1026, VET 2002, VET 1051; Corequisite VET 2013 and VET 1052
VET 2013	Clinical Diagnostic Imaging for the Veterinary Technician	1	VET 1026, VET 2002, VET1051; Corequisites VET2012 and 1052
VET 1052	Large Animal Clinical Nursing	4	VET 1001, VET 1002, VET 1003, VET 2001 and VET2002. Corequisite VET 2012 and VET 2013
VET 2030	Veterinary Anesthesia & Surgical Nursing	3	VET 1051, VET 2002, VET 2005, VET2 2006, VET 2050, VET 2095; Corequisites: VET 2032 and VET 2040
VET 2032	Clinical Anesthesia, Surgical Nursing and Dentistry for Vet Techs	1	VET 1051, VET 2002, VET 2005, VET 2006, VET 2050, VET 2095; Corequisites: VET 2030 and VET2040
VET 2040	Periodontology and Oral Radiography	2	VET 2005, VET2006 Corequisites: VET 2012, VET2013, VET 2030 and VET 2032
	Social / Behavioral Science Elective	3	Can be completed before admission to VTP
Semester 5: Spring (11-14 credits)			
VET 2035	Veterinary Microbiology and Immunology	4	Admission to VTP and permission of Program Coordinator
VET 2038	Veterinary Parasitology	3	VET 1051, VET 1052, VET 2005, VET2006, VET 2050
VET 2020	Animal Pathophysiology	3	VET 1051, VET 1052, VET 2002, VET 2005, VET 2006, VET 2050
	Art & Humanities Elective	3	Can be completed before admission to VTP
VET 2195	Veterinary Externship II	1	Program Coordinator Approval

Total Credits: 69-76 credits** **Total VET* Credits:** 53 credits **Total Gen Ed Credits:** 15-22 credits**

*VET 1002 satisfies Oral Communication requirement; BIO 1210 is core program course

** Lowest credit total indicates both MATH and CHEM prereqs were met via AP or college placement testing

Appendix B

PHYSICAL STANDARDS FOR VETERINARY TECHNICIANS		
O = occasionally ; F = frequently ; C = constantly		
Lift:	up to 50 pounds to assist moving patients	F
Stop:	adjust equipment; restrain and monitor patients	F
Kneel:	perform CPR; restrain patients	O
Crouch:	locate and lug in electrical equipment; restrain patients	F
Reach:	5 1/2' above the floor to move animals in upper level cages	C
Handle:	small and large equipment for storing, retrieving, moving	C
Grasp:	syringes, laryngoscope, endotracheal tubes	C
Stand:	for prolonged periods of time (e.g., monitor patients)	C
Feel:	palpate pulses, access veins, skin temperature	C
Push/Pull	large, wheeled equipment. (e.g., mechanical ventilators, anesthesia machines)	F
Walk:	For extended periods of time, for all areas in and around an animal care facility	C
Manipulate:	knobs, dials associated with diagnostic and therapeutic devices	F
Hear:	verbal directions, client communication;	C
	gas flow through equipment; alarms; stethoscope sounds,	C
See:	Patient skin and mucous membrane color;	C
	mist flowing through tubing; shapes and forms associated with radiographs	F
Talk:	Communicate goals and procedures to colleagues and clients, in English	C
Read:	Typed, handwritten and computer information in English	C
Write:	Record pertinent information (e.g., patient evaluation data, therapy outcomes) in English	C
MENTAL/ATTITUDINAL STANDARDS		
	Prioritize multiple tasks.	C
	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, and collaboration.	C
	Maintain personal hygiene consistent with close personal contact associated with patient care.	C
	Display attitudes and actions consistent with the ethical standards of the profession.	C
	Function safely, effectively, and calmly under stressful situations.	F
	Maintain composure while managing multiple tasks simultaneously	F

Appendix C

AUDIO/AUDIOVIDEO RECORDING/PHOTOGRAPHING AGREEMENT

(Form will be submitted electronically; Please keep this copy for your records)

I acknowledge that faculty of the CT State Northwestern Veterinary Technology Program (CT STATE NORTHWESTERN-VTP) allow students to audio and/or audiovideo record and/or take photographs during classes and on campus laboratory sessions as students deem necessary for enhancement of their studies.

In agreeing to this both the Student and the College recognize that:

1. the audio/audiovideo recording/photography may affect others in the course, including faculty and students, including the extent to which their participation may be affected by the audio/audiovideo recording/photography.
2. both the Student and the College acknowledge that there are legitimate interests involving copyright, academic freedom of the College, the instructor and the student's classmates, the Family Education Rights and Privacy Act (FERPA) regarding the privacy of recorded student information and expectations of others regarding having their identity and statements being recorded/photographed.
3. in order to balance the numerous interests of all concerned and to minimize the possible disruption and/or distraction that may result from the audio/audiovideo recording/photography of a class or laboratory session, the Student and the College mutually and voluntarily enter into the following agreement

With the understanding that I am being allowed to audio/audiovideo record and/or photograph veterinary technology classes and on campus laboratory sessions for my personal, academic use, I agree not to copy or reproduce the audio/audiovideo recording and/or photograph, nor allow anyone else to copy, reproduce or use these materials, **and I agree to not make any portion of the recording or photograph available on social networking or internet sites without the express permission of the Program Coordinator.**

In particular, and as a condition of this agreement, I expressly agree to the following: I will turn off the recorder and/or camera during class or erase portions when requested;

I will not share the contents of the audio/audiovideo recordings and/or photograph with anyone whatsoever; I will not allow anyone to use the audio/audiovideo recordings and/or photographs for any purpose;

I will not make, or allow anyone to make, copies of the audio/audiovideo recordings and/or photographs; I will not transfer the contents of the recorder and/or camera to any other media nor will I transfer the contents electronically, by uploading, by downloading or in any other manner whatsoever; I will keep such audio/audiovideo recordings and/or photographs within my exclusive possession and control at all times and at all locations; I will not make, or cause to have made, a written transcription in any form of the contents of the audio/audiovideo recordings (other than personal notes for my sole and exclusive use).

I agree to comply with the policies stated within the Handbook and with the terms of the AUDIO/VIDEO RECORDING/PHOTOGRAPHING AGREEMENT,

I acknowledge that prior to signing I have been provided the opportunity to seek further clarification.

I understand that this statement will be placed in my Veterinary Technology Program student record.

Student Name (Print): _____

Signature: _____

Date: _____

Appendix D

Veterinary Technology Animal Care and Use Complaint Form

The [IACUC Whistleblower Policy for the VTP at Northwestern](#) allows for concerns regarding the treatment of any animal used for teaching purposes in the VTP to be submitted, anonymously if desired, for review by the IACUC (Institutional Animal Care and Use Committee).

Please use this form to submit a question, concern or complaint regarding the treatment of any animal used for teaching purposes in the Veterinary Technology Program.



Appendix E

RABIES IMMUNITY STATUS

Please complete this form and return to the Program Coordinator prior to the first week of classes. **Return Rabies immunity documentation to: Adriane Cavanna, V.M.D., Veterinary Technology Program Coordinator, CT State Northwestern by uploading the document into the VTSC Bb portal.**

Student Name: _____ DOB: ____/____/____

Please check one of the two option boxes below to meet this health requirement.

1. [] My healthcare provider verifies that I have been immunized for Rabies within the past 3 years:

	Date given
Dose 1	
Dose 2	

Vaccine protocol: A series of two injections given 1 week apart.

Healthcare Provider printed name: _____

Healthcare Provider signature: _____ Date: _____

Medical Facility address: _____

Telephone number: _____

2. [] I have attached a laboratory report documenting positive immunity status to rabies.

Student Signature: _____ **Date:** _____

CT State Northwestern Veterinary Technology Program

Student Statement of Release

I hereby authorize CT State Northwestern to release a copy of my health record to clinical site agencies and/or to contact my Healthcare provider for clarification of information.

I understand that I must submit a completed Health Assessment form prior to participation in any clinical experiences.

I am aware that if during the course of the academic year(s) requiring my participation in clinical experiences, my health status should change in a way that would impact my ability to perform in clinical, I must notify the Director/Administrator of the program. The need for additional clearance will be determined at that time.

Student Name (Please Print)

Signature

Date

Student

Appendix G:

Pregnancy Statement of Responsibility

(This form only needs to be submitted in the event of a disclosed pregnancy)

Once you have read and understood the handbook information regarding the issue of pregnancy while enrolled in the Veterinary Technology Program, and discussed the checklist with your physician, please complete both pages. Your physician must also sign the checklist. Please make one copy to keep for your records, and return the original to the Program Coordinator. Please feel free to contact us at any point, should you have any questions.

I have read the above information and understand the importance of following the above listed steps to create the safest environment, should I become pregnant during my completion of the Veterinary Technology Program.

I understand that it is my responsibility to discuss my pregnancy with my health care provider. If s/he recommends it, it is my responsibility to report my pregnancy to my Program Coordinator, as well as to any instructors or assistants of any classes that utilize potential biohazards so that any changes can be made in my course/lab participation.

I also understand that it is also my responsibility to maintain an awareness of what may be potentially hazardous and to approach my instructors/assistants if am unsure.

It will be my responsibility to discuss with my physician, using the attached Physician Visit Checklist for Pregnancy, the potential risks to my unborn child and me, thus making the decision to complete the program while pregnant or to return at a later date. In addition, it will be my responsibility to obtain monthly written documentation from my physician indicating that I may continue in the Veterinary Technology program.

I accept the responsibility of understanding precautions necessary to decrease my risk and exposure, should I decide to continue my educational progress in the Veterinary Technology Program while pregnant and will not hold CT STATE NORTHWESTERN or its employees liable for any complications.

Signature

Printed Name

Date

CT State Northwestern

VETERINARY TECHNOLOGY PROGRAM
OFFICE: 860-738-6485
WINSTED, CT 06098

Physician Visit Checklist for Pregnancy (To be completed in the event of a disclosed pregnancy)

My physician has discussed the following with me concerning potential risks to myself and the fetus:

1. Exposure to anesthetic gases
2. Exposure to the rabies vaccine (both pre- and post-exposure)
3. Exposure to teratogens including cytotoxic compounds, chemical agents, sterilizing agents, cleaning agents, preserving agents and fixing agents
4. Exposure to hormones (e.g., prostaglandins and progesterones)
5. Exposure to ionizing radiation and other sources of radioactive materials
6. Exposure to zoonotic diseases including, but not limited to, leptospirosis, salmonellosis, toxoplasmosis, brucellosis, cat scratch disease, fungal diseases, psittacosis, rabies, Lyme disease, tuberculosis, West Nile virus
7. Traumatic injury including, but not limited to, bites, kicks, scratches, possible electrical hazard exposure from equipment

I have discussed the possible risks with my physician and take full responsibility for my decision to continue with the Veterinary Technology Program. I understand as a Veterinary Technology student there are inherent risks in my profession; and I accept the responsibility of understanding precautions necessary to decrease my risk and exposure as I complete my educational process in the Veterinary Technology Program.

Student Signature Date

Physician's name (print): _____

Physician's signature: _____

Hospital, clinic, or address: _____

City, State _____

Appendix H:

**CT STATE NORTHWESTERN Veterinary Technology Program
Dangerous Animals and Zoonosis Waiver**
(Form will be submitted electronically; Please keep this copy for your records)

By signing this waiver I attest that I understand the potential risks and hazards of dealing with live animals as part of my participation in the Veterinary Technology Program.

I understand that my instructors will do their best to inform me of and protect me from situations that might be dangerous; however, I also understand the inherent risks associated with animals and this field.

I understand that my participation in the Veterinary Technology Program might potentially put me in direct contact with aggressive and/or dangerous animals as well as potential zoonotic diseases (diseases that can be transmitted from animals to humans). I also understand that I will be exposed to a number of animals that might present risk of injury imply given their size and weight. Again, I understand that Program personnel will attempt to limit these exposures as much as possible, but I fully accept the potential risk presented by dangerous animals and/or zoonotic disease as part of my participation in the Veterinary Technology Program.

I acknowledge that it is my responsibility to remain informed regarding potential risks and request clarification of procedures if necessary. I will also comply with all safety practices as recommended by my instructors.

I understand that this applies to any and all experiences at CT STATE NORTHWESTERN and affiliated facilities, and that it is my responsibility to inform my instructors and if I have not yet had the opportunity to be adequately trained for a requested procedure.

Student Signature: _____

Name (print): _____

Date: _____

Appendix I:

VTP Handbook Acknowledgement of Receipt and Agreement to Comply

Form will be submitted electronically; Please keep this copy for your records

I have received and read a copy of the **Veterinary Technology Student Handbook**. I acknowledge that I have read and I understand the information within and have been provided the opportunity to seek further clarification. My signature below confirms my acceptance of the policies and waivers contained within this handbook, including the Appendices. I agree to comply with these requirements and accept full responsibility for any violation.

As a student in the Veterinary Technology Program at CT State Northwestern, I am aware that there are risks involved in the practice of Veterinary Technology. These include, but may not be limited to:

- Radiation exposure
- Risk of exposure to infectious diseases
- Stressful work environment with risk of exposure to conditions and substances that may affect personal health
- Risk of exposure to conditions and substances that may affect the health of an unborn child
- Risk of possible injury while handling any animal

It is my understanding that all activities are performed under appropriate supervision, and according to applicable laws, regulations and safety standards.

I further understand it is my right and my responsibility to express any or all concerns and/or contraindications for activities in which I am involved. I will report immediately any injury I might sustain, no matter how minor it may seem.

Signature

Print Name

Date

PERSON TO NOTIFY IN CASE OF EMERGENCY:

Name: _____ Relationship: _____

Daytime phone: _____ Evening Phone: _____