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Application for Veterinary Technology Program
including Technical Standards
WELCOME!

Welcome to the Veterinary Technology Program! You have chosen a wonderful and rewarding profession.

This manual mostly contains Program specific information. For a complete listing and description of College policies and procedures, please refer to North Shore Community College’s Catalog and the Student’s Handbook.

We are also available to help you with your concerns and look forward to meeting with each of you. Office hours will be posted on our office doors. If you have a conflict with our schedule, let us know and we will set up an appointment.

Karen A. Komisar, MS, DVM,CVH  
Program Coordinator  
(978) 762-4000 ex. 1512  
kkomisar@northshore.edu  
Office: Maude 201

Sheila Magesky, BS, CVT  
Clinical Coordinator  
(978) 762-4000 ex 1515  
smagesky01@northshore.edu  
Office: Maude 201
Veterinary Technology

Program Information
DEFINITION OF THE PROFESSION
Veterinary Technicians are individuals who assist in the medical treatment of animals under the direct supervision of licensed Veterinarians. Veterinary Technology is a multi-skilled profession whose practitioners work in veterinary offices and research settings. Veterinary Technicians function as a member of the veterinary healthcare delivery team and perform administrative and clinical procedures.

VETERINARY TECHNOLOGY PROGRAM MISSION
The mission of the Veterinary Technology Program at North Shore Community College is to provide qualified students with the educational opportunity to enable them to successfully seek employment and establish careers in the domain of companion animal veterinary practice. Utilizing a curriculum strong in science and math, the Program strives to prepare students with the physical, intellectual and emotional skills necessary to work effectively in all areas of companion animal practice, while providing the community with a qualified and compassionate workforce.

Consistent with the standards published by the American Veterinary Medical Association and with an understanding of the importance of multi-skilling, the Program faculty balance theory, practical application and self-assessment in the teaching of the clinical and administrative competencies. Veterinary Technology knowledge and technical skills are acquired through a wide range of learning activities. Additionally, critical thinking and problem solving are advanced through the learning experience. The Program has as its primary goal the development of entry-level veterinary technicians prepared to render competent care (in an ethical manner) to their patients.

PROGRAM GOALS
The Veterinary Technology Program will:

• Provide appropriate learning opportunities to facilitate the acquisition of the knowledge and technical skills necessary to function as a competent, entry-level veterinary technician.

• Endeavor to instill a sense of veterinary medical ethics.

• Encourage a sense of commitment to continued professional development.

• Provide each student with the minimum requirements necessary for eligibility for the Veterinary Technicians National Certification Exam.

PROGRAM ACCREDITATION
The Veterinary Technology Program at NSCC is accredited by the AVMA.
CREDENTIALING INFORMATION
Graduates of the Program will be eligible to sit for the Veterinary Technicians National Exam (VTNE), administered by the AASVB. The AASVB administers this national exam for qualified candidates as a step in the process of becoming a certified veterinary technician (CVT). There is no mandated state licensure requirement to practice as a Veterinary Technician in Massachusetts. Therefore, gaining the CVT credential is voluntary. However, graduates of this program are strongly encouraged to take this exam. Becoming a C.V.T, is a means by which you can express your knowledge and professionalism to 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 MVTA’s web site is a valuable resource that provides information about the Veterinary technology profession.

ADMISSIONS ELIGIBILITY
A high school diploma or equivalent, and communication and mathematics proficiency are required for admission into the Veterinary technology program. A grade of C- or better, high school average is required. Applicants must also complete a mathematics course equivalent to NSCC MAT091. Applicants must also fill out a questionnaire relating to their understanding and experience with the field of veterinary technology. Applicants are also required to attend a mandatory information session. Applications are accepted for the Fall semester only. The application deadline may be acquired by contacting enrollment services. (Appendix D)

HEALTH REQUIREMENTS
Students must be able to perform the essential tasks of the program with or without reasonable accommodation. A complete list of those tasks is available in Appendix D. Additionally, all students are responsible to provide the required immunization documentation for the College and any supplemental documentation required by the Health Professions Division. Immunization against Rabies is strongly recommended.
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, or have any medical condition causing them to be immuno-suppressed. Students are required to consult with their personal physician to determine the suitability of a career in veterinary technology in these cases.
VETERINARY TECHNOLOGY PROGRAM
CURRICULUM, POLICIES AND STANDARDS
# Veterinary Technology (VT)

## Basic Skills Core
- Communications Proficiency: _ by Assessment Test or _ by COM012/014
- Mathematics Proficiency: _ by Assessment Test or _ by MAT099 or _ by MAT013

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<td>VET108</td>
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**Total Semester Credits: 17 14**

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<td>VET201</td>
<td>A and P of Domestic Animals 1</td>
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<td>VET203</td>
<td>Animal Diseases 1</td>
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<td>Theriogenology</td>
<td>_______</td>
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<td>VET212</td>
<td>Veterinary Office Management</td>
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<tr>
<td>BIO110</td>
<td>Introduction to Microbiology</td>
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<td>VET202</td>
<td>A and P of Domestic Animals 2</td>
<td>_______</td>
<td>4</td>
</tr>
<tr>
<td>VET204</td>
<td>Animal Disease 2</td>
<td>_______</td>
<td>3</td>
</tr>
<tr>
<td>VET216</td>
<td>Veterinary Pharmacology</td>
<td>_______</td>
<td>3</td>
</tr>
<tr>
<td>VET220</td>
<td>Large Animal and Equine Sciences</td>
<td>_______</td>
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</table>

**Total Semester Credits: 18 16**

**Total Program Credits: 67**
ACADEMIC ADVISEMENT
Each student is assigned to a Veterinary Technology Program faculty or staff member as an academic advisor. If a student has been assigned to a non-faculty advisor, please bring this to the attention of the Program Coordinator.

The role of the academic advisor in the advising process is to:

- Counsel you on course selection.
- Make referrals for you to appropriate student services.
- Develop and suggest a program that is advisable for you to follow; i.e., advising on the number of credits that you will be able to handle, taking into account your other responsibilities with job, family, etc.

The role of the student in the advising process is to:

- Seek the counsel of your advisor during Early Registration and otherwise as needed.
- Access available student services as necessary.
- Make reasonable and realistic choices regarding your academic career that take into consideration other life responsibilities, which will affect your academic performance.
PROFESSIONAL BEHAVIOR STANDARDS
ACADEMIC COMPONENT

The student is expected to assume RESPONSIBILITY for the academic learning process by:

♦ Attending class and arriving on time.

♦ Bringing necessary and appropriate materials to class in preparation for classroom participation.

♦ Actively listening and paying close attention to the material being presented during class.

♦ Completing required and missed assignments.

♦ Understanding course syllabi, course requirements and course guidelines.

♦ Returning borrowed items (i.e., books, VCR tapes, and activity supplies) the next day after use.

♦ Properly maintaining classrooms and laboratory areas and returning supplies and equipment to designated areas.

The students will DEMONSTRATE INTEREST in the academic process by:

♦ Seeking and utilizing suggestions and constructive criticism from faculty.

♦ Participating in class discussions and interactions.

♦ Responding to the needs of peers and faculty.

♦ Using class time to work in groups, reading assigned material, and discussing information with peers and faculty.

♦ Collaborating with students, faculty and other professionals appropriately.
PROGRAM POLICY REGARDING CLASSROOM ATTENDANCE AND PROMPTNESS

Absenteeism and tardiness affect a student’s ability to participate in the learning process. Although each syllabus for each course will state the attendance policy, the following is the Program’s overall policy. It is expected that this policy be followed at the very minimum as a guideline and in addition to the attendance policy that is stated in the course syllabus:

**Attendance and promptness are mandatory.**

1. All students are expected to attend all classes. However, should a student need to miss a class, the student is expected to provide notice to the instructor. The student should provide advanced notice to the instructor whenever possible or telephone or e-mail the instructor the morning of the class if advanced notice is not possible. If calling/emailing the morning of the class, the contact should be prior to the scheduled start time, but no later than the regularly scheduled end of class. Please refer to the syllabus for each course to determine what affect absenteeism may have on your grade*.

2. All students are expected to arrive for all classes on time. Should a student arrive late for class, the student is expected to enter the classroom in the least disruptive manner possible. Please refer to the syllabus for each course to determine what affect tardiness may have on your grade*.

- If a student’s attendance/ tardiness record is significant enough to disrupt the learning process, the instructor will notify the Program Coordinator. The Program Coordinator will then meet with the student to discuss the issue

- **If absent or tardy, it is the responsibility of the student to obtain all missed material. Make-up work will be at the discretion of the instructor.**

- For absences due to religious beliefs or Jury Duty, students should confer with the Instructor and/or Program Coordinator prior to the absence.

- **Funeral Leave:** three (3) consecutive days shall be allowed for death in the immediate family without penalty. Immediate family shall include: spouse, child, parents, siblings, grandparents, grandchildren and inlaws.

- **Jury Duty:** Students chosen for jury duty will be required to submit official documentation from the court. Long-term service will interfere with meeting Program objectives.

* If serious and extenuating circumstances interfere with attendance, the student should consult with the Instructor and Program Coordinator. Such circumstances, will be considered on a case by-case basis at the discretion of the Program Coordinator.

STATEMENT ON STUDENT EMPLOYMENT

Due to the vigorous academic and clinical curriculum, students are strongly urged to limit work hours to a maximum of 16 hour per week. Students who work more than 16 hours per week seriously jeopardize their successful completion of the program.
SCHOOL CANCELLATION (Snow Days)

Adverse weather and emergency school closings are announced on local radio and television stations. The College voice mail system and pipeline also records school closings. Students may call (978) 762-4200 for school closing announcements or access the College pipeline. Please note that closure of Essex Agricultural and Technical Institute is not a closure of North Shore Community College Hathorne Campus.

DISMISSAL POLICY

The following constitute offenses that may result in the dismissal process being initiated against an individual enrolled in the Veterinary Technology Program.

1. Unsafe Clinical Practice
2. Violation of academic honesty
3. Any occurrence of unethical or unprofessional behavior
4. Any occurrence of alcohol and/or chemical abuse.
5. Cessation of attendance in classes without notification of the Program Director

SATISFACTORY PROGRESS

To remain in the Veterinary Technology Program, satisfactory progress must be achieved and standards met throughout the course of study. The following do NOT constitute satisfactory progress and mandate withdrawal from the Program:

1. Failure to achieve a grade of “C” (73%) in all of the indicated courses in the Vet Tech curriculum
2. Failure to achieve a “Pass” grade in the summer externship component, VET 120
3. Excessive absenteeism as described in individual course syllabi
4. Failure to complete the required 160 hours of clinical externship
5. Failure to complete the Program requirements within five (5) years of entering the Program

DISCIPLINARY POLICY AND PROCEDURES

If a student fails to adhere to the established standards and policies of the Instructors, Program and/or College, the following will occur:

♦ Upon a first occurrence the student will receive a verbal warning from the Instructor, Clinical Coordinator and/or Program Coordinator, and a counseling form will be completed for the student's file.
Upon a second occurrence the student will receive a written warning from the Instructor, Clinical Coordinator and/or Program Coordinator with specific goals and deadlines set forth for the student. The student must satisfactorily meet the specific goals and deadlines outlined in the warning. The student will be considered on probation until all goals and deadlines are met. This may result in suspension from field placement until the outlined goals and deadlines are met. The written warning will be included in the student's file.

A student’s failure to meet outlined goals and deadlines will result in the following: dismissal from a professional course, dismissal from clinical field placement, and/or ultimately dismissal from the Program. The dismissed student will be required to withdraw or he/she may risk failure. See the College Catalog regarding NSCC’s re-admission policy.

READMISSION POLICY

College Policy:
The following students must apply for readmission prior to registration in any given semester: students who have not been matriculated and enrolled in the College within the previous 5 years; students who have graduated from the College; and students in selective admission programs (Nurse Education, Physical Therapist Assistant, Occupational Therapy Assistant, Radiologic Technology, Respiratory Care, Medical Assisting Certificate, Veterinary Technology, Surgical Technician Certificate, and Practical Nursing Certificate) who have interrupted their sequence of professional course with a course withdrawal, course failure, and/or semester stop out. Students in health professions programs seeking readmission must meet current Program and College admission requirements, and follow the specific policies and procedures defined by the individual Programs*. Readmission to health profession program is not automatically guaranteed. If readmitted, students are permitted only one readmission to their program on a space available basis with approval by the Program Director/Department Chair.

Veterinary Technology Program Policy
Formal readmission to the Veterinary Technology Program is required for any matriculated student who has interrupted his/her sequence of courses as designed in the Program of study by any of the following:
   1. course failure
   2. course withdrawal
   3. semester stop out

The formal readmission process and procedures require the student to initiate and complete the following steps:

1. Set up an initial meeting with the instructor and Program coordinator within ten (10) days of course withdrawal and/or failure and within one (1) month of the end of the stop out semester.
2. Submit a detailed letter to the Program coordinator addressing specific changes to be made to enhance academic success within ten (10) days of the initial meeting.
3. Participate in a follow-up meeting with the program coordinator within ten (10) days of receipt of the letter to discuss the determination of readmission status and conditions of continues enrollment.
4. Complete and submit the Veterinary Technology Program Readmission Form to Enrollment Services (Appendix D)

In accordance with the College’s readmission policy, all matriculated students have one (1) opportunity to be readmitted to the Veterinary Technology Program. Readmission will be based upon academic and clinical performance, personal circumstances, documented plan for future success and space availability. Students, who are readmitted, must meet current program requirements including:

1. updated health forms
2. proof of health insurance

WITHDRAWAL POLICY

Prior to withdrawing from the Veterinary Technology Program, it is highly recommended that the student make an appointment with the Program Coordinator or his/her advisor. It is necessary to officially withdraw from the College by making written application in the Registrar’s office. Students who do not formally withdraw will receive an “F” grade for the enrolled courses. Failure to follow the official withdrawal procedure may also result in the College giving incomplete or inaccurate transcript information. Refer to the College Handbook, Academic Standing for more information.

STUDENT GRIEVANCE

The Veterinary Technology Program faculty supports the “Student Grievance Procedure” of North Shore Community College, published in the Student’s Rights and Responsibilities handbook. It is recommended that students review the handbook and become familiar with its policies and procedures.

CRIMINAL OFFENSE RECORD INVESTIGATION (CORI) POLICY

All students enrolled in the Veterinary Technology Program will be required to complete a CORI (Criminal Offender Record information) form a minimum of one time. The CORI form gives permission for an agency to access all criminal case data including: conviction, non-conviction and pending data therefore completing a criminal background check. Depending on the contents of the students CORI, participation in clinical or field placement may be denied. Failure to complete or participate in any required agency screening will result in the student not being placed at that agency which may lead to a possible dismissal from the Veterinary Technology Program.

COURSE OBJECTIVES, ASSIGNMENTS AND PROCEDURES

Each student will be provided with a course syllabus at the beginning of the course. The syllabus will provide the student with the course description, goals/objectives, required assignments, attendance policy, tardy policy, grading policy and an outline of topics to be presented. Students are responsible for assignments that are to be completed prior to classroom lecture and discussion.
APPLICATION TO GRADUATE
In order for a student to graduate, a graduation application form must be completed and submitted to Enrollment Services. The academic advisor will remind students to submit this form at the appropriate time; however, it is ultimately the student’s responsibility to ensure that the form is submitted to Enrollment Services by the stated deadline. After receiving the completed form, the Enrollment Services will review the record and respond to the student as to whether all courses required for graduation have been completed. In addition to the required courses in the Program, please note that Communication and Math Proficiency are required to graduate. Refer to the NSCC Academic Calendar for the deadline to file the application to graduate. A diploma or certificate will not be printed or be available unless this application is filed.
EXPECTATIONS FOR PARTICIPATION IN LAB COURSES
You will learn many clinical procedures in these courses that are part of a veterinary technicians’ scope of practice. For each course, students will receive a list of procedures for which they are required to demonstrate competency in performing. In lab, you will be expected to participate in practicing the performance of these procedures on each other and with live animals when appropriate.* This is in preparation for performing these procedures on patients in the clinical setting. Students should be properly attired for handling animals and laboratory samples when attending laboratory. **Standard Precautions are to be utilized at all times.**

* Please note: Although students will be expected to perform invasive procedures to a clinical competency (on an animal, not just a mannequin) before they graduate, students are not required to participate in invasive procedures during lab. For the purpose of grading in lab, the procedure can be performed on a mannequin so the student’s grade will not be affected. If a student declines participation in an invasive procedure during lab, then he/she must perform the procedure to a clinical competency during the clinical field placement experience under the direct supervision of the clinical preceptor (or his/her designee). Please read Appendix B, North Shore Community College’s Policy for Invasive Lab Policy in its entirety for full details regarding participation in invasive procedures during lab.
CLINICAL STANDARDS AND POLICIES

This section of the manual is an overview of the standards and policies pertaining to the clinical externship. The Clinical Coordinator will distribute a complete externship packet fully detailing the standards and policies prior to the externship:

- Students are required to complete a minimum of 160 hours of externship experience in a veterinary clinic. Attendance and promptness are mandatory. The 160 hours must be completed regardless of absences. Any missed time must be made up at the convenience of the clinic.

- Standard Precautions are to be practiced at all times during clinical.

- As a point of information, a pregnant student is reminded of the many contaminants present in the clinical area that could adversely affect a fetus. It is advisable for the student to contact her obstetrician once the pregnancy has been confirmed, to ensure that there are no medical concerns or limitations.

- A student shall, for all purposes, be deemed independent contractors and not employees of the facility, but nevertheless shall abide by all applicable facility policies and procedures.

- No student will be allowed to participate in clinical field placement unless they have submitted all required Health and Immunization documents.

- Students must adhere to the Veterinary Technicians Program’s dress code when in clinical. However, in cases where the students are in hospitals that have their own specific uniform code, their policy supersedes ours and must be adhered to by the students.

- Students are required to submit to CORI testing prior to clinical externship placement (See CORI Policy)

PLEASE NOTE: The clinical facility may terminate the participation of the clinical field placement of any student if the facility deems that the health status, performance, or other actions of the student is detrimental to patient care. This may result in suspension and/or failure of field placement, at the discretion of the Program Coordinator upon review of the circumstances.
Appendix A
Veterinary Technology Program
Pregnancy Waiver
Policy for the Declared Pregnant Veterinary Technology Student

Female Students who are pregnant while enrolled in the Veterinary Technology Program have the option to voluntarily inform program officials of their pregnancy. This information must be in writing to indicate the expected date of delivery. A student will not be considered pregnant without written disclosure.

Upon written disclosure, the student and the Program director will meet to discuss the potential harmful effects of exposure to animals, radiation and anesthetic gases inherent in the practice of veterinary medicine on the fetus, and the options available to the student to fulfill the educational requirements of the program.

1. The student may remain in the Program under the following conditions. The student may defer participation in activities that would place her in contact with the above hazards. She will be required to fulfill all competency requirements in order to graduate from the program. She will be permitted to participate in live animal laboratories with the written permission of her physician on file with the program.

2. The student may voluntarily withdraw from the veterinary technician program. If she leaves in good academic standing, and provides at least 3 months notice, she will be readmitted to the program at the beginning of the semester which was not completed, on a space available basis.

3. The student may undeclare her pregnancy at any time. This must be done in writing. If she chooses this option, she will be considered not pregnant and be required to participate in all competencies.

Although it is both the policy and practice of the Veterinary Technology Program at NSCC to offer the utmost in safety precaution for its students, North Shore Community College or its affiliates will not be responsible for injury to either the mother or child due to hazard exposure during pregnancy.

Information regarding a student leaving due to pregnancy will be held at the level of confidentiality requested by the student.

I have received and read the above pregnancy policy, understand the content and agree to comply with it.

Signed:__________________________________
Student

Signed:___________________________________
Parent or guardian if under 18

Date:_____________________________________
Appendix B
North Shore Community College’s Policy for Invasive Lab Policy, Verification Form, and Exposure Waiver Form
NORTH SHORE COMMUNITY COLLEGE

Policy for Invasive Lab Procedures

Recommendations:
• It is highly recommended that students complete the Rabies Vaccination series prior to participation in any animal lab procedures. **

The following procedures must be strictly adhered to during the performance of any invasive Lab procedure:

1) Standard Precautions are to be practiced at all times.*

2) All procedures involving blood or other potentially infectious materials shall be performed to minimize splashing, spraying, spattering, and generation of droplets.

3) NEVER RE-CAP CONTAMINATED SHARPS.

4) Contaminated sharps must be discarded immediately in the containers that are provided in Lab. These containers are to be kept upright. **DO NOT OVERFILL.** If a container is filled, do not use it. Discard any contaminated sharps in another container. Notify the Instructor or Program Director about the filled sharps container.

5) Any contaminated Vacutainers must be disposed of in the sharps containers provided in the Lab.

6) Potentially infectious materials (non-sharps) must be disposed of in the biohazard bags provided in Lab.

7) Specimens of blood or other potentially infectious materials shall be placed in containers that prevent leakage during collection, handling, processing, transport, and disposal.

8) Mouth pipetting, suctioning of blood or other potentially infectious material, is prohibited.

9) In the event of a needlestick injury, students must notify the instructor immediately. The following protocol is to be followed:
   Step 1: Provide Immediate care to the exposure site
   • Wash wounds and skin with soap and water
   • Flush mucous membranes with water
   Step 2: Seek immediate medical care to evaluate risk of exposure
   • either with your PCP or the nearest hospital emergency/urgent care unit
   Step 3: Complete and submit an Exposure Incident Report
   • this must be submitted to the Program Director within 24 hours of the injury.

10) Should the instructor(s) incur a needlestick injury, the instructor(s) must follow the same protocol as well as North Shore Community College’s established policy for an On-the-Job injury.
11) **Direct supervision by the instructor is required for all invasive procedures performed on live animals.**

Direct supervision is defined as the instructor standing within five feet of the procedure being performed, having a direct line of sight to the procedure being performed, and monitoring that procedure until its completion, including the proper disposal of any contaminated sharps. No individual should be within five feet of the procedure being performed, other than the instructor, the student performing the procedure, and any willing lab partner on which the procedure is being performed. Students shall not perform any invasive procedures unless the instructor is available for direct supervision as previously defined.

12) **Indirect supervision by the instructor is required for the practice of any invasive procedures on mannequins.**

Indirect supervision is defined as the instructor being present in the lab during the performance of the procedure, as well being available for questions, demonstration, and/or monitoring if necessary. No more than 1 pair of lab partners are to be assigned to a mannequin at one time and within a lab pair, only one partner is to be practicing at a time. No individual should be within five feet of the procedure being practiced on the mannequin, other than the instructor, the student performing the procedure, and/or that student’s lab partner. Students shall not practice any invasive procedures on mannequins unless the instructor is available for indirect supervision as previously defined.

13) Smoking, applying cosmetics or lip balm and handling contact lenses is prohibited in Lab.

14) No food or drink are to be consumed or stored anywhere in the Lab.

*Students who willingly participate in animal lab procedures will not be required to share their health and immunization status for the purposes of such participation. Thus, willing participation in invasive lab procedures will be conducted without the knowledge of participants’ health or immunization status. As in clinical practice, Standard Precautions should be utilized at all times.*

**Students who have not completed Rabies immunization may make it known to the clinical instructor and may be excused from direct handling of any animal of unknown Rabies status.**

I, ________________________________, have read North Shore Community College’s (NSCC) Policy for Invasive Lab Procedures in its entirety. I am fully aware that my participation in any invasive procedures performed on animals is completely voluntary. Additionally, I acknowledge that willing participation in invasive lab procedures will be conducted without the knowledge of participants’ health or immunization status. As in clinical practice, Standard Precautions should be utilized at all times. Furthermore, all of my questions have been answered and I fully understand NSCC’s Policy for Invasive Lab Procedures.

Signature of Student: ________________________________ Date: ____________________

Signature of Witness: ________________________________ Date: ____________________

Signature of Faculty/Staff: ________________________________ Date: ____________________
North Shore Community College
Exposure Waiver Form

I, _________________________________________, a student in the ____________________________ Program/Course, acknowledge that I have been apprised of the possible exposure risks to Rabies inherent in working with live animals. I further acknowledge that the risk of exposure to blood or other potentially infectious materials through activities involving practicing on live animals (e.g. phlebotomy) have been explained fully by the instructor. Furthermore, I acknowledge that the risk of other complications that can arise from participating in practicing on a live animal, such as infection, as well as vascular, tissue, or nerve injury, has been fully explained by the instructor. I am aware of the risk, however, I wish to voluntarily participate in the aforementioned activities in order to refine my skills. I am participating of my own free will, without encouragement form the instructor. Also, I understand that the College will not be responsible for the cost of my medical care should an exposure incident and/or injury occurs.

Procedure to be performed: ___________________________________________

Signature of student: ____________________________  Date: ____________

Signature of Witness: ____________________________  Date: ____________

Signature of Faculty Member: ________________________  Date: ____________
Appendix C
Veterinary Technology Program’s Counseling and Warning Forms
This form serves as documentation of a counseling meeting with

_____________________________ held on _________________________

His/her performance/status in the course _____________________ is not consistent with
successful completion of this component of the Veterinary Technology Program.

**Area(s) of concern discussed:**

ACADEMIC COMPONENT:


CLINICAL COMPONENT:


**Seek assistance from:**

___ Member of the Faculty  ___ Student Support Services  ___ Division Chairman

___ Financial Aid  ___ Program Director  ___ Other________

Program Coordinator/Instructor: __________________________ Date:

I have read and received a copy of the above regarding my status in the Veterinary Technology Program.

Student: __________________________ Date:
NORTH SHORE COMMUNITY COLLEGE

Veterinary Technology Program

ACADEMIC/CLINICAL WARNING FORM

is hereby placed on warning for unsatisfactory academic/clinical performance (as documented below and/or on the Counseling Form). This could interfere with the successful completion of course requirements and/or the Program if the student does not meet the specific goals and deadlines.

Program Coordinator
or Instructor: ________________________________ Date:

Student: ________________________________ Date:
STUDENT AGREEMENT OF RESPONSIBILITY FOR
STUDENT ORIENTATION HANDBOOK

It is the responsibility of each student to read the Student Orientation 
Handbook. Failure to read the information contained in the Student 
Orientation Handbook is not considered an excuse for non-compliance or 
lack of understanding.

The Veterinary Technology Program may change policies or revise 
information deemed necessary due to institutional and program 
circumstances. Students will receive an addendum for the handbook 
whenever policies or information is changed during the academic year.

I have read, understand, and agree to comply with all policies stated in 
the Veterinary Technology Program Orientation Handbook.

Student Signature: ____________________________________________

Name (print): ________________________________________________

Date: ________________________________________________________
Appendix D
Admissions Packet and Technical Standards
Dear Prospective Student:

Thank you for your interest in the Veterinary Technology Program. This application packet contains important information about admission requirements, the admission process, and some program requirements. PLEASE READ THE FOLLOWING INFORMATION CAREFULLY AND RETAIN IT FOR FUTURE REFERENCE. Admission to the Veterinary Technology Program is highly competitive. It is your responsibility to assure that you accurately understand the information in this packet and follow it accordingly. Failure to do so will result in your application to this program being denied.

Section 1: Minimum Requirements to apply to the Veterinary Technology Program

There are several items that are required in order to apply to the Veterinary Technology Program. We will not accept your application until all of the required items are completed. The required items are:

1. NSCC Admissions Application or Change-of-Program request for Fall 2008
   This must be completed for the year in which you are applying. Therefore, if you have previously submitted an application or change of program request, it does not count. You must complete a new application or change of program request for this year. Both forms are available in the Enrollment Center in Danvers and Lynn or on our web site:
   http://www.northshore.edu/enroll/index.html

2. Successful completion (pass) of communications and math proficiency
   You may achieve proficiency in a number of ways: CPT testing (call 978-762-4000 ext. 4376 for hours of testing), a previous degree, transfer credit, CNET scores etc. Specific information about proficiency is available on our website http://www.northshore.edu/programs/basic.html

3. High school transcript or GED score report
   If the Enrollment Office already has this on file, please let us know this when you submit the other required items listed in this section.
4. Official transcripts from all Colleges previously attended or listed on the application
   If the Enrollment Office already has this on file, please indicate this when you submit the other required items listed in this section.
   Transfer students from another accredited Veterinary Technology education program must also provide:
   - an official transcript proving enrollment in Veterinary Technology courses within the last 5 years
   - course syllabi from all previous Veterinary Technology courses

   Please note: informational interview may be required by the Program Coordinator

5. Overall Grade Point Average (GPA) of 2.0 or better (High School or College)

6. Veterinary Technology Program Admissions Questionnaire
   This must be completed for the year in which you are applying. Therefore, if you have previously submitted a questionnaire, it does not count. You must complete the questionnaire in this packet.

7. Verification Form
   The Verification Form in this packet verifies that you have read and understand the information in this packet.

8. Attendance at a Mandatory Information Session conducted by the Veterinary Technology Department
   A schedule of upcoming Information Sessions is listed in this packet.

Section 2: Application Dates
When you have the items listed above in Section 1, this constitutes a completed application and you can submit these items to the Enrollment Center on the Danvers or Lynn Campus.

- We will begin accepting completed applications on September 25, 2006.
- Completed applications received by January 26, 2007 will receive preferred consideration.
- Completed applications received after January 26, 2007 will be considered on a space available basis or for wait list status.

Once the 20 seats in the Program are filled, as well as the wait list, no further applications will be accepted. When applications are closed, notification will appear on the Animal Science web page that can be accessed at http://www.northshore.edu/departments/index.php select Veterinary Technology.

If an applicant applies by January 31, 2008, the applicant will receive written notification of his/her admission decision by April 1, 2008. If offered admission,
a $100.00 deposit will be required to secure your acceptance to the Veterinary Technology Program.

Section 3: Additional Evaluation Criteria
In addition to the minimum requirements in Section 1, additional consideration will be given to:

- The quality of the questionnaire (e.g. word processing, correct grammar/spelling, accuracy and completeness of answers).
- Overall High School or College Grade Point Average (GPA) as well as the specific GPA for college courses such as Anatomy and Physiology, Biology, Chemistry, Composition, and Computers.
- Related animal care experience.
- Earned Certificate or Degree from a College or University that is accredited by a national accrediting agency recognized by the U.S. Secretary Of Education.
- **For recent high school graduates only** (within 15 months of September 2006): The following can be submitted for consideration along with the minimum requirements listed in section 1: SAT scores; extracurricular/volunteer activities (please list on the 1st page of the questionnaire in this packet); and a letter of recommendation from a guidance counselor or teacher.

Section 4: Additional Important Information

1. **The program will accept approximately 20 students for Fall 2008.** The decision in response to your application will be "accepted to Veterinary Technology" or "waiting list for Veterinary Technology" or "accepted to another program at the College."

2. **Transfer credit will be granted for comparable courses** taken at a College or University that is accredited by a national accrediting agency recognized by the U.S. Secretary Of Education in which grades of “C” or better were earned, provided the courses are equivalent and an official transcript has been received (Veterinary Technology Assistant courses taken at another College/University also requires submittal of course syllabi and will be reviewed for transfer credit on a case-by-case basis).

3. **Working as a Veterinary Technology is physically, mentally, and emotionally demanding.** 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. A list of those essential tasks is in this packet under the section entitled, “Technical Standards for The Veterinary Technology Program”. For those applicants offered admission, this must be signed by a Physician or Nurse Practitioner.
4. All students must document immunity to Measles, Mumps, and Rubella; tetanus/diptheria immunization within the last 10 years in order to begin the professional courses. Immunization against Hepatitis B is required for all full time students. It is recommended that students receive inoculation against Rabies virus. A copy of the Division of Health Professions Health Evaluation Packet will be sent upon acceptance to the Veterinary Technology Program.

5. You **MUST** attend a **Mandatory Orientation/Registration** day scheduled for Thursday, May 15, 2008.

6. During the program, **students are responsible for their own transportation** to a variety of clinical facilities (which may or may not be accessible by public transportation).

7. Students interested in participating in an academic program that involves working with children, the disabled or the elderly, or includes a clinical affiliation, internship or field placement with a private or public health care provider, **may be required to undergo a Criminal Offender Record Information (CORI) and/or Sex Offender Record Information (SORI) check.** Depending on the contents of student’s CORI or SORI, participation in clinical, internship, or field placement course(s) may be denied. In addition, students may be required to submit to **drug screenings.**

Thank you for your interest in the Veterinary Technology Program at NSCC and for your careful attention to the information provided in this packet. Please retain this letter for future reference.

Sincerely,

Maryanne Atkinson
Maryanne Atkinson, RT(R), R.N., M.Ed.
Coordinator of the Enrollment Centers
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, cavitrons, 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.

<table>
<thead>
<tr>
<th>PHYSICAL STANDARDS</th>
<th>Freq</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIFT: up to 50 pounds to assist moving patients</td>
<td>F</td>
</tr>
<tr>
<td>STOOP: to adjust equipment</td>
<td>F</td>
</tr>
<tr>
<td>KNEEL: to perform CPR</td>
<td>O</td>
</tr>
<tr>
<td>CROUCH: to locate and plug in electrical equipment</td>
<td>F</td>
</tr>
<tr>
<td>REACH: 5½' above the floor to move animals in upper level cages</td>
<td>C</td>
</tr>
<tr>
<td>HANDLE: small and large equipment for storing, retrieving, moving.</td>
<td>C</td>
</tr>
<tr>
<td>GRASP: syringes, laryngoscope, endotracheal tubes</td>
<td>C</td>
</tr>
<tr>
<td>STAND: for prolonged periods of time (e.g., deliver therapy, check equipment)</td>
<td>C</td>
</tr>
<tr>
<td>FEEL: puncture, skin to palpate pulses, arteries for temperature.</td>
<td>C</td>
</tr>
<tr>
<td>PHYSICAL STANDARDS</td>
<td>Freq</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>PUSH/PULL: mechanical ventilators</td>
<td>C</td>
</tr>
<tr>
<td>WALK: for extended periods of time to all areas of a hospital.</td>
<td>C</td>
</tr>
<tr>
<td>MANIPULATE: knobs, dials associated with diagnostic/therapeutic devices.</td>
<td>C</td>
</tr>
<tr>
<td>HEAR: verbal directions</td>
<td>F</td>
</tr>
<tr>
<td>gas flow through equipment</td>
<td>C</td>
</tr>
<tr>
<td>alarms</td>
<td>C</td>
</tr>
<tr>
<td>heart through a stethoscope such as breath or sounds</td>
<td>C</td>
</tr>
<tr>
<td>SEE: patient conditions such as skin color, work of breathing</td>
<td>C</td>
</tr>
<tr>
<td>mist flowing through tubing</td>
<td>F</td>
</tr>
<tr>
<td>shapes and forms associated with radiographs.</td>
<td>F</td>
</tr>
<tr>
<td>TALK: to communicate in English to patients and clients</td>
<td>C</td>
</tr>
<tr>
<td>READ: in typed, handwritten, computer information in English</td>
<td>C</td>
</tr>
<tr>
<td>WRITE: to communicate in English pertinent information (e.g., patient evaluation data, therapy outcomes)</td>
<td>C</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MENTAL/ATTITUDINAL STANDARDS</th>
<th>Freq</th>
</tr>
</thead>
<tbody>
<tr>
<td>Function safely, effectively, and calmly under stressful situations.</td>
<td>F</td>
</tr>
<tr>
<td>Maintain composure while managing multiple tasks simultaneously.</td>
<td>F</td>
</tr>
<tr>
<td>PHYSICAL STANDARDS</td>
<td>Freq</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Prioritize multiple tasks.</td>
<td>C</td>
</tr>
<tr>
<td>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.</td>
<td>C</td>
</tr>
<tr>
<td>Maintain personal hygiene consistent with close personal contact associated with patient care.</td>
<td>C</td>
</tr>
<tr>
<td>Display attitudes/actions consistent with the ethical standards of the profession.</td>
<td>C</td>
</tr>
</tbody>
</table>

* Frequency Key:
O = occasionally 1-33% ;   F = frequently 34-66% ;   C = constantly 67-100%

Students MUST meet technical standards OR contact Student Support for information about The Americans With Disabilities Act

Student Name (please print)__________________________

Student Signature ________________________________

Date___________________________________________
VETERINARY TECHNOLOGY PROGRAM ADMISSIONS QUESTIONNAIRE - FALL 2008

This questionnaire is NOT an application for admission. Instructions, page one:
Please complete this page by printing all of your answers. Attach additional sheet(s) if needed or submit a resume (make sure your name is on each additional sheet).

Name: _____________________________ Soc Sec #:_______________________

Address:_____________________________________________________________

Day Time Phone: (____)_____________ Evening Phone: (____)___________________

Cell Phone: (____)_______________________Email:__________@_______________

Are you applying to transfer Veterinary Technology credits from another program of study?   Yes   No

Please PRINT all answers (or attach a word processed resume):

<table>
<thead>
<tr>
<th>Your current job:</th>
<th>Employer:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates:</td>
<td>Duties and Responsibilities:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prior job(s)</th>
<th>Employer/Facility:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates:</td>
<td>Duties and Responsibilities:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Animal Related Volunteer Experiences or Site Visits</th>
<th>Employer/Facility:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates:</td>
<td>Duties and Responsibilities:</td>
</tr>
</tbody>
</table>

Please proceed to the next page and follow the instructions.
VETERINARY TECHNOLOGY PROGRAM ADMISSIONS QUESTIONNAIRE -
FALL 2008 (Continued)

Instructions, page two: Please provide grammatically correct answers to the following questions. Spelling counts. The answers should be word processed and submitted on a separate page(s). Make sure your name is on each of the page(s) submitted.

1. **Why have you decided to apply to the Veterinary Technology Program?**
   Please explain what you know about the profession of Veterinary Technology and NSCC’s Veterinary Technology Program. How did you learn this information (i.e. what sources did you research that lead you to choosing this profession)?

2. **As a member of the healthcare team, what is the role of a Veterinary Technician?**
   Please provide specific examples of the duties and responsibilities of a Veterinary Technician.

3. **Describe how your life experiences have enhanced your knowledge of yourself and the Veterinary Technology Profession?**
   Describe how your life/work experiences and extracurricular, and/or volunteer activities contributed to choosing this profession.

4. **What are your academic and professional goals?**
   What are the educational requirements to become a Veterinary Technician? What are the career opportunities for advancement within the Veterinary Technology profession and what are the educational requirements for such advancements? How does your career goals relate to your personal values and goals?

5. **Why do you think you will be a good Veterinary Technician?**
   Please describe your academic accomplishments and personal attributes that will contribute to you functioning as a competent Veterinary Technician.
MANDATORY INFORMATION SESSIONS
FOR APPLICANTS TO THE
VETERINARY TECHNOLOGY PROGRAM

Applicants to the Veterinary Technology Program must attend an information session. Please come to learn more about the admissions process and the program. Ask your questions. This information should enable you to make a more informed decision about the Veterinary Technology Program.

Sessions for Fall 2008 will be held in the Health Professions and Science Building on the Danvers Campus in room 202 DH from 4:30 – 5:30 pm on the following dates:

Conducted by Dr. Karen Komisar

(978) 762-4000, ext. 1512

kkomisar@northshore.edu
Verification Form

Please read and sign the following:

Application Packet

I, _____________________________ , have read the Veterinary Technology Program please print name

Application Packet in its entirety and had any questions answered completely by an Academic Advisor or other College personnel. I acknowledge that it is my responsibility to assure my understanding of the

content by seeking further information from an Academic Advisor and/or other College personnel.

Signature: _____________________________ Date: ________________
Checklist for Applying to the Veterinary Technology Program

Use this form to help you organize your application to the Veterinary Technology Program.

YES (place “check” next to completed items)

_____ NSCC Admissions Application or Change-of-Program request for Fall 2008

_____ Successful completion (pass) of communications and math proficiency

_____ High school transcript or GED score report

_____ Official transcripts from all Colleges previously attended or listed on the application (for students who previously attended Veterinary Technology School, course syllabi as well)

_____ Overall Grade Point Average (GPA) of 2.0 or better (High School or College)

_____ Veterinary Technology Program Admissions Questionnaire

_____ Verification Form

_____ Attendance at a Mandatory Information Session conducted by the Veterinary Technology Department

When all of the items are checked “yes”, submit these items to the Enrollment Center. You can either drop these items off to the Enrollment Centers on the Lynn or Danvers Campus, or mail these items to 1 Ferncroft Road, P.O. Box 3340, Danvers, MA 01923-0840.