Veterinary Technology

Student Handbook

2021-2022

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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.

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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 American Veterinary Medical Association (AVMA).

CREDENTIALING INFORMATION

Graduates of the Program will be eligible to sit for the Veterinary Technicians National Exam (VTNE), administered by the American Association of State Veterinary Boards (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 CVT is a means by which you can express your knowledge and professionalism to an employer and to the public. Program Faculty will distribute information pertaining to this exam. However, it is highly recommended that you visit the web site of the AASVB.   In addition, the Massachusetts Veterinary Technician Association's (MVTA) web site is a valuable resource that provides information about the Veterinary technology profession.

ADMISSIONS ELIGIBILITY

Please note that the Veterinary Technology Program is a **Fall start only** program. Prior to applying, applicants must:

- Attend a Mandatory Information Session
- Have a high school diploma or equivalent at the time of application or by June 30, of the fall they are applying for
- Meet communication proficiency
- Meet the mathematics threshold requirement as outlined in the admission packet
- Fill out a questionnaire relating to their understanding and experience with the field of veterinary technology
- Candidates applying for admission to the Veterinary Technology program will be required to have an introductory level course in chemistry (equivalent to NSCC CHEM 101) **AND** biology (equivalent to NSCC BIO 101) both with a C or better **completed prior to entry into the program**. **

- ◆ <mark>COVID-19 UPDATE for Fall 2022 Applicants: Students applying for admission into the Fall 2022 class of Veterinary Technology may use on-line Biology and/or Chemistry courses to fulfill the Biology and Chemistry pre-requisites, as long as all other criteria are met.</mark>
- ◆ Both chemistry and biology courses must have a laboratory component, including on-line classes.
- ◆ The biology course must be for science or health science majors.
- ◆ A high school class will meet this requirement, as long as the applicant earned a final grade of "C" or better and the student:
  - took the class while in high school
  - completed the class within 5 years of application
  - graduated high school within 5 years of application
  - the class had a laboratory component
- ◆ Students may be enrolled in the prerequisite course at the time of application, and be accepted into the Veterinary Technology program, but admission remains conditional until a final grade of C or better is submitted no later than June 30th, prior to the Fall start.
- Submit an Academic or Professional letter of recommendation indicating why you would be a good candidate for the Veterinary Technology Program (this may be from an employer or teacher/professor, but not a family member)
- Submit a resume
- Submit all high school and college transcripts

The application deadline may be acquired by contacting enrollment services. (Appendix D)

Link to the application packet:

[Veterinary Technology Application](#)

HEALTH REQUIREMENTS

Students must be able to perform the Technical Standards of the Program with or without reasonable accommodation. A complete list of those standards is available in Appendix D. Additionally, all students are responsible to provide the required immunization documentation for the College and any supplemental documentation required by the Program.

Pre-exposure immunization against Rabies is **REQUIRED** of students granted admission to this program. The vaccination series must be **COMPLETED BY AUGUST 2022 (date TBD) PRIOR TO STARTING** class in the Fall for students with private health insurance. Students with health insurance

through NSCC will have until **OCTOBER 2022 (date TBD)** to complete the vaccination series. Students that have been previously vaccinated greater than 2 years ago will need to submit a titer level indicating good immunity by **AUGUST 2022 (date TBD)** prior to classes starting in the fall. Please see the application packet for more details.

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

PROFESSIONAL BEHAVIOR:
VETERINARY TECHCNICIAN'S CODE OF ETHICS BY THE NAVTA

Introduction
Every veterinary technician has the obligation to uphold the trust invested in the profession by adhering to the profession's Code of Ethics.
A code of ethics is an essential characteristic of a profession and serves three main functions:

1. A code communicates to the public and to the members of the profession the ideals of the profession.
2. A code is a general guide for the professional ethical conduct.
3. A code of ethics provides standards of acceptable conduct that allow the profession to implement disciplinary procedures against those who fall below the standards.

No code can provide the answer to every ethical question faced by members of the profession. They shall continue to bear responsibility for reasoned and conscientious interpretation and application of the basic ethical principles embodied in the Code to individual cases.

Ethical standards are never less than those required by law; frequently they are more stringent.

Preamble
The Code of Ethics is based on the supposition that the honor and dignity of the profession of veterinary technology lies in a just and reasonable code of ethics. Veterinary technicians promote and maintain good health in animals; care for diseased and injured animals; and assist in the control of diseases transmissible from animals to human. The purpose of this Code of Ethics is to provide guidance to the veterinary technician for carrying out professional responsibilities so as to meet the ethical obligations of the profession.

Code of Ethics

1. Veterinary technicians shall aid society and animals by providing excellent care and services for animals.
2. Veterinary technicians shall prevent and relieve the suffering of animals with competence and compassion.
3. Veterinary technicians shall remain competent through commitment to life-long learning.
4. Veterinary technicians shall promote public health by assisting with the control of zoonotic disease and educating the public about these diseases.

5. Veterinary technicians shall collaborate with other members of the veterinary medical profession in efforts to ensure quality health care services for all animals.
6. Veterinary technicians shall protect confidential information provided by clients, unless required by law or to protect public health.
7. Veterinary technicians shall assume accountability for individual professional actions and judgements.
8. Veterinary technicians shall safeguard the public and the profession against individuals deficient in professional competence or ethics.
9. Veterinary technicians shall assist with efforts to ensure conditions of employment consistent with the excellent care for animals.
10. Veterinary technicians shall uphold the laws/regulations that apply to the technician's responsibilities as a member of the animals health care team.
11. Veterinary technicians shall represent their credentials or identify themselves with specialty organization sonly if the designation has been awarded or earned.

Ideals

In addition to adhering to the standards listed in the Code of Ethics, veterinary technicians must also strive to attain a number of ideals. Some of these are:

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

This code has been developed by the NAVTA Ethics Committee. No part of it may be reproduced without the written permission of NAVTA. Copyright 2007 NAVTA, Inc. All rights reserved. www. navta.net

Professional behavior by the NSCC veterinary technology student is expected in all settings. A student that participates in behavior that is a violation of this policy (whether before or after admission to the program or during their course of study at NSCC) will be subjected to disciplinary action and/or dismissal from the program.

PROFESSIONAL BEHAVIOR STANDARDS
ACADEMIC COMPONENT

Students are expected to conduct themselves professionally. Professional behavior includes but is not limited to the following:

- Handing in assignments on time.

- Dressing appropriately for the class you are in. For example, this means coming prepared to your laboratory classes wearing your scrubs and laboratory coat, hair pulled back, close toed shoes, etc.

- Using correct language and discussing the material at hand when working in groups or with laboratory partners.

- Being respectful of classmates and instructors. Do not talk while instructors/professors are speaking or lecturing, or when it is another student's turn to speak. Raise your hand in order to participate in classes.

- You are here to learn to think critically, to learn from others, and to learn that it is okay to have a different set of opinions, but that you still need to work together.

- Remember to be approachable. One of our objectives is to work as a team to provide the best care possible to our patients.

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.

- Turning off all external communication and entertainment devices.

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

- Completing required assignments on time.

♦ Do not work on other class assignments during scheduled class time.

♦ Organize non-classroom learning time for effectiveness and efficiency. Do not wait until the last minute to study or complete work.

♦ 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.

♦ Seek help when needed.

The students will DEMONSTRATE INTEREST in the academic process by:

♦ Seeking and utilizing suggestions and constructive feedback 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.

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 Director.

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.

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 Director. The Program Director will then meet with the student to discuss the issue. More than 4 absences in a lecture class, whether excused or unexcused, may be grounds for dismissal from the program due to the amount of missed material.

   - **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 Director 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 in-laws.

- **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 Director. Such circumstances will be considered on a case by-case basis at the discretion of the Program Director.

CORE RULES OF NETIQUETTE

The Core Rules of Netiquette Shea, V. (1994). Core rules of netiquette. Netiquette (Online ed., pp. 32-45). San Francisco: Albion Books.

Netiquette, or network etiquette, is concerned with the "proper" way to communicate in an online environment. Consider the following "rules," adapted from Virginia Shea's The Core Rules of Netiquette, whenever you communicate in the virtual world.

Rule 1: Remember the Human

When communicating electronically, whether through email, instant message, discussion post, text, or some other method, practice the Golden Rule: Do unto others as you would have others do unto you. Remember, your written words are read by real people, all deserving of respectful communication. Before you press "send" or "submit," ask yourself, "Would I be okay with this if someone else had written it?"

Rule 2: Adhere to the same standards of behavior online that you follow in real life

While it can be argued that standards of behavior may be different in the virtual world, they certainly should not be lower. You should do your best to act within the laws and ethical manners of society whenever you inhabit "cyberspace." Would you behave rudely to someone face-to-face? On most occasions, no. Neither should you behave this way in the virtual world.

Rule 3: Know where you are in cyberspace

"Netiquette varies from domain to domain." (Shea, 1994) Depending on where you are in the virtual world, the same written communication can be acceptable in one area, where it might be considered inappropriate in another. What you text to a friend may not be appropriate in an email to a classmate or colleague. Can you think of another example?

Rule 4: Respect other people's time and bandwidth

Electronic communication takes time: time to read and time in which to respond. Most people today lead busy lives, just like you do, and don't have time to read or respond to frivolous emails or discussion posts. As a virtual world communicator, it is your responsibility to make sure that the time spent reading your words isn't wasted. Make your written communication meaningful and to the point, without extraneous text or superfluous graphics or attachments that may take forever to download.

Rule 5: Make yourself look good online

One of the best things about the virtual world is the lack of judgment associated with your physical appearance, sound of your voice, or the clothes you wear (unless you post a video of yourself singing Karaoke in a clown outfit.) You will, however, be judged by the quality of your writing, so keep the following tips in mind:

o   Always check for spelling and grammar errors
o   Know what you're talking about and state it clearly
o   Be pleasant and polite

Rule 6: Share expert knowledge

The Internet offers its users many benefits; one is the ease in which information can be shared or accessed and in fact, this "information sharing" capability is one of the reasons the Internet was founded. So, in the spirit of the Internet's "founding fathers," share what you know! When you post a question and receive intelligent answers, share the results with others. Are you an expert at something? Post resources and references about your subject matter. Recently expanded your knowledge about a subject that might be of interest to others? Share that as well.

Rule 7: Help keep flame wars under control

What is meant by "flaming" and "flame wars?" "Flaming is what people do when they express a strongly held opinion without holding back any

emotion." (Shea, 1994). As an example, think of the kinds of passionate comments you might read on a sports blog. While "flaming" is not necessarily forbidden in virtual communication, "flame wars," when two or three people exchange angry posts between one another, must be controlled or the camaraderie of the group could be compromised. Don't feed the flames; extinguish them by guiding the discussion back to a more productive direction.

Rule 8: Respect other people's privacy

Depending on what you are reading in the virtual world, be it an online class discussion forum, Facebook page, or an email, you may be exposed to some private or personal information that needs to be handled with care. Perhaps someone is sharing some medical news about a loved one or discussing a situation at work. What do you think would happen if this information "got into the wrong hands?" Embarrassment? Hurt feelings? Loss of a job? Just as you expect others to respect your privacy, so should you respect the privacy of others. Be sure to err on the side of caution when deciding to discuss or not to discuss virtual communication.

Rule 9: Don't abuse your power

Just like in face-to-face situations, there are people in cyberspace who have more "power" than others. They have more expertise in technology, or they have years of experience in a particular skill or subject matter. Maybe it's you who possesses all of this knowledge and power! Just remember, knowing more than others do or having more power than others may have does not give you the right to take advantage of anyone. Think of Rule 1: Remember the human.

Rule 10: Be forgiving of other people's mistakes

Not everyone has the same amount of experience working in the virtual world. And not everyone knows the rules of netiquette. At some point, you will see a stupid question, read an unnecessarily long response, or encounter misspelled words; when this happens, practice kindness and forgiveness as you would hope someone would do if you had committed the same offense. If it's a minor "offense," you might want to let it slide. If you feel compelled to respond to a mistake, do so in a private email rather than a public forum.

STATEMENT ON STUDENT EMPLOYMENT

Due to the vigorous academic and clinical curriculum, students are strongly urged to limit work hours to a maximum of 12- 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.

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 (VET and ANS courses). These are indicated on the Guided Pathway sheet. This includes the summer internship, VET 120.
2. Failure to achieve a grade of "C" (73%) or better on any exam, final/last exam or practicum as outlined in a course syllabus. This includes Veterinary Hospital Procedures and Surgical Nursing and

Anesthesia I**. Students that fail to achieve the calculated grade of 73% or better on the indicated exam or practicum will receive an F in the class and will be withdrawn from the program at the end of the semester.

**For Surgical Nursing and Anesthesia I, this class ends prior to the end of the semester. If a student fails to earn the necessary grades to pass the class, they are expected to complete all other classes within the program for college credit or for credit should the student be eligible for and interested in applying for the one-time readmission to the program.

3. Excessive absenteeism-as described in individual course syllabi.
4. Failure to complete the required 240 hours of clinical externship.
5. Failure to complete the Program requirements within four (4) years of entering the Program

DISCIPLINARY POLICY AND PROCEDURES

If a student fails to adhere to professional behavior or 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 Director, 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 Director 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 Profession and Stem and Education 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 the Veterinary Technology Program is not automatically guaranteed. If readmitted, students are permitted <u>only one readmission</u> to the program on a space available basis with approval by the Program Director.

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 Director within ten (10) days of course withdrawal and/or failure and within one (1) month of the end of the stop out semester.
2. Within 14-28 days after the initial meeting, the student will submit a detailed letter to the Program Director addressing specific changes to be made to enhance academic success.
3. Within 14-28 days upon receipt and review of the letter, the Program Director will inform the student of the status of their application for readmission and any criteria that may need to be met for readmission.
4. All students seeking readmission to the Veterinary Technology program are required to provide documentation to the Program

Director they volunteered or worked for a minimum of 50 hours at a veterinary hospital, veterinary clinic, or business where they were directly involved with the care or medical treatment of animals after leaving the program. The due date of the completion of the 50 hours is up to the discretion of the Program Director, but will be completed prior to granting a student readmission.

5. At the discretion of the Program Director, the student may need to participate in follow up communication or a follow-up meeting with the Program Director, date to be determined by the Program Director, to discuss the student's fulfillment or failure to fulfill any criteria required for readmission and/or the determination of the student's readmission status.

6. Complete and submit both a general college application form as well as the Veterinary Technology Program Readmission Form to Enrollment Services. (Appendix D)

7. Complete a CORI/SORI.

These steps are subject to modification on a case by case basis at the discretion of the Program Director. 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, documented plan for future success, personal circumstances, medical fitness, completion of 50 hours working or volunteering at an organization where there is direct participation in the care or medical treatment of animals after leaving the program and prior to readmission, and space availability within the program**. It is standard procedure that students that failed to earn a passing grade within a class, if readmitted, must repeat and pass that class prior to continuing on with the remaining curriculum in the program. Students that take a semester stop out, if readmitted, would resume course work where they left off. Students, who are readmitted, must meet current program requirements including:

1. updated health forms
2. proof of health insurance
3. CORI/SORI

WITHDRAWAL POLICY

Prior to withdrawing from the Veterinary Technology Program, it is highly recommended that the student make an appointment with the Program Director 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.

DRUG SCREENING POLICY

Students enrolled in the Veterinary Technology program may be required to undergo and pass a drug screening analysis in order to be eligible for placement in a clinical facility. Students may also be required to undergo and pass random drug screening analysis during clinical rotations at clinical facilities. Students who fail to pass or refuse to submit to a drug screening analysis will be ineligible for clinical placements and will be dismissed from the Program of Study.

COURSE OBJECTIVES, ASSIGNMENTS AND PROCEDURES

Each student will be provided with a course syllabus at the beginning of a 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 technician's 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 with each other and on 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).   It may be required that a video be taken of the student completing the clinical competency during field placement to be submitted to program faculty for review and acceptance as successful completion of the task. 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 Internship.   The Clinical Coordinator will distribute a complete Internship packet fully detailing the standards and policies prior to the Internship:

- Students are required to complete a minimum of 240 hours of internship experience in a veterinary clinic.   Attendance and promptness are mandatory.   The 240 hours must be completed regardless of absences. Any missed time must be made up at the convenience of the clinic.

- The complete 240 hours of the Internship are to be completed at a Small Animal General Practice.

- The Internship site shall not be a practice where a student currently is employed or currently takes their pets for veterinary care.

- The Internship is non-paid. Students receive college credit for the Internship.

- 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 Internship placement (See CORI Policy)

- Students will be required to videotape themselves completing certain Essential Skills on their Internship. These videos will be submitted to Program Faculty for review prior to the end of the Internship. Program Faculty will determine whether Essential Skills have been completed successfully or not. Failure to successfully complete Essential Skills may jeopardize a student's ability to complete and pass the Summer Internship.

- Students cannot begin their Clinical Internship before the start of Summer Session I or before they are given the okay by the Clinical Coordinator.

ATTENDANCE POLICY AND GROUNDS FOR DISMISSAL FOR SUMMER INTERNSHIP

1. Failure to comply with <u>any</u> of the COURSE REQUIREMENTS for VET 120 (see course syllabus for more details) will result in failure of the course, and the beginning of the dismissal process from the Veterinary Technology Program.

2. If more than 2 days of the Internship are missed consecutively or a hospitalization occurs, **the Clinical Coordinator at NSCC and Site Coordinator are to be notified**. A <u>Doctor's note</u> must be provided to the Clinical Coordinator prior to restarting the Internship.

3. Any schedule changes at the Internship site are to be approved by the Internship Site Coordinator/Supervisor at the site.

4. Excessive tardiness, failure to show up for scheduled hours without prior notification to the Site Coordinator, or leaving early without permission are all grounds for failure of the Internship, which will result in the beginning of the dismissal process from the Veterinary Technology Program.

5. Any cost incurred due to injuries or wounds acquired at an internship site that need care are to be covered by a student's individual health insurance. An incident report from must be submitted to the Clinical Coordinator at NSCC within 24-48 hours of injury.

6. Failure to submit videotaped Essential Skills to faculty as outlined in the course syllabus or failure to submit a video that passes faculty review may lead to a student failing the summer Internship, and subsequently failing out of the program.

7. This is a graded class. Students must earn a final grade of 73% or better to pass the internship and remain in the Veterinary Technology Program.

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.
3. The student may un-declare 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.

Student Signature: _____

Name (print): _____

Date: _____

Parent Signature or Legal Guardian (if under 18 years of age):

_____

Appendix B
North Shore Community College's Policy for Invasive Lab Procedures, Verification Form, and Exposure Waiver Form

NORTH SHORE COMMUNITY COLLEGE
Policy for Invasive Lab Procedures

Required:
- It is required that students complete the Rabies Vaccination pre-exposure series prior to participation in any animal lab procedures involving unvaccinated animals. **

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. <u>DO NOT OVERFILL</u>. 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 needle stick 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 needle stick 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) <u>Direct supervision by the Instructor is required for all invasive procedures performed on live animals</u>. 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) <u>Indirect supervision by the Instructor is required for the practice of any invasive procedures on mannequins</u>. 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.

Reference: OSHA Regulations and Guidelines: A Guide for Health Care Providers, Delmar Publishers, Copyright 2000.

North Shore Community College

Veterinary Technology

Policy for Invasive Lab Procedures

Verification Form

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.

Student Signature: _____

Name (print): _____

Date: _____

North Shore Community College

Veterinary Technology Program

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 from 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 occur.

Student Signature: _____

Name (print): _____

Date: _____

Appendix C
Veterinary Technology Program's Counseling and Academic/Clinical Warning Forms and Student Agreement of Responsibility for Student Orientation Handbook

NORTH SHORE COMMUNITY COLLEGE
VETERINARY TECHNOLOGY PROGRAM
COUNSELING FORM

This form serves as documentation of a counseling meeting with

_____

held on_____.

His/her performance/status in the course of

_____

is not consistent with successful completion of this component of

the Veterinary Technology Program.

Area(s) of concern discussed:

ACADEMIC COMPONENT:

CLINICAL COMPONENT**:**

<u>Seek assistance from</u>:

_____ Member of the Faculty _____ Student Support Services

_____Division Chairman _____Financial Aid

_____ Program Director _____Other_____

Program_____

Director/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

<u>ACADEMIC/CLINICAL WARNING FORM</u>

_____
(name of student)

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.

Student Signature: _____

Name (print): _____

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.
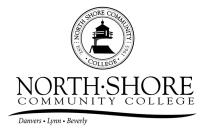
Students will receive notification or an addendum for the handbook whenever policies or information is changed during the academic year.

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
Technical Standards

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.

PHYSICAL STANDARDS	Freq*
LIFT: up to 50 pounds to assist moving patients	F
STOOP: to adjust equipment and clean cages	F
KNEEL: to perform CPR	O
CROUCH: to locate and plug in electrical equipment to safely move animals in and out of cages	F
REACH: 5½' above the floor to move animals in upper level cages	C
HANDLE: strong, sometimes aggressive large and small animals small and large equipment for storing, retrieving and moving	C
GRASP: syringes, laryngoscope, endotracheal tubes	C
STAND: for prolonged periods of time (e.g., deliver therapy, Check equipment)	C
FEEL: to palpate pulses, arteries for puncture, skin temperature	C
WALK: for extended periods of time to all areas of a hospital	C
MANIPULATE: knobs, dials associated with diagnostic/therapeutic devices, large, sometimes uncooperative dogs and cats	C
HEAR: verbal directions	F
animal sounds of distress	C
gas flow through equipment	C
alarms	C
through a stethoscope such as breath or heart sounds	C
SEE: patient conditions such as skin color, work of breathing	C
mist flowing through tubing	F
shapes and forms associated with radiographs	F
TALK: to communicate in English goals/procedures to patients And clients	C

READ: typed, handwritten, computer information in English	C
WRITE: to communicate in English pertinent information (e.g., patient evaluation data, therapy outcomes) regarding patient status	C

MENTAL/ATTITUDINAL STANDARDS	Freq*
Function safely, effectively, and calmly under stressful situations.	F
Maintain composure while managing multiple tasks simultaneously.	F
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, collaboration, teamwork, discretion.	C
Maintain personal hygiene consistent with close personal contact associated with patient care.	C
Display attitudes/actions consistent with the ethical standards of the profession.	C

*Applicants who are offered admission must document their ability to perform all essential tasks with or without reasonable accommodation in order to begin the professional courses. If you are an otherwise qualified individual with a disability who seeks a reasonable accommodation, you need to contact the Office of Disability Services for eligibility determination for reasonable accommodation(s).

Student Signature: _____

Name (print): _____

Date: _____

Appendix E
Animal Use and Care Policy,
Veterinary Technology Program Policy
for Services Provided,
IACUC Information and Reporting
Form

North Shore Community College
Animal Science Department
Policy for Animal Use/Care on Campus for
Danvers Health Professions and Student Services Building [HPSS]
The Animal Science Department utilizes animals in both the Veterinary Technology and Animal Care Specialist Programs in order to provide necessary educational experiences for the students. In order to ensure that the animals are humanely treated and that students are safe, while experiencing an educational benefit from live animal use, the Animal Science Department has developed the following policies that all students and faculty must adhere to:

1) Pre-approval by the instructor is required for any animals brought onto campus
2) Written proof of current Rabies Vaccination of the animal(s) MUST be provided to the instructor **before** the animal is brought onto the campus
3) All animals must be brought into the HPSS building through the entrance [door # 4] located to the right of the fence of the outdoor kennel area
4) All animals must be restrained at all times [canines on collar/harness and leash; felines and small mammals in appropriate carriers]
5) All animals must be "under the control" of the student [walk politely on leash]
6) All animals should be "comfortable" with being confined in a crate/kennel if needed
7) Animals that are deemed **aggressive or even disruptive** [constant barking/whining] by Animal Science faculty will be sent home and NOT permitted to return to campus
8) All animals are restricted to the Animal Science Department [rooms 107-113]
9) Animals are **not** allowed in the general purpose classrooms [exception: **service animal**]
10) All animals must be kenneled/crated/restrained unless they are currently participating in a class demonstration exercise/procedure
11) Animals in kennels/crates must be identified with a cage card listing the date, student's name, class, pet name, and student cell phone number
12) Kenneled animals must have a paper ID collar affixed to them at all times, with pet's name on it; do not leave leashes and/or collars on animals in kennels/crates
13) Animals should not be left unattended in any of the outdoor kennel areas
14) Animals are prohibited from congregation on the outdoor walkways and interior hallways of the College.
15) Animals are NEVER to be kept or left in cars in the NSCC parking lots.
16) Students are responsible for providing water and general care to their pets while on campus; bowls for use are provided by the department
17) Students are responsible for cleaning up after their pet while on campus; this includes cleaning any used kennel/crate or bowl and disposing of all pet waste in appropriate receptacles outside of the building.

I, _____ [please print your full name] have reviewed and will follow all of the above policies/guidelines regarding Animal Care and Use as a student/faculty member of NSCC Animal Science Department.

SIGNATURE _____DATE _____

Veterinary Technology Program Policy for Services Provided

Services provided by the veterinary technology program are restricted to: faculty and staff of NSCC, students currently enrolled in the Animal Science Department and area non-profit animal welfare agencies.

We do not provide services to the general public.

Each semester, the College community will be notified of available services and appointments will be taken on a first come first served basis.

All animals utilized must meet the following standards:
1. Have no pre-existing medical conditions
2. Be easily handled by strangers
3. Provide proof of current vaccinations for Rabies and Distemper
4. Feline patients-provide proof of negative FeLV/FIV status

The Small Animal Clinic is equipped to provide basic dentistry, spay and neuter services.
Patients to be considered for these services must meet additional criteria:

Dog Spays/Dog Neuters
Weight-20-60#/ Weight 20-80#
Age: 6 months- 2 years/ Age 6 months-2 years
Not be actively in heat

Cats (Spays/Neuters)
Age 6 months-2 years
Weight 6-15#

Dental Patients
Mild to moderate dental disease-no extractions will be performed
Age 6 months-6 years
Weight: dogs 20-60#/ cats 6-15#

Animals will undergo a pre-surgical examination by the veterinarian prior to any procedure. The veterinarian has the right to exercise clinical judgment as to a patient's
suitability for any given procedure, including permitting spay/neuter/dental procedures on cats and dogs that fall outside of the above age ranges or fall outside of the above weight parameters.

North Shore Community College
Institution for Animal Care and Use Committee

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

Recourse for Concerned Students, Staff, Faculty and Community Members

AWA regulations state that any institutional personnel with reason to question the treatment of animals may report incidents involving perceived non-compliance or concerns regarding animal welfare to the IACUC without fear of discrimination or reprisal. Reporting may be done in one of the following ways:

1. Immediately notify the instructor supervising the class.   The instructor will fill out an Incident Form and submit it to the Program Director within 24 hours.
2. If the concern is with the instructor, then notify the Program Director for your program.
3. You may also contact any member of the IACUC at NSCC to report any of your animal welfare concerns.
4. A person may anonymously inform the Chair Person of IACUC by providing written documentation with sufficient detail (Incident Form) that will allow for an adequate investigation, if warranted.

The Incident Form may be mailed to:

Dr. William Heineman
President of North Shore Community College
1 Ferncroft Road
P.O. Box 3340, DB-345
Danvers, MA 01923-0840

Incident Forms are available below and on-line through the IACUC Incident Form link located on the Animal Care and Veterinary Technology pages.

Any concerns or questions will be handled confidentially. All complaints and documentation will be brought to the attention of the IACUC for review. If necessary, an investigative team will assess the documented concern(s).

IACUC Chair:
President of North Shore Community College: Dr. William Heineman
Phone: (978) 762-4000 ext. 4304
Email: wheinema@northshore.edu

IACUC Institutional Official:
Program Coordinator Animal Care: Professor Nita Shaw
Phone: (978) 762-4000 ext. 4150
Email: nshaw02@northshore.edu

IACUC Veterinary Official:
Program Coordinator Veterinary Technology: Professor Lelia King
Phone: (978) 762-4000 ext. 4112
Email: lking@northshore.edu

Adopted from the American Veterinary Medical Association's and Cornell University's IACUC guidelines

IACUC
Incident Form

Date of Incident:

_____

Time:

_____

Location:

_____

People Involved:

_____

_____

_____

Description of Incident:

_____

_____

_____

_____

_____

Mail to:
Dr. William Heineman
President of North Shore Community College
1 Ferncroft Road
P.O. Box 3340, DB-345
Danvers, MA 01923

Appendix F
Injury Protocol

Animal Science Department
Injury Protocol

It is the goal of all faculty and staff members employed by the animal science department at North Shore Community College to provide a safe and secure learning environment for our students. However, working with live animals can create unexpected situations which we must be prepared to respond to. Outlined below are the steps to be taken should a student or faculty member experience an injury while on campus or engaged in an externship.

1. 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.
2. Faculty supervisors should provide immediate assessment of the situation.
   a. A first aid kit is available in the laboratory areas on campus for initial care
   b. If incident occurs on campus, campus police will be notified as official first responders. Ext. 6222
   c. If incident occurs at an internship site, facility policy for emergency care will be followed.
   d. Students will be directed to seek attention from their primary care physician or hospital emergency by emergency personal
3. If an animal is involved in the incident, the animal should be immediately confined and its Rabies vaccination status verified.
4. If the incident occurs on campus, and the faculty member is required to remain with the injured student, another department faculty member should be notified to supervise remaining students.
5. If the incident occurs at an internship location, the facility supervisor should follow the protocol in place on site.
6. A department incident form should be filled out and returned to the Program Director or Clinical Coordinator within 24 hours of an incident.
7. If the incident involves injury to a faculty member, the above guidelines should be followed; in addition, the faculty member should report the incident to Human Resources in a timely manner.

Incident Report Form
Animal Science Department
North Shore Community College

Instructions for use: use this form to document any injury involving a student in the animal science department that occurs during the course of their academic instruction. Events to be documented include, but are not limited to animal bites, animal scratches, accidental needle punctures and slips or falls.

Date_____ Time_____

Location_____

Student Name_____

Student N number_____

Instructor_____

Description of Injury_____

_____

_____

_____

_____

Institutional Response to Incident

_____

_____

_____

_____

_____