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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 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 required to complete the TEAS (test of essential academic skills). There are minimum passing requirements for 3 of the 4 sections on the TEAS exam. 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 (VET)

Basic Skills Core/Proficiency Requirements
Communications Proficiency and Mathematics Proficiency are two of the requirements for admission to this program and they are required for graduation from NSCC. For additional admissions requirements, see http://www.northshore.edu/academics/programs. Please consult the college website or an academic advisor for information about the course prerequisites for all of the courses in this program.

HONORS PROGRAM OPTION
Interested students may refer to the Honors Program website at www.northshore.edu/honors.

First Year

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<tr>
<th>Note</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
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<td></td>
<td>Cr</td>
<td>Cr</td>
<td>Cr</td>
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<tr>
<td>ANS102</td>
<td>Canine and Feline Behavior</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ANS104</td>
<td>Breed ID</td>
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<td>ANS107</td>
<td>Medical Terminology for Animal Science 1</td>
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<td>BIO101</td>
<td>Biology 1</td>
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<td>CMP101</td>
<td>Composition 1</td>
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<tr>
<td>VET102</td>
<td>Veterinary Parasitology</td>
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<tr>
<td>VET104</td>
<td>Veterinary Hospital Procedures</td>
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<tr>
<td>ANS108</td>
<td>Medical Terminology for Animal Science 2</td>
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<tr>
<td>ANS112</td>
<td>Ethics and Law for Pet Care Professionals</td>
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<tr>
<td>BUS101</td>
<td>Math for Business and Finance</td>
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<tr>
<td>CMP104-150</td>
<td>Composition 2 Elective</td>
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<tr>
<td>VET106</td>
<td>Surgical Nursing and Anesthesia 1</td>
<td>3</td>
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<tr>
<td>VET107</td>
<td>Surgical Nursing and Anesthesia 2</td>
<td>1</td>
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<tr>
<td>VET108</td>
<td>Basic Clinical Laboratory Procedures</td>
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<td>VET219</td>
<td>Theriogenology</td>
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<tr>
<td>VET120</td>
<td>Veterinary Technology Summer Work Experience</td>
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Total Semester Credits: 17 17 17 3

Second Year

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<td>Cr</td>
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<tr>
<td>ANS110</td>
<td>Canine and Feline Nutrition</td>
<td>2</td>
</tr>
<tr>
<td>CHE101</td>
<td>Introductory Chemistry 1</td>
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</tr>
<tr>
<td>VET201</td>
<td>Anatomy &amp; Physiology of Domestic Animals 1</td>
<td>4</td>
</tr>
<tr>
<td>VET203</td>
<td>Animal Disease 1</td>
<td>3</td>
</tr>
<tr>
<td>VET212</td>
<td>Veterinary Office Management</td>
<td>2</td>
</tr>
<tr>
<td>VET222</td>
<td>Exotic Animal Medicine for the Veterinary Technician</td>
<td>2</td>
</tr>
<tr>
<td>BIO110</td>
<td>Introduction to Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>VET202</td>
<td>Anatomy &amp; Physiology of Domestic Animals 2</td>
<td>4</td>
</tr>
<tr>
<td>VET204</td>
<td>Animal Disease 2</td>
<td>3</td>
</tr>
<tr>
<td>VET216</td>
<td>Veterinary Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>VET220</td>
<td>Large Animal and Equine Science</td>
<td>2</td>
</tr>
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Total Semester Credits: 17 16

Total Program Credits: 70

Requirement Notes
1. These courses require a grade of ‘C’ or better to meet prerequisite and graduation requirements.

Course Learning and Credentialing Options
Distance Learning - some sections of the above courses may be available through a distance learning format.
For information, please go to www.northshore.edu/distance.

Alternative Credentialing - Alternative options for earning course credit may exist and can be explored through the Center for Alternative Studies and Educational Testing.
For information, please go to www.northshore.edu/cas.
Program Information
- Students are strongly urged to meet with their academic advisor on a semester basis or as needed to review the prerequisites of each course within the program and discuss course selections for successful completion of this program.

Admissions and Transfer Information
- Admission to the Program occurs only in the Fall semester.
- This is a Special Admissions Program - Admission to this program has specific entrance requirements and may be competitive; program may have limited seating capacity. Further information about the program, application process and admission requirements can be found at http://www.northshore.edu/academics/programs.
- This program may meet the eligibility criteria for MassTransfer and Joint Admissions with Massachusetts public colleges and universities (please see www.mass.edu/masstransfer); or, it may have a transfer agreement with a private 4-year college (please see www.northshore.edu/academics/departments). You may also visit NSCC’s Student Support and Advising Center on the Lynn or Danvers campus.

Additional Information
Please visit www.northshore.edu/academics/programs for more information about this Program of Study.
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.
- Turning off all external communication and entertainment devices.
- Actively listening and paying close attention to the material being presented during class.
- Completing required and missed assignments.
- 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 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 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 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 (4) 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 continued 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.

**Drug Screening Policy**

Students enrolled in Health Professions Programs 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 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 240 hours of externship experience in a Small Animal General Veterinary Practice. 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.

- 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.

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

- 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)

ATTENDANCE POLICY AND GROUNDS FOR DISMISSAL FOR SUMMER EXTERNSHIP

1. Failure to comply with any 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 Externship are missed consecutively or a hospitalization occurs, the Clinical Coordinator at NSCC and Site Coordinator are to be notified. A Doctor’s note must be provided to the Clinical Coordinator prior to restarting the Externship.
3. Any schedule changes at the Externship site are to be approved by the Externship 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 Externship, 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 externship 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.

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.

North Shore Community College
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.

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
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.

<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 and clean cages</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>to safely move animals in and out of cages</td>
<td></td>
</tr>
<tr>
<td>REACH: 5½’ above the floor to move animals in upper level cages</td>
<td>C</td>
</tr>
<tr>
<td>HANDLE: strong, sometimes aggressive large and small animals</td>
<td>C</td>
</tr>
<tr>
<td>small and large equipment for storing, retrieving and moving</td>
<td></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: to palpate pulses, arteries for puncture, skin temperature</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>---</td>
<td>---</td>
</tr>
<tr>
<td>large, sometimes uncooperative dogs and cats</td>
<td></td>
</tr>
<tr>
<td>HEAR: verbal directions</td>
<td>F</td>
</tr>
<tr>
<td>animal sounds of distress</td>
<td>C</td>
</tr>
<tr>
<td>gas flow through equipment</td>
<td>C</td>
</tr>
<tr>
<td>alarms</td>
<td>C</td>
</tr>
<tr>
<td>through a stethoscope such as breath or heart 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 goals/procedures to patients and clients</td>
<td>C</td>
</tr>
<tr>
<td>READ: 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) regarding patient status</td>
<td>C</td>
</tr>
</tbody>
</table>

### MENTAL/ATTITUDINAL STANDARDS

<table>
<thead>
<tr>
<th>Function safely, effectively, and calmly under stressful situations.</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain composure while managing multiple tasks simultaneously.</td>
<td>F</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>

*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).
Appendix E
Animal Use Policy
Animal Science Department  
Policy for Animal Use in on-campus Laboratory Settings  
The Animal Science Department at North Shore Community College utilizes animals in the instruction of students in both the Veterinary Technology and Animal Care Specialist Programs.  
The purpose of animal utilization is to provide primary educational experiences for the students.  
In order to insure that the animals are safe and humanely treated, and that students are safe and experience a maximal educational benefit from live animal, the Animal Science Department had developed the following guidelines for each of its Programs.  

North Shore Community College Danvers Health and Student Services Building  
Animal Sciences Department  

General Protocol for animals on campus  

1. All animals are to be brought into the building through the entrance located to the right of the outdoor dog run area.  

2. Animals must be restrained at all times; cats in carriers, dogs on leashes  

3. An animal Science department instructor must be present when students are transferring animals from restraints to cages.  

3. All animals are restricted to the Animal Sciences area only.  

4. Animals are not allowed in the general classrooms (unless a service animal).  

5. All animals must be kenneled unless participating in a demonstration exercise.  

6. Clean up after your pet indoors and outdoors.  

7. Pre-approval by the instructor is required for any
animals being brought to class.

8. Must provide proof of rabies vaccination.

9. All animal must remain restrained unless student is being supervised by an instructor from the animal sciences department.

10. No animals are permitted to congregate on the outdoor walkways or interior hallways of the College.

11. Animals are not allowed to be kept in cars in the parking lot.

12. Animals that are deemed aggressive or disruptive by the Animal Science faculty will be sent home and not permitted to return to campus.

13. Animal in kennels must be identified with a cage card listing owner, class, pet name, and owner cell phone number. Kenneled animal must have an ID collar affixed.

Veterinary Technology
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
Weight-20-60#
Age 6 months- 2 years
Not be actively in heat

Dog Neuters
Weight 20-80#
Age 6 months-2 years

Cats
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#

Animal 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 patients’ suitability for any given procedure.

Animal Care Programs

1. Students may only bring animals to class as required by the instructor.
2. Students should not arrive early to class if they have animals.
3. Animals must be restrained (leashed or crated) at all times.
4. Transfer of animals to kennels is only to be done with instructor supervision.
5. The instructor has the right to refuse any animal for any activity in any class if they feel it is unsafe for the students or the animal.
6. All animals left in kennels must be under the supervision of an animal science faculty member.
7. No animals are to be left unattended in runs or kennels
8. All animal in kennels and runs must have access to fresh water.
9. All kenneled animals must be identified with a cage card and collar as described above

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 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:

Maryanne Atkinson  
Dean of Health Professions  
1 Ferncroft Road  
P.O. Box 3340, DH-201  
Danvers, MA  01923-0840

Incident Forms are available 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:  
Dean of Health Professions: Maryanne Atkinson  
Phone: (978) 762-4000 ext. 4160/4467  
Email: matkinso@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
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/externship 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 externship 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 externship 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/Department Chair 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__________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Institutional Response to Incident__________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________