

**Eastern Gateway Community College
Veterinary Technician Program
Student Handbook
2023-2024**



Welcome!!

Welcome to the Veterinary Technician Program. This Handbook has been developed to aid you in your journey. It contains program information, policies, and other specifics related to your education as a technician in compliance with the standards for an AVMA accredited educational program. Additional college policies and services available to you as an EGCC student are identified in the 2023-2024 college catalog.

The student will be held responsible for the policy and procedures in this student handbook.

Disclaimer: The policies and procedures in this handbook are subject to change and students will receive written notification of any changes

The link to the Veterinary Application package:

<https://egcc.edu/programs/veterinary-technician>

For more information about EGCC Policies, Admission, Catalog, etc., please visit the EGCC website at www.egcc.edu.

Introduction

The veterinary field is growing rapidly and currently experiencing a shortage of Veterinary Technicians, making these in-demand positions. Veterinary Technicians can work in a variety of settings including small animal practices, large animal practices, exotic animal practices, emergency medicine, laboratory settings, shelters, insurance, education, and sales.

Knowledge to work in these areas is achieved by the building of critical thinking skills to understand, analyze, and synthesize concepts ranging from specific animal anatomy to practice management to the ability to function in emergency, educational, and research settings. It is also essential for the veterinary technician to develop strong communication skills to interact with peers, veterinarians, and clients.

To achieve these desired attributes, the Veterinary Technician Program has been developed into an interdisciplinary course of study merging the setting specific concepts, science, chemistry, and mathematics foundation with technical and communication studies into a well-balanced curriculum. The core courses provide a comprehensive understanding of the role of the Veterinary Technician in animal medicine and science. The technical related electives allow Veterinary Technician students to receive a well-rounded education that will contribute to their preparation as an entry-level veterinary technician.

Mission Statement

The Veterinary Technician Program at EGCC is dedicated to providing the best opportunities for our students to become proficient in all aspects of the program and learn the necessary skills to provide the best care for the pets and animals in their communities.

EGCC Veterinary Technician Program Faculty:

- Dr. Mike Sabihi, Program Director (msabihi@egcc.edu)
- Stacy Pierce RVT, Program Co-Director (scpierce@egcc.edu)
- Michelle Tomko RVT, Adjunct Faculty (mtomko@egcc.edu)
- Kacie Fox RVT, Adjunct Faculty (kfox@egcc.edu)
- D. Jennifer Sandy DVM, Adjunct Faculty (jsandy@egcc.edu)
- Dr. Hamid Nawaz, Interim Dean of Health, Science & Public Service (hnawaz@egcc.edu)

Table of Contents

- Accreditation
- Preadmission Policy
- Admission Policy
- Transfer of College Credits
- Student Withdrawal Policy
- Program Length
- Technical Requirements
- Program Admission Requirements
- Curriculum Requirements
- Academic Dishonesty
- Veterinary Technician Code of Ethics
- Veterinary Technician Oath
- Professional Conduct Policy
- Program Learning Outcome
- Attendance Policy
- Confidentiality Policy
- Confidentiality Statement
- Health Care Related Program Risks
- Student Pregnancy Policy

- Veterinary Program Health Risks
- Rabies Mitigation Policy
- Aggressive Animal Policy
- Animal Bite/Scratch Policy
- Practicum, Admission, Attendance policies
- Program Related Forms

Accreditation

Eastern Gateway Community College is accredited by Higher Learning Commission (HLC), HLcommission.org. The Veterinary Technician Program's application for accreditation has been accepted. An accepted application for accreditation does not guarantee accreditation and applying for accreditation does not grant any temporary status of accreditation.

Pre-Admission Policy

***Admission to the Veterinary Technician Program is a selective process; meeting all admission requirements does not ensure placement into the program. ***

Admission Policy

Students who have successfully completed a secondary school program or GED are eligible for admission into the AAS for Veterinary Technician Program. Applicants must provide proof of high school graduation or successful completion of the GED and meet one of the following conditions:

- Passing score on the EGCC Math and Reading Entrance exam
- Minimum score on the English language proficiency test

All applicants for admission to the AAS in Veterinary Technician degree program must complete the following:

- A completed EGCC application packet: completion of all forms AND completion of a minimum of 40 hours of field experience.
- Verification of successful completion of high school graduation, GED or successful acceptance into the CCP program
- Official transcripts from any prior college attended
- Completion of Health Forms for the program including proof of Tetanus toxoid within the last 7 years

- Completion of program pre-requisite courses (see below)

Upon successful completion of the program, the graduate will be able to:

- Demonstrate proficiency in animal facility practice management including applicable computer skills
- Prepare and perform clinical laboratory specimen analysis
- Perform proper techniques of animal restraint, examination, and medication administration in a variety of species
- Assess life-stage nutritional requirements and preventative medicine
- Properly use and maintain diagnostic surgical and therapeutic veterinary equipment
- Accurately perform pharmacologic calculations, interpret/follow pharmacy orders, identify, prepare/dispense therapeutic drugs, and provide drug education to clients
- Evaluate common veterinary anesthetic, surgical, and emergency procedures; perform surgical patient preparation, anesthetic monitoring and surgical assistance under the guidance of a licensed veterinarian
- Demonstrate proficiency/application of medical terminology and pathophysiology in veterinary technology
- Employ principles of ethics in all interactions with animals, peers, veterinarians, and clients.

Transfer of College Credits

All courses transferred into the degree plan from another institution must be evaluated and approved by the Admissions and Records office, as part of the Veterinary Technician application process.

Students may transfer credit from other AVMA-accredited veterinary technology programs. The criteria used to assess a transfer student's work shall be:

1. The student must provide course(s) syllabus with objectives, course description(s), and transcript of all Veterinary Technology educational backgrounds. Only course grades of "C" or better will be considered.
2. Program-specific course(s) must meet CVTEA standards and have been completed no more than 1 year prior to acceptance to the Veterinary Technician Program. The course(s) will need to align with EGCC Veterinary Technician Program curriculum, including equivalent credit hours and completion of required essential skills associated with the EGCC Veterinary Technician curriculum
3. The student must meet with a Program Director for individual consideration.
4. The applicant must complete all first-time application requirements and will be ranked according using the selection process. All Eastern Gateway transfer requirements must also be fulfilled.
5. The Veterinary Technician Program Director will approve or deny transfer of credit after reviewing transcripts, syllabus, credit hours, course descriptions, and laboratory practical exams in that particular course(s).

Student Withdrawal Policy

If a student wishes to withdraw from a course(s) or from the program, the following guidelines must be followed:

1. Students must meet with the Program Director to withdraw from the Veterinary Technician Program and discuss the situation surrounding the decision to withdraw.
2. If a student wishes to re-renter after withdrawing from the program, the student must reapply and follow the "Program Re-admission Policy" for reentry to the program.

Program Length

EGCC College Veterinary Technician Program is a full-time two-year, four-semester degree program that culminates in an Associate of Applied Science (AAS) degree in Veterinary Technician. Prerequisite courses must be taken and successfully completed with a "C" or better prior to entry in the program.

Once a student is admitted to the program, s/he/they has a maximum of three years to complete the program. Each student's level of preparedness will determine the amount of time required to complete the Program.

Technical Requirements

OS: Windows 10 or higher	OS: Mac 10.14 or higher
Processor: 2 GHz or higher	Processor: Intel Core i5 or higher
RAM: 4 GB or more	RAM: 8 GB or more
Hard Drive: 100 GB or more	Hard Drive: 256 GB or more
Graphics: DirectX9 or higher	Display: 1280x800 resolution or higher
Display: 720p	<u>Chromebooks are not recommended</u>

Program Admission Requirements

MTH 105 - Quantitative Reasoning **Credits: 3 ▲**

ENG 101 - English Composition I **Credits: 3 ▲**

CHM 101 - Introduction to Chemistry **Credits: 4 ▲**

HSC 101 - Medical Terminology **Credits: 2 ▲**

CSS 106 - Succeeding in College **Credits: 1 ▲**

13 Credits

Curriculum Requirements

Semester I

VET 101 - Introduction to Veterinary Technician Program **Credits: 3 ▲**

VET 102 - Veterinary Office Application **Credits: 1 ▲**

VET 103 - Veterinary Science/Nursing I **Credits: 3 ▲**

BIO 203 - Principles of Microbiology **Credits: 4 ▲**

VET 111 - Anatomy of Animals **Credits: 3**

Total Semester I Credit Hours: 14

Semester II

VET 201 - Principles of Pharmacology for Veterinary Technician **Credits: 3**

VET 104 - Veterinary Clinical Laboratory I and Parasitology **Credits: 3**

VET 112 - Veterinary Science/Nursing II **Credits: 3 ▲**

VET 102 - Veterinary Office Application **Credits: 1**

PSY 101 - General Psychology **Credits: 3 ▲**

Total Semester II Credit Hours: 13

Semester III

VET 113 - Veterinary Clinical laboratory II **Credits: 3**

VET 202 - Veterinary Science/Nursing III **Credits: 3 ▲**

VET 203 - Veterinary Technician Imaging Techniques **Credits: 3 ▲**

VET 204 - Surgery, Anesthesia, and Analgesia for Veterinary Technician **Credits: 3 ▲**

Total Semester III Credit Hours: 12

Semester IV

VET 211 - Veterinary Health, Nutrition and Diseases **Credits: 3 ▲**

VET 212 - Veterinary Dentistry for Veterinary Technician **Credits: 2 ▲**

VET 213 - Veterinary Exotic Animals and Avian Medicine **Credits: 2 ▲**

VET 214 - Veterinary Emergency and Critical Care **Credits: 1 ▲**

VET 215 - Practicum in Veterinary Hospital/Clinic: Field Experience **Credits: 5 ▲**

Total Semester IV Credit Hours: 13

Total Credits: 65 NOTE: There is a 5-year limit on all required science courses.

- A criminal record check by the Ohio Bureau of Criminal Identification and Investigation (BCI) and FBI must be completed prior to applying to the Veterinary Technician Program.
- Clinical sites reserve the right to prohibit a student with a criminal background history from caring for animals in their facilities based on the infraction.

Students must obtain a letter grade of P (Pass) or C or better to progress to graduation/certification. If a D or F is obtained, the student must repeat the course the next time it is offered and will not be able to proceed to the next semester courses unless a grade of P (Pass) or C or better is achieved. If the same course is failed a second time, the student will be dismissed from the program.

65 credits Veterinary Technician Program (13 Program Admission Requirements)

Classes will be held at the Youngstown campus with many labs at Angels for Animals in Canfield, Ohio.

Academic Dishonesty

Student integrity and scholastic honesty are an integral part of the College's scholastic standard, academic quality, and a foundation for our society.

The College will not tolerate the breach of this integrity through cheating, plagiarism, or other forms of academic dishonesty. Faculty and staff will take precautions to prevent academic dishonesty, but it is also the

student's joint responsibility to report known infractions to any College employee. Infractions impact the final grade/GPA of all students as well as the reputation of the College and the value of the degree earned. Confirmed violations may result in a failing grade on an assignment(s) or in the course(s).

Repeated incidents of scholastic dishonesty or a flagrant single offense may warrant action beyond a failing grade in the course.

Offenses which may warrant additional disciplinary action including disciplinary probation, professional probation, suspension, or expulsion, include the following:

1. Cheating, plagiarism, or other forms of scholastic dishonesty, including the use, without permission, of tests or other academic material belonging to a member of the college faculty or staff.
2. Furnishing false information to the College with intent to deceive.
3. Forgery, alteration or misuse of college documents, records, or identification cards.
4. Misuse of computer privileges, including unauthorized use of software, an account number, password, program or file. (see Computer Use Procedure)

The student may appeal any actions affecting enrollment or grade using the Student Complaints/Appeals Process described in this catalog. Students should read the Academic Honesty and Student Integrity Policy posted on the College's web site at www.egcc.edu.

For all offenses the Academic Dishonesty Report Form will be used.

1. First offense: Assign a zero for the assignment but give the student the opportunity to resubmit the assignment/discussion after explaining to the student what plagiarism is and how it applied to this assignment.
2. Second offense: Assign a zero and there is no opportunity to revise the assignment. The professor gives a warning that another instance shall mean failure of the course.
3. Third offense: Student is to fail the class and may be expelled at the discretion of the Dean.

Veterinary Technician Code of Ethics

Every veterinary technician has the obligation to uphold the trust invested in the profession by adhering to the professional Code of Ethics.

Code of Ethics

- Veterinary technicians shall aid society and animals through providing excellent care and services for animals.
- Veterinary technicians shall prevent and relieve the suffering of animals.

- Veterinary technicians shall promote public health by assisting with the control of zoonotic diseases and informing the public about these diseases.
- Veterinary technicians shall assume accountability for individual professional actions and judgments.
- Veterinary technicians shall protect confidential information provided by clients.
- Veterinary technicians shall safeguard the public and the professional against individuals deficient in professional competence or ethics.
- Veterinary technicians shall assist with efforts to ensure conditions of employment consistent with the excellent care for animals.
- Veterinary technicians shall remain competent in veterinary technology through commitment to life-long learning.
- Veterinary technicians shall collaborate with members of the veterinary medical profession in efforts to ensure quality health care services for all animals.

Veterinary Technician Oath

“I solemnly dedicate myself to aiding animals and society by providing excellent care and services for animals, by alleviating animal suffering, and by promoting public health. I accept my obligations to practice my profession conscientiously and with sensitivity, adhering to the profession’s Code of Ethics, and furthering my knowledge and competence through a commitment to lifelong learning.”

Professional Conduct

Veterinary technology students should be responsible for maintaining an individual professional demeanor and a manner of ethical conduct. Students found engaging in professional misconduct may be subject to disciplinary review at the discretion of the college and program policies, Veterinary Technician Program administration, or Student Code of Conduct.

All EGCC students will abide by the Student [Code of Conduct](#) as outlined in the EGCC [Academic Catalog](#). Adverse conduct will negatively impact grades and/or may result in dismissal from the program. All students are expected to conduct themselves in a professional manner both on and off campus. The academic and professional conduct standards of EGCC have been established to reflect the standards of performance demanded by the various veterinary occupations. Student’s progress and development toward the standards of professional performance are part of the EGCC mission. Students are expected to assume responsibility for their actions and will be held accountable for them. Any student that engages in a professional misconduct will have proper paperwork submitted to the student code of conduct

Examples of professional misconduct include, but are not limited to:

- Retaining copies of exams or quizzes without permission of the instructor. This includes saving web-based assignments on an individual computer for sharing purposes, taking pictures of or recording tests, exams, or assignments.
- Failing to report persons in violation of academic dishonesty or situations that may lead to academic dishonesty.
- Discussing patient care and client records with persons other than Veterinary Technician Program faculty or other students assigned to the case.
- Using profanity or vulgar language in the learning or working environment.
- Acting in a disrespectful manner towards faculty, staff, or fellow students or disrupting the learning environment.
- Engaging in inappropriate conduct or communications prohibited by the Student Code of Conduct or that do not foster an atmosphere of mutual respect and professionalism.
- Failing to follow appropriate avenues for pursuit of grievances or publicizing matters or information that are confidential and/or private.
- Taking photographs, videos, or recordings of patients, laboratory animals, clients, faculty, staff, or other students without permission from program administration.
- Arriving to facilities, classes, laboratories, other universities, or program sponsored activities under the influence of alcohol or any drug, which impairs judgment.
- Failure to attend scheduled events, including but not limited to classes and laboratories.
- Failure to abide by clinical management protocols and rules, including the use of personal protective equipment.

*****Abuse or neglect of animals will not be tolerated and will result in immediate removal from the Veterinary Technician program. *****

Program Learning Outcomes

Upon successful completion of the Veterinary Technician Program, students will be able to demonstrate knowledge in and perform the Essential Skills as defined by the American Veterinary Medical Association's Committee on Veterinary Technician Education and Activities (AVMA CVTEA). Also, students will be able to demonstrate and communicate critical thinking skills in clinical situations such as anesthesia, patient care, and diagnostics, and in anticipation of patient care needs in cooperation with professional colleagues. After graduation, students will be able to apply knowledge and skills from program curriculum to obtain, maintain and utilize professional credentials in their state (i.e., pass VTNE exam, meet home state credentialing requirements, gain employment).

Attendance Policy

Students admitted into the Veterinary Technician Program are expected to attend all lectures and labs throughout the semester. Students must notify the instructor in advance if they will be absent from a class. Any class assignments or labs missed due to an absence will not be able to be made-up and will receive a grade of zero.

Students will be allowed ONE late arrival to class. Any subsequent tardiness will result in a 5-point deduction from your grade.

Confidentiality Policy

From the AVMA Principles of Veterinary Medical Ethics:

Veterinary professionals shall respect the privacy rights of clients, colleagues, and other health professionals and shall safeguard medical information within the confines of the law.

- Veterinarians and their associates must protect the personal privacy of clients, and veterinarians must not reveal confidences unless required to by law or unless it becomes necessary to protect the health and welfare of other individuals or animals.
- Veterinary medical records are an integral part of veterinary care. The records must comply with the standards established by state and federal law.
- Medical records are the property of the practice and the practice owner. The original records must be retained by the practice for the period required by law.
- The information within veterinary medical records is confidential. It must not be released except as required or allowed by law, or by consent of the owner of the patient.
- Veterinarians are obligated to provide copies or summaries of medical records when requested by the client. Veterinarians should secure written consent to document that provision.
- Without the express permission of the practice owner, it is unethical for a veterinarian to remove, copy, or use the medical records or any part of any record for personal or professional gain.

Confidentiality Statement

As an important part of a student's education in this academic program, students will come into possession of confidential information concerning clients and the health care services rendered to patients. All medical information is considered confidential and may not be released except by the client's own authorization or by state and/or federal law.

In the case of education, a student may view confidential information that is pertinent to their studies under the supervision of an instructor. The identity of the client must be protected, and the student must never disclose any confidential information linked to the identity of any client to any person whatsoever for any reason.

Disclosure includes but is not limited to: verbally discussing confidential information of an identified client; permitting an unauthorized individual to review the medical record; copying any part of the medical record for an unauthorized individual; making copies of medical documentation for education or research activities without obliterating the client or patient's demographic information and abstracting medical data for education or research activities in which the client or patient's identity is linked to the data.

It is a student's professional responsibility and duty to protect the confidentiality of all client and patient medical records. Failure to uphold client and patient confidentiality may result in discipline up to and including dismissal. All students are required to sign the Confidentiality Acknowledgment form that is in this handbook.

Health Care Related Programs Risks

Students in each of the college's health-related programs, where laboratory or clinical practice is part of the course, will be working with other students and patients in various states of health/illness. As stated in the contracts with our clinical partners, no patient is discriminated against in the provision of health care.

Therefore, students may be exposed to various diseases, micro-organisms and pathogens. All students learn 'Standard Precautions' and are required to practice these in labs and clinical facilities in order to minimize risk. However, it is important to understand there is always risk.

Examples of potential risks to students in clinical/laboratory placements include:

- Ionizing radiation may cause damage to a student or developing fetus, when the student does not use required shielding.
- Students may be exposed to communicable diseases. Students are required to have immunizations and health exams prior to beginning some laboratory and all clinical courses.

- Risk of falling, especially on wet surfaces.
- Risk of injuries related to lifting heavy objects or moving patients
- Risk of needle-stick or instrument-related injuries
- Risk of bloodborne pathogen exposure
- Risk of infections or injuries incurred through working with animals.

Pregnancy Policy

Student disclosure of her pregnancy status to program personnel is strictly voluntary. A student who voluntarily elects to declare their pregnancy must do so by notifying the Program Director in writing. In the absence of the voluntary, written disclosure, a student cannot be considered pregnant. A student may, at any time, elect to withdraw their declaration of pregnancy. The withdrawal must be in writing and submitted to the Program Director. While the college does not require that a pregnant student disclose their pregnancy, the college encourages a student who is pregnant or may become pregnant to discuss with their advisor any potential risks and limitations.

Pregnancy does not preclude a student from remaining in a health-related program. Students disclosing a pregnancy are encouraged to have their health-care practitioner document any restrictions that may assist the college in providing reasonable accommodations when required.

Veterinary Program Health Risks

Participation in Eastern Community College Veterinary Technician Program will involve contact with animals and may give rise to a risk of physical injury or infection, including rabies.

Please be aware that:

- Animals tend to behave in ways that may result in injury to people in the immediate vicinity.
- Animals may react in an unpredictable way to unfamiliar environments, sounds, odors, sudden movements, unfamiliar objects, persons, or other animals.
- You must listen to on-site professional staff when working with animals.
- Animals may become aggressive toward people during treatment.
- Animals may carry diseases that may not be apparent, and these diseases may be infectious to humans.

You must comply with all the EGCC Veterinary Technician Program policies, regulations and rules, and all federal, state, county, city, and/or local laws, regulations, and ordinances regarding the care and treatment of animals at EGCC.

To be admitted to the EGCC Veterinary Technician Program, you must be immunized against rabies, covid, hepatitis B and tetanus or have a medical or religious exemption. If seeking an exemption to the vaccine requirement, you must complete the Medical Exemption for Vaccination Form or Religious Exemption for Vaccination Form. The Medical Exemption for Vaccination Form must be completed by a treating physician or licensed practitioner. Students will not be permitted to progress into the Practicum courses until verification of vaccination status or an exemption form is completed and returned to the Program Director.

The rabies vaccine cost will be added to the Veterinary Technician Program fees and will be seen on student tuition statements. This is being done to alleviate the upfront cost of the vaccine to the student. Once the **two-dose** rabies vaccination series is complete, the student must sign the Rabies Certification Form and provide proof of vaccination. These forms will be kept on file in the student's records.

Rabies vaccines should only be administered at the following location:

Mahoning County Public Health

50 Westchester Drive

Youngstown, Ohio 44515

If a student has a medical or religious exemption the Rabies Declination Form, along with the exemption form, must be completed by the student and will be kept on file in the student's records. Unvaccinated students will not be permitted to handle animals that are not rabies vaccinated. EGCC is not responsible for the vaccination policies of any Clinical Affiliate, therefore students must understand that the medical or religious declination of the rabies vaccine could delay their academic progress in the Veterinary Technician Program.

To ensure the safety of all program students, a Rabies Mitigation Plan is outlined for unvaccinated students.

Rabies Mitigation Policy

Purpose:

To align with the AVMA-CVTEA requirement for accreditation of the Veterinary Technician Program of Eastern Gateway Community College. EGCC students that have a medical contraindication or a religious exemption from receiving the rabies vaccine must understand their increased risk of contracting rabies. The rabies mitigation policy lays out the steps that EGCC has put in place to help decrease this risk.

Safety of students, program personnel, and animals must be of prime consideration. Students must be educated on rabies risk prior to working with animals. The program will implement a comprehensive rabies mitigation protocol to help decrease the risk to those students with a medical or religious exemption.

Rabies Background

Rabies in humans can be prevented either by eliminating exposures to rabid animals, being vaccinated or not handle any animals that are not vaccinated. EGCC will not allow unvaccinated students to handle any animals that are not vaccinated during the lab and clinical sessions. In addition, unvaccinated students will not be permitted to handle any new intake of animals or non-companion animals unless the rabies vaccination status is known and they are vaccinated. The college understands that student safety must be considered above financial challenges. EGCC is supportive of program's assisting students to manage the cost of vaccination including methods to integrate the cost of the vaccine into tuition or fees that may be supported by federal financial aid if that is a limiting factor in students not getting the rabies vaccine.

Recommended sources for guidelines regarding zoonotic disease and rabies protection:

Rabies, Centers for Disease Control and Prevention (CDC)

https://www.cdc.gov/rabies/specific_groups/veterinarians/index.html

What is Rabies, World Health Organization,

<https://www.who.int/news-room/fact-sheets/detail/rabies>

CFSPH - The Center for Food Security and Public Health,

https://www.cfsph.iastate.edu/FastFacts/pdfs/rabies_F.pdf

<https://www.cdc.gov/rabies/location/usa/surveillance/index.html>

Guidance from the American Veterinary Medical Association (AVMA) is as follows:
<https://www.avma.org/resources-tools/one-health/rabies-pre-exposure-vaccination-and-titers-veterinarians>

I. Mitigation Plan Components

A. Vaccination of animals (cats, dogs, horses etc.)

Vaccination status of all animals used in live animal teaching will be maintained in the permanent medical records of the medical facility housing the animals. Program director will have access to these records if they are going to be used in lectures or labs. Any animal of unknown vaccine status will be documented in that animal's medical record and will not be used by unvaccinated students.

B. Hold/ seroconversion period post rabies vaccination

Documentation of the holding period including location and handling procedures will be maintained in permanent holding by the program director and clinical sites.

EGCC Veterinary Technician Program will partner with Angels for Animals and only animals that are vaccinated will be used by unvaccinated students during class lectures and labs. Any outside animal resource facilities or clinical sites for off-site teaching which use animals must show proof of vaccination before unvaccinated students will be allowed to handle them. If animals are not vaccinated, the program director and EGCC may vaccinate if allowed and ensure "hold" periods for animal species for a minimum of 28 days prior to use by unvaccinated students for live teaching.

C. Hold Period for Unvaccinated Animals

EGCC Veterinary Technician Program personnel (program director and RVT faculty) will verify rabies vaccination status of any animals handled by EGCC Veterinary Technician student(s) in accordance with the animal handling policy. Unvaccinated students will not handle any animals who have not been rabies vaccinated.

D. Communication to External sites/personnel: animal sources, off-campus sites, externship sites

EGCC Veterinary Technician Program Faculty will ensure that vaccine and acquisition status of all animals provided through off-site campus facilities/external partners is verified prior

to use by the program for teaching purposes of unvaccinated students.

E. Communication to Internal sites/personnel:

EGCC Veterinary Technician Program Faculty will ensure that vaccine and acquisition status of all animals provided through on-site campus facilities/internal partners is verified prior to use by the program for teaching purposes.

F. Communication to students

Documentation of comprehensive rabies information will be provided to EGCC Veterinary Technician students upon enrollment in the program.

EGCC Veterinary Technician program utilizes a third-party service, CastleBranch, to collect and house student medical records including vaccine and titer information including hepatitis B, tetanus, & Covid. Medical and religious exemptions are kept in house at EGCC medical records office. Students opting out of the rabies vaccines will sign rabies waiver forms and these will be housed by the program director (msabihi@egcc.edu) and the medical records office (medicalrecords@egcc.edu)

All EGCC students will be educated on rabies risk prior to working with any live animals. This education will include the importance of the pre-exposure rabies vaccine as well as the steps that should be taken after possible exposure to an infected animal. The importance of appropriate use of personal protective equipment (PPE) will be highlighted as an educational piece. Students will be educated in the benefits of getting vaccinated and the benefits of this component in the workforce as it might provide them with a significant advantage in the field.

Any clinical site or external site that has an animal of unverified rabies status will not be allowed to work with unvaccinated students. In this event, students will be prohibited from any close contact or handling of these animals and will only be allowed to observe. **Unvaccinated students must understand that their Veterinary Technician education may be impeded due to an unvaccinated status.**

Students will be able to receive the rabies vaccination at Mahoning County Public Health, 50 Westchester Dr., Youngstown, Ohio 44515. Financial aid recipients who have concerns with the costs of this vaccination should contact the financial aid advisors during their first semester (prior to applying to the program) at finaidhelpdesk.edu or 330-480-0726.

G. Comprehensive Risk Assessment: local rabies prevalence

Risk assessment information will be maintained by EGCC Veterinary Technician Program in the program director's office regarding each learning, internship, and animal resource location currently utilized by the program.

Before each school year begins, an audit of the confirmed rabies cases for the area will be completed. This information is available through:

<https://www.cdc.gov/rabies/location/usa/surveillance/index.html>.

In addition, an audit of confirmed rabies cases will be completed for any area where a student completes an externship. This information will be relayed to the students before they begin live animal labs and before externships begin. All students are required to wear full PPE. This PPE includes gloves, mask, eye protection, long sleeves, long pants, and closed-toed shoes.

For more information regarding this policy, please contact the following individuals:

Dr. M. Sabihi, (DVM) Program Director msabihi@egcc.edu

Stacy Pierce (RVT) Program Co-Director: scpierce@egcc.edu

Medical Records: medicalrecords@egcc.edu

Aggressive Animal Policy

1. Eastern Gateway's Veterinary Technician instructors and students will take all necessary precautions to prevent animal-related injuries. Preventive measures include reliance on experienced veterinary to restrain animals when necessary. The program will also utilize physical restraints, bite resistant gloves, muzzles, and sedation or anesthesia as necessary. Aggressive tendencies and bite history should be recorded in the patient's record, communicated to personnel, and indicated with signage on cages and enclosures. Instructors and students will remain alert for changes in patients' behavior, and when working with large animals they have an escape route in mind at all times.

2. Instructors and students will make every attempt to escape if attacked by a large or aggressive animal. If it is not possible to escape, other means of self-defense should be used, including covering the throat area using hands and arms, and lying in a fetal position.

3. In the event a dog or cat fight should occur at a clinical facility, do not attempt to break up the fight alone. Instead:

- a. Obtain help.
- b. Use a catch pole, if the fight must be broken up.
- c. Never use your hands to break up a fight.
- d. Never break up a fight alone.

4. Equine:

- a. When performing procedures on horses, remember to remain close to the animal to minimize the injury potential of a kick. If remaining in close proximity is not possible, instructors and students should move away from kicking range.
- b. A halter and lead rope must be used when grooming or restraining horses.
- c. Instructors and students should not hold the halter of a rearing horse.

Animal Bite/Scratch Policy

Animal bites must immediately receive medical attention and be reported to the proper authorities, who will supervise the response. Information about the incident should be transferred with the animal and its paperwork at every point along the path to and from an Emergency Animal Care Center.

1. As soon as a bite or scratch is observed or suspected, place the suspect animal in a secure cage or crate that is clearly tagged: "This cage/crate contains an animal that has been involved in a bite/scratch."

- a. Isolate the caged animal.
- b. No one is to handle this animal except professional staff who are specifically authorized to do so.

2. Immediately direct the person who has been bitten/scratched to medical attention.

- a. As necessary, apply pressure to stop bleeding.
- b. Wash wounds thoroughly with plenty of soap and warm water. Run water over the wound for several minutes to make sure it is clean, and all soap is rinsed out.
- c. After a thorough wash and rinse, apply an antiseptic solution, such as iodine or other disinfectant.
- d. See a physician as soon as possible. If a physician of choice is unavailable, go to the nearest emergency-care facility. Explain how the bite/scratch occurred and follow the physician's advice.

3. Determine and clearly document the incident in the animal's paperwork. Include:

- a. The date and time of the injury
- b. The identity of the person who was bitten/scratched,
- c. The rabies vaccination status of the person who was bitten/scratched
- d. The rabies vaccination status of the animal involved
- e. The identity of people who witnessed the bite/scratch
- f. Any special circumstances associated with the bite/scratch
- g. The identity of the owner of the animal
- h. The time/date of notification of the owner

4-Make proper notifications.

- a. If the bite/scratch occurred at the Clinical Site, notify the Supervisor or Office manager immediately.
- b. Notify the Director of EGCC Veterinary Technician Program

Note: Once a bite has occurred, options (such as euthanasia, movement, or return of an animal to its owner) are limited by Ohio laws and regulations

Practicum Policies

1. RVT MENTOR- All clinical affiliates must employ a Registered Veterinary Technician who is willing to take on the responsibility of mentoring the student. **Each student must have only one RVT mentor per site.** The student's practicum hours can only be scheduled when the RVT mentor is scheduled to work. However, students may work alongside another RVT during their scheduled hours when directed to do so by their RVT mentor.

The RVT mentor will sign off on all required Practicum skills once they are completed successfully and fill out the student evaluation form at the end of the Practicum hours. A satisfactory evaluation is required to pass the course. Only the RVT mentor should complete these duties even if the student is occasionally directed to work alongside another RVT.

2. THE STUDENT MUST ADHERE TO ALL CLINICAL AFFILIATE'S POLICIES AT ALL TIMES.- In the event that a clinical affiliate requests a student to be removed due to a student's lack of compliance with the site's policies, the Veterinary Technician program will follow the EGCC Discipline and Dismissal Guide to determine the appropriate discipline, up to and including dismissal from the program.

3. HEALTH RISK OR SAFETY RISK- Clinical affiliates have an expectation that students completing a practicum at their site will not be a health risk or safety risk to their clients. Students are therefore expected to conform to all standard health and safety practices required by the clinical affiliate. Being unsafe or a health risk includes but is not limited to a student who consistently fails to demonstrate competence in clinical patient/client care, a student who does not adhere to policies, or a student who behaves in any manner that compromises or threatens the well-being of a patient or client's health and welfare. Students will be evaluated during their practicum experience and the evaluations may show student deficiencies that would deem them a health or safety risk. A student that is deemed a health or safety risk may result in discipline up to and including dismissal. In addition, the clinical affiliate is under no obligation to allow or approve a student's experience if a health or safety issue is identified.

In the event that a clinical affiliate requests a student to be removed due to a health or safety risk, the Veterinary Technician program will follow the EGCC Discipline and Dismissal Guide to determine the appropriate discipline, up to and including dismissal from the program.

4. STUDENTS WHO ARE INJURED DURING THEIR PRACTICUM HOURS MUST IMMEDIATELY REPORT THE INJURY TO THEIR RVT MENTOR AND THE COURSE INSTRUCTOR. -Students are responsible for their own medical care and insurance throughout the Veterinary Technician Program. Neither Eastern Gateway nor the Clinical Affiliates are responsible for any needed medical care. Students are responsible for any costs incurred for medical care that may be needed due to injury while participating in the Veterinary Technician Program. Neither Eastern Gateway nor the Clinical Affiliates can be held liable for such injuries.

5. PRACTICUM ATTENDANCE POLICY- Students are expected to complete a total of 240 hours to receive a passing grade for the course. **All missed hours must be made up prior to the end of the practicum in order to receive a satisfactory grade! Extenuating circumstances (death in the immediate family, severe illness, etc.) must be reported to the course instructor & the RVT mentor at the clinical site.**

The student will be responsible for maintaining a timesheet. The RVT mentor should sign off on all recorded time weekly.

Tardiness will not be tolerated! If the student is tardy twice, this will result in a penalty of 4 hours of make-up time. Tardiness of three or more times will result in a failing grade and you will have to repeat the practicum course.

Student participation in the Veterinary Practicum course is not mandatory when the campus is closed for holidays per the EGCC Academic Calendar. However, a student may elect to participate when the campus is closed for scheduled holidays.

6. Practicum Hours- Students must complete 240 hours. 120 hours must be completed in a small animal clinic & the remaining 120 hours must be completed in a specialty area of the student's choice. (i.e., emergency, large animal, rehabilitation, etc.)

All Practicum sites must be reported to the instructor prior to the start of the course. If any help finding a site is needed, please contact the course instructor.

7. Practicum Pay- Hiring & compensation of the student is at the discretion of the clinical affiliate. In most cases, students should not expect to be paid for their time.

8. DRESS CODE FOR PRACTICUMS PLACEMENTS- Eastern Gateway hunter green scrubs with vet tech patch sewn on. A name badge must be worn at all times. No open-toed shoes are allowed. Any additional restrictions put in place by the Clinical Affiliate must be adhered to at all times.

9. STUDENTS WILL BE GIVEN AN EGCC ISSUED DOSIMETRY BADGE- This badge must be returned at the end of the Practicum or a failing grade will be given.

Incident Form

STUDENT INFORMATION

Name (print): _____
Date of Birth: _____
Student ID#: _____
Address: _____
City/State/Zip: _____
Cell Phone: _____
Home Phone: _____

INCIDENT INFORMATION

Date of Incident/Animal Bite/Scratch/Zoonotic disease exposure:
(Location, area injured, response*) *Response: Wound cleaned, treatment/bandaging, etc.

PROFESSIONAL MEDICAL TREATMENT

Emergency services were called for individual
 Individual was sent for immediate medical treatment
 Individual was referred to seek treatment as soon as possible with primary healthcare provider

Student Signature _____
Date _____

Supervisor/Instructor Signature _____
Date _____

Health Care Related Programs Pregnancy Risk Form

Student Section:

I have read the Health Care Related Programs Risks and Pregnancy Guidelines and understand the potential risks that may exist to me, and my unborn child should I decide to continue in health program laboratory and clinical placements for the remainder of my pregnancy.

Student Name _____

Student Signature _____

Date _____

Health Care Provider Section:

I have read the Health Care Related Programs Risks and Pregnancy Guidelines and I am identifying the following laboratory/clinical practice restrictions that my patient is to adhere to for the remainder of her pregnancy:

Laboratory/Clinical Restrictions:

Physician Name _____

Physician Signature _____

Date _____

VETERINARY TECHNICIAN PROGRAM RABIES VACCINATION CERTIFICATE

Due to students' clinical exposure to blood, saliva, and other potentially infectious material, students may be at risk of acquiring a rabies virus infection. Failure to obtain the vaccine puts the student at continued risk of acquiring a rabies virus infection, a potentially fatal disease. Students are required to certify vaccination for the rabies virus or sign a waiver/declination statement prior to admission to the program.

I certify that I have received the rabies vaccine and that my blood titer (taken within the previous two years) indicates immunity to the rabies virus. I further understand that I must submit proof (medical documentation) of the vaccination and/or titer.

Print Name: _____

Student Signature: _____

Date: _____

VETERINARY TECHNICIAN PROGRAM RABIES VACCINE DECLINATION

Student Name: _____

Student ID: _____

Due to students' clinical exposure to blood, saliva, and other potentially infectious material, students may be at risk of acquiring a rabies virus infection through a bite. Failure to obtain the vaccine puts the student at continued risk of acquiring a rabies virus infection, a potentially fatal disease. Students are required to certify vaccination for the rabies virus or sign a waiver/declination statement prior to admission to the program. I understand that due to my occupational training, and the potential exposure to blood or other potentially infectious materials, I may be at risk of acquiring a rabies virus infection. Due to religious or medical reasons, I decline the rabies vaccination at this time.

I understand that by declining this vaccine, I continue to be at risk of acquiring rabies, a potentially fatal disease. If in the future I continue to have occupational training exposure to blood or other potentially infectious body materials and I want to be vaccinated with rabies vaccine, I can receive the vaccination series at the health care provider of my choice.

Student Signature: _____ Date: _____

EGCC Personnel
(Witness Signature): _____ Date: _____

MEDICAL EXEMPTION FOR VACCINATIONS

(To be signed ONLY by a student for whom a vaccination is medically contraindicated)

Students must provide proof of vaccinations prior to participating in live animal labs and kennel duties.

This form must be signed by a student requesting an exemption from the vaccine requirement where vaccination is medically contraindicated. If a particular vaccination is medically contraindicated, a medical report indicating such contraindication must be submitted for that vaccination. The medical report must include which vaccines are contraindicated by the student's medical conditions, and whether the treating physician or licensed practitioner recommends the student to be exempt from the vaccination requirement. The statement must be signed and dated by the physician or licensed practitioner and include credentials, business address, business phone number, and business email address.

Medical contraindication for a particular vaccination does not exempt the student from any other vaccination requirement.

INFORMED CONSENT:

I understand that completion of a Practicum is a requirement for Veterinary Technician degree completion. I understand that some practicum sites may not allow me to rotate at their facilities because I do not meet their vaccination requirements, regardless of medical contraindication. I understand that many practicum sites will not allow me to rotate without proof of immunity from Rabies and a current Tetanus vaccination. I understand that failure to meet the vaccination requirements

could result in my inability to complete my degree program. I understand that EGCC has no control over the specific vaccination requirements of the practicum sites. I understand that I will not be given preference over other students for practicum sites based on my vaccination status.

I understand the risks associated with enrolling in the degree program without the required vaccinations, and I hold EGCC harmless from any liability or claim that I may have against EGCC with respect to bodily injury, personal injury, illness, death, or property loss directly related to labs and clinical rotations as it relates to vaccination requirements.

Student Name _____

Student Signature _____

Date _____

RELIGIOUS EXEMPTION FOR VACCINATIONS

Students must provide proof of vaccinations prior to participating in live animal labs and kennel duties.

This form must be signed by a student requesting an exemption from the vaccine requirement where a sincerely held religious belief, practice, or observance conflicts with the vaccine requirement. If a particular vaccination conflicts with a sincerely held religious belief, practice,

or observance, the student must submit a statement describing the nature of the sincerely held religious belief, practice, or observance, and indicate which required vaccines conflict with the sincerely held religious belief, practice, or observance.

INFORMED CONSENT:

I understand that completion of a Practicum is a requirement for Veterinary Technology degree completion. I understand that some practicum sites may not allow me to rotate at their facilities because I do not meet their vaccination requirements, regardless of sincerely held religious belief, practice, or observance. I understand that failure to meet the vaccination requirements could result in my inability to complete my degree program. I understand that EGCC has no control over the specific vaccination requirements of the practicum sites. I understand that I will not be given preference over other students for practicum sites based on my vaccination status. I understand the risks associated with enrolling in the degree program without the required vaccinations, and I hold EGCC harmless from any liability or claim that I may have against EGCC with respect to bodily injury, personal injury, illness, death, or property loss directly related to labs and clinical rotations as it relates to vaccination requirements.

Student Name _____

Student Signature _____

Date _____