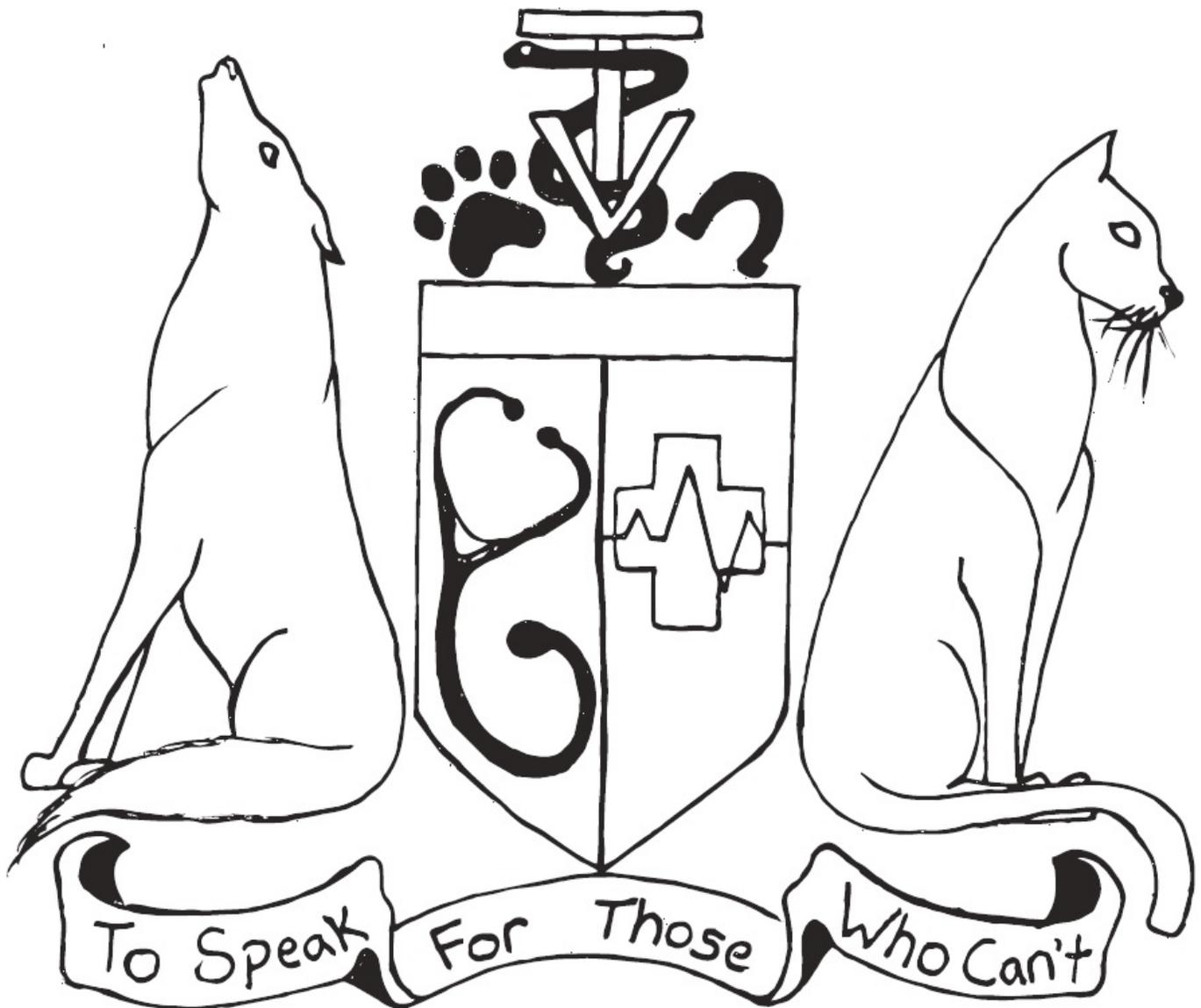


# Veterinary Medical Technology



## Student Handbook



**2018**



**CENTRAL CAROLINA**  
COMMUNITY COLLEGE

# Veterinary Medical Technology Handbook

**Summer 2018**

This handbook has been compiled by the faculty of the Veterinary Medical Technology department at Central Carolina Community College and is designed to be used as the code of conduct reference guide for all VMT students during their educational program.

## 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.”*

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## **Veterinary Medical Technology**

In recent years, the profession of veterinary medicine has become ever more sophisticated and complex. The public expects state-of-the-art veterinary care for animals. To provide high quality service, today's veterinary team utilizes the skills of trained professionals known as veterinary technicians. If you care about animals, enjoy working with your hands, are good at basic math and decision-making, and like working with people and handling a variety of responsibilities, then the challenging career of veterinary technology may be just right for you.

### **Duties and Responsibilities**

The veterinary technician is an integral member of the veterinary health care team. Veterinary technicians have been educated in the care and handling of animals, the basic principles of normal and abnormal life processes, and in many laboratory and clinical procedures. All veterinary technicians work under the supervision of a licensed veterinarian. While a veterinary technician can assist in performing a wide variety of tasks, they cannot diagnose, prescribe, perform surgery, create any irreversible change in an animal, or engage in any activity prohibited by a state's veterinary practice act.

### **Career Opportunities**

While the majority of veterinary technicians are employed in private practice, the demand for technicians is rapidly expanding to include new employment opportunities in human and animal health-related areas and specialties such as:

- Biomedical research
- Exotics
- Large animal/livestock
- Pharmaceutical and nutritional research, sales, and support
- Teaching
- Zoo animal and wildlife care
- Diagnostic laboratory support
- Military service
- Food safety inspection
- Veterinary supply sales
- Technical service and sales
- Animal control and humane society animal care
- Regulatory Agencies

## **Education**

Students interested in a career in veterinary technology should have an aptitude for general science, math, and biology and demonstrate basic language and communication skills. The American Veterinary Medical Association (AVMA) accredits veterinary technology programs throughout the United States and Canada. Most AVMA-accredited programs lead to an Associate degree after two years but some lead to a four-year Baccalaureate degree. A period of clinical experience in a veterinary practice is required for all students in an AVMA-accredited veterinary technology program. This period of hands-on training is called a preceptorship, practicum, or externship and is a critical component of the veterinary technology program.

## **Professional Regulation**

The majority of states have regulations that provide for technician credentialing (certification, licensure, or registration). Most states require candidates to first pass the Veterinary Technician National Exam (VTNE) before being tested for competency through an examination regulated by their state board of veterinary medical examiners.

## **Veterinary Technician Specialties**

Some veterinary technicians decide to specialize in a certain area. According to the National Association of Veterinary Technicians in America (NAVTA), an *Academy* is a group of veterinary technicians who have received formal, specialized training, testing and certification in an area. The recognized academies include specialties in dentistry, anesthesia and analgesia, internal medicine, emergency and critical care, behavior, zoological medicine, equine veterinary nursing, surgery, clinical practice, nutrition, lab animal, dermatology, and clinical pathology.

NAVTA defines a *Society* as a group of veterinary technicians who represent a distinct and identifiable specialty, supported by a veterinary specialty. Members may or may not have received formal training and may or may not be certified in that specialty. Members of a Society may go on to become members of an Academy if they meet the requirements of the Academy. NAVTA currently recognizes veterinary technician societies specializing in the fields of behavior, equine veterinary technology, zoo veterinary technology, and emergency and critical care, rehabilitation, and laboratory animal.

### **Continuing Education**

Many state licensing boards require a certain number of hours of continuing education (CE) to renew professional licenses. In addition, with ongoing advances in technology and treatments, most veterinary technicians find it important to continue taking advantage of educational opportunities to keep their skills and knowledge up-to-date.

### **Veterinary Technician Associations**

Approximately 100 state, local, and provincial organizations of veterinary technicians exist across the United States and Canada. NAVTA offers its members continuing education, as well as, social and employment related activities to assist in their professional growth.

## **Additional Policies of the VMT Curriculum**

### **Please Note:**

Criminal background checks are part of the current admissions process to a Health Sciences curriculum at Central Carolina Community College. Additionally, the North Carolina Veterinary Medical Board (NCVMB) performs criminal background checks on all applicants for registration with the Board. A criminal history may prevent a graduate from the Veterinary Medical Technology program from becoming registered as a veterinary technician in the state of North Carolina as determined by the NCVMB. Questions related to the background checks should be directed to the NCVMB ([www.ncvmb.org](http://www.ncvmb.org)).

### **Code of Conduct:**

The policies found in this handbook outline the code of conduct expected of all VMT students. Violations of these policies will be handled in accordance with departmental and College policy related to code of conduct violations.

### **Importance of VMT Course Sequence**

The VMT program is structured to build upon the knowledge acquired from the previous term(s). It is essential to follow the sequence of courses as they are offered. If the sequence is broken due to withdrawal or failure to obtain a “C” or better in a VMT course (see VMT Required “C” policy), a student will not be able to continue with courses in which that course is a prerequisite (see prerequisite list).

Many VMT courses not only have prerequisites, but also have co requisites. In this case, these courses must be taken together in the same term in which they are offered. However, if a student has attempted to take co requisite courses and passed one but failed the other, the failed course may be taken again when it is offered without its co requisite.

## VMT Curriculum by Semester

### First Year Fall

MAT 110	Mathematical Measurement	3
VET 110	Animal Breeds and Husbandry	3
VET 114	Introduction to Veterinary Medical Technology	1
VET 120	Veterinary Anatomy & Physiology	4
VET 121	Veterinary Medical Terminology	3
ACA 115	Success and Study Skills	1
	<b>TOTAL CREDIT HOURS</b>	<b>15</b>

### First Year Spring

CHM 130	General, Organic, & Biochemistry	3
CHM 130A	General, Organic, & Biochemistry Lab	1
ENG 111	Expository Writing	3
VET 123	Veterinary Parasitology	3
VET 125	Veterinary Diseases I	2
VET 137	Veterinary Office Practices	2
HUMxxx	Humanities Elective	3
	<b>TOTAL CREDIT HOURS</b>	<b>17</b>

### Summer

VET 131	Veterinary Lab Techniques I	3
VET 133	Veterinary Clinical Practices I	3
SOCxxx	Social Science Elective	3
	<b>TOTAL CREDIT HOURS</b>	<b>9</b>

### Second Year Fall

WBL 112AB	Work-Based Learning Experience I	1
ENG 114	Professional Research and Reporting	3
VET 126	Veterinary Diseases II	2
VET 211	Veterinary Lab Techniques II	3
VET 213	Veterinary Clinical Practices II	4
VET 215	Veterinary Pharmacology	3
	<b>TOTAL CREDIT HOURS</b>	<b>16</b>

### Second Year Spring

WBL 112BB	Work-Based Learning Experience I	1
VET 212	Veterinary Lab Techniques III	3
VET 214	Veterinary Clinical Practices III	4
VET 217	Large Animal Clinical Practices	3
VET 237	Animal Nutrition	3
	<b>TOTAL CREDIT HOURS</b>	<b>14</b>

<b>Total Program Credit Hours</b>	<b>71</b>
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## Grading Scale

All courses in the VMT curriculum follow CCCC standardized grading policies and use a ten-point scale to determine grades. Percentages and quality points are as follows:

A = 90 – 100%	A = 4 quality points
B = 80 – 89%	B = 3 quality points
C = 70 – 79%	C = 2 quality points
D = 60 – 69%	D = 1 quality point
F = 59 and below	F = 0 quality points

Quality points are used to determine grade point averages for the term and a cumulative grade point average. To determine your grade point average, divide the quality points earned by the total number of credit hours taken. The following is an example for the first semester of courses in the VMT program:

<u>Course</u>	<u>Credit Hours</u>	<u>Grade</u>	<u>QPS</u>	<u>QPs Earned</u>
MAT 110	3	B	3 x 3	9
VET 110	3	A	3 x 4	12
VET 114	1	A	1 x 4	4
VET 120	4	B	4 x 3	12
VET 121	<u>3</u>	B	3 x 3	<u>9</u>
	14			46

Grade point average (GPA) =  $46 \div 14 = 3.286$

Students must have an overall GPA of 2.0 and a GPA of 2.0 in all major courses to qualify for graduation.

## VMT Required “C” Policy

The progression of a student enrolled in the VMT program is dependent on satisfying course prerequisites, co-requisites, and maintaining a grade of “C” or better for ALL courses with a prefix of VET or WBL. In all VET courses with a lecture section and a laboratory section, the student must pass **both sections separately** with a 70% or better in order to pass the course.

A VMT student who earns a grade 69.99-60% will receive a D for the course. A VMT who earns a grade of 59.99% or less will earn an F for the course. Any student earning less than a C in any course with a VET or WBL prefix will not be permitted to continue with the curriculum course sequence until a satisfactory grade of 70 or higher

has been achieved in the course.

### **Readmission Policy**

Any student who wishes to withdraw from the College or a curriculum course must complete an official withdrawal form. When a student withdraws prior to the first day of class, the student will receive a 100% refund. Before the 10% point, when a student withdraws, he/she will receive a 75% refund. After the 10% point, when a student withdraws, he/she will not receive a refund. In accordance with the CCCC catalog, the student's advisor is required to sign the withdrawal form to protect the student's scholastic standing, his/her rights to re-enroll and his/her transfer credit.

When a student withdraws from the College, he/she may apply for readmission to the program at the beginning of the subsequent term for which he/she is eligible. **A student re-entering must do so under the provisions of the College catalog and VMT handbook in effect at the time of re-entry.**

In order to withdraw from a curriculum course and/or the College, the student must complete the following:

1. Acquire and complete the withdrawal form
2. Acquire the necessary signature from your VMT faculty advisor
3. Take the completed form to the registrar's office for processing
4. Meet with the VMT admissions counselor to declare your intent to return to the program or not, to determine re-entry eligibility, and discuss the re-application process. **\*\*If you do not complete this step, you cannot be guaranteed a seat the following year.\*\***

The date of official withdrawal can affect the final grade of the course and the amount of the refund. A student may withdraw within the first three-quarters of the semester and receive a "W". A grade of "W" does not affect GPA. All courses dropped after the specified withdrawal date (as scheduled by College administration) will be dropped with a "WF" except in the case of medical withdrawal from the College. A medical withdrawal must be documented and filed with the registrar before the end of the term. A grade of "WF" is treated as an "F" and negatively affects the student's grade point average.

## **VMT Mandatory Remediation and Tutoring**

*The purpose of mandatory remediation is to provide students an opportunity to review course material and overall course concepts in a structured environment. Any student that is unwilling to complete the requirements of the mandatory remediation program must meet with the Department Chair and/or Dean of Health Sciences and Vice President of Student Services. Failure to comply with remediation requirements may result in the loss of points, the failure of one or more classes, or withdrawal from the program.*

### **1. Remediation Activity Expectations**

- a. On written assignments and examinations that have received failing grades, the student will provide the correct answer and justification for the correct answer with sources for the information cited. On multiple choice items, this also includes providing reasoning for why each option of the question was correct or incorrect, with sources cited appropriately.
- b. For applications and examinations such as practicals and proficiency checks that require the evaluation of hands-on skills, the student will perform their remediation according Individualized Remediation Plan listed below.
- c. Students assigned to remediation will attend the assigned number of weekly tutoring session(s), to be signed off and verified by a VMT approved tutor.
- d. Weekly advising sessions will also be assigned to the student to ensure that the student is improving and to assess any additional needs that need to be met to ensure success.
- e. The student may also be referred to success coaches, the success advocate, or other College services to provide additional assistance.
- f. For cases of disruption or misbehavior, the tutor/advisor reserves the right to dismiss a student at any time. Students will not be allowed to use Mobile Phones, Facebook, YouTube, Twitter, or any other medium that is not conducive to the purpose of remediation.
- g. If a student does not abide by these guidelines, they may be asked to leave remediation and that session will not be counted. Repeated failure to follow directions may result in a meeting with the Department Chair and/or Dean of Health Sciences.

### **2. Individualized Remediation Plan**

**Course:** \_\_\_\_\_ **Student:** \_\_\_\_\_

- a. I will meet with a VMT approved tutor \_\_\_\_\_ times per week, for \_\_\_\_\_ weeks, with each session to be signed off by the tutor and returned to the instructor of this course.
- b. I will meet with my VMT advisor once per week for \_\_\_\_\_ weeks or until my performance is deemed to be improving.
- c. I will also meet with one of the following success service providers \_\_\_\_\_ times per week, for \_\_\_\_\_ weeks or until my performance is deemed to be improving:
  - (  ) Success Coach
  - (  ) Success Advocate
  - (  ) Special Populations Services
  - (  ) Other: \_\_\_\_\_
- d. Student will perform the following tasks in relation to class performance:
  - (  ) Correct written assignment according to guidelines listed above.
  - (  ) Perform the following skills \_\_\_\_\_ times to the satisfaction of the tutor/instructor:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(  ) Other assignment(s) to be evaluated by tutor/instructor:

\_\_\_\_\_

\_\_\_\_\_

I have read and accept the terms of the Mandatory Remediation Program:

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Instructor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Use of Technology in the Classroom**

The use of technology in the classroom is a valuable tool in bolstering student success. Items such as voice recorders, laptops, and tablets may be utilized in the classrooms on an as-needed basis to enhance student learning and success. Use of these items in labs and/or during testing is prohibited unless specifically authorized by the instructor responsible for the labs and/or testing. If use of technology in the classroom becomes a problem or a distraction to fellow students and/or the instructor, future use will be strongly censored. The use of devices that record video and the use of cameras are not covered by this policy (please refer to the Camera Policy below). Phones should be turned to silent during all classes and labs. Students who need to take a call during a class or laboratory session are asked to step out quietly to minimize distraction.

### **Camera policy**

CCCC is registered with the USDA as a research facility. As such, taking pictures or videotaping events, facilities, and/or animals in the VMT program is prohibited unless specific prior permission has been granted by the VMT Department Chair and Animal Facilities Manager. It is prohibited to put any VMT pictures or videos on the internet. If it is discovered that VMT-related pictures or videos appear on the internet, including ANY social media, the person responsible will face disciplinary action.

### **VMT Lockers**

Lockers are available on a first-come, first-served basis. As a VMT student, you are permitted to use one of the lockers provided in the VMT building. These lockers are only intended for use by current VMT students. In order to enforce this policy, it is necessary for you to select your locker, place a lock on it, and notify the Animal Facilities Manager immediately of the locker number you have chosen. If you leave a note for the Animal Facilities Manager, please be sure to include your name and locker number. Periodically the lockers will be checked. Any locker with a lock on it that has

not been registered with the Animal Facilities Manager will have the lock removed and the contents will be discarded. Please remember to register your locker as soon as you choose one and place a lock on it.

In order to preserve the condition of the lockers, the College administration has stated that no items are to be displayed on the exterior surface of the lockers. Please do not place pictures, name tags, etc. on your locker doors. You may decorate the inside of the locker as you wish as long as you are able to return the locker to an 'as found' condition when you leave the program.

Upon leaving the program, please empty your locker and return it to an 'as found' condition. At the end of each semester, the Animal Facilities Manager will make a checklist of the lockers that should be occupied or empty. Any locks found on non-assigned lockers will be removed and any items in those lockers will be discarded. If you are continuing in the program from one semester to the following semester, you may leave your belongings in the locker between semesters. Please note that food and drinks should not be left in lockers.

### **VMT Visitor Policy**

The VMT department is a USDA licensed research facility. As such, persons, as well as animals, not directly associated with the program (i.e. VMT faculty and students) are not permitted into the restricted areas of the VMT building or into the Vet Lab building / kennels without prior approval from the Animal Facilities Manager or Department Chair. In accordance with CCCC policy, children are not permitted on campus. This policy applies to the VMT restricted areas and the Vet Lab as well.

## **CVTEA Essential Skills List**

The VMT program is nationally accredited by the American Veterinary Medical Association (AVMA). The AVMA has established the Committee on Veterinary Technician Education and Activities (CVTEA) which is charged with oversight of veterinary technology programs. As part of the oversight, the CVTEA has developed an *Essential Skills List* that contains both required and recommended tasks that veterinary technology programs are responsible for teaching and training students to be able to recognize and/or perform. The faculty in the VMT program regularly reviews this list, and the updates to it, to ensure the tasks we are teaching are up to and beyond the standards set forth by the CVTEA.

Each course in the VMT curriculum has associated required tasks from this list. It is the student's responsibility to ensure they are present for classes and labs in which these tasks will be covered. Due to their nature, there are certain tasks on the list that can only be covered one time during the curriculum. Students who have not successfully completed all required tasks for a given course will not be permitted to complete the course. The VMT faculty is not responsible for providing students additional lab time or opportunities beyond scheduled course time to complete these tasks.

## **End of Semester Clean-up Policy**

The VMT faculty is tasked with ensuring that each student completes all required tasks as determined by the CVTEA for completion of the instructional program. Per this list, students are required to "maintain appropriate sanitation and nosocomial protocols for a veterinary facility, including patient and lab areas." To meet this requirement, VMT students are required to perform clean-up duties on a rotational basis at the end of each lab session as well as an end of semester clean-up in any areas that they have utilized for instructional purposes during that semester.

## **Attendance Policy**

The VMT Department has implemented a 90% attendance policy for all courses with VET prefixes. In courses with a lab and a lecture portion, students are expected to attend a minimum of 90% of each portion. Students who anticipate an absence are required to call and email the instructor as soon as possible regarding the absence. Students who fail to meet the 90% attendance policy in a VET course are subject to withdrawal from the course. The College policy relating to tardiness will be adhered to in all VET courses. Students arriving to class up to 10 minutes late are considered tardy for class. Three times tardy equates to an absence and will incur a Code of Conduct. Students arriving more than 10 minutes late for class are considered absent.

## **Report of Injury**

Central Carolina Community College provides student accident insurance for all registered and enrolled students of the College. The coverage includes injuries sustained while the insured student is:

1. participating in activities sponsored and supervised by the school
2. traveling during such activities as a member of a group in transportation furnished or arranged by the school

Any injuries must be reported immediately to the appropriate instructor or faculty member, the Animal Facilities Manager, or Department Chair of the Veterinary Medical Technology program **as soon as possible**.

If medical attention is necessary, the student must obtain a claim form from the Administrative Assistant of Student Services prior to treatment at a medical facility to be covered under the College's insurance. Submission of this form at the medical facility will allow the facility to bill the College rather than the student.

For complete coverage information, see the Administrative Assistant of Student Services.

## **Policy on Pregnancy**

Students who are, or become, pregnant should notify the Department Chair. The choice to declare your pregnancy is **voluntary**. Veterinary medicine has with it many inherent dangers for the developing fetus. Hazards such as inhalation of anesthetic gases, exposure to radiation, toxic chemicals, exposure to chemotherapeutic agents, trauma by a horse or cow, or an animal bite or scratch are just a few of the hazards which are inherently more dangerous to the pregnant individual and her fetus. The pregnant student is advised to seek advice and counsel from her attending physician concerning continuing the Veterinary Medical Technology Program at Central Carolina Community College.

Upon notification of pregnancy by the student, the following guidelines will be followed:

- Upon declaration of pregnancy by the student, general program policies will be reviewed in detail to provide the student with a complete understanding of her status in the program, whether she is able to complete the program during her pregnancy or after pregnancy leave.
- The pregnant student must follow the established program policies and meet the same clinical and educational criteria as all other students before graduation.
- If the student chooses to leave the program during her pregnancy, she will be eligible for reinstatement into the program upon completion of her pregnancy leave. The student must re-enroll in the courses from which she dropped due to her pregnancy leave. If the student does not re-enter the program at the earliest possible date after termination of the pregnancy leave, she will have to apply for the program under the standard application procedure, should she wish to enter the program at a later date.

## Tuition, Books, and Fees

The following is a list of approximate expenses each student will incur during the two year VMT program (figures as of July 2018):

### Fall Semester 1st Year

Description	In-State	Out-of-State
*Tuition	\$ 1,140	\$ 4,020
Books (Estimate)	\$ 500	\$ 500
Uniform Package*	\$ 250	\$ 250
Certified Background *	\$ 111	\$ 111
Malpractice Insurance	\$ 20	\$ 20
Student Fee	\$ 40	\$ 40
Technology Fee	\$ 16	\$ 16
<b>Total</b>	<b>\$ 2,081</b>	<b>\$ 4,961</b>

### Spring Semester 1st Year

Description	In-State	Out-of-State
*Tuition	\$ 1,216	\$ 4,288
Books (Estimate)	\$ 250	\$ 250
Malpractice Insurance	\$ 20	\$ 20
Student Fee	\$ 40	\$ 40
Technology Fee	\$ 16	\$ 16
<b>Total</b>	<b>\$ 1,542</b>	<b>\$ 4,614</b>

### Summer Semester 1st Year

Description	In-State	Out-of-State
*Tuition	\$ 684	\$ 2,412
Books (Estimate)	\$ 400	\$ 400
Malpractice Insurance	\$ 20	\$ 20
Student Fee	\$ 5	\$ 5
Technology Fee	\$ 8	\$ 8
<b>Total</b>	<b>\$ 1,117</b>	<b>\$ 2,845</b>

### Fall Semester 2nd Year

Description	In-State	Out-of-State
*Tuition	\$ 1,216	\$ 4,288
Books (Estimate)	\$ 400	\$ 400
Uniform Package	\$ 130	\$ 130
Malpractice Insurance	\$ 20	\$ 20
Student Fee	\$ 40	\$ 40
Technology Fee	\$ 16	\$ 16
<b>Total</b>	<b>\$ 1,822</b>	<b>\$ 4,894</b>

### Spring Semester 2nd Year

Description	In-State	Out-of-State
*Tuition	\$ 1,064	\$ 3,752
Books (Estimate)	\$ 250	\$ 250
Malpractice Insurance	\$ 20	\$ 20
Student Fee	\$ 40	\$ 40
Technology Fee	\$ 16	\$ 16
<b>Total</b>	<b>\$ 1,390</b>	<b>\$ 4,078</b>

	In-State	Out-of-State
<b>Total Cost for Program</b>	<b>\$7,952</b>	<b>\$21,392</b>

**Estimated cost of in-state tuition, books, fees, and supplies for 5 semesters = \$7,952**

- Please note these are subject to change

Upon completion of the VMT courses and externships, graduates will be eligible to sit for the Veterinary Technician National Exam (VTNE). The cost for the exam is determined by the American Association of Veterinary State Boards. Upon successful completion of the VTNE, graduates will become eligible to sit for the North Carolina Veterinary Technician State Board Exam. The cost for this exam is determined by the North Carolina Veterinary Medical Board.

## **Inclement Weather Policy and Schedule**

The weather can vary significantly across the three-county service area. When it is determined that weather conditions are severe enough to warrant closing of the College, radio and television announcements will be made by 4:30 p.m. for evening classes and by 7:00 a.m. for day classes. Announcements will be made by local television, local radio, and on the CCCC website. *The absence of any announcements means classes will be held as usual.*

Please note: The College is independent from the local county schools (K-12) and will make its own decision regarding inclement weather procedures. Please be sure to pay close attention to the announcements (particularly television or radio). If you are unsure, the CCCC website will be your most accurate source of information.

## **Animal Care Duties and Inclement Weather**

The following policy has been adopted by the VMT department in order to provide care for the colony animals during inclement weather. These regulations are *mandatory* and must be adhered to by *all* VMT students.

Students scheduled for animal care duties **must make every attempt to complete their duties as scheduled.**

In the event a student cannot make it safely to campus to complete their assigned duties, they must do the following:

- Seek a replacement from your classmates. This is not the responsibility of the Kennel Assistant(s).
- Upon finding a replacement, you must notify the Kennel Assistant(s), Animal Facilities Manager, and the Department Chair of who your replacement will be.

## **Student Conduct**

### **Conduct in Class and on Campus**

Please refer to the CCCC Student Handbook provided by the College. In addition to the College's conduct code, you are expected to follow the VMT Program's Code of Conduct.

### **VMT Student Code of Conduct**

VMT student code includes, but is not limited to:

1. Following the dress code
2. Proper animal care duties
3. Demonstrating a professional attitude with faculty, staff, and fellow students
4. Demonstrating proper respect to faculty, staff, fellow students, animals, and College property.
5. Adhering to all rules, policies, and protocols for the VMT program and the College.
6. Adhering to the Veterinary Technician Code of Ethics.

Violations of VMT student code are considered violations of the student code of conduct and carry the penalties outlined in this handbook in the section titled "Violations of VMT and/or College Policies and/or Procedures" and/or as specified in the College Catalog.

## VMT Department Dress Code

The VMT Department at Central Carolina Community College has adopted a dress code that all VMT students are required to follow. The dress code was selected to provide comfort, safety, and project a professional image.

If at any time College faculty, staff, or administration deem clothing worn by a student to be unsafe, unprofessional, inappropriate, or offensive the student can be asked to change or may be removed from class.

All VMT students are required to purchase and wear uniforms as outlined in the following policy:

### General Information:

- A. First Year students will wear ciel blue scrubs. Second Year students will wear navy scrubs.
- B. At the discretion of the instructor for a class or lab, students not adhering to the dress code will be denied access to the class or lab (or both) and/or have points deducted from their grade. A conference will be required with the instructor for the class/lab and/or the Department Chairperson.
- C. Visible body piercings other than pierced ear lobes are not allowed. Earrings must be small, flat to the ear, and in the lobe ONLY.
- D. Jewelry in labs is limited to earrings (in compliance with B above), a watch, and a wedding or engagement ring. In the surgical related labs of Clinical Practices II and III, all jewelry must be removed.
- E. Uniforms must be neat and clean and worn at all times while on campus and/or engaged in related activities (i.e. field trips). The only time students are permitted to be out of dress code is when they are actively engaged in kennel, cat ward, lab animal, or barn duties. For off-campus events, students are expected to dress as directed by the instructor in charge of the event.
- F. Nametags must be worn and visible at all times.

### Shirts:

- A. A uniform scrub top is required to be worn.
- B. Approved scrub tops are available from the program approved distributor. If an undershirt is worn under the scrub top, it should be professional.

### Lab Coats:

- A. Due to the number of weekly labs, students are strongly encouraged to buy **two** department-approved laboratory coats (smocks) which are available from the program approved distributor. Lab coats are to be worn in the labs only. During the first two semesters of the program, students may take their labs coats home to be laundered. Once students begin the Clinical Practices and Lab Techniques lab courses, lab coats will be laundered on campus to prevent any zoonotic disease transmission and/or cross

contamination.

### **Pants, Skirts:**

- A. Matching scrub pants or skirts must be worn with the ciel or navy scrub top. The approved scrub pants may be purchased from the approved program distributor.

### **Shoes:**

- A. Shoes must be primarily one color and professional in appearance.
- B. Shoes with slip-resistant, non-marking soles are required.
- C. Open-toed shoes, clogs, sandals, slip-on shoes with no heel cup, shoes with heels, and cowboy boots are not permitted.
- D. "Crocs" or similar shoes of any style wherein the foot is exposed are not permitted.

### **Hair:**

- A. Bandannas, hats, fancy hair bows, and other headdresses are not allowed.
- B. For all labs, hair must be kept tied up or back, neat, and not allowed to fall in your face
- C. Facial hair must be able to be covered by a standard surgical mask.

### **Nails:**

- A. Fingernails must be kept short (no longer than the tip of the finger) and clean.
- B. Nail polish is preferably not to be worn. It is, however, NOT allowed during surgical rotations or any procedures requiring sterility.
- C. Nail artistry, such as acrylic or gel nails or jewels, is not allowed.

### **Outer Wear:**

- A. Sweatshirts/Sweaters
  - a. Students are encouraged to wear VMT department specific sweatshirts (those designed and sold by the VMT Student Association)
  - b. No hoodies are allowed
- B. Jackets, Coats, Hats, Scarves, Umbrellas
  - a. Should be stored in your locker until needed to go outside the building unless special permission is granted by the instructor for you to wear it in their class.

## **Care of Animals and Facilities**

As a teaching institution licensed and inspected by the United States Department of Agriculture, the VMT department at CCCC is fortunate to be able to house animals to be used humanely by students to enhance their technical skills. The faculty of the VMT department expects and requires all VMT students to handle and treat these animals with kindness and respect.

In order to maintain a healthy environment for these animals, VMT students are required to perform animal care duties as was explained during the information session that you were required to attend prior to acceptance into the program. Students work in pairs and complete these assigned duties on a rotational basis. A schedule of duties will be posted monthly on the Blackboard site. It is each student's responsibility to check each new monthly schedule and complete assigned duties according to the SOPs. These duties will count 10 points each if properly completed. There are penalties associated with failure to complete duties as outlined in the code of conduct as well as deemed necessary by faculty members of the VMT Program.

**Failure in performance of duties include (but are not limited to):**

1. Arriving for duties after the time agreed upon by you and your partner.
2. Not showing up for duties.
3. Not performing duties as outlined in the SOPs or additional assigned duties.
4. Swapping duty dates or times without prior approval by the Animal Facilities Manager and/or without notifying your partner.

### **Animal Care Points Policy**

The points associated with animal care duties will be utilized to add up to 10 percentage points to ONE exam, assignment, or homework grade in a course of your choosing for each semester. These points may NOT be added to practicals, midterm exams, or final exams. In order to apply these points, your animal care average for the semester must be at least a C and you must be passing the course in which you wish to add the points in. If you earn a 100% animal care grade, you are eligible to add 10 percentage points to a test grade; 85% animal care grade would equate to 8.5 percentage points; 75% animal care grade would add 7.5percentage points, a 60% animal care grade would not allow for addition of points.

## **Veterinary Clinical Services**

One of the benefits of being enrolled in the 2-year VMT program is the opportunity to receive low cost veterinary clinical services for your pet(s). During the spring semester, students enrolled in Clinical Practices III rotate through 'clinics' and participate in the examination, treatment, dentistry, and surgery of pets belonging to VMT students. The owner should realize that the primary reason for providing this service is to allow our second-year students to gain experience in a clinical setting while under the supervision of VMT instructors. The VMT department is a teaching facility, not a veterinary practice, therefore our rules of animal care and treatment are strict and must be followed precisely. Owners who abuse the policies set forth by the VMT department will forfeit their privilege for pet care.

The cost for veterinary clinical services provided by CCCC is determined primarily from the cost of materials and supplies. Although these costs are generally low, they are subject to change without notice.

The following is a list of rules and regulations that must be adhered to in order to receive veterinary clinical services in the VMT department at CCCC:

1. Only pets belonging to VMT students are treated. Services are not provided for pets belonging to relatives and friends. Appointments must be scheduled with the Animal Facilities Manager. Any animal exhibiting behavior that is deemed unsafe for students or faculty will not be seen. If you have questions pertaining to this policy, see the Animal Facilities Manager.
2. Services may be limited to four pets per owner unless space in the rotations allows for more.
3. Animals brought on campus must be on a leash or in a carrier and must arrive for check-in at 7:30 am. Animals are not allowed in the classrooms and are not allowed to remain in the corridors of any building on campus. They are not to remain in vehicles.
4. When a student brings in an animal, he/she must fill out a case history form and a release form before-hand. Second year students will check these forms for

completion and accuracy at time of check-in. Failure to fill out these forms completely and accurately may result in cancellation of the appointment.

5. Animals will be discharged at 3:30 pm. The discharge process is part of second year student training and therefore must occur when scheduled.
6. No cat, dog, or ferret will be admitted without proof (tag, certificate, or records from another clinic) of current rabies vaccination.
7. All admitted animals must be flea and tick free. There is a \$50.00 charge for any live fleas or ticks seen.
8. All animals admitted for surgery must be current on all vaccinations, not obese, and not in heat. At the discretion of the instructors, services may be refused to an animal if it is determined that those services could prove detrimental to the animal's health and well-being.
9. Payment for services rendered is due the day of the services at discharge. Due to previous problems with bill collection, students are no longer allowed to 'run a tab'. Services must be paid in full the day they are rendered.
10. Any animal requiring treatment outside of regularly scheduled VMT clinic hours must be taken to a local veterinarian.
11. Wildlife and orphaned animals are not to be brought on campus.
12. Students who fail to keep scheduled appointments may not be allowed to reschedule, and may forfeit the opportunity to bring pets in.
13. Non-second year rotation students are not allowed in the clinics area between the hours of 7:30am and 4pm on clinics days. Clinical rotations do not allow for students not on rotation to be in the clinics area. Please respect the teaching time for these students as your time will come.

The VMT department offers many veterinary services during the spring semester.

However, the following services are not provided by the VMT department:

1. Acutely ill animals are not accepted. Any pet involved in an emergency situation or any acutely ill pet should be taken to a local veterinarian or emergency clinic.
2. All treatments or surgeries initiated with a local (non-VMT) veterinarian should include rechecks or follow-ups with the same veterinarian.
3. Veterinary drugs and/or medications are not provided without first establishing a veterinarian-client-patient relationship. By law, we must first examine and evaluate an animal before prescribing drugs for medical treatment. This means that your pet must be familiar to us and its medical history entered into our computer before we can legally dispense prescription medications.

## **Field Trips**

The VMT department faculty arrange for a variety of field trips throughout the school year for VMT students. These trips may include only the first-year students, only the second-year students, or both groups of students. Professional attitude and behavior are mandatory for all field trips. Any student who displays a lack of professionalism will be asked to leave and will not receive credit for attending the field trip. A conference with the Department Chairperson will be scheduled to discuss the unprofessional behavior. Attendance is mandatory for all field trips, unless otherwise stated by the instructor of the course.

Instructors of related-area courses will be notified in advance of the scheduled field trip by the Department Chairperson and/or the instructor in charge of the field trip. However, it is the responsibility of the student to talk to their related-area instructors prior to the field trip to arrange for make-up work (if necessary).

Possible field trips include the North Carolina Zoological Park, the Veterinary School at N.C. State, Rollins Disease Diagnostic Laboratory, Idexx Laboratories, and other potential sites. Other field trips may be arranged by instructors. In addition, the second-year students will attend the North Carolina Academy of Small Animal Medicine seminars at the Dennis A. Wicker Civic Center in Sanford and NCVC in Raleigh when pertinent to their education as determined by VMT faculty.

Attendance for scheduled field trips is mandatory. The faculty plans these trips to enhance your educational experience and give up class and lab time in order for you to attend. Appropriate notice will be made of field trips to allow you to make arrangements with work schedules. Being absent from, late to, or leaving early from a field trip will result in a loss of points and possible further disciplinary action. If you will not be able to attend a field trip or must leave early, you must meet with the instructor in charge of the trip and the Department Chair prior to the trip to discuss the matter.

## **Student Advising**

Upon entering the VMT program, a student will be assigned an advisor. This advisor will be a VMT faculty member. The advisor will remain the same throughout the duration of the student's academic career within the VMT program. Each student's faculty advisor is assigned randomly at the beginning of the first-year fall semester. This ensures no preferential treatment is given to any student as well as to assign an equal number of students to each faculty member. Students are not allowed to change advisors without a conference with, and approval from, their assigned advisor and the Department Chairperson. The purpose of the advising program is to:

1. assist students in course registration
2. provide the student with access to a faculty member to discuss and explore issues that are of academic and/or professional relevance to the student
3. explore career options and/or alternatives

It is strongly recommended that each student meet with their assigned advisor at least once during the first two weeks of classes in the fall semester. Each faculty member wants to put a face to a name of each of their advisees and begin to get to know you.

The student and advisor share a responsibility for the success of the advising program. It is the advisor's responsibility to be available to the student during scheduled office hours or by appointment. The advisor will also refer the student to the appropriate person(s) when the need arises.

The student is responsible for requesting a conference when needed as well as attending the conference as scheduled. Should the student not be able to keep his/her appointment, as a matter of common courtesy and professionalism, he/she should contact the advisor as soon as possible prior to the appointment time.

The VMT Admissions Counselor has responsibility for your academic advising until you enter VMT classes. At that point, the VMT faculty member assigned as your academic advisor takes over all responsibilities associated with your academic career as long as you are actively enrolled in the VMT program.

## **Externships**

Two periods of clinical experience in a supervised veterinary facility are required of each student enrolled in the VMT program at CCCC. These required curriculum courses, designated as the Work Based Learning I (WBL 112AB and 112BB), are scheduled during various semesters during your VMT curriculum. In order to enroll in either of these courses, you must be enrolled in the VMT curriculum. WBL 112 AB is offered in the second-year fall semester. To enroll in WBL 112BB, you must have successfully completed WBL 112AB.

The first externship (WBL 112AB) introduces the student to daily activities of a veterinary technician in the workplace. This portion of the externship is open for enrollment during the second-year fall semester. The second (WBL 112BB) is designed to allow the student to apply technical skills, acquired during formal training at CCCC, in a veterinary facility. This portion of the externship is open for registration during the second-year spring semester. Student performance is evaluated on a regular basis by the supervising veterinarian or registered veterinary technician. In addition, students will rate their own performance periodically throughout the courses.

The major objective of these courses is to provide an opportunity for VMT students to apply the knowledge gained during their formal education. In addition, students gain experience in seeking and securing employment in a veterinary facility, develop an understanding of how a veterinary technician functions in a veterinary facility, gain experience with performance reviews, and learn the value and importance of maintaining a positive and cooperative working relationship with other members of the veterinary team and with the public.

In order to successfully complete each externship course, the student must perform a minimum of 160 hours of practical work experience in a satisfactory manner, as judged by the externship site supervisor for each externship. In addition, the student must ensure that all required forms are properly signed and submitted by the supervisor to the VMT WBL faculty coordinator in a timely manner according to the schedule included in the syllabus for the externship.

Students are expected to be appropriately groomed and dressed at all times and to conduct themselves in a professional manner during the externship. The student is

responsible for being at work on time and as scheduled. Being discharged or receiving unsatisfactory evaluations are grounds for failure in WBL 112AB and WBL 112BB. These situations will be handled on an individual basis.

## **Classifications of Violations of SOPs and VMT Policies**

Violations of animal care SOPs and VMT policies will be classified as minor or major. Minor violations are those that do not impact the well-being of the animals and do not jeopardize USDA licensure or CVTEA accreditation. Major violations are those that have a direct impact on the well-being of the animals, USDA licensure, and/or CVTEA accreditation. Accumulated violations will not carry over from one semester to another. However, a student who accumulates violations repeatedly will be referred to College administration for disciplinary action.

### **Minor Violations will follow the progression as follows:**

1. **First Minor Violation** – Written notification of the violation through email or Blackboard grade comments and loss of 5 points.
2. **Second Minor Violation** – Conference with the Animal Facilities Manager, written notification of the violation, and loss of 10 points.
3. **Third Minor Violation** – Conference with the Animal Facilities Manager and the VMT Department Chair, written notification of the violation, extra cleaning duties, and loss of 15 points.

### **Major violations will follow the progression as follows:**

1. **First Major Violation** – Conference with the Animal Facilities Manager and the Department Chair; an extra cleaning duty, written notification of the violation, and loss of 10 points.
2. **Second Major Violation** – Conference with the Animal Facilities Manager and the Department Chair; extra cleaning duties; written notification of the violation, loss of 20 points, and referral to the Dean of Health Sciences.
3. **Third Major Violation** – Conference with the Animal Facilities Manager and the Department Chair; extra cleaning duties; written notification of the violation; loss of 30 points; referral to the Vice President of Student Services (accompanied by the Department Chair) for further disciplinary action. The disciplinary action recommended by the VMT program at this point will be suspension or expulsion.

## **Probation Period**

Any student who accumulates three minor violations or two major violations will be placed on probation for the remainder of the semester. Once placed on probation, the student is required to report to the Animal Facilities Manager or their Advisor at the completion of all animal care related duties. The probation period will continue until the end of the semester. Any violation during the probationary period will warrant referral to the Vice President of Student Services for disciplinary action.

## **Point Allowance**

Students who lose points due to violations will be permitted to earn back  $\frac{1}{2}$  the points lost (up to a total of 10 points) by performing extra duty related to the duty in which the violation occurred. For example, a student who loses 10 points for a major violation in enrichment may double their enrichment time the next week to earn back 5 of the 10 points.

In cases where a student loses points due to violations associated with kennel, cat ward, lab animal, or large animal duty, and the student wishes to earn back points s/he will need to do the following:

1. Find a group that will be willing to have the student help with their scheduled duty
2. Show up on time and help the group with their assigned duty being sure to contribute to the process
3. Give the group the Assistance Verification Form for them to fill out. The group filling the form out is to return the form directly to the Animal Facilities Manager.
4. Meet with the Animal Facilities Manager to discuss the performance with the group.

Examples of minor violations include but are not limited to:

- Arriving up to 15 minutes late to perform duties
- Failing to turn the water off to a hose, sink, tub, etc.
- Failing to record an enrichment activity (you entered enrichment into the computer but did not record an activity in your entry)
- Failing to record enrichment time (you entered enrichment into the computer but did not record the amount of time you spent with your animal)
- Leaving cleaning supplies out on the counters
- Not cleaning the counters and/or sinks after duty
- Not washing bowls properly
- Failing to sweep and/or mop as directed by the SOP
- Failing to clean recovery cages after kennel duties
- Failing to empty the trash can(s) after your duty
- For cat ward duty, failing to run laundry
- For barn duty, failing to secure the doors of the barn
- Leaving lights on when they are supposed to be off or leaving them off when they are supposed to be on
- Failing to restock supplies for the next day (this includes separating newspapers for cat wards)
- For cat wards, failing to place the appropriate amount of litter into the litter box
- Failing to properly clean out the drain aisle properly
- Failing to return the microchip scanner to its proper location
- Failing to be in proper dress code
- Allowing the main kennel hose to roll up all the way

## Major Violations

This section lists some, but not all, examples of major violations and the justification for them being major violations.

VIOLATION	JUSTIFICATION
Failing to lock runs	USDA regulations require that we maintain the security of the animals. If runs are found unlocked during a USDA or IACUC inspection, the USDA license for the College may be placed in jeopardy.
Not putting resting platforms back down in the kennels	Resting platforms are heavy and if left up can fall on an animal resulting in serious injury or death. Any action that risks the safety and health of an animal will be considered a major violation.
Failing to show up for scheduled duty	Students are scheduled for duty in order to meet the requirements of the CVTEA Essential Skills list, to teach teamwork, to teach work ethic, and to teach responsibility. Failing to show up for a scheduled duty leaves your partner to carry your share of the work and shows disrespect for your partner and a disregard for the well-being of the animals.
Failing to record an enrichment entry	The policies and procedures of the VMT department are approved by the IACUC and the USDA and the department is required to adhere to those policies and procedures as written.
Failing to provide adequate water to animals	This violation would apply only to those animals for whom water bowls or troughs are provided. The animals need a constant source of water in order to maintain their state of health. Failing to provide animals with water is a violation of USDA policies and humane animal care guidelines.
Failing to disconnect and properly drain the hoses at the barn	The barn is not climate controlled. If the hose is not disconnected and properly drained, the water left in it will freeze rendering the hose non-usable for the next day's duty. As such, the horse water trough cannot be refilled, bowls cannot be cleaned properly, and cleaning tools cannot be cleaned and sanitized properly.
Failing to return animals to their proper location for recovery duty	If animals are left in the recovery cages for periods lasting longer than permitted by the Animal Recovery SOP, the USDA can consider the program to be in violation of humane animal care standards and the Animal Welfare Act section stipulating the amount of space to be provided for each animal.
Failing to put litter pans into a cat run	USDA regulations and humane animal care practices dictate that cats have access to litter boxes. Failing to provide litter boxes to a cat run is a violation of USDA regulations.

Failing to feed the proper amount(s) and/or type(s) of food	The animals are being fed the amount(s) and type(s) of food indicated on their cage card for a reason. In order to maintain the overall health of the animal, they must be provided the proper nutrition. Failing to adhere to the feeding instructions on the cage card can place the animal's health in jeopardy.
Failure to properly secure the doors of the VMT building and/or Vet Lab	The USDA requires that the facilities holding animals be properly secured. This means that the buildings must be locked to prevent people not associated with the program from entering the facilities. Failing to ensure that the doors are secure leaves the animals vulnerable to mistreatment or theft and leaves the facilities vulnerable to vandalism and theft.
Failing to secure the gates between pastures and/or the gates to the hay storage area	Failing to secure gates between pastures could allow the horses to gain access to the cow pasture. Horses will try to cross cattle guards which can lead to a broken leg or a lost horse. Failing to secure the gates to the hay storage area can allow the animals to gain access to the hay which can lead to health-related problems associated with overeating (i.e. colic in horses).
Falsification of any document or record	Falsification of any document or record is a violation of the CCCC Academic Integrity Policy and will be handled as such. Violations of this type include but are not limited to: documenting enrichment time and/or activities that did not occur; signing any other person's name and/or initials to any document or record; etc.
Failing to provide medical treatments to any animal as specified on the treatment record	Treatments for an animal are scheduled at intervals to provide the best possible care for the animal. As such, students assigned to duties that include treatments MUST perform those treatments as specified and at the appropriate intervals. Failing to do so is failing to ensure the proper care for the animal which constitutes a USDA violation.
Abuse of any animal	The humane and compassionate care of animals is at the core of this program and the Animal Welfare Act which is regulated by the USDA.

\*\* Willful abuse of any animal is grounds for immediate expulsion from the Veterinary Medical Technology program and Central Carolina Community College. \*\*

## **Student Technician Association and NAVTA**

The VMT program at Central Carolina Community College has a student chapter of the National Association of Veterinary Technicians in America (NAVTA). A student may submit an application to become a member of the student chapter at CCCC. Current student membership dues are \$25 per year. Upon graduation from an accredited veterinary technology program, NAVTA will provide a 6-month complementary membership to the student. All VMT students are encouraged to become active members of NAVTA. Current membership dues for graduates are \$50 per year.

NAVTA promotes participation of veterinary technology students in National Veterinary Technician Week held in October and National Pet Week held in May. Additionally, they offer eight \$500 scholarships to veterinary technology students each year. Student chapters are invited to submit an article to the 'NAVTA News' newsletter about the program at their school.

Each class of students will elect officers to serve as representatives for their class. These officers organize various fund raisers for the student technician association. The funds are used to host a graduation reception as well as to support a variety of animal organizations. In addition, these funds are used to maintain the student chapter membership to NAVTA.

### **NAVTA's Mission Statement**

*"The mission of NAVTA is to represent and promote the profession of veterinary technology.*

*NAVTA provides direction, education, support, and coordination for its members and works with other allied professional organizations for the competent care and humane treatment of animals."*

## **NCAVT Student Memberships**

In addition to the NAVTA student membership, students are also given the opportunity to join the North Carolina Association of Veterinary Technicians while they are enrolled in the VMT program. Student membership is currently \$15. Upon graduation, graduates receive a complimentary 18 month membership to the NCAVT as a means of welcoming you to the field.

The NCAVT also provides scholarship funds for VMT students. The amount of the scholarship varies dependent upon the total amount provided to the school and the number of students in need of the funds.

The NCAVT acts as the 'voice' of the veterinary technician profession in North Carolina. Board members are active within their professional community. In addition, the Association leadership represents the profession to law makers at the State Legislature when bills come forward that have the potential to impact technicians within the state. In 2009, the NCAVT was instrumental in working to get the state's rabies laws changed to allow RVTs to administer rabies vaccines under the supervision of a veterinarian. The NCAVT Officers remain committed to effecting positive change for technicians in North Carolina and needs the support and involvement of technicians and technician students to make this possible.

The ability of the NCAVT to effect positive change for veterinary technicians in North Carolina rests solely on the membership numbers. The more representation the NCAVT can show, the more of an impact their voice has in legislative matters. If you care about the direction of this profession, please show your support and join the NCAVT.



## **National Veterinary Technician Week**

In June 1993, the NAVTA Executive Board adopted a resolution declaring the third week in October as National Veterinary Technician Week. The resolution is as follows:

Whereas, Veterinary technicians are important members of the veterinary health care team, work in veterinary medicine throughout the nation, and are extremely important in the effort to provide quality health care to insure the humane treatment of all animals.

Whereas, there are over sixty accredited programs throughout the United States which provide intensive study of skills and knowledge to work competently as a veterinary technician, including anatomy, physiology, microbiology, clinical techniques, pharmacology, anesthesiology, surgical and medical nursing, radiology, and clinical pathology education.

Whereas, it is extremely important that each veterinary technician maintain certification, registration, or licensure through the successful completion of a national and/or state examination, practice lifelong learning through continuing education, and uphold ethical standards.

Whereas, Veterinary technicians will be joining their colleagues across the country to urge all to become aware of the important contribution of the veterinary technicians to health and wellbeing of all animals; therefore, be it

Resolved, That the Executive Board of the North American Veterinary Technician Association does hereby declare that beginning in 1994, the third week in October be designated National Veterinary Technician Week.

*National Veterinary Technician Week  
Third Week in October*

Courtesy of NAVTA

# **Veterinary Technician's Code of Ethics**

## **Preamble**

The Code of Ethics is based on the supposition that the honor and dignity of the profession of veterinary technology lies in the just and reasonable code of ethics. Veterinary technology includes the promotion and maintenance of good health in animals, the care of diseased and injured animals, and the control of diseases transmissible from animals to man. The purpose of the Code of Ethics is to provide guidance to the veterinary technician for carrying out professional responsibilities so as to meet the ethical obligations of the profession.

## **Code of Ethics – Veterinary technicians shall:**

1. aid society and animals through providing excellent care and services for animals
2. prevent and relieve the suffering of animals
3. promote public health by assisting with the control of zoonotic diseases and informing the public about these diseases
4. assume accountability for individual professional actions and judgments
5. protect confidential information provided by clients
6. safeguard the public and the profession against individuals deficient in professional competence or ethics
7. assist with efforts to ensure conditions of employment consistent with the excellent care for animals
8. remain competent in veterinary technology through commitment to lifelong learning
9. collaborate with members of the veterinary medical profession in efforts to ensure quality health care services for all animals

## **Ideals**

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

1. Veterinary technicians shall strive to participate in defining, upholding, and improving standards of professional practice, legislation, and education.
2. Veterinary technicians shall strive to contribute to the profession's body of knowledge.
3. Veterinary technicians shall strive to understand and support the attachment between a person and his/her companion animal.

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## **Acknowledgement Statement**

I do hereby attest that I have acquired a copy of the 2018 VMT Handbook. I further attest that I have read the handbook and been present for the Handbook lecture during which the SOPs and policies of the VMT Department were explained to me. At this time, I also had the opportunity to ask questions about the SOPs and policies and get clarification on any points of confusion about them.

I understand that, as a student in the VMT program, I am required to adhere to all College and VMT SOPs and policies in their entirety. If I fail to adhere to these SOPs and policies, I face the consequences as outlined in the VMT handbook and College Catalog pertaining to violations of the student code of conduct.

By signing this form, I agree to abide by all College and department SOPs and policies and acknowledge and accept the consequences as written if I do not.

Signed: \_\_\_\_\_

Print Your Name: \_\_\_\_\_

Date: \_\_\_\_\_