



**SOUTHERN REGIONAL**  
TECHNICAL COLLEGE

**Veterinary Technology Program  
Policies & Procedures**

**STUDENT  
HANDBOOK**

AN ADDENDUM TO THE SRTC CATALOG & STUDENT HANDBOOK

**ACADEMIC YEAR 2018-2019**

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## SOUTHERN REGIONAL TECHNICAL COLLEGE

### VETERINARY TECHNOLOGY PROGRAM

Dear Veterinary Technology Student:

Welcome to the Southern Regional Technical College (SRTC) Associate of Applied Science Degree in the Veterinary Technology Program. We are very pleased and excited that you have chosen this as your career. We are also happy that you have selected our program. Over the next two years, you will face enriching, exciting, beneficial, and challenging times. For students to acquire the necessary skills to successfully complete the course objectives, a full-time academic commitment is necessary. It is our goal that you become a very proficient and caring technician.

To be successful in the program, students must learn **time management** skills at a very early stage. In general, students should schedule three hours of preparation, study and review time, for every one hour of lecture instruction and one hour of preparation, study and review time, for every one hour of laboratory instruction. This may seem difficult to do at first, but it is optimal for the highest level of success in the curriculum.

In addition, students in the program should avail themselves to the many **services** available on the SRTC campus. Career counselors, individuals who will help you work through personal crises, and the academic support center for tutoring in any general education course are available to all students. Your classmates, program students in the class ahead of you and even program alumni are available to help you be successful in your studies. Finally, do not hesitate to seek assistance from your program faculty. View your instructors as a resource and be aware that they “stand ready” to assist you. The veterinary technology instructors believe that the student is the reason we are here. Never forget, however, that you play a very important part in your own success. **Learning is an active process, in which the learner must do the learning.**

This *Veterinary Technology Program Student Handbook* has been created to inform you about the program. You are expected to be knowledgeable of and abide by the policies and procedures of both Southern Regional Technical College and the Veterinary Technology Program. This handbook is intended to be utilized in addition to, not in lieu of, the Southern Regional Technical College Catalog and Student Handbook. Please read this booklet carefully, and feel free to ask questions. It is the student’s responsibility to know what is contained in this handbook.

The handbook is kept as accurate as possible, but the information may not remain current for all of the academic year. Changes in courses, course content, credit, fees, regulations, curriculum, and other college matters may be changed in accordance with established college procedures and without prior notice. Such changes authorized by Southern Regional Technical College apply both to prospective students and to those previously enrolled, unless the latter are specifically exempted.

Program success is all about preparation, dedication, and commitment. But **attitude** is just as important as skill acquisition. Without kindness and caring, you may be an excellent healthcare provider, but not an excellent veterinary technician. The animal needs you, the owner needs you, and your colleagues need you to be a team player and pursue the best in all you do. So do your best to be technically talented and professionally courteous at all times, feel good about yourself and what you have accomplished as you end each day and embrace the new challenges tomorrow will bring.

Furthermore, we are extremely excited to have you in our program! Please remember that we, as your instructors, are here to help you meet your goal. We are interested in your educational and professional development. We believe that together we are going to make an impact on your career and future.

Sincerely,

Veterinary Technology Faculty

## **Veterinary Technology Faculty Contact Information**

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**Program Director**

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### **Program Vision Statement**

We, the faculty of the Associate of Applied Science Degree in Veterinary Technology at Southern Regional Technical College, will strive to teach our students to be academically intelligent, compassionate, creative, critical thinkers. Our aim is for our students to be an integral part of the veterinary profession and surrounding community. We accomplish these goals through the following practices:

1. Provide the opportunity for its students to gain the knowledge and skills that will allow them to secure gainful employment as veterinary technicians upon graduation.
2. Adequately prepare its students for successful completion of the Veterinary Technology National Examination (VTNE) upon graduation.
3. Provide students with an appreciation for the field of veterinary technology as a profession and their responsibilities as professionals.
4. Provide the tools and skills necessary to remain current in the field of veterinary technology including computer, library and research abilities. Also imperative is to instill in students a desire to regularly continue the learning process through continuing education.

We see the future of veterinary technicians as an excellent and well respected profession in South Georgia and beyond.

### **Mission Statement**

Southern Regional Technical College, a unit of the Technical College System of Georgia, provides educational programs and services through traditional and distance education methods to foster lifelong learning, facilitate workplace success, and promote economic development.

The SRTC Program in Veterinary Technology seeks to incorporate the mission of the College into a curriculum that prepares its students to become entry-level veterinary technicians in clinical practice in positions that may include any area in the full spectrum of veterinary medicine. Major emphasis will be placed on the local job market and needs of the local veterinary hospitals. Current trends dictate an emphasis on small animal medicine and to a lesser degree farm animals, including horses, cattle, and small ruminants. However, since there is possible employment after graduation in the areas of swine, exotics, laboratory animals, and avian medicine, those subjects will be taught as a secondary part of our program. The curriculum is outlined so that the students receive a solid foundation in general education (social/behavioral science, English, and fine arts/humanities), math, and natural science (biology, chemistry) courses to use in their personal and professional lives. Specific technical courses relevant to veterinary technology are built upon this foundation to allow students to acquire the skills and knowledge necessary to become contributing team members in the practice of veterinary medicine. The Veterinary Technology courses are designed to provide the students with the concepts and skills as outlined by the American Veterinary Medical Association (AVMA) and the Committee on Veterinary Technician Education and Activities (CVTEA).

### **The Program's Main Objectives**

1. Provide the opportunity for its students to gain the knowledge and skills that will allow them to secure gainful employment as veterinary technicians upon graduation.
2. Adequately prepare its students for successful completion of the Veterinary Technology National Examination upon graduation.
3. Provide the veterinarians and related industries in the State of Georgia and specifically our tri-county service area with qualified graduates to employ as veterinary technicians who can contribute to the economic development and growth of those businesses.

### **The Program's Secondary Objectives**

1. Provide its students with an appreciation for the field of veterinary technology as a profession and their responsibility as professionals.
2. Provide the tools and skills necessary to remain current in the field of veterinary technology, including computer, library, and research skills and to instill in the students a desire to regularly continue the learning process through continuing education.
3. Provide graduate veterinary technicians with opportunities for continuing education in their chosen fields.

### **Values of the Veterinary Technology Program**

Our faculty values are reflected in behaviors among students, staff, and others that we touch while representing Southern Regional Technical College. These behaviors demonstrate:

Caring  
Commitment  
Collaboration  
Creativity  
Critical Thinking  
Cultural Competence and Sensitivity  
Excellent Communication  
High Quality Care  
Lifelong Teaching/Learning  
Professionalism  
Respect  
Teamwork

## **Philosophy of the Veterinary Technology Program**

The faculty believe that veterinary nursing is a profession that utilizes a holistic, safe, effective, caring, and culturally competent approach to promote optimal health to not only veterinary patients but also the individuals, families, and small groups who are ultimately responsible for the day-to-day care of their pets or livestock.

We believe the following competencies are essential to the practice of Associate of Applied Science degree level of Veterinary Technology:

- Professional Behaviors
- Communication
- Collaboration
- Assessment
- Clinical Decision Making
- Caring Interventions
- Teaching/Learning
- Provider and Manager of Care

We believe that the Associate of Applied Science Degree in Veterinary Technology is a collaborative, interdisciplinary, and interactive process that fosters mental, physical, and spiritual growth within students. It is a specialized part of higher education leading to licensure as a registered veterinary technician. We believe education includes prior learning and experiences that will influence responses to new knowledge. Associate of Applied Science degree education and practice includes not only formal instruction but self-teaching, incidental learning, and continuing education. The field of veterinary technology and its rapidly changing environment makes continuing education a vital part of competent and relevant veterinary technology in clinical practice.

We believe that diversity in age, race, ethnicity, gender, lifestyle and socioeconomic status enriches the student body. Each student brings a variety of life experiences to the classroom. Interactions with peers enhance cultural growth and add richness to the student role.

We believe the faculty facilitates the learning process by creating a learning environment that fosters reflection, creative/critical thinking, open communication, caring, and an interactive exchange of ideas and technological competence. Faculty assist student attainment of goals by utilizing a variety of teaching strategies identified to meet the learning needs of students.

We believe that the development of a caring, collaborative faculty-student relationship enhances student success. A major aspect of the learning environment is the use of effective communication strategies that will enhance the student's interactions with clients, faculty, and peers.



## **Essential Functions for Veterinary Technology**

The field of veterinary technology is both intellectually and physically challenging. The American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 ensure that qualified applicants have the ability to pursue program admission. However, all students must meet the essential skills and technical standards to perform functions required of the veterinary technician program and profession. Every student will be held to the same standards with or without reasonable accommodations.

### **General Physical Requirements**

Students must possess the physical ability to:

- tolerate walking and standing for at least ten minutes at a time, multiple times per hour.
- lift and/or carry up to 50 pounds from floor to waist level or higher at least several times per day.
- lift objects weighing up to 50 pounds to a height of one meter or higher and carry the object or animal for a distance of two meters without assistance.
- use hands and arms to handle, install, position and move materials, equipment, and supplies without assistance.
- handle, position, and restrain live animals of small and large animal species.
- be able to have sustained contact with multiple species of animals and be amenable to learning the safe handling, restraining, and nursing care including treatments of these animals; an individual should not be allergic to any species of animals to the extent that would prohibit working in a facility that has them.

### **Cognitive Ability**

Students must:

- be able to function in a structured environment within significant time constraints and capable of making rapid decisions in urgent situations and meeting deadlines.
- possess a willingness to assist with and perform a wide variety of routine medical, surgical, and diagnostic procedures common to the veterinary setting; including humane euthanasia and handling of sick, injured, fractious, or aggressive animals without fear.
- be able to complete required tasks/functions under stressful and/or unpredictable conditions, including emergency situations.
- be able to access information from books, reference manuals, computers, and paper and electronic medical documents to perform duties and safely use equipment without assistance.
- be able to prioritize, organize, and utilize time-management skills to perform tasks.
- evaluate, synthesize and communicate diagnostic information to the attending veterinarian and/or staff.
- be able to progress toward minimal supervision as they advance through the program.

## **Communication Skills**

Students must:

- read, write, speak, and report accurately and effectively in English.
- comprehend and carry out complex written and oral instructions given in English.
- be able, when communicating with other individuals by speech, either in person or by telephone, to make legible and coherent written notes in English within the margins and space provided on the appropriate forms.

## **Professionalism and Interpersonal Skills**

Students must:

- demonstrate professional and socially appropriate behavior; maintain cleanliness and personal grooming consistent with close human and animal contact.
- be able to interact appropriately with clients and all members of the veterinary healthcare team.
- have the ability to exercise good judgment and make appropriate professional and procedural judgment decisions under stressful and/or emergency conditions (i.e. unstable patient condition), emergent demands (i.e. stat test orders), and a distracting environment (i.e., high noise levels, complex visual stimuli, aggressive animals).

## **Manual Dexterity and Mobility**

Students must:

- be able to move his/her entire body a distance of no less than three meters within two seconds of a signal to do so to move rapidly from danger while handling animals in confined spaces.
- possess fine motor movements in order to perform the essential functions of the profession; this includes the dexterity to manipulate small equipment, adjust resistance on equipment, hold hooves while cleaning and evaluating, and manage syringes, catheters, and common surgical instruments.
- possess tactile ability necessary for physical assessment and to perform nursing duties in a timely manner; this includes performing palpation during physical exams; administering oral, intramuscular, subcutaneous, and intravenous medication; inserting and removing tubes; collecting organic samples from live animals; and performing wound care.
- possess the ability to palpate and interpret findings (i.e., palpation of pulses, lymph nodes, or trachea to determine proper endotracheal tube size).
- be able to hold surgical instruments in one hand and perform fine movements with such instruments; this includes the ability to assist in holding of hemostats or other instruments while assisting in surgery; to induce and monitor general anesthesia in an animal patient; to place intravenous and urinary catheters without assistance.
- be able to hold, manipulate, or tie materials ranging from a cloth patch to a very fine string; this includes the ability to hold and manipulate a surgical sponge; tie a 00 silk suture; endotracheal intubation; intravenous injection; catheterize animals to obtain samples of urine and/or other body fluids; apply bandages without assistance.

## **Auditory, Olfactory, and Visual Skills**

Veterinary technicians must have functional use of senses to safely and correctly assess patients and interpret and record data.

Students must:

- possess adequate visual ability, with or without correction, that allows the determination of minute areas of detail, small variations in color, and adequate depth perception (size, shape, and texture), including differentiation of details as viewed through a microscope; this includes the ability to characterize and interpret the color, odor, clarity, and viscosity of body structures and fluids; to observe variations in skin and mucus membrane color, integrity, pulsations, tissue swelling, etc.
- possess visual ability to allow for observation and assessment as necessary in nursing care both from a distance and close by in order to recognize physical status and non-verbal responses, including behaviors.
- possess auditory ability necessary to monitor and assess health status, including auscultation of heart and lungs, and hear equipment alarms and warning sounds from animals, humans, and/or equipment of impending danger or injury.
- recognize and respond appropriately to distress sounds from animals and alarms/warning signals on animal-monitoring equipment directly and through intercommunication systems to ensure patient safety.
- detect and respond appropriately to odors in order to maintain environmental safety and patient needs.
- be able to use a compound microscope to identify cells and organisms and be able to differentiate colors of stained objects.
- be able to observe movement at a distance ranging from 30-45 centimeters to 15-20 meters at a discrimination level that permits detection of subtle differences in movement of the limbs in animals; this includes the ability to detect and describe a change in color of hair coat caused by licking or trauma; detect abnormal head posture in a parakeet; monitoring respiratory rate during anesthesia; reading anesthesia monitoring equipment.
- be able to discriminate shades of black and white patterns in which the band is not more than 0.5 mm in width; this includes ability to characterize bacterial hemolysis on a blood agar plate; density patterns on a radiograph; and ability to see an ECG tracing.
- possess adequate depth perception to allow detection of a 0.5 cm elevation which is no more than 1 cm in diameter on a slightly curved surface having a slightly irregular surface; this includes detection of tissue swelling on the hip on a smooth-haired dog; determining presence of reaction to skin testing for allergies.
- be able to perceive the natural or amplified human voice without lip reading to permit oral communication in a surgery room with all occupants wearing surgical masks.
- be able to perceive the origin of sound as needed to detect movement of large animals in a pen or corral; monitoring multiple patients in an ICU setting.

## **Reasonable Disability Accommodations**

Request for reasonable accommodations must be initiated by the student. Reasonable accommodations may be provided for students with documented disabilities upon submission of appropriate documentation. Documentation must include the names, titles, professional credentials, license number, addresses, and phone numbers of the medical professionals that evaluated the student, as well as the date of the evaluation. The evaluation report must include a summary of the assessment procedures and evaluation instruments used to make the diagnosis and a narrative summary of evaluation results. The evaluation must list specific accommodations requested and the rationale for those accommodations. Documentation for eligibility must be current, preferably within the last three years. The age of acceptable documentation is dependent upon the disabling condition, the current status of the student, and the student's specific request for accommodations. Students may be required to re-submit this documentation each semester to allow for review of continuing eligibility for accommodations.

The Americans with Disabilities Act (ADA) defines a disability as a substantial limitation of a major life function. A temporary medical condition does not qualify as a disability and is not covered under the ADA of 1990 or under Section 504 of the Rehabilitation Act because the extent, duration, and impact of the condition is not permanent. Accommodations may not provide an unfair advantage to the students, fundamentally alter the nature and substance of the curriculum, present an undue hardship for the institution, pose a direct threat to the safety of patients, or compromise the academic integrity of the program. Students may be required to cover the cost of such accommodations and should be aware that a potential employer may not be amenable to use of accommodations that result in undue hardship to the employer. Students receiving accommodations must be aware that these may not be available from a prospective employer. Veterinary practices with small numbers of employees may be exempt from the requirements of the ADA.

Examples of reasonable accommodations that may be available to students that qualify under the ADA for performance of required skills could include the following:

- Amplified stethoscope
- Portable speech amplifier
- Hearing aids
- Clear surgical masks
- Magnifying headsets
- Non-allergenic gloves
- Magnifying microscope monitor

## **EQUAL OPPORTUNITY STATEMENT**

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following person(s) has been designated to handle inquiries regarding the nondiscrimination policies: Lisa Newton and Dr. Jeanine Long. At Southern Regional Technical College (SRTC), the Title IX Coordinator is Lisa Newton, SRTC-Moultrie-Veterans Parkway, Building A, (229) 217-4132, [lnewton@southernregional.edu](mailto:lnewton@southernregional.edu). The Section 504 Coordinator for SRTC is Dr. Jeanine Long, SRTC-Thomasville, Building A, (229) 227-2668, [jlong@southernregional.edu](mailto:jlong@southernregional.edu).

## Admission Requirements

The admission process for the Veterinary Technology Program is published in the SRTC Catalog and Student Handbook. SRTC makes every effort to insure that applicants are knowledgeable of the technical skills needed to be successful in the career of their choice and to admit applicants to programs of instruction in which they have a reasonable chance to succeed. Essential functions in the field of Veterinary Technology are published in this *SRTC Veterinary Technology Program Handbook*.

All required courses must be successfully completed with a “C” or better or have college transcripts evaluated to determine if credit could be awarded. A GPA of 2.5 is also a requirement before being accepted into the program classes.

Applicants should be aware that a felony conviction may prevent them from gaining approval for participation in certain veterinary technology training laboratories and/or clinical internships and externships. Either scenario would result in the inability to successfully complete the program and therefore exclude them from eligibility to graduate. In addition, a felony conviction may prevent them from obtaining registration as a Veterinary Technician in the State of Georgia from the Georgia State Board of Veterinary Medicine.

Registered Veterinary Technicians or applicants for Registration as a Veterinary Technician who falsify documents regarding felony convictions are subject to disciplinary action by the Georgia State Board of Veterinary Medicine. Questions regarding these policies should be directed to the appropriate governing bodies.

Applicants will be required to sign a document stating they have been made aware of this policy during their admission process.

In addition to criminal background checks, students may be required to complete drug testing prior to participating in laboratories, internships, externships, practicums, and/or clinical rotations or at any time during enrollment by the Veterinary State Licensing Board, SRTC’s Veterinary Technology Program, and our laboratory and clinical partners. The costs associated with said background checks or drug testing will be the responsibility of the enrolled student.

Failure to provide a satisfactory background check and/or drug testing sample may prevent the student from attending the laboratory, internship, externship, practicum, and/or clinical rotation, and therefore, make the student ineligible for graduation from the program.

Applicants will be required to sign a document stating they have been made aware of this policy during their admission process.

Please refer to the *SRTC Catalog & Student Handbook* for the following general policies and procedures:

- **Student Grievances**
  - **Informal Complaint Procedure**
  - **Formal Complaint Procedure**
  - **Appeal of Staff Response**
  - **Decision of Grievance Appeal**
- **Alcohol and Drug Policy**
- **Students' Rights, Responsibilities and Conduct Code**
- **Emergency Procedures**
- **Fire**
- **Severe Weather**
- **Campus Security and Safety**

## CURRICULUM OUTLINE



## Student Advisement Sheet

**Program:** Veterinary Technology - AAS

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Course #	Prerequisites	Course Description	Sem Seq	Completion Date	Grade	Cred Hr	Contact Hours
<b>First Semester (Fall)</b>							
BIOL 1111	Program Admission Pre/Co: BIOL 1111L	Biology I	1			3	45
BIOL 1111L	Program Admission Pre/Co: BIOL 1111	Biology Lab I	1			1	45
COLL 1500		Student Success	1			3	45
ENGL 1101	Degree Level Placement Scores	Composition and Rhetoric	1			3	45
MATH 1111	Degree Level Placement Scores	College Algebra	1			3	45
<b>Second Semester (Spring)</b>							
CHEM 1151	MATH 1101 or MATH 1111 Co: CHEM 1151L	Survey of Inorganic Chemistry	2			3	45
CHEM 1151L	MATH 1101 or MATH 1111 Co: CHEM 1151	Survey of Inorganic Chemistry Lab	2			1	45
COMP 1000		Introduction to Computers	2			3	75
Elec-Human	Degree Level Placement Scores	Degree Level Humanities Elective	2			3	45
Elec-Social	Degree Level Placement Scores	Degree Level Social Science Elective	2			3	45
<b>Third Semester (Fall)</b>							
VETT 1000	Provisional Admission	Veterinary Medical Terminology	3			2	30
VETT 1010	Program Admission	Introduction to Veterinary Tech	3			1	15
VETT 1030	BIOL 1111, BIOL 1111L Pre/Co: VETT 1010	Veterinary Clinical Procedures I	3			4	90
VETT 1060	Program Admission BIOL 1111, BIOL 1111L Pre/Co: VETT 1010	Animal Anatomy and Physiology	3			4	90
<b>Fourth Semester (Spring)</b>							
VETT 1020	VETT 1010, VETT 1060	Veterinary Clinical Pathology I	4			3	75
VETT 2130	VETT 1030	Veterinary Clinical Procedures II	4			5	135
VETT 2160	Program Admission CHEM 1211, MATH 1111, VETT 1030	Pharmacology for Vet Tech	4			3	60
<b>Fifth Semester (Summer)</b>							
VETT 1070*	VETT 1010, VETT 1060 Pre/Co: VETT 1030	Veterinary Diagnostic Imaging	5			3	75
VETT 1110	VETT 1060	Veterinary Pathology and Dis	5			4	60
VETT 2120	VETT 1020	Veterinary Clinical Pathology II	5			4	120
<b>Sixth Semester (Fall)</b>							
VETT 2210	VETT 1020, VETT 1030, VETT 1060	Laboratory and Exotic Animals	6			4	90
VETT 2220	VETT 1000, VETT 1010	Veterinary Practice Management	6			3	45
VETT 2230**	VETT 1030, VETT 2130 Pre/Co: VETT 2160	Vet Anesthesiology & Surg Proc	6			5	135
<b>Seventh Semester (Spring)</b>							
VETT 2300	VETT 2120, VETT 2130, VETT 2230	Veterinary Technology Clinical Internship	7			12	540
<b>Request for Graduation (Veterinary Technology - AAS)</b>						<b>Date:</b>	
Total Credits Needed to Graduate = 83							

\* Students must complete the entry level occupational Work Ethics course during the selected introductory course in order to graduate.

\*\* Students must complete the capstone level occupational Work Ethics course during the selected capstone course in order to graduate.



## STUDENT WITHDRAWAL OR FAILURE:

### I. **Withdrawal:**

1. A student may withdraw on his/her own accord from the Program. In order to withdraw from the Program, students must follow the policies and procedures established by SRTC and in the current SRTC Catalog & Student Handbook.

### II. **Should the student be in good academic standing** and wish to reenter the Program at a later time, the following are the policies that will be followed for reentering the Program:

1. The student may reenter the Program in the corresponding semester of the following academic year.
2. The student must send a letter to the Program Chair **at least** two months prior to the semester that the student wishes to reenter the Program. The letter should formally request readmission into the Program and state any personal, career, or academic changes made to help increase the student's chance of success. The student must then meet with the Program Chair before the start of the semester to discuss these changes that have been made to increase the chances of success in the Program.

### III. **Students failing to obtain "C" or better in any assigned class:**

1. A student who fails to pass one or more Veterinary Technology (VETT) courses with a grade of "C" or better cannot proceed to the next semester in the program until that course is successfully passed with a grade of "C" or better. Courses in the Program are offered only once each year. Should a student who has failed a to obtain "C" or better in any course who wishes to reenter the Program, the following are the policies that will be followed for reentering the Program:

- A. The student must seek advisement from the Program Director in advance of planned reentry to the Program. This advisement must be done **at least one semester prior** to the semester when the student wishes to reenter the Program. The student's academic record will be reviewed, and a planned course of studies will be advised.
- B. A letter addressed to the Program Director must be submitted **at least one semester prior** to the semester when the student wishes to reenter the Program. The letter should formally request readmission into the Program and state any changes made to help increase the student's chance of success.
- C. Upon reapplication, consideration of the acceptance of the student will be based on the following items:
  - (1) Success in the advised courses.
  - (2) Available space in the Program.
  - (3) Changes the student has made to increase the chances of success in the Program.

### IV. **Any student may reenter the Program only once.** If a student fails to receive a grade of "C" or better in any course after reentry, he/she will not be granted permission to reenter again.

### V. **Abuse of animals:**

1. Any student that is seen physically or verbally abusing an animal will be dismissed from the Veterinary Technology Program. Animal abuse is NOT and will NOT be tolerated.

### VI. **Completion of assigned student essential skills:**

1. Any student failing to satisfactorily complete any essential skill during the semester that the essential skill is assigned, regardless of grades given in other assigned grading activities, will be given a failing grade (F) or incomplete (I) for the course at the faculty's discretion. The consequences will be the same as a student who fails any other required class. Students issued a grade of incomplete (I) **may** be given the opportunity to re-attempt to satisfactorily complete the essential skill between semesters and continue in the program at the discretion of the faculty.

## Classroom and Conduct Guidelines

### Associate of Applied Science Degree of Veterinary Technology Program Disciplinary Action Statement on All Forms of Academic Dishonesty

As defined in the *Southern Regional Technical College-Student Handbook: Student Responsibilities/Code of Discipline-IV. General Code of Discipline-Section J. 1.3 (Cheating, Plagiarism, Collusion, and Falsification of Information)* includes, but is not limited to:

- Cheating by giving or receiving aid on examinations or other written assignments.
- Stealing course or examination materials.
- Plagiarism or submission of another's ideas or papers (whether purchased, borrowed, or otherwise obtained) as the student's own work. "Plagiarism" is defined as using someone else's ideas or words without using quotation marks and/or giving credit by citation or source(s).
- Falsifying records of any kind.
- Fabricating information such as data for a lab report.
- Using unauthorized notes, materials, or equipment (including programmable calculators during an examination)
- Knowingly and intentionally assisting another student in commission of any of the above.

If a student is engaged or noted to have engaged in any act of academic dishonesty, the first act will result in the student receiving a zero or a "U" on that academic material. In addition, the student will receive counseling on the act of academic dishonesty.

If the student is engaged or noted to be engaged in a second act of dishonesty, the student will automatically fail the course and will be immediately withdrawn from the course and the Veterinary Technology Program and **WILL NOT** be eligible for reentry.

#### Cell Phone Policy

Students are to have cell phones on silent or off during class. If you need to have your phone on vibrate for any reason, the instructor must be notified prior to the beginning of class. If someone complains or the instructor notices a cell phone being used during class for texting, taking pictures of instructional materials, or other reasons, the student will be asked to leave class for the rest of the day. The student will then receive a zero for class participation or any assignments or test for that day. If your phone is vibrating and bothering classmates, the same rule applies. The course syllabus should be reviewed for further details regarding cell phone usage.

## **Personal Hygiene/Grooming**

- a. Students are to be clean, neat and well-groomed at all times.
- b. In confined rooms such as exam rooms, body or breath odors may be offensive to clients and their pets. In some cases, an offensive odor can alter the patient assessment. Special attention should be given to achieving non-offensive breath and body odors. Wearing deodorant and proper dental hygiene is a must.
- c. Facial hair must be well groomed and kept short.
- d. Nails must be clean, neat, and not of a length that may be harmful to a patient. It is preferred that nails not extend beyond the end of the finger.
- e. Jewelry is to be removed while participating in surgeries. Large, dangling jewelry that may pose a safety risk to you or your patient should be avoided during other procedures.

## **Acceptable Dress for Lecture**

- a. Casual street clothes or business dress (slacks, shirts, jeans, dresses, skirts, blouses).
- b. Reasonable shoes.
- c. Leggings may be worn if they are not see-through and if worn with a shirt/sweater/blouse that reaches mid-thigh when standing.
- d. Shorts may be worn if they reach below the fingertips when standing.
- e. Name badge.

## **Unacceptable Dress**

- a. Any clothing with low necklines or low back-line (sun dresses, low cut blouses or tops).
- b. Any clothing with holes.
- c. See-through clothing.
- d. Booty shorts.
- e. Any clothing that has inappropriate or offensive wording or art.
- f. Exposed undergarments or skin in the waist area when standing, stooping, or bending.

## **Uniform and Dress Requirements**

Students must wear the designated student uniform when in the clinical area on clinical assignment or other course assigned activities. All Veterinary Technology instructors have the right to dismiss a student from the clinical setting if they fail to meet these standards.

## Uniform Requirements (General)

- a. Scrub tops and bottoms are required during all laboratory sessions and interactions with animals. Each class will vote on a scrub color. Scrubs must have the school logo on the sleeve.
- b. Students are expected to wear clean scrubs each day.
- c. **At all times** scrub tops designed to be worn tucked in must be worn tucked into scrub bottoms or pants. If t-shirts are worn under scrub tops, t-shirts must be tucked into scrub bottoms or pants and covered completely by the scrub top at the waist line. All scrub tops must be tucked in during surgeries.
- d. Pants must be worn at the natural waist line; no undergarments or skin should be seen with bending or stooping.
- e. Lab coat or jacket with the school logo should be worn at appropriate times as designated by faculty.
- f. Required dress for on-farm calls or field trips:
  - scrub tops may be worn with work-style khakis or jeans
  - a full set of scrubs
  - coveralls with school logo on the sleeve
  - boots
- g. Shoes must be clean, closed toe, and sensible professional shoes. Wellington style rubber or leather boots are required for all farm calls.
- h. The name badge is worn on the front of the uniform and/or lab coat at all times.
- i. Skin decorations, or any other drawing or diagram on the skin, are not to be visible when representing SRTC in the practice setting. Any student having a tattoo or other permanent skin decoration visible on the arm or back (lower or upper) must cover them at all times. Any tattoos on the lower leg, ankle, or foot are to be covered by socks and/or pants when representing SRTC in practice settings.
- j. Small body piercings in areas other than ears may be permitted at the instructor's discretion, provided that the piercing does not pose a threat to the safety of the student or patient and the piercing does not appear unprofessional.
- k. In the event that a student loses their scrubs or they become unwearable (e.g., holes, bleaching, etc.) he/she has one week to replace them.

## Purchasing Uniforms

Uniforms may be ordered from Griffin's Uniforms & Accessory Company or any other source whose uniform matches the specific color selected for that class; no other colors will be permitted.

**Students are to purchase/obtain the following items:**

- a. Two complete sets of scrubs in the specified color with the college's logo embroidered onto the sleeve.
- b. Southern Regional College Student ID. Nametags must be obtained from the SRTC librarian with evidence or acceptance into the Veterinary Technology Program.
- c. One lab coat with college logo embroidered on sleeve.
- d. Required equipment for the clinical area. (See below)

**Equipment for the Clinical Courses**

Every student must purchase prior to entry into the program, maintain throughout the program, and have with them in all labs, clinical courses, or clinical settings any required materials plus the following:

- a. Watch with second hand
- b. Black and green ink pens
- c. Black permanent marker
- d. #2 pencil
- e. Calculator (not your phone)
- f. Bandage scissors
- g. Hemostats
- h. Pen Light
- i. Veterinary stethoscope
- j. Dosimetry badge (paid for by the student but acquired, stored and used appropriately as directed by faculty)

## Attendance Policies

**Punctual attendance to all courses in which a student is registered is required.** Absences prevent students from getting the full benefits of a course, seriously disrupt a student's orderly progress in a course, and significantly diminish the quality of group interaction in class. Regular attendance is an important part of preparing a student for employment. Dependability and punctuality are characteristics employers consider essential. Thus, the standard SRTC veterinary technology attendance policy is formulated with the intent of dealing firmly and consistently with those who are absent, yet it allows consideration for those who must be absent for legitimate reasons.

### **The standard attendance policy for the veterinary technology program is as follows:**

The Veterinary Technology Program adheres to the standard SRTC attendance policy with the following modifications:

Attendance at every scheduled lecture and laboratory session is considered necessary to obtain the information and skills presented. Attendance will be monitored. Make-up sessions will not be given and failure to attend any session will result in a lower course score and may result in a lower course grade. Missing a laboratory or lecture session does not release the student from his/her responsibility for lecture or laboratory content. Students will be required to demonstrate clinical competencies normally obtained during the scheduled lecture or laboratory session at a time and location convenient to the faculty instructor(s) and animal resource facility. Failure to do so will result in a final course grade of "F". In some circumstances a make-up laboratory session is impossible-failure to attend these unique laboratory experiences will result in a final course grade of "F" or "I" depending upon the circumstances that necessitated the absences. Courses in which these unique learning laboratories occur are clearly identified in the course syllabi. Unannounced quizzes and/or in-class projects may be assigned at any time and will be utilized in the final course grade determination; students who are not present for such events will not receive credit or receive a zero for those assignments.

**Tardiness will not be tolerated;** repeat offenders will be asked not to join the class until after the current lecture session has ended and the tardiness will be recorded as an absence.

All students are expected to be present at the scheduled starting time of a scheduled test. **In general, there are NO excuses for missing an examination.** Illness severe enough to warrant missing an examination or illness in which the student is absent from the college will need to be verified by written documentation. A grade of "zero" will be awarded for a missed examination or any graded evaluation without a satisfactory excuse. **In the event a student misses an essential skill requirement and has a valid excuse, it is the responsibility of the student to re-schedule and complete the skill evaluation prior to end of the semester. Failure to re-schedule and complete the evaluation could result in a failure (see policy above).** Validity of excuses for a student missing an unannounced quiz or in-class assignment will be left to the discretion of the instructors. Make-up examinations, when given for the rare approved case, may take the form of an essay or oral examination at the instructor's discretion.

**The attendance policy for the Veterinary Technology concerning clinical classes and externships is as follows:**

*During semesters in which occupational classes (VETT prefix classes) are taught, students may be required to be present on campus or off campus as many as 40 hours/week, beginning as early as 7:00 am and ending as late as 7:00 pm. Students are to be present for but not limited to the following activities, which may or may not be during regular class hours:*

- *Scheduling, receiving, completing histories, and discharging patients, including client education of the owner/agent of the animals used in clinical classes.*
- *Nursing, feeding, socializing, care and cleaning, and providing for the general well-being of any animal whether on or off campus. Failure to provide these services or any other care considered necessary for any animal or case that a student is assigned will be considered gross negligence, and the student will be dismissed from the program without opportunity for re-entry into the program.*

**Unexcused Absences**

Unexcused absences will be assigned a grade of “zero” for that class, round, or externship. Reasons **not** considered legitimate for absences include but are not limited to:

1. Alarm clock problems and/or oversleeping
2. Child care scheduling/work scheduling
3. Transportation failure
4. Attending or being in a wedding, family reunion, or similar event
5. Saving money on airfare
6. Showing an animal
7. Illness or death of a pet
8. Illness, injury, or death of an acquaintance
9. Vacations or Sporting events
10. Routine and elective medical or dental examinations or procedures
11. Moving

**Excused Absences**

Some examples of what may be regarded as legitimate excuses for student absences include but are not limited to:

1. Death in the immediate family; a parent, in-law, spouse, child, sibling, or grandparent.
2. Ill child (no more than two consecutive days).
3. Personal illness severe enough to warrant examination by a physician or health care provider with an excuse provided by the doctor.
4. Program- approved scientific meeting attendance
5. Jury duty (documentation required).
6. Other absences formally preapproved by the Faculty.

## DEMERIT CHECK SHEET

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Veterinary Technology Program students enrolled at Southern Regional Technical College will be subject to the following code of discipline. The appropriate faculty member is responsible for checking the appropriate infraction below and if necessary describing the situation on the next page.

### **CLINICAL/CLASSROOM**

#### **One Demerit**

One demerit will be issued upon:

- ❖ Failure to notify instructor/supervisor of absence or tardy.
- ❖ Failure to comply with program/institution dress code.
- ❖ Performance of previously acquired competencies at less than acceptable standards (as indicated by competency check-offs).
- ❖ Unprofessional conduct requiring written notification of the specific unprofessional behavior or conduct.
- ❖ Neglecting responsibilities: (Circle One)
  - a. Not maintaining your assigned clinical station.
  - b. Avoiding procedures that are a part of your assignment.
  - c. Little or no effort to assist other students or clinical staff.
  - d. Ignoring patient needs.

#### **Three Demerits**

Three demerits will be issued upon:

- ❖ Second offense of any one-demerit items noted previously.
- ❖ Any act of carelessness regarding patient care or equipment use.
- ❖ Leaving without permission from an assigned clinical area.
- ❖ Failing to give prior notification of absence from an assigned clinical area.
- ❖ Clocking/signing IN or OUT or having someone clock/sign you IN or OUT that misrepresents you being actually present and prepared to assume your responsibilities or represents time that was not actually spent in clinical performance. Having clinical staff sign off on time that is misrepresented by either falsifying date or times.

#### **Dismissal**

1. Any act of significant consequence(s) to patient(s), employee(s) or property may be grounds for immediate dismissal of the student.
2. Accumulation of nine demerits
3. Third offense of unprofessional conduct.

#### **Assigning of Three Demerits (clinical)**

The assignment of three (3) demerits in a clinical course will result in the clinical grade being dropped one letter grade during the semester or course of the offense. If you accrue additional demerits the following semester they will have a bearing on the overall accumulative number of demerits. But only the demerits received that semester will have a bearing on the clinical grade for that semester. Demerits will accumulate through the entire time you are in the program. The accumulation of nine (9) demerits will result in dismissal from the program. Any student may request due process in accordance with Southern Regional Technical College's "Student Complaints or Appeals Process" published in the Southern Regional Technical College Student Handbook.



**Accumulation of Demerits**

Demerits will accumulate throughout your tenure in the program. Demerits from each semester will accumulate and an accumulation of nine (9) demerits will cause your termination from the program. However, clinical demerits accumulated in one semester will cause a grade reduction and be carried over to subsequent semester, but will not cause a grade reduction in the subsequent semesters.

**Number of clinical demerits issued this incident \_\_\_\_\_**

**Number of clinical demerits accumulated to date (includes today's infractions):**

\_\_\_\_\_

**The assignment of demerits in a course will have a negative influence on the work ethic grade. This may have a bearing on your ability to seek gainful employment since your work ethic grade is an integral part of your transcript.**

Use this section for making appropriate comments about the issued demerits	
<b>Student Comments (initial box)</b>	<b>Faculty Comments</b>
I do concur	
I do not concur.	

Student Name:

Student Signature:

Current Date

Faculty Signature:

Current Date

Witness (recommended if  
Student refuses to sign)

Current Date

## Classroom/Lab Grading

If the student passes all essential skills, the final course grade will be determined from the classroom grading scale below. The final grade will be determined by class participation and performance on quizzes, tests, projects, presentations, skills, and assignments. The student must pass each hands-on essential skill in a class to pass the class. The final grade for the class will be representative of both hands-on and knowledge-based performance.

### **Classroom Grading Scale:**

A= 90-100

B= 80-89

C= 70-79

D= 60-69

F= 59 or below

### **Testing Guidelines for ALL Examinations**

1. Students may be divided into groups using one or more rooms as necessary with faculty/staff present in each room.
2. The amount of time allowed for testing will be established by the course faculty and communicated to the students prior to the examination.
3. All personal belongings including cell phones will be relocated to another part of the testing room.
4. All cell phones will remain OFF during the testing period. Any student whose cell phone rings or vibrates during the testing period will be requested to leave the testing area immediately. If your phone rings, it will be taken, and a reduced grade or zero for the examination may be assigned.
5. There will be **no** conversations during the testing period.
6. Some examinations are graded by machine using Scantron answer sheets. Stray marks and incomplete erasures can result in incorrect scoring. **Students are responsible for checking their answer sheets for stray marks, making clean erasures, and completely filling in answers for all questions before handing them in to the instructor.** Once the answer sheet is handed in, corrections cannot be made.
7. Only one student at a time may leave the room if a restroom break is needed and approved by faculty. Permission to leave the classroom for ANY reason must be obtained from the instructor giving the test PRIOR to leaving the room. The student's cell phone should be left with the instructor.
8. Students who are tardy will not be allowed to take the test.
9. Once a student has completed and turned in their test booklet and answer sheet, he or she will be asked to leave the testing area quietly with any desired belongings. Students will not be allowed to return to the testing area until testing is over.
10. Students are not allowed to congregate in the hallway outside of the testing area.

## **Clinical Guideline Policies/Health and Safety Issues**

### **General Guidelines for Prevention of Transmission of Disease**

#### **\*Standard Precautions**

As a student, you will work in an environment that may contain pathogens (organisms that cause disease). Blood-borne safety is maintained by the use of Standard precautions. Standard precautions are the infection control actions used for all patients, regardless of their condition or diagnosis. Standard precautions must be used to protect the student from blood, body fluids (except sweat), secretions, excretions, mucous membranes, and non-intact skin.

#### **Guidelines for standard precautions include:**

1. Proper hand washing.
2. Wearing gloves for contact with blood, body fluids, secretions, excretions, mucous membranes, and non-intact skin. Gloves should be worn when performing all diagnostic procedures involving blood, feces, and urine. Gloves should be worn during examination and treatment of any animal with potential zoonotic or infectious disease. Gloves should also be worn if you have a cut, scratch, or rash on the skin, during cleaning procedures, and when cleaning up body fluid spills.
3. Changing gloves and washing your hands after caring for each patient to prevent transferring pathogens from one patient to another.
4. Wearing waterproof gowns or aprons if there is a potential for a splash.
5. Wearing protective eyewear (mask, goggles, or face shield) if there is a potential for a splash.
6. Avoiding mouth-to-mouth resuscitation of animals.
7. Handling sharp objects carefully so that accidental penetration of the skin does not occur. The sharp object must be placed in a puncture-resistant container.
8. Blood spills should be cleaned up using the program approved cleaning solutions.
9. Disposing of body fluids according to facility policy.
10. Avoiding eating, drinking, smoking, applying cosmetics or lip balm, and manipulating contact lenses in the work area. No food or drink may be stored in areas where there is exposure to blood or blood products.
11. Laboratory specimens and specimen containers are considered to be potentially infectious and require special handling.
12. Bottles, vials, and syringes that are used to mix or administer modified live or attenuated vaccines are to be placed in the sharps containers.

## **Post-exposure Protocol for Prophylaxis of any Animal Bite or Laceration to Skin & other Potentially Infectious Occurrences/Materials.**

The use of personal protective equipment, appropriate restraint, and proper work practices will be continually reinforced between faculty and students to prevent exposure to fractious animals and other potentially infectious materials. However, the following responses should be followed in the event of a bite, laceration, possible cross contamination, or any other injury:

### **1. Initial Response to Exposure**

- a. Notify a staff or instructor as soon as possible.
- b. Immediately apply first aid as appropriate.
- c. Locate the MSDS (Material Safety Data Sheets) if exposure to a drug or chemical occurred with injury.
- d. Allow to bleed freely: clean with 70% alcohol (for needle stick/puncture injury)
- e. Wash thoroughly with soap and water.
- f. Mucous Membrane: Flush copiously with water
- g. Eyes: Irrigate and/or flush copiously with water.
- h. Open and profusely bleeding wounds should be covered and pressure applied to control bleeding.

### **2. Document the Incident, Including:**

- a. Route of exposure
- b. How and when exposure occurred
- c. Source of the animal
- d. Reporting exposure immediately to your instructor

## **VETERINARY TECHNOLOGY STUDENT PET POLICY:**

Student's pets, on certain occasion, will be allowed to come to class with students. However, the program has limited housing, so the following rules or guidelines apply for bringing student pets to school:

1. The student must obtain permission from ALL instructors. Permission will be granted on an individual basis.
2. Permission to bring a pet is on a DAILY basis. There will be no blanket permissions allowing a student to bring a pet to school for multiple days.
3. The student MUST keep the pet on a leash or in a carrier at all times, except while in a cage or pen.
4. The student is responsible for the feeding and care of their pet and also for cleaning any cages, pens, etc. at least three times daily.
5. Failure of the student to follow the rules may make them ineligible to bring their pets to school.

## Health and Safety Issues

### 1. **Pregnancy Policy** (See Declaration of Pregnancy Form)

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

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

### 2. **Splenectomized and Immunocompromised Individuals** (See Splenectomy/Immunocompromised Declaration Form)

*Capnocytophaga canimorsus* is an organism usually transmitted via dog bites and is fatal to splenectomized persons. For this reason, students who have had their spleen removed will not be allowed to enroll in the Veterinary Technology Program.

Immunocompromised people may also be susceptible to *Capnocytophaga canimorsus*. Such individuals should consult with their personal physicians prior to enrolling in the program to determine their individual risk factor.

### 3. **Vaccinations**

Immunity to measles, mumps, rubella, rabies and tetanus must be documented by either:

- a. Written documentation providing evidence of current immunization for each organism.
- b. Laboratory results verifying immunity.
- c. Declination of rabies vaccine document signed by student.

### 4. **Special Vaccination Considerations**

#### **Rabies**

Rabies is a preventable viral disease of mammals most often transmitted through the bite of a rabid animal. Rabies virus infects the central nervous system, causing encephalopathy and, ultimately, death. Pre-exposure rabies vaccination is recommended for persons in high-risk groups, such as veterinarians, animal handlers, and laboratory workers.

Although pre-exposure vaccination does not eliminate the need for additional medical attention after a rabies exposure, it simplifies therapy by eliminating the need for human rabies immune globulin (HRIG) and decreasing the number of vaccine doses needed, and it minimizes adverse reactions to multiple doses of vaccine. It may enhance immunity in persons whose post-exposure therapy might be delayed. It may provide protection to persons with unapparent exposures to rabies.

Pre-exposure prophylaxis consists of three doses of rabies vaccine given on days 0, 7, and 21 or 28. The need for booster vaccines is variable from individual to individual and is based on the individual's level of estimated protection (titer). In endemic areas, all veterinary healthcare professionals should have their serum evaluated for rabies antibodies titers every other year as recommended by the Center for Disease Control (CDC) Advisory Committee on Immunization Practices (ACIP).

***All students enrolled in the Veterinary Technology Program are required to have proof of pre-exposure rabies vaccination and/or proof of a protective titer (where appropriate). Student may elect to sign a waiver of Rabies Vaccination. If the waiver is not selected, students must provide proof of rabies vaccination or a protective titer against rabies prior to enrolling in any class with the potential of exposure to rabies.***

## **Tetanus**

Tetanus is an acute, often fatal, disease caused by an exotoxin produced by *Clostridium tetani*. It is characterized by generally rigidity and convulsive spasms of skeletal muscles. The muscle stiffness usually involves the jaw (lockjaw) and neck, and then becomes generalized. Seizures and death may occur. *Clostridium tetani* is a bacterial organism widely distributed in soil and in the intestine and feces of horses, sheep, cattle, dogs, cats, rats, guinea pigs, and chickens. The organism usually enters the body through an open wound. Persons who received childhood tetanus toxoid vaccines (DTP) typically only receive booster vaccines every 10 years.

***All students enrolled in the Veterinary Technology Program are required to have proof of tetanus toxoid immunization. Students must provide proof that they have received a tetanus toxoid immunization within 5 years prior to October 15<sup>th</sup> of their first academic semester in the Veterinary Technology Program.***

## **Graduation Requirements**

The completion of the required courses of the Veterinary Technology Program enables a student to graduate. The student must have passed each required course with a grade of “C” or better. Courses must be completed within 3 years of the initial start date of the occupational classes (VETT) of the program.

## **Licensure Eligibility**

The Veterinary Technology Program of Southern Regional Technical has received initial accreditation from the American Veterinary Medical Association (AVMA) accreditation Committee on Veterinary Technician Education and Activities (CVTEA). Initial accreditation awarded to new programs grants that program full privileges of accreditation.

Questions concerning College Accreditation status may be directed to:

Julie Horvath  
CVTEA Program Coordinator  
Center for Veterinary Medical Education Accreditation  
American Veterinary Medical Association  
1931 N. Meacham Road  
Schaumburg, IL 60173  
800-248-2862 ext. 6624  
[jhorvath@avma.org](mailto:jhorvath@avma.org)

Program graduates receive the Associate of Applied Science degree, are eligible to sit for the Veterinary Technician National Examination, and are qualified to apply for credentials as a Registered Veterinary Technician in the state of Georgia.

## **Client/Patient/Owner Policy and use of Social Media**

All client/patient information is confidential. Any case/patient/client of this college or any institution/organization that a student from this program has interaction with as student of Southern Regional Technical College is to be kept confidential. Any breach of this confidentiality is unethical and illegal. The Veterinary Technology department adheres to the guidelines established by Southern Regional Technical College.

Any student violating this confidentiality through in-person conversation or through the use of social media will be subject to dismissal from the program with no eligibility to return. Social media refers to the means of interactions among people in which they create, share, and exchange information and ideas in virtual communities and networks.

**Southern Regional Technical College  
Associate of Applied Science Degree in Veterinary Technology  
Statement of Declination of Rabies Vaccination**

(\*To be signed by only those individuals are not vaccinated and desire to continue in the  
veterinary technology program)

I, \_\_\_\_\_  
**Name of Student**

**understand that Rabies is a significant risk factor in the United States and that veterinary health care workers are especially at risk for contracting this disease. I understand that Rabies is preventable by immunization. However, my signature on this statement indicates that I wish to refuse the Rabies vaccine and that I release Southern Regional Technical College from any and all responsibility should I contract or become exposed to Rabies.**

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Student ID #**

\_\_\_\_\_  
**Signature of authorized Technical College Official**

\_\_\_\_\_  
**Date**

**If submitted, this form becomes a permanent part of the student's file maintained by the Veterinary Technology Program student files.**



**Southern Regional Technical College**  
**Associate of Applied Science Degree in Veterinary Technology**  
**Personal Data Sheet**

Name \_\_\_\_\_ Date \_\_\_\_\_  
Date to Enter Program \_\_\_\_\_ Student ID # \_\_\_\_\_  
Phone ( ) \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
ZIP \_\_\_\_\_ Place of Birth \_\_\_\_\_  
Race \_\_\_\_\_ Sex \_\_\_\_\_ U.S. Citizen yes \_\_\_ no \_\_\_  
Highest Grade Completed (circle one)    9th    10<sup>th</sup>    11<sup>th</sup>    12<sup>th</sup>  
Year of Graduation \_\_\_\_\_ Year of GED \_\_\_\_\_

**Veterinary Assisting/Nursing Experience:**

Health Occupations/Ag Courses in High School? \_\_\_\_\_  
Where? \_\_\_\_\_  
Entered or Completed Other Veterinary Technology Programs? \_\_\_\_\_  
Where? \_\_\_\_\_  
Work Experience? \_\_\_\_\_  
Where? \_\_\_\_\_  
Duties? \_\_\_\_\_  
Why Did You Select Veterinary Technology? \_\_\_\_\_  
\_\_\_\_\_

**IN CASE OF EMERGENCY**

Person to Notify \_\_\_\_\_ Relationship \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

**This form becomes a permanent part of the student's file maintained by the Veterinary Technology Program student files.**

**Southern Regional Technical College  
Veterinary Technology Pregnancy Policy**

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

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

1. The student may remain in the program under the following conditions: the student may defer participation in activities that would place her in contact with the above hazards; the student will be required to fulfill all competency requirements in order to graduate from the program; the student will be permitted to participate in live animal laboratories with the written permission of her physician on file with the program.
2. The student may voluntarily withdraw from the veterinary technician program. If she leaves in good academic standing and provides at least 3 months' notice, she will be readmitted to the program at the beginning of the semester that was not completed, on a space available basis.
3. The student may un-declare her pregnancy at any time. **This must be done in writing.** If she chooses this option, she will be considered **not pregnant** and be required to participate in all competencies.

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

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

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

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

Signed: \_\_\_\_\_  
Parent or guardian if under 18

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

**If submitted, this form becomes a permanent part of the student's file maintained by the Veterinary Technology Program student files.**

**Southern Regional Technical College**  
**Associate of Applied Science Degree in Veterinary Technology**  
**Verification of Receipt of the Veterinary Technology Program Student Handbook**

My signature below indicates that I have received a copy of the Veterinary Technology Program Student Handbook. I understand that I am responsible for reading **ALL** the information contained within this document, as well as the SRTC Catalog/Handbook. If I have questions regarding any of the information in these documents, it is my responsibility to seek clarification with a Veterinary Technology instructor/advisor. I also understand that I must abide by the regulations contained in these specified documents.

Student's Name \_\_\_\_\_

SRTC School ID # \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Associate of Applied Science Degree of Veterinary Technology Program  
Disciplinary Action Statement on All Forms of Academic Dishonesty**

As defined in the Southern Regional Technical College Student Handbook Student Responsibilities/Code of Discipline Section J. 1-3 (cheating, plagiarism, collusion, and falsification of information) includes but is not limited to:

- Cheating by giving or receiving aid on examinations or other written assignments.
- Stealing course or examination materials.
- Plagiarism or submission of another’s ideas or papers (whether purchased, borrowed, or otherwise obtained) as the student’s own work. “Plagiarism” is defined as using someone else’s ideas or words without using quotation marks and/or giving credit by citation or source(s).
- Falsifying records of any kind.
- Fabricating information such as data for a lab report.
- Using unauthorized notes, materials, or equipment (including programmable calculators during an examination)
- Knowingly and intentionally assisting another student in commission of any of the above.

If a student is engaged or noted to have engaged in any act of academic dishonesty, the first act will result in the student receiving a zero or a “U” on that academic material. In addition, the student will receive counseling on the act of academic dishonesty.

If the student is engaged or noted to have been engaged in a second act of academic dishonesty, the student will automatically fail the course and will be immediately withdrawn from the course and the Veterinary Technology Program.

I, \_\_\_\_\_, have read and understand the Academic Dishonesty Policy as defined in the Southern Regional Technical College—Student Handbook: Student Responsibilities/Code of Discipline—IV. General Code of Discipline—Section J. 1-3 and agree to the Disciplinary Action Statement if engaged or noted to have been engaged in any act of Academic Dishonesty.

Course \_\_\_\_\_

Academic Semester \_\_\_\_\_

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor’s Signature

\_\_\_\_\_  
Date

**This form becomes a permanent part of the student’s file maintained by the Veterinary Technology Program student files.**

**Southern Regional Technical College**  
**Notice to Students/Authorization to Release Background Information**

I \_\_\_\_\_ (PRINT NAME) understand that, being a student in the Veterinary Technology Program of Southern Regional Technical College (SRTC), an investigation of my background may be conducted, which may include but is not limited to, a review and/or verification of my criminal history records, motor vehicle/driver's history records, education records, references, consumer credit reports, and information of any conviction or **plea of nolo contendere** for any crime, including drug-related offenses and traffic offenses (e.g., driving under the influence) where the fine was greater than \$35.00.

I understand that the information obtained will not be used in violation of any federal or state law, rule, or regulation, and that before any adverse action is taken based upon a review/the results background information, I will be provided with a copy of the report. I understand that any information obtained during the investigation, including the falsification and/or misrepresentation of any statement of material fact in the student handbook or other required forms, may remove me permanently from the Southern Regional Technical College Veterinary Technology Program, and if so, I will receive no diploma or credit for participation.

I understand that my consent for a background investigation is voluntary; however, I also acknowledge that my refusal to provide such authorization will remove me from the Southern Regional Technical College Veterinary Technology Program. In recognition of this requirement, I hereby authorize Southern Regional Technical College to obtain any criminal history information (including motor vehicle/driver's history) that may be maintained on me by any federal, state, or local criminal justice agency. I further permit SRTC to obtain information pertaining to my education or declared work experience.

I fully release SRTC and its employees. I also understand that as a student of Southern Regional Technical College Veterinary Technology Program, I am required to report all arrest(s) and subsequent disposition of such arrest(s), e.g., dismissal, convictions, etc., to Southern Regional Technical College Veterinary Technology Program faculty within forty-eight (48) hours of or two (2) business days following the date of the arrest and/or final disposition.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**This form becomes a permanent part of the student's file maintained by the Veterinary Technology Program student files.**

**Drug Testing Policy**  
**Southern Regional Technical College**  
**Veterinary Technology Department**

I, \_\_\_\_\_(printed name), a student in the Veterinary Technology program of Southern Regional Technical College, am aware that the Veterinary State Licensing Board, this Veterinary Technology program, and our laboratory and clinical partners may require students to complete drug testing prior to participating in laboratories, internships, externships, practicums, and/or clinical rotations or at any time during enrollment. The costs associated with said background checks or drug testing will be the responsibility of the enrolled student.

I am also aware that the results of the test or my refusal to submit to testing could result in my expulsion from the Veterinary Technology program and would prevent my graduation from this program.

Name (Printed)\_\_\_\_\_

Signature\_\_\_\_\_

Date\_\_\_\_\_

**This form becomes a permanent part of the student's file maintained by the Veterinary Technology Program student files.**

**Southern Regional Technical College  
Associate of Applied Science Degree of Veterinary Technology Program  
Verification of Knowledge of Policies and Signature Forms**

**By initialing below I acknowledge that I have read the complete Veterinary Technology Student Handbook, and I have signed or am aware of the policies and forms that are required for participation in the Southern Regional Technical College Veterinary Technology Program.**

Admissions .....Initial \_\_\_\_\_

Felony Conviction Potential Consequences.....Initial \_\_\_\_\_

Student Handbook .....Initial \_\_\_\_\_

Attendance /Negligence Policy for Clinical Classes ...Initial \_\_\_\_\_

Social Median/Client Confidentiality .....Initial \_\_\_\_\_

Rabies Declination Form .....Initial \_\_\_\_\_

Pregnancy Declaration Form .....Initial \_\_\_\_\_

Disciplinary Action Statement .....Initial \_\_\_\_\_

Pre-Requisite Requirements .....Initial \_\_\_\_\_

Essential Functions.....Initial \_\_\_\_\_

Drug Testing Policy.....Initial \_\_\_\_\_

Background Check Release Form.....Initial \_\_\_\_\_

Safety Related Policy and Procedures .....Initial \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**This form becomes a permanent part of the student's file maintained by the Veterinary Technology Program student files.**