August 2026

Student Handbook

Table of Contents

Veterinary Technician's Oath 4

VETERINARY TECHNICIAN CODE OF ETHICS 5

STUDENT OBJECTIVES OF THE VETERINARY TECHNOLOGY PROGRAM 7

REQUIREMENTS FOR CONTINUATION IN THE VETERINARY TECHNOLOGY PROGRAM 10

PROGRAM AND MCC ATTENDANCE POLICY 12

GRADING POLICY 13

ACADEMIC HONESTY POLICY 14

Veterinary Technology Academic Integrity Statement 16

MCC HEALTH PROFESSIONS BEHAVIOR POLICY 18

CODE OF CONDUCT FOR VETERINARY TECHNOLOGY AND ASSISTING 23

STUDENT UNIFORMS/DRESS CODE 25

STUDENT HEALTH 27

STUDENT CLINICAL IMMUNIZATION REQUIREMENTS 30

TECHNICAL STANDARDS POLICY 34

POLICY ON STUDENT OWNED ANIMALS 38

POLICY ON PREGNANCY 40

RADIATION POLICY 43

ANIMAL BITE/SCRATCH OR ACCIDENT REPORTING POLICY 45

ANIMAL CARE RESPONSIBILITIES 46

CANINE WARD 49

FELINE WARD 51

CANINE AND FELINE WARD-OTHER INFORMATION 52

PROGRAM CURRICULUM, VETERINARY TECHNOLOGY 54

PROGRAM CURRICULUM, VETERINARY ASSISTANT CERTIFICATE OF COMPLETION 55

ESSENTIAL AND RECOMMENDED TASKS 56

GRADUATION REQUIREMENTS 55

REQUIREMENTS FOR REGISTRATION AND LICENSURE AS A LICENSED VETERINARY TECH 58

TBVME Rules of Professional Conduct/Supervision/other Regulations 59

STUDENT WORKLOAD 64

STUDY SKILLS 65

POLICY ON SOCIAL NETWORKING SITES 69

Other guidelines pertaining to Social Media..... 70

Health Professions Division Criminal Background Check..... 72

GRIEVANCE POLICY..... 77

McLennan Community College – Institutional Animal Care and Use Committee (IACUC)..... 79

Procedure for Reporting the Misuse, Mistreatment, or Non-Compliance of the Use and Care Animals in Clinical Instruction..... 80

McLennan Community College Veterinary Technology Program - Reporting an Animal Care Concern..... 81

VETERINARY TECHNOLOGY EMERGENCY EVACUATION PLAN..... 83

OTHER MCC INFORMATION..... 87

Student Release and Other Forms (all forms must be signed and returned to the Program Director by the first day of class in the Fall semester)……85-88

The Veterinary Technician's Oath and Code of Ethics have been copied and used with permission from the National Association of Veterinary Technicians of America.

Veterinary Technician's Oath

I solemnly dedicate myself to aiding animals and society by providing excellent care and services for animals, by alleviating animal suffering, and promoting public health.

I accept the obligations to practice my profession conscientiously and with sensitivity, adhering to the profession's Code of Ethics, furthering my knowledge and competence through a commitment to lifelong learning.

VETERINARY TECHNICIAN CODE OF ETHICS

NAVTA Code of Ethics

Each member of the veterinary technology profession has the obligation to uphold the trust invested in the profession by adhering to the profession's code of ethics. No code can provide the answer to every ethical question faced by members of the profession. They shall continue to bear their responsibility for reasoned and conscientious interpretation and application of the basic ethical principles embodied in the Code to individual cases.

A veterinary technician shall uphold the laws/regulations of his/her state or province that apply to the technician's responsibilities as a member of the veterinary medical health care team. The Code of Ethics shall be subject to review and timely revision by the Association.

Preamble

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

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:

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

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

STUDENT OBJECTIVES OF THE VETERINARY TECHNOLOGY PROGRAM & ASSISTANT PROGRAMS AT MCLENNAN COMMUNITY COLLEGE

as they apply to each position:

FIRST YEAR OBJECTIVES:

- Introduce students to the field of veterinary technology.
- Provide students with basic knowledge in areas of anatomy, physiology, radiology, animal nursing, surgical technology, pharmacology, clinical pathology, nutrition, and husbandry in preparation for the applied clinical courses.
- Provide a basic understanding on the functions of a Veterinary Technician as a member of the veterinary medical team.
- Develop student's cognitive thinking skills.
- Prepare the first-year veterinary technology student for the first of two practicums.

SECOND YEAR OBJECTIVES:

- Provide students with more advanced veterinary medical skills in clinical pathology, anesthesia and surgery, pharmacology, radiology and veterinary office management.
- Provide more exposure to a variety of species such as laboratory and exotic animals.
- Prepare the students to think and act independently.
- Prepare students for entry into the ever-changing work environment.
- Prepare the second-year veterinary technology student for the second practicum.
- Upon completion of the second year, students are expected to be familiar with the corresponding essential task list as outlined by the American Veterinary Medical Association, Committee on Veterinary Technician Education and Activities. This can be found on page ** of the student handbook. This list is comprised of over 350 knowledge base and hands-on skills, developed by the Veterinary Technology Program's accreditation committee, the CVTEA, under the AVMA. Each LVT student will have an AVMA based Essential Skills Task List to complete while in the program.
- Meet qualifications for taking the Veterinary Technician National Exam (VTNE) and the Licensing Veterinary Technician Exam (LVTE)-the latter a requirement in Texas. (Nomenclature effective Sept. 1, 2014) in the State of Texas
- **http://www.veterinary.texas.gov/lvt.php**

ULTIMATE OBJECTIVES FOR THE VETERINARY TECHNICIAN

- Upon completion of the Veterinary Technology Program at MCC, the student will be able to meet the following objectives with the proficiency expected of a Veterinary Technician at the job entry level.

- Demonstrate knowledge in the care and handling of animals, in the basic principles of normal and abnormal life processes, and in routine laboratory and animal health care procedures.

- Assist in the practice of veterinary medicine under the direction and supervision of veterinarians.

- Exhibit knowledge of underlying principles of animal care, normal values, and basic disease processes of the different species.

- Apply appropriate techniques in performing animal restraint and care.

- Utilize, operate, and maintain medical instruments, and equipment.

- Exhibit knowledge of pharmacological substances and maintenance of a pharmacy. Fill, properly calculate, label, and dispense prescription medication.

- Prepare and assist in surgery, patient monitoring, and demonstrate knowledge of common surgical procedures.

- Calculate and administer anesthetics. Maintain anesthesia and monitor the recovery of patients.

- Collect laboratory samples and specimens through venipuncture, fecal collection, cystocentesis, and skin scraping. Use appropriate technique for collection, handling, and identification of specimens.

- Follow oral and written instructions.

- Report results and keep accurate records according to established procedures.

- Learn to deal professionally and appropriately with clients.

- Perform radiographic imaging techniques.

- Retain composure and efficiency under stress.

- Demonstrate initiative - when work is done, offer their assistance for helping with other tasks.

- Abide by the ethics of all medical professionals in the matter of confidential information regarding patients and test results.

- Demonstrate professional attitudes in the area of: appearance and hygiene, attendance, punctuality, telephone technique, acceptance of constructive criticism, and dealing with people.
- Demonstrate an understanding of compassion fatigue, burnout, stressors that can occur in the profession, and develop positive techniques in one's self-care.

REQUIREMENTS FOR CONTINUATION IN THE VETERINARY TECHNOLOGY PROGRAM or VETERINARY ASSISTANT PROGRAM:

Continued enrollment in the Veterinary Technology or Veterinary Assistant curriculum is dependent upon satisfactory completion of the following:

1. All academic requirements specified by the college for continuation in the college.

2. A grade of "C", or a minimum of 75% or above in each Veterinary Technology or Veterinary Assisting course.

3. A grade of "C" or above in all science and general education courses.

4. ***All students in the Veterinary Technology or Veterinary Assistant Program must complete all coursework in sequence before continuing to the next level unless approved by the Program Director. Failure to do so will prohibit a student from advancing to the next semester of coursework.***

5. A student must complete all clinical objectives in each Veterinary Technology course to receive a passing grade for the course.

6. A student must abide by all the rules and regulations of McLennan Community College, the McLennan Community College Veterinary Technology Program, and the cooperating off site clinical/practicum facilities this program utilizes.

7. A student must exhibit professional, ethical, and correct legal behavior.

8. At all times, a student must exhibit behaviors that enhance the health and safety of patients. Failure in these criteria may result in expulsion from the program regardless of academic standing.

If a student is not eligible to continue in the Veterinary Technology or Assisting curriculum, the student may continue to enroll in other general education courses of the college if they meet the academic requirements of the college.

Students who have not met requirements of the Veterinary Technology or Assistant program will be dropped from the program.

A student may apply for readmission after withdrawing from Veterinary Technology or Assisting Program or having become ineligible to continue in the program. This request must be made **in writing** to the Program Director of Veterinary Technology. Readmission in the appropriate semester term is dependent on the available of class space, compliance with the readmission policy, and approval by the readmissions committee. Readmission is not guaranteed.

McLennan Community College Veterinary Technology and Assistant Attendance Policy

Regular and punctual attendance is expected of all students, and each professor should maintain a complete record of attendance for the entire length of each course. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. In the case of online and hybrid courses, attendance will be determined in terms of participation, as described in the course syllabus.

Absence from a maximum of **15 percent (15%)** of scheduled lecture and/or laboratory meetings during any semester, will be taken as evidence that a student does not intend to complete the course.

Unless a professor has reason to believe the student will complete the course, the student will be withdrawn from the course with a grade of W. The professor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course.

If the student's 15 percent absences are reached in any semester, the professor may assign a W if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 15 percent point, the student will receive an F. In extenuating circumstances, the professor may assign a "W" to a student who is not passing.

Each absence will count toward attendance requirements in each course.

Due to the complex nature of the program content, it is mandatory that all students attend all scheduled classes and laboratory sessions. Students who attend classes regularly and punctually will do themselves a service as well as show instructors and other class members a courtesy and respect. Students are NOT entitled to a certain number of "cuts". Information presented in the program is critical to the learning process. If the student is unable to attend classes on any day, they are required to email or telephone the department (254) 299-8735, or (254) 299-8742 to inform the instructor, just as an employee would "call in" to alert employers of absenteeism. Calling or emailing that you will be late, does not excuse being late, and may count as an absence for that class/day.

A student should not intrude on the instructor's privacy by phoning them at home. This is a privilege reserved for emergencies only.

In order to ensure that students arrive on time for class, the classroom instructor will be locking the classroom door **10 minutes** after the start of class. If a student arrives late and the door is locked, please know that the student will NOT be allowed in the classroom and will be counted absent for that class period. If a student leaves the classroom during the class (for anything other than an emergency)-such as becoming ill, or specific phone calls-for example a sick child, doctor's office, etc.-they may not be allowed to return to the classroom, unless prior arrangements with the classroom instructor has been made. Personal needs need to be taken care of between classes.

For classes (either lecture or labs), that last more than the approximate 50-minute period, a tardy student may be allowed into that class when the class takes a scheduled break or at the instructor's discretion if scheduled breaks are not practical.

This policy is to help diminish disruption of the class, and to help ensure student safety while in the classroom.

NOTE: Labs involving live animals will NOT be allowed to be made up. Other labs and any makeup work allowed is at the discretion of the course instructor.

You can understand the importance of being present. We understand, at times you may have legitimate reasons for being absent. You are on your honor to limit your absenteeism from class. If we suspect that an individual is abusing the system, and is absent more than a few times, at the discretion of the instructor, points can be deducted from your grade. Each instructor will have their own policy concerning class attendance. See the course syllabus for each class for specific policies. **Absences from kennel duty are normally not excused. You will need to review the policy with your instructors regarding this.**

MCLENNAN COMMUNITY COLLEGE ATTENDANCE POLICY
https://www.mclennan.edu/employees/policy-manual/docs/B-II.pdf

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

Individual departments and programs may also have specific attendance requirements. (See appropriate departmental policies and/or refer to the course syllabi for details Students will be permitted to make up class work and assignments missed as outlined in the course syllabus due to absences caused by (1)authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, (4) Pregnant or Parenting Protections under Title IX and/or Texas State Education Code Chapter 51, Subchapter Z, Section 51.982 or (5) any excused absences as outlined in Section III of this policy. In all other cases, the instructor has the prerogative of determining whether a student may make up work missed.

The student is expressly responsible for any work missed regardless of the cause of the absence. The student must discuss such work with the instructor and should do so in a timely fashion. Communication between the student and instructor is important, and it is the student's responsibility to initiate such communication.
Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades.

Personal illnesses will require a doctor’s note before you can make up any missed exams or work.

GRADING POLICY:

The Veterinary Technology Program adheres to the following grading scale for the first year Veterinary Technology Students and the Veterinary Assistant Students throughout the time enrolled in either program:

92-100 A

83-91 B

82-75 C

74-65 D

< 64 F

Instructors may deviate from this letter grade system as long as it is clearly stated in the instructor's syllabus for that course.

Students may not progress through the curriculum with an incomplete grade without special permission from the program director. Students receiving below a ***"C"*** for any of the VTHT courses **will be dropped** from the program at the end of the semester enrolled in.

MCC ACADEMIC INTEGRITY POLICY:
https://www.mclennan.edu/Accommodations-Title-IX/academic-integrity/index.html

A Student's Responsibilities

All students who enroll at McLennan Community College are admitted with the expectation that they will demonstrate integrity in every aspect of their work both for and with other members of this academic community. Please read this information carefully. Once you matriculate, you have accepted responsibility for your actions.

How does the college define Academic Integrity?

"The International Center for Academic Integrity defines academic integrity as a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage. From these values flow principles of behavior that enable academic communities to translate ideals into action..." (International Center for Academic Integrity)

Individual faculty members determine their class policies and behavioral expectations for students. Students who commit violations of academic integrity should expect serious consequences. Offenses will be tracked so that appropriate sanctions can be applied.

How serious are the consequences for Academic Dishonesty?

The professor's grading system is the first measure of consequence for a student who commits a breach of academic integrity. The grading system can be found in the course instructor plan for each class in which the student enrolls. Faculty members and/or their department chairs may require a meeting with students caught cheating, including plagiarizing, to discuss incidences of cheating and the penalty to be assigned in the course. Academic Integrity policy and procedures apply equally to all courses - whether on campus or online.

How are Academic Integrity violations defined?

All below definitions can be found in the General Conduct Policy (E-VIII) under Section VI - Proscribed Conduct, B. Misconduct, 1. Academic Dishonesty.

a. "Cheating" includes, but is not limited to:

i. Copying from another student's work during an examination, test, or while completing an assignment;
ii. Using unauthorized assistance, materials, or devices during a test or other assignment;
iii. Failing to comply with instructions given by the person administering the test;
iv. Possessing materials during a test that are not authorized by the person administering the test, such as class notes, textbooks, or other unauthorized aids;
v. Possessing, using, buying, stealing, transporting, selling, or soliciting in whole or in part items including, but not limited to: the contents of an un-administered test, test key,

homework solution, or computer program/software. Possession, at any time, of current or previous test materials without the instructor's permission;

vi. Collaborating with, seeking aid, or receiving assistance from another student or individual during a test or in conjunction with other assignments without the instructor's permission;

vii. Discussing the contents of an examination with another student who has taken or will take an examination without the instructor's permission;

viii. Substituting for another person, or permitting another person to substitute for oneself in order to take a course, a test, or complete any course-related assignment, including but not limited to, signing in/registering attendance for another student without the instructor's permission;

ix. Paying or offering to pay money, other valuables, obtaining by any means, or coercing another person to obtain items including, but not limited to: an un-administered test, test key, homework solution, or computer program/software; or information about an un-administered test, test key, homework solution or computer program/software;

x. Falsifying research data, laboratory reports, and/or other academic work offered for credit;

xi. Taking, keeping, misplacing, damaging, or altering the property of the College, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct;

xii. Misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another person academically or financially; and

xiii. Attempting to commit or assisting with the commission of any of the foregoing listed violations.

b. "Plagiarism" includes, but not limited to:

i. The appropriation of, buying, receiving as a gift, or obtaining by any means, material that is attributable, in whole or in part, to another source, including words, ideas, illustrations, structure, computer code, other expression and media, and presenting that material as one's own academic work being offered for credit.; and

ii. The advertisement and/or promotion of services or materials intended for the purposes of plagiarism using on or off campus forums.

c. "Collusion" includes, but is not limited to:

i. The unauthorized collaboration with another person in preparing academic assignments offered for credit.

ii. Collaboration with another person to commit a violation of any section of the rules on academic dishonesty.

d. "Falsifying academic records" includes, but is not limited to:

i. Altering or assisting in the alteration of any official college record and/or submitting false information.

ii. Omitting requested information that is required for, or related to, any academic record of the College. Academic records include, but are not limited to: applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms used by the Office of Student Records.
iii. Former students found to have engaged in such conduct are subject to a bar against readmission, revocation of a degree, and withdrawal of a diploma.

e. "Misrepresenting facts" to the College or an agent of the College includes, but is not limited to:

i. Providing false grades, resumes, or other academic information.
ii. Providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment to obtain an academic or financial benefit for oneself or another individual.
iii. Providing false or misleading information in an effort to injure another student academically or financially.

What happens to a student identified as having committed academic dishonesty?

If the student's offense rises to the level of invoking, within the course grading system, penalties of consequence, it is a reportable offense. Students who are caught cheating, including plagiarizing, will be subject to penalties specified in the course syllabus and, in addition, will be reported to Student Conduct for further tracking. Students who repeatedly commit acts of academic dishonesty will be subject to disciplinary suspension from the college.

Accommodations and Title IX keeps a record of repeat offenders for the determination of future consequences.

For more information about issues of student discipline, including appeals, please refer to the **Student Investigation Procedures**.

Veterinary Technology Academic Integrity Statement:

Students are expected to refrain from academic dishonesty. This includes any conduct aimed at misrepresentation with respect to a student's academic performance or work. Examples of academic dishonesty include: cheating, plagiarism, collaborating with others if contrary to stated guidelines for assignment/activity, providing students who have not completed examinations with information related to the exam, and intentionally assisting another student in any dishonest action. Violations of this policy will be brought to the attention of the student by the instructor. If there is suspicion of wrongdoing without corroborating evidence, the matter will be discussed with the student, and a verbal warning will be issued if warranted. If there is clear evidence that a violation has taken place, the instructor may impose a sanction ranging from a written warning to expulsion from the course with a failing grade.

MCC Veterinary Technology and Veterinary Assistant
Scholastic and Program Probation

Please see the MCC General Catalogue (available on MCC's Website) for detailed information on "Scholastic Probation and Suspension." Within Veterinary Technology and Veterinary Assistant programs, a student whose scholastic or professional performance is weak or unsatisfactory will meet with the individual instructor(s) and/or the VT Program Director to discuss areas of concern, and a Student Conference Form will be completed. If the student scholastic or professional performance does not improve, he/she may be put on program probation and specific criteria will be set for continuation in the program. If the student is unable to meet the criteria or if performance does not improve, he/she will be withdrawn from the program. In all instance the student will be provided with individual counseling and assistance.

Withdrawing from a Course

Before withdrawing from a course or from the program, the student should first speak with the instructor of the course. The student must also notify the VT Program Director prior to withdrawing, because withdrawing from any VTHT courses may prevent the student from progressing in the program.

Students may initiate a withdrawal through the Office of Admissions/Registrar. A student who ceases to attend classes but does not officially withdraw from classes may receive a grade of "F". (See Attendance Policy)

Students should carefully review the official academic calendar and pay special attention to the late date during the semester/term when they drop a course and receive a "W". After that date, they may receive an "F" if they are not passing the course. There is a date late in the semester after which no course may be dropped by a student without receiving a letter grade. See course syllabi for additional information.

Readmission to the Veterinary Technology or Veterinary Assistant program

Any student who is unsuccessful in an academic or clinical course (grade below 75% ("C") is no longer able to progress in either the Veterinary Technology or Veterinary Assistant program. If the student was unsuccessful in only 1 course and has no documented counselling/write ups due to professional behavior issues (including such items as attendance, generic professional abilities, etc.), the student is able apply for readmission to the Veterinary Technology or Veterinary Assistant program during any application cycle in the future. If readmitted into the Veterinary Technology or Veterinary Assistant program, the student may be required to complete all program courses regardless of successful completion the first time. Readmission is granted only once. If the student was unsuccessful in 2 or more courses (or 1 course plus has

one or more documented professional behavior counselling/write ups) the student is no longer eligible to apply to either program.

A student who voluntarily withdraws from the program for personal reasons is able to request reinstatement if the student has an 80% or better in all VTHT classes, both completed and in progress, at the time of withdrawal and has no documented counselling/write ups due to professional behavior issues.

Reinstatement is granted on a case by case basis and only if there is space available in the program.

Request for reinstatement procedure:

a. Student must submit in writing to the Veterinary Technology Program Director, their intent to be reinstated into the program. The written request must include, at minimum, the steps the student has taken in order to ensure their success in the program, should reinstatement be granted.

b. The Veterinary Technology Program Director will take the student's written request to the admissions committee for consideration. Each request will be handled on a case by case basis.

c. The student will then receive a letter from the admissions committee stating if the student was granted reinstatement along with any requirements/remediation deemed necessary by the admissions committee.

i. If reinstatement is granted, the student will have to prove competency in VTHT courses already completed in order to continue in the program. This may include passing written and skills exams (with a minimum grade of 75% for each) as determined by the Veterinary Technology faculty and admissions committee.

ii. Competency determination must be completed by the end of the long semester just prior to clinical placement. It is the responsibility of the student to prepare for, and schedule, competency testing with the instructor and/or program director. Students who are readmitted to the Veterinary Technology or Veterinary Assistant program after successfully completing a clinical course may or may not have to prove competency in previously completed veterinary technology courses, per the discretion of the Veterinary Technology Program Director.

iii. Potential remediation recommendations could include: re-taking courses previously completed, auditing courses previously completed, acquiring more observation hours in a veterinary clinical or hospital setting, Independent student research, and/or meeting with success coaches. (This list is an example and is not all inclusive).

d. The Admissions Committee of the Veterinary Technology program will make the final decision regarding readmission applications based on: space availability and previous student record and potential for academic and clinical success, as applicable.

OTHER BEHAVIOR/CONDUCT CONCERNS

1. Possession or use of firearms, explosives, dangerous chemicals, or other weapons on College-owned or controlled property or at College-sponsored functions, except as permitted by law and College regulations.

2. Interfering with another student's ability to learn, study, listen, examine, or participate both in and out of class.

3. Animal care duties that are not completed, delayed, or avoided by the assigned students.

McLennan Community College

Health Professions

Division Policies & Procedures

Subject: Professional Behaviors **Effective date**: March 22, 2023

Responsibility: Faculty, Program Directors, Clinical Coordinators **Review date:**

Purpose: To define standards & expectations of professional behavior necessary for success in Health Professions programs, disciplines, and the workforce, as well as provide a mechanism for reporting and addressing deficits in professional behavior.

Policy: Students enrolled in Health Professions (HP) programs at McLennan Community College are expected to maintain a professional decorum in the classroom, clinical, lab, and simulation setting that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the educational opportunity.

Students in McLennan Health Professions programs have willingly applied for and entered into a professional degree program that prepares them for entry into the workforce, as well as readiness for licensure or certification. Implicit in professional degree programs is the need to develop professional behaviors as well as entry level competencies.

Professional behaviors include, but are not limited to, commitment to learning, interpersonal skills, communication skills, effective use of time and resources, use of constructive feedback, problem solving, professionalism, responsibility, critical thinking, and stress management.

Each HP program will evaluate students on a continual basis throughout the program in classroom, lab activities, clinical activities, and interaction between fellow students, faculty, and instructors. If a student is found to be lacking in any area of professional behaviors, program faculty will utilize discipline specific tools and forms to review and assess deficiencies, as well as develop a plan of action with constructive feedback with the intent to improve professionalism and performance in all settings. Professional performance improvement is considered a

collaboration between the student and the faculty. Students are expected to actively participate in the improvement process when deficits are identified.

Deficits in professional behaviors include, but are not limited to:

- Lack of integrity and honesty in the classroom, clinical, lab, and simulation setting (e.g., cheating, falsifying documentation, deliberate plagiarism, practicing outside of defined scope).
- Failure to demonstrate professional demeanor or concern for self, peer, faculty, or patient safety (e.g., use of offensive language & gestures, self-harm, deliberate inappropriate use

  of equipment, being under the influence of alcohol or drugs in the classroom, clinical, lab, or simulation setting)
- Unmet professional responsibility (e.g., poor attendance, tardiness, disruptive, distracting or insensitive behavior in the classroom, lab, clinical, or simulation setting; unpreparedness or refusal to participate in skills demonstrations or tasks in the classroom, clinical, lab, or simulation center, whether in individual or in group settings; failing to show for scheduled meetings without notification (no call/no show)).
- Exhibiting disruptive behavior, incivility (e. g., inappropriate gestures, cursing, verbal or non-verbal intimidation, belittling or demeaning language, making statements attacking peers, faculty, or staff, the use of social media, chat rooms, or other venues to gossip, belittle, provoke fear, or stir emotions of or about peers, faculty, staff, or college leadership, etc.)
- Lack of effort toward self-improvement & adaptability (e.g., resistance or defensive attitude toward constructive feedback, failing to complete assigned improvement plans [outside of coursework], or follow up as instructed with meetings, assignments, check-ins, emails, phone calls, or forms [regardless of course assignments])
- Lack of respect for cultural diversity (e.g., disrespecting others regarding age, culture, race, religion, ethnic origin, gender, sexual orientation)

Any student who persists with the same deficiencies without positive actions to stop or measurably improve, or multiple repeated deficits in professional behavior over 3 different episodes may be dismissed from the program based upon lack of progress in professional behavior. Failure to actively participate in any performance improvement plan (academic/classroom, clinical, skills, simulation) will indicate a lack of interest in professional behavior improvement, and will result in the escalation of the consequences of this policy to program dismissal. This policy is in effect throughout enrollment in any HP program, across all courses, program related activities and clinical work as professional behavior extends across all aspects of the program.

Procedure:

Complaints regarding a breach of professional behavior may be initiated by Health Professions students, faculty, or staff. External partners who wish to file a complaint should use the "Outside of Due Process" procedure.

HP Programs should follow discipline specific policy to address deficits in professional behaviors. Written documentation and a plan of action should be in place for a breach of professional behavior. Initial complaints should go immediately to the program director with written documentation. All subsequent complaints are to be sent to the program director and copied to any other members of the college discipline and leadership teams as instructed.

SPECIAL CIRCUMSTANCES:

As depicted in the Health Professions Professional Behaviors Policy and the General Conduct policy for MCC, certain behaviors are completely unacceptable and will escalate the violation process to third-level consequences which require failure of the course in which the violation occurred. These violations include but are not limited to bullying/cyberbullying, terroristic threats, physical harm to another student, faculty, or self.

Academic Integrity: Process for Addressing Violations (Consequences)

Integrity and Ethics are Core Values of McLennan Community College and the Associate of Applied Science Degree in Veterinary Technology, and the Certificate of Completion in Veterinary Assistant Programs. Violations of Academic Integrity demonstrate that the student is not willing to demonstrate these core values. The goal of this process is to help the student develop a plan that will foster growth in the areas of Integrity and Ethics.

All faculty members shall have the right to examine materials in the student's possession during any academic exercise.

If a student is found to be in violation of the MCC or Health Professions Veterinary Technology and Assistant Student Handbook, or VTHT Course IP/Syllabi policies defining academic integrity and professional behaviors, the following process will be followed and consequences enacted.

> For any academic integrity issues (*Examples include but are not limited to: Cheating, Browsing outside of testing program before, during, or after tests, use of AI (Artificial Intelligence) to complete any work, deliberate plagiarism, writing down test Information following an exam, discussing specific exam questions outside of the testing environment, forgery).*

The first (1st) Academic Integrity violation process:

Step 1: In instances of academic integrity misconduct, the faculty will immediately suspend the student from further work on the academic exercise. Faculty will assign a grade of a zero (0) for the assignment.
Step 2: Faculty Advisor will complete an Academic/Professional Performance Improvement

Alert form and review the form with the student.

Step 3: Students will complete and obtain faculty approval for an Academic/Professional Performance Improvement Plan (APPIP) within the designated timeline (not more than 5 business days).

Step 4: Both the APPIA and APPIP will be placed on file with the following:

i. McLennan Community College Student Conduct/Discipline office

ii. Associate Degree Veterinary Technology or Certificate Veterinary Assisting Program Director's office to be placed in the student's AAS/Certificate Program Administrative File.

Step 5: The student will follow-up with the faculty, Program Director, and any designated College representative as instructed to verify the process or completion of the plan set out in the APPIP.

The second (2nd) Academic integrity violation occurring ANY TIME within either program (at any level, in any class, any occurrence at all) will follow steps 1-5 and;

Step 6: The student MUST meet with the Program Director whose signature will be required on the APPIA and APPIP forms

Step 7: The student MUST meet with the MCC Conduct/Discipline professional and request that the office of discipline confirms the conference with the Program Director.

The third (3rd) academic integrity violation (at any level, in any class, any occurrence at all), will result in a failure of the course involved. All veterinary technology/assistant courses (VTHT) course are concurrent. Failure of one course will require immediate withdrawal from all courses following college procedures. Any fees, tuition, financial aid, drop-count, or other consequences as a result of the academic integrity violation is at the expense of the student. The college keeps a record of repeat offenders for determination of future consequences. Students withdrawn from the program due to academic integrity violations **are not** eligible for readmission.

Professional Behaviors: Process for Addressing Violations (Consequences)

The MCC Core Values are: *People matter, integrity matters, Communication matters, Excellence matters, and inclusiveness matters.* Professional behaviors are demonstrations of each of those values. To foster an environment that supports the development of core values, the Veterinary Technology and Assistant Programs will follow all of the policies depicted in the **Health Professional Behaviors** policy and **General Conduct Policy of McLennan Community College.** Our students are also expected to adhere to the concepts of civility and professionalism outlined in the Program Student Handbook and the NAVTA Code of Ethics.

For violations related to Professional Behaviors the process will be as follows. Failure on the part of the student to follow through with any step will elevate the process and the recorded number of violations to the next step.

The first (1st) Professional Behaviors violation process:

Step 1: Faculty will ask the student to stop the behavior and/or leave the room. If a grade is Involved at the time, the faculty will assign a grade of a zero (0) for the assignment.

Step 2: Faculty Advisor will complete an Academic/Professional Performance Improvement Alert (APPIA) form and review the form with the student. The student must actively participate in this meeting.

Step 3: Students will complete and obtain faculty approval for an Academic/Professional Performance Plan (APPIP) within the designated timeline (not more than 5 business days.

Step 4: Both the APPIA and the APPIP will be placed on file with the following: Veterinary Technology/Veterinary Assistant Program Director's office to be placed in the student's Program Administrative File. All documents will be uploaded to the MCC database.

Step 5: The student will follow-up with the faculty, Program Director, and anyone else as instructed to verify progress or completion of the plan set out in the APPIP. Refusal to actively participate in this process will result in a second (2nd) violation and will escalate to the third-level of consequences.

The second (2nd) Professional Behaviors violation occurring ANY TIME within either program (at any level, in any class, any occurrence at all) will follow steps 1-4 and

Steps 1-5: See previous

Step 6: The student MUST meet with the VTHT Program Director whose signature will be required on the APPIA and the APPIP forms.

Step 7: All documents will be placed on file in the college discipline and reporting system. Documentation will be placed in the student file in the administrative office. *The Conduct office, Care Team, Law Enforcement, Safety, or other college personnel may reach out and begin a separate process outside of the VTHT program.*

The third (3rd) Professional Behaviors violation (at any level, in any class, any occurrence at all), will result in a failure of the course involved. All veterinary technology/assistant courses (VTHT) course are concurrent. Failure of one course will require immediate withdrawal from all courses following college procedures. Any fees, tuition, financial aid, drop-count, or other consequences as a result of the academic integrity violation is at the expense of the student. The college keeps a record of repeat offenders for determination of future consequences. Students withdrawn from the program due to academic integrity violations **are not** eligible for readmission.

SPECIAL CIRCUMSTANCES

As depicted in the Health Professions Professional Behaviors Policy and the General Conduct Policy for MCC, certain behaviors are **completely unacceptable** and will escalate the violation process and consequences to the third-level which result in failure of the course in which the violation occurred. These violations include, but are not limited to: bullying/cyberbullying,

terroristic threats, physical harm or injury to another student, faculty, staff, animal patient or self-harm/injury is defined per the CDC https://www.cdc.gov/ncbddd/disabilityandsafety/self-injury.html

CODE OF STUDENT CONDUCT FOR VETERINARY TECHNOLOGY:

To ensure the greatest possible learning experience and to respect the student's desire to learn as well as the instructor's goal to instruct, we have adopted a code of conduct to direct the Veterinary Technology program at McLennan Community College. This code of conduct is not intended to supersede the general conduct policies of the college but rather to augment the general conduct policy and apply it as it pertains to the Veterinary Technology program.

1. **All cell phones and pagers WILL be turned off or silenced during class, labs and field trips**. If you leave the room to answer a cell phone for any reason other than an emergency you will not be allowed to reenter the classroom.

2. It is expected that the students will be on time to all lectures, labs and field trips and if the student arrives late he or she will enter the room as quietly and unobtrusively as possible.

3. It is expected that the student will attend every class, lab and/or field trip.

4. The program encourages students to work together and to discuss academic material. Talking among yourselves during lecture or labs or otherwise disturbing the class will not be tolerated.

5. It is expected that the student will dress in a professional manner when in class and labs, on field trips or other functions while representing the Veterinary Technology program and MCC. The professional dress code is addressed in the section below entitled, "Student Uniforms".

6. Needles, syringes, and other veterinary drugs or supplies will be used in the instruction of veterinary procedures while at Highlander Ranch and are not for personal use or to be removed from the premises.

7. MCC is a smoke-free, tobacco-free, and vape-free environment effective January 1, 2020.

   The policy can be located at http://www.mclennan.edu/employees/policy-manual/docs/E-XXIII.pdf. For the purpose of this policy, the term "tobacco and vaping products" includes cigarettes, chew, vape pens, e-cigarettes, cigars, and any other form of tobacco or vaping.

8. All animals will be handled in a humane and caring manner and the amount of restraint used to control the animal will only be used to the extent necessary to perform the procedure or to protect the student or animal.

STUDENT UNIFORMS/DRESS CODE:

The type of scrubs and lab coats worn by veterinary technicians in veterinary clinics is required in laboratory classes starting with the first semester in the first year of training. Student's dress and appearance at all times will be expected to reflect the dress worn when the student becomes employed as a veterinary technician or veterinary assistant. Scrub tops and jeans are acceptable in some courses. If jeans are worn, they must NOT have any holes/tears/rips in them, and be clean.

1. You are required to have at least (1) one set of MCC Veterinary Technology scrubs to wear as directed by your instructors for labs, field trips and special occasions. These are available at the MCC Bookstore.

2. Lab coats may be required in labs that involved handling blood, fecal material or urine. Lab coats are available for student use at the program. ALL lab coats may not leave the program, as they must be laundered at the program.

3. Closed-toe, non-slip shoes, such as boots or tennis shoes, must be worn at **all times** during all labs and field trips. It is strongly advisable to wear boots when handling large animals to minimize foot injuries.

1. Visible tattoos and body jewelry, other than earrings confined to the ear lobes-1 per ear, may be required to be covered up or removed, respectively, when in lecture or laboratory sessions while at the veterinary technology facility. Tattoos must be covered according to facility policy when in clinical practicums/externships. Jewelry policies must also follow clinical/facility policy.

2. Gauged ears require a plug in each while in any/all program classes, field trips or public events.

3. Loose jewelry or loose-fitting clothing, such as bracelets, necklaces, dangling earrings, or scarves, are not allowed in any lab due to safety concerns.

4. Disruptive hair styles are discouraged. Acceptable hair colors fall under the normal range of natural color.

Personal Grooming Guidelines

1. Professional appearance when in clinical settings, the classroom and labs.

2. Personal cleanliness and hygiene are essential for interpersonal activities such as those engaged in by health care personnel. The Veterinary Technology faculty will counsel students in these areas when necessary. These guidelines apply to campus labs and clinical settings.

3. All clothing should be clean and free from wrinkles, stains, ragged hems. Hems and pants should be at least ½" from the floor. Scrubs should be fitted in such a manner, that cleavage or the buttocks are not visible when working on or around the animal patient or in lab. Jeans-no holes or tears, and a scrub top may be allowed for specific course labs.

4. Hair should be well groomed and pulled out of face and off shoulders in the laboratory courses.

5. Male students should be freshly shaven or have well-groomed beards, mustaches, and sideburns.

6. Fingernails are to be kept at a length and shape consistent with patient and personal safety-they must be clean and filed smoothly. Fingernails must not extend beyond the fingertips. Only clear or light-colored polish is acceptable. Artificial nails or polished nails are prohibited in VTHTL 1341, Anesthesia and Surgical Assisting lab. Artificial nails, or polished nails may be prohibited in other labs as defined in the course syllabus.

7. The wearing of exam gloves is required when handling laboratory specimens, including anatomical specimens, blood, urine and feces. The use of safety goggles or other eye protection, as well as laboratory coats/jackets, is also required in specific laboratory class settings. Students failing to comply will be dismissed from the lab, and will be counted as absent for that day.

Instructors will have specific requirements, as outlined in the syllabus for the course.

STUDENT HEALTH:

Students are responsible for their own medical care and health insurance throughout the Veterinary Technology Program. Neither the college nor the Veterinary Technology Program is responsible for needed medical care. The student is responsible for any costs that may be incurred as it relates to personal injuries the student may acquire while participating in the program. McLennan Community College and/or field trip sites cannot be held liable for such injuries. **Students are required to arrange or provide for their own health insurance coverage by the beginning of the first semester of the program, and health care coverage for the student must continue for the duration of enrollment in the program.**

INJURY*:* Students who are injured in a laboratory/class situation must report the injury *immediately* to the supervising instructor/faculty member. Students attend laboratory sessions at their own risk and are responsible for any medical costs incurred due to an injury. To help prevent injury no open toed shoes are allowed in the labs. Shoes must have a non-slip sole. Any jewelry should be removed. An instructor may request that you remove your jewelry for your own safety. Please comply with such requests.

Veterinary Technology or Assistant students are expected to inform faculty of any health conditions that interfere with clinical laboratory or kennel duty functions. Students may be asked to refrain from certain clinical laboratory procedures if the instructors feel that the student's health may be compromised. A physician's note may be required to verify any condition. Regardless, inability to perform assigned functions can affect your grades. As soon as pregnancy or any medical problems are diagnosed, the student is encouraged to bring a written statement from their physician permitting them to continue in the Veterinary Technology Program and/or perform safely in the clinical setting

LIFTING: Students must be able to lift up to 50 pounds without assistance (to assist moving patients) and lift 80 pounds with assistance. Improper lifting can cause injury to the back. You are encouraged to lift animals by using your legs and not your back and to request assistance when lifting an animal or object that is very heavy or unwieldy. Proper lifting techniques involve bending your legs while keeping your back straight. OSHA dictates any animal over 40lbs. should be team lifted whenever possible.

WET FLOORS: When mopping or when a wet area on the floor is noted, the student must be sure to place a "wet floor" sign in the area of the wet floor to inform others to be cautious when walking over that area. Remove signage once floor(s) is/are dry.

ZOONOTIC DISEASE: Students should be aware of zoonotic disease risks. Zoonotic diseases are those diseases that can be transmitted from animals to humans such as rabies, ringworm, brucellosis, intestinal parasites, toxoplasmosis, etc. Exposure to zoonotic diseases is an associated risk involved with participation in the program and this profession.

BLOOD BORNE DISEASE: Students should also be aware that practicing venipuncture on each other is prohibited. Students should be aware that certain diseases can be transmitted by contact with infected blood and should handle and dispose of all venipuncture supplies and sharps in an appropriate manner. Students should also be aware of the risks of blood-borne diseases when aiding another injured student. Inform the instructor immediately should an injury involving blood occur, or any other injury sustained while at the veterinary technology facility.

(*) RABIES: Students are required to have prophylactic rabies inoculations as part of enrollment in the Veterinary Technology program. If you have medical insurance, you will need to contact your health care provider and/or insurance company to determine whether or not the insurance will cover Pre-Exposure Rabies Immunization. Students bitten by animals while in the program are encouraged to visit their physician at the earliest possible time despite having the pre-exposure rabies immunizations**. Because of the natural risks associated with programs such as ours, the College is in no way liable for students being bitten or injured while handling animals within the program. This includes bites or injuries that occur at off-site locations.**

(*) TETANUS: Since the ability to suffer cuts or other forms of skin lacerations is common in veterinary medicine, program students are required to have a current immunization for Tetanus. Please consult your physician concerning the need for Tetanus immunization or boosters.
(*) See McLennan Community College Health Professions Division Policies and Procedures, Student Clinical Immunization Requirements, found in this handbook.

EYE WASH: Eye wash facilities are provided at the sinks in Rooms 107, 114, 119 and 120.

SHARPS ITEM DISPOSAL: The disposal of “sharps”, which consist of needles, scalpel blades, and broken glass, used microscope slides and cover slips, must be placed in the red biohazard/sharps containers. These are located in each lab room, the equine area, surgery room and the kennel rooms.

SAFETY SHOWERS: Showers are provided should the student spill any toxic or caustic chemical on himself or herself. These showers are located in each restroom off the lecture side hallway, and in the restroom accessed through Room 124.

SAFETY DATA SHEETS (SDS): SDS sheets are provided in notebook binders in the equine working area. The student is responsible for knowing about and wearing the Personal Protective Equipment (PPE) needed before handling any chemicals in the Veterinary Technology building. A list of required PPE equipment can be found in the SDS for that chemical. Appropriate PPE is provided for student or faculty use.

SAFETY REQUIREMENTS*:* Although precautions are taken by instructors to prevent or minimize the potential for student injury, no guarantee is made or implied regarding student safety due to the unpredictable behavior of animals. All teaching animals and patients are potentially capable of inflecting serious injury even when appropriate restraint and safety precautions are used. Use of these precautions is essentials to reduce the risk of injury. Prior to the beginning of each laboratory session, students should review all safety and restraint information contained in the current and previous course materials, reading and objectives. If students are unsure of the correct restraint or safety protocol to follow they should seek immediate instruction and supervision from the instructor prior to initiating any animal contact. Do not fear an animal, but respect what they can do.

EQUIPMENT*:* The student will be trained to operate pieces of specialized instruments and equipment during the course of the program. At no time will students be allowed to operate the equipment except during class time, or during instructor-appointed times.

Individuals not enrolled in the program are not allowed in the classroom, lab or at the clinical site. This also includes kennel duty.

McLennan Community College Health Professions
Division Policies and Procedures
Student Clinical Immunization Requirements

Students enrolled in veterinary programs are required to complete the following immunizations:

Rabies is a preventable viral disease of mammals most often transmitted through the bite of a rabid animal. The vast majority of rabies cases reported to the Centers for Disease Control and Prevention (CDC) each year occur in wild animals like raccoons, skunks, bats, coyotes and foxes. The rabies virus infects the central nervous system, ultimately causing disease in the brain and death. The early symptoms of rabies in people are similar to that of many other illnesses, including fever, headache, and general weakness or discomfort. As the disease progresses, more specific symptoms appear and may include insomnia, anxiety, confusion, slight or partial paralysis, agitation, hyper salivation (increase in saliva), difficulty swallowing, and hydrophobia (fear of water). Death usually occurs within days of the onset of these symptoms.

Pre-exposure vaccination should be offered to persons in high-risk groups, such as veterinarians, animal handlers, and certain laboratory workers. Pre-exposure immunization **DOES NOT** eliminate the need for additional therapy after a rabies exposure, but it simplifies therapy by eliminating the need for HRIG (Human Rabies Immune Globulin) and decreasing the number of doses of vaccine needed. https://www.cdc.gov/rabies/prevention/pre-exposure_vaccinations.html

Veterinarians and their staff are classified in either the frequent or infrequent risk categories based on whether they are in rabies enzootic areas. Persons in the rabies enzootic areas are considered to be in the frequent-risk category. Florida and Alabama are considered enzootic areas.

During the program you will handle and be exposed to animals at clinical work experience sites and in clinical procedure laboratories. Every precaution will be taken to ensure these animals have been vaccinated for rabies. The student must be immunized against rabies virus, per AVMA CVTEA accreditation requirement, prior to handling animals.

> **Rabies Immunization:** Students whose coursework involves direct contact with animals or animal remains are required to receive a complete primary series of rabies vaccine prior to contact. Serum antibody levels should be checked every two years, with administration of a booster dose as needed according to CDC guidelines.

1. Pre-Exposure Rabies Vaccine. Students whose coursework involves direct contact with animals or animal remains shall receive a complete primary series of rabies vaccine prior to

contact. Serum antibody levels should be checked every two years, with administration of a booster dose as needed according to CDC guidelines. Effective Fall 2024 all students enrolled in the Veterinary Technology and Veterinary Assistant programs are required to receive the pre-exposure rabies immunizations. **No exemptions are allowed.**

Provisionally enrolled students who have not received and completed the pre-exposure rabies immunizations may not participate in direct patient care or animal care of any animal that is not either 1) current on its rabies vaccination as defined by the CDC and TDSHS rabies policies or 2) is still in the hold/seroconversion period post rabies vaccination (per CDC-28 days), until the student's full vaccination series have been administered. Only students who have completed the CDC Adult Immunization schedule will handle any such animals housed at the facility.

All program owned animals housed on site at the program facility are always kept current on rabies immunizations.

2. Hepatitis B Vaccine. Students are required to receive a complete series of hepatitis B vaccine prior to the start of coursework that involves potential exposure to human or animal blood or bodily fluids.

3. Tetanus-Diptheria-Acellular Pertussis Immunization. All students must have proof of a tetanus/diphtheria/acellular pertussis (TdaP) immunization within the last 10 years. One dose of a tetanus containing vaccine (Td) is an acceptable substitute if TdaP is medically contraindicated.

Tetanus is a deadly disease caused by the bacteria *Clostridium tetani*. This bacterium is able to form spores in the soil and can replicate under anaerobic (without air) conditions. Whenever deep wounds occur, such as bite wounds or other puncture wounds, the bacteria can replicate and can ultimately cause continuous muscular spasms in humans that can terminate as fatal asphyxia. Incubation for tetanus is 3-21 days. Tetanus is easily prevented with tetanus toxoid (vaccine). Tetanus rarely occurs in fully immunized persons within 10 years of their last vaccination. Veterinary technology students are strongly encouraged to contact their personal physician or health department to receive a tetanus booster immunization at the onset of the veterinary technician training.

Texas Administrative Code §Rule 97.64 permits students to be provisionally enrolled if the student has received at least one dose of each specific vaccine prior to enrollment and completes each series as quickly as medically feasible according to CDC Adult Immunization schedule.

Policy:

Students must provide proper documentation of all vaccinations prior to coursework involving patient or animal contact according to Texas Administrative Code and Division Policy. Students may not participate in coursework until proper documentation has been submitted and accepted.

Exceptions to Immunization Requirements

Students may provide serologic confirmation of immunity (titer) to measles, rubella, mumps, hepatitis A, hepatitis B, or varicella. A valid laboratory report must indicate confirmation of either immunity or infection and must be provided prior to participation in coursework.

No exemptions for the pre-exposure rabies immunizations are allowed.

Rabies Immunization

Please sign the following:

I have completed the program-required Rabies Immunization series and have provided documentation to attest to this immunization.

Student Signature and MCC ID Number:

_____

Date _____

Documentation has been submitted for student file per Veterinary Technology Program accreditation requirement. ( )
Signature of program personnel: _____

Hepatitis-B Immunization

Please sign the following:

I have completed the program-required Hepatitis-B Immunization series and have provided documentation to attest to this immunization.

Student Signature and MCC ID Number:

_____

Date _____

Documentation has been submitted for student file per Veterinary Technology Program accreditation requirement. ( )
Signature of program personnel: _____

Tetanus Immunization

Please sign the following:

I have completed the program-required Tetanus Immunization and have provided documentation to attest to this immunization.

Student Signature and MCC ID Number:

_____

Date _____

Documentation has been submitted for student file per Veterinary Technology Program accreditation requirement. ( )
Signature of program personnel: _____

Those affiliated with the military can receive immunizations through their primary medical facility. Students may also contact their primary care provider and local pharmacy for immunizations.

McLennan Community College
Veterinary Technology & Veterinary Assistant Program

Technical Standards

The field of Veterinary Technology is both physically and intellectually challenging. The abilities and skills that students must possess to complete the Veterinary Technology or Veterinary Assistant program at McLennan Community College are referred to as Technical Standards. The Technical Standards are a group of minimal physical and cognitive abilities that confirm that the student is able to complete the course of study, participate fully in all aspects of training, and be employable as an entry-level practitioner, with or without reasonable accommodation.

The McLennan Veterinary Technology program has an ethical responsibility for the safety of the animals with who students will come in contact, and to the public to assure that students can become fully competent as Veterinary Technologists and Assistants. It is important that students admitted to the program possess the necessary intelligence, integrity, compassion for animals, concern for people, and the physical and emotional capacity necessary to practice veterinary technology and assistant skills. All students must verify that they meet the Technical Standards immediately prior to entering the program and maintain them throughout the program. Students are obligated to notify the program director if they experience any change in their ability to fulfill the Technical Standards.

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 Technology/Assistant program and profession. Every student will be held to the same standards with or without reasonable accommodations.

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

McLennan Community College
Veterinary Technology Program

Veterinary Technology /Assistant Technical Standards		
O = Occasionally; F = Frequently; C = Constantly		
Lift:	Up to 55 pounds to assist moving patients	F
Stoop:	Adjust equipment perform patient care,	F
Kneel:	Perform CPR, patient care	O
Crouch:	Locate & plug in electrical equipment	C
Reach:	5 ½ feet above the floor to move animals to upper level cages	C
Handle:	Small & large equipment for storing, retrieving, moving	C
Grasp:	Syringes, laryngoscope, endotracheal tubes	C
Stand:	For prolonged periods of time (e.g. to deliver therapy, check equipment)	C
Feel:	Palpate pulses, access veins, skin temperature	C
Push/pull:	Large, wheeled equipment (e.g. mechanical ventilators, anesthesia machines)	C

Veterinary Technology /Assistant Technical Standards		
O = Occasionally; F = Frequently; C = Constantly		
Walk:	For extended periods of time, for all areas in & around an animal care facility	F
Manipulate:	Knobs, dials associated with diagnostic/therapeutic devices, patients in relation to positioning	C
Hear:	Verbal directions, client communication	F
	Gas flow through equipment, alarms, stethoscope sounds, patient vocalization/origin of sound	C
See:	Patient skin & mucous membrane color, attitude, body structures and fluids	F
	Mist flowing through tubing, shapes and forms associated with radiographs and other modalities of imaging	F
Talk:	Communicate goals & procedures to colleagues & clients in English	C
Read:	Typed, handwritten, computer information in English	C

Behavioral & Social Standards	
Prioritize multiple tasks.	C
Exhibit social skills necessary to interact effectively with patients, clients, supervisors & coworkers of the same or different cultures. E.g. respect, politeness, tact, collaboration.	C

Veterinary Technology /Assistant Technical Standards	
O = Occasionally; F = Frequently; C = Constantly	
Maintain personal hygiene consistent with close personal contact associated with patient care.	C
Display attitudes/actions consistent with ethical standards of the professions.	C
Function safely, effectively, and calmly under stressful situations.	F
Maintain composure while managing multiple tasks simultaneously.	F

POLICY ON STUDENT OWNED ANIMALS:

You must obtain permission from a Veterinary Technology Program instructor prior to bringing your pet to the vet tech school. Students bringing their personal animals to the ranch must have them on a leash or in a carrier **at all times**. The student must place them in an appropriate-sized cage or run while the student is in class. Provide your pet with water and bedding. ALL ANIMALS MUST HAVE A CAGE CARD on the animal's cage/run IDENTIFYING THE ANIMAL AT ALL TIMES. All animals are also required to have identification on them. A temporary ID collar is also required to be placed on the pet, even if the pet has another collar and form of ID on the collar. Temporary collars are available in Room 114. Identification should include the owner name and pet name. ALL patients are required to have a medical record upon arrival to the program, including an "Intake Form" completely filled out with owner/patient information, and placed in a file folder, along with a cage card, with an instructor signature, and placed on the patient's cage. Any student owned animal must be current on vaccinations, **including Rabies, Distemper, Parvo, Parainfluenza, Hepatitis, Leptospirosis and Bordetella for canines, and Feline Leukemia, FVRCP-C and Rabies for felines,** with proof of vaccinations placed in the pet's medical record.
Rabies vaccinations MUST meet the hold/seroconversion period post rabies vaccination (per CDC-28 days), to be considered currently vaccinated against rabies.

Students will need to bring proof of these vaccinations prior to bringing your pet to the Vet Tech building. A current rabies certificate (a copy of), is required to be placed in the patient's permanent record. A rabies tag is NOT legal proof. Any animal (other than the City of Waco Shelter animals), will not be allowed on the premise without proof of a current rabies vaccination.

UNDER NO CIRCUMSTANCE ARE PETS TO BE IN THE KENNEL YARD WITHOUT A LEASH AND ABSOLUTE SUPERVISION. You will be held responsible for any damage that your pet inflicts to the Veterinary Technology property. You are required to pick up your pets' waste and dispose of it properly. When you leave with your pet, you are responsible for placing your pets' bedding in the laundry and/or ensuring it is laundered, and disinfecting and cleaning your pet's enclosure, dishes, litterbox, etc.

Animals are not allowed in the classroom without the instructor's permission as they can be disruptive to learning. If the above-mentioned policies are not tightly upheld, you will be forbidden to bring any animals into the veterinary technology building.

It is important that you develop and maintain a working relationship with area veterinarians. **It** is very important that you continue to use your regular veterinarian for your pet's medical needs. If you do not have a local, regular veterinarian, the VTP staff will be happy to give you a

recommendation. To remain accredited by the AVMA, the Veterinary Technology Program is not allowed to provide veterinary medical services for client-owned animals, unless it is strictly for teaching purposes. The VTP is not equipped or stocked to provide veterinary medical services to client-owned animals and the time available by the VTP staff is extremely limited. There will be instances in which client-owned pets are needed for various medical procedures. When this occurs, there will be an announcement and sign-up sheet posted on the bulletin board outside the classrooms. These services will be provided on a first come, first served basis. Priority is given to second year veterinary technology students' animals. A minimal fee may be charged for these services. The funds collected for these services are deposited in the Vet Tech Club account to be used at the club's discretion. If you feel obligated to take in stray animals, then you need to develop a working relationship with area rescue organizations and veterinarians to help you care for the animals you pick up.

NOTE: Unless you are a licensed wildlife rehabilitator, you are NOT legally allowed to keep wildlife (even if you intend to release it). Veterinarians who are not licensed wildlife rehabilitators may only triage/treat such animals (non-high-risk rabies animals), for a maximum of 24 hours before placing said animal with a licensed rehabilitator or licensed facility. It is strongly discouraged to "pick up" injured or ill wildlife. You can contact/report them to the Texas Parks and Wildlife at http://tpwd.texas.gov/

POLICY ON PREGNANCY:

The National Council of Radiation Protection, (NCRP) advises that control measures should be taken to avoid or reduce the risk of ionizing radiation exposure to the human embryo or fetus. It should be noted, however, that the risks of probability of detectable effects induced by medical diagnostic exposure are very small. **While it is strictly voluntary, to ensure that extra protective measures be initiated promptly, it is suggested that the student notify the program director in writing of documented pregnancy.**

It is the policy of the McLennan Community College Veterinary Technology program, to provide reasonable radiation protection to student radiographers occupationally exposed to ionizing radiation. **Declared pregnant students are expected to follow additional measures detailed below, which have been developed to restrict the fetal radiation dose to not exceed 0.5 rem for the entire pregnancy.**

After declaration, pregnant students in the Veterinary Technology program, will be given a copy of the United States Nuclear Regulatory Guide 8.3, which addresses pre-natal radiation exposure. The guide may be downloaded from the following website: www.nrc.gov/reading-rm/doc-collections/reg-guides/occupational-health/active/8-13/index.html . The pregnant student much make the final decision as to their acceptance or non-acceptance of this minimal risk.

The following procedure shall be followed:

1. Voluntary disclosure or declaration of pregnancy: To ensure that additional protective measures for the fetus and mother are initiated quickly, the student may wish to inform the program director upon medical verification of pregnancy. **This voluntary request may be withdrawn at any time upon written request from the pregnant student.** Pregnant/Parenting students are encouraged to work with MCC's Title IX office to understand their rights and possible educational accommodations that may be available. These will be coordinated with student, Title IX, and the Veterinary Technology Program Director.

2. The program director will arrange for the student to review their previous (if any), radiation exposure history. The Department Dean, Program Director and/or course instructor, will provide the student with a copy of NCR Guide 8.13 and will review protective actions and the risks associated with radiation exposure to the fetus.

After consultation with the program director, the student will choose from the following options:

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

- Upon declaration of pregnancy by the student, general program polices will be reviewed in detail in order to provide the student with a complete understanding of her status in the program

- All students must follow the established program policies and meet the same clinical and educational criteria as all other students before graduation and recommendation for the veterinary registration examinations. It is recommended that declared pregnant/parenting students work with the MCC Title IX office. Please see Pregnant and Parenting policy (G-XII) and the MCC Title IX webpage for additional information https://www.mclennan.edu/titleix/.

- If the student chooses to leave the program during their pregnancy, the student will be eligible for reinstatement into the program, as long as they are in good standing in the program. Program reinstatement is typically with the next possible semester or may be addressed on a case by case basis. Contingent upon any educational accommodations that may have been provided through the Title IX office and the Vet Tech program, the student must re-enroll in the courses from which they withdrew or complete the necessary work for an incomplete. If the student remains in the Veterinary Technology or Assistant Program during her pregnancy, she accepts full responsibility for her actions and relieves McLennan Community College, its faculty, and veterinary clinical/practicum affiliates of any responsibilities in case of adverse effects.

a. The student will be issued a fetal badge monitor that will be worn at the waistline during the gestational period. The fetal badge monitor is used to monitor fetal dose throughout pregnancy. The program adheres to 10 CFR § 20.1208 (dose equivalent to an embryo/fetus) to ensure that the dose equivalent to the embryo/fetus during the entire pregnancy, due to the occupational exposure of a declared pregnant woman, does not exceed 0.5 rem (5 mSv).
b. The student will be advised to wear a wrap-around lead apron during exposures to radiation.
c. The student is required to participate in all scheduled clinical rotation areas as assigned in order to complete required clinical competency exams with the exception of elective Nuclear Medicine and Radiation Therapy rotations.

The program director shall document the student's decision in regard to the two options described above.
The student is required to complete and sign documentation acknowledging receipt of all

information and associated documentation in regard to the pregnancy. All documentation shall be kept in the student's personal file.

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, but not mandated, to seek advice and counsel from her attending physician concerning continuing the Veterinary Technology or Assistant Program at MCC.

RADIATION POLICY:

Purpose: To establish operating and safety procedures for the use of radiation in the Veterinary Technology Program at MCC. These procedures are designed to ensure the safety of students and instructors.

Radiation machines emit an ionizing radiation, which can be detrimental to the health of individuals, exposed to excessive doses of such radiation. It is the purpose of the present safety rules to ensure that exposures to students and staff are As Low As Reasonable Achievable (ALARA).

Maximum permissible doses have been set up by the Bureau of Radiation control as recommended by the Nuclear Regulatory Commission, the National Council on Radiation Protection and Measurement and other allied organizations. Maximum permissible doses are the following:

- Deep dose equivalent shall not exceed 5 rem per year. Lens of eye dose shall not exceed 15 rem per year. Shallow dose equivalent to the skin shall not exceed 50 rem per year.

Scope This policy applies to all users of the radiation emitting equipment in the Veterinary Technology program at McLennan Community College.

Responsibility: It is the responsibility of the staff and students at MCC to adhere to these procedures. The Program Director or designee will ensure compliance.

Procedure:

- **Order:** Radiographic procedures will be performed for the purpose of instruction. Only the instructor will order retakes of radiographs.

- **Personnel Monitoring:** In general, any student or faculty who might receive radiation exposures in excess of 10% of allowed limits must be issued a film badge or other appropriate monitoring device.

    - Film badges will be assigned by name and social security number**.** Under no circumstances will a student be permitted to use a film badge other than their own.

    - Each student will wear their primary film badge attached to his or her clothing outside of any protective lead shields. Each badge will be left in a designated location when the student in not in class. Badges are not to leave the clinic facilities.
    - The instructor or designee will be responsible for the distribution of the film badges and the procedures governing their use. The exposure

records will be maintained by the instructor or designee and will be reviewed.

- Disclosure of pregnancy is voluntary and the student must make the final decision as to their acceptance or non-acceptance of this risk. It is recommended that the pregnant student seek advice and counsel from their attending physician as to the decision to continue in the radiology program. A second badge will be issued to be worn at waist level under the protective apron.
- An additional cost may be required for this additional badge. Film badge reports will be monitored to insure the fetus receives no more than 0.5 rem during the term of the pregnancy. Any exposure prior to declaration of pregnancy must be estimated and will be taken into account.

TRCR Regulations: Copies of the Texas Regulations for the Control of Radiation, reports of inspections and registrations are kept with Laurel Shrawder, LVT and Veterinary Radiology Instructor. These are available for review by all students or instructors involved with radiation devices. The Program Director or Ms. Shrawder are available to answer any questions regarding radiation safety.

General Operating Procedures:

- All radiograph rooms are controlled areas. The doors to the room must be closed when the radiograph machine is in use.
- It is recommended that animals be lightly sedated for radiographs and positioned with sandbags or other suitable devices and the student remain behind protective barriers during radiograph exposure. If sedation is not possible the students shall wear all necessary lead lined protective equipment and shall have not have any unprotected part of their body in the primary beam of the of the radiograph machine.
- Collimators shall restrict the radiation field to the size of the film or part of the body under study. Small fields should be used where possible to restrict the area exposed to only that clinically necessary for teaching or study.

Exposure Procedures and Protective Equipment: Only the necessary individuals shall be allowed in the room when radiographic procedures are being performed. Exceptions must be cleared by the instructor. All individuals in the room during a radiographic procedure must wear a lead apron, thyroid shields and gloves.

ANIMAL BITE/SCRATCH OR ACCIDENT REPORTING POLICY

1. All bite or scratch wounds that result in skin puncture should be washed and cleansed immediately and thoroughly with soap and water for 15 minutes.
   If a student, instructor or staff assists in cleaning the wound, exam gloves **MUST** be worn at all times by the person(s) assisting. Exam gloves are available in rooms 107, 119, 120, 121 and the equine room.
   a. First aid kits are available in Rooms 107,119, 120 and the Equine room.
   b. After initial first aid is complete the student must inform the Supervisor/Team Leader/Instructor of the injury as soon as possible.
   c. For any/all skin breaking bites and scratches that occur, the student(s) injured will be **advised/required** to seek the services of a physician or qualified medical professional. Students are strongly encouraged to seek an Urgent Care type facility to help ensure the bite, scratch or wound is seen in a timely manner.
   d. Severe bites or injuries that have uncontrolled bleeding are considered emergencies. The nearest emergency rooms are located at Baylor Scott & White Medical Center-Hillcrest, located at 100 Hillcrest Medical Blvd., Waco, TX 76712, approximately 15 miles from the program campus, or Ascension Providence Hospital, located at 6901 Medical Parkway, Waco, TX 76712, approximately 11 miles from the program campus.
   Contact MCC Campus Police at 254-299-8911, or dial 8911 if using the phone available in the lecture hallway of the Veterinary Technology facility to report this type of injury. Campus police can help facilitate transport to one of the area Emergency Rooms. The physical address of the program is the MCC Highlander Ranch, 223 Cobbs Lane, Waco, TX 76708, Veterinary Technology and Agriculture building.

2. An accident or incident report detailing the injury must be completed and submitted to Laurel Shrawder, Program Director, or another program instructor, and/or campus police, within 24 hours depending on the situation or incident.

3. Bite incidents will require that the animal that inflicted the injury be placed under rabies quarantine, as well as reporting the bite incident to the local rabies control authority. The length of quarantine will depend on the animal's vaccination history.
   Rabies protocols set forth by the Texas Department of State Health Services, Zoonosis Division, will be followed.

ANIMAL CARE RESPONSIBILITIES

Students will be assigned to kennel duty by the Program Director or one of the program instructors. **A specific number of days is required for each student, both veterinary technician and veterinary assistant, in the Fall and Spring semesters. Ongoing kennel duty is required for all veterinary technology students and veterinary assistant students throughout enrollment in the program.** If for any reason you cannot make it to a scheduled kennel duty shift, it is your responsibility to ensure that the animals are still cared for. You must contact another student to fill in for you. Switching kennel duty between students is allowed with prior permission from the kennel duty supervising instructors. Please inform the supervising instructors in writing (email), of any schedule changes before they happen.

You are graded on completing your scheduled kennel duty and/or ensuring it is covered in the event you are unable to be here. The instructor may make exceptions to this policy in extreme cases, i.e., illness requiring hospitalization, death in the family, etc. However, arrangements need to be made in advance to cover the kennel shift.

The kennel cleaning rotation is designed to provide you with the "Hands On" experience essential to your education. We hope it will help you become the best animal caregiver that you can be.

- Kennel duty does not excuse you from attending class on time.
- Each day of kennel duty involves three daily checks on the animals, between 6:00 a.m. and 8:00 a.m. (before class), at 12:00 noon (or as close to that time as possible), and between 4:00 p.m. and 6:00 p.m. Dogs must be leash walked/out of runs/cages a minimum total of 30 minutes per day, with a minimum of a 10-minute walk for each dog each time they are walked. This is a mandatory requirement by the United States Department of Agriculture (USDA), one of the legal entities the program operates under.
- Weekend kennel duty involves checks twice daily, between 6:00 a.m. and 8:30 a.m. and between 4:00 p.m. and 6:00 p.m. on Friday, Saturday and Sunday. This also includes any holidays.
- Non-program students, family or friends of program students are **NOT** allowed in any of the animal holding rooms at any time. Non-program students are only allowed in the facility with prior consent/permission from the instructors, and only during regular MCC hours.
- No animals are allowed in classrooms, offices, or labs without instructor permission.
- Student's animals are not allowed in the facility without permission obtained in advance.
- No veterinary technology animals are allowed off the ranch without permission.

- Dogs must be on a double-leash (2), at all times when outside of the kennel and outside of the kennel yard.
- Always pay attention to special instructions posted in the kennel, food prep room, and on the animal cages. These instructions can be very important, i.e., withholding food from animals prior to surgery, or a special diet or treatment for an ill animal.
- Notify the Instructor when we get low on food or supplies. **Think ahead so that the kennel does not run out of items (food, cat litter, etc.).**
- **Be sure adequate custodial supplies are in stock-paper towels, trash bags, disinfectants, soaps, etc.**
- All equipment, supplies, and food are to remain in the Veterinary Technology building.
- Animals are not to be taken from the premises.
- Only approved toys and treats may be given.
- Rubbermaid containers are used to store feed, litter or other animal supplies. They are designated & labeled appropriately. All animal food and bedding (such as shavings for lab animals), must be kept in the original packaging and then placed in the containers. Containers must be kept clean, both inside and out, with any loose food or shavings properly disposed of as needed.
- Before leaving each shift, all trash must be bagged and put in the garbage dumpster outside. This is located behind the building to the rear of the parking lot. Kennel floors need to be swept and mopped daily.
- All animal areas that contain trash cans should be lined with a new, clean, empty trash bag before you leave.
- RESTOCK the kennel rooms at the end of each shift to ready for the next.
- Check the kennel duty check off list to make sure ALL duties are complete before leaving. Initial on check list that everything is done. Check with your kennel duty supervisor if you need clarification on duties.

If you or an animal makes a mess – CLEAN IT UP! Even if it is not your shift to work, you should always leave the facility cleaner than when you entered.

PLEASE NOTE:

Keeping the MCC Veterinary Technology Program Facility clean and sanitary is not only essential for the health and well-being of the animal patients (and you), but is required for United States Department of Agriculture (USDA) mandates, the Committee on Veterinary Technician Education and Activities (CVTEA) accreditation, the American Animal Hospital Association, (AAHA), Texas Board of Veterinary Medical Examiners (TBVME), and other

government agencies. We are subject to unannounced inspections at ANY time, so the facilities and animals must be maintained accordingly at all times.

KENNEL DUTY

The following information is to provide a brief overview of kennel duty responsibilities while enrolled in both the veterinary technology and veterinary assistant programs.

Students will be provided a specific Kennel-Duty Handbook during the program's orientation.

Weekday Kennel Hours:

- Morning Kennels are to be done between 6:00am and 8:30am-**before student(s) is to be in class**
- Evening Kennels are to be done between 4:00pm and 6:00pm **(cannot start earlier than 4:00 p.m. and only when classes are over for assigned student(s)**

Saturday and Sunday Kennel Hours:

- Morning Kennels are to be done between 6:00am and 8:30am-**no later.**
- Evening Kennels are to be done between 4:00pm and 6:00 **pm (cannot start earlier than 4:00 p.m.)**

Year-Round Kennel Duty

Kennel duty will be expected of students year-round, with the fall having the greatest number of animals. This includes weekends, holidays and non-class time throughout the year. Students are expected to rotate this duty between them and as assigned.

- Clothing for kennel duty should provide enough coverage and protection to perform all of the required duties during kennel duty safely. (Tank tops, spaghetti strap shirts, capris, shorts will NOT be allowed). NO logos on t-shirts that may be deemed as offensive are to be worn. Close-toed shoes are to be worn at **all** times.
- Arrive at an appropriate time. Enter through the back door of the building/Equine access door or the front doors. **Do not** enter the building until two students are present. There will be an assigned second year student that will serve as kennel duty supervisor. They will provide access to the building.
- Keep all doors with access to outside locked when working inside for security. The equine room and dog room door automatically lock when you go outside.
- Kennel room lights are on automatic timers from 6:00 a.m. to 6 p.m.
- Dog runs: Lights are not on timers- so be sure to turn them off before leaving at night or leave off unless needed.

- On Saturdays and Sundays: Check in with your kennel duty group. Follow the protocol noted above regarding not entering the building without a second person present. In the event it is needed, Campus Police may be reached by dialing 8911 from the campus phone on the wall in the lecture hallway, or (254) 299-8911 from your cell phone.
- Check for any special instructions posted on patient cages/cage cards, patient record or dry erase boards.

CANINE WARD

- Do an overall visual check of all dogs. You are looking for anything unusual (blood, diarrhea, vomit, lethargy, gross injuries).
- If any of the above is found immediately notify your kennel supervisor and/or other kennel students.
- The Second Year supervisor will contact the on call instructor or Laurel Shrawder, LVT. They will provide information as to the patient's condition. They are to record everything in the patient's medical records.
- If the situation is minor (broken toe nail, diarrhea but acting normal, etc.), be sure to clearly record it in the patient's medical record. Be sure the kennel supervisor is informed.
- Clean bowls for food and water are to be provided <u>daily.</u>
- Second year students will administer all medications, according to the Program Veterinarian's medication orders. They are responsible for recording it in the patient's record-date, time, route, medication, and dose.
- Feed dogs the appropriate diet and amount as indicated in their patient record. Provide both it and fresh water minimally once daily or as ordered by the Program Veterinarian. Record amounts both fed and eaten, and water consumed in the patient's medical record daily.

CAGES

- Remove dog to outside yard or walk dog on a secure leash. Be sure to keep kennel door shut securely when moving dogs to help prevent escape.
- They **must** have a **<u>minimum</u> of 10 minutes of exercise** out of the cage **three** times a day (30 minutes total). This is mandated by the United States Department of Agriculture, Animal Welfare Act. More than one dog may be walked at one time. However, they are to remain on leash at all times and are not allowed any physical contact while being walked.
- All dogs on the second level of cages MUST be lifted out of the cage and gently placed on the floor. NEVER allow an animal to jump to the floor.

- Remove everything from cage (cage grate if present), bowls, blankets, newspaper before cleaning.
- Remove all organic matter prior to disinfecting and cleaning.
- Disinfect & clean ALL food and water bowls daily and provide with fresh, clean ones.
- If a cage grate is used in a cage, remove it, place it in tub and spray off grate with sink sprayer. Scrub all surfaces with disinfectant and rinse thoroughly. Clean and disinfect the tub when done.
- Clean and scrub all surfaces of the cage and cage door to remove debris before disinfecting. Spray (with disinfectant), all 5 surfaces (top, bottom and 3 sides) of cage and cage door (inside and out) with appropriate disinfectant and wipe clean with paper towels. Make sure there is no caked-on debris or smudges left on the cage surfaces or door.
- Use the appropriate materials as designated for heavy cleaning and for disinfecting.
- Make sure cage and cage rack/grate are dry. Place 3-4 full layers of newspaper on bottom of cage, being sure to cover entire cage floor. **DO NOT** use colored newspaper or flier inserts. Replace grate (if present). Then replace other items (clean bowls, blankets, acceptable toys).
- Special Note: If dog is ripping up blankets or toys, remove them and make a note in the patient record and a note on the cage card.
- Return dog to cage.
- Feed patients according to the patient record and Program Veterinarian's orders.
- It is advisable to walk the dogs after eating since dogs will often need to defecate (have a bowel movement) after eating.
- Clean up all feces from outside daily, whether in exercise yard or on campus grounds. Dispose of feces that has been placed in a plastic trash bag and remove to the dumpster at least once daily or more often if needed
- Record all information required in the patient's chart.

DOG RUNS /OUTSIDE KENNELS

- Remove dog to outside yard or walk dog on leash, after ensuring all outside access gates into the dog yard are secured.
- **Animals can be in the outdoor runs only if the outdoor temperature is between 45° F and 85° F**. Use overhead fans as needed.
- Remove everything from run (bowls, blankets). Dispose of any feces/food that is on top of the resting bench or in the run itself.
- **DO NOT WASH SPILLED FOOD OR SOLIWASTE DOWN DRAIN!!**

- Lift up resting bench and dispose of any solid debris. Scrub resting bench (both sides), replace bench and spray with disinfectant.
- Scrub all 3 walls and floor (including bench) with disinfectant.
- Thoroughly rinse walls and resting bench with water hose.
- Rinse all debris under grates towards gutter at back of run.
- Make sure walls and bench are dry. Use a towel if needed to dry them. Then replace other items (clean bowls, clean blankets, acceptable toys).
- Special Note: If dog is ripping up blankets or toys remove them and make a note in the patient record and on the cage card.
- Return dog to run.
- Clean up feces in outside yard every time the dogs are walked. If dog was walked outside of the yard, you must pick up all feces from campus grounds. Clear the drain of any debris such as food or feces and dispose of promptly. This needs to be done daily.
- Record all information required in the patient record.
- After all runs are cleaned, flush floor gutter, and clear the drain of any solid waste material, hair, etc. This is to be done **DAILY.**

FELINE WARD

- Do an overall visual check of all cats. You are looking for anything unusual (blood, diarrhea, vomit, lethargy, gross injuries).
- Keep the door to the cat room closed when cats are being removed/moved to other cages to help prevent escape.
    - If any of the above is found, immediately address the issue. If it is serious/emergency/life threatening, immediately notify the Kennel Duty Supervisor, who will contact the instructor on call. Then do Basic First Aid, and record in Medical Record.
    - If the situation is minor (sneezing, diarrhea but acting normal, etc.) you should only have to record it in the patient medical record. Notify your kennel duty supervisor.

- Use clean bowls for food and water daily, as well as daily cleaning of, disinfecting and replacing litter boxes.
- Second year students will administer all medications, according to the Program Veterinarian's medication orders. They are responsible for recording it in the patient's record-date, time, route, medication, and dose.

- Feed cats the appropriate diet and amount as indicated in their patient record. Provide fresh water daily.
- Remove everything from cage (bowls, blankets, litter box, newspaper).
- Empty litter box daily. Disinfect and clean thoroughly. Replace with a fresh, dry litterbox and litter (approximately 2 scoops of clay litter). Scoops are to remain in cat litter tubs at all times). If a cat only defecates, it can be removed without emptying the contents of the litterbox.
- **Remove/Wipe out ALL CAT LITTER before washing in sink or placing in dishwasher.**
- Spray all 5 surfaces of cage and cage door with appropriate disinfectant and wipe clean with paper towels.
- Make sure cage is completely dry. Place 3 or 4 full layers of newspaper on bottom of cage, covering the entire surface. Then replace other items (bowls, blankets, litter box, acceptable (approved) toys). Again, **NO** colored newspaper or fliers.
- Return cat to cage.
- Record all information required in patient medical record.

CANINE AND FELINE WARD FLOORS

- Sweep floors with broom designated for use in that ward. Use designated dust-pan to sweep up debris and dispose.
- Fill mop bucket with disinfectant and hot water. Mop floor with designated mop. Follow posted dilution instructions correctly!
- Change mop water as it gets dirty while mopping.
- When finished, pour dirty mop water down the drain gutter in the kennel area, or in drain in the equine area. (The tub in the kennel is to be used for bathing animals only.) Rinse out mop bucket with hot water.
- Rinse out mop head and hang to dry. Wash the mop head a minimum of once a week or sooner if needed, and replace mop head with a clean one. Wash dirty mop head in washer with bleach added to water. The amount of bleach to use is posted by washing machine. Allow washed mop heads to air dry.

LAUNDRY

- The washer and dryer are located in the stall alley in the building
- If you aren't familiar with how to operate either the washer or dryer, be sure to ask for assistance.

- Never leave the washer or dryer running when you leave the building. Turn them off and the next shift can finish.
- Put away all clean linen in the appropriate location.
- *ALL SURGERY laundry is to be washed and dried separately from all kennel laundry. Surgery towels are pink or turquoise in color. These towels are to be laundered separately from both kennel laundry and surgical attire, huck towels, drapes, etc.*
- **Surgery towels or related items are NEVER to be washed in combination with kennel laundry.**
- **Surgery attire, huck towels, cloth drapes, and any washable surgery items, are to be washed separately from surgery towels or kennel towels/blankets as well.**
- Dryer cannot be pushed into wall. This blocks the vent hose and is a fire hazard. Be sure to clean the dryer lint trap before each load of laundry is dried. Be sure to check the dryer vent hose for lint accumulation as well.

Important note to remember for fire safety: Always clean out the lint filter/trap before turning the dryer on.

Kennel Food and Water Bowls

Remove any organic debris first. Disinfect with designated product, allow to soak for appropriate contact them. Then wash ALL used dishes with soap and water (inside and out), rinse, and dry, and return to appropriate shelf each day.

Dishes that fit in the dishwasher in the cat ward will be washed and disinfected in the dishwasher at least once weekly. Soak dishes prior to placing them in the dishwasher to remove any caked-on debris.

For patient health and to prevent the spread of illness, infection or nosocomial diseases, students MUST wash (and/or disinfect) hands between each patient. Re-usable gloves will be provided for student use.

A KEY NOTE TO REMEMBER:

IF IT IS NOT RECORDED IN THE PATIENT MEDICAL RECORD, IT IS VIEWED AS "IT NEVER HAPPENED", in a court of law**.** Correct and accurate documentation of patient care is not only a legal requirement, but provides essential information and communication about each patient. Be sure to use black ink when writing in the medical record and ensure all handwritten notes are legible/easily read.

PROGRAM CURRICULUM, VETERINARY TECHNOLOGY, Fall 2024

- College pre-requisites Lecture/Lab
- BIOL 1408 Biology for Non-Science Majors or BIOL 1406 Biology for Science Majors I 4 hrs. (3-3)
- ENGL 1301 Freshman Composition I 3 hrs. (3-0)
- MATH 1332 Contemporary Liberal Arts Math or MATH 1314 College Algebra 3 hrs. (3-0)
- PSYC 2301 General Psychology 3 hrs. (3-0) or SOCI 1301 Introduction to Sociology 3 hrs. (3-0)
  13 hrs.

Fall Semester - First Year

- VTHT 1301 Introduction to Veterinary Technology 3 hrs. (2-4)
- VTHT 1105 Veterinary Medical Terminology 1 hr. (1-0)
- VTHT 1413 Veterinary Anatomy & Physiology 4 hrs. (2-4)
- CHEM 1405 Introductory Chemistry I 4 hrs. (3-3)
  12 hrs.

Spring Semester - First Year

- VTHT 1249 Pharmacology 2 hrs. (2-2)
- VTHT 2321 Veterinary Parasitology 3 hrs. (2-3)
- VTHT 2233 Veterinary Clinical Pathology I 2hrs. (1-3)
- VTHT 2201 Canine and Feline Clinical Management 2 hrs. (2-1)
- Creative Arts elective or Language, Philosophy & Culture Elective 3 hrs. (3)
  12 hrs.

Summer II

- VTHT 1166 Veterinary Practicum 1 hr.
  1hr.

Fall Semester - Second Year

- VTHT 2205 Equine Clinical Management 2 hrs. (1-3)
- VTHT 1341 Anesthesia and Surgical Assistance 3 hrs. (2-4)
- VTHT 1245 Veterinary Radiology 2 hrs. (1-4)
- VTHT 2331 Veterinary Clinical Pathology II 3 hrs. (2-4)
  10 hrs.

Spring Semester - Second Year

- VTHT 2325 Large Animal Assisting Techniques 3 hrs. (2-5)
- VTHT 2213 Lab Animal Clinical Management 2 hrs. (2-2)
- VTHT 1217 Veterinary Office Management 2 hrs. (2-1)
- VTHT 2439 ***** Veterinary Nursing Care 4 hrs. (3-3)
- VTHT 2166 Practicum Veterinary Animal Health Technician 1 hrs. (1-15)
  12 hrs.
- *** Capstone**

Total: **60 hours**

PROGRAM CURRICULUM, VETERINARY ASSISTANT CERTIFICATE OF COMPLETION, Fall 2023

Fall Semester

- VTHT 1301 Introduction to Veterinary Technology 3hrs. (2-4)
- VTHT 1105 Veterinary Medical Terminology 1hr. (1-0)
- BIOL 1406 Biology for Science Majors **or**
- BIOL 1408 Biology for Non-Science Majors 4hrs. (3-3)
- MATH 1314 College Algebra **or**
- MATH 1332 Contemporary Liberal Arts Math 3hrs. (3-0)
- AGRI 1319 Introduction to Animal Science 4 hrs. (3-0)
- AGRI 1119 Introduction to Animal Science Lab 1 hr. (1)

15 hrs.

Spring Semester

- VTHT 1291 Special Skills for the Veterinary Assistant 2hr. (1-1)
- VTHT 1217 Veterinary Office Management 2hrs. (2-1)
- VTHT 2325 Large Animal Assisting Techniques 3hrs. (2-5)
- VTHT 2201 Canine and Feline Care and Husbandry 2 hr.
- ENGL 1301 Composition I 3hrs. (3-0)
- PSYC 2301 General Psychology 3hrs. (3-0) **or**
- SOCI 1301 Introduction to Sociology 3hrs. (3-0)

15 hrs.

Total: **30 hours**

ESSENTIAL AND RECOMMENDED TASKS

Accreditation Policies and Procedures of the AVMA Committee on Veterinary Technician Education and Activities (CVTEA) Updated January 2024

- Refer to the AVMA/CVTEA website link below for a full list of Essential and Recommended Tasks; https://www.avma.org/education/center-for-veterinary-accreditation/committee-veterinary-technician-education-activities/cvtea-accreditation-policies-and-procedures-appendix-g

The MCC Veterinary Technology Program utilizes an electronic Essential Skills database, called *Salthouse Essential Skills.* www.vettech.thesalthouse.com

The Essential and Recommended Skills List (Skills List) is a resource for veterinary technology programs to utilize for curriculum development and instruction as well as an accreditation monitoring tool for CVTEA. The Skills List represents the complex role of the veterinary technician and encourages instruction in motor, critical thinking and clinical application skills at the entry veterinary technician level. A veterinary technician student, having completed the curriculum, will have gained the prerequisite knowledge and perspective to enable him/her to carry out the following decision-making abilities.

The program must provide documentation of standard criteria for evaluating each student's completion of every essential skill. These criteria must be consistent with standards that reflect contemporary veterinary medicine.

Although the Skills List will serve as a foundation on which to build each program's curriculum, Veterinary Technology instructors are encouraged to expand the list with additional skills representing current trends in veterinary medicine.

Required tasks are denoted by an asterisk (*).
Italicized text denotes hands-on (psychomotor) skills; all other text denotes didactic (knowledge-based) skills. Skills indicated by the designation [GROUP] may be performed by a group of program students. The appropriate size of the group will be determined by the task being performed will be done with emphasis on humane treatment of the subject animal, and IACUC requirements. Each member of the group must play an active role in the completion of the task. Students are expected to physically perform skills that are italicized.

Veterinary Technology program students must successfully complete ALL Essential Skills as part of eligibility to graduate with the AAS Degree in Veterinary Technology.

GRADUATION REQUIREMENTS

Veterinary Technology Program and Veterinary Assistant Certificate of Completion Program

- Completion of 60 semester hours in the Veterinary Technology program, or 30 semester hours in the Veterinary Assistant Certificate of Completion program.

- All VTHT classes and electives must be passed with a grade of ***"C"*** (75%), or better. Only veterinary technology courses from an AVMA accredited veterinary technology program may transfer in place of MCC's VTHT program courses. Consultation with the program director will be required to determine if the courses will transfer.

- Successfully completing all requirements of the two (2) practicums in the Veterinary Technology program. The first practicum occurs during the Summer 2 semester between the student's first and second year in the program. The second practicum occurs during the final spring semester the student is enrolled in the program.

- Veterinary Technology program students must complete ALL AVMA/CVTEA required Essential Skills as part of eligibility to graduate with the AAS Degree in Veterinary Technology.

- Approval of candidate by faculty and administration.

- Zero balance due on all college fees.

REQUIREMENTS FOR REGISTRATION AND LICENSURE AS A LICENSED VETERINARY TECHNICAN IN THE STATE OF TEXAS:

Following successful completion of the courses in the Veterinary Technology program the student may apply to take the Veterinary Technician National Exam, (VTNE), and pass with a score of 75% or above as part of eligibility to apply to take the Licensed Veterinary Technician Exam (LVTE), in the state of Texas. Applicants must then apply to take the LVTE, which includes fingerprinting and a criminal background check, and pass with a score of 85% or above to be titled as a Licensed Veterinary Technician in the state of Texas.

TBVME Rules of Professional Conduct/Supervision/other Regulations

THE TEXAS BOARD OF VETERINARY MEDICAL EXAMINERS OVERSEES THE LICENSING OF VETERINARY TECHNICIANS AS OF 2014. See the TBVME website for more information and eligibility requirements.

The licensure and regulation of veterinary technician falls under the Texas Board of Veterinary Medical Examiners.

https://www.veterinary.texas.gov/

The veterinarian's Rules of Professional Conduct govern the supervision of non-licensed (i.e. not veterinarians) employees and pertains to the Licensed Veterinary Technician

https://www.veterinary.texas.gov/rules.php

TEXAS BOARD OF VETERINARY MEDICAL EXAMINERS

1801 Congress Avenue, Ste. 8.800
Austin, TX 78701
Phone: (512) 305-7555
Main Fax: (512) 305-7556
Enforcement Fax: (512) 936-0837
E-Mail: vet.board@veterinary.texas.gov
Website: http://www.veterinary.texas.gov

2022

SUBCHAPTER B – SUPERVISION OF PERSONNEL

RULE §573.10

Supervision of Non-Veterinarians

(a) With appropriate supervision and after establishing a veterinarian-client-patient relationship, a veterinarian may delegate veterinary care and treatment duties to non-veterinarian employees, or to the following independent contractors:

(1) licensed equine dental providers, in accordance with §573.19 of this title (relating to Dentistry); or

(2) individuals performing any form of musculoskeletal manipulation, including but not limited to animal chiropractic, in accordance with §573.14 of this title (relating to Alternate Therapies-Chiropractic and Other Forms of Musculoskeletal Manipulation).

(b) A veterinarian shall determine when general, direct, or immediate supervision of a non-veterinarian's actions is appropriate, except where such actions of the non-veterinarian may otherwise be prohibited by law. A veterinarian shall consider whether the individual is licensed by the Board, as well as the level of training and experience of the non-veterinarian, when determining the level of supervision and duties of non-veterinarians.

(c) A veterinarian is subject to discipline if he or she improperly delegates care and/or treatment duties to a non-veterinarian, or fails to properly supervise the non-veterinarian performing delegated duties.

(d) When feasible, a veterinarian may delegate greater responsibility to a licensed veterinary technician than to an unlicensed person.

(1) Veterinary supervision of licensed veterinary technicians:

(A) Under the direct or immediate supervision of a veterinarian, a licensed veterinary technician may:

(i)suture to close existing surgical skin incisions and skin lacerations;

(ii) induce anesthesia; and

(iii) in dogs and cats, extract loose teeth or dental fragments with minimal periodontal attachments by hand and without the use of an elevator.

(B) Except where otherwise prohibited by law, under general veterinary supervision, a licensed veterinary technician may:

(i) draw blood; and

(ii) take samples for purposes of testing and diagnosis.

(2) Veterinary supervision of unlicensed employees:

(A) Under the immediate supervision of a veterinarian, an unlicensed employee of a veterinarian may:

(i) suture to close existing surgical skin incisions and skin lacerations; and

(ii) induce anesthesia.

(B) An unlicensed employee of a veterinarian may perform other tasks assigned by the supervising veterinarian under a level of supervision determined by the supervising veterinarian.

(C) An unlicensed employee may not, under any level of veterinary supervision, extract loose teeth or dental fragments from a dog or cat.

(e) Under the immediate supervision of a licensed veterinary technician, an unlicensed employee of a veterinarian may:

(1) suture to close existing skin incisions and skin lacerations;

(2) induce anesthesia;

(3) draw blood;

(4) take samples for the purpose of testing and diagnosis and

(5) perform other tasks in veterinary medicine, not otherwise prohibited by other subsections of this section or other laws, as assigned by the supervising veterinarian and according to a protocol established by the supervising veterinarian.

(f) A non-veterinarian shall not perform the following health care services:

(1) surgery;

(2) invasive dental procedures except as allowed for licensed equine dental providers under §573.19 of this title, and as allowed for licensed veterinary technicians under subsection (d) (1) of this section;

(3) diagnosis and prognosis of animal diseases and/or conditions;

(4) prescribing drugs and appliances; or

(5) initiate treatment without prior instruction by a veterinarian, except in an emergency without expectation of compensation.

(g) Euthanasia may be performed by a non-veterinarian only under the immediate supervision of a veterinarian.

(h) A non-veterinarian may administer a rabies vaccine only under the direct supervision of a veterinarian, and only after the veterinarian has properly established a veterinarian-client-patient relationship.

(i)The use of a veterinarian's signature stamp or electronic signature pad on an official health document by a non-veterinarian shall be authorized only under the direct supervision of the vaccinating veterinarian.

(j) Exception for Emergency Care. In an emergency situation where prompt treatment is essential for the prevention of death or alleviation of extreme suffering, a veterinarian may,

after determining the nature of the emergency and the condition of the animal, issue treatment directions to a non-veterinarian by means of telephone, electronic mail or messaging, radio, or 5 facsimile communication and not be in violation of §801.351 of the Act. However, the Board may take action against a veterinarian if, in the Board's sole discretion, the veterinarian uses this authorization to circumvent this rule. The veterinarian assumes full responsibility for such treatment. However, nothing in this rule requires a veterinarian to accept an animal treated under this rule as a patient under these circumstances.

(k) Exception for Care of Hospitalized Animals. A non-veterinarian may, in the absence of direct supervision, follow the oral or written treatment orders of a veterinarian who is caring for a hospitalized animal, so long as the veterinarian has examined the animal(s) and a valid veterinarian-client-patient relationship exists.

Source Note:

The provisions of this §573.10 adopted to be effective June 14, 2012, 37 TexReg 4229; amended to be effective December 25, 2012, 37 TexReg 9935; amended to be effective August 29, 2013, 38 TexReg 5486; amended to be effective May 4, 2014, 39 TexReg 3424; amended to be effective December 22, 2014, 39 TexReg 10016

RULE §573.11 Responsibility for Unlicensed Employees

(a) A veterinarian shall be responsible for any acts a non-veterinarian employee commits within the scope of the employee's employment.

(b) A licensed veterinary technician supervising an unlicensed employee of a veterinarian shall be responsible for any acts committed by that unlicensed employee of a veterinarian related to the practice of veterinary medicine.

(c) If a licensed veterinary technician acting under supervision of a veterinarian violates a law, regulation or board rule, both the veterinarian and the licensed veterinary technician are subject to discipline by the Board.

NOTE: The Texas Veterinary Medical Association (TVMA), currently allows eligibility to sit for the certification exam to be titled as a Credentialed Veterinary Assistant, for those students who have successfully completed the Veterinary Assistant Certificate of Completion through MCC and meet the application requirements set forth by the TVMA.

This requires signage of a specific skill set established by the TVMA, documentation of said skills, clinical hour completion, and a fee to sit for the exam.

We strongly encourage all students to continue in their learning, however, through continuing education seminars, either face to face, or electronically. CVA's and LVT's are required to obtain a specific number of CE hours per year as part of the requirements to maintain certification or licensure, be it with the TVMA or TBVME. Some electronic sources of CE are listed below:

Examples of online Continuing Education Sources:

- www.vspn.org
- www.vetmedteam.com
- https://aaevt.site-ym.com/
- www.pattersonvet.com
- www.hillspet.com
- www.petpoisonhelpline.com
- https://learn.idexx.com/learn
- https://www.vetfolio.com
- https://www2.zoetisus.com

EMPLOYMENT/TIME MANAGEMENT

Students are advised against full-time employment while enrolled in the Veterinary Technology or Veterinary Assistant Program. If employment is necessary, students must determine how many hours they can work and continue to meet the requirements of the program. No special consideration will necessarily be given for students concerning their employment. Field trips may be scheduled on non-class days-(typically on Fridays), if/when they occur.

Assigned kennel duty is scheduled outside of classroom time during the week, and also occurs on weekends and holidays. These responsibilities (which involve the veterinary assistants, and first and second year veterinary technology students), have to be taken care of before class, on weekends, holidays, and may occur before 8:00 a.m. or after 5:00 p.m. (See the Kennel Duty Handbook for further information)

STUDENT WORKLOAD

The average workload for students in the Veterinary Technology program is 10-13 credits per semester and 288 total clock hours for internships over the course of the two years.

The average course workload for students in the Veterinary Assisting program is 15 hours per semester.

Due to animal care responsibilities and the very nature of our profession, the Veterinary Technology and Assistant Programs do not always follow standardized class times and schedules. For example, veterinary technology students in the fall of the second year in the anesthesia and surgical assisting lab, must wait for their patients to recover from surgery before they are free to leave; not every animal's recovery from sedation or anesthesia is the same. This will hold true for the veterinary nursing labs in the spring of the second year for any procedures involving sedation or anesthesia as well. As a result, animal care for such patients may fall outside the parameters of scheduled class/lab times. Students need to prepare accordingly.

There are many diverse duties involved in operating the program and students should anticipate additional hours outside of normally scheduled class times and make allowances. For every 1 hour of face-to-face instruction, the student is expected to spend at least 2 hours outside of class per week in study time, completion of reading materials, assignments and exams.

How to Develop Good Study Skills

The information presented in this section is designed to help you to sharpen your study skills, establish good work habits, and maximize your educational experience.

Why Should I Study?

Through study you discover new and important information. You also learn how new knowledge adds to what you already know.

- Studying helps you remember. For most of us, our memory needs constant review to retain what's there. On average 50% of what we learn is forgotten within 20 minutes.
- The next 25% is forgotten within 24 hours. The next 13% is forgotten within one week. And most of what little remains is forgotten within a month.
- Effective study has many benefits:
    - You can improve your memory, your knowledge, and your grades.
    - You can spend your time more productively and efficiently.
    - You can increase your success in school and future endeavors.
    - You can feel positive about yourself and your abilities.
    - You can improve your attitude towards school and life

How Should I Read?

- **Examine the book.**
  Develop a "feel" for the book before studying it. Read through the table of contents, the preface, introduction and/or forward. Glance through the index, bibliography, glossary, and any illustrations and diagrams the book may contain.
- **Ask questions.**
  Frame questions about the text to help yourself better understand the subject. Consider the questions given either at the beginning or the end of the chapter before reading the chapter.
- **Be an active reader.**
  1. Highlight important or key phrases and words.
  2. Use margins for writing questions or comments.
  3. Make notes on major concepts or points.
- **Read it aloud.**
  When you've finished reading the chapter, go back once more and read out loud the material you highlighted, along with the notes you made in the margins and the notes made on major concepts.
- **Review.**
  Give the highlighted material and your notes one final read.

Where and When Should I Study?

- Pick a place that has:
    - good light, temperature, and ventilation
    - few interruptions and distractions
    - a desk and firm chair.
- Organize your time by:
    - making a realistic weekly schedule
    - re-assessing your schedule at week's end and sticking to it
    - adjusting your schedule for times missed and deadlines
    - avoiding day-dreaming and procrastination
    - taking short and regular breaks away from the study area
- Develop a plan by:
    - setting and remembering your long-term goals
    - making sure you understand each assignment before leaving class
    - working ahead when possible to increase your understanding
    - doing normal chores and asking friends to phone before, or after, your regularly scheduled homework time.

How Much Time is Enough?

- Expect to spend 2-4 hours of outside study for every classroom hour.
- Spend your time wisely. Distribute your studying over a period of time.
- Don't try to do all of your studying in one session. Your ability to learn and understand is greater in short sessions than in long ones.
- Take a ten-minute break for each hour of study time.

Are There Any Special Secrets in Studying?

Sorry! There's no magic and there are no secrets that will suddenly give you good study skills. Like all skills, study skills are perfected over time through consistent effort. There are, however, some common tips that will help you to develop good study habits.

- Turn breaks and snacks into a reward system for studying well.
- Join a study group: divide up work, share ideas and test each other.
- Use flash cards: use 3" by 5" cards to put questions or equations on. Put a question on one side and the answer or data on the other. Go through the stack discarding the cards you know, until you know the material on every card. Carry the cards with you as a portable "notebook" and review them in spare moments.

- Use lists, charts, and diagrams: after reading your notes or textbook, see if you can rewrite the information in a new way; now reproduce these ideas without looking at your notes.
- Listening to music seems to help some students; however, studies show that slow, soothing instrumental music works best. Save more intense types of music for a reward.

Previewing Class Material

Good study skills start before class begins!

Before attending class:

- Preview the material to be covered in that session.
- Look at major headings and try to get a feel for what each section is about.
- Go back and carefully read the material in each section.
- Use place markers ("Post-its" work great) to mark concepts you don't understand or need help with. During class the markers will remind you to pay special attention when that topic is covered, or to ask the instructor for help if needed.

Doing Exercises

After reviewing the appropriate material, you are ready to begin to do exercises assigned by your instructor. Here are some tips to help you get the most out of these exercises.

- Accuracy should be your primary goal.
- When working problems involving new concepts, you should take your time and concentrate on the concept or process being demonstrated.
- Don't be concerned with speed! It takes time and practice to become proficient.
- Remember that learning the reason for doing a particular process is often more important than learning the process itself.

Comparing and Contrasting

Often times you will find what you are learning is similar to a topic or concept that you are already familiar with. Other times you may be learning something totally new and will find it difficult to relate to any previous experience. It is important that you learn to make decisions based on comparing and contrasting concepts. You must learn to identify concepts that look almost identical but are not. When comparing concepts, learn to ask:

- Is this the same as other concepts or topics you have studied?
- Is this similar to other topics or concepts you are familiar with?
- Is it different?
- How is it different?

By asking yourself these questions you can avoid making careless errors and eliminate needless confusion.

Reviewing Material

In many areas of study each new concept or skill is dependent on those previously learned. If a certain skill has not been learned well enough, it will most likely affect your ability to learn the next concept or skill. Remember:

- Simply passing an exam or making it through a topic is no cause for celebration! Success comes when the knowledge and skills presented have been mastered.
- Constant review and practice of previous topics will pay big dividends in understanding new topics.
- A skill is truly mastered only when it becomes consistent and automatic.

Reflecting

After working a problem or completing a new section, it is always a good idea to take a few moments and consider what you have just done. Think carefully about how the problems or examples relate to what you have previously learned. How are they the same or different from those already studied? What new ideas or procedures were introduced? Are you comfortable with your level of understanding? Do you need to go back and review before moving to the next topic?

An honest self-evaluation of your skills and understanding may be the single most important step you can take to ensure your continued success.

The above information is provided from the following website:

https://ecampus.nwfsc.edu/dlstudytips04studyskills.cfm

McLennan Community College offers many resources for Student Success that includes tutoring in various subject matter, time management, counseling, etc. Please contact or visit any of your program instructors for information and we'll be happy to assist you!

MCC Student Success Contact Information: https://www.mclennan.edu/successcoaching/

McLennan Community College Veterinary Technology Program
POLICY ON SOCIAL NETWORKING SITES

In veterinary medicine, there is a relationship called the veterinary-client-patient-relationship. This includes veterinary-client-patient confidentiality (VCPR). This means anything that takes place in a veterinary clinic, veterinary technology teaching program, veterinary school, etc, may be considered confidential.

Due to this, the posting of pictures or comments, etc. regarding clients, patients or what takes place in the classroom, such as anatomy labs, are strictly prohibited from being posted on ANY social networking site such as Facebook, Twitter, Instagram, Snapchat, You Tube, and so on.

PICTURE TAKING IN LABS IS PROHIBITED WITHOUT PRIOR INSTRUCTOR CONSENT!

Students enrolled in either the veterinary technology program or the veterinary assistance certificate program fall under this ruling. This should also be considered by students who currently work in a veterinary facility as well.

The following applies to students while attending classes:

1) Punishment for the first offense will require a meeting with the instructor of the course the information was obtained from. This will include a verbal reprimand, a note to be placed in your student record of said violation, and the removal of any pictures/comments posted on the website.

2) Second offense: will require a meeting with Sue Allen, LVT/Program Director, for the appropriate course of action to be determined.

3) Third offense: student will be required to see MCC's discipline coordinator.

At any point this could result in your permanent dismissal from this program, as well entry into your student record, and a failing grade for the course the student obtained the information from. `

Other guidelines pertaining to Social Media

1. Threats of violence to others, or to one's own self, are completely unacceptable. All threats of violence will be reported to the college administration, college support services, and/or law enforcement agencies.

2. A student cannot attack another student, or a program staff member in social media, with words that are meant to be deliberately harmful, false, threatening, demeaning, or not in-line with our policy of mutual respect and professionalism.

3. Hateful or discriminatory comments regarding race, ethnicity, religion, gender, disability, sexual orientation or political beliefs will not be tolerated.

4. Social media cannot be used to facilitate cheating, plagiarism, or academic dishonesty in accordance with the MCC Student Code of Conduct.

5. Students are prohibited from using any college based social media for inappropriate jokes, obscenities, inflammatory speech, copyright violations, offensive images, or violations or other people's privacy rights.

6. Using social media to vent about grades or classes is inappropriate and unprofessional. Those expressions are unproductive and invariably one-sided. Because of FERPA regulations, students may attack grades, evaluations, or individuals without the possibility of faculty being able to refute false claims or untrue assertions. This will not be tolerated.

7. All student social media interactions and participations fall under MCC, and the MCC Veterinary Technology Student Code of Conduct. Any violations of program or college policies will be reported to the proper college administrators.

8. Students who violate the social media policies will be reported to the appropriate department(s) immediately upon discovery and for each offence. Violations of program and college polices can and will result in disciplinary action up to and including dismissal from the program.

9. Please remember, you should always be honest about who you are, be clear and state your opinions are your own, show respect and professionalism in all your communication, show good judgement in sharing any information, and realize what you say is indeed electronically permanent.

Please note that MCC Veterinary Technology program and staff are NOT allowed to "friend" students on any social media while students are enrolled in either the veterinary technology or veterinary assistant program.

McLennan Community College Veterinary Technology/Assistant Program has a Facebook page. This may be found at:

https://www.facebook.com/pages/McLennan-Community-College-Veterinary-Technology-Program/129983073682880

You are welcome to "like" the MCC Veterinary Technology Facebook page if you choose. You may not, however, post anything on the page. This is reserved for program faculty or specific persons employed at MCC.

Other Information

LIABILITY: According to the Texas Veterinary Practice Act, it is illegal for veterinary technicians to diagnose, perform surgery, prescribe medication, prognose, or perform routine treatment without the authorization of a veterinarian. All nursing procedures that are done in the program require veterinary supervision or approval. Supervision may be general, direct, or immediate and the faculty and staff determine what level of supervision is appropriate.

DRIVING TO HIGHLANDER RANCH: Highlander Ranch is accessed by traveling down Rock Creek Road. The speed limit on this road is 40 mph. You will also pass through the Bosqueville school zone (20mph), on Rock Creek Road, which is in effect from 7:30 AM to 4:30 PM, Monday through Friday, during the regular school year. You are expected to follow the posted speed limit**.**

The speed limit INSIDE the Highlander Ranch is 15 mph. You are to strictly abide by this speed limit. For the safety of students, horses, riders and pedestrians, do not exhibit excessive acceleration with your vehicle that would cause a spray of gravel or excessive noise. Parking on the grass is not permitted at any time. Whenever possible, use the lower gate to gain access to the Highlander Ranch. The lower gate is normally open during normal campus hours in the Fall and Spring.

Health Professions Division Criminal Background Check

Introduction

The Joint Commission requires verification of competency of all individuals who have direct contact with patients or employees; this includes students doing clinical rotations in the facility. Competency extends beyond technical skills to an individual's criminal history.

Purpose:

This policy is designed to protect the community of health care consumers from services provided by students who have documented illegal and unethical behaviors. These requirements also allow the Health Professions division to be in compliance with clinical affiliation agreements.

In compliance with HB 1508, students are advised that a criminal background could prevent licensure by the State of Texas. Students are further advised to consult with the program director or faculty member for guidance. Students also have the right to request a criminal history evaluation letter from the applicable licensing agency.

Policy:

Successful completion of a criminal background check is required for admission and continuation in all Health Professions Programs. Students will be given specific directions from the program about how to obtain the background check.

Background checks may be honored for the duration of the student's enrollment in the clinical program if the participating student has not had a break in the enrollment of a Health Professions class. A break in enrollment is defined as nonattendance of one full semester or more. The above information must be verifiable through the college/school and an attestation will be provided to the clinical agency. Individual programs may require more frequent background checks to meet clinical requirements.

The following histories will disqualify an individual from consideration for admission because the student would not be eligible for clinical placement: (this includes, but is not limited to):

- Murder
- Capital murder
- Manslaughter
- Criminally negligent homicide
- Hate crimes
- Unlawful restraint
- Kidnapping
- Aggravated kidnapping
- Continuous sexual abuse of a young child or children
- Indecent exposure

- Indecency with a child
- Improper relationship between educator and student
- Improper photography or visual recording
- Sexual assault
- Aggravated assault
- Aggravated sexual assault
- Intentional, knowing, or reckless injury to child, elderly individual, or disabled individual
- Intentional, knowing, or reckless abandonment or endangerment of child
- Deadly conduct
- Terroristic threat
- Aiding suicide
- Prohibited sexual conduct (incest)
- Agreement to abduct child from custody
- Violation of certain order in family violence case
- Violation of protective order preventing hate crime
- Sale or purchase of child
- Arson
- Robbery
- Aggravated robbery
- Burglary
- Online solicitation of minor
- Money laundering
- Fraud
- Identity theft
- Cruelty to animals
- Compelling prostitution
- Causing sexual performance by a child
- Possession or promotion of child pornography
- Any other offense for which registration as a sex offender is required
- Moral turpitude

The following histories will disqualify an individual from consideration for admission if the conviction occurred within the last five (5) full calendar years*:

- Assault punishable as a Class A misdemeanor or felony.
- Drug related issues
- Theft
- Misapplication of fiduciary property or property of financial institution punishable of Class A misdemeanor or felony

- Securing execution of a document by deception punishable as a Class A misdemeanor or felony (document tampering)
- False identification as a peace officer
- Disorderly conduct

*Any terms of probation must be complete prior to admission to a health professions program.

The following histories will disqualify an individual from consideration for admission if the conviction occurred within the last 12 months*:

- Driving while intoxicated (DWI or DUI)
- Theft by check
- Public intoxication
- Minor in possession

*Any terms of probation must be complete prior to admission to a health professions program.

For students accepted to a clinical program with access to a licensing/registry body review process:

If an individual does not meet one or more of the aforementioned standards, she/he may pursue a declaratory order process with her/his licensing/registry body. If the licensing/registry body approves the individual to take the licensing/credentialing exam, the individual may be able participate in the clinical rotation, depending on the affiliation agreement.

Disclaimers

- **Successful completion of a criminal background check for a Health Professions Program does not ensure eligibility for licensure or future employment.**
- **Individual Health Professions programs may require more frequent or multiple background checks in order to meet clinical requirements.**
- **Clinical agencies can establish more stringent standards, if they so desire, to meet regulatory requirements for their facility.**
- **Clinical agencies can conduct additional background checks at their discretion.**
- **If a student is found to be ineligible for clinical placement any time during the program, the student is unable to meet clinical learning objectives and will be withdrawn pending resolution of the situation.**

Costs for Background Checks

All costs for criminal background checks are the responsibility of the student entering or enrolled in a Health Professions program at McLennan Community College. Students will use the testing agency designated by the College. The student will be responsible for scheduling his or her own time at the agency and will be required to follow all procedures required by that agency for accurate testing.

Screening Requirements

Successful completion of a criminal background check is required for admission and continuation in all Health Professions programs at McLennan Community College. Admission to a Health Professions program is considered conditional until the results of the criminal background check are approved by the program director. Students will be given specific instructions from the program about obtaining the background check.

Drug screens and criminal background checks must also be completed within the thirty (30) days prior to a student's initial entry into the clinical assignment portion of his or her respective health science program. For some programs, clinical assignments begin immediately when classes begin for the semester. For other programs, clinical assignments are scheduled for later in the program. Verification of a negative drug screen and a satisfactory criminal background check must be received prior to the first clinical day in the student's program. The results may be acceptable for all clinical rotations during the student's enrollment in the program unless there is a break during that student's enrollment. A break in enrollment (leaving the program) is defined as nonattendance for a portion of a semester or more. Attendance must be verifiable through the College.

Students who are not disqualified should not assume that their criminal background check shows no criminal activity. The student should report any convictions to the appropriate licensing or registry boards at least three months prior to the examination date.

Each student must report within three business days to the Program Director and the Dean of Health Professions any arrests and/or criminal charges or convictions filed subsequent to the completion of the criminal background check. Failure to report will make the student subject to administrative withdrawal from the program.

Any student who changes programs or stays out of a Health Professions program at McLennan Community College for 12 months will be required to submit a new criminal background check and drug screen upon re-entry to the Health Professions Division.

The Health Professions division will provide an attestation of the background check and drug screen to clinical affiliates prior to each rotation. Clinical facilities may submit a written request for additional information regarding background checks and drug screens for students and faculty participating in clinical rotations.

Disclosure

Students are required to disclose any prior criminal record by accurately answering the following question on the application for admission to the Health Professions program:
Have you ever been convicted of a crime other than a minor traffic violation? (Circle one) YES NO

Please note that **Driving Under the Influence (DUI)** and **Driving Under Suspension (DUS)** are NOT considered minor traffic violations. Failure to disclose may result in withdrawal from the program of study.

Records of Criminal Background Checks

Criminal background checks and drug screens are reviewed securely through the provider's website. Any printed records of criminal background checks will be kept in a secured file in the office of the program director of that student's Health Professions program. It will be accessible only to the program director, the program clinical coordinator, the Dean of Health Professions, any of the College Vice Presidents, the President of the College, the college attorneys, and any college judicial panel which may be created to review a student's case.

McLennan Community College
Veterinary Technology and Assistant Program
Informal Grievance Policy

Grievances:

During the course of the program should a student have an issue evolve with a faculty member, other student or program policy, the student is encouraged to bring the issue to light. A major component of the program is to develop professional behavior and professional communication skills which also includes professional and ethical handling of grievance procedures.

The first step in the process is to address the issue directly with the individual faculty member (or student if it is a student-student issue) and see if resolution can be reached.
To initiate the grievance process with a faculty member:

- The issue must be written up in a concise but thorough manner and include possible solutions or resolutions to the issue.
- The written grievance must be presented to the faculty within a 1-week (7 calendar days) timeframe of the occurrence that initiated the issue.
- The faculty will then schedule a meeting within a 2-week time-frame (14 calendar days - extended time frame to allow for schedule conflicts due to class times and administrative obligations) from the date the written grievance is presented to the faculty member, to discuss with the student the grievance and attempt to find resolution.

If the student does not feel that the issue is satisfactorily resolved after meeting with the faculty member, the next step is:

- The student to contact the Veterinary Technology/Assistant Program Director (PD) and present the director with the written grievance and subsequent actions taken to find a solution or resolution.
- The written grievance must be presented to the PD within a 1-week (7 calendar days) timeframe of meeting with the faculty member.
- The Program Director will then review the grievance and schedule a meeting to occur within a 2-week time-frame from the time the PD receives the grievance notification (14 calendar days - extended time frame to allow for schedule conflicts due to class times and administrative obligations) with the student to discuss potential solutions or resolution.

If the matter cannot be resolved at the Program Director level, the student may contact the Dean of Health Professions, within a 1-week time-frame (7 calendar days) from the date of the

meeting with the PD, with the original written grievance as well as written documentation of the subsequent steps and results of the grievance process undertaken up to that point.

If the issue is not satisfactorily resolved at the end of this process, the student may initiate a formal McLennan Community College grievance procedure. The Formal MCC Student Grievance Procedure is outlined in the Highlander Guide: MCC Student Handbook.

McLennan Community College – Institutional Animal Care and Use Committee (IACUC)

The purpose of the Institutional Animal Care and Use Committee (IACUC) is to ensure McLennan Community College courses help provide the proper level of care and use animals in ways judged to be scientifically, professionally, and humanely appropriate. The committee provides clinical instructional oversight and evaluation of the veterinary technology programs' hands on clinical procedures by ensuring compliance with federal regulations related to the proper care, use, and humane treatment of animals used in research, testing and education. The IACUC also assists instructors in fulfilling their obligation to plan and deliver instructional methodologies in accordance with the highest scientific, professional, and ethical principles.

An IACUC is mandated by the Public Health Service Policy on Humane Care and Use of Laboratory Animals; United States Department of Agriculture-Animal and Plant Health Inspection Service; U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research and Training; Code of Federal Regulations, 1989, Title 9, Parts 1, 2, and 3 (Animal Welfare Final Rules); and in accordance with the Guide for the Care and Use of Laboratory Animals, and the Committee on Veterinary Technician Education and Activities of the American Veterinary Medical Association.

The responsibilities of the MCC IACUC committee include:

1. Review of the veterinary technology programs' clinical procedures at least once every six (6) months.
2. Preparation of reports on the IACUC evaluations for the Institutional Official (IO).
3. Review of all concerns involving the use of animals in clinical facilities.
4. Make recommendations to the IO regarding any aspect of the veterinary technology program clinical requirements.
5. Review, approve, and require any modifications to the clinical criteria or hands on tasks required of students in classes with clinical requirements.

Procedure for Reporting the Misuse, Mistreatment, or Non-Compliance of the Use and Care Animals in Clinical Instruction

McLennan Community College is committed to the ethical and humane care and use of animals in teaching situations. If a student or faculty member is aware of any potential violations to the stated animal use and care criteria, or observes the mistreatment of animals, they are most strongly encouraged to report their concerns. Students, preceptors, staff, and members of the public are encouraged to report their concerns directly to the Public Veterinarian of the IACUC Sharon Folsom, DVM at sfolsom67@gmail.com or MCC President, Johnette McKown, EdD at jmckown@mclennan.edu

McLennan Community College will not tolerate the harassment, or any retaliation, directed at employees or students who report actual or possible violations. The MCC IACUC will undertake diligent efforts to protect the positions and reputations of those persons who, in good faith, make allegations of animal welfare violations. Investigations will be conducted carefully and as discreetly as possible. All reasonable precautions, consistent with the need for a complete and comprehensive review of the case will be undertaken. Every effort will be made to maintain confidentiality to the greatest extent possible under federal and state laws, and to protect the rights and legitimate interests of both the person making the disclosure of violation and the subject of the investigation.

McLennan Community College Veterinary Technology Program - Reporting an Animal Care Concern

Purpose

The McLennan Community College Veterinary Technology Program's Institutional Animal Care and Use Committee (IACUC), will immediately investigate any allegation of abuse of program teaching animals, or misconduct regarding animals used in the course of instruction.

You do not have to identify yourself to make a report of animal abuse. If you choose to identify yourself to the IACUC, your identity will be kept in the strictest confidence.

To make a Report, or to discuss a perceived problem, contact:

Public Veterinarian: Sharon Folsom DVM
Email: sfolsom67@gmail.com

Or:

Johnette McKown, EdD, MCC President and Institutional Official
Email: jmckown@mclennan.edu

Whistleblower Protection Laws

Personal Information: NOTE: You are not required to provide your name or contact information, but the IACUC would like that information to facilitate gathering additional information about your complaint, and, if you request it, notification of the outcome of the investigation.

Any person making a complaint will be protected by the Federal Whistleblower Statutes. Information pertaining to this may be found at the following:

http://www.whistleblowerlaws.com/whistleblower-protections-act/

Information Requested

1) Describe the complaint or concern
2) Location (where the complaint or concern is located)
3) Date of the observed event (month/date/year)
4) Time of occurrence

If the person filing the complaint or concern wishes to be notified of the outcome, please indicate so when filing and provide the following information:

1) Name
2) Contact phone number, including area code
3) Email address

VETERINARY TECHNOLOGY EMERGENCY EVACUATION PLAN

New students will be provided with information regarding emergency situation preparedness in the first week of start of the program.
All students will be reviewed on procedures while in the program each semester thereafter.

In the event of an emergency at Veterinary Technology/Agriculture programs, the following should be practiced:
1) Evacuation of the building is to be done in the event of a fire.
2) Shelter in place instructions will be provided in the event of other situations or circumstances

1. ALL students are to immediately evacuate the building at the exit nearest your location if indicated to do so.

DO NOT GRAB ANYTHING, INCLUDING PERSONAL ITEMS OR ANIMALS!

NOTIFY MCC Campus Police at (254) 299-8911 (only if an instructor has not or is unable to do so)

2. Meet your instructors on the grassy area at the far side of the stock tank or pond in front of the building (or other designated area) in order to be accounted for. DO NOT LEAVE THE PROPERTY until or unless you are instructed to do so.

3. Wait for orders from your Instructor(s), MCC Campus Police, or first responders/emergency personnel concerning reentry into the building.

4. Once and if we are allowed back in the building, the following will be your assigned animals by phase.

1. Phase 1: Dogs
2. Phase 2: Cats
3. Phase 3: Laboratory animals
4. Phase 4: Isolation

EMERGENCY PLAN FOR SICK ANIMALS

Emergency Protocol

A. What is an Emergency:

1. Animal is:

a. Unconscious or seizing

b. Unresponsive or very lethargic

c. Losing large amounts of fluids by:

(1) Loss of blood

(2) Frequent vomiting

(3) Frequent diarrhea of any type

(4) Dehydration

(5) Systemic temperature > 104.5 F

d. Animal has broken bones

e. Animal runs away from the facility

f. Animal bites someone

g. Anytime a student feels the situation is serious or life threatening

B. Contact numbers in case of emergency only.

Program Faculty's cell numbers are:

- A privilege and should not be given out or shared.
- Laurel Shrawder, LVT/Program Director/Associate Professor: (254)299-8735 (office) or (512) 461-2600 (cell phone)
- Kirby Bailey, LVT – Faculty
- Leah King, LVT - Faculty

MCC Campus Police: 8911 (school phone in lecture side of facility)
254-299-8911 (from your personal phone)
Please know that MCC Campus Police will not be able to assist directly with animal concerns.

MCC Title IX

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Title IX of the Education Amendments of 1972,
and its implementing regulation at 34 C. F. R. Part 106 (Title IX)

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities that receive Federal funds. Examples of discrimination prohibited under Title IX include discrimination on the basis of sex including gender discrimination, pregnant and parenting discrimination, sexual harassment, or sexual violence such as rape, dating violence, domestic violence, stalking, sexual assault, sexual battery, and sexual coercion. In accordance with the requirements of the Title IX Education Amendments of 1972, MCC's designated Title IX Coordinator, Claudette Jackson - Director, Accommodations & Title IX shall be responsible for coordinating the College's effort to comply with and carry out its responsibilities under Title IX.

We care about your safety and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcome behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct or sexual harassment are encouraged to immediately contact the Title IX Coordinator by using the contact information below. Individuals may also contact the MCC Police Department at 254-299-8911.

Contact information

titleix@mclennan.edu

Accommodations/ADA Statement

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements.

Once that process is completed, appropriate verification will be provided to the student and instructor.

Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit mclennan.edu/disability.

OTHER MCC INFORMATION

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at http://www.mclennan.edu/campus-resource-guide/

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals.

Paulanne's Pantry (MCC's food pantry) is available by appointment only. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC). You may find more information at: https://www.mclennan.edu/campus-resource-guide/food-pantry.html

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be contacted/notified through your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

* Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace

(https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html)

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

.

Student Release and Other forms.
All forms, I-IV, must be signed and returned to the Program Director.

ALL of the documents on the following pages (I-IV), are to be signed, dated and turned into Laurel Shrawder, LVT, Program Director.
These documents will be placed in the student's file as part of the student's permanent record.

I

MCC Veterinary Technology and Veterinary Assistant Student Handbook Agreements

This is to certify that I have read, reviewed and understand the information found in the McLennan Community College Veterinary Technology and Veterinary Assistant Student Handbook. I understand all rules, regulations and policies and agree to abide by them while a student. I am also aware that this handbook is intended as a guide and policies and procedures described herein may be changed without notice.

I also understand that failure to abide by these Rules and Regulations may serve as grounds for my withdrawal or dismissal from the Veterinary Technology or Veterinary Assistant program

_____ _____

Signature Date

I agree to grant permission for the faculty of the Veterinary Technology or Veterinary Assistant program to post any grades pertinent to my academic and clinical progress throughout my career.

_____ _____

Signature Date

I hereby authorize the Program Director and /or Instructors in the Veterinary Technology or Veterinary Assistant program of McLennan Community College, to release information concerning my performance while enrolled in the program. This information should only be released to practicum sites or prospective employers of which I have given the Program Director and/ or Instructors as references. This information may be given out by letter or via telephone conversation.

_____ _____

Signature Date

_____ _____

Student's Printed Name MCC Student ID Number

II

MCC Veterinary Technology and Veterinary Assistant Student Handbook

Technical Standard Agreement

I understand and am able to comply with the required Technical Standards set forth in the MCC Veterinary Technology and Veterinary Assisting Student Handbook.

Accommodations/ADA Statement

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

_____ _____

Student Signature Date

_____ _____

Student's Printed Name MCC Student ID Number

III

McLennan Community College Health Professions
Division Policies and Procedures
Student Clinical Immunization Requirements

HEALTH INSURANCE REQUIREMENT

All students must provide proof of Health Insurance prior to enrollment to the Veterinary Technology or Veterinary Assistant program and must maintain health insurance throughout the duration of the program. Students will NOT be allowed into the practicum/clinical setting without proof of Health Insurance. Acceptable forms of proof of Health Insurance are either: A) Health Insurance Coverage Letter from the Health Insurance Company, or B) the Physical Health Insurance Card.

- I agree to maintain my immunizations, including (Pre-Exposure Rabies (*), (Hepatitis B), (Tetanus-Diptheria-Acellular Pertussis Immunization), and maintain Health Insurance Coverage while enrolled in the program.
- (*) Required for Veterinary Technology Students only

I understand the McLennan Community College, its Staff and/or the Veterinary practicum facility are not financially liable for illness, injury, or medical expense I may incur while a student. I have the responsibility to provide for my own care by medical insurance.

I have read and understand the Health Professions Division Health Insurance and Immunization policy. I understand that I must abide by this policy throughout my enrollment in any Health Professions Program at McLennan Community College.

_____ _____

Student Signature Date

_____ _____

Student's Printed Name MCC Student ID Number

IV

McLennan Community College

Health Professions Division Criminal Background Check and Drug Policy

I have read and understand the Health Professions Division Criminal Background Check and Drug policy. I understand that I must abide by this policy throughout my enrollment in any Health Professions Program at McLennan Community College.

_____	_____
Student Signature	Date
_____	_____
Student's Printed Name	MCC Student ID Number

Consent to Disclose Student Education Information to Employers for a Clinical Site

Family Education and Privacy Act of 1974 (FERPA)
FERPA defines the requirements of access to and release of student education records.

Student education records are defined as records that are directly related to a student and are maintained by an educational institution. McLennan Community College has designed certain parts of a student's education record as "Directory Information," (see below) which may be disclosed to third parties without the student's written permission. Student education records include, but are not limited to course grades, billing records, and disciplinary records.

Please Print Legibly

I, _____Student ID Number _____,

hereby give my permission to _____ to share my educational
Instructor

records (specifically, clinical evaluations and clinical grades) with the supervisor of a Clinical Site.

Signed this _____ day of _____, _____.

_____
Signature of Student

Directory Information as Defined by McLennan Community College:

A. Name	I. Dates of Attendance
B. Student's Address	J. Degrees, Awards and Date(s) Received
C. Parents' Names and Address	K. All Previous Educational Agencies or Institutions Attended
D. Telephone Number	L. Photographs that may be used in MCC publications, videos, or Internet sites
E. Major Field of Study	M. Honors
F. Classification	N. E-mail address
G. Participation in Official Recognized Activities and Sports	O. Enrollment Status (full-time or part-time)
H. Weight and Height of Members of Athletic Teams	

VI

Veterinary Technology and Veterinary Assisting programs Grading Policy Acknowledgement Form

I have read and understand the McLennan Community College Veterinary Technology and Veterinary Assisting Program Grading policy, detailing minimum passing grade requirements for each course in the Veterinary Technology and Veterinary Assisting program, to continue to progress forward in the program. I understand and agree to abide by this policy throughout my enrollment while in either the Veterinary Technology or Veterinary Assistant program.

_____ _____

Student Signature Date

_____ _____

Student's Printed Name MCC Student ID Number