

# **Veterinary Technology**

## **Student Handbook**

2009-2010

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## WELCOME !

*Welcome to the Veterinary Technology Program! You have chosen a wonderful and rewarding profession.*

*This manual mostly contains Program specific information. For a complete listing and description of College policies and procedures, please refer to North Shore Community College's Catalog and the Student's Handbook.*

*We are also available to help you with your concerns and look forward to meeting with each of you. Office hours will be posted on our office doors. If you have a conflict with our schedule, let us know and we will set up an appointment.*

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**Veterinary Technology**  
**Program Information**

**DEFINITION OF THE PROFESSION**

Veterinary Technicians are individuals who assist in the medical treatment of animals under the direct supervision of licensed Veterinarians. Veterinary Technology is a multi-skilled profession whose practitioners work in veterinary offices and research settings. Veterinary Technicians function as a member of the veterinary healthcare delivery team and perform administrative and clinical procedures.

**VETERINARY TECHNOLOGY PROGRAM MISSION**

The mission of the Veterinary Technology Program at North Shore Community College is to provide qualified students with the educational opportunity to enable them to successfully seek employment and establish careers in the domain of companion animal veterinary practice. Utilizing a curriculum strong in science and math, the Program strives to prepare students with the physical, intellectual and emotional skills necessary to work effectively in all areas of companion animal practice, while providing the community with a qualified and compassionate workforce.

Consistent with the standards published by the American Veterinary Medical Association and with an understanding of the importance of multi-skilling, the Program faculty balance theory, practical application and self-assessment in the teaching of the clinical and administrative competencies. Veterinary Technology knowledge and technical skills are acquired through a wide range of learning activities. Additionally, critical thinking and problem solving are advanced through the learning experience. The Program has as its primary goal the development of entry-level veterinary technicians prepared to render competent care (in an ethical manner) to their patients.

**PROGRAM GOALS****The Veterinary Technology Program will:**

- Provide appropriate learning opportunities to facilitate the acquisition of the knowledge and technical skills necessary to function as a competent, entry-level veterinary technician.
- Endeavor to instill a sense of veterinary medical ethics.
- Encourage a sense of commitment to continued professional development.
- Provide each student with the minimum requirements necessary for eligibility for the Veterinary Technicians National Certification Exam.

**PROGRAM ACCREDITATION**

The Veterinary Technology Program at NSCC is accredited by the AVMA.

## **CREDENTIALING INFORMATION**

Graduates of the Program will be eligible to sit for the Veterinary Technicians National Exam (VTNE), administered by the AASVB. The AASVB administers this national exam for qualified candidates as a step in the process of becoming a certified veterinary technician (CVT). There is no mandated state licensure requirement to practice as a Veterinary Technician in Massachusetts. Therefore, gaining the CVT credential is voluntary. However, graduates of this program are strongly encouraged to take this exam. Becoming a C.V.T. is a means by which you can express your knowledge and professionalism to employer and to the public. Program Faculty will distribute information pertaining to this exam. However, it is highly recommended that you visit the web site of the AASVB. In addition, the MVTA's web site is a valuable resource that provides information about the Veterinary technology profession.

## **ADMISSIONS ELIGIBILITY**

A high school diploma or equivalent, and communication and mathematics proficiency are required for admission into the Veterinary technology program. A grade of C- or better, high school average is required. Applicants must also complete a mathematics course equivalent to NSCC MAT091. Applicants must also fill out a questionnaire relating to their understanding and experience with the field of veterinary technology. Applicants are also required to attend a mandatory information session. Applications are accepted for the Fall semester only. The application deadline may be acquired by contacting enrollment services. (Appendix D)

## **HEALTH REQUIREMENTS**

Students must be able to perform the essential tasks of the program with or without reasonable accommodation. A complete list of those tasks is available in Appendix D. Additionally, all students are responsible to provide the required immunization documentation for the College and any supplemental documentation required by the Health Professions Division. Immunization against Rabies is strongly recommended.

Students in the veterinary technology program may be exposed to infectious agents, injury, anesthetics and x-ray equipment; therefore they should alert the Program Director if they are or become pregnant, or have any medical condition causing them to be immuno-suppressed. Students are required to consult with their personal physician to determine the suitability of a career in veterinary technology in these cases.

**VETERINARY TECHNOLOGY PROGRAM  
CURRICULUM, POLICIES AND STANDARDS**

## Veterinary Technology (VT)

### Basic Skills Core

Communications Proficiency: \_\_ by Assessment Test or \_\_ by COM012/014

Mathematics Proficiency: \_\_ by Assessment Test or \_\_ by MAT099 or \_\_ by MAT013

First Year	Fall	Spring
	Cr	Cr
ANS104	Breed ID _____	2
ANS107	Medical Terminology for Animal Science 1 _____	1
BIO101	Biology 1 _____	4
BUS101	Math for Business and Finance _____	3
CMP101	Composition 1 _____	3
VET102	Veterinary Parasitology _____	2
VET104	Veterinary Hospital Procedures _____	2
ANS102	Canine and Feline Behavior _____	3
ANS108	Medical Terminology for Animal Science 2 _____	1
ANS112	Ethics and Law for Pet Care Professionals _____	2
CMP104-150	Composition 2 _____	3
VET106	Surgical Nursing and Anesthesia _____	2
VET108	Basic Clinical Laboratory Procedures _____	3
	Total Semester Credits 17	14
VET120	Vet Technology Summer Work Experience _____	2

### Second Year

ANS110	Canine and Feline Nutrition _____	2
CHE101	Introductory Chemistry _____	4
VET201	A and P of Domestic Animals 1 _____	4
VET203	Animal Diseases 1 _____	3
VET?	Theriogenology _____	3
VET212	Veterinary Office Management _____	2
BIO110	Introduction to Microbiology _____	4
VET202	A and P of Domestic Animals 2 _____	4
VET204	Animal Disease 2 _____	3
VET216	Veterinary Pharmacology _____	3
VET220	Large Animal and Equine Sciences _____	2
	Total Semester Credits: 18	16
	Total Program Credits: 67	

**ACADEMIC ADVISEMENT**

Each student is assigned to a Veterinary Technology Program faculty or staff member as an academic advisor. If a student has been assigned to a non-faculty advisor, please bring this to the attention of the Program Coordinator.

The role of the academic advisor in the advising process is to:

- Counsel you on course selection.
- Make referrals for you to appropriate student services.
- Develop and suggest a program that is advisable for you to follow; i.e., advising on the number of credits that you will be able to handle, taking into account your other responsibilities with job, family, etc.

The role of the student in the advising process is to:

- Seek the counsel of your advisor during Early Registration and otherwise as needed.
- Access available student services as necessary.
- Make reasonable and realistic choices regarding your academic career that take into consideration other life responsibilities, which will affect your academic performance.

**PROFESSIONAL BEHAVIOR STANDARDS  
ACADEMIC COMPONENT**

The student is expected to assume RESPONSIBILITY for the academic learning process by:

- ◆ Attending class and arriving on time.
- ◆ Bringing necessary and appropriate materials to class in preparation for classroom participation.
- ◆ Actively listening and paying close attention to the material being presented during class.
- ◆ Completing required and missed assignments.
- ◆ Understanding course syllabi, course requirements and course guidelines.
- ◆ Returning borrowed items (i.e., books, VCR tapes, and activity supplies) the next day after use.
- ◆ Properly maintaining classrooms and laboratory areas and returning supplies and equipment to designated areas.

The students will DEMONSTRATE INTEREST in the academic process by:

- ◆ Seeking and utilizing suggestions and constructive criticism from faculty.
- ◆ Participating in class discussions and interactions.
- ◆ Responding to the needs of peers and faculty.
- ◆ Using class time to work in groups, reading assigned material, and discussing information with peers and faculty.
- ◆ Collaborating with students, faculty and other professionals appropriately.

## **PROGRAM POLICY REGARDING CLASSROOM ATTENDANCE AND PROMPTNESS**

Absenteeism and tardiness affect a student's ability to participate in the learning process. Although each syllabus for each course will state the attendance policy, the following is the Program's overall policy. It is expected that this policy be followed at the very minimum as a guideline and in addition to the attendance policy that is stated in the course syllabus:

### **Attendance and promptness are mandatory.**

1. All students are expected to attend all classes. However, should a student need to miss a class, the student is expected to provide notice to the instructor. The student should provide advanced notice to the instructor whenever possible or telephone or e-mail the instructor the morning of the class if advanced notice is not possible. If calling/emailing the morning of the class, the contact should be prior to the scheduled start time, but no later than the regularly scheduled end of class. Please refer to the syllabus for each course to determine what affect absenteeism may have on your grade\*.
  2. All students are expected to arrive for all classes on time. Should a student arrive late for class, the student is expected to enter the classroom in the least disruptive manner possible. Please refer to the syllabus for each course to determine what affect tardiness may have on your grade\*.
- If a student's attendance/ tardiness record is significant enough to disrupt the learning process, the instructor will notify the Program Coordinator. The Program Coordinator will then meet with the student to discuss the issue
  - **If absent or tardy, it is the responsibility of the student to obtain all missed material. Make-up work will be at the discretion of the instructor.**
  - For absences due to religious beliefs or Jury Duty, students should confer with the Instructor and/or Program Coordinator prior to the absence.
  - **Funeral Leave:** three (3) consecutive days shall be allowed for death in the immediate family without penalty. Immediate family shall include: spouse, child, parents, siblings, grandparents, grandchildren and inlaws.
  - **Jury Duty:** Students chosen for jury duty will be required to submit official documentation from the court. Long-term service will interfere with meeting Program objectives.

\* If serious and extenuating circumstances interfere with attendance, the student should consult with the Instructor and Program Coordinator. Such circumstances, will be considered on a case by-case basis at the discretion of the Program Coordinator.

## **STATEMENT ON STUDENT EMPLOYMENT**

Due to the vigorous academic and clinical curriculum, students are strongly urged to limit work hours to a maximum of 16 hour per week. Students who work more than 16 hours per week seriously jeopardize their successful completion of the program.

## **SCHOOL CANCELLATION (Snow Days)**

Adverse weather and emergency school closings are announced on local radio and television stations. The College voice mail system and pipeline also records school closings. Students may call (978) 762-4200 for school closing announcements or access the College pipeline. Please note that closure of Essex Agricultural and Technical Institute is not a closure of North Shore Community College Hathorne Campus.

## **DISMISSAL POLICY**

The following constitute offenses that may result in the dismissal process being initiated against an individual enrolled in the Veterinary Technology Program.

1. Unsafe Clinical Practice
2. Violation of academic honesty
3. Any occurrence of unethical or unprofessional behavior
4. Any occurrence of alcohol and/or chemical abuse.
5. Cessation of attendance in classes without notification of the Program Director

## **SATISFACTORY PROGRESS**

To remain in the Veterinary Technology Program, satisfactory progress must be achieved and standards met through out the course of study. The following do NOT constitute satisfactory progress and mandate withdrawal from the Program:

1. Failure to achieve a grade of “C” (73%) in all of the indicated courses in the Vet Tech curriculum
2. Failure to achieve a “Pass” grade in the summer externship component, VET 120
3. Excessive absenteeism-as described in individual course syllabi
4. Failure to complete the required 160 hours of clinical externship
5. Failure to complete the Program requirements within five (5) years of entering the Program

## **DISCIPLINARY POLICY AND PROCEDURES**

If a student fails to adhere to the established standards and policies of the Instructors, Program and/or College, the following will occur:

- ◆ Upon a first occurrence the student will receive a verbal warning from the Instructor, Clinical Coordinator and/or Program Coordinator, and a counseling form will be completed for the student's file.
- ◆ Upon a second occurrence the student will receive a written warning from the Instructor, Clinical Coordinator and/or Program Coordinator with specific goals and deadlines set forth for the student. The student must satisfactorily meet the specific goals and deadlines outlined in the warning. The student will be considered on probation until all goals and deadlines are met. This may result in suspension from field placement until the outlined goals and deadlines are met. The written warning will be included in the student's file.

- ◆ A student's failure to meet outlined goals and deadlines will result in the following: dismissal from a professional course, dismissal from clinical field placement, and/or ultimately dismissal from the Program. The dismissed student will be required to withdraw or he/she may risk failure. See the College Catalog regarding NSCC's re-admission policy.

## **READMISSION POLICY**

### **College Policy:**

The following students must apply for readmission prior to registration in any given semester: students who have not been matriculated and enrolled in the College within the previous 5 years; students who have graduated from the College; and students in selective admission programs (Nurse Education, Physical Therapist Assistant, Occupational Therapy Assistant, Radiologic Technology, Respiratory Care, Medical Assisting Certificate, Veterinary Technology, Surgical Technician Certificate, and Practical Nursing Certificate) who have interrupted their sequence of professional course with a course withdrawal, course failure, and/or semester stop out. Students in health professions programs seeking readmission must meet current Program and College admission requirements, and follow the specific policies and procedures defined by the individual Programs\*. Readmission to health profession program is not automatically guaranteed. If readmitted, students are permitted only one readmission to their program on a space available basis with approval by the Program Director/Department Chair.

### **Veterinary Technology Program Policy**

Formal readmission to the Veterinary Technology Program is required for any matriculated student who has interrupted his/her sequence of courses as designed in the Program of study by any of the following:

1. course failure
2. course withdrawal
3. semester stop out

The formal readmission process and procedures **require the student to initiate and complete the following steps:**

1. Set up an initial meeting with the instructor and Program coordinator within ten (10) days of course withdrawal and/or failure and within one (1) month of the end of the stop out semester.
2. Submit a detailed letter to the Program coordinator addressing specific changes to be made to enhance academic success within ten (10) days of the initial meeting.
3. Participate in a follow-up meeting with the program coordinator within ten (10) days of receipt of the letter to discuss the determination of readmission status and conditions of continued enrollment.
4. Complete and submit the Veterinary Technology Program Readmission Form to Enrollment Services (Appendix D)

In accordance with the College's readmission policy, all matriculated students have **one (1)** opportunity to be readmitted to the Veterinary Technology Program. Readmission will be based upon academic and clinical performance, personal circumstances, documented plan for future success and space availability. Students, who are readmitted, must meet current program requirements including:

1. updated health forms
2. proof of health insurance

## **WITHDRAWAL POLICY**

Prior to withdrawing from the Veterinary Technology Program, it is highly recommended that the student make an appointment with the Program Coordinator or his/her advisor. It is necessary to officially withdraw from the College by making written application in the Registrar's office. **Students who do not formally withdraw will receive an "F" grade for the enrolled courses.** Failure to follow the official withdrawal procedure may also result in the College giving incomplete or inaccurate transcript information. Refer to the College Handbook, Academic Standing for more information.

## **STUDENT GRIEVANCE**

The Veterinary Technology Program faculty supports the "Student Grievance Procedure" of North Shore Community College, published in the **Student's Rights and Responsibilities** handbook. It is recommended that students review the handbook and become familiar with its policies and procedures.

## **CRIMINAL OFFENSE RECORD INVESTIGATION (CORI) POLICY**

All students enrolled in the Veterinary Technology Program will be required to complete a CORI (Criminal Offender Record information) form a minimum of one time. The CORI form gives permission for an agency to access all criminal case data including: conviction, non-conviction and pending data therefore completing a criminal background check. Depending on the contents of the students CORI, participation in clinical or field placement may be denied. Failure to complete or participate in any required agency screening will result in the student not being placed at that agency which may lead to a possible dismissal from the Veterinary Technology Program.

## **COURSE OBJECTIVES, ASSIGNMENTS AND PROCEDURES**

Each student will be provided with a course syllabus at the beginning of the course. The syllabus will provide the student with the course description, goals/objectives, required assignments, attendance policy, tardy policy, grading policy and an outline of topics to be presented. Students are responsible for assignments that are to be completed prior to classroom lecture and discussion.

## **APPLICATION TO GRADUATE**

In order for a student to graduate, a graduation application form must be completed and submitted to Enrollment Services. The academic advisor will remind students to submit this form at the appropriate time; however, it is ultimately the student's responsibility to ensure that the form is submitted to Enrollment Services by the stated deadline. After receiving the completed form, the Enrollment Services will review the record and respond to the student as to whether all courses required for graduation have been completed. In addition to the required courses in the Program, please note that Communication and Math Proficiency

are required to graduate. Refer to the NSCC Academic Calendar for the deadline to file the application to graduate. A diploma or certificate will not be printed or be available unless this application is filed.

### **EXPECTATIONS FOR PARTICIPATION IN LAB COURSES**

You will learn many clinical procedures in these courses that are part of a veterinary technicians' scope of practice. For each course, students will receive a list of procedures for which they are required to demonstrate competency in performing. In lab, you will be expected to participate in practicing the performance of these procedures on each other and with live animals when appropriate.\* This is in preparation for performing these procedures on patients in the clinical setting. Students should be properly attired for handling animals and laboratory samples when attending laboratory. **Standard Precautions are to be utilized at all times.**

**\* Please note:** Although students will be expected to perform invasive procedures to a clinical competency (on an animal, not just a mannequin) before they graduate, students are not required to participate in invasive procedures during lab. For the purpose of grading in lab, the procedure can be performed on a mannequin so the student's grade will not be affected. If a student declines participation in an invasive procedure during lab, then he/she must perform the procedure to a clinical competency during the clinical field placement experience under the direct supervision of the clinical preceptor (or his/her designee). Please read Appendix B, North Shore Community College's Policy for Invasive Lab Policy in its entirety for full details regarding participation in invasive procedures during lab.

## CLINICAL STANDARDS AND POLICIES

This section of the manual is an overview of the standards and policies pertaining to the clinical externship. The Clinical Coordinator will distribute a complete externship packet fully detailing the standards and policies prior to the externship:

- Students are required to complete a minimum of 160 hours of externship experience in a veterinary clinic. Attendance and promptness are mandatory. The 160 hours must be completed regardless of absences. Any missed time must be made up at the convenience of the clinic.
- Standard Precautions are to be practiced at all times during clinical.
- As a point of information, a pregnant student is reminded of the many contaminants present in the clinical area that could adversely affect a fetus. It is advisable for the student to contact her obstetrician once the pregnancy has been confirmed, to ensure that there are no medical concerns or limitations.
- A student shall, for all purposes, be deemed independent contractors and not employees of the facility, but nevertheless shall abide by all applicable facility policies and procedures.
- No student will be allowed to participate in clinical field placement unless they have submitted all required Health and Immunization documents.
- Students must adhere to the Veterinary Technicians Program's dress code when in clinical. However, in cases where the students are in hospitals that have their own specific uniform code, their policy supersedes ours and must be adhered to by the students.
- Students are required to submit to CORI testing prior to clinical externship placement (See CORI Policy)

**PLEASE NOTE: The clinical facility may terminate the participation of the clinical field placement of any student if the facility deems that the health status, performance, or other actions of the student is detrimental to patient care. This may result in suspension and/or failure of field placement, at the discretion of the Program Coordinator upon review of the circumstances.**

**Appendix A**  
**Veterinary Technology Program**  
**Pregnancy Waiver**

### **Policy for the Declared Pregnant Veterinary Technology Student**

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

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

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

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

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

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

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

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

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

**Appendix B**  
**North Shore Community College's Policy for Invasive Lab**  
**Policy, Verification Form, and Exposure Waiver Form**

## NORTH SHORE COMMUNITY COLLEGE

### Policy for Invasive Lab Procedures

#### Recommendations:

- It is highly recommended that students complete the Rabies Vaccination series prior to participation in any animal lab procedures. \*\*

#### **The following procedures must be strictly adhered to during the performance of any invasive Lab procedure:**

- 1) Standard Precautions are to be practiced at all times.\*
- 2) All procedures involving blood or other potentially infectious materials shall be performed to minimize splashing, spraying, spattering, and generation of droplets.
- 3) NEVER RE-CAP CONTAMINATED SHARPS.
- 4) Contaminated sharps must be discarded immediately in the containers that are provided in Lab. These containers are to be kept upright. DO NOT OVERFILL. If a container is filled, do not use it. Discard any contaminated sharps in another container. Notify the Instructor or Program Director about the filled sharps container.
- 5) Any contaminated Vacutainers must be disposed of in the sharps containers provided in the Lab.
- 6) Potentially infectious materials (non-sharps) must be disposed of in the biohazard bags provided in Lab.
- 7) Specimens of blood or other potentially infectious materials shall be placed in containers that prevent leakage during collection, handling, processing, transport, and disposal.
- 8) Mouth pipetting, suctioning of blood or other potentially infectious material, is prohibited.
- 9) In the event of a needlestick injury, students must notify the instructor immediately. The following protocol is to be followed:
  - Step 1:** Provide Immediate care to the exposure site
    - Wash wounds and skin with soap and water
    - Flush mucous membranes with water
  - Step 2:** Seek immediate medical care to evaluate risk of exposure
    - either with your PCP or the nearest hospital emergency/urgent care unit
  - Step 3:** Complete and submit an Exposure Incident Report
    - this must be submitted to the Program Director within 24 hours of the injury.
- 10) Should the instructor(s) incur a needlestick injury, the instructor(s) must follow the same protocol as well as North Shore Community College's established policy for an On-the-Job injury.
- 11) Direct supervision by the instructor is required for all invasive procedures performed on live animals. Direct supervision is defined as the instructor standing within five feet of the procedure being performed, having a direct line of sight to the procedure being performed, and monitoring that procedure until its

completion, including the proper disposal of any contaminated sharps. No individual should be within five feet of the procedure being performed, other than the instructor, the student performing the procedure, and any willing lab partner on which the procedure is being performed. Students shall not perform any invasive procedures unless the instructor is available for direct supervision as previously defined.

- 12) Indirect supervision by the instructor is required for the practice of any invasive procedures on mannequins. Indirect supervision is defined as the instructor being present in the lab during the performance of the procedure, as well being available for questions, demonstration, and/or monitoring if necessary. No more than 1 pair of lab partners are to be assigned to a mannequin at one time and within a lab pair, only one partner is to be practicing at a time. No individual should be within five feet of the procedure being practiced on the mannequin, other than the instructor, the student performing the procedure, and/or that student's lab partner. Students shall not practice any invasive procedures on mannequins unless the instructor is available for indirect supervision as previously defined.
- 13) Smoking, applying cosmetics or lip balm and handling contact lenses is prohibited in Lab.
- 14) No food or drink are to be consumed or stored anywhere in the Lab.

**\* Students who willingly participate in animal lab procedures will not be required to share their health and immunization status for the purposes of such participation. Thus, willing participation in invasive lab procedures will be conducted without the knowledge of participants' health or immunization status. As in clinical practice, Standard Precautions should be utilized at all times.**

**\*\*Students who have not completed Rabies immunization may make it known to the clinical instructor and may be excused from direct handling of any animal of unknown Rabies status.**

Reference: OSHA Regulations and Guidelines: A Guide for Health Care Providers, Delmar Publishers, Copyright 2000.

**North Shore Community College  
Policy for Invasive Lab Procedures  
Verification Form**

**I, \_\_\_\_\_, have read North Shore Community College's (NSCC) Policy for Invasive Lab Procedures in its entirety. I am fully aware that my participation in any invasive procedures performed on animals is completely voluntary. Additionally, I acknowledge that willing participation in invasive lab procedures will be conducted without the knowledge of participants' health or immunization status. As in clinical practice, Standard Precautions should be utilized at all times. Furthermore, all of my questions have been answered and I fully understand NSCC's Policy for Invasive Lab Procedures.**

Signature of Student: \_\_\_\_\_

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

Signature of Witness: \_\_\_\_\_

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

Signature of Faculty/Staff: \_\_\_\_\_

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

**North Shore Community College  
Exposure Waiver Form**

I, \_\_\_\_\_, a student in the  
\_\_\_\_\_ Program/Course, acknowledge that I have  
been apprised of the possible exposure risks to Rabies inherent in working with live animals. I further  
acknowledge that the risk of exposure to blood or other potentially infectious materials through activities  
involving practicing on live animals (e.g. phlebotomy) have been explained fully by the instructor.  
Furthermore, I acknowledge that the risk of other complications that can arise from participating in  
practicing on a live animal, such as infection, as well as vascular, tissue, or nerve injury, has been fully  
explained by the instructor. I am aware of the risk, however, I wish to voluntarily participate in the  
aforementioned activities in order to refine my skills. I am participating of my own free will, without  
encouragement form the instructor. Also, I understand that the College will not be responsible for the  
cost of my medical care should an exposure incident and/or injury occurs.

Procedure to be performed: \_\_\_\_\_

Signature of student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Faculty Member: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix C**  
**Veterinary Technology Program's Counseling and**  
**Warning Forms**

**NORTH SHORE COMMUNITY COLLEGE  
VETERINARY TECHNOLOGY PROGRAM  
COUNSELING FORM**

This form serves as documentation of a counseling meeting with

\_\_\_\_\_ held on \_\_\_\_\_

His/her performance/status in the course \_\_\_\_\_ is not consistent with  
successful completion of this component of the Veterinary Technology Program.

**Area(s) of concern discussed:**

ACADEMIC COMPONENT:

CLINICAL COMPONENT:

**Seek assistance from:**

\_\_\_ Member of the Faculty      \_\_\_ Student Support Services      \_\_\_ Division Chairman

\_\_\_ Financial Aid      \_\_\_ Program Director      \_\_\_ Other \_\_\_\_\_

Program Coordinator/Instructor: \_\_\_\_\_ Date:

I have read and received a copy of the above regarding my status in the Veterinary Technology Program.

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

# NORTH SHORE COMMUNITY COLLEGE

Veterinary Technology Program

## ACADEMIC/CLINICAL WARNING FORM

\_\_\_\_\_ is hereby placed on warning for unsatisfactory academic/clinical performance (as documented below and/or on the Counseling Form). This could interfere with the successful completion of course requirements and/or the Program if the student does not meet the specific goals and deadlines.

Program Coordinator  
or Instructor: \_\_\_\_\_

Date:

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

Date:

## **STUDENT AGREEMENT OF RESPONSIBILITY FOR STUDENT ORIENTATION HANDBOOK**

It is the responsibility of each student to read the Student Orientation Handbook. Failure to read the information contained in the Student Orientation Handbook is not considered an excuse for non-compliance or lack of understanding.

The Veterinary Technology Program may change policies or revise information deemed necessary due to institutional and program circumstances. Students will receive an addendum for the handbook whenever policies or information is changed during the academic year.

***I have read, understand, and agree to comply with all policies stated in the Veterinary Technology Program Orientation Handbook.***

Student Signature: \_\_\_\_\_

Name (print): \_\_\_\_\_

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

# **Appendix D**

Admissions Packet and Technical Standards



## VETERINARY TECHNOLOGY PROGRAM ADMISSION APPLICATION PACKET FALL 2010

Thank you for your interest in the Veterinary Technology Program for Fall 2010. This application packet contains important information about admission requirements, the admission process, and program requirements.

**Here are the Steps that must be followed to successfully apply to the program:**

### STEP 1: READ THE INFORMATION IN THIS PACKET

Please read all of the information in this packet carefully and follow all instructions. Admission to the Veterinary Technology Program is highly competitive and has a selective admission process. It is **your responsibility** to assure that you accurately understand the information in this packet and follow it accordingly.

### STEP 2: COMPLETE ALL ADMISSION CHECKLIST REQUIREMENTS

The Admission Requirements Checklist in this packet details admission requirements and other important information. You must complete all checklist items for your application to be considered complete and ready for review. Please note that it is the applicant's responsibility for assuring that the application is complete and received. **If any of the required items are incomplete/missing when you submit your application material, your application will not be processed (i.e. reviewed). We will mail it back to you.**

### STEP 3: SUBMIT YOUR COMPLETED APPLICATION

**We will begin taking completed applications on September 28, 2009. All completed applications received by close of business on February 8, 2010 will be reviewed for potential acceptance to the program.** While completed applications may be considered under the same procedure after this date because space remains available in the program or waitlist, there is no guarantee of such consideration. Applicants who submit completed applications between September 28, 2009 and February 8, 2010 will receive written notification of an **admission decision in a letter postmarked by April 2, 2010.** If offered admission, a non-refundable \$100.00 deposit will be required to secure your acceptance to this Program.

- **Walk-in Submission**  
We strongly recommend that you submit your items in person so that we can review them with you to make sure that your application items are complete.
- **Mail-in Submission**

As stated above, it is the applicant's responsibility for assuring that the application is complete and received. You can mail the items to us (see the NSCC application form for address). However, if any of the required items are incomplete/missing when you submit your application material, your application will not be processed. We will mail it back to you.



# NORTH SHORE COMMUNITY COLLEGE

Danvers • Lynn • Beverly

## ADMISSION REQUIREMENTS CHECKLIST VETERINARY TECHNOLOGY PROGRAM

**INSTRUCTIONS (Page 1 of 2): The last Column of this form is to be completed by the applicant.**  
It identifies the admission requirements for this program.

Admission Requirements Checklist		
Checklist Item	Important Information	<b><u>Applicant: initial below</u></b> when complete ( <b>NOTE:</b> Requirements are considered incomplete if in progress, scheduled, or requested)
Math Requirement	An applicant must demonstrate <b>ONE</b> of the following: <ul style="list-style-type: none"> <li>Elementary Algebra 1 (MAT091) or a higher level math course with a final grade of C or better. This can be completed at NSCC or can be an equivalent course from another accredited College/University.</li> <li>A score of 49 or higher on the Algebra portion (CEAR) of the Computerized Placement Tests</li> <li>achieved a score of 510 or higher on the Math portion of the SAT (there is no time limit on the SAT )</li> </ul>	Initial:
TEAS Exam: taken within last 5 years	The exam must be taken at NSCC. Applicants are limited to two attempts within a year; regardless of the program to which they are applying. Although there are no minimum required scores, each of the following sections are required to be taken: Reading; English; Math; and Science.	Initial: See the TEAS Policy and procedure document in this packet for <b>study/preparation information</b>
Communications and Math Proficiency	There are many ways to demonstrate this, including but not limited to: placement testing, by course work here or at another College, SAT scores, and some Entrance Exams. For details visit <a href="http://www.northshore.edu/includes/programs/basic.html">http://www.northshore.edu/includes/programs/basic.html</a>	Initial:
NSCC Application for Admission	This form must be completed for the year for which you are applying; regardless of whether you are a new or current student (a previously submitted application does not count).	Initial:

Mandatory Information Session Attendance Form	Upcoming dates are included in this packet. When you attend the orientation, you will be given an attendance form to submit.	Initial:
High school transcript or GED score report	Submit an official copy of the high school transcript or GED score report. If you previously submitted the transcript or score report and attended classes within the past 5 years, then Enrollment likely has it on file.	Initial <b>and</b> check: Initial: ____ submitted now with packet of application material. ____ previously submitted

<b>Admission Requirements Checklist</b>		
<b>Checklist Item</b>	<b>Important Information</b>	<b>Applicant: initial below when complete ( NOTE: Requirements are considered incomplete if in progress, scheduled, or requested)</b>
Official transcripts from <b>all</b> Colleges/ Universities previously attended	Submit official transcripts from <b>all</b> Colleges/ Universities previously attended. If the College/University will give an official transcript directly to you, then have them do so. This is the <b>most efficient way for you to ensure that receipt of transcripts do not hold up your application.</b> If you have previously submitted transcripts and have since completed courses or are currently registered for courses, then you need to <b>submit an updated transcript.</b>  <u>Transfer students from another accredited Veterinary Technology education program must also provide:</u> <ul style="list-style-type: none"> <li>• an official transcript proving enrollment in Veterinary Technology courses within the last 5 years</li> <li>• course syllabi from all previous Veterinary Technology courses</li> </ul>	Initial <b>and</b> check the option(s) that apply : Initial:  _____ submitted with this packet of application material.  _____ mailed directly to NSCC  _____ previously submitted (no new courses). <b>NOTE:</b> The sooner you start the transfer request process the better. It has been the College's experience that it can take on average 1-2 months for transcript requests to be processed and sent to us from other colleges.
Questionnaire	The questionnaire is included in this packet. A word-processed questionnaire must be submitted for the year in which you are applying.	Initial:
Student Handbook	Read the Student Handbook in its entirety. The <b>Student Handbook</b> can be accessed in the Library on the Lynn or Danvers campus or on the website: <a href="http://www.northshore.edu/departments">http://www.northshore.edu/departments</a> (select this program and scroll down to the Announcement section)	Initial:

### **Evaluation Information**

Admission decisions are based on careful evaluation of all admission requirements detailed in the checklist. All submitted transcripts will be evaluated for overall academic performance/history and course work in specific subjects (including but not limited to science, English, behavioral sciences, health courses and math). Questionnaire evaluation includes but is not limited to the following: correct grammar/spelling, overall content and quality of answer (e.g. accuracy, thoroughness, and relevance to the question asked).

### **Confirmation Statement**

**When you can initial every checklist item (on this page and the previous pages) as complete, then sign the confirmation statement below and submit** your application to the Enrollment Center in Lynn or Danvers (submit in person if possible, but you can mail it to the address on the NSCC application form):

I acknowledge that I have read all of the information in this admission application packet and the Veterinary Technology Education Program's Student Handbook in its entirety. I acknowledge that it is my responsibility that I understand all of the information contained in these items by seeking further information/clarification from an Academic Advisor and/or other appropriate College personnel. Furthermore, I agree to comply with all College policies including but not limited to Program policies should I be granted admission to this program.

Signature: \_\_\_\_\_  
\_\_\_\_\_

Date:

### Additional Important Information

1. **If you are accepted** you **MUST** attend a **Mandatory Orientation/Registration** day scheduled for **Thursday, May 20, 2010**.
2. **The program anticipates accepting approximately 20 students for Fall 2010**. The decision in response to your completed application will be: accepted to Veterinary Technology; accepted conditionally to Veterinary Technology; or wait list for Veterinary Technology; or denied admission to Veterinary Technology.
3. Students interested in participating in an academic program that involves working with children, the disabled, or the elderly, or which includes a clinical affiliation, internship, or field placement with a private or public health care provider, may be required to undergo a **Criminal Offender Record Information (CORI) and/or Sex Offender Record Information (SORI) check(s)**. Depending on the contents of student's CORI(s) or SORI(s), participation in clinical, internship, or field placement course(s) may impact a student's ability to complete program requirements.  
—
4. **Working as a Veterinary Technologist is physically, mentally, and emotionally demanding**. Applicants who are offered admission must document their ability to perform all essential tasks with or without reasonable accommodation in order to begin the professional courses. If you are an otherwise qualified individual with a disability who seeks a reasonable accommodation, you need to contact the Office of Disability Services for eligibility determination for reasonable accommodation(s). A list of the essential tasks is in this packet under the section entitled, "Technical Standards for The Veterinary Technology Program".
5. **All students must document immunity** to measles, mumps, rubella and Hepatitis B via immunization or titer; document inoculation against diphtheria and tetanus within the last 10 years; and to provide evidence of a negative TST (Tuberculin Skin Test) within 6 months or one negative chest x-ray per OSHA/CDC requirements following a positive TST. A rabies vaccination is strongly recommended. Require students to be in compliance with the current OSHA requirements and standard precaution training. **If you are accepted** a Health Packet will be mailed to you and must be thoroughly completed by your health care provider **AS SOON AS POSSIBLE**, but **no later than July 8, 2010**. Additionally, if accepted, you will be sent and will need to sign the Technical Standards form (a copy is included in this packet for your review as part of the admission application process).
6. During the program, **students are responsible for their own transportation** to a variety of clinical facilities (which may or may not be accessible by public transportation).

# Application for Admission

## How to Apply for Admission

### GENERAL INSTRUCTIONS

- Complete ALL information requested on the application form. An incomplete application will delay admissions processing.
- Submit proof of high school graduation, GED, a passing score on a federal Ability to Benefit test, or its equivalent. Some programs may require high school transcripts or GED scores.
- Submit official transcripts from each previous college listed on the application.

### SUBMITTING YOUR APPLICATION

Submit all documents to the following address:

**North Shore Community College, Enrollment & Student Records, PO Box 3340, Danvers, MA 01923**

### INFORMATION

- NO application fee is required.
- NSCC has an open admissions policy.
- Some programs have specific selection procedures and interviews may be required. Prospective students are encouraged to call or visit the Enrollment Office in Danvers at 1 Ferncroft Road, or the Lynn Campus at 300 Broad Street.
- Students interested in participating in an academic program that involves working with children, the disabled, or the elderly, or includes a clinical affiliation, internship, or field placement with a private or public health care provider, may be required to undergo a Criminal Offender Record Information (CORI) check and/or SORI (Sex Offender Registry Information) check prior to participation.
- CORI and SORI checks are not used in any way as admission criteria. Depending on the contents of a student's CORI and/or SORI, participation in a clinical affiliation, internship, or field placement may be denied. Programs involving a clinical affiliation, internship, or field placement are marked with a ✓ on the list of NSCC Credit Degree & Certificate programs.
- For more information, please call 781-477-2107 or 978-762-4188. Admissions questions may also be emailed to: [info@northshore.edu](mailto:info@northshore.edu).

### FINANCIAL AID

North Shore Community College awards millions of dollars in federal, state and institutional financial aid each year to eligible students. Many students miss out because they do not think they are eligible and do not complete the FAFSA (Free Application for Student Aid).

- Financial aid is available to matriculated students in eligible degree and certificate programs.  
*A **matriculated student** is one who has met all admission requirements and has been accepted into a program of study as a degree or certificate candidate.*  
*A **non-matriculated** (non-degree status) student may enroll in a course or courses, but is not considered to be pursuing a degree or certificate and is not eligible for financial aid.*
- Application materials are available in NSCC's Office of Student Financial Services (978-762-4189, 781-477-2191) or online at [www.fafsa.gov](http://www.fafsa.gov).
- If you need help with your financial aid application, please contact the Student Financial services website at [www.northshore.edu/services/fa](http://www.northshore.edu/services/fa) for a schedule of FAFSA workshops.

# NSCC Credit Degree & Certificate Programs

**Welcome!** NSCC offers a wide variety of Associate Degree and credit Certificate Programs. To learn more about specific programs, such as locations, schedules and admissions requirements, please visit our website, email us, or call NSCC's Admissions Department on the Lynn or Danvers campuses for more information.

[www.northshore.edu](http://www.northshore.edu) • [info@northshore.edu](mailto:info@northshore.edu)

**NSCC Admissions Department: 781-477-2107 (Lynn) • 978-762-4188 (Danvers)**

## CREDIT DEGREE PROGRAMS

Accounting  
Animal Care Specialist *f* ★  
Aviation Management  
Aviation Science Professional Pilot  
Biotechnology ★  
Business Administration  
    Third Semester Abroad  
Business Administration Transfer @  
Computer Applications  
Computer Information Systems  
Computer Networking  
Computer Programming ★  
Computer Science Transfer ★  
Criminal Justice  
Culinary Arts & Food Service  
Developmental Disabilities ✓  
Digital Graphic Design  
Drug & Alcohol Rehabilitation ✓  
Early Childhood Development ✓  
Early Childhood Education ✓  
Elementary Education Transfer Program  
Engineering Science Transfer ★  
Energy Utility Technology ★  
Executive Administrative Assistant  
Fire Protection & Safety Technology  
Food Science & Safety  
Health Science  
Horticulture  
Hotel Management  
Human Service Practitioner ✓  
Interdisciplinary Studies

## Credit Degree Programs, continued

Legal Administrative Assistant  
Liberal Arts @  
Liberal Arts International  
Management  
Marketing  
Medical Administrative Assistant  
Nurse Education *f* ★ ✓  
Nutritional Science & Diet  
    Technology  
Occupational Therapy Assistant *f* ★ ✓  
Occupational Therapy Assistant  
    Accelerated Option *f* ★ ✓  
Paralegal  
Physical Therapist Assistant *f* ★  
Pre-Engineering  
Radiologic Technology *f* ★ ✓  
Respiratory Care *f* ★ ✓  
Travel, Tourism & Hospitality  
Veterinary Technology *f* ★ ✓

## CREDIT CERTIFICATE PROGRAMS

Aesthetics & Skin Care *f* ★ ⊕  
Animal Care Specialist *f* ★  
Biotechnology ★  
Computer Aided Design *f* ⓓ  
Computer Applications  
Computer Networking  
Cosmetology *f* ★ ⊕  
Criminal Justice  
Culinary Arts & Food Service

## Credit Certificate Programs, continued

Developmental Disabilities Direct  
    Support ✓  
Digital Graphic Design  
Early Care & Education: Infant/Toddler  
    Child Care ✓  
Energy Utility Technology *f* ★  
English as a Second Language  
    (Certificate of Completion)  
Fire Protection & Safety Technology–FPS  
    Professional Development  
Gerontology ✓  
Gerontology/Activities Specialist  
Law Enforcement  
Legal Office Support  
Medical Assisting *f* ★ ✓  
Medical Coding  
Medical Office Support  
Mental Health  
Office Support @  
Paraeducator ⓓ  
Paralegal ★  
Practical Nursing *f* ✓  
School Age Educator ✓  
Substance Abuse Counseling  
Surgical Technology *f* ★ ✓  
Web Development @  
Wellness & the Healing Arts ★  
Youth Worker ✓

*f* **Fall-start only programs**

@ **Programs also offered online**

⌚ **Clock-hour programs**

ⓓ **Evening-only programs**

✓ **CORI/SORI review prior to field /clinical placements**

★ **Special admissions process**

*(Some programs have additional admissions requirements.)*

# NSCC Application for Admission

Please select a term:

FALL

WINTER/SPRING

SUMMER

LAST NAME

FIRST NAME

MIDDLE NAME

ANY PREVIOUS LAST NAME

ADDRESS

CITY

STATE

ZIP

ENTER SOCIAL SECURITY #

Optional, but required if seeking financial aid or tax credit.

DATE OF BIRTH

MONTH DAY YEAR

GENDER:  FEMALE

MALE

## Contact Information

CELL PHONE    -    -

WORK PHONE    -    -

HOME PHONE    -    -

EMAIL ADDRESS (PLEASE PRINT NEATLY.)

@

## Personal Information

### • Ethnicity Information *Optional.*

ARE YOU HISPANIC OR LATINO?  YES  NO

ARE YOU: *Please check any that apply.*

AMERICAN INDIAN OR ALASKA NATIVE

ASIAN

BLACK OR AFRICAN-AMERICAN

NATIVE HAWAIIAN OR PACIFIC ISLANDER

CAPE VERDEAN

WHITE

• Military Information ARE YOU PRESENT OR FORMER MILITARY PERSONNEL?  YES  NO

ARE YOU THE SPOUSE OR CHILD OF A VETERAN?  YES  NO

### • Academic Information PLEASE CHECK BOXES BELOW WHICH APPLY TO YOU. I AM:

A TRANSFER STUDENT (PREVIOUSLY ATTENDED ANOTHER COLLEGE).

A FIRST-TIME STUDENT (NEVER ATTENDED COLLEGE BEFORE).

AN NSCC GRADUATE SEEKING READMISSION.

A PREVIOUS NSCC STUDENT (NON-GRADUATE). WERE YOU IN A DEGREE PROGRAM?

YES  NO

### • Residency Information

U.S. CITIZEN

RESIDENT ALIEN (GREEN CARD)

*If yes, enter Alien Registration number.*

*If no, enter type of Visa.*

WILL YOU REQUIRE A TEMPORARY STUDENT VISA (F-1) TO ATTEND NSCC?  YES  NO

Generally, in order to qualify for the in-state tuition rate, applicants must have proof of Massachusetts residency. A resident is defined as a person who has lived for at least six (6) months in Massachusetts, and who intends to remain in Massachusetts indefinitely. International students and, under most circumstances, Non-Resident Aliens ARE NOT eligible for Massachusetts resident rates.



# Educational Objectives

Choose A or B:

**A.**  **I INTEND TO PURSUE A DEGREE OR CERTIFICATE PROGRAM.** *Please refer to NSCC Degree & Certificate Programs list.*

**FIRST CHOICE:** \_\_\_\_\_

*Some programs have specific admissions requirements. If you do not meet these requirements, your program of study will default to your second choice.*

**SECOND CHOICE:** \_\_\_\_\_

**B.**  **I PREFER UNSPECIFIED STATUS. I DO NOT INTEND TO CHOOSE A PROGRAM OF STUDY AT THIS TIME.** *I understand I am not eligible for financial aid unless I choose a program of study.*

Choose from A or B:

**A.** IF YOU ARE APPLYING TO AN NSCC DEGREE OR CERTIFICATE PROGRAM, SELECT THE GOAL WHICH BEST DESCRIBES YOU.

OR

**B.** IF YOU HAVE NOT YET SELECTED AN NSCC PROGRAM, SELECT THE GOAL WHICH BEST DESCRIBES YOU.

I AM PLANNING TO GRADUATE WITH A DEGREE OR CERTIFICATE

I AM TAKING ONE OR MORE COURSES TO TRANSFER.

I AM TAKING ONE OR MORE COURSES TO TRANSFER

I AM TAKING ONE OR MORE COURSES TO UPGRADE OR LEARN NEW JOB/ACADEMIC SKILLS.

I AM TAKING COURSES FOR PERSONAL GROWTH.

I AM NOT READY TO DECLARE AT THIS TIME.

## Educational Background

1). HIGH SCHOOL EDUCATION  HIGH SCHOOL GRADUATE  GED RECIPIENT  DID NOT GRADUATE

NAME OF HIGH SCHOOL OR GED TEST CENTER CITY STATE YEAR

YES  NO HAVE YOU PASSED A FEDERAL ABILITY TO BENEFIT TEST (ATB)? DATE OF TEST: \_\_\_\_\_

YES  NO ARE YOU A HIGH SCHOOL TECH PREP STUDENT?

YES  NO DID YOUR MOTHER OR FATHER GRADUATE FROM A 4-YEAR COLLEGE?

YES  NO WILL YOU HAVE RECEIVED A BACHELOR'S OR PROFESSIONAL DEGREE BY THE TIME YOU ENTER NSCC?

YES  NO IS ENGLISH YOUR NATIVE LANGUAGE?

2). COLLEGE EDUCATION  COLLEGE GRADUATE  DID NOT GRADUATE

NAME OF COLLEGE CITY STATE

GRADUATION DATE/DEGREE RECEIVED DATES OF ATTENDANCE

NAME OF COLLEGE CITY STATE

GRADUATION DATE/DEGREE RECEIVED DATES OF ATTENDANCE

## Signature Required

X

Signature of Applicant

*I certify that all above information is true.*

Date

X

Signature of Parent

*If applicant is under 18 years of age.*

Date

# Additional Interests

**Did you know?** The following opportunities are available to you while attending NSCC. Please review and check below if you would like additional information. Some programs have eligibility requirements.

**Financial Aid**

**Career Planning**

**Dual Enrollment Program**

Enrichment program for high school students

**Mass Transfer Program & Transfer Agreements**

Admission to four-year colleges and universities guaranteed provided certain requirements are met. For more details on a list of participating four-year colleges and universities, contact NSCC's Student Support & Advising Center (978-762-4036, 781-477-2132).

**Honors Program**

An opportunity for academic challenge, social networking, and enhanced transfer opportunities

**Presidential Scholars**

A leadership development opportunity, including a scholarship, for incoming high school graduates

**STEP**

High school or home-schooled students can take college courses to finish requirements for a high school diploma.

**ESL Classes**

I am interested in learning English as a second language.

**Or, one of NSCC's supportive learning communities:**

**TRiO/Student Support Services**

An academic and college adjustment program for first generation or low-income students

**Women in Transition**

A program for women who have been out of school for many years.

**Project Enable**

An evening program for students with a GED

**Challenges, Choices, and Change**

A full-time program that combines academics and personal development to empower women and build a foundation for success.

**Bridges to the STARS**

A program for women and minorities interested in science, math, or technology.



## Technical Standards for the Veterinary Technology Program

### General Job Description:

Utilizes scientific principles to assist the veterinary practitioner in the identification, prevention, remediation, research and treatment of acute and chronic illnesses found in domestic animals, both large and small. Demonstrates the ability to restrain a variety of fractious animals. Reviews existing data and assists in the collection of additional data and samples from a variety of species. Assists the veterinarian in the administration of a variety of pharmaceuticals. Places and maintains intravenous catheters, monitors patients during general anesthesia, assists the veterinarian during surgical procedures, assists in euthanasia, takes and processes radiographs, operates and maintains a wide variety of equipment including: automated chemistry profile units, pulse oximeters, EKG's cavitrons, and autoclaves. Documents necessary information in the patient's medical record and on other forms, and communicates this information to co-workers. Uses problem solving to identify and correct malfunctions in commonly used hospital equipment. Demonstrates appropriate interpersonal skills to work productively with patients, families, staff and co-workers. Accepts directives, maintains confidentiality and upholds the ethical standards of the profession.

PHYSICAL STANDARDS		Freq *
LIFT:	up to 50 pounds to assist moving patients	F
STOOP:	to adjust equipment and clean cages	F
KNEEL:	to perform CPR	O
CROUCH:	to locate and plug in electrical equipment to safely move animals in and out of cages	F
REACH:	5½' above the floor to move animals in upper level cages	C
HANDLE: small	strong, sometimes aggressive large and small animals. small and large equipment for storing, retrieving, moving.	C

GRASP:	syringes, laryngoscope, endotracheal tubes.	C
STAND:	for prolonged periods of time (e.g., deliver therapy, check equipment)	C
FEEL: puncture, skin	to palpate pulses, arteries for temperature.	C
PUSH/PULL: mechanical ventilators, anesthesia machines	large, wheeled equipment. e.g.,	C
WALK: a	for extended periods of time to all areas of hospital.	C

<b>PHYSICAL STANDARDS</b>		<b>Freq *</b>
MANIPULATE: knobs, dials associated with diagnostic/therapeutic devices. Large, sometimes uncooperative dogs and cats		C
HEAR: verbal directions		F
animal sounds of distress		C
gas flow through equipment		C
alarms		C
heart through a stethoscope such as breath or sounds		C
SEE: patient conditions such as skin color, work of breathing		C
mist flowing through tubing		F
shapes and forms associated with radiographs.		F
TALK: to communicate in English goals/procedures . . . to patients and clients		C
READ: typed, handwritten, computer information in English		C
WRITE: to communicate in English pertinent information (e.g., patient evaluation data, therapy outcomes) regarding patient status		C
<b>MENTAL/ATTITUDINAL STANDARDS</b>		<b>Freq *</b>
Function safely, effectively, and calmly under stressful situations.		F
Maintain composure while managing multiple tasks simultaneously.		F
Prioritize multiple tasks.		C
Exhibit social skills necessary to interact effectively with patients, clients, supervisors, and co-workers of the same or different cultures such as respect, politeness, tact, collaboration, teamwork, discretion.		C

Maintain personal hygiene consistent with close personal contact associated with patient care.	C
Display attitudes/actions consistent with the ethical standards of the profession.	C

\*Performance Level: O = occasionally 50-74%; F = frequently 75-89%; C = constantly 90-100%

\* Applicants who are offered admission must document their ability to perform all essential tasks with or without reasonable accommodation in order to begin the professional courses. If you are an otherwise qualified individual with a disability who seeks a reasonable accommodation, you need to contact the Office of Disability Services for eligibility determination for reasonable accommodation(s). **For those applicants offered admission, you will be asked to self certify by signing the Technical Standards which are included in the Health Forms packet that you will be required to complete no later than July 8, 2010.**

**This questionnaire is NOT an application for admission. Instructions, page one:** Please complete this page by printing all of your answers. Attach additional sheet(s) if needed or submit a resume (make sure your name is on each additional sheet).

Name: \_\_\_\_\_ Soc Sec

#: \_\_\_\_\_  
*Last First MI*

Address: \_\_\_\_\_  
 \_\_\_\_\_

Day Time Phone: (\_\_\_\_) \_\_\_\_\_ Evening

Phone: (\_\_\_\_) \_\_\_\_\_

Cell Phone:

(\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_ @ \_\_\_\_\_

Are you applying to transfer Veterinary Technology credits from another program of study? Yes  No

***Please PRINT all answers (or attach a word processed resume):***

Your current job: Dates:	<i>Employer:</i>
	<i>Duties and Responsibilities:</i>
Prior job(s) Dates:	<i>Employer/Facility:</i>
	<i>Duties and Responsibilities:</i>
	<i>Employer/Facility:</i>
	<i>Duties and Responsibilities:</i>

Animal care Related Experiences or Site Visits Dates:	<i>Employer/Facility:</i>
	<i>Duties and Responsibilities:</i>

**Please proceed to the next page and follow the instructions.**



**NORTH·SHORE**  
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**VETERINARY TECHNOLOGY PROGRAM ADMISSIONS QUESTIONNAIRE-FALL 2010**  
**(Continued)**

**Instructions page 2:** Please answer all following questions. Evaluation of the answers includes but is not limited to grammar, spelling, as well as overall content and quality of the answers (e.g. accuracy, thoroughness, and relevance to the question asked). Handwritten applications will not be accepted. Make sure your name is on each of the page(s) submitted.

- 1) Describe how your life/work experiences and extracurricular, and/or volunteer activities contributed to you choosing to become a Veterinary Technician.
- 2) How do you plan to manage your academic commitments and your other life commitments while enrolled in this rigorous Program?
- 3) As a member of the healthcare team, what is the role of a Veterinary Technician?
- 4) Discuss your prior experiences with Math and Science courses. Which were your favorites and why?
- 5) Describe a challenging personal or work situation. How did you manage the situation? What did you learn from the situation?