

Veterinary Technology Program

Student Handbook 2022-2023



Norwalk Community College
188 Richards Avenue
Norwalk, CT 06854

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Welcome to the Norwalk Community College Veterinary Technology A.S. Degree Program

**Catherine Liegey, DVM
Program Coordinator and Associate Professor**

**Valerie Ramos CVT, MBA
Clinical Coordinator and Associate Professor**

Congratulations on your admission to Norwalk Community College's Veterinary Technology Program! You have chosen a wonderful, rewarding and rapidly growing profession. The care of animals is a privilege; to prepare you to assume this responsibility you will learn to be a strong, effective member of a veterinary care team. A solid knowledge base, independent critical thinking and interpersonal skills will open up many opportunities for you.

This handbook has been prepared as a reference and resource for current students to help you understand the program and facilitate the necessary steps towards successful completion of the 2-year A.S. degree in Veterinary Technology. The handbook includes Appendices of program forms and required signature pages. For a complete listing and description of College policies and procedures, please refer to Norwalk Community College's Catalog and Student Handbook.

Look around at your classmates. You will be together for the next several years! Collectively you represent a key resource for this program – the positive attitude, helpfulness and respect you share will go a long way toward ensuring each student's successful completion. We sincerely hope that you all succeed and graduate together as that is our goal for you. Congratulations again and best wishes during your journey to become a credentialed veterinary technician.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Catherine Liegey'.

Catherine Liegey, DVM and Valerie Ramos, CVT MBA
Veterinary Technology Program Faculty
Norwalk Community College
188 Richards Ave., W132
Norwalk, CT 06854-1655
203-857-7364/6984
cliegey@norwalk.edu/vramos@norwalk.edu

ABOUT VETERINARY TECHNOLOGY

Definition of the Veterinary Technology Profession

Veterinary technicians are individuals who assist in the medical treatment of animals under the 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 clinical and administrative procedures.

History of the Veterinary Technology Profession

Veterinary technicians today have an impressive range of responsibilities, encompassing client awareness, education and communication, assisting medical and surgical procedures, patient care, diagnostic sample collection and processing, management, and many other areas of veterinary health care. Evolving from its pioneer university program in the 1960s, the study of veterinary technology is now carried out at hundreds of accredited programs in North America, with many more programs under development to meet the growing need for quality, consistency and compassion in veterinary medical care.

Veterinary Technician Code of Ethics

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

Veterinary Technician Oath

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

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

NCC's VETERINARY TECHNOLOGY PROGRAM (VTP)

MISSION STATEMENT

Motivated students will become knowledgeable and compassionate animal caregivers through active participation in NCC's Veterinary Technology program. They will develop a skill set leading to diverse opportunities and demand for their services as valued members of the veterinary profession. Our program aims to integrate the needs of the student, veterinary, public and global communities.

PROGRAM OUTCOMES

1. Care knowledgeably for animals with respect and compassion;
2. Enter the workforce with entry-level clinical expertise that satisfies the accreditation requirements of the American Veterinary Medical Association's Committee on Veterinary Technician Education and Activities (AVMA-CVTEA);
3. Enter the workforce as team players, with a professional demeanor and skill set;
4. Take the Veterinary Technician National Examination (VTNE) and be eligible for recognition by the Connecticut Veterinary Medical Association (CVMA) after passing the VTNE;
5. Foster awareness and recognition of our program and its mission in the veterinary and public community;
6. Continue studies as veterinary technician specialists, or apply to pre-veterinary or other four-year degree programs.

PROGRAM CORE VALUES

- **Critical Thinking**
Critical thinking skills are essential in today's rapidly changing health care environment. Critical thinking is a complex process that is purposeful, goal-directed and based on factual evidence. Critical thinking requires the skills of collecting, identifying, examining, interpreting and evaluating data. These skills encourage veterinary technology students to think for themselves and initiate appropriate interventions after defining the health care needs.^[1]
- **Safe and Competent Practice**
Safe and competent practice embraces standards of professional veterinary technology. These standards are implemented through clinical, cultural, and technological proficiency in a variety of health care settings. Veterinary technicians continuously strive to provide high-level care and to improve client and patient outcomes.
- **Caring**
Caring is fundamental to veterinary technology practice. Caring encompasses comfort, empathy, compassion, concern and advocacy within a culturally diverse client population. Caring veterinary technicians enhance the dignity and integrity of patients and their families.

- **Professionalism**^[L]_[SEP]
Professionalism is acquired through a complex process by which the veterinary technology student internalizes values inherent to the practice of animal nursing. These values include integrity, legal-ethical standards, confidentiality, political awareness, and collegiality. Professional role development includes the acquisition of knowledge and skills through life-long learning.
- **Communication**^[L]_[SEP]
Communication is essential to the practice of professional veterinary technology and includes both verbal and non-verbal skills, and information technologies to enhance patient care and client communication.
- **Holistic Care**^[L]_[SEP]
Veterinary technology utilizes a multidisciplinary approach to managing care that recognizes the uniqueness of the individual. Holistic animal care has as its goal the enhancement of illness prevention, health promotion, wellness maintenance, and health restoration across the life span. Holistic care involves the identification of the bio-psycho-social and cultural dimensions of the patient across the life span on the wellness-illness continuum.

PROGRAM ACCREDITATION

The VTP received AVMA-CVTEA initial accreditation effective September 16, 2016. Students graduating from the VTP are eligible to take the Veterinary National Technician Examination (VTNE). NCC's VTP has recently received full accreditation status through the AVMA's CVTEA. The college will expect its students to adhere to and follow all of the curriculum requirements and technical competencies that AVMA requires.

<https://www.avma.org/education/accreditation-veterinary-technicians>

CREDENTIALING INFORMATION

A growing number of states (not currently including CT) require veterinary technicians to be licensed, registered or certified. Passing the VTNE boards is an important step in professional recognition and VTNE Results are recognized in the US and Canada. To be eligible to sit for the VTNE in most states including CT, students must have graduated from an AVMA accredited Veterinary Technology program with the degree on their official transcript.

Becoming a Credentialed Veterinary Technician (CVT) is a means by which you can express your knowledge and professionalism to employer and to the public. The NAVTA and AAVSB web sites are valuable resources:

<https://www.navta.net>

<https://www.aavsb.org/vtne/>

In order to prepare for the VTNEs, NCC's Vet Tech students will be required to be enrolled in the 90 day online VetTechPrep course in their last externship prior to graduation and complete a significant portion of the course to be specified in the Syllabus. The course registration fee will be shared by NCC.

<https://www.vettechprep.com>

ADMISSIONS ELIGIBILITY

A high school diploma or equivalent, acceptance to Norwalk Community College, and mathematics proficiency at MAT 136 level are required for admission into the VTP. A high school GPA of C- or better is required. Applicants must also complete the following courses (or transfer equivalent) with a grade of C or higher:

Intro to Software Applications (CSA 105)	3 credits
General Biology (BIO 121)	4 credits
Concepts of Chemistry (CHE 111)	4 credits
TOTAL PREREQUISITES	11 credits

Note: There is a proficiency test-out option for CSA 105.

For detailed Admissions policies and forms, please refer to the VTP Guidelines and Admissions linked on:

<https://norwalk.edu/academics/science/veterinary-technology-degree-program-a-s/>

HEALTH REQUIREMENTS ~ OVERVIEW

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 A. Additionally, all students are responsible to provide the required immunization documentation for the College and any supplemental documentation required by the Health Professions Division. Documentation of immunity against Rabies is strongly recommended [see Appendix B for form] by the end of the first semester of instruction but no later than the start of VET 151 (Small Animal Nursing). This may be satisfied by titer or proof of vaccination. Tetanus immunity must be documented on the Health Authorization submitted with Application.

Students in the veterinary technology program may be exposed to various live animals, infectious agents, injury, anesthetics and x-ray equipment. Therefore they should consult with their health care provider about alerting the Program Director if they are or become pregnant [see Appendix B for form], if they have any medical condition causing them to be immuno-suppressed, or if they are severely allergic to animals or latex products. Students are required to consult with their personal physician to determine the suitability of a career in veterinary technology in these cases. A Health Care Authorization to participate in the VTP is required as part of the Admissions process but does not affect ranking of applicants.

STUDENT ACTIVITIES AND MEMBERSHIPS

Students are expected to join these organizations and include the memberships on your resume. Membership is free for students.

1. NAVTA (National Association of Veterinary Technicians in America)

NCC has a student chapter of NAVTA, which includes free membership for any NCC student enrolled in VET classes as of fall 2020. You will receive an invitation to your NCC email when it has been activated for you. Once you receive your invitation, you must register at:

http://www.navta.net/general/register_start.asp?regkey=EE5706A7-2670-4374-A3E4-E0926E13308F

2. VSPN (Veterinary Support Personnel Network)

*The **Veterinary Support Personnel Network** is all about bringing together members from all over the world to interact with each other, teach each other and learn from each other. As a member of VSPN, you'll have access to thousands of colleagues worldwide who want to help you and your patients - 24 hours a day! Benefits for VSPN members include access to the online version of the VSPN Notebook®, community message boards, rounds sessions and an extensive library of past rounds transcripts and handouts. We offer over 50 continual education courses per year taught by leaders in the field of veterinary technology.*

NCC Vet Tech students have free membership in VSPN with a 50% discount for online courses. Your enrollment in NCC Vet Tech will need to be confirmed for VSPN by the Program Coordinator.

<http://www.vspn.org>

3. CTVTA (Connecticut Veterinary Technician Association)

The CTVTA is a powerful resource for professional community and advancement. Membership is free for Vet Tech students. This organization will issue your CT credential (upon application) after you pass the VTNEs.

<http://www.ctvta.org>

4. FearFree® Certification

A 9 hr Continuing Education training in reduced-stress handling techniques. Additional courses are available. Certification is good for one year, renewable thereafter. FREE to Veterinary Technology students (normally \$159), email wags@fearfreepets.com. Second semester is a good time to enroll. www.fearfreepets.com

5. NCC Vet Tech Club

The Club is open to all NCC students: Vet Tech majors are expected to join and attend meetings every month. Vet Tech club activities may include meetings on campus, field trips, hosting educational speakers, and fund-raisers. Students are encouraged to participate by running for officer positions or by simply volunteering their time. Email nccvettechclub@gmail.com for information.

6. Program Bulletin Boards

Just outside W131, our program Bulletin Board has current information, events and fun facts. Our "virtual" Bulletin Board is on the publicly accessible program ePortfolio (no internal VTP info posted): https://norwalk.digication.com/veterinary_technology_at_ncc/Home22/

RECEIPT OF STUDENT HANDBOOK AND ACKNOWLEDGEMENT OF POLICIES

In order to participate in the Veterinary Technology Program, all students must acknowledge receipt and understanding of the VTP Handbook and its policies therein by signing and submitting the required and requested forms in Appendix B. All forms may be submitted in person or electronically by secure upload to:

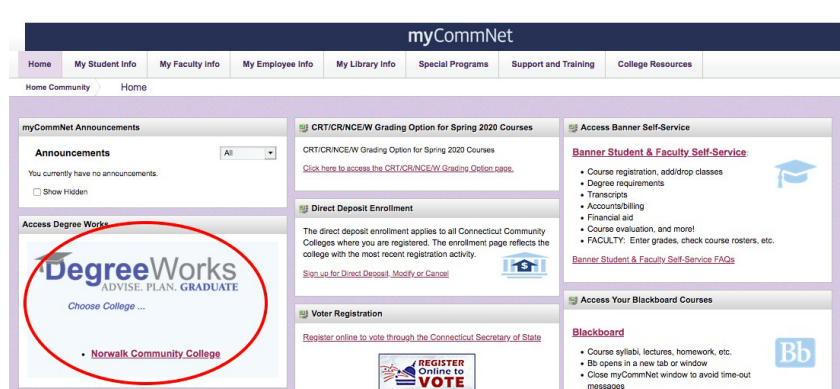
<https://www.dropbox.com/request/PyMyE6qtm7RcfWuxSlrg>

Students are expected to refer to the Handbook through their course of study at NCC for information on Policy and Procedures. If policies change later the students' matriculation, students will be grandfathered to the policies in this Handbook (their entering class).

Required and supplemental program forms may be found in Appendix B of the Handbook and are also available electronically as fillable forms.

PROGRAM PROGRESS LINKS AND TIPS

DegreeWorks: Students should frequently check their Veterinary Technology program progress on DegreeWorks (DW), available through myCommNet. You can view a Worksheet, "What-If" or Graduation Checklist. Please bring a copy to Advising appointments.



If there are courses missing on your DegreeWorks that need to be transferred in, you may submit a request online or with a paper form available in Counseling. Official transcripts must be on file for Transfer Evaluations to be completed.

<https://norwalk.edu/counseling/transfer-into-ncc/#transcriptEvaluation>

Course substitutions may be needed to complete program requirements. The course substitution form is available on paper in Records or as a fillable form from the Program Coordinator.

NCCVetTechStudents is a Dropbox with program forms, Standards of Procedure, Handbooks and other documents. It is updated every summer.

https://www.dropbox.com/sh/ape328yughnnutu/AABI_zvjTaqnlkJ_f84DUJuCa?dl=0

Records: To check on the progress of your graduation application, or for any questions related to your transcript, email: <mailto:nk-recordsoffice@ncc.commnet.edu>

APPLICATION TO GRADUATE

In order for a student to graduate, a graduation application form (available in Records and on-line, see below) must be submitted to Records, East Campus. The Program Coordinator will be requested to approve all applications. It is the student's responsibility to ensure that the form is submitted to Admissions by the stated deadline. Refer to the NCC Academic Calendar for the deadline to file the application to graduate. Students should regularly review "What-If" DegreeWorks evaluations with the Program Coordinator in order to confirm that their courses, including transfer credits and prerequisite credits, have been recorded. After receiving the completed form, Records will review the application and respond to the student as to whether all courses required for graduation have been completed. You may also ask for an update on your status by emailing Records (see above). Both May and August graduates will apply for May commencement and walk with their classmates in May.

Online Graduation Application Link:

<https://norwalk.edu/records/graduation/#apply>

VETERINARY TECHNOLOGY PROGRAM CURRICULUM AND ACADEMIC POLICIES

COURSE OBJECTIVES, ASSIGNMENTS AND PROCEDURES

Each student will be provided with a course syllabus at the beginning of each course. The syllabus will provide the student with the course description, goals/objectives, required reading 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. At the discretion of the instructor, the schedule of covered material may be adjusted during the course. Classroom and homework assignments may be assigned in progress during the course.

STATEMENT ON STUDENT EMPLOYMENT

Due to the rigorous academic and clinical curriculum, students are strongly urged to limit work hours to a maximum of 16 hour per week when carrying a full credit load during the semester. Students who work more than 16 hours per week could jeopardize their successful completion of the program and should consider extending their course of study to three years. Veterinary Technology courses are academically demanding and are expected to require 2-3 hours of study a week for every credit hour taken. Statistically, students who maintain a GPA of 3.0 or better are more likely to pass the Veterinary Technician National Examinations (VTNE). A term GPA of 2.0 or better is required to continue forward in the VTP.

Primary clinical courses (VET 151, VET 152 and VET 230) must be passed with a grade of "C" or better before a student will be approved for externship placement. VET 100 must be passed with a grade of "C" or better to proceed to VET 151 and VET 152.

ACADEMIC ADVISEMENT

Once accepted into the VTP, students will be advised by the Program Coordinator. While completing prerequisites, students will have been advised by Student Counseling or the Student Success Center.

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

- Counsel you on course selection and program progress.
- Refer you to appropriate student services as needed.
- Develop and suggest a timeline 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.
- Identify challenges and make recommendations to help you meet goals and expectations.

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

- Seek the counsel of your advisor during Registration and otherwise as needed.
- Access available student services as necessary including tutoring services and support with online resources.
- Make reasonable and realistic choices regarding your academic career that take into consideration balance with other life responsibilities.
- Respond appropriately to recommendations of the Advisor.
- **Advising is mandatory for any student receiving a midterm grade of “C-“ or lower in any VET course.**

Students are expected to be proactive about seeking advisement from the Program and Clinical Coordinators, and assistance from course instructors. Lack of engagement may jeopardize continued progress in the Program. Students are also encouraged to regard effective communication with Coordinators and Instructors as an opportunity to hone professional communication skills.

Due to FERPA regulations, it is not possible for any Advisor, Instructor or other NCC personnel to discuss a student's candidacy, record or performance by phone, email or in person with anyone other than the student, including immediate family member(s), unless the student elects to waive FERPA confidentiality (form is available from the Program Coordinator). This is entirely the student's decision.

FINANCIAL ASSISTANCE

Norwalk Community College's Veterinary Technology program provides an excellent return on investment for the degree. In order to maximize your academic experience and success, it is imperative that you work as few hours as possible so that you have time to study as well as attend classes. It is in your best interests to commence with the program when you are financially able to sustain your attendance. There are several avenues of financial support available to you aside from personal resources:

Norwalk Community Foundation

Students who are in need of financial support, including students working more hours than is compatible with academic success, are strongly encouraged to apply for an NCC Foundation scholarship. Procedures and application deadlines are available here:

<https://ncc-foundation.org/current-students/>

NCC's Foundation provides merit-based scholarship aid to part-time and full-time Veterinary Technology students. There are funds donated specifically for Veterinary Technology students, who have wide discretionary use of the award. In addition, credit limits may be waived for Veterinary Technology students with the endorsement of the Program Coordinator. Please advise accordingly so that we may support your application (GPA requirements may not be waived).

Apply for a single term or full-year scholarship and indicate that you are a Veterinary Technology major. The Foundation also offers an Emergency \$250 award typically with a 2-3 day turnaround time. If you have questions, email or call Catherine Lucia: clucia@norwalk.edu, 203-857-6894. You may receive both Foundation support and Financial Aid. Foundation scholarships are awards, not loans.

Financial Aid

Federal financial assistance is also available through NCC's Financial Aid Office:

<https://norwalk.edu/finaid/>

Payment plans may be arranged if you are not eligible for Financial Aid. In addition, if you meet the GPA requirements, you may appeal for Financial Aid if you have more credits than would allow you to receive Financial Aid. If you have additional question you may email Fany Stubbs, Associate Director of Financial Aid, fstubbs@norwalk.edu, 203-857-3325.

Assistance with Textbook Purchase

Wherever possible, NCC's Vet Tech program uses hard copy books in more than one course, engages Open Education Resources, and offer alternative or optional resources. In addition, required textbooks are on reserve in the NCC library, and there is an informal Program lending library. It is not possible to succeed in your courses without having access to the textbooks.

If you need financial assistance with your textbooks, please email Stefanie Ortiz (sortiz@norwalk.edu). You will need to submit a copy of your term registration, unofficial transcript, and textbook request form (see Appendix B). As long as you are not already receiving financial aid funds for textbooks, and are in good academic standing, you may qualify for the textbook funds waiver.

PROGRAM COURSE REGISTRATION FAQs

Here are some tips and tricks to Program course registration. Procedures may change during the course of your matriculation.

Spring and fall registration: Your place may be held with a deposit. You must be paid and on the Blackboard roster before classes begin. Please register ASAP so that we can plan resources accordingly. If you are not planning to proceed as previously planned for any reason, please speak or meet with the Program Coordinator.

Summer registration: Your place needs to be paid at the time of registration. It cannot be held with a deposit. A payment plan can be arranged ahead of time through the Business Office.

First semester registration: You need to be a declared DA06 Vet Tech major to register for any VET course besides VET 125 and VET 101. See Admittance email and attachments for how to do that and how to follow up.

Second semester registration: Spring externships are for fourth semester students only, not second semester students.

Third semester registration: You must list all three courses VET 207, VET 212 and VET 230 and register for them simultaneously. They are in the system as co-requisites so if you try to register for them one at a time you will get an error message.

Externship registration: Final enrollment must be approved by the Clinical Coordinator and you must qualify based on your GPA. You must have both VET 280 and VET 281 on your transcript to graduate, so if they are both being offered in any given term for instance, please make sure that you are registering for the one you need by confirming in DegreeWorks. (A course substitution is not possible for a duplicated course.) Hours may be flexibly completed in each. Typically VET 281 is completed in the summer in between second and third semesters, VET 280 runs in spring for graduating students.

In general: If you are having any issue, save a screenshot of your error code or receipt, and check with Records and/or the Business office first.

PROGRAM INSTRUCTIONAL RESOURCES

NCC's Veterinary Technology program makes extensive use of web-based tools of instruction aligned with hands-on learning. Several subscriptions are paid for by NCC or are available as free student memberships, a few will be purchased by you as course resources. Wherever possible, free or Open Educational Resources are used as well as educational apps. Here is a partial list:

- Kahoot! (free app, please install <https://kahoot.com/home/mobile-app/>)
- Quizlet (free app, please install, <https://quizlet.com/>)
- atdove (full subscription will be paid by NCC, <https://www.atdove.org>)
- Vetbloom (full subscription will be paid by NCC, <https://norwalk.vetbloomlearn.com/login/index.php>)
- Merck Veterinary Manual (free online <https://www.merckvetmanual.com>)
- Webex (NCC virtual meeting platform, <https://supportcenter.ct.edu/Service/WebExForAttendees.asp>)
- Microsoft Teams (NCC groups and meetings, part of Office365 which is FREE to students, https://supportcenter.ct.edu/service/Office365_Teams.asp)

If you do not have a laptop computer or lose access to one, the NCC Foundation may be able to help you through its emergency laptop program or emergency fund. You have full access to computers, scanners and printers in the NCC library.

NCC VETERINARY TECHNOLOGY PROGRAM OF STUDY

The Veterinary Technology program of study reflects a full-time curriculum plan that matriculated students are required to complete before graduation. Students may complete their College Core courses before applying to the program, or at any time during their course of study. Veterinary Technology courses must be taken in the stated sequence unless prerequisites allow otherwise (see course descriptions).

The Veterinary Technology A.S. Degree is a professional 70 credit degree program, inclusive of all prerequisites.

As the Program is being developed, course offerings may vary from the projected schedule and are subject to change. We will work with you to optimize your individualized progress through the curriculum.

Students must earn a “C” or higher in all prerequisites and maintain a GPA of 2.0 or higher while in the program. Students who fail to complete required courses or meet the minimum grade requirement may be dismissed from the program. *It is the responsibility of the students to know and meet all requirements for graduation, including core courses required by NCC. NOTE: Vet Tech students are NOT required to take a Communications (COM) course to graduate.*

RECOMMENDED SEQUENCE OF STUDY*

47 Veterinary Technology + 23 College Core credits, including prerequisites

SEMESTER 1, fall	15	SEMESTER 2, spring	15
ENG 101 Composition	3	VET 151 Small Animal Vet Tech w/Lab	4
VET 125 Veterinary Medical Terminology	1	VET 152 Large Animal Vet Tech w/Lab	4
VET 100 Introduction to Animal Care	2	VET 202 Vet Anatomy and Physiology II w/Lab	4
VET 101 Introduction to Vet Technology	3	VET 250 Principles of Pharmacology Vet Tech	3
VET 201 Vet Anatomy & Physiology w/Lab	4		
VET 103 Communication and Veterinary Office Management for Vet Techs	2		
SEMESTER 3, fall	14	SEMESTER 4, spring	15
Social Science Elective	3	Humanities elective (IDS)**	3
ENG 102 Literature and Composition	3	VET 235 Veterinary Microbiology***	4
VET 207 Clinical Vet Tech Procedures w/Lab	2	VET 238 Parasitology	3
VET 212 Principles of Imaging w/Lab	1	VET 221 Diseases of Animals	2
VET 230 Vet Anesth&Surg Nursing w/Lab	4	VET 241 Dentistry for Vet Techs w/ Lab	1
VET 280 Vet Tech Externship***	1	VET 281 Vet Tech Externship***	2

* Course descriptions and prerequisites may be found on the VTP Guidelines and Admissions, the NCC catalog, or the VTP website: <https://norwalk.edu/academics/science/veterinary-technology-degree-program-a-s/>

**Students with a B.S. or a B.A. may request Counseling to transfer one of their previous courses to satisfy this requirement.

***May be offered in alternate sessions.

PROFESSIONAL BEHAVIOR STANDARDS: ACADEMIC COMPONENT

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

- Attending class and arriving **on time**. Attendance is mandatory and recorded for all classes, both lecture classes and clinical rotations, on and off-site.
- 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. Late acceptance/partial credit are at the discretion of the instructor(s) per syllabus policy.
- Understanding course syllabi, course requirements and course guidelines.
- Seeking help from the instructor(s) and NCC resources if material and information is unclear, including attending recitations and the Tutoring Center.
- Returning borrowed items (i.e., books, DVDs, and activity supplies) the next day after use.
- Properly maintaining classrooms and laboratory areas and returning supplies and equipment to designated areas.
- Respecting the instructor's policies regarding the use of personal electronic devices in class.

The students will DEMONSTRATE ENGAGEMENT 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.

Veterinary Technology is a *team*-oriented profession. Classroom and learning experiences will launch your collaboration as strong team members with a positive attitude.

PROFESSIONAL BEHAVIOR STANDARDS: STUDENT CONDUCT

Veterinary technology students are entering a profession that requires honesty and integrity. Students are expected to conduct themselves in a manner consistent with the highest standards of professional behavior and clinical practice at all times. Any violations of conduct or academic integrity will be addressed according to the standards and practices outlined in this Student Handbook, the Norwalk College Student Handbook, and the Policy Manual of the Board of Trustees of the Connecticut Community-Technical Colleges, as well as any additional policies approved by the Board of Regents for Higher Education governing student conduct. Any student found to be in violation of these policies may be dismissed from the VTP.

The use of cell phones/smartphones or electronic devices for making calls or text messaging is not permitted in the clinical area, college laboratory or classroom, unless so designated for instructional purposes or needed for an emergency (notify your instructor). If the student disrupts other students, faculty or staff with the use of these devices or uses these devices inappropriately, the student may be subject to disciplinary action per college and VTP policy.

VTP students are reminded that posts to any and all social networking or social media (including personal Facebook, Twitter, personal blogs, and other types of social media accounts) must reflect the same behavioral standards of honesty, respect, consideration and professionalism that are expected in college and clinical environments. In any social media posts or communications, students must adhere to the same restrictions related to privacy for fellow students, faculty, and clients as they do in a classroom or clinical environment in accordance with federal Health Insurance Portability and Accountability Act (HIPAA) standards. Inappropriate use of social media by users with regard to the college, its faculty, students, clinical agencies or clients is subject to disciplinary action.

Students are not permitted to discuss, post, share or distribute any pictures or information collected during clinical rotations that include client animals or specimens or names of clients, clinics and off-site clinical instructors.

A student's written work is expected to be original and done independently unless otherwise indicated. Footnotes and references must be used to acknowledge the source and avoid plagiarism in accordance with the American Psychological Association (APA) standards.

Selected portions of the VTP curriculum are taught, reinforced, or reviewed through the use of educational software/instructional media such as videotapes, computer programs, audio cassettes, DVDs and/or online learning activities. Students are required to adhere to all copyright policies.

PROFESSIONAL BEHAVIOR STANDARDS: COMMUNICATION

Effective and responsive communication is essential to academic and professional success. Issues that arise during your course of study may be addressed with the support of your instructors and the Program and Clinical Coordinators but will not be resolved without appropriate action on your part. You are expected to engage proactively by:

- Checking your NCC email at least daily (as of summer 2020 it may no longer forward to personal emails)
- Responding promptly to communications
- Keeping all appointments made with instructors and Coordinators and advising immediately if conflicts arise and rescheduling is needed
- Respecting appropriate channels of communication for conflict resolution

CLASSROOM ATTENDANCE AND PUNCTUALITY

Your prompt and full participation in class, labs and clinical exercises demonstrates professionalism and respect for your studies, your colleagues and your learning environment. Please refer to the syllabus for each course to determine what affect tardiness and/or absenteeism may have on your grade. Attendance is recorded in all classes. Remember, you are entering a profession where punctuality and reliability are expected! Communicate promptly and professionally with your professors if circumstances arise that interfere with your participation.

- 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. Un-submitted work may result in a grade of "Incomplete."
- 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 in-laws.
- **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.

Attendance and promptness are mandatory!

PROFESSIONAL BEHAVIOR and DRESS CODE

Professional Behavior: Students are expected to exhibit professional conduct in all academic endeavors, interactions and experiences at all times. Veterinary Technology is a profession requiring a high standard of behavior. Veterinary Technicians have invested their time and are entrusted by the community with the care of client pets and animals and also represent their school and place of employment. Veterinary Technicians are legally bound to these ethical and moral obligations.

Dress Code: Each student must maintain a professional appearance *at all times* including clean hair and clothing and exemplary personal hygiene. Norwalk Community College and its clinical affiliates will expect you to practice all proper dress codes and safety during laboratory and classroom settings.

- Wear shoes that completely cover the feet. Non-skid shoes are recommended. Open toe shoes or sandals are prohibited.
- Wear either a lab coat over clothes or surgical scrubs. Pants must completely cover the legs. Skirts and dresses are discouraged unless required for religious reasons.
- All hair that is shoulder length or longer should be confined behind the head during any lab or when handling animals.
- All nails should be no longer than the tips of your fingers to avoid injury to animals. No artificial nails or nail polish should be worn due to potential flaking, and health issues with pathogens.
- Stud earrings may be worn; no loop jewelry (including facial jewelry) or long dangling earrings or necklaces may be worn at any time to help avoid injury from animals.

For visits to large animal facilities, you may need rubber washable boots (or work boots with rubber over boots), coveralls or scrubs that completely cover street clothing. Foot covers will be provided by the VTP.

Your clinical instructors will let you know what is required for your clinical rotations, including VTP student scrubs, badge and identification badge. Clinical instructors reserve the right to dismiss or restrict a student from the clinical setting for failure to comply with the dress code and/or extremes in personal grooming.

ANIMAL USE POLICIES

The Veterinary Technology is a practically oriented, clinically based course of study. All entry-level skills, from basic handling and restraint through assisting in surgeries, will be demonstrated and learned on live animals. Extensive policies and guidelines are in place to ensure the safe and humane treatment of animals to provide primary educational experiences that benefit both the animal and the student. In addition, through the use of models, use of animals will be replaced and reduced and technique will be refined prior to the assessment of skills on live animals. All clinical procedures and practices will be under the review of the VTP Institutional Animal Care and Use Committee (IACUC).

Norwalk Community College does not house animals overnight; animals in the program will be either located at an off-site facility, or may be temporarily kept on-site at NCC in the Live Animal Lab. Off-site facilities may include:

- Veterinary hospitals
- Research facilities
- Animal shelters
- Aquariums and zoos
- Farms

Animals may either be part of an existing client/patient/doctor (VCPR) relationship at a veterinary hospital, under the primary care of an animal shelter, or the legal property of a student or instructor in the course. Regardless of type of teaching site involved, animal care philosophy will always be considered using a veterinary/patient/client approach. Stress and pain will always be monitored and avoided.

Any services provided by the VTP are restricted to: faculty and staff of NCC, students currently enrolled in the VTP and area non-profit animal welfare agencies. [SEP] We do not provide services to the general public and VTP faculty and staff may not establish a private VCPR with students or other faculty and staff. [SEP] [SEP] All student, staff and faculty animals participating in classroom instruction must meet the following standards:

1. Have no pre-existing contagious medical conditions
2. Have no known titers to chronic potentially contagious medical conditions
3. Be easily handled by strangers
4. Provide proof of current vaccinations for Rabies

Students may only bring animals to class as required by the instructor, and the following rules apply:

1. Student animal use waiver is signed and on record **in advance** (Appendix B) or utilizing the online Guest Pet registration:

<https://www.surveymonkey.com/r/NCC-GuestPet>

2. Students should not arrive early to class if they have animals. Animals must be restrained (leashed or crated) at all times.
3. Transfer of animals to and from crates is only to be done with instructor supervision.
4. The instructor has the right to refuse any animal for any activity in any class if [SEP] they feel it is unsafe for the students or the animal.
5. No animals are to be left unattended at any time.
6. All animals must have access to fresh water, and an exercise plan (dogs).

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)

All programs in Veterinary Technology are required to have an *Institutional Animal Care and Use Committee* that oversees the care and use of animals used in the educational process of teaching students. This Committee reviews how many animals will be used in the process and how many times a student is allowed to practice an essential skill on any animal. Protocols are approved that define each skill taught in each course and instructors will structure teaching accordingly. It is important that you follow the directions of your instructors in order that we do our best to honor the protocols that are designed to minimize the stress placed on animals used in the program.

NON-COMPLIANCE WITH PROPER ANIMAL CARE PROCEDURES

If any individual is aware of potential violations of the existing animal care and use regulations or observes misuse or mistreatment of animals, they are encouraged to discuss their concerns in person, and report as necessary in accordance with Norwalk Community College complaint resolution processes:

1. The complainant should complete a Norwalk Community College, *Veterinary Technology Animal Care and Use Complaint Form* (Appendix B).
2. The complainant should first seek additional information by discussing the concerns noted in the Form with the course instructor in order to clarify that there is not a perception error.
3. If the course instructor has not provided resolution, the complainant should next bring their concern to the Veterinary Technology Program Director.
4. In the event that the concern has not yet been alleviated, the complainant should bring the concern to the Science Department Chair.
5. If the complainant feels the concern has still not been adequately addressed, or if the complainant feels for any reason that they cannot follow one or more of the preceding steps, then the complaint should be brought to the attention of the IACUC Committee.

The Veterinary Technology Program will not tolerate retaliation toward or harassment of any individuals who report actual or possible violations and will protect through anonymity the positions and reputations of those persons who in good faith make allegations of animal welfare violations.

The IACUC will review any allegations. The committee may designate an investigative sub-committee to investigate allegations and report any findings back to the IACUC. Investigations will be conducted carefully and discreetly.

STANDARDS OF PROCEDURE FOR THE PROGRAM

NCC'S Veterinary Technology program has developed its own Standards of Procedure (SOP) for required skills, which is integrated with Salthouse Veterinary skills tracking software. You are required to be familiar with the SOP for each skill; the skills criteria are also available through Salthouse. Your Salthouse accounts will be active for you in your second semester. The SOP is updated annually when the AVMA-CVTEA's skills updates are released.

All on and off-site clinical instructors will instruct you to the program standards in the SOP.

TRAVEL TO OFF-SITE FACILITIES

Primary clinical instruction for small animal, farm animal, equine, and research animal labs and externships will include extensive off-site instruction, and participation as assigned is required. Your instructor will notify you when these site visits will occur to allow you to plan accordingly for proper dress etc. You will also be responsible for your own transportation to and from these facilities. Carpooling and/or public transportation are encouraged at all times, and may be required by off-site facilities with limited parking. The College and the NCC-VTP are not responsible for parking or towing expenses or injury to property sustained at an off-site facility. *Note: if NCC is closed for any reason off-site classes, externships and activities are cancelled.*

PARTICIPATION IN HUMAN HOSPITAL SETTINGS

VTP students may have the opportunity to be involved with therapy animal as part of collaboration with the NCC nursing program. All regulations and procedures of the nursing program are applicable. If the clinical instruction is to be recorded for teaching purposes, the required waivers are in Appendix B.

EXTERNSHIPS

A minimum of 240 contact hours must be satisfied by registering for VET 280 and VET 281 (3 credits total, hrs may be allocated flexibly). The externship hours are an integral part of the VTP curriculum. The students' first externship is the summer between the second and third semesters, and the student's second externship is in the final spring (fourth) semester. Externships are not typically scheduled in the fall (third) semester although there may be exceptions. It is a goal of the program for each student to experience the following opportunities to:

- Explore alternative professional areas of focus
- Practice skills instructed during primary clinical courses
- Acquire skills not yet performed during primary clinical courses (these must be videotaped for Coordinator assessment)
- Perform as a veterinary professional by securing an externship, completing the hours, and participating in the review process
- Complete ancillary professional and educational activities (case report, VTNE prep)

Students are expected to take an active role in selecting potential externship sites although first choice externship placement is not guaranteed. Externship hours should be completed elsewhere than at a current place of work although exceptions may be granted per the Program and Clinical Coordinator. If the student proposes a non-contracted facility, the request for contractual arrangements must be made to the Program and Clinical Coordinator at least 4 weeks before the start of the externship and include a contact person, phone and email at the requested facility. If a facility does not agree to the State of CT contract it will not be possible to log hours for the externship credit at that facility.

Please note that externships may NOT commence until all paperwork is completed, the student is registered, and the course date has begun. If you have started hours before being registered AND submitting your externship paperwork you will not receive credit for those hours, and you may be removed from your externship placement at the discretion of the Program and Clinical Coordinators.

Externship placement is a privilege and students are expected to be proactive and professional during all phases including prompt communication and proper procedure with both the prospective externship site and the NCC's Clinical and Program Coordinators. It is essential that students plan on allowing the necessary hours to complete externships in addition to other studies and any other personal and professional commitments.

Primary clinical courses (VET 151, VET 152 and VET 230) must be passed with a grade of "C" or better for a student to be approved for externship placement. Full externship policies and procedures will be separately provided.

AUDIO, VIDEO AND PHOTOGRAPHY OF CLASS ACTIVITIES

The VTP will have the opportunity to record and share our class activities for educational purposes, community outreach, and to publish our progress by means of newsletters, ePortfolios, newspapers, blogs, and other venues. All images and recordings will be accorded the same respect, responsibility and professionalism that the program asks of its students when sharing materials with each other and the public, especially through social media. Release forms for teaching records and media release are included in Appendix B. You are strongly encouraged to provide the release forms, however you are under no obligation to do so. If you have concerns about your privacy and how the material will be used, you are encouraged to discuss them with the Program Coordinator and the Public Relations Department.

VETERINARY TECHNOLOGY PROGRAM SAFETY POLICIES

RISKS ASSOCIATED WITH THE VETERINARY TECHNOLOGY PROGRAM

In addition to the possible exposure to animal bites and scratches, the following are potential risks associated with the veterinary technology program. Instructors and students should work together to minimize the potential of injury associated with each of these risks. Students are required to indicate that they understand these risks by signing the waiver in Appendix C.

- **Radiological:** X-ray exposure damage to organs and tissues is cumulative. X-ray exposure can also be detrimental to the proper development of the unborn child. A student who has disclosed pregnancy on the medical recommendation of her health care provider will not be allowed to take radiographs, in order to prevent inadvertent exposure. Accommodations can be made to provide experience in this area without harmful exposure or students can choose to retake the course at a later date.
- **Chemical:** There are a variety of chemicals and therapeutic drugs used in the veterinary industry. Each has its own risks associated with the use and exposure. The following is a representative sampling of harmful substances: chemotherapeutic agents, gas anesthetics, pesticides, x-ray developing chemicals and cleaning compounds. Exposure to these chemicals can lead to congenital defects and miscarriage.
- **Biological:** Interaction with animals is an integral part of the veterinary technology program and comes with risks associated with zoonotic diseases. Parasites, bacteria, protozoa, and viruses can pose a danger to both students and an unborn child. Points of transmission include exposure to feces, physical contact with wounds, bites/scratches, needle sticks, and inhalation of particulate matter. Strict hygiene principles should be practiced to reduce the chance of contracting a contagious or zoonotic disease.
- **Physical:** The rigors associated with veterinary technician responsibilities can be strenuous and taxing. Instructors and fellow students should be recruited for assistance when necessary. Pregnant students should avoid lifting heavy objects and refrain from over exertion. See Appendix A for complete Physical Standards.

AGGRESSIVE ANIMAL POLICY

The veterinary profession requires working with animals on a daily basis. The risk of injury when working with animals is real and must be taken seriously. In working with animals you should always think about safety for yourself, your colleagues, the animal and its owner(s). Animals are unpredictable and you should always proceed with caution when handling animals. The training you have received in animal behavior and restraint, including FearFree® techniques, is your first line of defense against personal injury. In

order to create a safer environment the veterinary technology program will not use animals that are known to have aggressive tendencies in the program. To maximize your safety, this is how to recognize and respond to an aggressive animal:

Definition and Behaviors

An aggressive animal is one with little or no provocation repeatedly exhibits aggressive behavior towards people or other animals. This behavior has the potential to harm either person or animal. Listed below are some of the common signs of aggressive behavior.

Dog:

Growling and showing of teeth, raised hair along the back, snarling, lunging, attempted biting, defensive posture.

Cat:^L_{SEP}

Defensive posture, growling, snarling, arched back with raised hair, hissing, attempted biting and swatting with paw.

Cattle:

Dropping head in defensive posture, head swinging, pawing at the ground, vocalization, charging at you.

Horse:

Ears pinned back, whinnying, head nodding or tossing, rearing onto back legs, striking with the front legs, attempted biting, pawing at the ground, trying to spin and kick with rear legs.

Sheep:

Dropping head in defensive posture, pawing at the ground, vocalization, charging.

How to respond to an aggressive animal in its pen or cage:

1. Close the gate or door and make sure it is latched
2. Place a dangerous animal sign on the gate or door
3. Immediately contact an instructor
4. Do not attempt to handle this animal

How to respond to an aggressive animal outside of its pen or cage:

1. Do NOT approach the animal
2. Slowly and quietly leave the area and secure the area by closing any doors or gates that may lead to other rooms or holding areas.
3. Immediately contact an instructor.

If you are currently restraining an animal that becomes aggressive:

1. Dog
 - a. Use the leash to maintain distance between you and the dog
 - b. Try to move the dog to another room to isolate from others

- c. If unable to relocate dog, have all others leave the room then isolate the dog in that room by closing all doors
- d. Notify an instructor immediately
- e. Do not attempt to capture on your own

2.

Cat

- a. Release the cat and allow the cat to create distance from you
- b. Close all doors and windows to prevent escape
- c. Contact an instructor immediately
- d. Do not attempt to capture on your own

3. Cattle and sheep

- a. Immediately create distance from the animal
- b. Look for potential shields such as gates, panels, doors, cars, tractors, hay racks
- c. Slowly exit pen, do not run unless absolutely necessary
- d. Contact an instructor immediately
- e. Do not attempt to reenter the pen
- f. Secure any perimeter gates or doors to prevent escape

4. Horses

- a. Try to create distance between you and the horse
- b. Look for potential shields such as gates, panels, doors, buckets, etc.
- c. Slowly exit the pen
- d. Contact an instructor immediately
- e. Do not attempt to reenter the pen
- f. Secure any perimeter gates or doors to prevent escape

If you are attacked:

1. Cover vital areas
 - a. Head and neck
 - b. Front of chest
2. Curl into fetal position
3. Move to a safe area if possible

2.

To further prevent possible injury students must do the following:

- Never work alone with animals, always have a classmate assist
- Use good judgment, if the animal exhibits aggressive behavior stop what you are doing and seek assistance from an instructor.
- Use protective equipment such as rabies pole, muzzles, cat bags, gates, panels, lead ropes, halters, and restraint gloves.
- When selecting animals from the shelters never select animals that exhibit aggressive or fearful behaviors. If there is any doubt leave the animal at the shelter.

VETERINARY TECHNOLOGY PROGRAM INJURY PROTOCOL

As stated above, it is the goal of all faculty and staff members employed by the NCC-VTP to provide a safe and secure learning environment for our students. However, working with live animals can create unexpected situations to which we must be prepared to respond. Outlined below are the steps to be taken should a student or faculty member experience an injury while on campus or engaged in an externship.

1. Students have the responsibility of reporting ANY injury (bite, scratch, fall) that occurs while engaged in department-sanctioned activities to the supervising faculty or staff member immediately. See Incident Report Form, Appendix B.
2. Faculty/externship supervisors should provide immediate assessment of the situation.
 - a. A first aid kit is available in the laboratory areas on campus for initial care.
 - b. If incident occurs on campus, campus police will be notified as official first responders.
 - c. If incident occurs at an externship site, facility policy for emergency care will be followed.
 - d. Students will be directed to seek attention from their primary care physician or hospital emergency by emergency personal
3. If an animal is involved in the incident, the animal should be immediately confined and its Rabies vaccination status verified.
4. If the incident occurs on campus, and the faculty member is required to remain with the injured student another department faculty member should be notified to supervise remaining students.
5. If the incident occurs at an externship location, the facility supervisor should follow the protocol in place on site.
6. Student may submit any out-of-pocket expenses to the Business Office.
7. If the incident involves injury to a faculty member, the above guidelines should be followed; in addition the faculty member should report the incident to Human Resources in a timely manner.
8. Bite or scratch first aid care:
 - a. *Place gauze or clean towel over the wound*
 - b. *Apply pressure and elevate to control bleeding*
 - c. *Wash the wound with chlorhexidine or betadine scrub for a minimum of 15 minutes*
 - d. *Thoroughly dry the wound*
 - e. *Apply a sterile bandage to the wound*

INCIDENT FOLLOW-UP^{SEP}

Any student who sustains an injury, including bites or scratches, in the college laboratory or at the clinical site will follow the policies of the institution. The student must report to the VTP faculty immediately and complete appropriate forms.

In the event of student injury that necessitates student absence from clinical rotations, the student must provide the Program Director with documentation from the associated health care provider of clearance to return to the VTP and to participate in clinical courses.

RABIES POLICY

The VTP is a practically oriented, clinically based course of study. Many different species of animals from many sources will be handled and some of them may have undocumented immunization history or be feral. As Rabies is prevalent in Connecticut, NCC strongly recommends proof of Rabies immunity no later than animal handling courses levels VET 151 and above. Proof may be demonstrated by a positive titer (if previously vaccinated) or recent immunization. For current information regarding vaccination, review the CDC guidelines:

<http://www.cdc.gov/vaccines/hcp/vis/vis-statements/rabies.html>

If your Rabies immunization is not current, you will need to self-identify to clinical instructors so that you do not handle any animals without a documented current Rabies vaccine. However, you will still be responsible for the clinical, hands-on master skills required by the AVMA-CVTEA. It may therefore require significant additional class time and effort on your part to complete the necessary skills. Making alternate arrangements is entirely the responsibility of the student. Future employers are likely to require Rabies immunization as a condition of employment, as veterinary technicians are considered at higher than average risk of exposure to Rabies.

Please sign and return the Rabies Form (Appendix B) to the Program Coordinator *before* you start the program, whether or not you have immunity, retaining one copy for your records. If/when your Rabies immunization status changes, please update the form and resubmit.

The Rabies pre-exposure vaccine is expensive and not routinely stocked. Here are your action steps, and resources that the VTP has arranged on your behalf:

Step 1: Do you need the vaccine?

Have you ever had the pre-exposure or post-exposure vaccine? Obtain a Rabies titer, it may not be necessary to receive a booster. The decision to receive the vaccine should be made by you in consultation with your health care provider.

Step 1: Are you covered?

Find out from your insurance company whether you are insured or not for **pre-exposure Rabies prophylaxis** (not post-exposure). Advise them that you are in a high-risk category of animal worker (i.e. not just “I need it for school”).

If you ARE insured, the resources below can give you the vaccine under coverage. If you are insured but uncovered for the vaccine, you will be liable out-of-pocket. If you have NO insurance coverage at all, some of these resources can help you apply for a subsidy to help cover the cost.

Step 2: Where to go?

This list is not necessarily exhaustive, but these are the resources that have been successful to date.

1. The Norwalk Community Health Center can also special order the 3 shot series for NCC Vet Tech students (it is not regularly stocked). **The Rabies prophylaxis is a specially arranged service so if you visit the MMU van as a walk-in they will not have it on hand or possibly even know it is an option.**

Your contacts at the NCHC:

- Erin Kampa, Nurse Practitioner (at the MMU van or the clinic)
- Resident Physician (at the MMU van or the clinic)
- Tiffany Sanders, MD, Chief Medical Officer (clinic)

Norwalk Community Health Center
120 Connecticut Ave.
Norwalk, CT 06854
(203) 899-1770

www.norwalkchc.org

You should make an effort to connect with Erin Kampa who is informed about the procedure and can initiate it for you, ekampa@norwalkchc.org. Subsidy for uninsured students is possible.

2. The Ridgefield VNA can give the Rabies by prior arrangement:

<http://ridgefieldvna.org>

3. Walgreens at the Danbury ER stocks the pre-exposure vaccine. If your doctor gives you a prescription, you can purchase the vaccine for your doctor to administer (if s/he is willing to do so).

Step 3: Make it official!

Please update your Rabies immunization form and submit to the Program Coordinator. Our clinical partners may require this information before clinical rotations can commence.

NOTE: Your completed Rabies form must be on file before starting the program, whether or not you have been vaccinated. You will update it after your vaccination series.

COVID 19 POLICY

Please see www.ct.edu/covid19 for the dynamic COVID 19 Policy related information.

The VTP is a practically oriented, clinically based course of study that requires students to travel to surrounding veterinary hospitals for clinical rotation. Students may be required to provide COVID negative test results before attending each rotation. COVID results must be negative and completed within 4 days before a rotation. If a student does not provide proof to the instructor, he/she will not be able to attend the rotation.

If a student tests positive, he/she must contact the program coordinator and instructors immediately. He/she must follow CDC guidelines on quarantine and safety. It will be at the discretion of the coordinator to determine if the student will be allowed back into rotation or class.

PREGNANCY POLICY

NCC is committed to providing you with the best educational experience possible. Along every step of the program, we have made extraordinary efforts to keep you safe and limit your exposure to possible hazards. In keeping with this high standard for safety, it is necessary to address the issue of student pregnancy.

Many of the chemicals we handle daily within the veterinary world, and procedures such as radiographic imaging, pose potential threats to the fetus in nearly every stage of pregnancy. While the safety protocols and procedures here at NCC and our clinical partners are high, there still remains the potential for harm for a pregnant mother and her unborn baby.

Should you become pregnant while completing your Veterinary Technology degree, it is highly recommended that you take the following steps so that we can work together and keep you safe. Your Program Coordinator, instructors and lab supervisors are here to help you at every stage.

While disclosing your pregnancy is your decision, you are responsible for meeting with your physician as soon as possible. A checklist form has been provided to you to review with your physician (Appendix B) and discuss the following options:

- Taking a leave and returning to your program at a later date. If you leave in good academic standing, and provide at least 3 months notice, you will be readmitted to the program at the beginning of the semester which was not completed, on a space available basis. *OR*
- Continuing on in your program, assuming and accepting the potential risks.

Should you elect to disclose your pregnancy to the Program Coordinator under the advice of your physician, you are responsible for setting up a meeting. At the first meeting the following information will be obtained:

- Stage of pregnancy
- Identify at what stage you are in your program
- Your intention of continuing in your program or returning at a later date

- Checklist and Pregnancy Form (Appendix B) signed by you and your physician

Should you decide to disclose your pregnancy and remain in the program, it is recommended that you notify instructors and/or assistants of laboratories and courses in which biological, chemical or radiological hazards are present about your condition. This may include some or all of the following courses:

Veterinary Anatomy & Physiology I and II	Introduction to Animal Care
Small Animal Veterinary Technology	Large Animal Vet Technology
Veterinary Technology Externships I & II	Veterinary Microbiology
Veterinary Anesthesia & Surgical Nursing	Principles of Imaging
Veterinary Laboratory Procedures	Parasitology

Each of your instructors and lab assistants will be ready to discuss with you the need to make any adjustments in your lab participation requirements.

- Objectives for a laboratory or course exercise will not be waived; however, reasonable efforts will be made to provide for your safety needs.
- In the event that arrangements cannot be made and objectives cannot be reasonably met, you will receive an Incomplete (“I” grade) in the course, and you will receive **written** specifications on when and how objectives or time requirements are to be completed. Or, if the freeze date (last day to add/drop a course) for the semester has not yet passed, you can withdraw from the course and complete it at a later date.
- The instructor may determine and document in writing how the objectives of the course may be safely completed in an alternative manner.

The Program Coordinator shall be kept informed of your status and the steps taken to accommodate your safety.

AT NO TIME SHOULD A PREGNANT PERSON TAKE RADIOGRAPHS OR OTHERWISE BE EXPOSED TO IONIZING RADIATION. This includes handling animals or animal waste from patients treated with radioactive isotopes.

INSURANCE COVERAGE

All enrolled students are automatically enrolled in the School Time Injury Only Insurance Plan. School time is defined as the time a student is attending classes or participating in and traveling directly to or from an activity sponsored by the College. Additional optional Injury and Sickness Insurance is also available. For additional information on Injury and Sickness Insurance see the College Student Handbook. Professional liability insurance is also provided for students by the college of attendance. Students may also purchase additional

professional liability insurance (recommended).

Students must be currently enrolled in a course in order to be covered for liability for that course. This is for the protection of the student, NCC and our clinical partners.

SCHOOL CANCELLATIONS AND EMERGENCIES

Adverse weather and emergency school closings are announced on local radio and television stations. The College voice mail system also records school closings. Students may call (203-857-7000) for school closing announcements or visit NCC's Facebook page. You can also sign up to receive a Text Message announcement on your cell phone using the myCommNet Alert system.

*Note: if NCC's campus is closed for any emergency reason, **ALL** off-site classes, externships and activities are cancelled unless otherwise specified.*

CAMPUS SAFETY

NCC is a safe and comfortable environment. Parking lots and outdoor spaces are well-lit and NCC's security personnel are available throughout the campus, if needed.

To contact East Campus Security, call (203) 857-7223.

To contact West Campus Security, call (203) 857-7155.

Campus Security Webpage: <https://norwalk.edu/security/>

Medical Emergency Procedures

Procedures for handling medical emergencies are posted throughout the college. Please take a moment to read these so you are prepared for responding to such emergencies.

- Call Campus Security from any college phone, ext 73911
- Call 8-911 from any college phone.

FIRST AID KITS ARE AVAILABLE ON:

- East Campus - Security/Information Desk
- West Campus - Information Desk

NCC EMERGENCY ACTION PLAN:

<https://norwalk.edu/wp-content/uploads/2017/01/EmergencyActionPlan.pdf?ver=2018>

The safety of our students, faculty, staff, clinical partners and our animal companions is our highest priority. If necessary, curriculum and delivery of instruction will be modified accordingly.

VETERINARY TECHNOLOGY ADMINISTRATIVE POLICIES

NONDISCRIMINATION POLICY

The Community College system of the state of Connecticut will not discriminate against any person on the grounds of race, color, religious creed, sex, gender identity or expression, age, national origin, ancestry, present or past history of mental disability, genetic information, marital status, mental retardation, sexual orientation, learning disability, or physical disability, including, but not limited to, blindness, or prior conviction of a crime, unless the provisions of sections 46a-60(b), 46a-80(b), or 46a-81(b) of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups. With respect to the foregoing, discrimination on the basis of sex shall include sexual harassment as defined in section 46a-60(8) of the Connecticut General Statutes. Although it is recognized that there are bona fide occupational qualifications that provide for exception from employment prohibitions, it is understood these exceptions are to be applied pursuant to section 46a-68-33 of the administrative regulations.

Further, the system will not discriminate against any person on the grounds of political beliefs or veteran status.

DISABILITY POLICY

NCC COMPLIES WITH THE AMERICAN WITH DISABILITIES ACT. CALL 203- 857-7192 or go to E107 IF YOU NEED ASSISTANCE.

If you have a “Letter of Academic Adjustment” (a.k.a., accommodation) from Student AccessAbility Services (SAS), I am available to meet with you to plan for the academic adjustments. If you are a new student with a documented disability and you expect the need for an academic adjustment and services, contact the Coordinator of Student AccessAbility Services by completing an Accessibility Intake Form. On the NCC website menu select ‘Student Services’ then ‘Disability Services’. On the SAS webpages select Apply for Services. An explanation of the process and a link to the Accessibility Intake Form is on the right of the webpage. If you need assistance SAS is located on the East Campus in the UBS Student Success Center, E107.

Please note that in college, it is the responsibility of the student to request accommodations from SAS and obtain the necessary documentation. The instructors are not permitted to recommend accommodations and cannot provide them without a “Letter of Academic Adjustment.” However, a student is encouraged to discuss any accommodations with the Program Coordinator so the necessary support may be provided. You are not required to utilize provided support; it is up to you.

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 indicate lack of satisfactory progress and may mandate withdrawal from the Program:

1. Failure to maintain a program GPA of 2.0* for each semester
2. Excessive absenteeism-as described in individual course syllabi
3. Failure to achieve a passing grade in the externship components
4. Failure to complete the required 240 hours of clinical externship
5. Failure to complete the Program requirements within three (3) years of entering the Program

*VET 151, VET 152 and VET 230 must be passed with "C" or better to qualify for externship placement. VET 100 must be passed with "C" or better to take VET 151 and/or VET 152.

DISCIPLINARY POLICY AND PROCEDURES

It is the goal of the Program to support each student towards success. Early intervention and counseling can frequently resolve potential problems. Students are expected to be responsive to requests for feedback and advising.

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

1. Upon a first occurrence the student may 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.
2. Upon a second occurrence the student may 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 s/he may risk failure.

DISMISSAL FROM PROGRAM

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

READMISSION POLICY

NCC 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 Readmission 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 continues enrollment
4. Complete and resubmit current Veterinary Technology Program Admission Form(s) 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.

WITHDRAWAL FROM PROGRAM

Prior to withdrawing from the Veterinary Technology Program, it is highly recommended that the student make an appointment with the Program Coordinator. 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.

Withdrawal for reasons of pregnancy follows the procedures as outlined in the Handbook.

STUDENT GRIEVANCE

The Veterinary Technology Program faculty supports the "Student Grievance Procedure" of Norwalk Community College, available online through Student Services. It is recommended that students review and become familiar with Student Services policies and procedures.

CRIMINAL OFFENSE RECORD INVESTIGATION POLICY

Certain clinical rotations may require background checks, drug testing, physical examinations, uniforms, and or other related equipment. These are the responsibility of the student to provide and are not facilitated by the college. Many employers also require background checks.

Norwalk Community College students utilize Certified Background, <https://www.certifiedbackground.com>

Appendix A

Technical Standards for Veterinary Technicians

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 with maximum concern for human and animal safety and patient stress level.
- Reviews existing data and assists in the collection of additional data and samples from a variety of species.
- Assists the veterinarian in the administration, dispensation and usage recording of a variety of pharmaceuticals.
- Places and maintains intravenous catheters, induces and 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 but not limited to:
 - Automated chemistry profile units
 - Pulse oximeters
 - EKGs and blood pressure monitors
 - Cavitrons
 - 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, demonstrates appropriate initiative, maintains confidentiality and upholds the ethical standards of the profession.

Students MUST meet the following technical standards OR contact Student Support for information about The Americans With Disabilities Act.

VETERINARY TECHNOLOGY TECHNICAL STANDARDS		
<i>O = occasionally; F = frequently; C = constantly</i>		
Lift:	up to 55 pounds to assist moving patients	F
Stoop:	adjust equipment	F
Kneel:	perform CPR	O
Crouch:	locate and plug in electrical equipment	F
Reach:	5½' above the floor to move animals in upper level cages	C
Handle:	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:	palpate pulses, access veins, skin temperature	C
Push/Pull	large, wheeled equipment. e.g., mechanical ventilators, anesthesia machines	C
Walk:	For extended periods of time, for all areas in and around an animal care facility	C
Manipulate:	knobs, dials associated with diagnostic/therapeutic devices	C
Hear:	verbal directions, client communication	F
	gas flow through equipment, alarms, stethoscope sounds,	C
See:	Patient skin and mucous membrane color, attitude	F
	mist flowing through tubing, shapes and forms associated with radiographs	F
Talk:	Communicate goals and procedures to colleagues and clients, in English	C
Read:	Typed, handwritten and computer information in English	C
Write:	Record pertinent information (e.g., patient evaluation data, therapy outcomes) in English	C
MENTAL/ATTITUDINAL STANDARDS		
	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, and collaboration.	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
	Function safely, effectively, and calmly under stressful situations.	F
	Maintain composure while managing multiple tasks simultaneously.	F

Appendix B

Veterinary Technology Forms

STUDENT RECEIPT OF PROGRAM HANDBOOK**

It is the responsibility of each student to review and understand the Veterinary Technology Program Student Handbook. Please feel free to ask any of the Veterinary Technology faculty questions. Failure to read the information contained in the Student 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 notification of Handbook updates whenever policies or information is substantively changed during the academic year.

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

Student Signature: _____

Name (print): _____

Date: _____

Please make two copies; keep one copy for your records and return one copy to Catherine Liegey, Program Coordinator

*****REQUIRED before starting the program***

DANGEROUS ANIMALS AND ZOOZOSES**

By signing this waiver I attest that I understand the potential risks and hazards of dealing with live animals as a part of my participation in the Veterinary Technology Program.

I understand that my instructors and clinical affiliate supervisors will do their best to inform me of and protect me from situations that might be dangerous; however, I also understand the inherent risks associated with animals and this field.

I understand that my participation in the Veterinary Technology Program might potentially put me in direct contact with aggressive and/or dangerous animals as well as potential zoonotic diseases (diseases that can be transmitted from animals to humans). I also understand that I will be exposed to a number of animals that might present risk of injury just given their size and weight. Again, I understand that Program personnel will attempt to limit these types of exposures as much as possible, but I fully accept the potential risk presented by dangerous animals and/or zoonotic disease as a part of my participation in the Veterinary Technology Program.

I acknowledge that it is my responsibility to remain informed regarding potential risks and request clarification of procedures if necessary. I will also comply with all safety practices as recommended by my instructors and clinical affiliate supervisors.

I understand that this applies to any and all experiences at Norwalk Community College and affiliated facilities, and that it is my responsibility to inform my instructors and clinical affiliate supervisors if I have not yet had the opportunity to be adequately trained for a requested procedure.

Student Signature: _____

Name (print): _____

Date: _____

Please make two copies; keep one copy for your records and return one copy to Catherine Liegey, Program Coordinator

*****REQUIRED before starting the program, and/or VET 235.***

RABIES IMMUNITY STATUS**

Return Rabies immunity documentation to: Catherine Liegey, Veterinary Technology Program Coordinator, Norwalk Community College, 188 Richards Avenue, Norwalk CT 06854-1655. Form must be on file no later than start of VET 151. Please update forms if status changes.

Student Name: _____ **DOB:** ____/____/____

Please check ONE of the four option boxes below to meet this health requirement.

1. I am planning to obtain the Rabies prophylaxis series and will update my Rabies form accordingly when it is completed. I have reviewed the clinical policies.
2. My healthcare provider verifies that I have been immunized for Rabies:

	Date given
Dose 1	
Dose 2	
Dose 3	

Vaccine protocol: A series of three injections given at intervals of 1, 7, and 21 or 28 days

Healthcare Provider Printed Name: _____

Healthcare Provider Signature: _____ Date: _____

Medical Facility Address: _____

Telephone Number: _____

3. I have attached a laboratory report documenting positive immune status to rabies within the last three (3) years.
4. Waiver: I have reviewed the CDC vaccine information sheet regarding rabies and understand the risks and have chosen not to be immunized. I have reviewed and understand the associated policies regarding clinical rotations.

Student Signature: _____ **DATE:** _____

****REQUIRED before starting the program, update after immunization and re-submit.**

NCC MODEL RELEASE*

I hereby give to Norwalk Community College and NCC Foundation, Inc.:

a) the unrestricted right and permission to copyright and use, re-use, publish, and republish photographic portraits or pictures of me or in which I may be included intact or in part, composite or distorted in character or form, without restriction as to changes or transformations in conjunction with my own or a fictitious name, or reproduction hereof in color or otherwise, made through any and all media now or hereafter known for illustration, art, promotion, advertising, trade, or any other purpose whatsoever.

b) I also permit the use of any printed material in connection therewith.

c) I hereby relinquish any right that I may have to examine or approve the completed product or products or the advertising copy or printed matter that may be used in conjunction therewith or the use to which it may be applied.

d) I hereby release, discharge and agree to save harmless Norwalk Community College and the Norwalk Community College Foundation, Inc., its heirs, legal representatives or assigns, and all persons functioning under its permission or authority, from any liability by virtue of any blurring, distortion, alteration, optical illusion, or use in composite form whether intentional or otherwise, that may occur or be produced in the taking of said picture or in any subsequent processing thereof, as well as any publication thereof, including without limitation any claims for libel or invasion of privacy.

e) I hereby affirm that I am over the age of majority and have the right to contract in my own name. I have read the above authorization, release and agreement, prior to its execution; I fully understand the contents thereof. This agreement shall be binding upon me and my heirs, legal representatives and assigns.

Print Name: _____

Signed: _____

Dated: _____

Address: _____

City: _____

State/Zip: _____

Phone: _____

Email: _____

****REQUESTED before starting the program***

AUDIO/AUDIOVIDEO RECORDING/PHOTOGRAPHING AGREEMENT*

I acknowledge that faculty of the Norwalk Community College's Veterinary Technology Program (NCC-VTP) allow students to audio and/or audiovideo record and/or take photographs during classes and on campus laboratory sessions as students deem necessary for enhancement of their studies.

In agreeing to this both the Student and the College recognize that:

1. the audio/audiovideo recording/photography may affect others in the course, including faculty and students, including the extent to which their participation may be affected by the audio/audiovideo recording/photography.
2. both the Student and the College acknowledge that there are legitimate interests involving copyright, academic freedom of the College, the instructor and the student's classmates, the Family Education Rights and Privacy Act (FERPA) regarding the privacy of recorded student information and expectations of others regarding having their identity and statements being recorded/photographed.
3. in order to balance the numerous interests of all concerned and to minimize the possible disruption and/or distraction that may result from the audio/audiovideo recording/photography of a class or laboratory session, the Student and the College mutually and voluntarily enter into the following agreement

With the understanding that I am being allowed to audio/audiovideo record and/or photograph veterinary technology classes and on campus laboratory sessions for my personal, academic use, I agree not to copy or reproduce the audio/audiovideo recording and/or photograph, nor allow anyone else to copy, reproduce or use these materials, and I agree to not make any portion of the recording or photograph available on social networking or internet sites without the express permission of the Instructor.

Students are not permitted to post, share or distribute any pictures taken during clinical rotations that include client animals or specimens.

In particular, and as a condition of this agreement, I expressly agree to the following: [SEP] I will turn off the recorder and/or camera during class or erase portions when requested;

I will not share the contents of the audio/audiovideo recordings and/or photograph with anyone whatsoever; [SEP] I will not allow anyone to use the audio/audiovideo recordings and/or photographs for any purpose;

I will not make, or allow anyone to make, copies of the audio/audiovideo recordings and/or photographs; [SEP] I will not transfer the contents of the recorder and/or camera to any other media nor will I transfer the contents electronically, by uploading, by downloading or in any other manner whatsoever; [SEP] I will keep such audio/audiovideo recordings and/or photographs within my exclusive possession and control at all times and at all locations; [SEP] I will not make, or cause to have made, a written transcription in any form of the contents of the audio/audiovideo recordings (other than personal notes for my sole and exclusive use).

I agree to comply with the policies stated within the Handbook and with the terms of the AUDIO/VIDEO RECORDING/PHOTOGRAPHING AGREEMENT,

I acknowledge that prior to signing I have been provided the opportunity to seek further clarification.

I understand that this statement will be placed in my Veterinary Technology Program student record.

Student Name (Print): _____

Banner ID @: _____

Signature: _____

Date: _____

****REQUESTED before starting the program***

RELEASE FOR NON-PROGRAM ANIMAL

I hereby consent to the use of my animal companion at Norwalk Community College for educational purposes in the Veterinary Technology Program. I understand that while every effort is made to insure patient and student safety, animals are unpredictable and unintended injuries may result. I release NCC, its students and instructors from any liability.

My Pet's Name _____ Species of animal: _____

Date(s) at NCC: _____ Reason(s) for visit: _____

Description of animal including spay/neuter status: _____

Animal's temperament, check all that apply:

- My pet is very mellow
- My pet loves strangers and new people!
- My pet is OK with strangers
- My pet is fearful in new situations
- My pet loves being handled or petted
- My pet tolerates handling up to a point
- My pet has bitten or scratched in the past, when provoked
- My pet has bitten or scratched in the past, for no apparent reason
- My pet does not like to be touched

Additional comments on temperament? _____

- My pet is currently vaccinated for Rabies (please attach proof of vaccination)
- My pet is a species that is not routinely vaccinated for Rabies.
- My pet does not have any known active or inactive *contagious* diseases.
- My pet has a positive titer (immunity test) to the following inactive *contagious* disease: _____

Owner(s) printed name: _____

Address: _____

Phone number: _____ e-mail: _____

Banner ID @: _____

Signed: _____ Date: _____

Please submit this form along with proof of Rabies vaccination (species depending) to the Veterinary Technology Program Coordinator. Keep a copy for your records.

BOOK ASSISTANCE REQUEST FORM



Norwalk Community College
188 Richards Avenue
Norwalk, CT 06854

Offices of Human Resources and Payroll Services
Main: (203) 857-6866
FAX: (203) 857-7305

Request for Books

Name _____ Student ID _____

Email _____

What is your major? _____

How many classes are you currently enrolled in at NCC? _____

Are you on Financial Aid? _____ S cholarship? _____

If so, why are your books not included? _____

How many books are you asking the college to pay for? _____

Please tell us why you are asking for assistance with purchasing books.

Please submit this request and any supporting documents to Stefanie Ortiz, Admin. Asst., Room E305 or [email to sortiz@norwalk.edu](mailto:sortiz@norwalk.edu)

For HR Office use only:

Confirmation Fin. Aid _____

Registered for classes _____ Semester _____

Bookstore Notified _____

INCIDENT/INJURY REPORT FORM

Veterinary Technology Program
Norwalk Community College

Instructions for use: complete to document any injury involving a student in the veterinary technology program that occurs during the course of academic instruction. Events to be documented include, but are not limited to: animal bites, animal scratches, accidental needle punctures and slips or falls. This form should be completed and submitted to the Program Director within twenty-four hours of the incident.

Date_____Time_____

Location_____

Student Name_____

Banner ID @_____

Instructor_____

Description of Injury_____

Institutional Response to Incident_____

PREGNANCY POLICY SIGNATURE PAGE AND CHECKLIST

Please make two copies; please keep one copy for your records and return one copy to Catherine Liegey, Program Coordinator.

Once you have read and understood the above information regarding the issue of pregnancy while enrolled in the Veterinary Technology Program, and discussed the checklist with your physician, please complete both pages. *Your physician must also sign the checklist.* Please feel free to contact us at any point, should you have any questions.

I have read the above information and understand the importance of following the above listed steps to create the safest environment, should I become pregnant during my completion of the Veterinary Technology Program.

I understand that it is my responsibility to discuss my pregnancy with my health care provider. If s/he recommends it, it is my responsibility to report my pregnancy to my Program Coordinator, as well as to any instructors or assistants of any classes that utilize potential biohazards so that any changes can be made in my course/lab participation.

I understand that it is also my responsibility to maintain an awareness of what may be potentially hazardous and to approach my instructors/assistants if am unsure.

It will be my responsibility to discuss with my physician, using the attached Physician Visit Checklist for Pregnancy, the potential risks to my unborn child and me, thus making the decision to complete the program while pregnant or to return at a later date. In addition, it will be my responsibility to obtain monthly written documentation from my physician indicating that I may continue in the Veterinary Technology Program.

I accept the responsibility of understanding precautions necessary to decrease my risk and exposure, should I decide to continue my educational progress in the Veterinary Technology Program while pregnant and will not hold NCC or its employees liable for any complications.

SIGNATURE _____

PRINTED NAME _____

DATE _____

PHYSICIAN VISIT CHECKLIST FOR PREGNANCY

My Physician has discussed the following with me concerning potential risks to the fetus and myself. *My Physician has also signed, below.*

1. Exposure to anesthetic gases
2. Exposure to the rabies vaccine (both pre- and post-exposure)
3. Exposure to teratogens including cytotoxic compounds, chemical agents, sterilizing agents, cleaning agents, preserving agents and fixing agents
4. Exposure to hormones (e.g., prostaglandins and progesterones)
5. Exposure to ionizing radiation and other sources of radioactive materials
6. Exposure to zoonotic diseases including, but not limited to, leptospirosis, salmonellosis, toxoplasmosis, brucellosis, cat scratch disease, fungal diseases, psittacosis, rabies, Lyme disease, tuberculosis, West Nile virus
7. Traumatic injury including, but not limited to, bites, kicks, scratches, possible electrical hazard exposure from equipment

I have discussed the possible risks with my physician and take full responsibility for my decision to continue with the Veterinary Technology Program. I understand as a Veterinary Technology student there are inherent risks in my profession; and I accept the responsibility of understanding precautions necessary to decrease my risk and exposure as I complete my educational process in the Veterinary Technology Program

Student Signature _____

Date _____

Physician's name (print): _____

Physician's signature: _____

Hospital, clinic, or address: _____

City, State and Zip _____

NCC VETERINARY TECHNOLOGY PROGRAM WARNING FORM

(Printed student name) _____ 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.

Signed: Program Coordinator or Instructor: _____

Date: _____

Signed: Student _____

Date: _____

NCC VETERINARY TECHNOLOGY PROGRAM COUNSELING FORM

This form serves as documentation of a counseling meeting with ^[L]_[SEP] held on _____.

His/her performance/status in the course _____ is not consistent with successful completion of this component of the Veterinary Technology Program. ^[L]_[SEP]

Area(s) of concern discussed: ^[L]_[SEP]

ACADEMIC COMPONENT:

CLINICAL COMPONENT:

Seek assistance from:

___ Member of the Faculty

___ Student Support Services

___ Division Chair

___ Financial Aid

___ Program Director

___ Other

Signed: Program Coordinator/Instructor: _____

Date: _____

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

Signed: Student _____

Date: _____

NORWALK COMMUNITY COLLEGE

VETERINARY TECHNOLOGY ANIMAL CARE AND USE COMPLAINT FORM

Please use this form to submit a question, concern or complaint regarding the treatment of any animal used for teaching purposes in the Veterinary Technology Program.

Mail to:
Lois Aime
Director, Information Technology
Norwalk Community College
188 Richards Ave.
Norwalk, CT 06854-1655

Or if the concerns are of an immediate nature, bring it to the front desk of the Science Department and it will be placed in the Veterinary Technology mailbox and delivered to the Chairperson of the IACUC for review.

DATE OF INCIDENT: _____ TIME OF INCIDENT: _____

SPECIES OF ANIMAL INVOLVED IN INCIDENT: _____

AGE/SEX/OTHER IDENTIFYING CHARACTERISTICS OF ANIMAL INVOLVED IN INCIDENT:

NAMES OF INDIVIDUALS INVOLVED WITH INCIDENT (Please identify instructor and students as relevant.)

LOCATION OF INCIDENT:

DESCRIPTION OF THE INCIDENT PROMPTING CONCERN (attach another page if necessary):

Optional: Name: _____

Contact Information: _____

Please check off which of the following were approached regarding this incident and the action taken. Each professional who reviews the complaint must attach a signed letter including interpretation and course of action.

Course Instructor

Veterinary Technology Program Director

Institutional Animal Care and Use Committee

ACKNOWLEDGEMENTS

The Norwalk Community College Veterinary Technology Program is deeply appreciative of the support and resources provided by the following during the preparation of this Handbook:

Middlesex Community College Veterinary Technology Program (CT)

Northwestern Connecticut Community College Veterinary Technology Program (CT)

Westchester Community College Veterinary Technology Program (NY)

Northshore Community College Veterinary Technology Program (MA)

York County Community College Veterinary Technology Program (ME)

Norwalk Community College Physical Therapy Assistant Program

Norwalk Community College Nursing Program

Association of Veterinary Technician Educators

Committee on Veterinary Technician Education and Activities