

Moberly Area Community College

Veterinary Technology
Student Manual



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I. WELCOME

Welcome to the Veterinary Technology program. You have become a member of an active animal care provider and dedicated team of technicians and veterinarians. Our goal is to provide each student with a positive learning experience by providing the best professional training, facility, equipment, organization, and instructors necessary to develop you into a high-quality veterinary technician. Each student's responsibilities are fundamental to the operation of our program, and it is to our advantage to work together as a team. We all have the same goal of you becoming the best veterinary technician you can be.

This manual has been prepared to fully acquaint you with the numerous policies that must be followed to provide optimal training, patient welfare, and safety. The program director reserves the right to change the policies in any manner and at any time for the health and safety of everyone involved.

Again, welcome to the veterinary technology program!

II. MACC VETERINARY TECHNOLOGY PROGRAM

A. Mission Statement

The mission of the Moberly Area Community College (MACC) Veterinary Technology Program is to produce exceptional career-ready veterinary technicians committed to improving animal health and the profession of veterinary medicine.

B. Program Objectives

Upon completion of the Associate of Applied Science in Veterinary Technology Program, the graduate will be able to:

1. Demonstrate proficiency of animal behavior, care, and handling to minimize fear and stress of the patient and to ensure safety of the veterinary medical team.
2. Describe the anatomy and functions of major body systems.
3. Apply a working knowledge of common companion and large animal diseases and actively participate in the assessment, planning, implementation, and evaluation of patient care in both nonemergent and emergent situations along with other veterinary medical team members.
4. Develop effective interpersonal relationships with clients, patients, and members of the veterinary medical team.
5. Demonstrate competence in performing procedures related to veterinary preventative care, pharmacology, anesthesia, surgical and medical nursing, and diagnostic imaging.
6. Accurately perform laboratory procedures in veterinary parasitology, clinical chemistry, hematology, urinalysis, and cytology.
7. Demonstrate competence in performing nursing procedures with companion animals, laboratory animals, and farm animals.

8. Assume responsibility for self-direction and continuing personal and professional growth.
9. Understand the current issues that affect the veterinary industry and practice within the ethical and legal framework of the registered veterinary technician as outlined in the Missouri Veterinary Medical Practice Act.

C. Accreditation and Professional Organizations

AVMA CVTEA

MACC's Veterinary Technology program will be applying for accreditation by the American Veterinary Medical Association's (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA) in May 2021.

SCNAVTA

Each student is eligible to join the MACC Student Chapter of the National Association of Veterinary Technicians in America (SCNAVTA). Membership is highly recommended by veterinary technology faculty. This organization will provide you with opportunities to grow your leadership skills, as well as community service and fundraising opportunities.

NAVTA and MoVTA

Each student is eligible to join the National Association of Veterinary Technicians in America (NAVTA) and the Missouri Veterinary Technicians Association (MoVTA). Membership in NAVTA goes from January to January and in MoVTA from June to June. Membership in NAVTA and MoVTA provides you with scholarship opportunities, the NAVTA Journal, networking and employment opportunities, and continuing education events.

D. MACC DEI Mission Statement

MACC is a place where all belong. Diversity fuels the MACC spirit empowering people in our inclusive community. We celebrate the uniqueness of each individual and multiple points of view. *Be who you are. We like it that way.*

E. Team Agreement

AGREEMENTS WE MAKE WITH EACH OTHER

1. I seek a high-trust relationship with my fellow classmates.
2. I am here ONLY because I choose to be here, and I alone am making that choice and accept the responsibility.
3. I am responsible for creating value for myself.
4. I agree to support my classmates with their agreements.
5. I agree to be on time and support keeping on schedule.
6. I agree that I can grow if I open my mind and work hard.
7. I agree to do all the work assigned to completion.
8. I agree to actively participate in my class. I will actively support our class decisions, realizing that I had an opportunity to be a part of that decision.

9. I agree to handle any complaints by communicating only with someone who can do something about the situation. I agree not to criticize or complain to anyone who cannot do something about it.
10. I will present myself in class in a positive frame of mind, well-rested, and will encourage positive thinking in other students throughout the day. I will not allow negative thoughts to affect those around me.
11. I accept the fact that this is an opportunity to improve myself and my future, and I will only succeed if I utilize this opportunity.
12. Success following graduation will be a direct reflection of my effort and investment in the next 5 semesters.

III. VETERINARY TECHNOLOGY POLICIES

A. Chain of Command

Stephanie Gilliam is the program director who oversees all activities. Dr. Diane McConnell is your faculty veterinarian. When they are not present, any other instructor is in charge of all situations involving the medical and surgical components of the program.

Problem solving steps:

Step 1. Program Director

Step 2. Director of Career and Technical Programs

Step 3. Dean of Workforce Development and Technical Education

If you jump to step 2 or 3, you will be sent back to step 1.

B. Student Responsibility and Liability

All students and staff are responsible for the lives of our patients at the facility. Students have certain limitations; however, that does not mean you are “responsibility free.” Students are to notify the technicians or the veterinarian in charge of any problems seen while working with the patients. At no time can this responsibility be taken lightly or ignored, for it is then that lives are lost.

C. Student Files

A confidential current file is kept on each student. Please notify Stephanie Gilliam of any change in:

- Telephone number
- Emergency contact
- Mailing address
- E-mail address

*Please make sure that your contact information is also current with MACC.

D. Confidentiality

The program will protect the confidentiality of your participation and will not disclose information to anyone without your written permission. This means information

regarding your grades or performance in this program will not be shared with parents, spouses or anyone else who should inquire about your progress. If you would like to give someone permission to access your information, you may do so by filling out a consent to release form. This form can be found by going to myMACC, Student Tab, under Forms, Consent to Release.

E. Visitors

There will be times that people will be touring our facility. You are to treat them with the same respect and courtesy you would treat a client in practice.

Friends and family members are not allowed in the building when it is closed. When it is open, they are only allowed in the hallways. **Under NO circumstances are there to be friends or family members in the animal care or laboratory areas as risk management will not allow it.**

F. Emergency Procedures

Emergency procedures are posted in every room on campus. Everyone is responsible for knowing these procedures.

IV. STUDENT POLICIES

A. Withdrawal

The last day for withdrawal without academic assessment is stated in the Moberly Area Community College academic calendar. Because of the limited spaces available in the program, you will have to apply for readmission to the program if you withdraw. Please see program readmission procedures listed below in (I).

B. Accommodations

We want you to be successful in this program. Please let us know if you have any special needs that need to be addressed. Any student who is eligible for accommodations under the Americans with Disabilities Act should contact the MACC Columbia campus Access and ADA Services Office at (573) 234-1067 x12120 to register for documentation and services.

C. Attendance

In addition to the MACC Attendance Policy, the veterinary technology program requires the following attendance practices for all VTT classes. Attendance and being in class on time is vital to student success in the program and in the veterinary technician profession. Prior notification to instructors is required if a student is going to be absent in order to make arrangements to cover missed material or lab time. If an absence occurs due to extenuating circumstances, the student should contact program faculty at the earliest possible time to explain the absence. Documentation will be required to explain absences of this type.

A student will be removed from the program if absent for more than 2 days per semester or has 4 tardies per semester. A tardy is counted as a half day absence.

D. Make-Up Exams

Make-up exams are at the discretion of each instructor.

E. Honesty

NO LYING or CHEATING! Any suspicion of cheating may result in increased monitoring of the student during examinations. Any episode of cheating can result in failure of the course which would result in removal of the student from the program. The Moberly Area Community College Veterinary Technology Program will follow the MACC student code of conduct guidelines for any academic dishonesty. These guidelines may be found in the student handbook here: [RedBook.pdf \(macc.edu\)](#). Lying can jeopardize student and/or patient safety, so don't do it.

Nothing is allowed on the table during tests and quizzes. Only regular hand-held mechanical calculators can be used. No memory calculators or cell phone calculators are permitted. We will utilize Respondus Lockdown Browser for proctoring online examinations.

F. Disruptive Behavior

Disruptive behavior is anything that distracts the instructor or students and interferes with the education process. This will not be tolerated.

Disruptive Examples:

1. Eating and drinking in class.
 - a. Only bottled water allowed in lecture.
 - b. **NO FOOD OR DRINK IN LAB.**
2. Entering the room after class has started.
3. Leaving the room during class.
4. Cell Phones and Pagers
 - a. Not allowed in class or lab. Keep them in your pocket or bag!
 - b. If you anticipate a possible emergency:
 - i. Put phone on vibrate.
 - ii. Notify instructor.
 - iii. Sit by door so you can answer in the hall.
5. Making noises in class.
6. Disturbing your neighbor.

Students that perform disruptive behaviors will lose points on their subjective evaluation grades. Any student that is being disruptive can be removed from the classroom by the instructor.

G. Photography/Video

Photos or videos of teachers, students, animals, and specimens must always be used in a professional manner. Students are not allowed to post any photos or videos including patients on social media. Disciplinary action will be taken if a photo or video is used in an unprofessional manner, violates privacy, or is disrespectful.

H. Grades

All students are required to have a minimum MACC grade point average (GPA) of 2.0 to graduate from the Veterinary Technology program. This GPA includes grades from MACC classes only. Courses taken at other accredited institutions may transfer for credit but will not be included in the GPA calculation. Because of the required 2.0 MACC GPA, any student who earns a “D” in a VTT course will be placed on program academic probation for the remainder of the program. If a student on program academic probation earns below a “C” during the remainder of the program, they will be removed from the program. If a student receives more than one “D” in a single semester, they will be removed from the program.

You must complete all Veterinary Technology courses with a passing grade. This includes the clinical rotation and practicum courses. If you are terminated from a clinical practicum provider for cause (performance, behavior, etc.) you may be removed from the program. If you receive a failing grade (F) in any Veterinary Technology class, you will be removed from the program.

Failing academic, laboratory or clinical performance, academic dishonesty, animal neglect or abuse, unethical or illegal acts or omissions, or failure to correct problem behavior for which you have been warned will result in termination from the program.

Laboratory grades will reflect a subjective evaluation of your performance as well as an objective assessment of knowledge. You will be evaluated on participation, willingness to learn, ability to maintain a clean work environment, preparedness, ability to work as a team, and your overall attitude.

I. Program Readmission Procedure

A student may apply for readmission after withdrawing from the Veterinary Technology Program or having become ineligible to continue in the program. A student must successfully complete the first semester of the program to be eligible for readmission. If a student does not successfully complete the first semester of the program, the student will need to reapply to the program by completing the normal application process. The readmission request must be made in writing to the Director of Veterinary Technology. Readmission to the appropriate term is dependent on the availability of class space and compliance with the readmission policy.

1. Once dismissed from the program, the student must notify the program, in writing, of readmission intent.

2. After one year has lapsed between dismissal or withdrawal from the program and potential readmission date, the student will not be considered for readmission and must reapply to the program.
3. A student must receive a recommendation from the Veterinary Technology faculty for readmission.
4. Students are not recommended for readmission more than one time.
5. Students must be approved for readmission by the Veterinary Technology Admissions Committee. The Admissions Committee may specify certain criteria necessary for readmission. Criteria may include repeating of course(s), remediation of course(s), regularly scheduled meetings with veterinary technology advisor, or other activities that promote the success of the student.
6. Students are officially notified by letter or email of this committee's decision and students may not register without that notification. Applicants must respond promptly to all correspondence. Failure to keep in contact may result in exclusion from the accepted list.
7. Priority for readmission will be given to returning Veterinary Technology students who had to withdraw from the program due to circumstances beyond their control. Students must successfully complete all basic science coursework (i.e. Chemistry) for their level of Veterinary Technology coursework before re-entering the program. Returning students who are accepted but have not completed this coursework will be given provisional acceptance and will be given the time until the beginning of the semester for which they are applying to complete this coursework.
8. Applications for readmission will be considered on a space-available basis.

J. Medical Insurance

Students are responsible for having their own medical insurance. MACC does not offer insurance, so you must use your own insurance company for coverage.

K. Student Injury

Working with live animals poses an inherent risk of injury to those involved. Veterinary technology students must assume responsibility for their own safety. MACC faculty and staff will take every safety precaution, including teaching proper animal handling and restraint techniques. However, students must realize that MACC, their faculty and staff, nor any affiliate can be held liable for injuries received while working at MACC or any of the affiliate off campus locations.

In the case of student injury, such as a dog bite or cat scratch, the student will be required to fill out and submit a student injury report to the program director. This report will be filed with MACC Security. As zoonoses and infections are always a concern with animal sustained injuries, it is highly recommended the students seek medical attention for any injury sustained from working with animals.

L. Aggressive Animal Policy

Any animal that is deemed aggressive or dangerous by MACC Veterinary Technology faculty will be only handled by program faculty and removed from the program.

M. Smoking Policy

This is a tobacco free facility and campus.

N. Parking

A parking pass will be assigned to each student for use when at the University of Missouri College of Veterinary Medicine. It is strongly encouraged that you park in your assigned space to avoid receiving a citation.

There is no assigned parking while at MACC- Mexico or at Middlebush Farm.

O. Dress Code

Consider this facility an animal hospital. Wear clothing that would be appropriate!

Clothing: Long pants and shirts with sleeves. NO shorts, skirts, tank tops, tube tops, sleeveless shirts.

Scrubs: Scrubs must be worn in all laboratories. Only the scrubs issued to you are allowed.

Shoes: Wear close toed, non-marking shoes. For safety, no sandals, no open heel or open toe shoes.

Hair: Long hair should be pulled away from the face and secured in some way.

Nails: Shorter nails are safer when working with animals. Long nails and nail polish will **NOT** be allowed when you are in surgery.

Piercings: Long earrings are a hazard and are not allowed when working with animals.

Jewelry: Long necklaces and bracelets may become a hazard and are not allowed when working with animals. Rings will not be allowed when you are in surgery.

Please contact Stephanie Gilliam if you may require accommodations with the dress code.

P. Cleanliness of Work Areas

Appearance and cleanliness affect perceptions. YOU are responsible for the cleanliness and organization of your work area.

Q. Supplies and Equipment

Students are prohibited from taking any equipment and/or supplies for personal use. If you damage, lose, or destroy through negligence or misuse any property, you will incur financial responsibility for repairs and/or replacement.

R. Personal Belongings

You should leave all your personal property at home except what you must have during the day. Each student will be assigned a locker for storing personal items. Due to limited space in the classroom, only bring in notebooks and books you need for each class. Due to disease potential, no bags or coats are allowed in the laboratory. We will not be liable for any personal property or vehicle that is lost, stolen, or damaged. We strongly recommend you bring your own lock to secure your locker.

Performance Standards for Veterinary Technicians

Ability	Standard	Some Examples of Skills and Aptitude Needed for Success in a Veterinary Technology Career
Critical Thinking	Critical thinking sufficient for clinical judgment.	Identify cause-effect relationships in clinical situations. Develop nursing care plans. Demonstrate problem solving skills. Adapt to stressful situations.
Interpersonal	Interpersonal abilities sufficient to interact with patients, clients, families & groups from a variety of social, emotional, cultural & intellectual backgrounds.	Establish rapport with patients/clients & colleagues. Recognize appropriate boundaries in relationships with patients/clients & colleagues.
Communication	Communication abilities for interaction with others orally & in writing.	Explain treatment procedures, initiate health teaching, document & interpret nursing actions and patient/client responses.
Mobility	Physical abilities sufficient to move from room to room, maneuver in small spaces, lift fifty pounds, and provide assistance to patients.	Safely move around in patient & treatment areas. Administer CPR. Provide physical assistance to clients & colleagues to ensure safety within the environment. Ability to prevent or escape injury caused by animals. (i.e. biting, kicking, stampede)
Motor Skills	Gross & fine motor abilities sufficient to provide safe, effective nursing care in a timely manner.	Use of instruments, supplies, safety devices and communication equipment in the care of patients. Performance of nursing care, surgical assistance, & laboratory techniques.
Hearing	Auditory ability sufficient to monitor and assess health needs.	Hear auscultatory sounds, monitor alarms, emergency signals, and cries for help. Hear warning sounds from animals and humans of impending danger/injury.
Visual	Visual ability sufficient for observation and assessment necessary in nursing care.	Observe patients for expected and unexpected physical and emotional responses to nursing and medical treatment regimens. Use of diagnostic equipment such as a microscope, thermometer, refractometer, etc.
Tactile	Tactile ability sufficient for physical assessment and to perform nursing duties in a timely manner.	Perform palpation functions of physical exam. Administer oral, intramuscular, subcutaneous, & intravenous medications. Insert and remove tubes and perform wound care management. Surgical assistance.
Physical Condition	Physical ability and stamina sufficient to restrain, lift, & assist in the care of a variety of species of animals. Ability to stand for extended periods of time. Ability to withstand extreme weather conditions. Immune system competence.	Safely lift, position and restrain animals such as; dogs, cats, cattle and horses, and supplies for treatment. Surgical assistance. Daily clinical routine, cleaning cages and feeding animals. Year-round treatment and care of outdoor animals. Exposure to a wide range of chemical and biological agents.

Pregnancy Guidelines for MACC Veterinary Technology Students

There are certain inherent risks to pregnancy associated with participation in certain academic programs and activities. Some risks and areas of concern include, but are not limited to:

- Zoonotic diseases
- Biohazards
- Teratogens
- Cytotoxic and other toxic compounds
- Animals, plants and other potentially dangerous organisms
- Ionizing radiation
- Anesthetic gases
- Hormonal agents
- X-Rays
- Physical injury

While the student alone has rights and responsibilities for decisions concerning her condition, pregnant students wishing to continue participation in an academic program or classroom/laboratory where they may come in contact with risks such as those enumerated above are encouraged to contact a physician immediately regarding the risks and hazards of such participation and base their continued participation on their physicians' subsequent assessments of circumstances. The student assumes all inherent risks associated with continued participation in the academic program and activities.

The student should advise the Director of Veterinary Technology and/or the Dean of Workforce Development and Technical Education regarding her decision, and MACC shall, to the extent possible, reasonably accommodate the student's decision. At her option, the student may elect: to remain in all program courses through program completion without any modification or interruption because of her pregnancy; to remain in all program courses and request special modifications related to risks; to remain in lecture courses only and take a temporary leave from those courses where she would be directly involved with risks such as those enumerated above; or to take a leave from all program coursework and be readmitted following her pregnancy according to established program policies. The student may suggest other accommodations which will be considered by MACC and implemented if practical. Notwithstanding the foregoing, the pregnant student is required to complete every academic requirement of the academic program/activities.

The student should feel free to discuss this policy and any questions which she may have with her instructor(s) and/or the Dean of Workforce Development and Technical Education. The student should use her own judgment about any assigned task and should bring to the attention of the instructor any task or duty that she cannot complete due to pregnancy. The instructor may determine and document in writing how the objectives of the course may be safely completed in an alternative manner.

I, _____, acknowledge that I have received the above
Print Name
guidelines and have been given the opportunity to ask questions concerning this information.

Student Signature

Date

RABIES VACCINATION

Questions about rabies vaccination:

1. ***As a veterinary technology student at Moberly Area Community College, should I be vaccinated for rabies?***

Answer: It is required that all veterinary technology students be vaccinated for rabies. The Center for Disease Control (CDC) considers individuals who work with animals an exposure risk category, and they recommend these individuals obtain the primary course of rabies vaccination with serologic monitoring and/or booster vaccination every two years.

2. ***If I am exposed to rabies, what is the treatment?***

Answer: For **vaccinated individuals**, the wound is immediately and thoroughly cleansed with soap and water. Then 2 doses of rabies vaccine are given, one is given immediately, the other is given three days later.

For **non-vaccinated individuals**, the wound is immediately and thoroughly cleansed with soap and water. The area around the wound is injected with Human Rabies Immune Globulin (HRIG), and then 5 doses of rabies vaccine are given after the exposure on days 0, 3, 7, 14 and 28.

As one can see, pre-exposure vaccination reduces the number of injections the patient would receive and does help to protect against possible unknown exposure to the rabies virus. The injection of HRIG around the bite wound is painful and could be avoided by having pre-exposure vaccination prophylaxis.

3. ***Which regimen is more effective in preventing rabies, pre-exposure or the full series of post-exposure injections?***

Answer: Both approaches are effective in preventing rabies infection. Both require injections after exposure. The main benefit of pre-exposure vaccination is that some immunity has been already mounted if you are unknowingly exposed to a rabid animal.

I have received the pre-exposure rabies vaccination. The dates the vaccinations were administered were:

_____, and _____.

I have received a serologic titer and results show protective immunity against rabies. The date of my titer was:

***All vaccine and titer records must be submitted to the MACC Veterinary Technology office before coursework begins.**

Student Signature

Date

Release, Hold Harmless, and Indemnification Agreement

1. I understand that working with animals in the MACC Veterinary Technology Program and in the veterinary profession, there are risks of exposure to zoonotic diseases including but not limited to, rabies, tetanus, leptospirosis, tuberculosis, toxoplasmosis, brucellosis, cat scratch disease, salmonellosis, Lyme disease, psittacosis, West Nile virus, intestinal parasites, and fungal disease such as ringworm.

2. I accept the responsibility of understanding precautions necessary to decrease my risk and exposure as I participate in my education in the MACC Veterinary Technology Program.

3. I understand that, as a student of the MACC Veterinary Technology Program, I must be vaccinated against tetanus, with the understanding that I am responsible for the cost of these vaccines.

4. Rabies is a fatal but preventable viral disease that is endemic to Missouri. There is a potential for exposure to it while handling animals. It can spread to people and pets if they are bitten or scratched by a rabid animal. The rabies virus infects the nervous system. If a person does not receive the appropriate medical care after a potential rabies exposure, the virus causes disease in the brain, ultimately resulting in death. As stated above, rabies in humans can be prevented either by eliminating exposures to rabid animals or by providing exposed persons with prompt local treatment of wounds combined with appropriate postexposure prophylaxis. Per the CDC, pre-exposure vaccination should be offered to persons in high-risk groups, such as veterinarians, animal handlers, and certain laboratory workers. Pre-exposure vaccination does not eliminate the need for additional therapy after a rabies exposure, but it can simplify therapy.
I understand that, as a student of the Veterinary Technology Program at MACC, I must be vaccinated against rabies, with the understanding that I am responsible for the cost of these vaccines.

5. I understand that in the Veterinary Technology profession there exists the possibility of traumatic injury including, but not limited to, bites, kicks, scratches, or possible electrical hazard exposure from equipment. I will not hold the MACC Veterinary Technology Program responsible in the event such an injury is incurred in carrying out functions of my education or profession.

SIGNATURE _____

PRINT NAME _____

DATE _____

DOCUMENTATION OF RECEIPT OF MANUAL

I, _____ was provided a copy of the Moberly Area
Community College Veterinary Technology Manual.

I have read, fully understand, and agree to comply with the policies, rules, and regulations
therein described. I understand that violating any policy is grounds for disciplinary action and
removal from the program.

*As a student of the Moberly Area Community College Veterinary Technology program I pledge,
on my honor, not to lie, cheat, or steal in either my academic or personal life. I understand that
such acts violate the Code of Ethics and undermine the community of trust of which we are all
stewards.*

Signature of Student

Date

Signature of Program Director

Date