COLUMBUS STATE

VETERINARY TECHNOLOGY

Columbus State Community College

Health and Human Services Division

Veterinary Technology

Student Handbook

2025-2026

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A MESSAGE FROM THE DEAN OF HEALTH & HUMAN SERVICES

Welcome to the Division of Health & Human Services at Columbus State Community College. We are delighted you chose to continue your education with us. We believe that you have made an excellent choice and cannot wait for you to experience the high-quality education and support that the faculty and staff in our division have been known to provide.

As Ohio's premier community college, we deliver a variety of academic programs to meet the needs of the greater central Ohio area. The Division of Health and Human Services offers a wide range of learning opportunities to students. Made up of eight departments offering nearly 70 degree and certificate programs, we have something for everyone.

You will have the opportunity to learn from faculty who are experts in their field of instruction. They have years of experience as educators and as industry professionals. Our faculty know what it takes to succeed in the workplace, and, more importantly, are adept at passing their skills and knowledge on to students such as yourself.

The advisors, staff, and administrators in the Health & Human Services Division are on standby to help you along every step of your journey as well. Our doors are always open to help you schedule your courses, overcome non-academic barriers, and resolve issues.

We welcome you to participate in all that our fine institution offers. You will find that there are many opportunities that extend well beyond the classroom. There are numerous student clubs and organizations as well that you can share in as a student.

On behalf of the Health and Human Services Division, I wish you the very best on your studies at Columbus State and for your future!

All the best,

Terrence A. Brown PhD.

Dean, Health & Human Services

2 VETERINARY TECHNOLOGY PROGRAM STUDENT HANDBOOK PURPOSE

This Student Handbook provides information specific to students in the Veterinary Technology Program. This handbook applies to all students in the Veterinary Technology Program who are pursuing the following: *Associate of Applied Science in Veterinary Technology.*

Each student must sign the Handbook Acknowledgement form. Be advised that even if a student fails to return a signed Handbook Acknowledgment Form, the student is still responsible for abiding by the content in this program specific student handbook, the Columbus State Policies and Procedures, course syllabi, the Columbus State Catalog, and the Columbus State Student Handbook.

STATEMENT ACKNOWLEDGING CHANGES TO THE VETERINARY TECHNOLOGY PROGRAM STUDENT HANDBOOK

This student handbook is subject to federal, state, and local law as well as national and state governing bodies, Columbus State Policies and Procedures, and Veterinary Technology Program Policies and Procedures. As changes in the law or policy by one or more of these entities occur, corresponding revisions to this handbook will be made periodically. Students are advised that these changes may occur with or without prior notice. Therefore, students should check for updates to program information at https://www.cscc.edu/academics/departments/vet-tech/.

3 COLLEGE POLICIES

3.1 STUDENT CODE OF CONDUCT SUMMARY

Columbus State has a high standard of conduct for members of its college community, including students. Consistent with the educational mission of the College, students are expected to perform all work honestly, maintain prescribed academic standards, pay all debts to the college, and respect the property and rights of others. To ensure the maintenance of an environment conducive to the attainment of the educational mission of the College, the President is authorized to establish such rules and regulations as are deemed appropriate and necessary for the orderly operation of the College. In addition to these rules, the behaviors enumerated under the Student Code of Conduct may result in penalties up to and including expulsion from the college.

As an enrolled student at Columbus State, you have agreed to abide by the Student Code of Conduct as outlined in [Columbus State Policy 7-10](#) and [Procedure 7-10 (G)](#). It is the student's responsibility to familiarize themselves with the entire Student Code of Conduct. For more information about the Student Code of Conduct and the Office of Student Conduct, please see: https://www.cscc.edu/services/student-conduct/.

Concerns related to sexual harassment (which includes domestic violence, dating violence, stalking and sexual assault), appropriate parenting and pregnancy accommodations for students, discrimination based on a protected class and specific types of retaliation should be referred to the Compliance Office. https://www.cscc.edu/about/compliance/

3.2   STUDENT CODE OF CONDUCT ACTION AND ACADEMIC PERFORMANCE

Students are responsible for understanding and complying with College, their academic program, and clinical/partner facility policies and procedures; College and Program academic standards; standards of student conduct in the learning environment; and expectations for professional behavior on and off campus. These policies and expectations can be found on Columbus State's website, the academic program's materials, and orientation. Failure to comply may result in disciplinary action. Students subject to certain adverse actions will be afforded due process rights.

When a student's academic performance, professionalism, safety practices, and/or conduct in the classroom and learning environment, is determined by the academic program to be unsatisfactory, inappropriate, and/or interferes with the learning environment, it will be addressed with notice to the student of the unacceptable behavior by the academic program. The student may discuss the matter with the academic program staff. Further, the academic program has the authority to exercise control over the learning environment should a student's behavior be found unsatisfactory, unprofessional, inappropriate, and/or interferes with the learning environment, including initiating a range of disciplinary action, which may include but is not limited to, a warning up to and including dismissal.

Some violations may warrant dual processes through the academic program and the Student Code of Conduct.

3.3 BACKGROUND CHECK AND DRUG SCREENING DISCLOSURE FOR STUDENTS PURSUING HEALTH AND HUMAN SERVICES PROGRAMS

Students who are pursuing degrees or certificates leading to application for professional licensure or certification, and/or who will be participating in clinical placements, internships, practicums, or similar experience through their program, should be aware that Columbus State may require a criminal background check, fingerprinting, or drug screening prior to placement or acceptance into such a program. Please see the program specific policy in the Program Admission and Continuing Compliance Requirements chapter, to learn more about your academic program's requirements.

3.4 INDIVIDUALS WITH DISABILITIES

It is Columbus State policy to provide reasonable accommodations to students with disabilities as stated in the Americans with Disabilities Act (ADA), The Americans with Disabilities Act Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act of 1973. It is also the policy of Columbus State to comply with all federal and state laws concerning the application, admission, or other terms and conditions of educational programs for qualified students, student applicants and other participants of college-sponsored programs or services who have disabilities. These acts can be found in Columbus State Policy 3-41, which can be accessed at the following website: https://www.cscc.edu/about/policies-procedures.shtml.

Columbus State offers a wide range of support to encourage the enrollment of people with disabilities. Located in Eibling Hall 101, the Accessibility Services Office provides services to qualified students with disabilities for all Columbus State locations. It is the student's responsibility to request accommodations for access. If you would like to request such accommodations for access, please contact Accessibility Services: 101 Eibling Hall, (614)-287-2570. Delaware Campus students may contact the Accessibility Services Coordinator by stopping by the Student Services Center on the first floor of Moeller Hall or calling (740) 203-8345 to begin the process of registering with Accessibility Services. Students can also visit the Accessibility Services website at: https://www.cscc.edu/services/disability/register.shtml. Email or give your instructor a copy of your accommodations letter from Accessibility Services as soon as possible. Accommodations do not start until the letter is received, and accommodations are not retroactive.

For more information about Accessibility Services at Columbus State please visit the Accessibility Services website at: https://www.cscc.edu/services/disability/.

3.5 STUDENT RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Columbus State complies with the Family Educational Rights and Privacy Act (FERPA), which is a federal law that protects the privacy of student education records. Student rights under FERPA are published in the Columbus State Catalog. To view the Columbus State Catalog online please visit: https://www.cscc.edu/academics/catalog/. Also pursuant to FERPA, Columbus State has designated certain information about students as directory information. To learn more about what information is considered directory information or how to request that your directory information be withheld from the public, please visit the following website: https://www.cscc.edu/services/registrar/withhold-information.shtml.

3.6 SEXUAL HARASSMENT/SEXUAL VIOLENCE (TITLE IX), DISCRIMINATION AND RELATED RETALIATION

Columbus State is committed to supporting a respectful and productive learning and working environment free of discrimination, which includes harassment and specific types of retaliation. The Compliance Office oversees the College's policies, procedures and initiatives related to sexual harassment (which includes domestic violence, dating violence, stalking and sexual assault), appropriate parenting and pregnancy accommodations for students, discrimination based on a protected class and specific types of retaliation. Protected classes include sex, race, color, religion, national origin, ethnicity, ancestry, age, disability, genetic information (GINA), military status, sexual orientation, pregnancy, status as a parent of a young child or a foster parent pregnancy, status as a nursing mother, and gender identity and expression.

For additional information about policies, procedures, and resources related to sexual harassment, discrimination based on a protected class and certain types of retaliation addressed by the Compliance Office, please see Title IX, Harassment, Discrimination at Columbus State. To report a concern, please see: https://www.cscc.edu/about/compliance/share-a-concern.shtml

You also may contact a representative of ~~Equity and~~ the Compliance Office: ~~Equity & Compliance | Columbus State Community College (cscc.edu)~~ https://www.cscc.edu/about/compliance/

3.7 CAMPUS SAFETY/CLERY ACT

A college campus offers an open, welcoming environment where many people congregate during a day. To be safe, everyone should always be aware of his/her surroundings. If an emergency occurs, immediately call 911, then the Police Department Communications Center at 614-287-2525. You can also send a text through the Rave Guardian App or directly from your phone to 67283. In the text, type CSCCTIP and enter a space. Everything after the space will be sent as your tip. Criminal acts, accidents, medical emergencies, suspicious behaviors, or other emergencies must be reported to the Police Department.

You can call the Police Department, visit in-person on the Columbus Campus in Delaware Hall, Room 047, activate an emergency phone, or you can call the local police department by dialing 911.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (commonly referred to as the Clery Act), codified at 20 USC 1092 (f), is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. The Police Department is responsible for completing the Clery Crime Statistics, and the Annual Security Report. Columbus State also complies with the Violence Against Women Act (VAWA) and the Campus Sexual Violence Elimination Act (Campus Save Act).

For more information about campus safety, how to sign up for emergency text alerts, and to view the Columbus State Clery Act Annual Security Report, please visit the Columbus State Police website at: https://www.cscc.edu/services/police/. The Columbus State Campus Safety Policy and Procedure 13-11 can be accessed at the following website: https://www.cscc.edu/about/policies-procedures.shtml.

3.8 VETERANS AND SERVICE MEMBERS SUPPORT AND ASSISTANCE

Columbus State seeks to assist service members and veterans as they pursue an advanced degree and/or certificate. In an effort to better serve this population, the College has adopted Columbus State Policy 7-15 as required by Ohio Revised Code Section 3345:421(B). The complete Columbus State Veterans and Service Members Support and Assistance Policy 7-15 can be accessed at the following website: https://www.cscc.edu/about/policies-procedures.shtml.

The Columbus State Military and Veterans Services Department provides individualized enrollment and referral services to assist community members in successfully meeting their educational and career goals. The Columbus State Military and Veterans Services Department is committed to providing uncompromising service by adhering to the highest standards of compassion, commitment, excellence, professionalism, integrity, accountability and stewardship.

If you would like more information regarding Columbus State's Military and Veterans Services, please contact Military and Veterans Services in Delaware Hall room 156 or by calling (614) 287-2644 or by visiting the following website: https://www.cscc.edu/services/military-veterans/. Columbus State's G.I Bill Office is located in Union Hall; Room 48 and their phone number is: (614) 287-2644.

3.9   DRUG AND ALCOHOL-FREE CAMPUS

Under the Federal Drug-Free Schools and Communities Act Columbus State has established a drug and alcohol prevention program for all students and employees. To access information on services and programming please visit the Columbus State Counseling Services website at: https://www.cscc.edu/services/counseling/. Further, Students should be aware that the Columbus State Student Code of Conduct Policy and Procedure 7-10 prohibits the use, possession, or distribution of an alcoholic beverage; the use, possession, or distribution of a narcotic, inhalant or other controlled substances, as well as drug paraphernalia, except as expressly permitted by law; and the abuse or misuse of prescriptions or over-the-counter medication. The Student Code of Conduct Policy and Procedure 7-10 can be accessed at the following website: https://www.cscc.edu/about/policies-procedures.shtml.

3.10 TOBACCO FREE CAMPUS

Columbus State strives to enhance the general health and wellbeing of its students, faculty, staff, and visitors. We desire to support individuals to be tobacco free, achieve their highest state of health, and to launch students into their careers at a high level of health and wellbeing. To support this commitment, we intend to provide a tobacco-free environment. As of July 1, 2015, smoking and the use of tobacco are prohibited in or on all College-owned, operated, or leased property, including vehicles. The policy includes indoor and outdoor use of all tobacco products, smoke or smokeless, including e-cigarettes.
To view the Columbus State Tobacco Free Campus Policy 13-13, please visit the following website: https://www.cscc.edu/about/policies-procedures.shtml.

3.11 GRADE GRIEVANCE PROCEDURE SUMMARY

The purpose of the grade grievance procedure is to provide a method of recourse to students who reasonably believe that a final course grade was assigned in error. This is intended for students who believe the instructor made an error in computing the final grade, evaluated the student using different standards than applied to others in the class, or failed to follow the grading policy as stated in the course section syllabus.

It is the student's responsibility to initiate the grade grievance procedure. The complete Grade Grievance Procedure can be found in Columbus State's Grading and Academic Requirements Procedure 5-09(D) and can be accessed at the following website: https://www.cscc.edu/about/policies-procedures.shtml. It is the student's responsibility to read through the entire Grade Grievance Procedure as it contains a detailed process and includes deadlines.

3.12 Written Student Complaints

Columbus State Community College encourages student communication with the administration, faculty, and staff regarding college operations and procedures and encourages students to use existing policies, personnel, and departmental offices to express specific concerns. Should a student deem that the existing policies, personnel, and departmental offices cannot address his/her specific concern or complaint, Columbus State Community College, in accordance with federal regulations, accepts and maintains records of formal written complaints filed with the office of the President, a Vice-President, or the Provost. The complete Columbus State Written Student Complaints Policy and Procedure 7-13 can be found at the following website: https://www.cscc.edu/about/policies-procedures.shtml.

3.13 Image Release Acknowledgment

As a general rule under Ohio law, the use of a person's persona (photo, image, name, voice, signature, or likeness) for a commercial purpose is not allowed unless the person consents in writing. However, institutions of higher education have an exception under the law, which allows the college to use a student's, faculty's or staff's persona without consent, for educational purposes to promote the college, its educational or institutional objectives, see Ohio Revised Code section 2741.09(A)(5). This educational exception also extends to former students, faculty, and staff. Students are advised that photos may be taken of individuals (or groups) associated with Columbus State, while on Columbus State property or at Columbus State events and used as long as the use is to promote the college's educational purposes.

3.14 Additional Columbus State Websites

Below are the links to additional Columbus State websites:

- For the current policies and procedures of Columbus State, please visit the following website: https://www.cscc.edu/about/policies-procedures.shtml

- For information about Columbus State services, resources, and policies and procedures (such as information technology, food services, college success resources, student leadership resources, and financial aid resources) please view the Columbus State Student Handbook, which can be accessed at the following website: https://www.cscc.edu/services/student-handbook.shtml
- To search for courses and plans of study, general information and directories, and Columbus State resources and policies and procedures (such as community and civic engagement, academic study abroad, and college testing services), please view the Columbus State Catalog, which can be accessed at the following website: https://www.cscc.edu/academics/catalog/
- Columbus State's Social Media Guidelines can be accessed at the following website: https://www.cscc.edu/about/policies-procedures.shtml
- Institutional Disclosure-Student Right to Know can be accessed at the following website: https://www.cscc.edu/about/institutional-disclosure.shtml

4 PROGRAM OVERVIEW

4.1 HISTORY

The Veterinary Technology Program began in 1970 as the Laboratory Animal Management Technology. The program's name was changed to Animal Health Technology in 1973 and re-named Veterinary Technology on July 1, 1990. The program was developed in response to the need for trained personnel by the veterinary community. The Ohio Veterinary Medical Association, The Ohio State University College of Veterinary Medicine, and Columbus State Community College worked cooperatively to develop the program.

This two-year Associate of Applied Science Degree program begins in the Autumn Semester of each year. Veterinary Technician graduates are prepared to work for veterinarians in many different job settings within the veterinary health care field.

The Veterinary Technology curriculum was developed according to the guidelines for accreditation by the American Veterinary Medical Association, Committee on Veterinary Technician Education and Activities (AVMA-CVTEA) and has been granted full accreditation status since 1974. Accreditation by the American Veterinary Medical Association permits program graduates to be eligible for registration as a veterinary technician in the state of Ohio upon successful passage of the Veterinary Technician National Examination (VTNE) by the Ohio Veterinary Medical Licensing Board.

4.2 OVERVIEW OF THE VETERINARY TECHNOLOGY PROGRAM

The Veterinary Technology Program trains students to work as part of the veterinary health care team in a variety of settings, including private veterinary practices. Duties performed by veterinary technicians include taking a medical history, administering parenteral fluids and medications, collecting laboratory samples such as blood, urine and feces, performing laboratory work such as complete blood counts, blood chemistries, urinalysis, and fecal examinations, performing and processing radiographs, performing patient assessments, performing a complete dental prophylaxis, giving injections such as medications or vaccines, intubating and anesthetizing animals, preparing animal patients for surgery, and assisting in surgery when necessary.

The majority of graduates will work in small animal veterinary practices. Additional employment opportunities include mixed animal, food & fiber animal, equine, avian, feline, and specialty practices such as soft tissue surgery, orthopedic surgery, and dentistry. Many graduates work in related fields like medical research facilities, veterinary training programs, teaching institutes, pharmaceutical sales, humane societies, animal shelters, and governmental agencies such as meat inspection, animal regulation, and animal care in the military service.

The need for veterinary technicians in all aspects of animal care increases yearly. Conscientious, dedicated individuals looking for a challenging and rewarding career working with animals should consider a career as a veterinary technician.

Students are advised that this overview is subject to change and the handbook may not be immediately revised, therefore students should check for the most current information regarding the program overview on the Columbus State Catalog website: https://catalog.cscc.edu/or on the academic program website: https://www.cscc.edu/academics/departments/vet-tech.

4.3   MISSION

The mission of Columbus State Community College Veterinary Technology Program is to provide an excellent education for veterinary technician students so they can perform as qualified entry-level veterinary technicians in various veterinary professional fields; to enhance the quality of veterinary services to the public through superior patient care; to interact with clients, patients and fellow veterinary associates in a professional and ethical manner; and to contribute to the veterinary profession and their community through life-long learning.

4.4   ACCREDITING ORGANIZATION

Accreditation by the American Veterinary Medical Association Committee on Veterinary Technician Education and Activities (AVMA-CVTEA) was given to Columbus State in November 2022 and is effective until 2028.

4.5 CREDENTIALING

Graduates of the Columbus State Veterinary Technology program are eligible to sit for the Veterinary Technician National Examination (VTNE). After successful completion of the examination, an application to the Ohio Veterinary Medical Licensing Board (OVMLB) may be submitted to become credentialed as a Registered Veterinary Technician.

Students should also refer to the Ohio Veterinary Medical Licensing Board (OVMLB) for rules and regulations concerning felony convictions. OVMLB contact information is:

77 S. High Street, l 61h Floor Columbus, Ohio 43215-6108
Phone: 614-644-5281
Fax: 614-644-9038
Email: info@ovmlb.state.oh.us
Webpage: www.ovmlb.ohio.gov

4.6 LEARNING OUTCOMES

1. Effectively communicate preventative medicine, treatment protocols, dental health, and medical and surgical procedures to veterinary clients.
2. Prepare and dispense medications according to a prescription, perform drug dosage calculations, and maintain controlled drug records.
3. Administer and understand the effects of treatments and/or medications delivered either orally or parenterally.
4. Apply and manage wound dressings, bandages, and splints.
5. Properly collect, prepare, and handle diagnostic specimens for laboratory analysis.
6. Perform clinical laboratory procedures, including complete blood counts, serum chemistries, microbiology, immunologic testing, urinalysis, and cytology.
7. Identify internal, external, and blood parasites of domestic animal species.
8. Safely handle and perform routine procedures on common laboratory animals used in research settings.
9. Prepare equipment, instruments, animals, and medications for surgical, diagnostic, and anesthetic procedures.
10. Administer and effectively monitor anesthesia, including anesthetic induction, maintenance, and recovery by inhalation and/or parenteral routes.

11. Assist in diagnostic, medical, and surgical procedures, including post-operative management, pain control, and skin closure.
12. Perform Comprehensive Oral Health Assessment and Treatment (COHAT).
13. Administer and monitor basic and/or intensive nursing care, including fluid therapy and nutritional management.
14. Perform diagnostic imaging procedures using appropriate safety measures.
15. Comprehend the approach to providing safe and effective care for avian, exotic, and small mammal species.

Students are advised that these learning outcomes are subject to change and the handbook may not be immediately revised, therefore students should check for the most current information regarding learning outcomes on the Columbus State Catalog website: https://catalog.cscc.edu/or on the academic program website: https://www.cscc.edu/academics/departments/vet-tech/.

4.7 PLAN OF STUDY

The plan of study for this academic program can be found in Appendix: A   and on the Columbus State Catalog website: https://catalog.cscc.edu/ or on the academic program website: https://www.cscc.edu/academics/departments/vet-tech/.

4.8 COURSE DESCRIPTIONS

The course descriptions for this academic program can be found on the Columbus State Catalog website: https://catalog.cscc.edu/ or on the academic program website: https://www.cscc.edu/academics/departments/vet-tech/

4.9 FACULTY DIRECTORY

Veterinary Technology Program Full-Time Faculty & Staff	Office	Phone
Terrence A. Brown, Ph.D. Dean, Health & Human Services Division	DE Building Room 159B	614-287-3446
Stacey Raymond Chairperson, Department of Applied Science and Human Services	UN Hall Room 220	614-287-3650
Erin Kelly-Snyder, D.V.M. Program Coordinator, Assistant Professor	VT Building Room 206	614-287-5618
Brenda A. Johnson, D.V.M. Professor, Attending Veterinarian	VT Building Room 207	614-287-3685
Carla Mayers-Bletsch, D.V.M. Professor, Attending Veterinarian	VT Building Room 202	614-287-5232
Andrew Farley, R.V.T. Assistant Professor	VT Building Room 201	614-287-5231
Marie Jarden, D.V.M. Annually Contracted Faculty	VT Building Room 204	614-287-2577
Lenore Southerland R.V.T. Facility Supervisor	VT Building Room 103	614-287-5270
Niki Staten Miller, R.V.T. Clinical Coordinator	VT Building Room 104	614-287-5016
Joe Gerardi, R.V.T. Teaching Assistant	VT Building Room 103	614-287-5379
John Youngblood, R.V.T. Teaching Assistant	VT Building Room 103	614-287-2584
Tina Spencer, R.V.T. Kennel Assistant	VT Building Room 130	614-287-2603
Maxwell Cannon, R.V.T. Teaching Assistant	VT Building Room 204	614-287-5511

Veterinary Technology Adjunct Faculty	Office	Phone
Cassandra Archey, R.V.T.	VT Building Room 204	614-287-5511
Amanda Smithberger, R.V.T.	VT Building Room 204	614-287-5511
Theresa Clark, R.V.T.	VT Building Room 204	614-287-5511
Tracy Pivarnik, R.V.T.	VT Building Room 204	614-287-5511
Katrina Jackson R.V.T.	VT Building Room 204	614-287-5511
Andrea McBride, M.L.S.	VT Building Room 204	614-287-5511
Melissa Thoma, R.V.T.	VT Building Room 204	614-287-5511
Lauren Cain, R.V.T.	VT Building Room 204	614-287-5511
Renee Cahill, R.V.T.	VT Building Room 204	614-287-5511
Megan Hall, R.V.T.	VT Building Room 204	614-287-5511
Kelly Murphy, R.V.T.	VT Building Room 204	614-287-5511
Heather Thornber, R.V.T.	VT Building Room 204	614-287-5511
Sarah Groff, R.V.T.	VT Building Room 204	614-287-5511
Lynnie Klee-Jenkins, R.V.T.	VT Building Room 204	614-287-5511

Students are advised that this faculty directory is subject to change and the handbook may not be immediately revised, therefore students should check for the most current information regarding the faculty directory at the following website: https://www.cscc.edu/academics/departments/vet-tech/.

4.10 HEALTH RISKS AND WORKING CONDITIONS

As a student enrolled in this academic program, you may be required to participate in activities that may present a risk to your health, and you may be working with other students and patients in various states of health/illness. As stated in the contracts with our clinical partners, no client is discriminated against in the provision of health care. Students may be exposed to significant risks including but not limited to various diseases, micro-organisms, pathogens, needle stick injuries, exposure to communicable diseases, infections, or exposure to blood and/or bodily fluids. All students learn "Standard Operating Procedures" and are required to practice these in labs and clinical facilities to minimize risk. However, it is important to understand that there is always a risk. Further, a student who is, or becomes pregnant while enrolled in a health-related program has the potential for exposure to a number of agents or conditions that could adversely affect the well-being of a fetus. This academic program is strongly committed to working with students who voluntarily choose to declare a pregnancy while enrolled in the program.

More examples of potential risks to students in clinical/laboratory placements include but are not limited to:
- Ionizing radiation may cause damage to a student or developing fetus when the student does not use required shielding.
- Students may be exposed to communicable diseases. Students are required to have immunizations and health exams prior to beginning some laboratory and all clinical courses.
- Risk of falling, especially on wet surfaces.
- Risk of injuries related to lifting heavy objects or moving animals.
- Risk of needlestick or instrument-related injuries.
- Risk of blood borne pathogen exposure.
- Risk of infections/injuries/animal bites, scratches or kicks/zoonotic diseases incurred through working with animals.

Students are solely responsible for the cost of medical treatment due to exposure to the risks, illness, or injury. Please see the below, Health Insurance Requirements section, which discusses health insurance.

Any student that sustains an injury/animal bite/zoonotic exposure while in classes, laboratories, clinical practicum facilities or when performing P.A.C.T. duties must complete an Incident/Animal Bite Report form and submit it to the Program Coordinator. (See Appendix B)

4.11 RABIES NOTIFICATION

Participation in Columbus State Community College's (CSCC) Veterinary Technology Program will involve contact with animals and may give rise to a risk of physical injury or infection, including rabies.

Please be aware that:

1. Animals have a tendency to behave in ways that may result in injury to me or other persons in the immediate vicinity.

2. Animals may react in an unpredictable way to unfamiliar environments, sounds, odors, sudden movements, unfamiliar objects, persons, or other animals.

3. It is essential that students listen to on-site professional staff when working with animals and when around other students, faculty, visitors, or staff.

4. Animals may become aggressive toward people during treatment.

5. Animals may carry diseases that may not be apparent, and these diseases may be infectious to humans.

6. You must comply with all the CSCC Veterinary Technology Program policies, regulations, and rules, and all federal, state, county, city, and/or local laws, regulations, and ordinances regarding the care and treatment of animals at CSCC.

Being admitted to the Columbus State Community College Veterinary Technology Program, you *must* be immunized against rabies and tetanus or have a medical or religious exemption. If seeking an exemption to the VTP vaccine requirement, you must complete the Medical Exemption for Vaccination Form or Religious Exemption for Vaccination Form. The Medical Exemption for Vaccination Form must be completed by a treating physician or licensed practitioner. Students will not be permitted to progress into the Practicum courses until verification of vaccination status or an exemption form is completed and returned to the Veterinary Medical Technology Program Coordinator.

Further, you acknowledge and understand that participation in the CSCC VTP increases your risk of being exposed to infections and diseases, including rabies. Rabies is a lethal viral infection that is typically spread to susceptible animals and humans by bites from infected animals or by close contact with infected tissues. The disease has a low prevalence in Central Ohio but has been identified in dogs, cats, horses and wildlife throughout the state. CSCC VTP requires that veterinary technology students obtain vaccination against the disease and verify titers are in compliance with Centers for Disease Control and Prevention (CDC) recommendations or obtain a Medical Exemption for Vaccinations. Vaccination recommendations can be found on the CDC's website at: https://www.cdc.gov/rabies/specific_groups/veterinarians/staff.html

In order to ensure the safety of all program students, a Comprehensive Rabies Mitigation Plan is outlined for unvaccinated students. This plan can be found in Appendix D. Unvaccinated students may be restricted from progressing in the program on the expected plan of study and thus many not be able complete all required AVMA-CVTEA Essential Skills and graduation requirements.

4.12 TYPICAL WORKING CONDITIONS

CSCC Veterinary Technology students will be most often in laboratory settings their first year. These laboratories will include animal restraint techniques, clinical pathology with blood, fecal, urine and bacteriology samples, as well as on-line course materials. These laboratories will require the use of microscopes and hand-eye coordination. Laboratory courses are held in the veterinary technology building on campus. The second- year student will be in clinical settings which will require some additional hand dexterity and physical effort in lifting and holding animals. Large animal technique skills will also involve restraint of horses, cattle, and small ruminants. These experiences require travel to and from clinical sites and farms. Farm work occurs outdoors with limited shelter from the elements. Students must be aware of the unpredictable nature of the weather during these experiences.

5 PROGRAM ADMISSION AND CONTINUING COMPLIANCE REQUIREMENTS

Students are advised that the below admission and continuing compliance requirements are subject to change and the handbook may not be immediately revised, therefore students should check for the most current information regarding admission and continuing compliance requirements at the following website: https://www.cscc.edu/academics/departments/vet-tech/.

5.1 PRE-ADMISSION REQUIREMENTS

Prospective students are required to attend an information session where they will receive the separate admission application for the Veterinary Technology Program. Detailed admission criteria, plans of study, and career opportunities are also discussed. These sessions, held periodically throughout the year, are very helpful in answering prospective students' questions. General information and information session dates and times may be obtained by contacting the Veterinary Technology Program veterinarytechnology@cscc.edu.

The yearly deadline for application and completion of admission requirements is February 14 for admission beginning the following Autumn Semester (evening plan of study) or the following Autumn Semester (day plans of study), based on space availability. Students must meet all admission requirements before being considered for admission into the Veterinary Technology degree.

Listed below are additional requirements for admission to the Veterinary Technology degree:

- High school graduate or GED equivalency.

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- Placement into ENGL 1100 - Composition I, or completion of ENGL 0190 with a grade of "C" or better.

- Placement into "No Reading Required" (students with college transfer credit for ENGL 1100 are not required to take the reading portion of the placement test).

- Placement into STAT 1350, Introduction to Elementary Statistics, or completion of MATH 1030, MATH 1025 or equivalent with a grade of "C" or above

- Grade point average of 2.5 or better (in recently completed coursework).

- Completion of the HESI A2 Exam

- Attend a Veterinary Technology Mandatory Information Session (Applicants will receive a separate admission application for the Veterinary Technology Program at these sessions.) Applicants will not be considered for admission until an information session has been attended.

Acceptance is provisional on the submission and clearance of a criminal background check and drug screening clearance by the Columbus State Community College's contracted representative and completion of required health records, including the Essential Standards checklist.
Acceptance is also dependent on maintenance of a minimum 2.5 GPA until the first day of the first semester enrolled in the program. Acceptance may be rescinded if the student fails to maintain the minimum 2.5 GPA.

You can obtain additional information at the program information sessions..

5.2 HIGH SCHOOL DIPLOMA OR EQUIVALENT REQUIREMENT

As stated by the accrediting agency for veterinary technology, the [American Veterinary Medical Association Committee on Veterinary Technician Education and Activities (AVMA-CVTEA) Accreditation Policy and Procedures, Standard 7b Admissions](): Applicants must have a high school diploma or its equivalent. Consideration of the qualifications of applicants for admission must include aptitude for, an interest in, and an understanding of a career in veterinary technology.

5.3   BACKGROUND CHECK AND DRUG SCREENING

Students are required to complete a criminal background check and drug screening as a requirement for admission and continuation in the academic program. Each student is responsible for paying for the background check and drug screening. Students should be prepared to submit to background checks and drug screenings as required by clinical/partner facilities, licensing agencies, and/or program accreditation.

Background checks and drug screenings are commonly required by the contracted clinical/partner facilities where students are required to perform a clinical, practicum, internship, or other type of experiential learning experience to meet graduation requirements. It is acknowledged by the student that such background checks and drug screenings are necessary to successfully matriculate toward degree completion. Further, such background checks and drug screenings may require completion on an annual basis or immediately before the clinical, practicum, internship, or other type of experiential learning experience would start. Depending on the outcome of the background check and drug screening, students may be denied the ability to participate in clinical, practicums, internships, or other type of experiential learning experiences. The academic program will make reasonable efforts to place students, but this cannot be guaranteed. If a placement cannot be found this may result in the student being denied admission or continuation in the academic program.

Students are further advised that a criminal record may jeopardize licensure by the state certification body. Students should consult the licensing certification body corresponding with their intended occupation for details. Successful completion of a program of study at Columbus State does not guarantee licensure, certification, or employment in the relevant occupation. Standards may change during a student's program of study.

Individuals who were previously admitted to Columbus State and wish to re-enroll must disclose to the Office of Student Conduct any felony convictions that occurred since their last term of enrollment. Current students with new felony convictions must report updated conviction history to the Office of Student Conduct within the semester in which the conviction occurs. For more information, please visit the following website: https://www.cscc.edu/services/student-conduct/criminal-history.shtml.

Specific information regarding the drug screening and background check process will be provided to students during incoming student orientation.

5.4 HEALTH RECORDS, HEALTH REQUIREMENTS, AND IMMUNIZATIONS

If you are accepted to, or take courses in this academic program, you must submit a health record prior to registering for or attending any VET courses. Upon acceptance into the Veterinary Technology program, the student will be required to complete the following Health Related Technology Requirements:

- Complete a Health Statement declaring all allergies, medications, and physical limitations or restrictions.
- Tuberculin Testing (Two Step Mantoux) within the year prior to admission.
    - The student will be required to provide written documentation is required by the Health Records Office.
- Tetanus Booster w/ Pertussis (TDAP) within the past eight years.
    - The student will be required to provide written documentation as required by the Health Records Office.
- The student must obtain health insurance coverage and keep the coverage on a continual basis while attending CSCC as a Veterinary Technology student (see below for more detail).
- Rabies Pre-Exposure Prophylaxis Vaccination or titer
    - Columbus State Veterinary Technology Program and the American Veterinary Medical Association's Committee on Veterinary Technician Education and Activities (AVMA-CVTEA) require Veterinary Technology Program students to either receive the Rabies Pre-Exposure Vaccination, submit proof of titer or acquire a medical or religious exemption and sign the acknowledgement and assumption of risk form refusing the vaccination against advice of the program.

The health record forms and information on completing these requirements will be provided at the incoming student orientation. Some practicum sites may require repeat or additional testing prior to the clinical rotation. It is the student's responsibility to be aware of their program's health record submission deadlines. Students can find the submission deadlines on the forms. Failure to submit a health record by the submission deadline may result in a delay of student progression through the program or dismissal from the program.

5.5   HEALTH INSURANCE REQUIREMENTS

Due to the inherent risk of injury or exposure to disease when working in a laboratory or veterinary clinical setting, all students are required to show proof of health insurance coverage and are required to have continuous health insurance coverage while enrolled in the Veterinary Technology Program at Columbus State Community College (see the Health Risks and Working Conditions section above).

5.6   AGE REQUIREMENTS

Incoming students are required to be 18 years of age as required by the Ohio Board of Pharmacy and the Department of Health Radiation Safety guidelines.

6   ESSENTIAL STANDARDS

To ensure safe and successful advancement through the Veterinary Technology Program, students must possess the following essential standards necessary to complete the entire curriculum, either with or without reasonable accommodations. These essential standards should be considered conditions for continuation in the Veterinary Technology Program, as they reflect the characteristics necessary for success as a student and to become a Registered Veterinary Technician. These essential standards are based on AVMA-CVTEA Essential and Recommended Skill requirements, the demands of the profession, and the standards established by this academic program faculty and staff. Students must continually meet these essential standards throughout their course of study. Failure to maintain these essential standards may result in but is not limited to non-admission to the program or removal from the program.

It is the policy of Columbus State to make reasonable accommodations as defined in Columbus State Policy 3-41 which will provide otherwise qualified applicants, employees, and students with disabilities equal access to participate in opportunities, programs, and services offered by Columbus State. If you would like to request such accommodations, please contact Accessibility Services at 101 Eibling Hall or at (614) 287-2570. Delaware Campus students may contact the Accessibility Services Coordinator by stopping by the Student Services Center on the first floor of Moeller Hall, or by calling (740) 203-8345. Please visit the Accessibility Services website to learn more: https://www.cscc.edu/services/disability/. Columbus State's Americans with Disabilities Act (ADA), The Americans with Disabilities Act Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act of 1973 Policy 3-41 can be accessed at the following website: https://www.cscc.edu/about/policies-procedures.shtml.

The essential standards for the Veterinary Technology Program are categorized into the following categories:
(1) Physical Essential Standards
(2) Sensory/Observational Essential Standards
(3) Cognitive Essential Standards
(4) Communication Essential Standards

(1) Physical Essential Standards

Physical Essential Standards *including but not limited to*:	Context and Reasoning behind Physical Essential Standards
General Physical Ability and Mobility	• *Must have motor skills, manual dexterity, eye/hand coordination to provide safe patient restraint and care including walking, stooping, twisting, squatting, bending, climbing stairs, lifting and support of weights up to 50 pounds as per OSHA standards to provide safe patient restraint.*
Fine Motor Skills	• *Must perform venipunctures and capillary puncture smoothly with coordinated manipulative dexterity, perform CPR, and perform safe patient restraint so as not to injure the patient.*

(2) Sensory/Observational Essential Standards

Sensory/Observational Essential Standards *including but not limited to:*	Context and Reasoning behind Sensory/Observational Essential Standards
Visual Ability	• *Must have ability to work at a computer or microscope for several hours at a time as well as the ability to distinguish colors and contrast.* • *Peripheral vision and depth perception are required for safe restraint of animals and personnel*
Auditory	• *Must be able to discern auscultatory sounds, and audible signals to coordinate with other persons in safe handling of animals.* • *Must be able to work with high noise levels as in presence of barking dogs.*
Touch	• *Must be able to discern tissues and organs by palpation.*
Smell	• *Must be able to discern odors associated with patient discharges and bacterial cultures.*

(3) Cognitive Essential Standards

Cognitive Essential Skills *including but not limited to:*	Context and Reasoning behind Cognitive Essential Skills
Critical Thinking	• *Student must have ability of critical thinking to assess, analyze, interpret, problem solve, recognize cause-effect relationships, to calculate correct dosages, and proper assessment of patient condition.*
Acquisition and Application of Knowledge/Skills	• *Active gathering, reviewing and understanding relevant information and skills for the program, and applying the information and skills to complete required check off for the AVMA-CVTEA essential skill list.*
Document/Record Information	• *Student must accurately enter, transcribe, record and store patient information in a written or electronic format.*

(4) Communication Essential Standards

Communication Essential Standards *including but not limited to:*	Context and Reasoning behind Communication Essential Standards
Speaking	• *Professionally and effectively communicate with supervisors, co-workers, and patient owners in written or spoken English language.* • *Verbally communicate in a clear and concise manner.*
Writing	• *Student must be able to read and write in fluent English using appropriate grammar, style, vocabulary and spelling including veterinary medical terminology*
Interpersonal Skills	• *Must have ability to have positive interactions with patients, and others from multicultural backgrounds, providing care without bias.* • *Student shall engage in active listening, giving full attention to others as they speak, taking time to understand points or instructions, asking questions as appropriate and not interrupting at inappropriate times.* • *Student shall assume responsibility for personal actions.* • *Student must be professional in order to perform effectively in face of conflict and emergency situations.*

7   PROFESSIONAL CONDUCT STANDARDS

Professional conduct is required of students in the Veterinary Technology Program. Students are responsible for conducting themselves in accordance with the professional standards set forth by their profession and the standards established by their academic program faculty and staff. Professional conduct standards supplement the behavioral expectations for all students. Violating these professional conduct standards may result in discipline up to and including dismissal. The following professional conduct standards to which students are expected to adhere to are based on: American Veterinary Medical Association (AVMA) Principles of Veterinary Medical Ethics, the National Veterinary Technician Association (NAVTA) Code of Ethics, the American Veterinary Medical Association Committee on Veterinary Technician Education and Activities (AVMA-CVTEA) Accreditation Policy and Procedures, Standard 1 and the standards established by this academic program faculty and staff.

Students in the Veterinary Technology Program are required to:

- Uphold patient confidentiality as stated in the NAVTA Code of Ethics (https://navta.net/policies/) and the AVMA Principles of Veterinary Medical Ethics (https://www.avma.org/resources-tools/avma-policies/principles-veterinary-medical-ethics-avma).
- Treat others with respect in all areas of the clinical and academic setting as required by NAVTA Code of Ethics and the AVMA Principles of Veterinary Medical Ethics.
- Comply with Columbus State's Student Code of Conduct Policy and Procedure 7-10.
- Comply with requirements in course syllabi and the policies outlined in this handbook.
- Demonstrate accountability, responsibility, and maturity in the classroom and in clinical when engaging in conflict management and problem resolution.

Students in the Veterinary Technology Program are also required to follow the Columbus State Community College Veterinary Technology Program Professional Conduct & Ethics as outlined below:

Professionalism in the classroom, when performing P.A.C.T. duties, and when at clinical experience internship sites, is an integral part of the learning experience in the Veterinary Technology Program. The student must display professionalism in all aspects of the learning experience, including the clinical experience portion of the program. Personal behavior, actions, and attitudes are all reflections of Columbus State Community College's Veterinary Technology Program students, faculty, and staff.

Students will be expected to follow the Columbus State Community College Veterinary Technology Program Professional Conduct & Ethics which were derived from the NAVTA Code of Ethics and the AVMA Principles of Veterinary Medical Ethics, as listed below:

(1) demonstrate sound judgment commensurate with the level of training and experience,

(2) serve all clients without discrimination,

(3) recognize and respect the role and competencies of other professionals and cooperate with them to provide effective health care,

(4) exhibit concern primarily for the client and the patient's welfare rather than for a grade,

(5) exhibit an attitude of respect, concern and cooperation toward peers, clinical affiliate personnel, college faculty and staff,

(6) hold in confidence the details of professional services rendered and the confidences of any clinical affiliate personnel or client,

(7) achieve the highest degree of honesty and integrity,

(8) accept responsibility for one's own work and results; demonstrate willingness to accept suggestion for improvement,

(9) maintain professional and emotional composure in all situations,

(10) abide by the regulations and policies of the Veterinary Technology Program and clinical affiliates,

(11) respect differing and individual practice styles and preferences observed when at clinical sites and refrain from judging these differing styles.

Students in the Veterinary Technology program are also required to follow the Veterinary Technicians Oath as published for the National Association of Veterinary Technicians below:

> The Veterinary Technician's Oath
> *I solemnly dedicate myself to aiding animals and society by providing excellent care and services for animals, by alleviating animal suffering, and 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.*

8 CONFIDENTIALITY

From the AVMA Principles of Veterinary Medical Ethics:

A veterinarian shall respect the privacy rights of clients, colleagues, and other health professionals and shall safeguard medical information within the confines of the law.

   a. Veterinarians and their associates must protect the personal privacy of clients, and veterinarians must not reveal confidences unless required to by law or unless it becomes necessary to protect the health and welfare of other individuals or animals.

   b. Veterinary medical records are an integral part of veterinary care. The records must comply with the standards established by state and federal law.

i. Medical records are the property of the practice and the practice owner. The original records must be retained by the practice for the period required by law.

ii. The information within veterinary medical records is confidential. It must not be released except as required or allowed by law, or by consent of the owner of the patient.

iii. Veterinarians are obligated to provide copies or summaries of medical records when requested by the client. Veterinarians should secure a written consent to document that provision.

iv. Without the express permission of the practice owner, it is unethical for a veterinarian to remove, copy, or use the medical records or any part of any record for personal or professional gain.

8.1 CONFIDENTIALITY STATEMENT

As an important part of a student's education in this academic program, students will come into possession of confidential information concerning clients and the health care services rendered to patients. All medical information is considered confidential and may not be released except by the client's own authorization or by state and/or federal law.

In the case of education, a student may view confidential information that is pertinent to their studies under the supervision of an instructor. The identity of the client must be protected, and the student must never disclose any confidential information linked to the identity of any client to any person whatsoever for any reason.

Disclosure includes but is not limited to: verbally discussing confidential information of an identified client; permitting an unauthorized individual to review the medical record; copying any part of the medical record for an unauthorized individual; making copies of medical documentation for education or research activities without obliterating the client or patient's demographic information and abstracting medical data for education or research activities in which the client or patient's identity is linked to the data.

It is a student's professional responsibility and duty to protect the confidentiality of all client and patient medical records. Failure to uphold client and patient confidentiality may result in discipline up to and including dismissal. All students are required to sign the Confidentiality Acknowledgment form that is in this handbook.

9 PROGRAM POLICIES AND PROCEDURES

9.1 DRESS CODE

The purpose of this dress code is to promote professionalism, infection control, and safety. This dress code has been formulated based on veterinary professional health and safety standards, WHO and CDC Infection Control Guidelines, clinical/partner facility policies, and the standards established by this academic program faculty and staff.

Further, some clinical/partner facilities may require a different dress code policy than the below policy. Students are expected to comply with the clinical/partner facilities dress code. Not following the clinical/partner facilities dress code policy may result in discipline up to and including dismissal.

Varying circumstances may warrant a change in the dress code policy. If you have questions regarding this dress code policy or requests for exceptions including religious accommodations, please contact the program coordinator. For questions regarding disability services refer to the Accessibility Services Section in the College Policies Chapter.

All students currently enrolled in the Veterinary Technology Program must dress professionally and appropriately. While in laboratory, clinical courses, or specified field trips, and when participating in the P.A.C.T. program, the student should adhere to the following recommendations:

A. All students should observe high standards of personal hygiene in order to promote professionalism, health and safety, and client care.

B. Hand hygiene is one of the most important factors that reduces the incidence of infections. Students are expected to maintain good hand hygiene by washing with antimicrobial soap and use of alcohol-based sanitizers.

C. Fingernails and nail polish can harbor additional bacteria. Students should keep nails clean and trimmed to an appropriate length that does not interfere with their ability to perform essential skills. The CDC recommends natural nails be kept to ¼ inch in length, colored and chipped nail polish and fake nails should be prohibited when working with high-risk patients.

D. Long Hair should be out of the field of operations to aid in infection control and avoid contamination. If hair is long enough to cover the collar or touch your shoulders, it must be tied back at the nape of the neck and secured so it does not require handling during the procedure.

Bangs should not extend below the eyebrows as this interferes with your ability to see.

E. Jewelry poses a physical hazard to the wearer when restraining animals and can be a reservoir of bacteria. Jewelry should be reduced to not more than two post earrings per ear and a plain band ring.

a. Note: nose rings, lip ring, ear bars and gauges, fancy belts, necklaces or bracelets pose a risk for injury when working with animals and should be avoided or covered when working with animals.

Uniform Guidelines

The following uniform guidelines are based on clinical sites' dress codes, professional expectations in the field, and the Veterinary Technology Program, Infection Control Guidelines of the CDC and WHO, and OSHA recommended PPE laboratories. The uniform is a symbol of the profession and should be worn proudly and with respect.

A. Scrubs must be worn during laboratories, P.A.C.T. and clinical rotations. Scrubs should be clean and neatly pressed, not faded, discolored, or ripped, and not "see through." Additionally, a nametag or other form of identification must be clearly visible at all times when in the Veterinary Technology building or at clinical internship sites.

   a. Scrubs should be properly fitted to cover exposed skin, clean and free of any bodily fluids.
   b. If contamination of scrubs occurs during a laboratory or clinical, the student should change into a clean set of scrubs.
   c. To minimize the transfer of infectious disease, students should not wear scrubs during a laboratory, P.A.C.T. or clinical that have been worn at a previous clinical site or location without laundering first.

B. Scrub Jackets/Lab Coats

   a. Disposable Lab Coats will be provided within laboratories to avoid contamination of clothing and improve infection control.
   b. Scrub jackets are permitted if they are clean and do not interfere with the ability to complete essential skills.
   c. Cloth laboratory coats are permitted to be worn in place of a disposable lab coat but must be laundered regularly.

Uniform Accessories

A. A watch with a second hand should always be available to the student to monitor procedures during laboratories and clinicals which require close attention to time in assessing patients.

B. Radiology Badges

   a. The Dosimetry Badge Service charges $25.00 per badge for lost or damaged badges. Each student is responsible for returning their badge at the end of each semester. It is required by Ohio law that the College maintains radiation exposure information and monitors radiation exposure on a timely basis. The badges are for student protection! Badges are read each semester and are the only method used by the Ohio Department of Health

to determine overexposure to radiation. Failure to return your radiology badge by the end of finals week may result in a grade reduction in applicable VET courses, or an unsatisfactory grade in Clinical Experience courses.

C. Footwear
    a. During laboratories and clinicals the following must be adhered to: Sturdy closed toe shoes with non-slip soles are required. Shoes must be in good repair and clean. Shoes must have full coverage to protect and cover the foot, no open toes, sides or heels in accordance with safety regulations for kennel cleaning. Heel height should not exceed 2 inches to maintain safe balance in ambulation. Shoes must be able to withstand disinfecting agents if they become contaminated with blood or saliva.

D. Eyewear
    a. Protective eyewear will be provided in applicable laboratories and clinicals and must be worn for designated procedures to prevent injury and contamination.
    b. Glasses should adequately shield the front, top, and side through wrap-around styling or a side-shield, as per OSHA standards.

E. Gloves
    a. Examination gloves will be worn during clinical laboratories and for dental procedures and examination procedures.
    b. Examination gloves will be provided in areas where use is expected.

F. Face Masks
    a. Facemasks should be used during dental procedures and in all surgical procedures to reduce potential contamination and cross infection.
    b. Facemask will be available to students in areas where needed.

G. Other Dress Code Rules
    a. Students will be required to comply with any other dress code requirements as outlined in course syllabi.

H. Lockers
    a. Lockers are provided in the Men's and Women's Restroom in the VT Building. You are to provide your own lock. Failure to lock your belongings securely, can result in theft. Columbus State Community College will not be responsible for theft.

I. Enforcement
    a. Since the dress code is intended to nurture professionalism, encourage health and safety standards for the student, and promote client safety, the dress code will be enforced.

9.2 ATTENDANCE

Students are expected to attend all of their scheduled classes and arrive promptly. It is the student's responsibility to check with individual instructors/the individual class

syllabus to clarify the attendance policy for each class. You are responsible for all class work and laboratory work missed due to absence and/or tardiness.

Day Program classes generally meet on a daily basis from 8:00 AM to 5:00 PM, except for clinical experience courses, which may meet outside these hours. Evening Program classes are not scheduled before 5:00 PM during the week, however clinical experience courses will require a minimum of one 7-hour shift Monday - Friday between 8:00 AM and 5:00 PM, so that students gain exposure to surgical procedures.

For the practicum attendance policy, please see the syllabus for each practicum and the clinical/practicum attendance policy section in the Clinical/Practicum policies and Procedures chapter.

Unexcused absence or tardiness will result in grading penalties which may alter the student's continuation in the course and subsequent progression in the Veterinary Technology Program. Failure to adhere to attendance policies may result in the student's dismissal from the course, or the Veterinary Technology Program

If a student decides to stop attending a class, it is important to officially withdraw from the class. Students may withdraw from courses on-line with in Self-Service through Cougarweb or by calling the Telephone Information Center at 614-287-5353.

When Columbus State cancels classes due to severe weather students should not attempt to come to campus. To learn about Columbus State's severe weather policy, please visit the following website: https://www.cscc.edu/about/severe-weather.shtml.

9.3 GRADING

Columbus State's Grading and Academic Requirements Policy is found in Policy and Procedure 5-09 and can be accessed at the following website: https://www.cscc.edu/about/policies-procedures.shtml.

Additionally, the Veterinary Technology Program requires the following grading standards beyond what the college requires:

For all technical courses offered in the Veterinary Technology, points are earned in each course through a combination of quizzes, written midterm and final examinations, practical examinations, research papers, attendance/tardiness, participation, homework assignments, clinical experience evaluations, professionalism, and P.A.C.T. performance.

A syllabus will be distributed at the beginning of each course, which will dictate course content, grading details, attendance requirements, and outcomes expected from the student. If you have any questions about course grading procedures or your grades, please see the course instructor or lead instructor of a team-taught course.

The team leader working with the instructor(s) reserves the right to modify the syllabus, lecture, and laboratory, including homework assignments and testing, depending on the progress of the class, animal health, availability of course materials, equipment, and facilities.

grading scale established for Veterinary Technology Program courses, unless otherwise stated in the course syllabus, is as follows:

92 – 100 % = A

84 – 91% = B

76 – 83 % = C

68 – 75 % = D

Less than 68 % = E

If you are missing a grade, please notify your instructor immediately. If you have received an incomplete (I) in a course, you have up to six (6) weeks into the next semester to make up or complete your work before the grade is automatically changed to a failing grade (E). An incomplete (I) may result in the temporary discontinuation of Clinical Experience or Clinical Seminar courses, and/or progression in the program, until a permanent grade is submitted.

If a student believes that an error in evaluating or recording a grade has occurred, the student must first meet with the instructor no later than the end of the second week of the semester following the positing of the grade in accordance with the CSCC Grade Grievance Procedure 5-09 (D).

9.4   PROGRAM PROGRESSION REQUIREMENTS

To be eligible for continuation into the following semester, the student must meet the following requirements:

1. You must complete the courses required for this degree as outlined in the Plan of Study.
2. Earn a minimum grade of "D" or better or an "S" in all Veterinary Technology Program courses. Course syllabi may also require a minimum grade on practical skill examinations for successful completion of courses. Any student that receives a grade below "D" or a "U" in any Veterinary Technology (VET) course cannot progress in the Veterinary Technology Program and will be considered out of sequence. A student who receives a D or U in two Veterinary Technology program courses will be dismissed from the program. Students dismissed from the program must meet with their Faculty Advisor to discuss the option of

applying for readmission the following academic year. (See Readmission Requirements below)

3. Maintain a cumulative GPA of 2.0 or higher

4. Any student placed on Academic Probation must follow the Academic Recovery Process before they will be allowed to reenroll in any Veterinary Technology course. They must also meet with their Faculty Advisor to discuss out-of-sequence planning.

5. Any student that withdraws from a Veterinary Technology (VET) course will be required to meet with their Faculty Advisor to discuss progression within the program and will be considered an "Out-of-sequence" student (see the "Out-Of-Sequence Plan of Study" Policy). Students must maintain professional conduct in program-related settings throughout their course of study.

If a student is dismissed from the college for poor academic performance, the student will need to follow Columbus State Community College's procedure for readmission found in the current College Catalog online at www.cscc.edu.

In the event a declared state of emergency results in disruption of an individual course schedule or plan of study, the best attempt will be made to ensure continuity of education. Completion of all AVMA-CVTEA Essential skills and graduation requirements will be prioritized. This may result in course schedule modifications, alternate delivery of content, or make-up laboratories scheduled outside of regularly scheduled class time. If skills cannot be completed before the semester commences, students may be issued incomplete grades and skills will be completed during a semester break or in a subsequent semester. The result of these changes could impact or delay graduation date from originally anticipated graduation date.

9.5 EXTENDED LEAVE OF ABSENCE

An extended leave of absence from the program may be granted for emergency reasons (i.e., students who find themselves in a life situation that may necessitate prolonged absence from the program). Poor academic performance will not be used to grant an extended leave of absence. A request for a leave of absence must be completed in writing and submitted to the Program Coordinator. This request must have sufficient documentation to explain the situation regarding the prolonged absence. In the event that the student is unable to provide this due to serious illness or other event, the written request requirement may be waived, and/or the Program Coordinator may take action independently.

If the request for an extended leave of absence is medically necessary, a letter from the physician will be required to grant the leave of absence. It is recommended that a student returning from an extended leave of absence due to medical leave share the inherent risks involved when working in the veterinary health care field with their physician and decide whether the added risk of continuing in the program is acceptable based on their physician's recommendations. All students must meet the course objectives, including completing the AVMA-CVTEA Essential Skills.

Permission granted for an extended leave of absence will be made on a case-by-case basis, including consultation with clinical experience internship supervisors and program faculty and staff.

Students who need to withdraw during a semester must follow Columbus State Community College's policy on withdrawal from classes and follow the Withdrawal from Veterinary Technology Class/Program section below. A student returning from an extended leave of absence will be considered "Out-Of-Sequence" and will need to follow the policies for "Out-Of-Sequence" students, please see the policy below. The longest a student can be granted an extended leave of absence without reapplying to the program is 12 months.

If the student fails to notify the Program Coordinator of the intent to return to the Veterinary Technology Program, in writing, prior to the second week of the semester preceding that in which the student wishes to return, re-admission may be denied at that time.

Following an extended leave of absence, the student may be required to demonstrate certain competencies before re-admission is granted. The competencies will be based on prior course knowledge and experience and may be in a written or practical skills format. The Program Coordinator and Lead Instructors will be responsible for determining whether a student has demonstrated the required competencies.

9.6 WITHDRAWAL FROM VETERINARY TECHNOLOGY CLASS/PROGRAM

If a student decides to stop attending a class, it is important to officially withdraw from the class. Students may withdraw from courses on-line with Cougarweb or calling the Telephone Information Center at 614-287-5353, within the deadline dates. If withdrawal procedures are not completed, a failing grade (E or U) will be issued for the class. Any student withdrawing from courses within the Veterinary Technology Program Plan of Study, will be considered "Out-Of-Sequence" and must meet with their Faculty Advisor to discuss progression within the program (see the "Out-Of-Sequence Plan of Study" Policy).

If a student needs to completely withdraw from the Veterinary Technology Program, a written "Statement of Withdrawal" will need to be provided. A signed Statement of Withdrawal from the Veterinary Technology Program should be completed and filed in the student's record (see Appendix B) for Statement of Withdrawal form).

The Statement of Withdrawal should include:

a. Students complete name
b. Student's Cougar I.D. number
c. Reason for withdrawal from the Veterinary Technology Program
d. Planned action for readmission to the program if applicable.

9.7 OUT-OF-SEQUENCE PLAN OF STUDY

Any student that interrupts the established Veterinary Technology Program course sequence as outlined in the Plans of Study for personal and/or academic reasons is considered "Out-Of-Sequence''. The student may continue to take non-technical courses as required by the program and will be required to follow the process below:

- A student who has withdrawn from Veterinary Technology courses must also withdraw from the next semester's scheduled Veterinary Technology courses until consultation with their Faculty Advisor.
- Meet with the student's Faculty Advisor within the first two weeks of the semester following interruption in course sequence, to establish an individualized Plan of Study. During this consultation you will:
  - Complete the "Out-Of-Sequence" Information form and have it signed by the student's Faculty Advisor.
  - If any recommendations and/or requirements are listed on the "Out-Of-Sequence" form, the student will be required to provide written documentation of compliance to their Faculty Advisor.
- Any student going "Out-Of-Sequence" must re-enter the Veterinary Technology program within twelve months (three semesters), provided space is available.
- Any student who has not attended Veterinary Technology courses for more than three consecutive semesters must reapply to the Veterinary Technology Program.
- Students may be required to demonstrate satisfactory proficiency in prior successfully completed Veterinary Technology courses at the discretion of the Faculty Advisor and/or Program Coordinator. If the student does not show proficiency in those courses, they will be required to repeat those technical courses prior to full readmission status.

- Failure to complete any of the above stated requirements may result in dismissal from the program and will require re-application to the program. Please see the Veterinary Technology website for an admission criteria checklist. (NOTE: If the admissions criteria have changed since first being admitted to the program, the current admissions criteria must be followed.)
- Out-Of-Sequence students will not be guaranteed a clinical internship site or a seat in any VET courses before those students who have remained in sequence. Placement into any VET courses will be assigned upon space availability.
- Placement at clinical internship sites will be assigned by the Clinical Coordinator and no clinical site preferences are guaranteed. Priority for seats in VET courses will be determined by the date in which an "Out-Of-Sequence" Information form was completed and signed by your Faculty Advisor (see Appendix B for Out of Sequence Information form).

9.8   READMISSION REQUIREMENTS

Readmission requirements for students who are dismissed for academic failure or withdraw from the Veterinary Technology Program are as follows:

- Prior to application for readmission, it is recommended that students meet with their Veterinary Technology Program Faculty Advisor.
- Submit a letter to the Veterinary Technology Program Admissions Committee indicating why the student should be readmitted and what the student would do differently to be more successful in the program. References from veterinary professionals, educators, or employers, as well as any additional supporting documentation are encouraged.
- Supporting documentation may be sent by email to the Program Coordinator, by Fax to 614-287-5235, or by the US Postal Service to:

    Veterinary Technology Program
    Columbus State Community College
    P.O. Box 1609
    Columbus, Ohio 43216

- Readmission applicants may be required to interview with the Veterinary Technology Program Admissions Committee.
- All applicants must meet current program admissions criteria.
- Readmission to the program after dismissal is not guaranteed.

- A student that receives one grade below "D" or a "U" or withdraws from any VET course due to poor academic performance after readmission will be dismissed with no opportunity to reapply for Veterinary Technology Program admission.
- Due to the rapid changes of technology in the field of veterinary medicine, an elapsed time of two years or more since withdrawal or dismissal will necessitate repeating all Veterinary Technology (VET) core curriculum courses.
- Upon readmission and prior to registration for VET courses, students must contact the Office Associate to review whether all health insurance requirements, TB testing, Td vaccinations, health forms and other health requirements are up to date and filed with the Program.

9.9 REQUIREMENTS FOR GRADUATION

In order to graduate, a student will need to have earned a cumulative 2.000 grade point average for all college-level courses completed [Policy 5-08 (B)]. See Columbus State Community College's online College Catalog for other graduation policies and procedures https://www.cscc.edu/about/policies-procedures.shtml.

9.10 PHYSICAL CONTACT

There may be instances of physical contact through the normal instruction and practices of this program. The instructor may need to assist the student in demonstrating technique, proper form, or correct posture. Any such contact must be handled in a professional manner consistent with the requirements of the veterinary technician profession.

If you have questions, concerns, or any level of discomfort regarding physical contact, please consult the course instructor and/or program coordinator. Inappropriate physical contact is prohibited by Columbus State Policy and will be subject to disciplinary action. College Policy and Procedure 3-44 and College Policy and Procedure 7-10 can be accessed at the following website: https://www.cscc.edu/about/policies-procedures.shtml."

9.11 AUDIO/VIDEO DEVICE, IMAGING, AND ELECTRONIC DEVICES USE

Audio- and videorecording, photographs, transmission, or distribution of class/lab content (e.g., lectures, discussions, demonstrations, etc.) is strictly prohibited unless a student has a Letter of Accommodation from Accessibility Services and has presented it to the course instructor or if the course instructor has provided written permission via

the syllabus or a signed form. Authorization to record extends solely to students in that particular course. Transmitting, sharing, or distributing course content onto public, commercial, or social media sites is strictly prohibited.

Photographs, audio recording, and/or video recording during clinical, practicum, internships, or other type of experiential learning experience is prohibited.

In accordance with legal and professional standards, regarding client rights of privacy and confidentiality, students are strictly prohibited from taking photos, audio recording, and/or video recording any information regarding clients or patients or information regarding the clinical, practicum, internships, or other type of experiential learning experience.

It is expected that instructors will be able to conduct class without experiencing outside interruptions. Non-Columbus State Community College-related beepers, pagers, cellular phones, or other electronic communication devices will only be permitted in the classroom or laboratory area if the audible signal is tuned to "vibrate" or digital notification. At no time will audible signals be permitted. Further, students are prohibited from using such devices in the classroom.

Students should also refer to the individual course syllabus for the course policy on computer, cell phone, and audio/video device use.

Failure to follow the above standards may result in discipline up to and including dismissal.

9.12 SOCIAL MEDIA

Postings on social networking sites may be subject to the same professional and ethical standards as any other personal interactions. Bullying and discrimination based on a protected class are prohibited by Columbus State Policy 3-43 and Policy and Procedure 7-10. Complaints or alleged violations of these policies and procedures will be referred to the Compliance Office and/or the Office of Student Conduct.

Students are prohibited from disclosing any of the following through social media including but not limited to:

- A client and/or patient's protected health information and confidential information about the client or patient, as defined by the Ohio Practice Act and other state and federal laws.
- Confidential, non-public, or proprietary information about patients and families, clinical facility staff, or clinical institutions; of the College, its employees, and students.

- Class content, including but not limited to lectures, discussions, demonstrations, quizzes, exams, answers.
- Comments that express or imply sponsorship or endorsement by the College unless the individual is officially authorized to act in this capacity for this purpose on behalf of the College.
- Taking and displaying photos/videos/audio of animals and posting on social media is strictly prohibited.

Failure to follow the above standards may result in discipline up to and including dismissal.

9.13 COMMUNICATION IN VETERINARY TECHNOLOGY PROGRAM

To protect confidentiality of students, faculty, and staff, CSCC email and Blackboard announcements will be used to convey information. Personal email addresses will not be used for Veterinary Technology communications. Students are expected to read CSCC email communications daily.

9.14 HEALTH AND HUMAN SERVICES ACADEMIC ADVISING

Students enrolled in any program in the Division of Health and Human Service may receive advising assistance in Advising Central, Aquinas Hall 116. The Health and Human Services Advising Team can provide assistance with course registration, academic planning, program admission requirements, academic restrictions, scheduling, placement test referrals, and a number of other advising related issues. Contact the Health and Human Services Advising Office for more information at (614) 287-2779 or hhsadvising@cscc.edu or by visiting them online at: https://www.cscc.edu/services/advising/health-sciences.shtml .

9.15 TUTORING AND ASSISTANCE CONTACT INFORMATION

Columbus State offers students a variety of tutoring services. A Veterinary Technology Program tutor is available to program students most semesters by appointment. To learn more about these tutoring services, please visit the following website: https://www.cscc.edu/services/tutoring.shtml.

9.16 STUDENT CODE OF CONDUCT ACTION AND ACADEMIC PERFORMANCE

Students are responsible for understanding and complying with College, their academic program, and clinical/partner facility policies and procedures; College and Program academic standards; standards of student conduct in the learning environment; and expectations for professional behavior on and off campus. These policies and expectations can be found on Columbus State's website, the academic program's materials, and orientation. Failure to comply may result in disciplinary action. Students subject to certain adverse actions will be afforded due process rights.

The policies and procedures related to student violations of the Columbus State Student Code of Conduct is outlined in Columbus State's Policy and Procedure 7-10. The due process, within these procedures, assures timely written notice and a hearing before an objective decision-maker. The appeal process for violations of the Student Code of Conduct is also found within 7-10. (Policy and Procedure 7-10 can be accessed at the following website: https://www.cscc.edu/about/policies-procedures.shtml).

A student's academic performance, professionalism, safety, and/or conduct in the classroom and learning environment, which is determined by the academic program as unsatisfactory, unprofessional, inappropriate, and/or interferes with the learning environment, will be addressed with notice to the student of the unacceptable behavior by the academic program. And the student may discuss the matter with the academic program staff. Further, the academic program has the authority to exercise control over the learning environment should a student's behavior be found unsatisfactory, unprofessional, inappropriate, and/or interferes with the learning environment, including initiating a range of disciplinary action, which may include but is not limited to, a warning up to and including dismissal.

Some violations may warrant dual processes through the academic program and the Student Code of Conduct.

9.17 Dispute of Continued Participation Dismissal

In the event of a dismissal by the program, the student has the right to appeal through meeting with the program staff. Such appeals will pertain only to the continued participation requirements listed in this handbook. Students will be allowed due process during the dismissal process as outlined by the Health & Human Services Division Program Dismissal Guide.

9.18 Outside Employment

It is recommended that if a student needs to maintain outside employment while enrolled in Columbus State Community College's Veterinary Technology Program, the student should consider working for a veterinarian, laboratory animal facility, or other animal care related facility.

Students should also remember that the Columbus State Community College's Veterinary Technology has a rigorous academic curriculum. The intensity and continuity of the program progresses to a higher level each semester and the student is expected to maintain a satisfactory level of student performance. Outside employment should not interfere with a satisfactory level of student performance in the Veterinary Technology Program's curriculum and activities, including P.A.C.T. participation.

A conflicting work schedule will not be considered as an excused absence for class or tardiness. Outside work schedules will not be allowed to conflict with course scheduling requirements. Paid working hours cannot be substituted for required clinical practicum hours.

9.19 Letter of Recommendation/Verbal Reference

Students who seek a letter of recommendation and/or a verbal reference from a Columbus State faculty/instructor should speak directly with that faculty/instructor. Once the faculty/instructor has agreed to write a letter of recommendation and/or provide a verbal reference for the student, the student should then fill-out the "Letter of Recommendation/Verbal Reference and FERPA Release" form, found in Appendix C and then return it to the faculty/instructor. This "Letter of Recommendation/Verbal Reference and FERPA Release" form will allow the student: (1) to designate whether the faculty/instructor is to provide a letter of recommendation and/or a verbal reference; (2) to provide information about the recipient(s); (3) the opportunity to authorize the faculty/instructor to use information obtained from the student's education records (such as course grades, GPA, documented attendance, or examination results) in the

letter of recommendation and/or verbal reference; and (4) if it is a letter of recommendation, the form gives the student the opportunity to waive or not waive the right to read the letter of recommendation.

Pursuant to FERPA, students are not required to authorize the release of their education records in a letter of recommendation and/or a verbal reference. If the student does not authorize the faculty/instructor to use their education records in the letter of recommendation and/or verbal reference, then the faculty/instructor may only share directory information (unless the student has requested the College to withhold their directory information) and/or the faculty/instructor's personal observations and knowledge about the student (i.e., remarks about the student's work ethic, dependability, and creativity). Further, pursuant to FERPA a student has the right to read a letter of recommendation, unless that right has been waived by the student. Students are not required to waive this right to review a letter of recommendation.

9.20 PARKING & TRANSPORTATION

Students are solely responsible for their own transportation to and from classes, to and from special class meeting locations, and veterinary practicum courses.

Parking is available on campus at Columbus State Community College. See Columbus State Community College's website for current parking pass fees. https://www.cscc.edu/services/parking/

10 P.A.C.T. (PATIENT ANIMAL CARE TEAMS) POLICIES AND PROCEDURES

Dr. Carla Mayers, Attending Veterinarian

Dr. Brenda Johnson, Attending Veterinarian

P.A.C.T.: A mutually beneficial agreement between two entities. The Veterinary Technology Program at CSCC has P. A. C. T. teams to provide enrichment for our colony animals and to provide additional handling experience for our students. This will be time devoted to animal care which is outside of scheduled classes.

10.1 GOALS OF P.A.C.T:

1. To offer greater opportunity for veterinary technology students to hone the skills necessary to provide dedicated, compassionate, and thorough patient care.
2. To introduce interpersonal communication and management skills to the veterinary technology students for team building and consensus development.
3. To increase veterinary technology student participation in the care and management of animals housed in the laboratory of the Veterinary Technology Program.
4. To allow the housed patient animals of the Veterinary Technology Program increased contact with human care providers in a non-threatening environment.
5. To heighten awareness of patient animal care at Columbus State Community College
6. To provide additional student support to the veterinarians and technicians in the Veterinary Technology Program.

10.2 P.A.C.T. REQUIREMENTS

Students participating in the P.A.C.T. are required to adhere to the following:

1. Student teams will be created across sections of the veterinary technology program and assigned to patient animals.
2. The amount of time each student is required to dedicate per week (Monday - Thursday) and the number of weekend days (Friday - Sunday) assigned, will be determined by the animal and student population. This information will be disseminated when the P.A.C.T. teams are created. This requirement and times of animal availability may change from academic term to academic term and possibly within an academic term.

3. Weekly P.A.C.T. time is usually 60-90 minutes per week (Monday through Thursday) Your time is spent in 20-30-minute increments with animals from your assigned P.A.C.T. group. Weekend days (Friday, Saturday, or Sunday) are determined by signing up for the days that work best for you and usually total two to three weekend days per term. You will be spending 3 hours completing each weekend day.

4. Captains will be assigned for each team. Team captains will be a main resource for communication and coordination of patient care schedules with the team members, veterinarians, and technicians. The captains are to monitor the green exercise sheets; make sure student members are spending the appropriate time with their animals and coordinate physical exam schedules. Other captain duties are listed in the academic term responsibilities for each term.

5. PRIOR TO REMOVING YOUR P.A.C.T. ANIMAL FROM A RUN OR CAGE, read the current medical record for current or historical information. Also read the treatment board and cage cards for additional information.

6. Dogs are to be walked outside in the fenced gravel space adjacent to the kennel. All gates to the gravel space should be secured and not used to exit the area. ALL DOGS ARE TO BE ON LEASH. LEASH HANDLES ARE TO BE PLACED OVER THE WRIST AND HELD IN HAND. Dogs should be on a gentle leader unless a harness is indicated for that individual dog. All gentle leaders and harnesses should be placed on the dog prior to exiting their run. No dog/dog social interactions should occur unless otherwise specified by a faculty or staff member. There are specific limitations to some of the animals that will be discussed with each of the teams. Personality Profiles are on cage doors and posted on P.A.C.T. bulletin boards.

7. Cats can be let out of their cages and socialize with humans in the cat playroom. The treatment room is acceptable for those cats who do not play well with others. Personality Profiles are on cage doors and posted on P.A.C.T. bulletin boards.

8. P.A.C.T. time is designed to enrich both the animal and the student. It is for focused interactions between the student and the animal. There should be no other activities or any distractions occurring during P.A.C.T. time other than animal-human interaction. Examples of inappropriate activities or distractions include but are not limited to studying, talking on the phone, and anything else that is deemed to take away from the human-animal interaction or considered dangerous or unsafe.

9. Strangers are not permitted to interact with the patient animals or be present in the gravel space or animal areas. Facilities maintenance individuals who obviously have specific duties may enter these areas but should not interact with the animals. Students should always be aware of their surroundings.

10. At no time is it expected that the student place his /her health or safety in jeopardy to perform P.A.C.T. assignments. Missed duties need to be excused by Dr. Mayers or Dr. Johnson.   If you miss a weekend duty, try to plan for someone to cover your assignment and notify the weekend care provider by emailing prior.   Missed weekday P.A.C.T. responsibilities will automatically result in a 5% grade reduction from all currently enrolled Veterinary Technology courses for each missed duty. Missed weekend P.A.C.T. responsibilities will automatically result in a 10% grade reduction from all currently enrolled Veterinary Technology courses for each missed duty.

10.3 CLINICAL/PARTNER FACILITY ADMISSION AND POLICIES

Clinical/Partner facility sites for clinical, practicums, internships, or other type of experiential learning experiences, often have their own admission and participation requirements that students must meet before students can be placed at the clinical/partner facility. The clinical/partner facility may have admission requirements that exceed or are in addition to the admission requirements of Columbus State and the student's specific academic program. Clinical/Partner facilities have the right to deny student participation even when the student is fully admitted into the academic program. Therefore, students are expected to meet the requirements of the clinical/partner facility in addition to their academic program's requirements. For more information, please consult the Clinical Coordinator.

Further, students are expected to comply with all clinical/partner facility policies and Columbus State policies when completing a clinical, practicum, internship, or other type of experiential learning experience. This includes policy expectations for practicum related activities that occur off premises. Examples of such conduct could include, but are not limited to, work responsibilities that occur off premises, uniform and appearance expectations when engaged in practicum activities, social media usage, patient/client interaction, and any other activities related to the learning experience. Failure to follow the clinical/partner facility's policies and Columbus State policies may result in discipline up to and including dismissal.

10.4 BACKGROUND CHECK AND DRUG SCREENING FOR CLINICAL/PRACTICUM PLACEMENTS

Please see Chapter: Program Admission and Continuing Compliance Requirements regarding the background check and drug screening process.

10.5 DRESS CODE FOR CLINICAL/PRACTICUMS PLACEMENTS

Please see Chapter: Program Policies and Procedures Requirements, regarding the dress code.

10.6 REMOVAL DUE TO HEALTH RISK OR SAFETY RISK

Clinical/Partner facilities have an expectation that students completing a clinical, practicum, internship, or other type of experiential learning experience at their site will not be a health risk or safety risk to their clients. Students are therefore expected to conform to all standard health and safety practices required by the clinical/partner facility. Being unsafe or a health risk includes but is not limited to a student who consistently fails to demonstrate competence in clinical patient/client care, a student who does not adhere to policies, or a student who behaves in any manner that compromises or threatens the well-being of a patient or client's health and welfare. Students will be evaluated during their clinical, practicum, internship, or other type of experiential learning experience and the evaluations may show student deficiencies that would deem them a health or safety risk. A student that is deemed a health or safety risk may result in discipline up to and including dismissal. In addition, the clinical/partner facility is under no obligation to allow or approve a student's experience if a health or safety issue is identified.

In the event that a practicum site requests a student to be removed due to a health or safety risk, the Veterinary Technician program will follow the Health & Human Services Discipline and Dismissal Guide to determine the appropriate discipline.

10.7 CLINICAL/PRACTICUM ATTENDANCE POLICY

Day and Part-time students are expected to complete a total of 448 practicum hours. These practicum hours will be at outside clinical and veterinary facilities. To receive a grade of "S" (Satisfactory) for the courses a student must attend and participate in all 448 hours. All missed rotation hours (other than those excused, or in the case of emergency campus/clinical site closure) must be made up prior to the end of the

practicum in order to receive a satisfactory grade. Extenuating circumstances (death in the immediate family, severe illness, etc.) will be considered on a case-by-case basis and must be discussed with the Clinical Coordinator.

Of the 448 practicum hours, 414 hours will be completed at an outside clinical facility. One term of the practicums will also include mini rotation which will require 34 hours of the total 448 hours in practicums. Attendance for all mini- rotation experiences is mandatory to enable completion of the AVMA-CVTEA Essential Task List. Successful completion of this list is required for each student to complete the Veterinary Technology Program.   In the event of an absence, immediate notification should be given to course instructor Andy Farley, RVT. With proper documentation, arrangements to make up the experience will be made by joining another group.

Tardiness will not be tolerated! If you are tardy twice, this will result in a penalty of 4 hours of make-up time. Tardiness of three or more times will result in a grade of Unsatisfactory and you will have to repeat the practicum course, to be scheduled by the Clinical Coordinator.

Student participation in Veterinary Practicum courses is not mandatory when the campus is closed for holidays per the CSCC Academic Calendar. However, a student may elect to participate in Veterinary Practicum courses when the campus is closed for scheduled holidays. If this option is voluntarily elected, please email the Clinical Coordinator with a statement that you will voluntarily be utilizing those days for internship hours. The field mini-rotation schedule hours are pre-arranged around campus closure dates. Students must be dismissed from their internship site if CSCC campus or the practicum facility closes due to severe weather conditions, or other emergency situations. Students that have proof of residence in a county under a Level III weather emergency, or that must drive to a clinical site in a county under a Level III will be excused from practicum participation until conditions are less than a Level III as deemed by the Ohio State Highway Patrol. Please make sure that your clinical site supervisor is aware of this policy!

Students who are employees of a clinical affiliate are not permitted to intern at their place of employment during their clinical rotation. An exception may be permitted if the student is able to work in a completely separate area of their workplace and must receive approval by the Clinical Coordinator. While serving as an employee, the student must not use their clinical or CSCC identification for any purpose. Students are encouraged to consider all other commitments when deciding about the number of hours worked outside the program. Work hours must be scheduled around clinical hours and all other course activities.

Students are not permitted to receive compensation from a clinical affiliate for work performed during scheduled practicum hours.

11 APPENDICES

The following forms included in these appendices are:

(1) Appendix A
   a. Plans of Study
(2) Appendix B
   a. Handbook Acknowledgment Form.
   b. Graduation-Employment Relationship Acknowledgement Form.
   c. Confidentiality Acknowledgment Form
   d. Out of Sequence Information Sheet
   e. Pregnancy Risk Form
   f. Statement of Withdrawal
   g. Incident/Bite Report
   h. Medical Exemption for Vaccinations Form
   i. Religious Exemption for Vaccinations Form
   j. Declined Rabies Vaccine Assumption of Risk Form
   k. COVID-19 Acknowledgement
(3) Appendix C
   a. Letter of Recommendation/Verbal Recommendation FERPA Release form
(4) Appendix D
   a. Rabies Mitigation Plan

Please read each of these forms carefully before signing. If you have any questions regarding these forms, please contact the Program Coordinator. All forms must be signed and returned to the Veterinary Technology Program Coordinator by the end of the first week of the Autumn semester.

APPENDIX A

Plans of Study

Columbus State Community College

COLUMBUS STATE
COMMUNITY COLLEGE

HEALTH AND HUMAN SERVICES DIVISION
Effective Autumn Semester 2022

Plan A - Spring Practicum
Veterinary, Imaging & Surgical Technology Programs
Veterinary Technology AAS

Name _____
Student # _____
Date Entered _____
Advisor _____

FIRST SEMESTER		G/T/B	CR	TERM
VET 1103	Introduction to Small Animal Medicine	T	1	
VET 1105	Veterinary Parasitology	T	2	
STAT 1350	Elementary Statistics	G	3	
BIO 1121	Anatomy & Physiology I	B	4	1
BIO 1122	Anatomy & Physiology II	B	4	2
COLS 1100	First Year Experience Seminar	B	1	
	TOTAL		15	

SECOND SEMESTER		G/T/B	CR	TERM
VET 1324	Principles of Veterinary Radiography	T	1	
VET 1331	Veterinary Anatomy & Physiology	T	2	
VET 1335	Clinical Pathology I	T	3	
VET 1338	Veterinary Surgical Techniques	T	2	
VET 1426	Principles of Veterinary Anesthesia	T	2	
HIMT 1121	Advanced Medical Terminology	B	2	
	TOTAL		12	

THIRD SEMESTER		G/T/B	CR	TERM
VET 1501	Veterinary Nutrition	T	1	
VET 1502	Laboratory & Exotic Animal Medicine	T	1	Term
VET 1533	Clinical Applications I	T	2	Term
VET 1536	Small Animal Health & Disease	T	2	
NAT XXXX	Physical Science Course	G	4	
ENGL 1100	Composition I	G	3	
	TOTAL		13	

FOURTH SEMESTER		G/T/B	CR	TERM
VET 2535	Clinical Pathology II	T	2	
VET 2562	Veterinary Pharmacology	T	2	
VET 2563	Clinical Applications II	T	2	1
VET 2566	Large Animal Health & Disease	T	2	
VET 2599	Clinical Applications III	T	2	2
BMGT 2200	Mgmt & Org Behanvior	B	3	
	TOTAL		13	

FIFTH SEMESTER		G/T/B	CR	TERM
VET 2800	Veterinary Seminar I	T	1	1
VET 2850	Veterinary Seminar II	T	1	2
VET 2900	Veterinary Practicum I	T	2	1
VET 2950	Veterinary Practicum II	T	2	2
HUM XXXX	(Select from list)	G	3	
SBS XXXX	(Select from list)	G	3	
	TOTAL		12	

SOCIAL/BEHAVIORAL SCIENCE (Select 1)		CR
ANTH 2202	Introduction to Cultural Anthropology	3
ECON 2200	Principles of Microeconomics	3
GEOG 2400	Economic and Social Geography	3
POLS 1100	American Government	3
PSY 1100	Introduction to Psychology	3
SOC 1101	Introduction to Sociology	3

GRADUATION REQUIREMENTS

G = General Education
B = Basic Education
T = Technical Education

	Total General Ed.	16
	Total Basic	14
Total Non-Technical		30
	Total Tech. Ed.	35
	TOTAL CREDITS	65

ARTS/HUMANITIES (Select 1)		CR
ARCH 2100	History of Architecture	3
HART 1201	History of Art I	3
HART 1202	History of Art II	3
HIST 1111	European History to 1648	3
HIST 1112	European History since 1648	3
HIST 1151	American History to 1877	3
HIST 1152	American History since 1877	3
HIST 1181	World Civilization I: Non-Western/Non-American to 1500	3
HIST 1182	World Civilization II: Non-Western/ Non-American Since 1500	3
HIST 2223	African American History I: 1451-1876	3
HIST 2224	African American History II: 1877-Present	3
HUM 1100	Introduction to Humanities	3
HUM 1270	Comparative Religions	3
MUS 1251	Survey of Music History	3
PHIL 1101	Introduction to Philosophy	3

The HESI is required as part of the Admission Criteria for acceptance to the Veterinary Technology Program.

Columbus State Community College

Plan B - Autumn Practicum

Health & Veterinary Programs
Veterinary Technology Program

COLUMBUS STATE COMMUNITY COLLEGE

HEALTH AND HUMAN SERVICES DIVISION
Effective Autumn Semester 2022

Name _____
Student # _____
Date Entered _____
Advisor _____

FIRST SEMESTER		G/T/B	CR	TERM
VET 1103	Introduction to Small Animal Medicine	T	1	
VET 1105	Veterinary Parasitology	T	2	
BIO 1121	Anatomy & Physiology I	B	4	1
BIO 1122	Anatomy & Physiology II	B	4	2
COLS 1100	First Year Experience Seminar	B	1	
STAT 1350	Elementary Statistics	G	3	
	TOTAL		15	

SECOND SEMESTER		G/T/B	CR	TERM
VET 1324	Principles of Veterinary Radiography	T	1	
VET 1331	Veterinary Anatomy & Physiology	T	2	
VET 1426	Principles of Veterinary Anesthesia	T	2	
VET 1335	Clinical Pathology I	T	3	
VET 1338	Veterinary Surgical Techniques	T	2	
HIMT 1121	Advanced Medical Terminology	B	2	
	TOTAL		12	

THIRD SEMESTER		G/T/B	CR	TERM
VET 1501	Veterinary Nutrition	T	1	
VET 1502	Laboratory & Exotic Animal Medicine	T	1	Term
VET 1533	Clinical Applications I	T	2	Term
VET 1536	Small Animal Health & Disease	T	2	
ENGL 1100	Composition I	G	3	
NAT XXXX	Physical Science Course	G	4	
	TOTAL		13	

FOURTH SEMESTER		G/T/B	CR	TERM
VET 2800	Veterinary Seminar I	T	1	1
VET 2900	Veterinary Practicum I	T	2	1
VET 2850	Veterinary Seminar II	T	1	2
VET 2950	Veterinary Practicum II	T	2	2
HUM XXXX	(Select from list)	G	3	
SBS XXXX	(Select from list)	G	3	
	TOTAL		12	

FIFTH SEMESTER		G/T/B	CR	TERM
VET 2563	Clinical Applications II	T	2	1
VET 2599	Clinical Applications III	T	2	2
VET 2535	Clinical Pathology II	T	2	
VET 2562	Veterinary Pharmacology	T	2	
VET 2566	Large Animal Health & Disease	T	2	
BMGT 2200	**Mgmt & Org Behanvior**	B	3	
	TOTAL		13	

ARTS/HUMANITIES (Select 1)		CR
HART 1201	History of Art I	3
HART 1202	History of Art II	3
HIST 1111	European History to 1648	3
HIST 1112	European History since 1648	3
HIST 1151	American History to 1877	3
HIST 1152	American History since 1877	3
HIST 1181	World Civilization I: Non-Western/Non-American to 1500	3
HIST 1182	World Civilization II: Non-Western/Non-American Since 1500	3
HIST 2223	African American History I: 1451-1876	3
HIST 2224	African American History II: 1877-Present	3
HUM 1100	Introduction to Humanities	3
HUM 1270	Comparative Religions	3
MUS 1251	Survey of Music History	3
PHIL 1101	Introduction to Philosophy	3

SOCIAL/BEHAVIORAL SCIENCE (Select 1)		CR
ANTH 2202	Introduction to Cultural Anthropology	3
ECON 2200	Principles of Microeconomics	3
GEOG 2400	Economic and Social Geography	3
POLS 1100	American Government	3
PSY 1100	Introduction to Psychology	3
SOC 1101	Introduction to Sociology	3

GRADUATION REQUIREMENTS

G = General Education
B = Basic Education
T = Technical Education

Total General Ed.	16
Total Basic	14
Total Non-Technical	30
Total Tech. Ed.	35
TOTAL CREDITS	65

The HESI is required as part of the Admission Criteria for acceptance to the Veterinary Technology Program.

Columbus State Community College

COLUMBUS STATE COMMUNITY COLLEGE

HEALTH AND HUMAN SERVICES DIVISION
Effective Autumn Semester 2022

Evening Part-Time Program
Health & Veterinary Programs
Veterinary Technology AAS

Name _____
Student # _____
Date Entered _____
Advisor _____

FIRST SEMESTER		G/T/B	CR	TERM
BIO 1121	Anatomy & Physiology I	B	4	1
BIO 1122	Anatomy & Physiology II	B	4	2
COLS 1100	First Year Experience Seminar	B	1	
	TOTAL		9	

SECOND SEMESTER		G/T/B	CR	TERM
HIMT 1121	Advanced Medical Terminology	B	2	
BMGT 2200	Mgmt & Org Behanvior	B	3	
STAT 1350	Elementary Statistics	G	3	
	TOTAL		8	

THIRD SEMESTER		G/T/B	CR	TERM
NAT XXXX	Physical Science Course	G	4	
ENGL 1100	Composition I	G	3	
	TOTAL		7	

FOURTH SEMESTER		G/T/B	CR	TERM
VET 1103	Introduction to Small Animal Medicine	T	1	
VET 1105	Veterinary Parasitology	T	2	
VET 1324	Principles of Veterinary Radiography	T	1	
	TOTAL		4	

FIFTH SEMESTER		G/T/B	CR	TERM
VET 1331	Veterinary Anatomy & Physiology	T	2	
VET 1335	Clinical Pathology I	T	3	
VET 1338	Veterinary Surgical Techniques	T	2	
	TOTAL		7	

SIXTH SEMESTER		G/T/B	CR	TERM
VET 1501	Veterinary Nutrition	T	1	
VET 1502	Laboratory & Exotic Animal Medicine	T	1	Term
VET 1536	Small Animal Health & Disease	T	2	
	TOTAL		4	

SEVENTH SEMESTER		G/T/B	CR	TERM
VET 1426	Principles of Veterinary Anesthesia	T	2	
VET 2535	Clinical Pathology II	T	2	
	TOTAL		4	

EIGHTH SEMESTER		G/T/B	CR	TERM
VET 1533	Clinical Applications I	T	2	1
VET 2563	Clinical Applications II	T	2	2
VET 2562	Veterinary Pharmacology	T	2	
	TOTAL		6	

NINETH SEMESTER		G/T/B	CR	TERM
HUM XXXX	(Select from list)	G	3	
VET 2566	Large Animal Health & Disease	T	2	
VET 2921	Veterinary Practicum A	T	1	Term
VET 2821	Veterinary Seminar A	T	0.5	Term
	TOTAL		6.5	

TENTH SEMESTER		G/T/B	CR	TERM
VET 2599	Clinical Applications III	T	2	1
VET 2822	Veterinary Seminar B	T	0.5	2
VET 2922	Veterinary Practicum B	T	1	2
	TOTAL		3.5	

ELEVENTH SEMESTER		G/T/B	CR	TERM
VET 2831	Veterinary Seminar C	T	0.5	1
VET 2931	Veterinary Practicum C	T	1	1
VET 2932	Veterinary Practicum D	T	1	2
VET 2832	Veterinary Seminar D	T	0.5	2
SBS XXXX	(Select from list)	G	3	
	TOTAL		6	

GRADUATION REQUIREMENTS	
G = General Education	
B = Basic Education	
T = Technical Education	
Total General Ed.	16
Total Basic	14
Total Non-Technical	30
Total Tech Ed.	35
TOTAL CREDITS	65

The HESI is required as part of the Admission Criteria for acceptance to the Veterinary Technology Program.

APPENDIX B

Forms

1. Handbook Acknowledgement Form
2. Graduation-Employment Relationship Acknowledgement Form
3. Confidentiality Acknowledgement Form
4. Out of Sequence Information Sheet
5. Health Care Related Programs Pregnancy Risk Form
6. Statement of Withdrawal
7. Incident/Animal Bite Report
8. Medical Exemption for Vaccinations
9. Religious Exemption for Vaccinations
10. Acknowledgement and Assumption of Risk Declined Rabies Vaccination

Division of Health and Human Services

Handbook Acknowledgement Form

I, _____, hereby acknowledge that I have received and read a copy of the student handbook for the Veterinary Technology Program.

By signing below, I agree to abide by the requirements, standards, and policies and procedures contained herein, including by reference or hyperlink, and any changes that may occur from time to time. I also understand that I am responsible for understanding the information within this handbook. I acknowledge that any deviation from or violation of the requirements, standards, and policies and procedures contained herein will be subject to disciplinary action, including but not limited to my removal from the academic program. In addition, I acknowledge that revisions to this handbook will be made periodically, with or without prior notice and that I am responsible for checking for updates to program information.

Furthermore, along with abiding by this academic program handbook, I agree to abide by the Columbus State Policies and Procedures, course syllabi, the Columbus State Student Handbook, and the Columbus State Catalog.

I acknowledge that my signature on this form does not guarantee my progression in the academic program.

_____   _____
(Student's Printed Name)   (Student's CID)

_____   _____
(Student's Signature)   (Date Signed)

_____   _____
(Signature of Program Coordinator)   (Date Signed)

Division of Health and Human Services

Graduation-Employment Relationship Acknowledgement Form

I, _____, hereby acknowledge that I am informed, I understand, and I agree that my graduation from the Veterinary Technology Program and Columbus State does not guarantee my employment in my chosen field of study or otherwise. Furthermore, I also understand that neither the faculty nor staff of Columbus State is responsible for my employment or placement into a job. Therefore, neither Columbus State nor any individual employed by Columbus State is accountable for my employment in my field of study or otherwise. In signing this acknowledgement form I recognize and agree that employment is my own responsibility.

_____   _____
(Student's Printed Name)   (Student's CID)

_____   _____
(Student's Signature)   (Date Signed)

_____   _____
(Signature of Program Coordinator)   (Date Signed)

Division of Health and Human Services

Confidentiality Acknowledgement Form

I, _____, hereby acknowledge that I am bound by federal and state laws regarding client and patient confidentiality, including where applicable the AVMA Principles of Veterinary Medical Ethics and the NAVTA Code of Ethics.

I acknowledge that I may work with patients in a class, clinical, practicum, internship, or other type of experiential learning experience where I have access to a client's or patient's protected health information. I understand that all medical information is considered confidential and may be protected by federal or state laws. In addition, I acknowledge that I have read the confidentiality statements in this handbook and that it is my responsibility to abide by them. I understand that it is therefore unlawful to disclose a client's or patient's confidential health information and medical records without consent. I further acknowledge, that it is my professional responsibility and duty to protect the confidentiality of all patients' medical records and protected health information for which I have access to.

My signature confirms that I understand and will abide by client and patient confidentiality and that I understand the consequences of any inappropriate actions regarding client and patient confidentiality.

_____   _____
(Student's Printed Name)   (Student's CID)

_____   _____
(Student's Signature)   (Date Signed)

_____   _____
(Signature of Program Coordinator)   (Date Signed)

Columbus State Community College
Veterinary Technology Program
Out of Sequence Information Sheet

Student Name: _____

Cougar I.D.: _____
Current Address: _____
_____
_____

Home Phone: _____

Cell Phone: _____

Work Phone: _____

Reason for student going OUT OF SEQUENCE:

_____

_____

_____

_____

Recommendations of Advisor:

_____

_____

_____

_____

_____

Note: The student must re-enter the Veterinary Technology Program within three semesters, or they will be required to re-apply to the Veterinary Technology Program and follow the current admissions criteria to be accepted into the program.

_____   _____
Signature of Program Coordinator/Faculty Advisor   Date

_____   _____
Student Signature   Date

Health Care Related Programs Risks and Pregnancy Guidelines

Students in each of the college's health-related programs, where laboratory or clinical practice is part of the course, will be working with other students and patients in various states of health/illness. As stated in the contracts with our clinical partners, no patient is discriminated against in the provision of health care.

Therefore, students may be exposed to various diseases, micro-organisms and pathogens. All students learn 'Standard Precautions' and are required to practice these in labs and clinical facilities in order to minimize risk. However, it is important to understand there is always risk.

Examples of potential risks to students in clinical/laboratory placements include:

- Ionizing radiation may cause damage to a student or developing fetus when the student does not use required shielding.
- Students may be exposed to communicable diseases. Students are required to have immunizations and health exams prior to beginning some laboratory and all clinical courses.
- *Risk* of falling, especially on wet surfaces.
- *Risk* of injuries related to lifting heavy objects or moving patients
- *Risk* of needle-stick or instrument-related injuries
- *Risk* of bloodborne pathogen exposure
- *Risk* of infections or injuries incurred through working with animals.

<u>Statement Regarding Pregnancy:</u>

A student's disclosure of their pregnancy status to program personnel is strictly voluntary. Students who voluntarily elects to declare their pregnancy must do so by notifying the Program Coordinator in writing. In the absence of the voluntary, written disclosure, a student cannot be considered pregnant. A student may, at any time, elect to withdraw their declaration of pregnancy. The withdrawal must be in writing and submitted to the Program Coordinator. While the college does not require that a pregnant student disclose their pregnancy, the college encourages any student who is pregnant to discuss\with her advisor any potential risks and limitations.

Pregnancy does not preclude a student from remaining in a health-related program. Students disclosing a pregnancy are encouraged to have their health-care practitioner document any restrictions that may assist the college in providing reasonable accommodations when required.

Should the student's health-care provider indicate that there are restrictions, once notified, the college is required to abide by the restrictions. If a student is placed on restrictions by their health-care provider and these restrictions are significant enough to compromise the student's ability to continue in a laboratory course or clinical placement, the student may be required to withdraw from the course and re-enter the program post-pregnancy. If a health-care provider indicates that there are no restrictions, the student may continue in their laboratory or clinical course without any changes.

Statement Regarding Infectious Diseases:

Students may be exposed to many types of communicable diseases in the clinical environment. These diseases include, but are not limited to: Hepatitis (A, B, C or D), RN/AIDS, TB, measles, mumps, rubella, rubeola, etc.

ALL students are required to have appropriate immunizations after they are admitted to their program of study (specific information is given to all admitted students). Requirements vary from program to program, depending on the clinical environment. Additionally, although all precautions are taken to minimize exposure and risk, there is always a slight possibility that precautions may fail or that a student may accidentally expose him/herself. All students entering a health-related program of study must be aware of this slight, but real, potential. While students in some programs are required to maintain personal health insurance, ALL students are encouraged to do so.

Health Care Related Programs Pregnancy Risk Form

Student Section:

I have read the Health Care Related Programs Risks and Pregnancy Guidelines and understand the potential risks that may exist to me, and my fetus should I decide to continue in health program laboratory and clinical placements for the remainder of my pregnancy.

_____

Student Name

_____   _____

Student Signature   Date

Health Care Provider Section

I have read the Health Care Related Programs Risks and Pregnancy Guidelines, and I am identifying the following laboratory/clinical practice restrictions that my patient is to adhere to for the remainder of their pregnancy:

```
┌─────────────────────────────────────────────────────────────────────────────────┐
│  Laboratory/Clinical Restrictions:                                                │
│                                                                                   │
│                                                                                   │
│                                                                                   │
│                                                                                   │
└─────────────────────────────────────────────────────────────────────────────────┘
```

EDC:

_____

Physician Name

_____   _____

Physician Signature   Date

Statement of Withdrawal

Columbus State Community College

Veterinary Technology Program

I, _____ (Print student's complete name), understand that withdrawal from the Veterinary Technology Program will require me to demonstrate minimum competency in the technical courses that I have completedl, should I apply for readmission.

I understand that testing may be required for any and/or all of the technical courses completed prior to program withdrawal. I understand that testing may include written, laboratory practical, and/or oral examination at the discretion of the course Lead Instructor or Program Coordinator. I understand that it is my responsibility to make arrangements for any necessary testing with the appropriate course faculty member and such arrangements must be made by Week 2 of the semester before planned re-entry.

If I do not satisfactorily pass the required skills/tests, I understand I may be required to retake classes before readmission is granted.

I understand that readmission to the Veterinary Technology Program is on a space available basis and may be subject to review by the Program Admissions Committee.

Reason for Program Withdrawal:

_____

_____

_____

_____

_____   _____
Signature   Student Cougar I.D.

COLUMBUS STATE
VETERINARY TECHNOLOGY
INCIDENT/ANIMAL BITE REPORT

All students enrolled in the Veterinary Technology Program or employees of CSCC that sustain an injury, animal bite and/or zoonotic disease exposure during classes, laboratories, practicum experiences, or while participating in P.A.C.T., must complete this report following the incident and submit it to the Program Coordinator, Dr. Erin Kelly-Snyder (Office Mailbox VT 206).

STUDENT / EMPLOYEE INFORMATION (please circle)

Name (print): _____

Date of Birth: _____ Cougar ID#: _____

Address: _____

City/State/Zip: _____

Cell Phone: _____ Home Phone: _____

INCIDENT INFORMATION

Date of Incident/Animal Bite/Zoonotic disease exposure: (Location, area injured, response*)
*Response: Wound cleaned, treatment/bandaging, etc.

_____

_____

_____

PROFESSIONAL MEDICAL TREATMENT

___ Emergency services were called for individual
___ Individual was sent for immediate medical treatment
___ Individual was referred to seek treatment as soon as possible with primary healthcare provider
___ Individual has opted to "wait and see"

SUPERVISOR/FACULTY/STAFF COMMENTS

_____

_____

_____

Signature/Date of Student or Employee: _____

Signature/Date of Supervisor/Faculty/Staff: _____

CSCC Supervisor/Faculty/Staff is responsible for making and distributing copies to:
Stacey Raymond, Department Chair ___   Dr. Erin Kelly-Snyder, Program Coordinator ___
Dr.'s Carla Mayers/Brenda Johnson, Attending Veterinarians ___
Lenore Southerland, VT Facility and Operations Supervisor ___   CSCC Police Dept. ___

<u>MEDICAL EXEMPTION FOR VACCINATIONS</u>

(To be signed ONLY by a student for whom a vaccination is medically contraindicated)

Students must provide proof of vaccinations prior to participating in live animal labs and kennel duties. This form must be signed by a student requesting an exemption from the vaccine requirement where vaccination is medically contraindicated. If a particular vaccination is medically contraindicated, a medical report indicating such contraindication must be submitted for that particular vaccination. The medical report must include which vaccines are contraindicated by the student's medical conditions, and whether the treating physician or licensed practitioner recommends the student to be exempt from the vaccination requirement. The statement must be signed and dated by the physician or licensed practitioner and include credentials, business address, business phone number, and business email address. Medical contraindication for a particular vaccination does not exempt the student from any other vaccination requirement.

INFORMED CONSENT:

I understand that completion of a Practicum is a requirement for Veterinary Technology degree completion. I understand that some practicum sites may not allow me to rotate at their facilities because I do not meet their vaccination requirements, regardless of medical contraindication. I understand that many practicum sites will not allow me to rotate without proof of immunity from Rabies and a current Tetanus vaccination. **I understand that failure to meet the vaccination requirements could result in my inability to complete my degree program.** I understand that CSCC has no control over the specific vaccination requirements of the practicum sites. I understand that I will not be given preference over other students for practicum sites based on my vaccination status.

I understand the risks associated with enrolling in the degree program without the required vaccinations, and I hold CSCC harmless from any liability or claim that I may have against CSCC with respect to bodily injury, personal injury, illness, death, or property loss directly related to labs and clinical rotations as it relates to vaccination requirements.

Student Signature: _____   Date: _____

Student Name: _____   Cougar ID: _____

RELIGIOUS EXEMPTION FOR VACCINATIONS

Students must provide proof of vaccinations prior to participating in live animal labs and kennel duties. This form must be signed by a student requesting an exemption from the vaccine requirement where a sincerely held religious belief, practice, or observance conflicts with the vaccine requirement. If a particular vaccination conflicts with a sincerely held religious belief, practice, or observance, the student must submit a statement describing the nature of the sincerely held religious belief, practice, or observance, and indicate which required vaccines are in conflict with the sincerely held religious belief, practice, or observance.

INFORMED CONSENT:

I understand that completion of a Practicum is a requirement for Veterinary Technology degree completion. I understand that some practicum sites may not allow me to rotate at their facilities because I do not meet their vaccination requirements, regardless of sincerely held religious belief, practice, or observance. I understand that many practicum sites will not allow me to rotate without proof of immunity from Rabies and a current Tetanus vaccination. **I understand that failure to meet the vaccination requirements could result in my inability to complete my degree program.** I understand that CSCC has no control over the specific vaccination requirements of the practicum sites. I understand that I will not be given preference over other students for practicum sites based on my vaccination status.

I understand the risks associated with enrolling in the degree program without the required vaccinations, and I hold CSCC harmless from any liability or claim that I may have against CSCC with respect to bodily injury, personal injury, illness, death, or property loss directly related to labs and clinical rotations as it relates to vaccination requirements.

Student Signature: _____   Date: _____

Student Name: _____   Cougar ID: _____

Acknowledgement and Assumption of Risk
Declined Rabies Vaccination

This form must be signed by any student who requests a medical or religious exemption to Columbus State Community College Veterinary Technology rabies immunization requirement:

I have chosen to participate in Columbus State Community College Veterinary Technology Program (CSCC VTP). Participation in Columbus State's VTP will involve contact with animals and may give rise to a risk of physical injury or infection.

I understand that:

1. Animals have a tendency to behave in ways that may result in injury to me or other persons in the immediate vicinity.

2. Animals may react in an unpredictable way to unfamiliar environments, sounds, odors, sudden movements, unfamiliar objects, persons, or other animals.

3. I must listen to on-site professional staff when working with animals and when I am around other students, faculty, visitors, or staff.

4. Animals may become aggressive toward people during treatment.

5. Animals may carry diseases that may not be apparent, and these diseases may be infectious to humans.

6. I must comply with all the CSCC Veterinary Technology Program policies, regulations and rules, and all federal, state, county, city, and/or local laws, regulations, and ordinances regarding the care and treatment of animals at CSCC.

Further, I acknowledge and understand that participation in the CSCC-VTP increases my risk of being exposed to infections and diseases, including rabies. Rabies is a lethal viral infection that is typically spread to susceptible animals and humans by bites from infected animals or by close contact with infected tissues. The disease has a low prevalence in Central Ohio but has been identified in dogs, cats, horses and wildlife throughout state. CSCC VTP requires that veterinary technology students and employees obtain vaccination against the disease and verify titers are in compliance with CDC recommendations: https://www.cdc.gov/rabies/specific_groups/veterinarians/staff.html

By signing below, I acknowledge that I have not received immunization with the human rabies vaccination within the last two years and have not had a titer drawn in the last two years. By declining or failing to maintain compliance with this immunization, I understand and accept that I am increasing my risk of contracting the lethal infection.

I hereby attest and verify that I have been advised of the potential risks, have sought clarification if I have not understood, that I have full knowledge of the risks involved in these activities, and that I assume any expense that may be incurred in the event of an accident, injury, other incapacity, or infection.

I understand that this is a legal document which is binding on me, my heirs and assigns, and on those who may claim by or through me. I verify that I am eighteen years of age or older and have full capacity to enter into this agreement and do so knowingly and voluntarily.

I declined immunization against rabies, have not received immunization with the human rabies vaccination within the last two years, and have not had a titer drawn in the last two years and understand that by doing so, I increase my risk of contracting rabies and, if contracted, the disease is fatal.

Signature: _____

Date: _____

Printed name: _____

Student ID: _____

APPENDIX C

FERPA Release

 Letter of Recommendation/Verbal Reference and FERPA Release

Introduction

Pursuant to FERPA, a faculty/instructor may share the following about a student for a letter of recommendation and/or a verbal reference *without a signed release* from the student:
- Directory information[1]
- The faculty/instructor's candid assessment of strengths and weaknesses of the student based on the faculty/instructor's personal observations or knowledge (examples include remarks such as the student's work ethic, dependability, and creativity)
- Information about the College/academic program's policies and practices

A faculty/instructor cannot share a student's education records (such as course grades, GPA, documented attendance, or examination results) in a letter of recommendation and/or verbal reference without obtaining a signed release from the student which 1) specifies the records that may be disclosed, 2) states the purpose of the disclosure, and 3) identifies the party or class of parties to whom the disclosure can be made. Additionally, pursuant to FERPA a student has the right to read a letter of recommendation, unless that right has been waived by the student.

Students who seek a letter of recommendation and/or a verbal reference from a Columbus State faculty/instructor should speak directly with that faculty/instructor. Students must also check with their program regarding whether the faculty/instructor will agree to be a reference. Once the faculty/instructor has agreed, the student should fill-out the following form, "Letter of Recommendation/Verbal Reference and FERPA Release," and then return it to the faculty/instructor.

Part I of the below form allows the student to designate whether the faculty/instructor is writing a letter of recommendation and/or providing a verbal reference. It also allows the student to provide information about the recipient(s) of the letter of recommendation and/or verbal reference.

Part II of the below form is *optional* and only required if the student wants to authorize the faculty/instructor to use information obtained from the student's education records for the purpose of the letter of recommendation and/or verbal reference. If authorization is given the faculty/instructor may then choose to include some or all of the authorized information, in addition to providing their personal observations about the student. Students are not required to authorize the release of their education records for a letter of recommendation and/or verbal reference. If a student chooses not to fill-out part II or chooses not to authorize the release of their education records on the below form, then no information from the student's education records may be included in the letter of recommendation and/or verbal reference.

Finally, Part III of the below form, is to be filled out if student has asked the faculty/instructor to write a letter of recommendation. Part III provides the student with the opportunity to waive or not waive the right to review a copy of the letter of recommendation. Students are not required to waive this right to review a letter of recommendation.

To Columbus State Faculty/Instructor: You may not insist on a student's release of education records or waiver of the right to review a copy of the letter of recommendation as a condition for writing a letter of recommendation and/or providing a verbal reference. If a student does not authorize you to use their education records, then you may not include that information. Please maintain a copy of this Letter of Recommendation/Verbal Reference FERPA Release form in your files and if there is a letter of recommendation maintain this form with each copy of the letter of recommendation.

Revised May 2018
Page 1 of 2

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[1]If a student has requested the College to withhold their directory information, then a faculty/instructor is not allowed to release directory information about that student. To view the information Columbus State designates as directory information please visit the following website: https://www.cscc.edu/services/registrar/withhold-information.shtml.

Letter of Recommendation/Verbal Reference and FERPA Release

Student: *This form should be filled out and then returned to the Columbus State faculty/instructor who has agreed to write you a letter of recommendation and/or serve as a verbal reference. If you would like to authorize the faculty/instructor to use your education records in constructing their letter of recommendation and/or verbal reference please fill-out Part II, students are not required to authorize the release of their education records for this letter of recommendation/verbal reference. For letters of recommendation, please choose one of the options in Part III, students are not required to waive their right to review a letter of recommendation.*

Part I: (*Required*) Letter of Recommendation/Verbal Reference Information

Student/Graduate Name:_____

I authorize the following Columbus State faculty/instructor (check one or both boxes):

- ☐ To write a letter of recommendation on my behalf
      and/or
- ☐ To serve as a verbal reference on my behalf

_____

(Submit one form for each Columbus State faculty/instructor)

I grant the Columbus State faculty/instructor named above to provide the letter of recommendation and/or verbal reference to the following recipient(s):

- ☐ All prospective employers, all educational institutions to which I seek admission, and/or all organizations considering me for an award or scholarship

                                    OR

- ☐ To the following specific recipient(s)*:
      Recipient's name:_____

      Recipient's address/email:_____

      _____

      _____

      *Please list more specific references on the reverse side.

Part II: (*Optional*) FERPA Release of Education Records

I understand that, pursuant to FERPA, (1) I have the right <u>not</u> to consent to the release of my education records; (2) This consent shall remain in effect until revoked by me, in writing, and delivered to the above named person to whom this release is granted, but that such revocation shall not affect disclosures previously made by the above named person prior to receipt of any such written revocation.

With this understanding and by checking below, I make the following decision:
- ☐ I do NOT authorize the above-named faculty/instructor to release my education records to the above-named recipients.
- ☐ I do authorize the above named faculty/instructor to release information and provide an evaluation about any and all information from my education records at Columbus State Community College, including information pertaining to my education at other institutions I have previously attended that is part of my education records at Columbus State Community College, as deemed necessary by the above named faculty/instructor to provide the letter of recommendation and/or verbal reference to the above named recipients.

Part III: (*Only applicable for Letter of Recommendation*) Right to Review a Copy

I understand that, under FERPA, I have a right to review a copy of this letter of recommendation upon request, unless I choose to waive that right. With this understanding and by checking below, I make the following decision:
- ☐ I do NOT waive my right to review a copy of this letter of recommendation at any time in the future.
- ☐ I waive my right to review a copy of this letter of recommendation at any time in the future.

Authorization:

APPENDIX D

Rabies Mitigation Plan

Rabies Mitigation Plan
Columbus State Community College Veterinary Technology Program

I. PURPOSE:
To decrease the chance of exposure of students to rabies.

II. POLICY STATEMENT:
It is the policy of Columbus State Community College Veterinary Technology Program (VTP) to require pre-exposure human rabies vaccines for all students. Students who have a medical or religious exemption from receiving the rabies vaccine must understand their increased risk of contracting rabies. The rabies mitigation policy lays out the steps that CSCC VTP has put in place to help decrease this risk.

III. DEFINITIONS
Fully vaccinated animal: Animals that have been held for 28 days after their first rabies vaccine to allow for seroconversion according to the Centers for Disease Control (CDC). Animals previously vaccinated against rabies are considered fully vaccinated immediately after their booster vaccine is given if their booster vaccine is given on schedule.

Fully vaccinated students/staff/faculty: People are considered fully vaccinated after they have completed their initial rabies vaccine series (either 2-dose or 3-dose series) within the past 2 years or have an adequate rabies titer drawn within the past two years.

Unvaccinated students/staff/faculty: People are considered unvaccinated if they have not completed their initial rabies vaccine series (either 2-dose or 3-dose series) within the past 2 years or have an inadequate rabies titer.

IV. AUDIENCE
This policy is written for the Veterinary Technology Program including faculty, staff, students, and stakeholders.

V. COMPLIANCE
Compliance will be ensured by oversight from the Veterinary Technology Program Coordinator, Attending Veterinarian, Clinical Coordinator, and Facilities Supervisor.

VI. ROLES AND RESPONSIBILITIES:
Attending Veterinarian: Licensed Veterinarian at CSCC who oversees the care of canine, feline, and laboratory animals, a direct point of contact for students regarding animal care.

Facilities Supervisor: Registered Veterinary Technician at CSCC who works closely with the other technical staff in the program, maintains facilities records, and oversight of residential animal care.

Clinical Coordinator: Registered Veterinary Technician at CSCC who provides support to students in the practicum phase of the curriculum and communicates and maintains relationships with practicum site locations.

Veterinary Technology Program Coordinator: CSCC Professor who oversees the VTP.

Faculty: Any Registered Veterinary Technician or Veterinarian employed through the Veterinary Technology program, including both full-time faculty and adjunct faculty.

VII. APPLICABLE STATUTES, REGULATIONS, AND RELATED POLICIES (IF ANY)

Information for guidelines regarding zoonotic disease and rabies protection: www.cdc.gov/rabies/index.html

VIII. STANDARDS

AVMA-CVTEA (American Veterinary Medical Association Committee on Veterinary Technician Education and Activities) Accreditation Policies and Procedures:

Appendix A – Rabies supplement - Comprehensive Rabies Mitigation Plan: 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 (including both passive antibody administration and active immunization with cell culture vaccines). In addition, pre-exposure vaccination should be offered to persons in high-risk groups, such as veterinarians, animal handlers, and certain laboratory workers. Student safety must be considered above financial challenges.

Components of mitigation plan:
1. Vaccination of mammals except for rodents and rabbits (cats, dogs, horses, food and fiber species)
2. Hold/seroconversion period post rabies vaccination (per CDC-28 days)
3. Hold/observation period for vaccinated animals exposed to rabies
4. Communication to external parties- animal sources, off-campus sites, externship sites
5. Communication to internal parties
6. Communication to students
7. Comprehensive risk assessment taking into account local rabies prevalence.

IX. PROCEDURE

Components of mitigation plan:
1. Vaccination of animals:
   a. All dogs and cats housed by the CSCC VTP are maintained current on rabies vaccination if they are at least 12 weeks of age. They are vaccinated with one year vaccine the first year in residence and a three-year vaccine after that.

b.　　All dogs are acquired from Franklin County Dog Shelter. Unless they were previously vaccinated for rabies as a previously owned dog surrendered to the shelter, they are vaccinated before being transferred to the CSCC VTP. Upon arrival, they are examined by the attending veterinarian then kept in isolation for 28 days and handled only by staff and faculty who are fully rabies vaccinated. When they are moved to the common dog kennel, they will be handled by only vaccinated students, staff, and faculty until the 28-day post-vaccination period has been reached. This will be displayed clearly on the front of the kennel door and the patient's medical record so unvaccinated students do not handle the dog before 28 days are completed.

c.　　Cats are acquired from veterinary practices and private donations. If there is a record of previous rabies vaccination, they will be examined by the attending veterinarian and the age-appropriate rabies vaccination schedule will be followed. If there is no record of previous rabies vaccination, they will be examined by the attending veterinarian and vaccinated for rabies upon arrival at CSCC, if at least 12 weeks old. They are kept in isolation for 28 days and handled only by staff and faculty who are fully rabies vaccinated. When they are moved to the cat ward, they will be handled by only vaccinated students, staff, and faculty until the 28-day post-vaccination period has been reached. This will be displayed clearly on the front of the cage door and medical record so unvaccinated students do not handle the cat before 28 days are completed. Kittens that are not old enough to be rabies vaccinated will be handled only by vaccinated staff, students, and faculty until they are rabies vaccinated and have completed their 28-day post-vaccination period.

d.　　Horses used in labs are the property of The Ohio State University (OSU). They are vaccinated against rabies. Unvaccinated students or students without proof of protective titer will only be able to handle horses that have completed their 28-day post-vaccination period. Records for equine rabies vaccinations are the property of OSU and will be reviewed by the program for vaccine compliance.

e.　　The bovine herd used for labs is the property of The Ohio State University. Their herd vaccination policy and Animal Use Protocol outlines that rabies vaccination is not a core vaccination and therefore does not require rabies vaccination for this species. Furthermore, this herd is housed outdoors where the risk of exposure to rabid wildlife remains. The CSCC VTP recognizes the low, but potential risk of rabies in this species due to the management practices set forth by OSU farm managers and OSU IACUC. Utilizing this herd is preferred because the student: animal ratio for hands-on procedures is decreased. The CSCC VTP will prohibit any unvaccinated student or student without proof of a protective titer from performing the required bovine-specific essential skills that require physical contact with the animal on an unvaccinated cow from this herd. See paragraph 1.g. for alternate bovine experience. The VTP recognizes that any essential skills requiring direct contact with the mouth are considered highest risk of rabies transmission (saliva exposure) and are prohibited from being performed by any unvaccinated student on a bovine patient from this herd. These essential skills are also designated to be performed on any ruminant, not bovine-specific. The VTP will require these skills to be performed by unvaccinated students on an alternate, rabies-vaccinated ruminant species as outlined in

the CVTEA Appendix G Essential and Recommended Skills. See f. Records for bovine vaccinations are the property of OSU and will be reviewed by the program.

f.　　The small ruminant (caprine only) herd used for labs is the property of Find Hope Farm. Each animal is vaccinated against rabies before contact with CSCC VTP students. Unvaccinated students or students without proof of protective titer will only be able to handle small ruminants that have completed their 28-day post-vaccination period. Unvaccinated students prohibited from performing the essential skills on bovine patients will perform these additional skills on the vaccinated caprine patients. Records for small ruminant rabies vaccinations are the property of Find Hope Farm and will be reviewed by the program for vaccine compliance.

g.　　In the event a student is not vaccinated and prohibited from performing essential skills on a bovine from the OSU herd, CSCC has entered an MOU with Standpipe Enterprises. Cows used as part of a contingency plan are vaccinated against rabies and held for 28 days post-vaccination before being handled by unvaccinated students. Records for bovine rabies vaccinations are the property of Standpipe Enterprises and will be reviewed by the program for vaccine compliance.

h.　　Animal species not routinely vaccinated for rabies that will be temporarily housed on campus include rabbits, rodents, and chickens and are excluded from this policy.

2. Hold/seroconversion period post rabies vaccination (per CDC-28 days).
3. Only fully vaccinated students or students with proof of a protective titer and faculty/staff will care for the program-owned animals until the animals are fully immunized against rabies (28 days post-vaccination).Hold/Observation Period for vaccinated animals exposed to rabies (45 days per Compendium of Animal Rabies Prevention and Control, 2016)

a.　　Animals housed in the CSCC VTP are contained in a closed colony environment and do not come in contact with wildlife.

b.　　Livestock (horses, cattle, and goats) are owned by contracted partners (OSU and Find Hope Farm). If these animals are exposed to rabies, they should be observed for 45 days and given a booster vaccination. Holding location, handling procedures, and booster vaccination dates will be maintained in each animal's record. Records for these animals are the property of each respective farm

4. Communication to external parties:

a.　　MOU exists between CSCC, Find Hope Farm, and Standpipe Enterprises that explain the student rabies vaccination policy and the use of fully vaccinated animals at each facility for instructional purposes.

b.　　An addendum is attached to each Clinical Affiliation Agreement stating the Program Vaccine policy, record-keeping procedures, and Rabies Mitigation Plan.

c.　　If any student is not fully vaccinated against rabies, the CSCC VTP will notify the practicum site to which the student(s) is assigned. At that time, practicum sites may refuse to accept any CSCC VTP practicum student.

d.　　During their Practicum, unvaccinated students are not permitted to touch unvaccinated animals.

5. Communication to internal parties:

    a.   This mitigation plan will be communicated to all program faculty and staff upon hiring and reviewed on an annual basis thereafter.

    b.   Any modifications to this plan will be communicated to program faculty and staff.

    c.   A copy of this mitigation plan and vaccination policy are reviewed by legal counsel on an annual basis (or more often if significant changes are needed) to ensure that the vaccination policy and mitigation plan comply with applicable law.

    d.   The CSCC Administration has been provided with information on rabies as a disease as well as copies of the vaccination policy and Comprehensive Rabies Mitigation Plan.

6. Communication to students:

    a.   All prospective students/applicants will be notified of the Program's vaccine requirement and risk of rabies exposure on the CSCC VTP Admissions webpage. The information is also presented at admissions information sessions for prospective applicants.

    b.   All students are educated on rabies risk during program orientation and again before working with any live animals. This education includes the importance of the pre-exposure rabies vaccine as well as the steps that should be taken after possible exposure to an infected animal.

    c.   All students in the program will receive education and training on proper procedures to minimize their potential exposure to potentially infectious body fluids which includes proper usage of Personal Protective Equipment per OSHA regulations.

    d.   The CSCC Veterinary Technology Handbook explains the rabies vaccine policy: "All students admitted to the Columbus State Community College Veterinary Technology Program *must* be immunized against rabies and tetanus or be exempted by a physician. Students seeking an exemption to the VTP vaccine requirement must complete the Medical Exemption for Vaccination Form. This form must be completed by the treating physician or licensed practitioner. <u>Students will not be permitted to progress into the Practicum courses until verification of vaccination status or this form is completed and returned to the Veterinary Technology Program.</u>" The handbook also includes "Rabies Notification" which details the risk of rabies as a fatal disease. During new student orientation, students are given a copy of the handbook. Then the details of the handbook are explained, and a chance is given to ask any questions. After this, students sign and submit the pages at the end of the handbook.

    e.   Any student that has an approved medical or religious vaccine exemption will also sign a Declined Rabies Vaccine Assumption of Risk form and will be covered under this mitigation plan.

<u>Any unvaccinated student will not be permitted to touch unvaccinated animals.</u>

Due to the structure of students' required practicum experiences and contracts with local shelters, rescues, and emergency facilities, any unvaccinated student will be prohibited from participating in such experiences where they may contact unvaccinated animals. These unvaccinated students will need to meet with the Clinical Coordinator to arrange

alternative experiences to complete all essential tasks as outlined in the AVMA-CVTEA Policies and Procedures Appendix G-Essential and Recommended Skills List. The alternate experiences are not guaranteed and rely on the availability of appropriately vaccinated animals who have undergone a 28-day holding period and appropriate instructional space (private clinical practices or another equivalent facility). This may result in a delay in the student's program progression until a suitable alternative can be arranged and all required tasks can be completed safely.

f.   Students will be responsible for the cost incurred with obtaining rabies pre-exposure prophylaxis.

g.   If a bite incident occurs with anyone handling the dogs and cats housed within the veterinary technology program, the animal will be quarantined for 10 days. The animal will be monitored by program staff and assessed by the attending veterinarian at the end of the 10 days for any signs of rabies. If no signs are seen and the animal is healthy, it will be released from quarantine.

h.   If a bite occurs while a student is at a practicum site or on campus, they are to complete a bite report form to report the incident to CSCC VTP. All bites are reported to the Columbus Public Health Department and an Incident Report is filed with Columbus State Community College.

i.   Contact tracing for any student who has come into contact with an unvaccinated animal will be completed by communication between the student, practicum site supervisor, and CSCC Clinical Coordinator.

7. Comprehensive risk assessment considering local rabies prevalence.

a.   Before each school year begins, an audit of the confirmed rabies cases for the area will be completed. This information is available through https://www.cdc.gov/rabies/location/usa/surveillance/index.html In addition, an audit of confirmed rabies cases will be completed for any area where a student completes their practicum experience. This information will be communicated to the students before they begin live animal labs and before practicum placements are made.

b.   All students are required to wear full PPE to participate in a necropsy. This PPE includes gloves, mask, eye protection, long sleeves, long pants, and closed-toed shoes.

c.   Any student with a suspected or confirmed exposure to rabies through direct contact or bite will have immediate wound care if needed and then will be referred to their doctor to begin post-exposure prophylaxis which may include passive antibody administration and/or active immunization. Contact tracing will be conducted by the local Department of Public Health through which the exposure occurred.

X.   CONTACT INFORMATION

For more information regarding this policy, please contact Erin Kelly-Snyder, DVM, Veterinary Technology Program Coordinator at ekelly13@cscc.edu

XI.   DOCUMENT HISTORY

Effective: (5/27/2022); Revised: (5/27/2022, 6/8/22, 8/24/22, 10/24/22, 7/10/23, 2/14/24, 6/10/2024)

Related forms:
- ➢ CSCC VT Student Notice of Rabies Vaccine Requirement
- ➢ CSCC Declined Rabies Vaccine Assumption of Risk Form
- ➢ CSCC Medical Exemption for Vaccinations Form
- ➢ CSCC Religious Exemption for Vaccinations Form