

Thompson School of Applied Science

University of New Hampshire



Veterinary Technology Program

Policies & Procedures Handbook

Fall 2017

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Welcome

The faculty and staff welcome you to the Thompson School of Applied Science (TSAS) Veterinary Technology (VTEC) program. This handbook has been prepared to provide you with specific information related to the veterinary technology major and is in addition to the general guidelines of UNH and TSAS. It is intended to accompany, not replace, the rules and regulations as set forth in the UNH Undergraduate Catalog. This handbook will highlight regulations, policies, and curriculum material that are specific to the veterinary technology major and does not apply to other concentrations or majors. The information in this handbook is up-to-date and as accurate as possible at the time of printing. It is, however, subject to change during the academic year. It is important, therefore, for you to check the announcements on the veterinary technology Canvas page often and keep in close contact with your advisor and other faculty members. It is your responsibility to become acquainted with TSAS and their degree requirements and to fulfill those requirements in a timely manner.

Sincerely,

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Mission Statement

We strive to provide veterinary technology students a broad understanding of veterinary medicine and the role of animals in society. We aim to instruct students in the methods and knowledge of veterinary technology such that students become veterinary technicians who are strong advocates for animals, capable of compassionate and accurate animal care; are professional in their actions and judgments; and who have a desire for lifelong learning and self-improvement.

Program Goals and Objectives

The Veterinary Technology curriculum seeks to prepare its students to become entry-level veterinary technicians in clinical practice positions that may include any area of veterinary medicine (small, large, exotic, or laboratory animal nursing). Students receive a solid foundation in general education (math, communications, social science) and basic science (anatomy and physiology, chemistry). Specific technical courses allow students to acquire the skills and knowledge necessary to become contributing members of a veterinary medical team upon graduation. Veterinary technology courses provide the students with the concepts and skills outlined by the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA).

The program's major objectives are to:

1. Provide the opportunity for students to gain the knowledge and skills that will allow them to become successfully employed as veterinary technicians upon graduation.
 2. Adequately prepare students for successful completion of the Veterinary Technology National Examination upon graduation.
 3. Provide veterinarians and related industries with veterinary technicians who can contribute to the economic development and growth of those businesses.
 4. Provide students with an appreciation for the field of veterinary technology as a profession and their responsibilities as professionals.
 5. Provide students with the skills necessary to remain current in the field of veterinary technology, and instill in the students a desire to become life-long learners.
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Veterinary Technician Code of Ethics

As developed by the National Association of Veterinary Technicians in America (NAVTA):

1. Veterinary technicians shall aid society and animals through providing excellent care and services for animals.
 2. Veterinary technicians shall prevent and relieve suffering of animals.
 3. Veterinary technicians shall promote public health by assisting with the control of zoonotic diseases and informing the public about these diseases.
 4. Veterinary technicians shall assume accountability for individual professional actions and judgments.
 5. Veterinary technicians shall protect confidential information provided by clients.
 6. Veterinary technicians shall safeguard the public and the profession against individuals deficient in professional competence or ethics.
 7. Veterinary technicians shall assist with efforts to ensure conditions of employment consistent with excellent care of animals.
 8. Veterinary technicians shall remain competent in veterinary technology through a commitment to lifelong learning.
 9. Veterinary technicians shall collaborate with members of the veterinary medical profession in efforts to ensure quality health care services for all animals.
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Essential Functions List

The University of New Hampshire has published a Nondiscrimination Statement that may be accessed at <http://www.unh.edu/vpsas/handbook/administrative-policies-and-regulations>. This policy is honored by the veterinary technology program.

The purpose of this essential functions list is to inform students of the physical, emotional, and psychological demands related to the field of veterinary technology. These essential functions are generally required for the successful completion of the veterinary technology curriculum and for successful employment in the field after graduation.

An accredited program in veterinary technology must ensure every student is technically competent in all procedures and tasks necessary in a clinical veterinary setting. Veterinary technology faculty members have developed the following list of essential functions/technical skills that students should be able to perform, with or without reasonable accommodation, at the time of admission to the veterinary technology program:

1. Students must possess sufficient strength, coordination, mobility, and manual dexterity to perform the following procedures accurately, safely and efficiently:
 - a. Be physically capable of individually handling equipment and animals up to 50 pounds.
 - b. Move, reach, manipulate and operate equipment and controls, and access storage areas.
 - c. Enter, maneuver in and quickly exit cages, stalls, and other animal handling areas (may involve stooping, kneeling, crawling and/or climbing).
 - e. Spend prolonged periods of time walking, standing, sitting, crawling and bending.
 - f. Reach, push or pull animals or equipment in confined areas.
 - g. Have normal, natural, or corrected sight and hearing to allow for patient assessment and interpretation of diagnostic tools, emergency signals or phone calls.

2. Students must be able to meet the following mentality standards:
 - a. Ability to work with frequent interruptions, to multitask, to respond appropriately in an emergency situation, and to adapt to extreme variations in workload and stress levels.
 - b. Ability to express and exchange information and ideas (written and oral) and to interact with veterinarians, peers and other ancillary personnel as well as clients from a variety of social, emotional, cultural and intellectual backgrounds.
 - c. Possess sufficient mental fitness to manage, recognize, and cope with stress management in handling emotional situations and interactions related to; pain, illness, trauma, vicarious trauma, compassion fatigue, and the physical and cultural aspects of the death process.
 - d. Personal initiative to work independently and with small groups of people, and initiative to continue life-long learning.
 - e. Ability to develop and maintain professional detachment (also known as professional empathy) and demeanor without compromising care or compassion for patients or client.

Students with special needs are encouraged to contact the Disabilities Services for Students Office (DSS) at <http://www.unh.edu/disabilityservices/> or call (603) 862-2607

Curriculum Outline

Course Name	Course Number	Credits
Fall Session I		
Large Animal Handling and Behavior	AAS 421	2
Anatomy and Physiology of Domestic Animals	AAS 428	3
Anatomy and Physiology of Domestic Animals LAB	AAS 428B	1
Small Animal Breeds and Behavior	AAS 430	4
College Algebra	MTH 202	3
Expository Reading and Writing	COM 209	4
Semester Total		17
Spring session I		
Fundamentals of Animal Health	AAS 439	2
Fundamentals of Animal Health LAB	AAS 439B	2
Clinical Animal Nursing Techniques I	AAS 449	3
Introduction to Veterinary Technology	VTEC 424	2
Introductory Chemistry	TSAS 235	3
Social Science gen-ed.	SSCI 204	4
Semester Total		19
Summer session		
Vet Tech Work Experience	VTEC 497	0
Fall Session II		
Human Animal Bond	AAS 451	4
Clinical Animal Nursing Techniques II	AAS 550	4
Small Animal Care Practicum	AAS 579	2
Pharmacology for Veterinary Technicians	VTEC 565	4
PAWS (Pet Access to Wellness Services)	VTEC 582	1
Public Speaking	COM 210	3
Semester Total		18
Spring Session I		
Veterinary Anesthesia and Surgical Assisting	VTEC 575	4
Small Animal Care Practicum for Vet Techs	VTEC 579	2
PAWS (Pet Access to Wellness Services)	VTEC 582	1
Large Animal Care Practicum	VTEC 583	2
Veterinary Technology Internship	VTEC 595	3
Comprehensive VTNE Review	VTEC TBD	4
Semester Total		16
Total program credits		66

Academic Progression, Retention, and Readmission

Students must demonstrate all of the following for retention in and completion of the veterinary technology program:

1. All AAS and VTEC courses, Math and Chemistry courses must be passed with a grade of C+ (2.33 grade point) or better. Students with grades lower than C+ in any of these courses after 2 semesters must repeat those classes before taking additional AAS or VTEC classes. Students must also maintain a 2.5 GPA in major courses to be eligible to take additional courses in major.
2. Courses must be completed in proper sequence, according to pre-requisites as listed in the course catalog.
3. Students must earn a minimum score of 80% on their skills grade in both AAS 579 and VTEC 579.
4. Students must have a minimum cumulative 2.5 GPA in major to qualify for graduation from the program.
5. Students must successfully complete all *required* skills listed in the Veterinary Technology Essential and Recommended Skills List developed by the CVTEA of the AVMA (the accrediting body for this program). The essential skills list will be provided to admitted students. VTEC faculty will record each student's completion of required tasks as they progress through the program.
6. Failure to meet retention requirements after 3 semesters will result in dismissal from the program. Similarly, students who fail to pass any major course after two attempts may be dismissed from the program. These students will have the opportunity to continue their pursuit of the associate of applied science degree in applied animal science.
7. Regardless of circumstances, all coursework in the veterinary technology curriculum must be completed within five years of initial program enrollment. If this cannot be accomplished, the student will be required to reapply to the program for a new admission status and all veterinary technology specific courses may have to be repeated.

If the above criteria are not met, students are directed to speak with their faculty advisor. After discussion with the faculty advisor, a student may submit a "Petition for Variance in Academic Policy" <http://www.unh.edu/registrar/regforms/petitionform.pdf> that must be signed by both the faculty advisor and course faculty member, if applicable, before submission to the TSAS Assistant Director. The Assistant Director makes recommendations to the Director of TSAS whose decision is final.

A student who must repeat a course for any reason, personal or academic, is not guaranteed a position in the program or in that course in any subsequent year. Readmission into the program or an individual AAS course will be based on:

- a. The individual student's circumstances.
- b. Successful completion of any conditions outlined in an individualized program of study developed between the student and the faculty advisor.
- c. The applicant pool.
- d. Available space in the program or course.

Professional and Clinical Responsibilities

Students must abide by all program standards regarding dress, behavior, and safety. These rules apply to all off-campus experiences plus on-campus laboratories, classes, and any other work associated with the program. These standards are used to ensure that students' professionalism meets the standards expected of practicing veterinary technicians.

Professional Behavior and Development

Students must learn to behave in a professional manner at all times. Unprofessional behavior will not be tolerated. To assist students in developing appropriate behavior, the following aspects of professionalism are a part of all major courses and their grades.

- Class preparation – students are expected to have all required materials for every class meeting. This includes required textbooks, handouts, assignments, equipment, clothing, etc. This also includes completion of assigned work on time.
- Abiding by safety rules – students must follow all rules for laboratory work. This includes wearing correct clothing, having hair tied back, wearing minimal jewelry, etc.
- Conscientious behavior – students must respect themselves, their classmates, their instructors, and their clients and patients. Examples of proper behavior include:
 - Contributing equal amounts of work to group activities and projects
 - Cleaning up work space and putting all supplies away at the end of labs
 - Arriving early to class, and being prepared to start on time
 - Shutting off and putting away cellphones
 - Only using laptops for classroom work (not personal use)
 - Avoiding disturbances and distracting behavior
 - Speaking to others with respect at all times
 - Maintaining a calm and respectful demeanor with clients and patients regardless of their behavior towards the student

Faculty may require students to leave class or lab if they exhibit any unprofessional behavior, and students' grades will be penalized for any instance of unprofessional behavior. The standard professionalism rubric for all VTEC major courses is below. An individual instructor may choose to use a more strict policy and may weight the professionalism grade in the course as they see fit.

Professionalism Rubric	Points from overall professionalism grade lost Per Occurrence MINIMUM
Not prepared: Book, scrubs, or other required equipment not brought, assignments not completed or late	10 points
Fails to follow lab safety rules – includes but not limited to: not wearing clean scrubs, hair not tied back, eating/drinking/gum chewing, not washing hands between patients.	10 points
Late for class (Every third occurrence counts as an absence)	10 points
Does not contribute equally to lab work This may include leaving lab cleanup to partner only	10 points
Fails to clean lab area before leaving	10 points
Electronic and professional courtesy not demonstrated (texting, checking facebook, etc.)	10 points
Displays disruptive or distracting behavior	10 points and may be asked to leave class
Essential Skills Incomplete by Semester end	10 points per skill

Absence policy

The intent of the absence policy is to allow consideration for legitimate absences, while stressing the importance of attendance and participation in the hands-on learning experience of Veterinary Technology. The policy allows a student 1 absence for every credit hour of lecture. For instance, a student will not be penalized for missing 4 class meetings in a 4 credit course. The standard attendance policy holds for all VTEC and AAS courses without labs. An addition to the policy for laboratory courses or other practical experience (i.e. practicum, internship) is as follows:

Clinical competencies and essential skills are achieved primarily through clinical hands-on learning. Attendance at every laboratory, practicum, or internship session is necessary to obtain knowledge and to practice the skills required of a veterinary technician. Absences do not relieve students of their academic responsibility. Accordingly, *excused* absences will require that students attend a ‘make-up’ session at the discretion of their instructor. *Unexcused absences* cannot be ‘made up’ and will result in a lower grade. Missing more than 1 laboratory session places the student in jeopardy of failing the course. Missing more than 1 practicum or internship session will result in failure of those courses. Failure of an AAS or VTEC course will require the student to repeat the course when it is next available, and will prevent the student from progressing on in the curriculum as outlined in the Academic Progression, Retention, and Readmission Section (see page 8). Individual faculty may have a stricter attendance policy than what is outlined here. Be sure to refer to individual syllabi for each course.

Examples of *Excused absences*:

- Death in immediate family
- Birth of your baby
- Personal illness severe enough to warrant examination and care by a physician (may require documentation)
- Jury duty (may require documentation)

Examples of *Unexcused absences*:

- Alarm clock problems, oversleeping
- Child care scheduling, work scheduling
- Transportation failure
- Wedding, travel, moving
- Routine medical or dental examinations
- Illness or death of a pet

Professional dress standards

Standards of dress ensure that students present a professional image of themselves, TSAS, and the veterinary technology profession. In addition, these standards minimize injury to students and animals and help to prevent disease transmission. During on and off-campus laboratory experiences students must follow these policies regarding dress:

- Personal hygiene including use of deodorants is essential – technicians work in very close quarters with colleagues, patients, and clients. However perfumes and colognes should not be used to avoid client and patient sensitivities.
 - Clothing should be clean, wrinkle-free, fit properly, of appropriate length, and suitable for specific location. (i.e. coveralls for barns, scrubs for hospital settings)
 - Nametag and/or TSAS embroidered scrub-top should be worn at all times during off-campus experiences.
 - Long hair should be tied back so that it does not fall into the face or around the neck, and facial hair should be neatly groomed and trimmed.
 - Open-toed shoes, shorts and skirts are prohibited for safety and to demonstrate a professional and trust-worthy appearance to clients and colleagues.
 - Fingernails must be short and clean at all times. Salon and artificial nails are prohibited during surgical rotations due to their ability to harbor bacteria.
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- Tattoos should be covered by clothing whenever possible during off-campus experiences. Any visible obscene or discriminatory tattoos are prohibited.
- Jewelry is limited to wristwatches, wedding bands, and stud-sized earrings/piercings for personal and patient safety. Numerous piercings are considered unprofessional and are discouraged during off-campus experiences.
- Smoking is prohibited during clinical experiences as the odor retained in hair and clothing may be offensive to clients, colleagues, and patients.

Clinical internships

Students must complete 320 hours of clinical experience within the veterinary technology practicum courses and internship experiences. Much of the CVTEA essential skills list will be completed during these experiences. Both practicum courses and internships may take place off campus. Students are expected to conduct themselves in a professional manner at all times, as a representative of UNH and the veterinary technology profession. Students may be required to show proof of UNH provided liability insurance before participating in off-campus internship experiences. If a student is terminated by the internship supervisor for poor performance, attendance, or inappropriate behavior, they will fail the internship experience and will not be placed in another internship site; thereby preventing them from completing the degree program.

Health and Safety

Immune Compromised Students

People with compromised immune functions may be at higher risk for zoonotic disease (infectious disease spread from animals to humans). Such individuals should consult with their personal physicians prior to enrolling in the program to determine their individual risk factors.

Vaccinations

Veterinary technology students must comply with UNH regulations on immunizations. Tetanus immunization (DTap) is not required but highly recommended before entering this program. Veterinary technology students are at risk for tetanus by their exposure to animal bites, puncture injuries and wounds sustained in barns and outdoors.

Rabies pre-exposure immunizations are required for all veterinary technology students before beginning internship or practicum course work. The cost of pre-exposure rabies immunization

may be covered by insurance. For those students previously immunized, documentation of a protective titer in the past 2 years is required.

Students may obtain the pre-exposure vaccinations at UNH Student Health Services. The price can be anywhere from \$600-\$1200 for the series. It is the student's responsibility to get documentation of immunization to the veterinary technology program director. UNH Health Services will not release student medical information directly to the program.

Radiation safety

Students are required to wear individualized radiation film badges at all times while participating in radiology laboratories, and while on duty during senior internship activities. Radiation detection badges are considered a part of the complete uniform. Badges are to be used, stored, and handled in accordance with standard radiation safety procedures as covered in the classroom and laboratory. Failure to follow proper procedures may result in immediate dismissal from the course in which the student is enrolled and/or from the veterinary technology program.

Pregnancy

Any female student who is or becomes pregnant while enrolled in the veterinary technology program is urged to inform program officials of her pregnancy *as soon as she suspects* she may be pregnant. **Exposure to formaldehyde, anesthetic and pharmaceutical agents, or radiation during pregnancy can interfere with normal fetal development.** The student will not be allowed to participate in activities that have the potential to be harmful to the fetus until the pregnancy is confirmed or denied, *in writing*, by a qualified healthcare provider including the expected delivery date.

If pregnancy is confirmed, the student must inform the Vet Tech Director *in writing* of her desires relative to continuing in her course of study. The program and college will attempt to provide her with the option of re-enrolling under an Individualized Program of Study the following year. If the student's coursework is such that she is enrolled only in didactic coursework, the decision whether to remain enrolled is one that she and her physician can make independently. If the student is, or will be, enrolled in coursework involving laboratory or clinical training experiences during her pregnancy, the Vet Tech Director will:

- Provide the student a list of the potential risks involved in all such laboratory activities for the student to share with her healthcare provider so they can make an informed decision about the risks/benefits of her decision to remain enrolled in the program.
 - Request written documentation of the accommodations and personal protective equipment recommended by the physician for the protection of the mother and unborn child.
 - Notify the student's assigned laboratory and/or clinical sites of the pregnancy and either receive the approval of such sites to provide the needed accommodations or reschedule such activities
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until after the birth of the child. In this case, the student will be notified that the projected program completion date will likely be delayed.

Student Organizations and Affiliate memberships

Veterinary technology students currently enrolled in the program are eligible for student membership in the National Association of Veterinary Technicians in America (NAVTA <https://www.navta.net/>), the NH Veterinary Technicians Association (NHVTA <http://nhvta.com/home.php>) and other professional organizations (e.g. the American Animal Hospital Association; AAHA). Participation in these professional organizations is encouraged.

Students are encouraged to participate in the TSAS student chapter of NAVTA and NHVTA. Membership fees for NAVTA are paid for by the NHVTA.

Student Resources

Helpful hints for Success as a Vet Tech Student

- Prepare to work very hard – this is a rigorous program. We must prepare you to be a safe animal nurse in only 2 years and there is a lot of material to cover.
 - Part-time work during the academic year (especially work over 20 hours per week) can have a negative impact on student performance. If you must work during the academic year, you should meet with your advisor early to discuss strategies for success.
 - Students who did not learn to study, take notes, or take closed-book exams in high school may struggle with the expectations in a college course. Students lacking these skills benefit from guidance prior to starting college coursework. See www.cfar.unh.edu for online resources on these topics.
 - Seek help early if you encounter problems. UNH offers a wide array of support services for students, and we are all here to help you succeed. Places students can go for help:
 - Instructors and advisors (come talk to us; our doors are always open)
 - Tutors are offered for TSAS math, chemistry, and anatomy courses
 - UNH Center for Academic Resources (help with study skills, time management, test-taking strategies, and more) www.cfar.unh.edu
 - UNH Writing Center (free help on any aspect of writing) <http://www.unh.edu/writing/cwc/>
 - UNH Counseling Center (for help with emotional or stress-related problems) <https://www.unh.edu/counseling-center/homepage>
 - UNH Health Services <http://www.unh.edu/health-services/>
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Uniform and Supplies

Failure to be prepared by the deadlines will result in a reduction in participation grades for that class. Students will not be allowed to participate in classes or activities if they do not have appropriate attire or equipment. Scrubs with TSAS logo and name must be worn for all off-campus activities.

To select and order scrubs with your name embroidered:

1. Go to www.marcusuniforms.com
2. Select the “School/medical scrubs” link on the left menu bar. Select UNH Thompson School.
3. Select your chosen scrub top style.
4. Select your quantity, color and size.
5. Select Embroidery options.
6. Choose text option and then type your full name as you want it displayed.
7. Choose block text and thread color (white thread if scrub color is navy, navy thread for other color scrubs)
8. Choose “right” side for placement (the TSAS logo will already be on the left side).
9. If students place a group order, they can receive a 10% discount plus free shipping. This can be organized during the first few weeks of the fall semester.

When selecting scrub sizes, be sure to consider appropriateness of fit. These scrubs tend to run slightly big. Scrubs should provide:

- Full chest coverage (i.e. v-neck tops should fit to prevent cleavage from showing, even when bending at the waist or leaning on a counter).
- Full back coverage (i.e. scrubs should cover your entire backside while standing and squatting).
- Appropriate pant length (should not hit the ground)

Quantity	Required Uniform & Supplies (* items can be purchased at www.marcusuniforms.com)	Deadline	Cost Estimate
2	Practice scrub top and pant (with logo and name) *	After 1 st semester	\$100.00
1	Warm up/Laboratory jacket (with logo and name) *	Optional	\$25.00
1	Short sleeve coveralls (for large animal work)	Optional	\$30.00
1 pair	Flat soled, no laces, slip resistant soled non-white nursing shoes. *	Freshman fall	\$45.00 and up
1 pair	Barn/work boots, high quality muck boots are fine	Freshman fall	\$45.00 and up
1	Littman Classic II SE Stethoscope *	Freshman spring	\$70
1	Pocket Calculator	Freshman spring	\$5
1	Watch with a second hand. *	Freshmen spring	\$20.00 and up
1	Clipboard (ideally with built-in calculator) There are veterinary clipboards with nice quick info guides printed on them. Many students like these for reference during surgery/practicum work.	2 nd year fall	\$20
			\$430
Series	Required: pre-exposure Rabies Vaccination	End of freshman spring semester	\$800 and up
	Textbooks – estimated textbook cost for all major courses (includes AAS, VTEC courses plus math and chemistry). Does not include general education course texts.		\$1300