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Observation and information gathering necessitates the functional use of vision, hearing, touch and is enhanced by the use of other sensory modalities including smell. In any case where a candidate's ability to observe or acquire information through these sensory modalities is compromised, the candidate must demonstrate alternative means and/or abilities to acquire and demonstrate the essential information conveyed in this fashion.

Examples include but are not limited to:

- Observe demonstrations, experiments and supportive documents such as images from paper, video, powerpoint presentations and microscope slides.
- Observe a patient accurately at a distance and close at hand.
- Observe and interpret signs of fear, aggression, and other potentially dangerous behaviors made by various animal species.
✓ Hear and interpret warning sounds in the veterinary health care environment.
✓ Determination of markings and print on syringes, gauges and drug vials.
✓ Visual detection of lameness, tissue swelling and surgical anatomic sites.
✓ Interpret x-ray and other graphic images, and digital or analog representations of physiologic phenomenon (such as EKGs) with or without the use of assistive devices.

II. Communication:

A candidate must be able to hear and to observe patients in order to elicit information, describe changes in behavior, activity and posture, and perceive non-vocal communications. A candidate must be able to communicate effectively orally and in writing with clients and colleagues. A candidate must be able to sense and respond to directions given in emergency situations and during clinical and surgical procedures.

Examples include but are not limited to:

✓ Communication with instructors and classmates in the classroom and laboratory setting.
✓ Communications with other personnel in handling, examining and treating animals.
✓ Communication with clients and clinicians over the telephone.
✓ Detection of sounds necessary to assess animal functions or systems including the heart, respiratory and gastrointestinal system.

III. Motor:

It is required that a candidate possess the motor skills and the coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch, hearing, and vision to
perform required tasks. The candidate must possess enough body strength and stamina for routine restraint procedures and to lift patients, tissues, or equipment with or without help where appropriate. The candidate must be mobile in confined spaces.

Examples include but are not limited to:
✓ Perform restraint procedures, palpation, percussion, auscultation and other diagnostic maneuvers.
✓ The candidate must be able to execute motor movements required to provide general and emergency medical care such as, but not limited to, airway management, placement of intravenous catheters, cardiopulmonary resuscitation, application of pressure to control bleeding, and such skills required in the assisting the veterinarian.
✓ Holding, manipulating or adjusting a variety of instruments including microscopes, anesthetic machines, needles and syringes, and radiography equipment.
✓ Examine and treat standing animal patients and those recumbent on the floor.
✓ Moving or avoiding danger while handling potentially dangerous animals in small space.

IV. Problem Solving Skills:

Problem solving, a critical skill demanded of health care professionals, requires the individual to assess, measure, calculate, reason, analyze, integrate and synthesize subjective and objective information. In addition, the candidate must be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures. The candidate must be able to perform these problem-solving skills in a timely fashion.

Examples include but are not limited to:
✓ Understand basic anatomy and physiology to perform an efficient and effective physical examination of a patient.
✓ Understand anatomy and directional terminology to acquire and describe the findings of diagnostic images such as radiographs.
✓ Accurately calculate and administer drug dosages as prescribed by the veterinarian.
✓ Understand hematology and laboratory techniques to accurately describe and report the findings of complete blood count, serum biochemistry profile, urinalysis and fecal examinations.
✓ Integration of historical, physical examination, diagnostic evaluations and knowledge of diseases to design and execute effective and humane patient medical, surgical and anesthetic patient management plans.

V. Behavioral and Social Attributes:

Compassion, integrity, concern for people and animals, interest and motivation are expected of a veterinary healthcare professional.

Examples include but are not limited to:
✓ The student must have the emotional health required for full utilization of intellectual abilities.
✓ The student must exercise good judgment under stress and to function effectively under stress.
✓ The student must have the ability to complete, in a reasonably timely fashion, responsibilities attendant to the diagnosis and care of patients.
✓ The student must be able to interact, cooperatively, with clients and members of the health team.
✓ The student must be able to tolerate physically taxing work, and to function in an environment that is notable for the uncertainties inherent in the clinical problems of patients and the concern of clients.
Veterinary Technology Attendance Policy

General Guidelines

Attendance is an essential and intrinsic element of the educational process. The Veterinary Technology Program believes that attendance is necessary to achieve competency in course objectives. Further, it is the philosophy of the Veterinary Technology Program that attendance is a demonstration of the individual’s professionalism as it a reflection of respect, accountability and responsibility to their fellow students, their instructors and, most importantly, to the health and well-being of animals. For this reason, attendance for lecture and laboratory sessions will be used in the determination of the student’s final course grade. The specifics concerning attendance will be defined in the course syllabus and will be distributed to the student on the first day of class.

Definitions:

Excused absences:

1. An absence may be designated excused if it is due to personal illness, illness of a child in the care of the student, unforeseeable situations (flat tire, unavailability of child care provider, etc) or the death of an immediate family member. An immediate family member is designated as spouse, same-sex domestic partner, child, parent, sister, brother, brother-in-law, sister-in-law, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandparent-in-law, grandchild, half-brother, half-sister, stepparent, stepchild, stepbrother, stepsister, uncle, aunt, nephew or niece.

2. Absences must be reported to the Program office and designated clinical supervisor (if appropriate) on a daily basis. With absences greater than 3 consecutive days due to personal illness or illness of a student’s child, documentation must be provided by a health care provider.

3. ALL absences must be reported promptly to the Program Office and/or instructor. Failure to do so results in an unexcused absence. Contact the Program office (517-353-7267) by 8:00 AM on the morning of each absence and report the nature of the absence. A
message may be left on the answering machine during non-working hours.

4. For EXCUSED absences from lecture or laboratory sessions, examinations or quizzes, it is the student's responsibility to make arrangements with the course instructor for make-up work. Said arrangements must be made within 48 hours after returning from an excused absence. If any missed assignment, quiz or exam is not appropriately rescheduled, a failing grade of 0.0 for the graded work will be issued. Make-up laboratories and examinations will be offered whenever feasible. Make-up examinations may NOT duplicate those given at regularly scheduled times.

Unexcused Absences:
1. All absences that are not defined in Point 1 of Excused Absences. Examples of unexcused absences are employment, vacations, or attendance to personal interest events. Please note that informing an instructor of an unexcused absence does NOT make the absence excused.

2. For UNEXCUSED absences, make-up class sessions, quizzes, homework assignments, or examinations will NOT be offered. Consequently, a “0” for points earned will be entered for that examination, quiz, laboratory or lecture session.

Scheduling
1. Lectures, Laboratory Sessions, Discussion Periods
Schedules provided at the time of registration will be adhered to insofar as possible. The Veterinary Technology Program reserves the right to alter the schedule if necessary. Students will be notified as early as possible of any necessary changes.

2. Clinical Clerkships
Each student will be provided with a complete schedule for Clinical Clerkships when appropriate. Students are required to adhere to the published schedule unless schedule changes are made and approved by the Program faculty.
CVM ACADEMIC POLICY and GUIDELINES FOR ACADEMIC RECOMMENDATIONS
For the Veterinary Technology Program

General Guidelines

Michigan State University requires a cumulative grade point average (GPA) of at least 2.0 or above for graduation. In addition, satisfactory completion of all courses in the veterinary technology curriculum is required for a student to receive a Certificate of Completion or Bachelor of Science degree in Veterinary Technology. The minimum satisfactory grade in any given Veterinary Technology Program course is 2.0. A 2.0 for a Veterinary Technology Course is defined as a 75.00%. The standard of a 75.00% in Veterinary Technology Program courses has been established as it consistent with the required pass score for the Veterinary Technician National Examination for licensure.

Good Academic Standing

In the Veterinary Technology Program, good academic standing requires a cumulative GPA of at least 2.0, a preceding semester GPA of at least 2.0, and no veterinary technology course grades lower than a 2.0. Failure to meet any of the above standards constitutes substandard academic performance. Furthermore, students must be in good academic standing in the pre-clinical phase of the Program to matriculate to the clinical phase of the curriculum.

Substandard Academic Performance

If a student earns a grade lower than a 2.0 for any course, or if a student’s cumulative GPA falls or remains below a 2.0, the student will meet with the Director of the Veterinary Technology Program. An academic plan will be designed for the individual student.
Recommendations may include:

- The student should be permitted to continue in the present class and remediate the course in which a failing grade was received.
- The student should be recessed for one Academic year and repeat the course in which a failing grade was received.
- The student should be dismissed from the veterinary technology program.

Any appeal of a decision related to academic progress must be submitted to the Program’s Director within 48 hours (2 working days) of receiving notification of failing to maintain “Satisfactory Scholastic Progress”.

**Remediation**

Remediation entails a program of supplemental study designed to permit a student to salvage what would otherwise be a failing grade. There is no entitlement to remediation; remediation is not guaranteed. The course instructor must recommend the student to the Program Director for remediation. The student must assume responsibility for a guided program of self-study to improve his or her knowledge of the subject to an acceptable level. Successful re-examination (earning a 75.00%) will result in changing the failing grade to the minimum satisfactory grade of 2.0. With successful remediation, the student will matriculate into the next pre-clinical semester. If the student fails the remediation, the student will be recessed from the Program and the student will have the opportunity to repeat the course at its next semester offering. Remediation will not be offered if a student has failed more than one course in a semester.

**Recession**

If a Veterinary Technology student fails one or more courses during any semester, or fails a remediation opportunity, she or he cannot continue in the current class. The student must recessed and recycled to the following class or be subject to dismissal from the veterinary technology program.
The student will be required to submit a plan of action that outlines activities that will prepare the student for successful completion of the recess recommendation. Prior to the student’s return, a report of these activities will be submitted and serve as evidence of the student’s readiness to return and successfully complete the prescribed curriculum. If the student attended another institution while on recess, he or she must submit an official transcript and have earned at least a 2.0 grade-point average, or its equivalent, to be considered for return to the Program curriculum.

The student will return to good academic standing when the student successfully repeats and earns a 2.0 in all courses in which the original grade was below 2.0. With recession, the original grades are replaced with the grade earned on the repeat of the course.

**Dismissal**

A second semester of substandard academic performance will result in dismissal from the Program. Students who have been dismissed must remain out of the Program for at least two years. After a period of at least two years, a student dismissed for academic reasons may apply for readmission. A student who has been dismissed from the Program must apply for readmission through the usual process of review and selection as established by the Veterinary Technology Program. The applicant must be prepared to submit evidence of growth in maturity and responsibility indicative of capacity to perform university level work. Declarations of good intentions are not sufficient. Each application will be considered on its merits. If the student has attended another institution while on dismissal, he or she must submit an official transcript to be considered for readmission. This application will be presented for consideration by the Associate Dean of Academic Programs, College of Veterinary Medicine in consult with the Program Co-Directors.
Academic Dismissal in the Pre-clinical and Clinical Phase

At the end of a semester in which 21 or more Michigan State University credits have been repeated, the student will be dismissed from the University. Readmission policies as stated under the subheading “Dismissal” will apply.

Matriculation to the Clinical Phase of the Veterinary Technology Program Curriculum

A student with a cumulative GPA of less than 2.0 or an outstanding Veterinary Technology Program course grade below a 2.0 is prohibited from matriculating to the Clinical Phase. A recess or dismissal from the veterinary technology program is required.

Academic Dismissal and Probation During the Clinical Phase

A student whose academic performance during the clinical phase is unacceptable faces remediation or dismissal.

Students who receives a 2.0 (75.00%) grade or lower in any clerkship or earn a semester GPA below 2.0 will meet with the clerkship moderator, the corresponding clinical coordinator, and the Veterinary Technology Program Director, to review remedial measures required to enhance the student’s prospects for successfully repeating the failed clerkship if that option becomes available.

A review of the student’s cumulative academic record, including the pre-clinical phase, will be used to formulate a recommendation as to whether the student should be permitted to continue in the Program. A determination will be made as to whether the poor performance is due to a fundamental shortcoming that cannot likely be overcome, or if there exists a reasonable likelihood that the student should
successfully complete the program with additional clinical experience afforded by repeating the failed clerkship.

If the decision is to permit the student to continue in the Program, the student may not be permitted to continue in the clinical clerkship phase until the failed clerkship is rescheduled and successfully completed and the new grade is reported to the Veterinary Technology Program. Any failed clerkship must be successfully repeated before a student can be eligible for the Veterinary Technology degree.

If dismissal is recommended and the Associate Dean concurs with dismissal, the affected student shall be given an opportunity to meet with the Associate Dean and provide input regarding the recommended dismissal action. The Associate Dean’s decision in such matters shall be conveyed in writing.

Dismissal from the veterinary technology program for substandard academic performance shall result when a student has received less than a 2.0 grades in any two clerkships, less than a 2.0 in a repeated clerkship or earns a semester GPA below 2.0.

**Appeals of Academic Decisions**

**Grading Policy**

Any student disputing any objective or subjective evaluation must notify the instructor in writing or by e-mail within 2 school days after posting of the grades. Failure to notify the instructor voids any future consideration for challenging the grade.

For re-evaluation of subjective assessments, the evaluator will review the student’s concerns and in consult with any other attending instructors, provide a written decision to the student and the Program Director.
For re-evaluation of objective assessments, the instructor will review the evaluation and provide a written decision to the student and Program Director. If the student does not agree with the re-evaluation, the student may request a second review. This request must be made in writing with 48 hours of receipt of the instructor’s decision. A second review will be conducted by comparison of the student’s objective assessment with the instructor’s written objective assessment key. The reviewers will include a Program faculty member not teaching in that particular course and two reviewers external to the Program faculty but within the College of Veterinary Medicine. If the reviewers concur with the instructor’s evaluation, the grade will stand. If found in favor of the student, the final scores of the 3 evaluations will be averaged and replace the original grade.


Adjudication of Undergraduate Student Grievances and Cases of Academic Dishonesty, Violations of Professional Standards, and Falsification of Admissions and Academic Records will follow the (MSU) Undergraduate Student Rights and Responsibilities Article 2.4 and will be heard by the CVM Undergraduate Hearing Board. Violations of Professional Standards encompass the CVM Creed of Honor, Code of Conduct and Principles of Professional Behavior.
The Honor System of the College of Veterinary Medicine  
Michigan State University

Creed of Honor  
The Creed of Honor is established to emphasize that the profession of veterinary medicine conveys something more than a means of livelihood. As a Veterinary Technology student, I recognize my personal obligations to:

1. Conduct myself in a courteous, sincere and unselfish manner so as to develop a relationship of mutual respect among students, faculty, staff, and members of my community.
2. Develop a feeling of good will and fellowship among the student body whereby my fellows are regarded as colleagues and not as competitors.
3. Let my demeanor be pleasant and to submit my judgment with modesty.
4. Speak no ill of those who are absent
5. Blame no person who has done his/her best nor to censure him/her in public; in reproving, show no signs of anger, but do it with understanding.
6. Be attentive when another speaks and cause no disturbance from the audience nor interrupt a speaker.
7. Lead by example.
8. Conduct myself in all situations in a manner whereby no adverse reflections will be cast upon my fellow students, school or profession.
9. Report to the Program Director, in the prescribed manner, any violation or suspected violation of the Code of Conduct.
10. Neither receive nor give aid in an examination, except as specifically permitted by the instructor.
11. Perform no acts that are contrary to existing professional regulations.
12. Assume the obligations specified or implied by the Code of Conduct of the College of Veterinary Medicine.

Code of Conduct  
This Code of Conduct is presented to veterinary technology students because they will one day become members of the veterinary profession,
which has imposed upon itself standards of professional behavior and conduct designed to protect the public from fraudulent practice.

The intent of the Code of Conduct is to identify specific acts or behaviors that are deemed unprofessional conduct for students in the professional and Veterinary Technology program of the College of Veterinary Medicine (CVM). This list has been derived from the experiences of faculty, staff, and students of the CVM and is not intended to abridge, supersede, or modify any other university document.

Examples of unprofessional conduct include, but are not limited to:

1. Falsification, fraudulent use or misuse of clinical records, health certifications, vaccination certificates, prescriptions, or other blank forms used in the practice of veterinary medicine.
2. Abuse, neglect, or improper care of any animal.
3. Conviction in a court of competent jurisdiction on any charge involving moral turpitude.
4. Intoxication by alcohol or other mood-altering drugs or compounds in or on the buildings and grounds of the College of Veterinary Medicine.
5. Falsification, fraudulent use or misuse of application materials or forms used by the CVM for admissions, evaluation of performance, or evaluation of conduct.
6. Giving or receiving aid on an examination, except as specifically permitted by the instructor.
7. Plagiarism.
8. Verbal or physical abuse of faculty, staff, clients, or students.
9. Disruption of class by loud, obnoxious, or disrespectful behavior.
10. Removal of any exam from the examination room without the professor's consent.
11. Violation of the university rules and regulations.

A student accused of one or more of these (or other) forms of misconduct will be required to appear before the Program Director. It is the student's responsibility to understand this code. Ignorance of its content will not be
accepted as an excuse or an adequate defense for any infraction. Violations of this Code may result in discipline up to and including termination from the Veterinary Technology program.

**Principles of Professional Behavior**

**PRINCIPLE I: Safety and Welfare of the Patient**

The safety and welfare of the patient and its owner(s) are prime concerns of the veterinary technician student and require that the student do that which, in the professional judgment of the student and supervisor, benefits the patient.

**PRINCIPLE II: Competence**

Achievement of excellence is the goal of the veterinary technician student, while competence is the minimum essential for performance. The veterinary technician student knows the limits of his/her knowledge and skills and must restrict his/her activities accordingly.

**PRINCIPLE III: Responsibility**

The veterinary technician student accepts responsibility for the consequences of his/her actions. In utilizing his/her knowledge and skills for the benefit of clients, patients, and colleagues, the student must communicate openly and honestly with clients, faculty, staff and student colleagues.

**PRINCIPLE IV: Professional Relationships**

Collegiality is a tenet of all professional relationships and the veterinary technician student is encouraged to communicate in a professional manner.

**PRINCIPLE V: Confidential Relationships**

Participation in patient care binds the student to a confidential relationship with clients and other care providers. As a provider of care, the student
learns information that is private and personal to the client. To reveal such information, except when necessary for the care of the patient, is a violation of trust.

**PRINCIPLE VI: Learning and Research Activity**

The veterinary technician student acknowledges that lifelong learning is essential to the development and maintenance of professional skills and judgment. This learning may encompass the critical assessment of the intellectual effort of others and/or the conscientious production of new scientific knowledge. Students accept the responsibility of continuing this learning process throughout their career.
**Academic Dishonesty**
Refer to the MSU Student Resource Guide – “Spartan Life, the MSU “Academic Programs” catalog and the Office of the Ombudsmen Website @ http://www.msu.edu/unit/ombud/ The following textboxes have been copied directly from the Ombudsmen website for your convenience.

Academic honesty and integrity are fundamental values in a community of scholars. As stated in the MSU Academic Freedom Report, students and faculty share a commitment to and responsibility for "maintaining the integrity of scholarship, grades, and professional standards." To abuse these values is to assault one's own personal integrity and character. Yet cheating occurs on this campus and elsewhere. One researcher has called cheating an "international epidemic."

The best way to protect yourself from an allegation of academic dishonesty is simple: Don't cheat. Read on for the answers to frequently asked questions on this topic, which is of increasing interest on campuses throughout the world.

I think I know what cheating is, but how does MSU define cheating?

Start with the Academic Freedom Report, especially Article 2. Then move on to Protection of Scholarship and Grades. This defines academic dishonesty as conduct that violates the fundamental principles of truth, honesty, and integrity. The
following conduct is specifically cited:

- supplying or using work or answers that are not one's own;
- providing or accepting assistance with completing assignments or examinations;
- interfering through any means with another's academic work;
- faking data or results.

From this, it's obvious that you can't -- or at least shouldn't:

- turn in an exam, paper, or project that is not wholly your own work;
- copy answers from another student's exam or test;
- get questions and/or answers from students who have already taken an exam or quiz you are scheduled to take;
- have another person take a test for you;
- submit the same paper for two or more classes;
- use other authors' ideas and phrases without proper attribution; and
- collaborate with other students on projects or assignments without your instructor's permission.

How can I avoid even being suspected of cheating?
Your question assumes that innocent behavior can attract negative attention from instructors, and that may be true. To protect yourself from any suspicion of cheating, try the following.

When taking quizzes, tests or exams:

- keep your eyes fixed firmly on your blue book or score sheet;
- don't take any unauthorized gear to the test site, (e.g., study notes, textbooks, calculators, cell phones);
- place your personal belongings under your desk and out of
sight;

- don't fiddle (e.g., tap your pencil or fingers, rearrange your clothing);

- take your cap off;

- if you are required to provide blue books, be sure they are void of even the slightest hint of notes and no pages are missing.

When completing lab projects, term papers and take-home tests:

- if previous assignments required team projects, ask your instructor if he or she expects students to collaborate on the test, and if so, whether each group is expected to submit a single response or each member of the group is expected to submit separate responses independent of one another;

- stay far away from Internet paper mills and files full of other students' exams or term papers;

- know what plagiarism is so you can avoid it. [*Plagiarism* (from the Latin *plagiarius*, an abductor, and *plagiare*, to steal): Plagiarism is defined as presenting another person's work or ideas as one's own.]

**What do I do if my instructor accuses me of cheating--and I really didn't do it?**

If this should happen, don't get angry or retaliate with rudeness. Take a deep breath, get out paper and pencil for note taking, and politely ask your instructor what evidence she or he has to support such a serious allegation. Carefully and calmly take notes on each point of evidence. Ask your instructor to meet with you as soon as possible so that you can present evidence to refute the allegation. Then, immediately locate witnesses or evidence (e.g., notes,
drafts, study partners) that can be used to establish your innocence and take the information to the scheduled appointment with your instructor.

You also may seek assistance from the Office of the Ombudsman. The Ombudsman can tell you what your rights are and explain the appeals process, should that be necessary. Briefly, an appeal for either the accusation or sanction begins with meeting with the instructor. If a resolution is not reached, the next step is to meet with the department chair/school director. A formal hearing would follow if the unit head or the Ombudsman cannot resolve the issue.

**What happens to me if I am guilty of cheating?**

If your instructor believes you have committed an act of academic misconduct, s/he may give you a penalty grade -- either a failing grade on the assignment or in the course. If your instructor gives you a failing grade in the course, the Integrity of Scholarship and Grades All-University Policy requires your instructor to send a letter to your dean to explain the circumstances. Depending on the seriousness and extent of violation, the instructor also may request the dean to call for a disciplinary hearing to impose additional sanctions or penalties. Visit the Ombudsman to clarify the procedures and policies.

**If I see a student cheating, what should I do?**

MSU does not have an Honor Code, so you are not required to report this incident to your instructor. On the other hand, you can inform your instructor about students you believe are cheating. If your instructor wishes to pursue your allegation, he or she would then have to independently investigate the matter to collect evidence to corroborate the charges.

**Any other advice?**

Again, don't cheat. The stakes are too costly for your academic career and your reputation. Faculty are increasingly resorting to various strategies to discourage their students from committing any acts of academic dishonesty, including stepping up their monitoring of students during exams. If you need assistance in passing a course, seek help from your instructor.
The Learning Resources Center can provide you with strategies to improve your study skills and habits. Start on projects early in the term, give yourself adequate time to study for exams, and don't pressure yourself to be perfect. See also Plagiarism and Cheating from where the faculty sits.

What are MSU's policies regarding plagiarism?

What is plagiarism?
Plagiarism (from the Latin plagiarius, an abductor, and plagiare, to steal) is defined by the White House Office of Science and Technology Policy on Misconduct in Research as “... the appropriation of another person’s ideas, processes, results or words without giving appropriate credit.”

At MSU, General Student Regulation 1.00 states in part that “no student shall claim or submit the academic work of another as one’s own.” (For the complete regulation, see Protection of Scholarship and Grades.)

In outlining what he called the “the perils of plagiarism” to his students, the late W. Cameron Meyers, a revered journalism professor at MSU, wrote:

Plagiarism not only is legally wrong but also morally corrosive. . . . Any paper based upon the writing of others should acknowledge every source used. In a reference paper, the acknowledgements are made in footnotes—numbered notes at the bottom of the page (corresponding to the numbers in text) that show exactly where the information was obtained. There are times, however, when such acknowledgements can be incorporated smoothly in the text without their becoming distracting or obtrusive.

Unless authorized by their instructors, students are expected to do
their own, original work on each assignment in each class. A student who recycles his or her course work from one class to another may face an allegation of academic dishonesty. An instructor who believes a student has committed an act of plagiarism should take appropriate action, which includes the issuing of a “penalty grade” for academic dishonesty. Article 8.1.15 of the Academic Freedom Report for Students at Michigan State University, or the “AFR,” defines a penalty grade as “a grade assigned by an instructor who believes a student to have committed academic dishonesty. . . .” A penalty grade can include, but is not limited to, a failing grade on the assignment or in the course.

MSU instructors cite easy access to the Internet as a primary reason for a perceived increase in plagiarism by their students. So-called term paper mills, available online, are plentiful. To counter, instructors have turned to various plagiarism detection sites to seek out and identify the original sources of their students’ work.
STUDENTS WITH DISABILITIES

The Resource Center for Persons with Disabilities (RCPD) leads Michigan State University in maximizing ability and opportunity for full participation by persons with disabilities. RCPD provides disability-related information and referrals; identifies populations, documents disability, and conducts needs assessments; facilitates reasonable accommodations; and provides disability-related technical assistance, auxiliary aids/services, advocacy and training.

Michigan State University and The College of Veterinary Medicine, Veterinary Technology Program is committed to providing equal opportunity for participation in all our programs, services and activities. Any student that has a disability and requires accommodations please let us know early in the semester so that your learning needs can be met.

Students who wish to exercise their right to disability-related accommodations should register with The Resource Center for Persons with Disabilities (RCPD) office. Registration with the RCPD prior to situations requiring accommodations is required, as the student must provide an RCPD Visa to the moderator of each enrolled course for every semester. The Visa is the document, which outlines the specific accommodations.

The Resource for Persons with Disabilities (RCPD)
120 Bessey Hall, Michigan State University
Phone: (517) 353-9642
TTY: (517) 355-1293
Fax: (517) 432-3191
Email: rcpd@msu.edu
Family Educational Rights and Privacy Act:

*What is FERPA?*

The Family Educational Rights and Privacy Act afford students certain rights concerning their student educational records. The law is also known as FERPA.

*What does it mean to you as a student?*

MSU complies fully with the Federal Family Educational Rights and Privacy Act (FERPA) which governs access to, and confidentiality of, student records. As a means of complying with this act, the University has developed detailed Guidelines Governing Privacy and Release of Student Records, available on the web at http://www.reg.msu.edu

As a student, you have a right to expect that information in your educational records (including computerized records) will be kept confidential and will be disclosed only with your permission or as allowed by law. When you reach the age of 18 or begin attending a post-secondary institution regardless of age, FERPA rights transfer to you--the student. This limits the student educational record information that may be released to third parties without your written permission unless it is “directory information.” Third party individuals include your parents, spouses, significant others and children.

To fulfill the FERPA guidelines, the Program posts uses D2L gradebook to post grades, all assignments are returned to the student directly or through the Program Secretary. Sharing information regarding academic status is NOT permitted with any individual other than the student. Prior to release to a third party, a written consent must be submitted.
FERPA identifies a category of information as “directory information,” which institutions may usually release without student permission. This includes student’s name, addresses, and telephone numbers, current enrollment status or dates of attendance and program level, class level, and major.

If you wish to restrict release of any or all “directory information,” you must complete a Directory Information Restriction Request in Room 150 Administration Building or at http://www.reg.msu.edu under Privacy Guidelines.
**Required Dress and Equipment**

Students will be given recommendations as to types, prices and sources for purchase of equipment during the first academic semester.

1. **Uniforms:** A white laboratory coat (long style) is required in all laboratory sessions. Surgical scrubs are to be worn for small animal nursing labs, surgical, anesthesiology & dentistry laboratories and clinical clerkships (must be burgundy in color). Blue coveralls are required for large animal laboratory sessions and large animal clerkships.

2. **Footwear:** Shoes must fully cover feet for protective purposes in laboratory sessions and clinical clerkships. The outer surface of the shoe must be white and constructed of a nonporous material, such as polished, sealed leather or a man-made material. Nursing shoes are recommended for durability and overall foot support. Sandals, clogs, open-end shoes and shoes with cloth uppers are not permitted. Rubber boots are required for use in large animal laboratories and clinical clerkships. To provide extra protection in large animal areas, sturdily constructed shoes or work boots are recommended for wear under the rubber boots.

3. **Name Badge:** An authorized security badge card will be provided by the College of Veterinary Medicine and must be worn at all times while in laboratory sessions and in the Veterinary Medical Center. **Name badges are not to be defaced or altered in any manner.**

4. **Equipment:** Lock, Bandage scissors, stethoscope (single-tube type), hemostat, pen light, black or blue ink pen, digital thermometer, hoof pick, dog leash (slip-lead type), equine lead shank with chain, pocket notebook, sharpie marker, disposable powder free exam gloves and a pocket laboratory timer must be purchased for use in laboratories and clinical clerkships.
Professional Dress and Hygiene

1. **Fingernails:** For patient safety, maintenance of asepsis and prevention of disease transmission, fingernails are to be maintained short (per Program standards) and free of nail polish for all laboratory sessions and clinical clerkships.

2. **Hair:** For prevention of disease transmission and personal safety, long hair must be pulled back from one’s face at all times during laboratory sessions and clinical clerkships.

3. **Attire:** For prevention of disease transmission, laboratory coats, scrub, coveralls, boots, and shoes must be maintained in neat, clean condition. Clothing worn during any laboratory session should not be worn in the Veterinary Medical Center or in the presence of hospital patients following a laboratory session, until the garments have been appropriately disinfected and laundered.

4. **Jewelry:** For personal safety, necklaces and drop earrings or hoops that hang from the ear or any other exposed body part should not be worn to any laboratory session or in clinical clerkships. Rings should not be worn in any large animal laboratory.
**Personal Health**

**General Safety Requirements**

Although precautions are taken by faculty, staff and clinical personnel to prevent or minimize the potential of student injury, no guarantee is made or implied regarding student safety due to unpredictable behavior of animal patients. All teaching animals and all patients are potentially capable of inflicting serious injury even when appropriate restraint and safety precautions are used.

Prior to the beginning of each laboratory session, students should review all safety and restraint information contained in current and previous vet tech course materials, readings and objectives. If students are unsure of correct restraint or safety protocol to follow, they should seek immediate supervision prior to initiating any animal contact.

All injuries must be reported to the supervising personnel and the appropriate paperwork must be completed.

Gas permeable (soft or hard) contact lenses are NOT to be worn during any anatomy laboratory session. Gas permeable contacts absorb fixative fumes that can damage the cornea.

Smoking is prohibited at all times on MSU’s campus. Campus is a smoke free environment.

To decrease the risk of transmission of zoonotic diseases, no eating or drinking is allowed in the classrooms, unless otherwise designated, autotutorial rooms or laboratories. See Appendix II for Food and Drink Policy.

**Health Maintenance**

The Office of the University Physician has the responsibility for monitoring the veterinary technology students for Tuberculosis (TB) and
required vaccines during their educational experience at Michigan State University. Monitoring guidelines are based on recommendations from the Centers for Disease Control and Prevention. This is a University requirement for all MEDICAL STUDENTS on Campus. Required information will be kept in a web based database. You will be able to view and print this information. The information will be available to you for at least two years after you graduate. The web address is www.hcpimmunize.msu.edu

**When enrolled for MSU courses in the College of Veterinary Medicine, students must have:**

1. **Personal Health Insurance Coverage**
   Due to the possibility of unforeseen health or personal injury problems occurring while in training, it is essential and required that each student be covered under a personal health insurance policy and that proof of coverage be provided to the Veterinary Technology Program Office.

   All regularly enrolled students who have been assessed fees for 7 or more MSU credits are eligible for health services during the semester in which they are enrolled. Students who have been assessed fees for fewer than 7 MSU credits may purchase a Health Service card at Olin Health Center. Information about the general policies regarding appointments, office hours, services and charges is available at Olin Health Center.

2. **Required TB Monitoring**
   This consists of two TB tests and readings- one in your first semester at MSU and one just before graduation. This is to assess if you have been exposed to TB while here at MSU. Your first TB test must be administered after August 1 of the year you begin the program. TB tests are offered through the Office of the University Physician by appointment and for a small fee. For your convenience, TB monitoring will be offered on site. You may opt to have TB testing done at a different site and submit documentation to the Office of the
University Physician. Individuals that have had a positive TB test, in the past, will be monitored by symptom questionnaire or a blood test. TB Symptom monitor forms can be found at [http://www.uiphys.msu.edu/unit/occhealth/forms.html](http://www.uiphys.msu.edu/unit/occhealth/forms.html) towards the bottom of the page; blood tests can be arranged through our office.

3. **Tetanus/Diphtheria Immunization**
   Documentation of your most recent (within 10 years) Tetanus/Diphtheria vaccine must be provided to the Office of the University Physician prior to interacting with animals at MSU. For your convenience, Tetanus/Diphtheria vaccine may also be arranged through the Office of the University Physician. Current Centers for Disease Control and Prevention guidelines recommend that every adult get Tetanus/Diphtheria/Pertussis (Tdap) vaccine when they are due for their next dose. Adult forms of this vaccine are called Adacel or Boostrix.

4. **Rabies Immunization**
   Documentation of Rabies vaccine series must be provided to the Office of the University Physician **prior to interacting with animals at MSU**. If it has been greater than 2 years since completion of the rabies vaccine, documentation of a current rabies titer must also be provided to the Office of the University Physician prior to beginning clinical rotations.
   The Office of the University Physician and the Veterinary Medicine Dean’s office work together to offer rabies vaccine on-site to the first year students at times to fit your schedule. The vaccine consists of a series of **three doses** at 0, day 7, and day 21 or 28. To decrease the time you spend waiting in line to get vaccine and to give you time to plan for payment, you will be billed for the vaccines. You may want to check to see if your medical insurance will cover all or part of the cost. Information required to submit to your insurance company will be on the bill you receive. This vaccine is generally not easily available in the community; however, you may want to check with your family physician or local health department.
5. **Rabies Titers**

If it has been longer than two years since completion of rabies immunization, documentation of a current rabies titer must be provided to the Office of the University Physician.

Rabies titers may be arranged through the Office of the University Physician, in Room 346 at Olin Health Center, on a walk in basis. The testing is done through the State of Michigan. It can take up to six weeks to get the results; however, the usual time is about 1 to 3 weeks. There is currently no cost to you for rabies titers.

**Complete the Office of the University Physician Immunization From and return to WITH Documentation to:**

- **HCP Student Immunizations**
- **University Physician Office**
- **Olin Health Center**
- **463 East Circle Drive, Room 346**
- **E. Lansing, Michigan, 48824**

**Procedures for Pregnant Students**

Students who are planning to get pregnant, or know they are pregnant, during their training in the College of Veterinary Medicine are responsible for the following:

1. Contacting a physician immediately. You will need to inform your physician as to where you are at in the program and the expected demands of the semester or clinical year. If you are on clinical rotations or conducting research in a laboratory setting, it will be very important to notify your physician of expected responsibilities or duties, time commitment, agents or chemicals you might be exposed to, and similar facts. In addition, your physician must complete **Physician Visit Checklist** for Pregnancy and the signed form must be returned to the Veterinary Technology Program Director.
2. Requesting a meeting with the Veterinary Technology Program Director or Academic Advisor for discussion, selection, and implementation of the proper course of action and options available to you. This meeting should be scheduled after your physician has completed the required form.

Potential Options to Consider:
1. Continue in the program with minor adjustments to your class, or clinical rotation schedule.

2. Continue in the program, with awareness and information regarding potential dangers or increased risks, and be willing to assume the risks involved.

3. Withdrawal from the program. A pregnant student may consider withdrawing depending on her personal situation and the decisions she has made regarding both her pregnancy and her ability to continue in the program. If a pregnant student requests a withdrawal from the Veterinary Technology Program Director, the request must be submitted in writing and include supporting documentation. Documentation must be from an official source (e.g., your primary physician) that is providing direct care. Pregnant students who withdraw may return to the Program to resume their education through written request to the Program Director and, if appropriate, with approval of their physician.
Physician Checklist for Pregnancy

My physician has discussed and made the following recommendations for me with regard to potential risks to myself and the fetus:

1. Exposure to Anesthetic gases:

2. Exposure to tetratogens including cytotoxic compounds, chemical agents, sterilizing agents, cleaning agents, preserving agents and fixing agents:

3. Exposure to hormones (e.g. prostaglandins and progesterones):

4. Exposure to ionizing radiation and other sources of radioactive material:

5. Exposure to zoonotic diseases including but not limited to leptospirosis, salmonellosis, toxoplasmosis, brucellosis, cat scratch disease, fungal diseases, psittacosis, rabies, Lyme disease, tuberculosis and West Nile virus:
6. Traumatic injury including but not limited to bites, kicks, scratches and possible electrical hazard exposure form equipment: 

I have discussed with my physician that, I understand as a Veterinary Technology student, I have inherent risks in my profession and I accept the responsibility of understanding precautions necessary to decrease my risk and exposure as I complete my educational process in the Veterinary Technology Program.

_________________________  ____________________
Student Signature               Date

Physician’s Name (print): ________________________________
Address: ____________________________________________
Animals

*Use of Animals in Instruction*

The humane treatment of animals is fundamental to the veterinary profession. Some have questioned the use of live animals for instruction and issues of animal use, animal welfare and animal rights have received much attention. Animal use can become a highly emotionally charged issue resulting in misunderstanding, frustration, anger and even violence and death. Michigan State University has experienced terrorist activity in the interest of animal rights, as have other institutions throughout the United States. As professionals, we must be aware of all of these important issues; students, in particular, have a responsibility to become well informed on this subject.

Several years ago an ad hoc Committee was appointed within the College to specifically review the use of animals in teaching. The Committee provided the following conclusions and recommendations for the students, faculty and staff of the College:

1. The primary responsibility of the College of Veterinary Medicine is to provide students with a core of veterinary knowledge essential to enter veterinary practice including diagnostic, therapeutic and surgical skills.

2. All faculty, students and staff must exercise judicious, humane and respectful use of animals in the smallest number consistent with meeting the goals and objectives of the course and curriculum.

3. Faculty are encouraged to use alternatives whenever alternative learning does not compromise the quality of the educational experience.

4. All College of Veterinary Medicine courses in which live animals are used must submit an Animal Care and Use form. This form lists the techniques and procedures that will be performed on the animals. This form is reviewed by an outside committee and serves as the advocate for the animals. The outside committee must approve the techniques and
procedures that will be performed. If the committee does not give approval, the techniques and procedures are not performed.

5. The use of cadaver specimens is limited. The Animal Care and Use Committee must also approve all procedures performed on cadavers. The cadavers are treated with the same respect and care as in the “live state”.

*Personal Animals on Campus:*

**University Policy**

University policy states that animals are not permitted in University Buildings. The only exceptions are the following:

1. Animals that are working dogs for individuals with special needs. This does not include dogs in training.
2. Animals as patients or those used for teaching purposes in the Veterinary Medical Center.

**College Policy:**

Student owned animals are not permitted in the VMC unless the animal is used for teaching purposes. In this case, the student must sign a written release form. When not used in instruction, the animal must be housed in a designated hospital area.
Guidelines for CVM Student Clubs and Organizations and Corporate Student Representatives

*Registration of student clubs/organizations on campus*
1. It is recommended that all CVM student clubs and organizations get registered on campus through the student activities office. This registration process must be done every year at the beginning of Fall Semester. Registration packets can be picked up in the College of Veterinary Medicine, F-103, Office of Academic Programs and Student Success (APSS). All registration materials must be submitted to the Student Activities Office in the Administration building on main campus, no later than Sept. 14 of the current calendar year.
2. Each CVM club/organization must submit a current copy of their constitution and list of officers to the Office of APSS at the beginning of Fall Semester.

*Establishing/maintaining bank accounts*
1. All CVM student clubs and organizations are recommended to establish and maintain an MSU account through the MSU Administration Building. Accounts established at the MSU Credit Union or other banking institutions off-campus must be created in the name of the club or organization, never in the name of a student. The club or organization’s treasurer must closely manage account ledgers or records of revenues/expenditures.

*Planning club/organization meetings*
1. Room reservations for all club/organizational meetings should contact Academic Programs and Student Success (APSS) at cvm.studentsupport@cvm.msu.edu
2. Clip here to know what rooms are available or visit the following website: https://cvm.msu.edu/students/student-services/room-reservations
3. Announcements for planned meetings must be made 5 days or more in advance. Meeting announcements may be published on the CVM electronic calendar (send to Brittney Urich). The announcements may be sent via e-mail, flyers in mailboxes, or distributed as posters.
mounted throughout the college. E-mail announcements must be limited to the members of the club/organization and students. An address listserv should be created and maintained by the club/organization secretary. Anyone wishing to send an e-mail to the entire college community must clear it with the Program Director who will present the request to the Dean’s Office.

4. Food and drinks are not allowed in G-150, G-200, or the library conference room. Food is permitted in A213. Clubs/organizations wishing to utilize these rooms must serve/consume food/drink prior to starting the meeting.

**Fundraising**

1. Several clubs and CVM classes have annual, established fundraising activities. Before beginning a new fundraising event, it is required that all clubs/organizations check with the Veterinary Technology Program Director.

2. The Spartan Life Student Handbook lists specific guidelines regarding the sale of food on campus.

**Faculty advisors**

1. All student clubs must have a faculty advisor who is willing to provide support, sign necessary documents, and regularly attend club meetings/events.

**Duties and Responsibilities of Student Representatives for Corporate Sponsors**

1. Interface with students, staff and faculty on behalf of the company
2. Distribute company information (newsletters, brochures, new product information, etc.)
3. Distribute promotional items provided by the company
4. Set up educational meetings or events for students, staff and/or faculty
5. Suggest financial support for student clubs/organizations
6. Assist with pharmaceutical/services night in spring semester
7. Administer product distribution program for students
8. Help promote the Company within the CVM community
Method of Student Representative Selection
1. Former student rep. recommendation
2. Application alone or with personal interview
3. Selection by a class vote
4. Application, essay and/or faculty recommendation
5. Resume, essay and formal interview

Class Liaisons
1. A number of students are elected (or volunteer) to serve as course liaisons each semester; the exact number will depend on the number of designated courses in a given semester.
2. The role of course liaison is to serve as a professional conduit between the class and the course moderator. One student liaison must be identified for designated courses within the first 2-3 days of the beginning of each semester (Semesters 1-5).
3. Course liaisons do not need to have prior experience with course material; only a willingness and ability to practice good listening and speaking skills.
4. Course liaisons are expected to meet with the moderator (before the end of the first week of a semester) to introduce him or herself and identify the most efficient means of communicating when there are issues of concern.
**Vet aVisit**

Vet a Visit is held annually in the spring semester. The event is focused to provide young people in grades K through 8 a basic understanding of what veterinarians and veterinary technicians do. Sponsored by the College of Veterinary Medicine, the Student Chapter of the AVMA, and Student Chapter of NAVTA, the purpose of Vet a Visit is to educate the young people and promote interest in the veterinary medical career. This is done through exhibits and demonstrations presented by veterinary and veterinary technology students.

Vet a Visit is one of the major highlights of the academic year for students, as it gives them an opportunity to express their enthusiasm for veterinary medicine. Veterinary medicine is varied and complex, but many people are exposed to only one small area of the profession — until they come to Vet a Visit. Here, exhibits focus on the College’s mission to Learn, Discover, Heal and Protect. In particular, young people are exposed to a very exciting career — one of which they may have previously known very little about. For these reasons, a majority of students in the College participate and take great pride in presenting a very entertaining and worthwhile program.

**Responsibilities:**

1. A student representative from each of the 3 Veterinary Technology Program classes must be elected in the first few weeks of each Fall Semester.

**POSITION PLACEMENT**

Although the Veterinary Technology Program is not responsible for the Program office maintains student job placement upon graduation, a file and/or posting of available positions.
Appendix 1: AVMA-CVTEA Essential Skills and Task List
Veterinary Technology Student Essential and Recommended Skills List

The Essential and Recommended Skills List (Skills List) is a resource for veterinary technology programs to utilize for curriculum development and instruction as well as an accreditation monitoring tool for CVTEA. The Skills List represents the complex role of the veterinary technician and encourages instruction in motor, critical thinking and clinical application skills at the entry veterinary technician level. A veterinary technician student, having completed the curriculum, will have gained the prerequisite knowledge and perspective to enable him/her to carry out the following decision making abilities.

The program must provide documentation of standard criteria for evaluating each student's completion of every essential skill. These criteria must be consistent with standards that reflect contemporary veterinary medicine.

Although the Skills List will serve as a foundation on which to build each program's curriculum, Veterinary Technology instructors are encouraged to expand the list with additional skills representing current trends in veterinary medicine.

Required tasks are denoted by an asterisk (*).

Italicized text denotes hands-on (psychomotor) skills; all other text denotes didactic (knowledge-based) skills

Skills that may be performed in a group setting are indicated by the symbol [GROUP]

Students are expected to physically perform skills that are italicized.

1. OFFICE AND HOSPITAL PROCEDURES, CLIENT RELATIONS, and COMMUNICATION
Management

Skill: Participate in facility management utilizing traditional and electronic media and appropriate veterinary medical terminology and abbreviations.

Tasks:
- ✓ Schedule appointments, admit, discharge and triage according to client, patient and facility needs through phone and in-person contact*
  - o Recognize and respond to veterinary medical emergencies*
- ✓ Create and maintain individual client/patient records, vaccination certificates, and other appropriate forms*:
  - o develop computer skills*
  - o be able to utilize common management software programs*
  - o be familiar with veterinary on-line services*
- ✓ Perform basic filing of medical records, radiographs, lab reports, etc.*
- ✓ Create and maintain all appropriate facility records and logs in compliance with regulatory guidelines (e.g., x-ray, surgery, anesthesia, laboratory, controlled substance)*
- ✓ Manage inventory control*
- ✓ Recognize roles of appropriate regulatory agencies*
- ✓ Maintain appropriate disposal protocols for hazardous materials*
- ✓ Establish and maintain appropriate sanitation and nosocomial protocols for a veterinary facility, including patient and laboratory area*
- ✓ Handle routine financial transactions*

Decision-making abilities: Taking into account the characteristics of the facility, patients and clients, the veterinary technician will effectively contribute to the professional and efficient operation of the facility in order to provide maximum benefits to clients, patients, and the facility.

Communication
**Skill:** Communicate in a professional manner in all formats - written, oral, non-verbal, and electronic.

**Tasks:**
- ✓ Demonstrate an understanding of interpersonal skills and team dynamics*
- ✓ Utilize appropriate interpersonal and public relations skills*
- ✓ Demonstrate telephone etiquette*
- ✓ Recognize the legality of the veterinary-client-patient relationship*
- ✓ Develop and provide client education in a clear and accurate manner at a level the client understands (i.e., oral and written form, including educational handouts)*
- ✓ Apply crisis intervention/grief management skills with clients*

**Decision-making abilities:** Taking into account the patient, client, staff and circumstances, the veterinary technician will effectively and accurately acquire and convey information utilizing an appropriate communication mode.

**Laws and Ethics**

**Skill:** Follow and uphold applicable laws and the veterinary technology profession's ethical codes to provide high quality care to patients.

**Tasks:**
- ✓ Understand and observe legal boundaries of veterinary health care team members*
- ✓ Interact professionally with clients and fellow staff members*
- ✓ Demonstrate a commitment to high quality patient care*
- ✓ Respect and protect the confidentiality of client and patient information*

**Decision-making abilities:** Given knowledge of legal limitations and applicable ethical standards, the veterinary technician will carry out her/his duties within appropriate legal boundaries and maintain high ethical standards to provide high quality service to clients, patients, employers and the veterinary profession.
2. PHARMACY and PHARMACOLOGY

**Administration**

**Skill:** Safely and effectively administer prescribed drugs to patients.

**Tasks:**
- ✓ Read and follow veterinarian's pharmacy orders*
- ✓ Recognize groups of drugs, their mechanisms, and clinically relevant side effects*
- ✓ Recognize the safe and effective manner in which vaccines must be administered; recognize and explain common side effects*
- ✓ Accurately perform appropriate calculations; use weights and measures correctly*
- ✓ Safely and effectively administer drugs by common parenteral and enteral routes; be able to explain appropriate routes and methods and when used*
- ✓ Monitor therapeutic responses*
- ✓ Demonstrate the ability to accurately record medical information*
- ✓ Demonstrate understanding of controlled substance regulations*
- ✓ Demonstrate compliance with all federal regulatory guidelines for drug purchase, storage, administration, withdrawal, dispensing, disposal, and inventory control (e.g., biologics and therapeutic agents, pesticides, and hazardous wastes)*

**Decision-making abilities:** Given the characteristics of the patient, the instructions of the veterinarian and the medication to be used, the veterinary technician will calculate the correct amount of medication in the prescribed form and administer it by the prescribed route to maximize therapeutic benefits and minimize the potential for adverse effects. The veterinary technician shall also be able to differentiate between abnormal and normal responses to medication.

**Dispensing**
**Skill:** Accurately dispense and explain prescribed drugs to clients.

**Tasks:**
- ✓ Given a drug order, properly prepare medications for dispensing, including performing accurate calculations*
- ✓ Demonstrate compliance with regulations governing prescription drugs versus over-the-counter drugs*
- ✓ Demonstrate understanding of regulations governing maintenance of controlled substances log book*
- ✓ Demonstrate compliance with all federal regulatory guidelines for drug purchase, storage, administration, withdrawal, dispensing, disposal, and inventory control (e.g., biologics and therapeutic agents, pesticides, and hazardous wastes)*
- ✓ Relay drug information to clients (e.g., handling, storage, administration, side-effects, drug interactions, safety, reasons for use of drug)*

**Decision-making abilities:** Given the characteristics of the patient, the instructions of the veterinarian and the medication to be used, the veterinary technician will (1) accurately calculate and dispense the correct form and dose of medication and (2) communicate necessary client information in order to maximize safety, compliance with prescribed therapy and successful treatment of the patient. The veterinary technician should also be proficient at performing inventory control procedures.

3. NURSING

**Patient assessment**

**Skill:** Demonstrate and perform patient assessment techniques in a variety of animal species.

**Tasks:**
- ✓ Recognize common domestic animal species and breeds*
- ✓ Describe and use common animal identification methods*
Demonstrate effective and appropriate restraint techniques for various animal species:

- properly restrain dogs and cats for procedures*
- encage and remove small animals from cages*
- apply dog muzzle safely*
- apply Elizabethan collar*
- use restraint pole and other restraint aids*[GROUP]
- halter, tie, and lead horses*
- restrain pocket pets and exotics
- restrain cattle and horses*
- apply twitch (horses)*[GROUP]
- apply bovine tail restraint*
- apply bovine halter*
- restrain sheep and pigs
- load large animals

Obtain a thorough patient history*

Demonstrate the ability to obtain objective patient data:

- temperature (dog, cat, horse, cow)*
- pulse (dog, cat, horse, cow)*
- respiration (dog, cat, horse, cow)*
- auscultate heart/lungs* (dog, cat, horse, cow)
- assess hydration status

Properly collect diagnostic specimens for analysis (ex: urine, blood, feces, specimens for cytology)*

- Perform venipuncture:
  - cephalic (dog, cat)*
  - jugular (dog, cat, horse, ruminant)*
  - saphenous (dog)*
  - sublingual (dog)
  - ear (pig)
  - coccygeal (cow)
  - anterior vena cava (pig)

- Collect urine sample:
  - catheterize male dog*[GROUP]
  - catheterize female dog
- catheterize female cat
- catheterize male cat
- collect voided urine sample (small animal)*
- perform cystocentesis (small animal)*
- catheterize large animal

✓ Prepare diagnostic specimens for shipment*

**Decision-making abilities:** Given the characteristics of the patient, the veterinary technician will safely and efficiently obtain subjective and objective patient data that will allow accurate evaluation of the patient's physical status with minimum stress and maximum safety.

**Patient care**

**Skill:** Understand and demonstrate husbandry, nutrition, therapeutic and dentistry techniques appropriate to various animal species.

**Tasks: Husbandry**

✓ Grooming:
  - Demonstrate understanding of therapeutic bathing, basic grooming, and dipping of small animals*
  - *trim nails (dogs, cats)*
  - trim hooves (ruminant, horses)
  - apply equine tail and leg wraps*
  - express canine anal sacs*
  - clean and medicate ears (dog, cat)*
  - clean sheath (horse)
  ✓ Perform microchip scanning and implantation
  ✓ Environmental conditions: implement sanitation procedures for animal holding and housing areas*
  ✓ Demonstrate understanding of permanent identification*
  ✓ Demonstrate understanding of breeding/reproduction techniques*
  ✓ Demonstrate understanding of care of orphan animals
  ✓ Demonstrate understanding of nursing care of newborns*
**Decision-making abilities:** Given the characteristics of the patient, the veterinary technician will implement appropriate husbandry techniques to enhance wellness and reduce risk of disease, injury and stress.

**Tasks: Nutrition**

- ✓ Understand life stage energy and nutrient requirements of well animals (dog, cat, horse, cow)*
- ✓ Identify common grains and forages
- ✓ Understand key nutritional factors in disease conditions*
  - o be familiar with therapeutic foods*
- ✓ Understand current developments in nutritional supplements and additives including benefits and potential toxicities*
- ✓ Understand and identify substances that when ingested result in toxicity:
  - o identify common poisonous plants*
  - o be familiar with substances (organic and inorganic) that cause toxicity*
- ✓ Develop and communicate hospital nutrition protocols*

**Decision-making abilities:** Given the characteristics of the patient, the veterinary technician will understand appropriate and inappropriate dietary components for various life stages and therapeutic regimens (e.g., therapeutic foods) in order to promote optimal health, enhance recovery and manage chronic disease conditions. The veterinary technician will also explain nutritional recommendations to clients and reinforce owner compliance.

**Tasks: Therapeutics**

- ✓ *Administer parenteral medications:*
  - o *Subcutaneous (dog, cat, ruminant)*
  - o *Intramuscular (dog, cat, horse)*
  - o *intradermal*
  - o *intramammary (mastitis therapy only)(ruminant)*
  - o *intravenous (dog, cat, ruminant, equine)*
- ✓ *Administer enteral medications:*
- balling gun (ruminant)*
- dose syringe (ruminant, horse)*
- gastric intubation (small animal)*[GROUP]
- hand pilling (dog, cat)*
- gastric lavage (dog)
- dose syringe (pig)
- oral speculum and stomach tube (ruminant)
- nasogastric intubation (small animal, horse)

✓ Administer topical medications (including eye meds)*
✓ Perform ocular diagnostic tests (including tonometry, fluorescein staining and Schirmer tear test)*
✓ Administer enemas*[GROUP]
✓ Collect/evaluate skin scrapings*
✓ Fluid therapy:
  - administer subcutaneous fluids*
  - place intravenous catheters (cephalic*, saphenous*, jugular)
  - maintain and care for catheters*
  - determine/maintain fluid infusion rate*
  - monitor patient hydration status*
  - develop familiarity with fluid delivery systems*
✓ Apply and remove bandages and splints*
✓ Remove casts
✓ Develop understanding of wound management and abscess care*
✓ Perform physical therapy:
  - hydrotherapy
  - post-operative
  - orthopedic
  - neurological
  - explain care of recumbent patient*
✓ Perform critical care:
  - maintain chest, tracheostomy, pharyngostomy tubes
  - collect and crossmatch blood for transfusions*[GROUP]
  - blood typing
  - perform blood transfusions (autotransfusions may be considered)
✓ Apply established emergency protocols (simulation acceptable):
- maintain emergency medical supplies/crash cart*
- *perform first aid and cardiopulmonary resuscitation*
- *use resuscitation bag*
- *apply emergency splints and bandages*

**Decision-making abilities:** Given the directions of the veterinarian and the characteristics of the patient, the veterinary technician will carry out appropriate therapeutic techniques in order to achieve maximum health benefits for the patient.

**Tasks: Dentistry**
- ✓ *Perform routine dental prophylaxis (manual and machine)*
- ✓ Understand client education regarding home care*
- ✓ Float teeth
- ✓ Clip teeth

**Decision-making abilities:** Given the characteristics of the patient, the veterinary technician will recognize a patient's dental health status and perform techniques, as prescribed by a veterinarian, appropriate to the species and its condition in order to promote and maintain dental health.

**4. ANESTHESIA**

**Patient management**

**Skill:** Safely and effectively manage patients in all phases of anesthetic procedures.

**Tasks:**
- ✓ Calculate dosages of appropriate anesthetic-related drugs*
- ✓ *Administer anesthetic-related drugs (injection, endotracheal tube, mask)*
- ✓ *Place endotracheal tubes in patients*
- ✓ *Utilize clinical signs and appropriate equipment to monitor patient status during anesthetic procedures* (e.g., esophageal stethoscope,
blood pressure monitor, capnometer, electrocardiogram, pulse oximeter)*

- Evaluate patient and implement and evaluate pain management protocols as directed*
- Recognize and respond appropriately to patients in compromised states*
- Perform appropriate resuscitation procedures as needed (e.g., calculate and administer appropriate anesthetic antagonists and emergency drugs as directed)*
- Complete controlled drug log* (does not need to be official controlled substance log; mock logs may be utilized)

**Decision-making abilities:** Given the characteristics of the anesthetic patient and the procedure being performed, the veterinary technician will work with the veterinarian to:

1. Assess the patient's risk status and determine appropriate anesthetic and perianesthetic protocols to provide effective pain management and maximum anesthetic safety and effectiveness.
2. Choose and utilize appropriate techniques and equipment to accurately and effectively monitor the patient's ongoing status before, during and after anesthesia to provide for adequate anesthesia, analgesia and a safe recovery.

**Equipment/facility management**

**Skill:** Safely and effectively select, utilize and maintain anesthetic delivery and monitoring instruments and equipment.

**Tasks:**

- Maintain and operate anesthetic delivery and monitoring equipment:
  - pulse oximeter*
  - capnometer*
  - esophageal stethoscope*
  - electrocardiograph (e.g., recognize abnormal rhythms/audible sounds, properly apply leads)*time
- anesthetic machines, including rebreathing systems, non-rebreathing systems and masks*
- endotracheal tubes*
- resuscitation bag*
- scavenging systems*
- oxygen sources*
- blood pressure monitoring devices*
- laryngoscopes*
- ventilator
- defibrillator
- temperature monitoring device* (e.g. thermometer, etc)

**Decision-making abilities:**

1. Given the characteristics of the anesthetic instruments and equipment being used, the veterinary technician will recognize and respond appropriately to equipment malfunctions or inappropriate equipment setup in order to ensure proper function and provide maximum benefit to ensure safety of the patient and staff.

2. Given the requirements of the anesthetic protocol, the veterinary technician will select, evaluate and adjust equipment to ensure proper function and provide maximum benefit to the patient and staff.

**5. SURGICAL NURSING**

It is essential that technicians have knowledge of routine surgical procedures and related equipment. Including surgeries in these categories:

- ovariohysterectomy - dogs and cats*
- cesarean section - all common species*
- orthopedic procedures*
- orchiectomy - all common species*
- tail docking*
- onychectomy - dogs and cats*
- laparotomies - all common species*
- dystocias in common species*
- dehorning - cattle and goats*
✓ prolapsed organs - common types, species, and incidence*

Students must have participated in surgeries in these categories:

✓ ovariohysterectomy – dog*, cat*
✓ orchiectomy – dog*, cat* and other common species

**Patient management**

**Skill:** Understand and integrate all aspects of patient management for common surgical procedures in a variety of animal species.

**Task:**
✓ Properly identify patients and surgical procedures*

**Decision-making abilities:** Given the characteristics of the patient and the surgical procedure to be performed, the veterinary technician will use medical records and patient identification methods to assure that the patient and scheduled procedures are correct.

**Task:**
✓ Patient assessment
  o organize medical records/consent forms*
  o review pre-operative evaluation*
  o evaluate current patient status*
  o organize and implement anesthesia*

**Decision-making abilities:** Given the characteristics of the patient and the surgical procedure to be performed, the veterinary technician will obtain the patient's vital signs, note any specific physical abnormalities, ensure pre-surgical tests have been completed and report the patient assessment to the veterinarian.

**Task:**
✓ *Palpate the urinary bladder and express it if needed* *
✓ Prepare surgical site using appropriate aseptic techniques*
**Decision-making abilities:** Given the characteristics of the patient and the surgical procedure to be performed, the veterinary technician will identify the appropriate area of hair to be removed and select appropriate methods to reduce microbial flora on the skin in the area of surgical site in order to decrease the chance of surgical wound contamination.

**Task:**

- ✓ *Position patient for common procedures*

**Decision-making abilities:** Given the characteristics of the patient and the surgical procedure to be performed, the veterinary technician will position the patient appropriately to provide maximum convenience for the surgeon and maximum safety and benefit for the patient.

**Task:**

- ✓ Provide surgical assistance:
  - *demonstrate proper operating room conduct and asepsis*
  - *assist with care of exposed tissues and organs*
  - *properly handle and pass instruments and supplies*
  - *operate and maintain suction and cautery machines*
  - *understand the principles of operation and maintenance of fiber optic equipment*
  - *record and maintain operative/surgical records*
  - *perform basic suturing techniques*

**Decision-making abilities:** Given the characteristics of the patient and the surgical procedure to be performed, the veterinary technician will understand and utilize appropriate aseptic techniques to assist operative personnel in order to provide maximum safety and benefit to the patient.

**Task:**

- ✓ Coordinate pain management with the anesthesia/surgical team*
**Decision-making abilities:** Given the characteristics of the patient and the surgical procedure to be performed, the veterinary technician will assure that anesthetic and post-operative pain management protocols are appropriate to provide maximum safety and benefit to the patient.

**Task:**
- ✓ Provide post-operative care:
  - o pain management*
  - o fluid therapy*
  - o adequate nutrition*
  - o wound management*
  - o bandaging*
  - o discharge instructions*
  - o *suture removal*

**Decision-making abilities:** Given the characteristics of the patient and the surgical procedure to be performed, the veterinary technician will understand and administer the appropriate methods of post-operative care to assure maximum safety and benefit to the patient.

**Procedural management**

**Skill:** Understand and provide the appropriate instruments, supplies and environment to maintain asepsis during surgical procedures.

**Tasks:**
- ✓ *Prepare surgical instruments and supplies*
- ✓ *Prepare gowns, masks, gloves, and drapes*  
- ✓ *Operate and maintain autoclaves*  
- ✓ *Sterilize instruments and supplies using appropriate methods*  
- ✓ *Perform pre-surgical set-up*  
- ✓ Identify and know proper use for instruments*  
- ✓ Identify common suture materials, types, and sizes*  
- ✓ *Provide operating room sanitation and care*  
- ✓ Maintain proper operating room conduct and asepsis*
Perform post-surgical clean-up (e.g., equipment, instruments, room, proper disposal of hazardous medical waste)*

**Decision-making abilities:** Given the characteristics of the patient and the surgical procedure to be performed, the veterinary technician will properly select, wrap and sterilize appropriate instruments and supplies and prepare and maintain the surgical environment to ensure maximum safety and benefit to the patient.

### 6. LABORATORY PROCEDURES

#### Specimen management

**Skill:** Demonstrate knowledge of proper handling, packaging and storage of specimens for laboratory analysis to ensure safety of patients, clients and staff.

**Tasks:**

- **Select and maintain laboratory equipment** *
- **Implement quality control measures** *[GROUP]*
- **Understand how to ensure safety of patients, clients and staff in the collection and handling of samples** *
- **Prepare, label, package, and store specimens for laboratory analysis** *

**Decision-making abilities:**

1. Given the characteristics of the patient and the requested analysis, the veterinary technician will properly prepare, handle and submit appropriate samples for diagnostic analysis in order to ensure maximum accuracy of results.
2. Given the characteristics of laboratory instruments and equipment, the veterinary technician will determine proper maintenance and quality control procedures necessary to ensure accurate results.

**Specimen analysis**
Skill: Properly carry out analysis of laboratory specimens.

Tasks:

✓ Perform urinalysis:
  o determine physical properties (e.g., color, clarity, specific gravity)*
  o test chemical properties*
  o examine and identify sediment*

✓ Perform CBC:
  o hemoglobin*
  o packed cell volume*
  o total protein*
  o white cell count*
  o red cell count*

✓ Perform microscopic exam of blood film:
  o prepare film and stain using a variety of techniques*
  o perform leukocyte differential – normal vs abnormal*
  o evaluate erythrocyte morphology – normal vs abnormal*
  o estimate platelet numbers*
  o calculate absolute values*
  o correct white blood cell counts for nucleated cells*

✓ Calculate hematoligic indices*

✓ Coagulation tests – perform one of the following*: [GROUP]
  o buccal mucosal bleeding time
  o activated clotting time (ACT)
  o prothrombin time (PT)
  o partial thromboplastin time (PTT)
  o fibrinogen assay

✓ Perform blood chemistry tests (BUN, glucose, common enzymes)*

✓ Perform serologic test (ELISA, slide/card agglutinations)*

✓ Identify blood parasites:
  o Dirofilaria sp/Acanthocheilonema sp (formerly Dipetalonema sp)*
  o Hemotropic Mycoplasma sp (Hemoplasmas)* (formerly Haemobartonella sp and Eperythrozoon sp)
- Anaplasma sp
- Babesia sp
- Trypanosoma sp
- Eperythrozoan sp
- Ehrlichia sp

✔ Perform parasitologic procedures for external parasites and identify:
  - mites*
  - lice*
  - ticks*
  - fleas*
  - flies*

✔ Perform diagnostics procedures for parasites:
  - Antigen kit*, direct*, filter, Knotts* [GROUP]
  - floatation solution preparation
  - fecal flotations*
  - fecal sedimentation*
  - direct smears*
  - centrifugation with flotation*
  - adhesive tape retrieval of pinworm ova
  - perform fecal egg count using McMaster method

✔ Identify common parasitic forms:
  - Nematodes*
  - Trematodes*
  - Cestodes*
  - Protozoa*

✔ Perform coprologic tests

✔ Perform microbiologic procedures/evaluations:
  - collect representative samples*
  - culture bacteria and perform sensitivity tests*
  - identify common animal pathogens using commercially available media and reagents*[GROUP]
  - collect milk samples and conduct mastitis testing (e.g., CMT, bacterial culture)*[GROUP]
  - perform common biochemical tests*[GROUP]
  - perform staining procedures*
  - culture and identify common dermatophytes*
✓ Perform cytologic evaluation
  o assist in collecting, preparing and evaluating transudate, exudate and cytologic specimens (joint, cerebrospinal, airway, body cavity)
  o perform fine needle tissue aspirates and impression smear preparation (differentiate benign vs. malignant)
  o prepare and stain bone marrow specimens
  o collect, prepare, and evaluate ear cytology*
  o collect, prepare, and evaluate canine vaginal smears*[GROUP]
  o evaluate semen
  o understand timing and types of pregnancy testing
  o assist with artificial insemination

✓ Perform necropsy procedures:
  o perform a postmortem examination or dissection on non-preserved animal*[GROUP]
  o collect samples, store and ship according to laboratory protocols*[GROUP]
  o explain how to handle rabies suspects and samples safely*
  o handle disposal of dead animals
  o perform humane euthanasia procedures

Decision-making abilities:
1. Given the characteristics of the patient, the specimen submitted and the results of the analysis, the veterinary technician will be able to recognize accurate vs. erroneous results in order to provide maximum diagnostic benefit.
2. Given the laboratory specimen collected and characteristics of the patient, the veterinary technician will determine appropriate methodology and carry out analytical procedures necessary to provide accurate and precise diagnostic information.
3. Having determined the accuracy of analytical results, the veterinary technician will work with the veterinarian to determine if a need exists for additional laboratory tests that will provide useful diagnostic information.

7. IMAGING
Skill: Safely and effectively produce diagnostic radiographic and non-radiographic images.

Tasks:

✓ Implement and observe recommended radiation safety measures*
✓ Implement radiographic quality control measures*
✓ Develop and properly utilize radiographic technique charts*[GROUP]
✓ Position dogs*, cats*, horses*, and birds to create diagnostic radiographic images
✓ Demonstrate an understanding of the modifications of diagnostic imaging techniques as they apply to mice, rats, guinea pigs, lizards, and amphibians*
✓ Utilize radiographic equipment to properly radiograph live animals (fixed and portable)*
✓ Create diagnostic dental radiographic images*
✓ Appropriately label, file, and store images*
✓ Complete radiographic logs, reports, files and records*
✓ Perform radiographic contrast studies — perform one of the following*: [GROUP]
  o GI Series
  o Pneumocystogram
  o Intravenous urogram
  o Other
✓ Perform on a sedated canine radiographic techniques utilized in screening for canine hip dysplasia*[GROUP]
✓ Demonstrate proper maintenance of radiographic equipment, including recognition of faulty equipment operation*
✓ Use and care of ultrasonography equipment
✓ Use and care of endoscopic equipment

Decision-making abilities:
1. Given the characteristic of the patient and the radiographic study that has been requested, the veterinary technician will properly (1) prepare radiographic and darkroom equipment, (2) measure and position
animals using topographic landmarks, (3) choose an appropriate radiographic technique to minimize the need for repeat exposures (4) produce the latent image, (5) process the exposed film, (6) analyze the final radiograph for quality in order to provide maximum diagnostic benefit.

2. Given a radiograph, the veterinary technician will be able to determine if the image is of diagnostic quality. If the image is not diagnostic, the veterinary technician will be able to offer options to correct deficiencies in order to provide maximum diagnostic benefit and minimize personnel radiation exposure from unnecessary repeat exposures.

3. Given knowledge of the health risks associated with radiographic procedures and effective safety procedures, the veterinary technician will exercise professional judgement to minimize risks to personnel and patients during radiographic procedures to ensure safety.

4. Given the characteristics of the patient and the non-radiographic imaging study that has been requested, the veterinary technician will properly (1) prepare the imaging site and equipment and (2) position patients appropriately for the study being conducted.

8. LABORATORY ANIMAL PROCEDURES

Skill: Safely and effectively handle common laboratory animals used in animal research.

Tasks: Mice, rats, and rabbits

✓ Recognize and restrain (mouse, rat, rabbit)*
✓ Determine sex and understand reproduction (mouse, rat, rabbit)*
✓ Perform and/or supervise basic care procedures:
  o Handling (mouse, rat, rabbit)*
  o nutritional needs/diet*
  o provide food, water, and enrichment in a species-appropriate manner (mouse, rat, rabbit)*
  o trim nails
  o identification*
✓ Perform methods of injection:
- Subcutaneous (mouse, rat, rabbit)*
- Intramuscular (rabbit)
- Intradermal (rabbit)
- Intraperitoneal (mouse*) [GROUP]
- Intravenous

✓ Collect blood samples
  - Retro-orbital (mice, rats) [GROUP]
  - Intravenous (rat [GROUP], rabbit)*

✓ Perform oral dosing (mouse, rat) * [GROUP]
✓ Have working knowledge of anesthetic and recovery procedures*
✓ Identify and describe clinical signs of common diseases*
✓ Perform necropsy and collect specimens
✓ Clean and medicate ears (rabbit)
✓ Anesthetize mice, rats, and rabbits

Tasks: Non-human primates
✓ Understand restraint of non-human primates
✓ Demonstrate knowledge of zoonotic diseases and modes of transmission

Decision-making abilities: The veterinary technician will be familiar with the basic principles of animal research and understand the utilization of laboratory animals in animal research. The veterinary technician will also have a working knowledge of federal, state, and local animal welfare regulations.

9. AVIAN, EXOTIC, SMALL MAMMALS & FISH PROCEDURES

Skill: Understand the approach to providing safe and effective care for birds, reptiles, amphibians, guinea pigs, hamsters, gerbils, and ferrets.

Tasks:
✓ Recognize, understand, and perform restraint techniques of birds*, reptiles, amphibians, rabbits and ferrets
✓ Understand unique husbandry issues for each species and provide client education*:
nutritional needs/diet
watering
caging (temperature, humidity, light)
aquarium care
understand reproduction
basic grooming (beak, wing, and nail clipping)
appropriate transportation methods
Demonstrate the ability to obtain objective data: birds*, reptiles, amphibians, and ferrets
Perform nail trim (bird*, exotic, small mammal)
Perform injections using appropriate sites
  o subcutaneous
  o intramuscular
  o intradermal
  o intraperitoneal
  o intravenous
Perform oral dosing
Administer drugs or medicaments using appropriate sites and routes
Understand appropriate sites for intravenous catheter placement
Understand tube feeding in birds
Perform laboratory procedures
Anesthetize birds and exotic animals
Recognize normal and abnormal behavior patterns
Explain inadvisability of keeping wildlife as pets
Collect blood samples

Decision-making abilities: Given the unique requirements of these species, the veterinary technician will safely obtain subjective and objective data that will allow evaluation of the patient. The veterinary technician will be able to: 1) identify husbandry issues, 2) discern appropriate from inappropriate nutritional support, and 3) recognize normal from abnormal behavior patterns.
Appendix II: CVM Food and Drink Policy
Food and Drink Policy update (11/18/2015)

The College recently conducted a preliminary facilities tour in order to begin preparing for AVMA accreditation. Dr. Fred Derksen, Chairperson of Food Science and Human Nutrition and LCS faculty member, provided the assessment. Dr. Derksen served for 6 years as part of the AVMA’s Council on Education (COE) and most recently chaired this committee. COE is the accrediting body for veterinary colleges and veterinary technology programs. Dr. Derksen found the VMC to be in violation of several standards of best practices. Unfortunately we have become lax in some of our standards. Based on the pervasiveness of the violations, Dr. Derksen indicated that if this were an official site visit, the College would be placed on probation. With a designation of probation there is another complete review and site visit in 2 years and if compliance is not met then CVM would be placed on terminal accreditation which results in no new students entering the program and termination of the DVM program.

One of the most serious of the violations was in regards to food and drink found throughout animal handling areas and the storage of human food and drink in refrigerators that contained animal drugs, test kits and blood products. This violation not only jeopardizes the College’s accreditation of the DVM and veterinary technology programs, but also the VMC’s accreditation by American Animal Hospital Association (AAHA).

The CVM is facing 4 upcoming accreditations: 2016

– AAALAC (research animals)
2017 – DCPAH through the American Association of Veterinary Laboratory Diagnosticians
2018 – Veterinary Technology Program – AVMA/AAVMC COE
2019 – DVM Program – AVMA/AAVMC COE

In addition, and just as important, we are in violation of the MSU Environmental Health & Safety (EHS) policy which could result in monetary fines. The MSU EHS policy is based on the policy of the Occupational Safety and Health Administration.

The following is from the MSU EHS Biosafety Manual:

"Eating, drinking, contact lens handling and cosmetic application must be done outside of animal and procedure rooms. Food and beverages for human consumption must be stored outside of the animal and procedure areas in refrigerators or cabinets designated for that purpose."

Please note that the EHS policy covers both consumption and storage. I had previously indicated that closed drinks containers would be allowed in animal areas. As consumption is not permitted by EHS, this decision is not in compliance with MSU EHS policy. As such until further notice drinks containers of any sort are not allowed in animal areas. As the hallways in the VMC manage animal traffic, the hallways are considered an extension of the animal area. Therefore, food or beverages are not to be on a counter or table in the hallway. Food and drink may only be consumed in designated areas (Cafeteria (A213), personal offices, anesthesia offices, technician offices, rounds rooms, break rooms) and only stored in designated refrigerators.

It is very important to keep in mind that the question is not IF we will become compliant, it is HOW we will become compliant. This will be a discussion point at the Town Hall Meetings on November 23rd. In addition, adherence to this policy is the responsibility of EVERYONE….students, staff and faculty.

Remember, this policy is a component of accreditation processes as it is best practice for the Veterinary Profession. We are all accountable through teamwork to deliver excellence in everything we do.

Chris Gray, Director VMC