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I. Parkland College Veterinary Technology Program

A. Accreditation and Professional Organizations

The Parkland College Veterinary Technology Program was instituted in 1974 with the encouragement and advice of the Illinois State Veterinary Medical Association. The program was initially accredited in September 1976 and has been fully accredited by the AVMA CVTEA since then.

B. Program Mission:

The mission of the Veterinary Technology Program at Parkland College is to continuously strive to create a challenging learning environment for our students, which encourages compassion, professional behavior, strong ethics, and a dedication to the veterinary profession through continued life-long learning.

C. Program Values:

The Veterinary Technology program believes strongly in the Core Values espoused by Parkland College: Honesty and Integrity, Fairness and Just Treatment, Responsibility, Multiculturalism, Education, and Public Trust. Essentially, these values set guidelines for surgical technology students and faculty should treat you and how you should treat each other.

D. Program Goals:

1. Provide veterinary technicians with the basic knowledge required to adequately perform the routine tasks commonly done in a large animal practice, companion animal practice, or research institution.
2. Establish a firm foundation upon which the veterinary technician can continue their education through additional training with a minimum of time and effort.
3. Instill a professional attitude and high standards for students in preparing for their profession.

E. Student Objectives:

1. First year:
   • Introduce students to the field of veterinary medical technology.
   • Provide students with basic knowledge in areas of anatomy, physiology, radiology, animal nursing, surgical technology, pharmacology, clinical pathology, nutrition, and husbandry in preparation for the applied clinical courses.
   • Provide a basic understanding and the functions of a Veterinary Technician as a team member of the veterinary medical team.
   • Develop student's cognitive thinking skills.
   • Prepare students for summer clinical practicum.

2. Second year:
   • Provide students with basic knowledge in laboratory animal husbandry, as well as more advanced veterinary medical skills in surgery, and pharmacology.
   • Students will attend clinical rotations at the University of Illinois Veterinary
Teaching Hospital. These rotations will give students exposure to many areas of veterinary medicine including Equine, Food animal, Imaging, Necropsy, Primary Care, Oncology, Dentistry, Orthopedics, Specialty practice, Emergency and Critical Care, and Surgery.

- Prepare the students to think and act independently.
- Prepare students for entry into the ever-changing work environment.
- Meet qualifications for taking the national board exam and qualifying for a license as a Certified Veterinary Medical Technician in the State of Illinois.

**F. Program Sequence:**

Suggested Full-time Sequence:

<table>
<thead>
<tr>
<th>FALL (1st Semester)</th>
<th>SUMMER (3rd semester)</th>
</tr>
</thead>
<tbody>
<tr>
<td>VTT 110</td>
<td>VTT 118</td>
</tr>
<tr>
<td>VTT 113</td>
<td>FALL (4th Semester)</td>
</tr>
<tr>
<td>VTT 114</td>
<td>VTT 210</td>
</tr>
<tr>
<td>VTT 116</td>
<td>VTT 212</td>
</tr>
<tr>
<td>VTT 119</td>
<td>VTT 214</td>
</tr>
<tr>
<td>BIO 111</td>
<td>BIO 123</td>
</tr>
<tr>
<td>SPRING (2nd Semester)</td>
<td>ENG 102</td>
</tr>
<tr>
<td>VTT 111</td>
<td>SPRING (5th Semester)</td>
</tr>
<tr>
<td>VTT 112</td>
<td>VTT 211</td>
</tr>
<tr>
<td>VTT 115</td>
<td>VTT 213</td>
</tr>
<tr>
<td>VTT 117</td>
<td>VTT 215</td>
</tr>
<tr>
<td>VTT 150</td>
<td>VTT 216</td>
</tr>
<tr>
<td>ENG 101</td>
<td>ENG 102</td>
</tr>
<tr>
<td></td>
<td>Soc/Beh Sci or Hum/FA elective</td>
</tr>
</tbody>
</table>

**II. Admission Policies**

**A. Selective Admissions Process**

1. This is a selective admissions program students must be admitted into the program before taking VTT courses.
2. To be admitted to the program, students must place out of MAT 060 within the past two years and must place out of ENG 101 and college level reading.
3. A selective admission score of 2.40 or above must be attained to be considered for admission.
4. TOEFL iBT scores in reading, listening, speaking, and writing are as follows: 15-20-22-22.
5. IELTS requirements in reading, listening, speaking, and writing are as follows: 6-6.5-6.5-6.
6. A scoring rubric will be used for placement in the program, awarding additional scoring points for students who have successfully completed BIO 111 and/or BIO 123.
7. Additional points will be awarded to students with veterinary care work experience and will result in a higher score.
8. All students are required to take the rabies pre-exposure vaccination. The approximate cost of the vaccine series is $1000.

B. Veterinary Technology Program Essential Qualifications

Students matriculating in and graduating from the Parkland College Veterinary Technology Program must be able to meet the Essential Qualifications of the academic program and must not pose a threat to the well-being of patients, other students, staff, or themselves. As an incoming veterinary technology student you will need, at a minimum, the following types of skills and abilities and will need to maintain and demonstrate these abilities throughout the program. Students are encouraged to discuss their specific academic needs with the course instructor/program director prior to beginning a course of study. Consultation between Accessibility Services, the student and the program director are encouraged in order to address concerns.

Essential Qualifications

Behaviors

1. Cognitive
   • Effectively engage and contribute in decision-making within a team
   • Ability to problem-solve in any situation
   • Function within significant time constraints and meet deadlines

2. Affective
   • Maintains professional behavior and attitude at all times.
   • Demonstrates a high level of integrity and honesty.
   • Communicates empathy to clients and for patients.
   • Understands and commits to the importance of being a patient advocate.

3. Psychomotor
   • Stoop, bend, reach, pull and push with full range of motion of body joints.
   • Tolerate walking and standing for at least ten minutes at a time, multiple times per hour.
   • Lift and/or carry heavy objects and patients on a daily basis.
   • Use hands and arms to handle, install, position, and move materials, equipment, and supplies.
   • Handle, position, and restrain live animals of all types of species.
   • No life-threatening allergies to animals.
   • Use fine motor skills, such as finger dexterity and eye-hand coordination for manipulation of equipment, computer work station, patient assistance, surgical assisting, surgical gowning and gloving and written communication.
   • Assist with and perform a wide variety of routine medical, surgical, and diagnostic procedures common to the veterinary setting.

4. Communication
   • Communicate effectively in a rational, coherent manner with clients, families, peers, colleagues and faculty, orally, and in writing, in English.
   • Comprehend and carry out complex written and oral instructions given in English accurately, and in a timely manner
   • Maintain accurate patient records
5. **Sensory/Observation**
   - Examine and critically analyze color or black and white images or other forms of output created by diagnostic equipment such as a standard binocular microscope, and patient monitors.
   - Observe and assess a patient with functional visual, auditory, and tactile acuity to sufficiently assist and perform diagnostic procedures and patient monitoring.

6. **Behavioral/Emotional**
   - Exhibits professional behavior and trustworthiness at all times
   - Establish effective and harmonious relationships in diverse settings
   - Recognizes the VCPR – Veterinary-Client-Patient Relationship.
   - Remain focused under difficult and emotional situations.
   - Experience and communicate empathy for others

7. **Professional Conduct**
   - Organize and efficiently use time to prepare for class and clinical.
   - Access transportation to attend classes and clinical assignments in a timely manner
   - Maintains client-patient confidentiality.

8. **Criminal Background Checks**
   - No disqualifying conditions according to requirements for licensure as a CVT in the state of Illinois, on admission or throughout the program.

C. **Required Skills: Spoken and Written English**

Spoken and written English language skills are critical to student success in the program. Accurate communication between the student and veterinarians, certified veterinary technicians, site supervisors, clinical supervisors, and faculty is essential to patient safety. It is always with the safety of the patient in mind that the Spoken and Written English Policy/Procedure was developed. See also Health Professions’ Policy in this Handbook.

D. **Accommodations**

Accessibility Services facilitates equal access for students with disabilities by coordinating accommodations and support services and cultivating a campus culture that is sensitive and responsive to the needs of students. Students seeking reasonable accommodations under the Americans with Disabilities Act, or Section 504 of the Rehabilitation Act of 1973, are required to register with Accessibility Services.

Registration with Accessibility Services must be initiated by the student in a timely manner, whenever possible, to ensure that accommodations coincide with the start of the semester. It is the responsibility of the student to present the accommodation code card to the instructor and discuss accommodation arrangements. Services received in high school or at other colleges/universities, or identified through a recent diagnosis do not automatically transfer to Parkland College. You must provide documentation of disability. This can include: a letter from a physician, an IEP, 504 plan, psychological evaluation or similar documents.

Note: Accommodation letters from other colleges or universities are not acceptable forms of documentation. See also Accommodation Guidelines Policy under Health Professions Policies.
III. Academic Policies:
A. Longitudinal Record

Parkland College Advisement Plan for the Veterinary Technology Program

The following courses must be taken to meet Veterinary Technology program degree requirements. A score of “C” or above and a Program GPA of at least 2.0 is required for progression, and graduation from the program. Program GPA includes ALL program courses.

<table>
<thead>
<tr>
<th>Other Requirements</th>
<th>Account Charged</th>
<th>Completed/Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>VTT Kit</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Pre-Exposure Rabies Vaccine</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Handbook</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall Semester 1, 2015</th>
<th>SEM GPA/15=</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Semester Taken</td>
</tr>
<tr>
<td>VTT 110 (3 cr)</td>
<td>3 x   =</td>
</tr>
<tr>
<td>VTT 113 (1 cr)</td>
<td>1 x   =</td>
</tr>
<tr>
<td>VTT 114 (2 cr)</td>
<td>2 x   =</td>
</tr>
<tr>
<td>VTT 116 (2 cr)</td>
<td>2 x   =</td>
</tr>
<tr>
<td>VTT 119 (3 cr)</td>
<td>3 x   =</td>
</tr>
<tr>
<td>BIO 111 (4 cr)</td>
<td>4 x   =</td>
</tr>
</tbody>
</table>

Date__________________ Advisor Initials_______ Student Signature____________________________

<table>
<thead>
<tr>
<th>Spring Semester 2, 2015</th>
<th>SEM GPA/15=</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Semester Taken</td>
</tr>
<tr>
<td>VTT 111 (3 cr)</td>
<td>3 x   =</td>
</tr>
<tr>
<td>VTT 112 (2 cr)</td>
<td>2 x   =</td>
</tr>
<tr>
<td>VTT 115 (2 cr)</td>
<td>2 x   =</td>
</tr>
<tr>
<td>VTT 117 (3 cr)</td>
<td>3 x   =</td>
</tr>
<tr>
<td>VTT 150 (1 cr)</td>
<td>1 x   =</td>
</tr>
<tr>
<td>ENG 101 (3 cr)</td>
<td>4 x   =</td>
</tr>
</tbody>
</table>

Date__________________ Advisor Initials_______ Student Signature____________________________

<table>
<thead>
<tr>
<th>Summer Semester 3, 2016</th>
<th>SEM GPA/3=</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Semester Taken</td>
</tr>
<tr>
<td>VTT 118 (3 cr)</td>
<td>3 x   =</td>
</tr>
</tbody>
</table>

Date__________________ Advisor Initials_______ Student Signature____________________________

<table>
<thead>
<tr>
<th>Fall Semester 4, 2016</th>
<th>SEM GPA/16=</th>
</tr>
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<tbody>
<tr>
<td>Course</td>
<td>Semester Taken</td>
</tr>
<tr>
<td>VTT 210 (4 cr)</td>
<td>4 x   =</td>
</tr>
<tr>
<td>VTT 212 (3 cr)</td>
<td>3 x   =</td>
</tr>
<tr>
<td>VTT 214 (2 cr)</td>
<td>2 x   =</td>
</tr>
<tr>
<td>BIO 123 (4 cr)</td>
<td>4 x   =</td>
</tr>
<tr>
<td>ENG 102 (3 cr)</td>
<td>3 x   =</td>
</tr>
</tbody>
</table>
B. Academic Honesty

Parkland College’s values include honesty, integrity, and responsibility. Students, faculty, and staff are all expected to maintain academic integrity in their work and take collective responsibility for preventing violations of intellectual ownership.

Healthcare professionals are held to the highest standard and must be trusted to be honest in any situation. Academic dishonesty is unacceptable, and the institution is committed to helping students learn these values through development and growth. Personal commitment, honest work, and honest achievement are necessary characteristics for an educated person and a health care professional. Parkland faculty and administration can no longer make assumptions about what is considered cheating (academic dishonesty) and what students understand to be cheating (academic dishonesty).

Definition of Academic Honesty from the Student Policies and Procedures Manual:

Academic Honesty can be broadly defined as performing academic work without cheating, fabrication, or plagiarism:

Cheating: Using or attempting to use unauthorized materials, information, or study aids in any academic activity.

Submitting as one’s own work term papers, homework, and examinations that are not one’s own work or for which a student received unauthorized help.

Fabrication: Falsifying or inventing any information or citation in an academic activity

Plagiarism: External information borrowed and directly quoted must be indicated by use of quotation marks, and any changes, omissions, or addition to the direct quotation must be shown in bracket, and the source documented. All cited external information that has been paraphrased and summarized must also be documented.

Collaboration: Students at Parkland College are encouraged to work together on group projects, study, and other activities. However, work submitted to fulfill an assignment not specifically identified as a group activity must be substantially the work of the author. Collaboration beyond this constitutes academic misconduct.

Examples of Cheating:

Taking pictures of exams
Taking pictures of a computer screen with test questions
Texting each other while sitting at your own computers sharing answers
One student looking up answers while another student answers questions on an
assignment/test.
Taking pictures of cadavers
Posting, texting, or communicating parts of a test or quiz.
Taking quizzes together
Unless your instructor has said, “this is a group project” or use any resource, including your
classmate, your work should be just YOUR work or it is cheating.
Consequences of Cheating:
Fail the quiz, test or assignment- and/or
Fail the course- and/or
Be dismissed from the Program- and/or
Be dismissed from the College

UNLESS YOUR INSTRUCTOR HAS SAID, “this is a group project” or use any resource,
including your classmate, your work should be just YOUR work or it is cheating.

C. Grading:

1. Students receiving less than a “C” grade in any Veterinary Technology Program
course will not be allowed to continue in the Veterinary Technology Program.
   Readmission to the program is based on the requirements set forth in the Request
   for Readmission policy.
2. The GPA for all Veterinary Technology courses must be 2.0 or higher for
   continuation in the Veterinary Technology Program and graduation.
3. The overall GPA for graduation must be 2.0 or higher.
4. An Incomplete (I) grade in Veterinary Technology or supportive courses that are in
   specific sequence is permitted for the VTT 118 Summer Practicum ONLY! All
   assignments must be completed and the grade must be updated prior to midterm of
   the Fall semester. Failure to complete VTT 118 assignments will result in withdrawal
   from the program and would delay the student’s progress for an entire year.
5. The student is responsible for preparing for exams, clinical rotations, practical
   exams, and projects.
6. Attendance at all tests, quizzes, practicals, etc. is required. Failure to contact the
   instructor prior to the test, practical, etc. to explain reason(s) for the absence will
   result in a score of “O” for that examination.
7. Students who receive an unsatisfactory (U), or an “F” grade report at Midterm are
   encouraged to schedule an appointment with the course instructor and with the
   program director.

D. Grade Appeals

Students always have the right to be heard and to appeal decisions made by the
program director and/or faculty.
1. If an issue arises in class, you must speak to the course instructor first.
2. If an issue arises in clinical, contact the clinical coordinator.
3. If the issue is unresolved, then the program director will meet with the student
   and the instructor or clinical coordinator.
4. If the student is still not satisfied and the issue is unresolved, the student may set
   up an appointment with the department chair of Health Professions.
5. If the issue remains unresolved, an HP Review Committee may offer advice or possible solutions to resolve the grievance - (optional step in process)
6. If the issue remains unresolved, the student may file a grievance according to college policy located in the Student Handbook.

Students who wish to appeal a grade should follow the Chain of Command.

1. Speak with the instructor that assigned the grade.
2. If that is unsuccessful, speak with the Program Director.
3. If that is unsuccessful, speak with Health Professions Department Chair
4. If that is unsuccessful, the student can request a Health Professions’ Review hearing.
5. If that is unsuccessful, the student should follow the Grievance Procedure outlined in the Parkland Student Policy and Procedure Manual.

E. Attendance and Punctuality

1. General Classroom Attendance:
   a. Classroom attendance is required for all students.
   b. Punctuality in attending scheduled classes is expected.
   c. Any student expects to miss a class must contact that instructor prior to class time to explain reason(s) for the absence and for that absence to be considered excused.
   d. Instructors are not required to repeat any material, demonstrations, quizzes, or evaluations for students whose absence is unexcused.
   e. Students are expected to make up any material they have missed.

2. Laboratory Attendance:
   a. Attendance for the entire laboratory session is required.
   b. Punctuality is expected.
   c. Equipment for procedures must be ready for use.
   d. Attire should be suitable as stated in the dress code.
   e. Failure to comply with a, b, c, or d may result in dismissal from and a grade of zero for the lab period.
   f. Instructors are not required to repeat any material, demonstrations, quizzes, or evaluations for students who are absent or dismissed from lab.

3. Clinical Rotation Attendance:
   a. Attendance for the entire clinical rotation session is required.
   b. Punctuality is expected and failure to comply may result in a reduction of the student's grade or dismissal from the clinical rotation for the day in question.
   c. Equipment for procedures must be ready for use.
   d. Attire should be suitable as stated in the dress code.
   e. In case of an absence, the student must call the Director of Veterinary Technology and the rotation supervisor prior to the absence.
   f. Students who come unprepared for the rotation may be asked to leave. This will constitute an unexcused absence.
F. Required Textbooks

Every course syllabus lists the required textbooks needed to complete the course. It is the expectation of the Program that students will purchase or rent every textbook listed.

G. Computer Access and Policies

Students in the Program should have computer access to complete online and computer assignments and assessments. If the student does not have access to the internet or a computer at home, it is suggested the student utilize an open lab at Parkland prior to leaving campus.

Basic computer skills required to participate in the Veterinary Technology Program include ability to use Word, to write single and group e-mails, to use the Internet, to conduct on-line research, to use Powerpoint, to access grades from WebAdvisor, and ability to participate in on-line instruction and assessment using Cobra.

Students are required to demonstrate basic computer competency in keyboarding and basic computer skills. A survey of required skills will be administered in VTT 210. Students are required to demonstrate basic computer competency skills as a requirement for graduation.

Student Email and Cobra

The College and the Program will communicate with the student via the student’s @stu.parkland.edu account. It is the responsibility of the student to check student email weekly and before each class session. Exceptions to assignment and assessment deadlines will not be adjusted if an announcement was made via student email at least 24 hours in advance.

All course material included on the course Learning Management System (Cobra) requires a student to utilize a secure log in and password to access their content. Parkland email policy, 3.41 ensures that students protect their user information and do not share with anyone. “Users are responsible for safeguarding their username and password and for using them only as authorized. Sharing email accounts and/or passwords with another person, or attempting to obtain access to another person’s account is prohibited. Each user is responsible for all email transactions made under the authorization of his or her Parkland email username.” Verification processes are used to protect student privacy.

For online courses in which tests are proctored, a photo ID that matches the user at the computer is required; or students may be required to go to a testing center in person with photo ID.

All student records are protected by FERPA and faculty do not provide access to student information within the course without a need to know. Students are notified of projected additional costs through the listing of course fees in the class schedule, and any additional costs for course-related materials will be included in the course syllabus.

Tech Service Desk

The Tech Service Desk is a one-stop shop for Parkland students seeking assistance with Parkland technologies, including my.parkland, email, Cobra Learning, Wi-Fi, ParklandOne, Microsoft Office 365, and more.

The Tech Service Desk may be contacted in several ways: Call 217-353-3333

Email TechHelp@parkland.edu Stop by Room A184
Service hours:
7:30 a.m. to 6 p.m. Monday through Thursday
7:30 a.m. to 5 p.m. Friday
Visit the Parkland Library Tech assistance available:
10 a.m. to 2 p.m. Monday through Thursday
10 a.m. to 12 p.m. Friday
Access the Tech Service Desk Website on www.parkland.edu For helpful articles, check out the Parkland College Knowledge Base (https://kb.parkland.edu/)

H. Mobile Device Policy
Having cell phones during class is a privilege. Cell phones should be on silent mode and available for emergency notification only. Cell phones should not be removed from pockets, purses or back packs at any time during class. Cell phones should not be present in the student’s lap or on the desk. The above rule is also applicable during open lab and lab sections even when the instructor is present. Separate guidelines for cell phone use can be found in each VTT course syllabus.

I. Evaluations
Ongoing evaluation of student performance is used to determine progress and deficiency and will be called to the student’s attention. Each semester, the instructor will review and summarize the students’ academic performance. Midterm and final grades are posted to the Parkland Web Advisor. Students are able to view their assignment and course grades at any time through the grade book in Cobra.

Each semester, the program director will evaluate all students’ transcripts to determine if the student has met the pre-requisites for progression into the next semester, and the requirements for graduation.

At the conclusion of each course, students will be requested to complete an evaluation of the course content, process, and individual faculty performance. Anonymity of each student’s responses is assured. None of the Veterinary Technology faculty have access to the course evaluations until the evaluations are summarized by an outside administrative assistant.

J. Required Equipment
Students will be issued required equipment kit upon admission to the program. Cost of the required equipment is included in the applicable course fees. If a student damages or loses any piece of the equipment it will be the responsibility of the student to find a suitable replacement. Failure to come prepared to lab or clinical with the required equipment may result in dismissal from the lab or clinical for that day resulting in an unexcused absence.

K. Student Records and Confidentiality
Faculty are required to maintain student’s privacy in accordance with the Family Education Rights to Privacy Act (FERPA). The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, helps protect the privacy of student records. The Act provides for the right to inspect and review education records, the right to seek to amend those records and to limit disclosure of information from the records. The Act applies to all institutions that are the recipients of federal funding.
Records, files, documents and other materials which contain information directly related to a student and maintained by Parkland College or by someone acting for the College. Only the student or entities that the student has given written consent can receive information about the student's grades or progress. Please refer to FERPA information on the Parkland website: [http://www.parkland.edu/about/ferpa.aspx](http://www.parkland.edu/about/ferpa.aspx)

L. Registration Procedures

Once a student confirms acceptance of admission to the program he/she will be registered for all VTT courses by the Program Director each semester. Please refer to the course withdrawal and readmission policies for situations in which a student will not be allowed to progress in the program.

IV. Health and Safety Policies

A. Rabies Immunization

Students are required to receive prophylactic rabies vaccinations. These vaccinations will be provided by Parkland College through McKinley Health Center on the University of Illinois campus, and must be paid for by the student. If a student chooses to go elsewhere to obtain their vaccinations, the series must be completed prior to the beginning of Fall Semester and proof of completion must be on file in order to receive a refund.

B. Health Risks

1. Risk: All students working in a veterinary facility may encounter animals that can cause traumatic injury and/or expose them to infectious agents that cause disease. There may also be exposure to x-rays, anesthetic gases, and chemical substances which can cause bodily harm. By enrolling in the Parkland College VTT courses, students voluntarily accept that these risks exist and assume the responsibility to act safely and responsibly at all times.

2. Pregnancy: Pregnancy shall be considered a condition for which there are definite health concerns, and for which the student needs additional information about those concerns. In the event of pregnancy, the student must provide written assurance to the course instructor/s and the course preceptors that he has received this information from her physician, understands the risks involved, agrees to take all reasonable precautions, and still desires to continue with her educational program.

3. Rabies: The risk for rabies exposure is dependent upon the geographical location of the Instruction Site, the type of animals to which the student is exposed, and the degree of contact with potentially exposed animals. Students are expected to be advised by their physician and appropriate public health authorities regarding prophylactic rabies immunization.

C. Pregnancy:

Students who are, or become, pregnant should notify the program director. The choice to declare your pregnancy is voluntary. Veterinary medicine has with it many inherent dangers for the developing fetus. Hazards such as inhalation of anesthetic gases, exposure to radiation, toxic chemicals, exposure to chemotherapeutic agents, trauma by a horse or cow or an animal bite or scratch are just a few of the hazards which are inherently more dangerous to the pregnant individual and her fetus. The pregnant
student is advised to seek advice and counsel from her attending physician concerning continuing the Veterinary Technology Program at Parkland College.

Upon notification of pregnancy by the student, the following guidelines will be followed:

- Upon declaration of pregnancy by the student, general program policies will be reviewed in detail in order to provide the student with a complete understanding of her status in the program, whether she is able to complete the program during her pregnancy or after pregnancy leave.
- The pregnant student must follow the established program policies and meet the same clinical and educational criteria as all other students before graduation and recommendation for the veterinary registration examinations.
- If the student chooses to leave the program during her pregnancy, she will be eligible for reinstatement into the program upon completion of her pregnancy leave. The student must re-enroll in the courses from which she dropped due to her pregnancy leave. If the student does not re-enter the program at the earliest possible date after termination of the pregnancy leave, she will have to apply for the program under the standard of application procedure, should she wish to enter the program at a later date.

D. Communicable Disease Policy

Chronic Communicable Diseases
Students who contract a communicable disease or manifest an active lesion must inform the lead course instructor and program director. Appropriate precautions and/or postponement of patient treatment will be decided upon by the lead instructor and program directors. (Flu, mono, salmonella, chicken pox, mumps).

Parkland College places a high priority on the need to prevent the spread of chronic communicable diseases on campus. The College is committed to educating its staff, students and the community about communicable diseases. (See Parkland College Student Handbook)

Communicable Disease Policy
Parkland Policy 3.05 2017

The Illinois Department of Public Health (IDPH) has specified disease which are contagious, infectious, communicable, and dangerous to the public health in Section 690.100 of the Rules and Regulations for the Control of Communicable Diseases. The purpose of this policy is to insure College compliance with those and other existing state and federal rules, regulations, and laws.

Parkland College places a high priority on protecting the health and safety of its campus community and aims to reduce communicable disease exposure risk without unlawfully discriminating in enrollment or employment practices. To that end, Parkland College will adhere to the following guidelines:

1. Parkland College will be in full compliance with the Americans with Disabilities Act (ADA) as it relates to those students and employees who have communicable diseases. Any college decisions made resulting from a student or employee’s health-related circumstances will be made with input from the office of Disability services and will depend on each unique instance, applicable confidentiality considerations, and relevant medical facts.
2. Parkland College will follow guidelines as directed by the Illinois Department of Public Health.

3. Parkland College will consider the welfare of the campus community while respecting the privacy and needs of the individuals involved.

4. Parkland College will make available to all members of the college community educational opportunities about disease transmission and prevention and will encourage preventive measures including, but not limited to, immunizations against meningitis and flu as recommended by the Centers for Disease Control and the American College Health Association.

5. Parkland College will provide appropriate and non-discriminatory services for persons living with infectious disease(s).

6. Parkland College will comply with NCAA regulations to reduce infection risk for those students involved in varsity and intramural contact sports.

7. Parkland College will follow occupational safety and health standards mandated under federal and state law with regard to the transmission of blood-borne pathogens in an effort to prevent transmission of disease in classrooms, laboratories, and work spaces as outlined in the Exposure Control Plan. This compliance will be coordinated by the Wellness Coordinator.

8. Parkland College will, when necessary, isolate infected persons and/or quarantine their contacts in accordance with the Illinois Department of Public Health guidelines and within the parameters of the College Emergency Plan as managed by the Crisis Management Team.

9. The Vice President for Student Services will administer this policy subject to applicable personnel policies and collective bargaining agreements. Any actions undertaken pursuant to this policy will be in accordance with applicable federal and state laws. Parkland College policies and the best interest of all parties involved. The Vice President for Student Services will also act as a spokesperson for the campus regarding all communicable disease policy-related decisions and/or changes.

Any possibility of harboring contagious diseases must be reported to the clinical instructor prior to attending clinical. Students who pose health risks to personnel or patients or to themselves will not attend clinical. Examples: chickenpox, pink eye, fever, uncontrolled cough, open lesions on the skin.

If a student has a sore throat with fever, he/she must contact the instructor prior to coming to the clinical facility. In cases of strep throat, the student must be on an antibiotic for a minimum of 24 hours before returning to the clinical facility.

Clinical instructors have the right to initiate contact with a student who exhibits the signs or symptoms of a communicable disease who has not come forward. This will only occur if the individual has the potential to pose an imminent risk to others or are unable to perform required tasks. All HIPAA and FERPA laws will be abided by, and the individual is assured of confidentiality regarding the matter.
E. Skin Integrity

Students should consider their arms and hands their most valuable tools. Therefore, skin care is very important. Students with injuries (cuts, sores, scratches, scrapes, active dermatitis or open lesions) will not be allowed to scrub their skin and therefore not be able to function in the surgical assistant role.

F. Bloodborne Pathogen Exposure

If a student is exposed to human blood or body fluids in the laboratory or while on clinical rotation, the event should be immediately reported to the course faculty, rotation supervisor and to the program director.

G. Radiation

Parkland College is committed to maintaining radiation exposures to faculty, staff, students, and the public, resulting from the use of radiation sources in teaching, As Low As Reasonably Achievable (ALARA).

Sources of radiation include materials or equipment, which are capable of emitting either ionizing or non-ionizing radiation. Ionizing radiation sources include radioactive materials, nuclear reactors, particle accelerators, X-ray machines and electron microscopes. Non-ionizing radiation sources include lasers, high-intensity sources of ultraviolet light, microwave transmitters and other devices that produce high intensity radio-frequency radiation. Students will be under the direct supervision of the program faculty and staff whenever using our Veterinary X-ray machine. Students may come in contact with other sources of radiation while attending clinical rotations at the University of Illinois Veterinary Teaching Hospital.

Student Responsibilities

The individual user is the one ultimately responsible for the safe use of the radiation producing machines to which he or she has access. Accordingly, he/she shall:

1. Keep his/her exposure as low as practical.
2. Wear required personal protective equipment and dosimeter badges as instructed.
3. Be familiar with and comply with all safety measures as instructed by the faculty.
4. Be familiar with the nature of the hazard and the extent of his/her potential risk and use the proper means of coping with them safely.
5. Notify and seek the assistance of the faculty and/or lab assistant as soon as possible in emergencies.
6. Take no action that would interfere with the responsibilities of his/her laboratory assistant or faculty.

H. Student Health Status

A student that has had any change in his or her physical and/or psychological condition (including pregnancy and the post-partum period) that require medical attention and or could have an effect of his or her physical or emotional endurance, must have written release signed by a physician to continue in the program.
Students with existing health problems (e.g., diabetes, latex allergies, or seizure disorders) or pregnancy must notify the rotation supervisor prior to the first day of rotations. If a student develops a health issue that may result in incapacitation in the program or types of conditions that may jeopardize patient safety (e.g., diabetes, or seizure disorders), the student must notify the program director as soon as the health issue becomes known to the student. In order to protect the patient and the student, the student may be removed from clinical rotations. Students will still be required to perform all the functional abilities outlined in the Veterinary Technology Essential Qualification in order to attend clinical rotations.

I. Inclement Weather

a. If it is announced on the radio* and/or television that “Parkland College is closed”, this means there will be no course or clinic sessions on that day.

b. Winter Weather Procedures: With the winter season approaching, the following information is being provided to familiarize you with the procedures used for inclement weather.

The basic philosophy of the College is to keep the campus open if at all possible during inclement weather. Closing the College is always a difficult decision to make in view of the large geographical area which is served by the College. We also know that timing is important during the day AND evening, as students and/or faculty and staff may already be in route to the campus at the time the decision is made. The decision to close does include classes offered by Parkland at area learning centers throughout the District.

The conditions, both on campus and in surrounding areas, are monitored very closely during inclement winter weather. If it becomes necessary to close campus during the day and/or evening when classes are in session, an announcement will be made over the public address system. If weather conditions deteriorate overnight, then a decision is made by 5:00 a.m., Monday through Saturday. The news media (radio and television stations) is always contacted if the campus is closed due to weather conditions. The media will only accept closings; consequently, if you do not hear Parkland mentioned, the College is open. The switchboard on campus and the college’s radio station (WPCD 88.7 FM) are kept apprised of announcements.

The following radio and television stations are contacted when the college closes:

<table>
<thead>
<tr>
<th>Station</th>
<th>Frequency on Dial</th>
<th>Location</th>
</tr>
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<tbody>
<tr>
<td>WDW</td>
<td>1400 AM</td>
<td>Champaign</td>
</tr>
<tr>
<td>WLRW/WIXY</td>
<td>94.5 FM/100.3 FM</td>
<td>Champaign</td>
</tr>
<tr>
<td>WBNQ/WJBC</td>
<td>101.5 FM/1230 AM</td>
<td>Bloomington</td>
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<tr>
<td>WCZQ</td>
<td>105.5 FM</td>
<td>Monticello</td>
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<tr>
<td>WZNF/WUFI</td>
<td>95.3 FM/1460 AM</td>
<td>Urbana</td>
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<tr>
<td>WKIO</td>
<td>92.5 FM</td>
<td>Champaign</td>
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<tr>
<td>WPGU</td>
<td>107.1 FM</td>
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<td>WGFA</td>
<td>94.1 FM</td>
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<td>WRXZ</td>
<td>104.1 FM</td>
<td>Bloomington-Normal</td>
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<tr>
<td>WGCY</td>
<td>106.3 FM</td>
<td>Gibson City</td>
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<td>WPXN</td>
<td>104.9 FM</td>
<td>Paxton</td>
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<tr>
<td>WSOY</td>
<td>103 FM/1340 AM</td>
<td>Decatur</td>
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<tr>
<td>WILL</td>
<td>90.9 FM/580 AM</td>
<td>Urbana</td>
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<tr>
<td>WCIA</td>
<td>Channel 3</td>
<td>Champaign</td>
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<tr>
<td>WICD</td>
<td>Channel 8</td>
<td>Champaign</td>
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J. Public Safety Escorts

A complete overview of safety on the Parkland College campus will be presented every fall at Health Professions Orientation. The presentation will include the emergency alert system, health and safety while on campus, resources that Public Safety offers to faculty and students.

Veterinary technology animal care assignments occur in the evenings and on weekends. Students are encouraged to call for a Public Safety escort to their vehicle. Campus police provide a 24/7 on-campus Safety Escort service to help ensure the safety of students and staff. Call 351-2369 to request an officer escort.

K. Classroom or Lab Emergencies

Students will be oriented on the College 911 system. Students are instructed to activate Classroom 911 Icon on computer screen anytime the student senses and emergent situation.

L. College Emergencies

Students are encouraged to add Public Safety phone number into their personal cell phones. Students should leave the building immediately upon notice of evacuation. Students should not return to campus until notified as all clear.

M. Fire Safety and Emergency Protocol for Veterinary Technology

Fire & Emergency Prevention
All flammable materials (alcohol, cleaning supplies, etc.) must always be stored properly; only the minimum quantities necessary for operations will be kept on hand at any time. Containers of flammable materials should always be sealed (e.g., cap in place) when not in use.

Combustible materials such as paper, blankets, and boxes shall be stored in the proper locations and never placed closer than three feet to a heating source (water heater, cage dryer, etc.)

The college is equipped with smoke alarms, fire extinguishers, emergency evacuation lights, and a sprinkler system. You will receive training on the proper operation of these devices and you should become familiar with the location of the devices in your work area.

Daily empty of trash from the building, periodic cleaning of equipment and furnishings to prevent the accumulation of debris and control of newspaper and cage materials are essential elements of this plan. Laurie Lobdell (Program Director) or Amber Chlada CVT will conduct periodic inspections to ensure these provisions are accomplished.

As a healthcare facility, there is also a no smoking policy.
Fire & Emergency Response

In order to clearly define each faculty member’s role during an emergency and to prescribe specific functions to be performed by each faculty member, this plan will be followed in the event of fire or other emergency.

As used in this plan, the following terms are defined:

a) The program director is the senior faculty member present.

b) EMS is the initials for Emergency Management System. This system will automatically dispatch appropriate fire, medical, or police services to the emergency by calling 9-1-1 (Public Safety.) When reporting the emergency, use a steady, clear voice and say, “We have a (an) fire/emergency at: The room number of the room you are in. (Example L160)” Stay on the line and follow the instructions of the dispatcher.

c) The designated assembly area is Follow each evacuation plan that is posted near the exit of the classroom or lab.

Fire Procedures

In the event of a fire, the first person to become aware of the emergency must alert all others to the problem by calling out in a loud, clear voice “FIRE!, FIRE!” and report to the program director for instructions.

Upon hearing the alarm, the program director will report immediately to the site of the fire and determine whether evacuation is necessary.

If the fire is small, the program director may instruct a person to use the fire extinguishers to suppress the fire if it can be done safely. If the fire is other than a contained fire, the program director will immediately begin evacuation of the premises. The program director will supervise the evacuation. After the evacuation is complete, the program director will report to the assembly area and verify that all personnel and students are accounted for. Any missing persons will immediately be reported to the EMS commander on the scene.

Upon receiving the evacuation order, the instructor will instruct all students present to immediately exit the building through the closest door. If there is no immediate danger, the instructor will immediately activate the EMS from the nearest phone. If there is immediate danger, or if the telephone is not operational, the instructor will expeditiously report to Laurie Lobdell to activate the EMS. When notification is complete, the instructor will remain in the assembly area for accountability.

All other faculty members and students will evacuate the college via a designated emergency exit and report immediately to the assembly area. DO NOT ATTEMPT TO EVACUATE ANIMALS AT THIS TIME!

Due to the proximity of emergency services, all first aid for the injured, rescue duties and disconnection of the utilities will be performed by EMS personnel.
Human Medical Emergency or Accident

The first person to become aware of the emergency must alert the program director. The program director will report immediately to the site of the emergency.

If EMS assistance is required, the program director will designate an individual by name to activate the EMS.

Radiation

Radiography (x-ray) in veterinary hospitals, as in human hospitals, is a vital tool in the diagnosis of disorders and treatment of patients. Short duration, infrequent exposure to radiation at the levels necessary to obtain medical radiographs has been accepted as an insignificant variable in the overall health of humans. When a person may be exposed to radiation more frequently than the average person, certain safety and monitoring procedures are warranted. Long-term exposure to low doses of radiation has been linked to genetic, cutaneous, glandular, and other disorders. High dose exposure can cause skin changes, cell damage, and gastrointestinal and bone marrow disorders that can be fatal. Fortunately, much is known about the properties of x-rays, and ways to protect ourselves. With today’s protective equipment, machines and safety practices, most veterinary hospitals rarely have accidental exposure of workers.

All staff members involved during radiographic procedures must:

- be 18 years old to operate or assist in radiographic procedures.
- always use the lowest possible setting to achieve a diagnostic radiograph,
- always attempt to position the patient properly the first time – retakes are not only wasteful, you are exposing yourself to unnecessary radiation,
- always use the collimator to restrict the primary beam to within the size of the cassette - in other words, isolate the area to be radiographed.
- never place any part of your body in the primary beam (even gloved hands).
- always wear the appropriate protective equipment – lead aprons and gloves must be worn
- always wear your personal dosimetry badge during radiographic procedures, not as protection, but as measurement of any scatter radiation you may receive during your performance of these procedures.

Specific operating instructions for the radiograph machine are posted near the machine.

Tammy Cox (Radiation Safety Officer) is responsible for ensuring the provisions of this plan are achieved.

Anesthesia

Anesthesia is as common in veterinary care as antiseptic wound dressing. Although we use one of the safest forms of anesthesia, gas or inhalation anesthetics are not without potential dangers. Long-term exposure to waste anesthetic gases (WAGs) has been linked to potential congenital abnormalities in children, spontaneous abortions, and liver and kidney damage. If
you are pregnant, or become pregnant during your tenure at the college, notify Laurie Lobdell or another instructor immediately so that your risk can be discussed with your physician.

Unfortunately, anesthetic exposure can be reduced substantially by following the safety rules. A comprehensive protection program, including waste gas scavenging devices, general room ventilation, equipment maintenance, and proper staff utilization and training is in effect at this college. The leadership of this program feels very strongly about providing a safe environment for the faculty as well as the students and animals; therefore, the following procedures must be observed by all faculty members and students involved in the use of anesthesia gases and machines:

- Always check the anesthesia machine for leaks prior to use. Procedures for these daily checks can be found in your surgery textbook.
- Always ensure the waste gas scavengers are connected before using the machine. Ensure the time limit for the absorption canister has not been exceeded. Ensure the device has been turned on prior to the flow of anesthetic.
- Always use the proper size hoses and rebreathing bags for the patient.
- Always inflate the endotracheal tube cuff before connecting to the anesthesia machine.
- Always connect the animal to the machine before starting the flow of anesthetic gases and discontinue the flow before disconnecting the animal.
- Always maintain the flow of oxygen, before disconnecting the animal, until the system has been flushed through the scavenging system.
- Always fill the vaporizer in a well-ventilated area.
- Avoid overfilling the vaporizer or spilling the anesthetic.
- If you accidentally break a bottle of anesthetic, immediately evacuate all people from the area and obtain assistance from your instructor.

If you desire training or information, contact: Laurie Lobdell.

Parkland College Animal Emergency Plan

Emergency Numbers
Public Safety: 217-351-2369 or 911
Champaign Fire Department: 217-333-8911
Laurie Lobdell, CVT: 217-550-6173

Reporting Incidents to Public Safety
All incidents, including fire, threats, suspicious persons, thefts of property and any crime in progress, should be reported immediately to Public Safety.

When to Call Public Safety
- Fire (also call the Champaign Fire Department)
- Localized flooding
- Major Medical Emergency – severe bleeding, head injuries, heart attack/severe chest pains, unconscious and/or not breathing, broken/dislocated joints or bones (excluding fingers and toes)
- Crime in Progress
When to Call DVM

- Emergency question regarding the Animals or Animal Care
- Non-emergency question regarding the Animal or Animal Care
- During an emergency, AFTER you have called Public Safety
- During an emergency, If you cannot contact Dr., try Laurie Lobdell, CVT or Amber Chlada CVT
- Laurie Lobdell or Dr. Sutter will coordinate all actions involved in an emergency
- In all emergencies, human life and safety will take precedence over animal life.

What to Say

- WHAT: Give the type of problem or injury
- WHERE: Give your facility name and address
- HOW: Describe the emergency
  - Step by step, how did it happen? Is the area safe?
- WHO: Victim information
  - Give the number of ill, injured, or threatened and their ages, if possible.
  - Give the victim's medical history or doctor for major medical emergency.
- CONTACT: Give the telephone number to be used to call you back
  - Stay on the phone. Do not hang up first. Emergency instructions may be given or more information requested.
- HELP: Return to help with the victim(s) if the area is safe

Evacuation Exits for Veterinary Technology:
East kennel door or south lab (L160b) door.

Rally point after Evacuation for Veterinary Technology:
Outside the east kennel door near the perimeter drive.

Tornado Shelter for Veterinary Technology:
Stairwell under L5 exit door (which is exit door by the dog food containers)
If moving/evacuating animals in the case of tornado, flooding, fire, place 2 leashes on dogs to move and place cats in carriers.

Fire

- Everyone must evacuate if the fire alarm is sounded
- If you see a fire, call out in a loud, clear voice “FIRE! FIRE!” and call Public Safety, 911 or the Champaign Fire Department: 217-333-8911.
- Pull/Activate the nearest fire alarm box
- Notify either Dr. Sutter or Laurie Lobdell
- Use stairs (not elevators) to evacuate the building: Use east dog kennel door or north L160b door.
- Assemble outside the east kennel door.
- If time permits:
  - Close the doors
  - Secure any animals to cages to prevent escape.
- Do NOT evacuate animals until directed by Emergency Personnel, Laurie Lobdell or Dr. Sutter

Animal Bites or Needle Punctures

- If possible, immediately secure the animal to prevent further injury
- Scrub wound with sponge side of povidone iodine or chlorhexidine scrub brush for at least 15 minutes. (If a scrub brush is not present use a gauze square)
• Rinse with tap water, irrigation solution or sterile saline to remove antiseptic
• After scrubbing, inform Laurie Lobdell, CVT, Dr. Sutter or Amber Chlada, CVT
• After scrubbing, the person that has been bitten must report to Parkland Public Safety

**Utility Failures**

• In the event of power failure, locate the flashlight.
• Unplug all computers, monitors, printers, cage washers, and autoclave to prevent damage from electrical surge when the power is restored.
• Contact Physical Plant contact: 217-373-3769

**Tornado**

• If time permits, move animals to indoor/sheltered facilities such as lower levels or basement
• If time permits, locate a flashlight
• If time does not permit moving of the animals, take cover in the L5 exit door stairwell or lower levels, basement away from windows
• Remain in stairwell until storm has passed
• Expect shattered glass/debris and electrical outages
• Once storm has passed, account for personnel and identify any missing persons
• Perform first aid as necessary and as situation allows
• If necessary, Call Parkland Public Safety at 217-351-2369 or dial 911
• If necessary, Call Laurie Lobdell, CVT and/or Dr. Sutter
• Report any building structure or service problems to the Physical Plant
• Inventory the animal population and account for any escaped animals
• Perform triage of the animals

**Earthquake**

• If time permits, secure any loose animals in crates
• Get to ground away from external walls and windows
• Take cover under a desk, table, sturdy piece of furniture
• If furniture unavailable, crouch down against interior wall and protect your neck and head with your arms
• Hold onto the desk, table or furniture until shaking stops
• After shaking stops, evacuate the building by stairway
• If outside: Remain outdoors away from building or falling objects, drop to your knees and protect your head
• Do not re-enter building until it is determined safe by Public Safety or other Emergency Personnel

**N. Medical Liability Insurance**

All Veterinary Technology students are required to carry liability insurance for all clinical experiences. Liability insurance is included in course fees.

It is recommended that students carry personal medical insurance to cover accidents including on-the-job related incidents in the clinical area. Cooperating agencies provide treatment for emergency services in cases of accidents at the student's own expense.

A student who is injured in the classroom, lab or clinical must immediately report it to the instructor. Emergency medical procedures will be provided on campus as needed.
A student who is injured while at the clinical site must immediately report it to lead preceptor, surgical supervisor or clinical instructor. The student will be required to complete an Incident Report at the facility and the college.

O. Parkland Campus is Smoke Free.

In compliance with the Smoke-Free Campus Act (110 ILCS 64/), all tobacco use will be prohibited on the Parkland College campus effective July 1, 2015. For the purpose of this policy, "campus" means all property owned and leased by, or leased to the College, including buildings, grounds, roads, parking lots, and vehicles.

All clinical sites (hospitals) are also smoke free campuses. Please make adjustments prior to the first day of clinical to reduce the need for smoking. Parkland offers smoking cessation programs through the Wellness Coordinator.

P. Medical Leave of Absence

A Leave of Absence signifies that the student intends to withdraw from the program and plans to continue within one academic calendar year. With the exception of Title IX leaves, a student who requests a leave for a year from the program must be in good academic standing. If the student is failing any course required in the program, a leave will not be granted. If the student is in good academic standing, the student must meet with the Program Director to develop an Academic Action Plan for readmission. Courses may have to be repeated depending on the semester of the leave. Depending on the timing of the leave request, space may not be available in the next cohort. If the student fails to follow the Action Plan for readmission to the next cohort, the student will not be readmitted. If the student does not return to the program the following year, the Action Plan for readmission will be void and the student will need to follow the process for reapplying to the program for their second and final admission.

Q. Emergency Alert System

Parkland College uses an emergency alert system designed to send out a message in the case of an on-campus emergency. This will be triggered in the case of a natural disaster or public safety emergency. When you register for classes or begin employment you are automatically signed up for this service so please be sure that the contact information you provide is up-to-date.

V. Student Conduct, Professional Behavior, Appearance, and Standards

A. Dress Code

Each veterinary technology student represents the profession and, therefore, it is of the utmost importance that he/she presents a professional image. While a student in the Veterinary Technology Program, students will work very closely with fellow students, clients, clinic staff, and instructors. It is expected that good personal hygiene will be practiced, including the use of deodorant, conservative use of perfumes and cologne, and the wearing of clean, laundered clothing and scrubs. Students that do not comply with this and other stipulations in the dress code will be sent home resulting in an unexcused absence. Any exams missed will be scored as a zero.
1. Parkland College VT Laboratories
   a. Clean, pressed, scrub top worn over clean long pants without large holes. No Shorts allowed!
   b. Please wear pants above your waistline or have your t-shirt tucked in so as not to have any skin showing when you kneel down or bend over.
   c. Low-heeled, close toed, rubber soled street shoes.
   d. Parkland College name tag.
   e. Watch with a second hand or one with a continuously visible digital "seconds" reading.
   f. Stethoscope, lead, thermometer, and bandage scissors in designated laboratories.
   g. Clean, solid dark-blue pressed coveralls are required for large animal courses. In addition, black calf-high rubber boots with no buckles which can be worn over shoes (no galoshes), a hoof pick, and a name tag are required.
   h. Hair, whether short or long, should be worn in a conservative manner. Long hair must be tied back during labs or clinics.
   i. Accepted jewelry: 1. tight fitting watch 2. Small, post-type earring with secure studs (No hoops or dangling earrings) 3. Solid expanders only! (No large holes in ear lobes), 4. Rings should be kept to a minimum
   j. Visible body piercing is not allowed (eyebrow, lip, nose, tongue, etc.)
   k. No hats/scarves/do-rags can be worn in labs.

2. Off-site Clinical Rotations
   a. All students are required to wear approved, clean & pressed (not wrinkled), scrubs and appropriate closed-toed shoes (sandals and canvas shoes are not allowed) on all small animal rotations. Matching scrub jacket must be worn when required on some small animal rotations.
   b. All students are required to wear clean blue coveralls and appropriate shoes/boots (sandals and canvas shoes are not allowed) on all large animal rotations. Shoes must be closed-toed.
   c. Name tags must always be worn.
   d. Visible body piercings are not allowed (eyebrow, lip, nose, tongue, etc.) Solid expanders must be worn in large ear lobe piercings. No hooped or dangling earrings or jewelry. Post-type earrings and tight-fitting watches are allowed. Rings and bracelets must be kept to a minimum. No loose or dangling rings or bracelets. This is a safety concern and will be enforced!
   e. Long hair must be pulled back in a secure ponytail.
   f. Visible body markings/tattoos should be covered when possible. The main concern is that students do not display body marking/tattoos that could be offensive to others.
Students arriving to their assigned clinical rotation not in compliance with the dress code will be excused, resulting in an unexcused absence.

B. Cell Phone Policy

Having cell phones during lecture or lab is a privilege. Cell phones should be on silent mode and available for emergency notification only. Cell phones should not be removed from pockets, purses or back packs at any time during class. Cell phones should not be present in the student's lap or on the desk. Separate guidelines for cell phone use are found in VTT course syllabi.

C. NAVTA Veterinary Technician Code of Ethics

Introduction

Every veterinary technician has the obligation to uphold the trust invested in the profession by adhering to the profession's Code of Ethics. A code of ethics is an essential characteristic of a profession and serves three main functions:

1. A code communicates to the public and to the members of the profession the ideals of the profession.
2. A code is a general guide for professional ethical conduct.
3. A code of ethics provides standards of acceptable conduct that allow the profession to implement disciplinary procedures against those who fall below the standards.

No code can provide the answer to every ethical question faced by members of the profession. They shall continue to bear responsibility for reasoned and conscientious interpretation and application of the basic ethical principles embodied in the Code to individual cases.

Ethical standards are never less than those required by law; frequently they are more stringent.

Preamble

The Code of Ethics is based on the supposition that the honor and dignity of the profession of veterinary technology lies in a just and reasonable code of ethics. Veterinary technicians promote and maintain good health in animals; care for diseased and injured animals; and assist in the control of diseases transmissible from animals to human. The purpose of this Code of Ethics is to provide guidance to the veterinary technician for carrying out professional responsibilities so as to meet the ethical obligations of the profession.

Code of Ethics

1. Veterinary technicians shall aid society and animals by providing excellent care and services for animals.
2. Veterinary technicians shall prevent and relieve the suffering of animals with competence and compassion.
3. Veterinary technicians shall remain competent through commitment to life-long learning.
4. Veterinary technicians shall promote public health by assisting with the control of zoonotic disease and educating the public about these diseases.
5. Veterinary technicians shall collaborate with other members of the veterinary medical profession in efforts to ensure quality health care services for all animals.
6. Veterinary technicians shall protect confidential information provided by clients, unless required by law or to protect public health.
7. Veterinary technicians shall assume accountability for individual professional actions and judgments.
8. Veterinary technicians shall safeguard the public and the profession against individuals deficient in professional competence or ethics.
9. Veterinary technicians shall assist with efforts to ensure conditions of employment consistent with the excellent care for animals.
10. Veterinary technicians shall uphold the laws/regulations that apply to the technician's responsibilities as a member of the animal health care team.
11. Veterinary technicians shall represent their credentials or identify themselves with specialty organizations only if the designation has been awarded or earned.
Ideals
In addition to adhering to the standards listed in the Code of Ethics, veterinary technicians must also strive to attain a number of ideals. Some of these are:

- Veterinary technicians shall strive to participate in defining, upholding, and improving standards of professional practice, legislation, and education.
- Veterinary technicians shall strive to contribute to the profession's body of knowledge.
- Veterinary technicians shall strive to understand, support, and promote the human-animal bond.

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D. Code of Ethics Violations:

The Veterinary Technology student should conduct his/herself in a manner which reflects favorably on the profession during his/her relations with fellow students, instructors, and the public.

Each course in the curriculum is intended to help the student become more proficient in the acquisition of the knowledge, judgment, and skill demanded of him/her as a member of the veterinary health profession. Each course should not be regarded as an obstacle to be surmounted with a passing grade but rather as a challenge to the student to obtain as much knowledge and experience as his/her capabilities will permit. Dishonesty, indifference, or unethical practice in the pursuit of education indicates that the student is failing to meet the obligations and standards of the veterinary technology profession.

As a future member of the veterinary technology profession, Veterinary Technology students should consider it their responsibility to insist upon, and maintain, the highest ethical standards for his/her profession. Any such incident should be reported to a veterinary technology faculty member or staff. It is also expected that each student will observe the rights of others and maintain high ethical standards in his/her personal and professional conduct.

Circumstances Which May Lead to Immediate Dismissal of a Student Include the Following:

2. Being under the influence of alcoholic beverages, drugs which impair judgment, or illegal drugs.
3. Performance that is negligent which may cause physical jeopardy to a patient, client, clinical staff, fellow students, or instructors.
4. Fraudulent or untruthful reporting on a medical record.
5. Dishonesty, i.e. Stealing from the college or clinical agency, plagiarism, cheating on examinations, unauthorized possession of an examination.
6. Unprofessional conduct: examples including but not limited to violations of confidentiality, failure to show respect for a client, clinical staff, fellow students and/or instructors.
7. Unsafe performance in the clinical setting may lead to immediate removal from a clinical assignment with a grade of "W" or "F".

E. Health Professions Code of Conduct Policy

Conduct standards for Health Professions are higher than those of the ordinary student or citizen because of the inherent responsibilities assumed by the health professional's role.
and the trust the public places on the Health Professions to do no harm. Therefore, issues such as professional and Interprofessional ethics, honesty, integrity, safety, and confidentiality are considered essential for practice in health professions and students will be held to the professional standards. i.e. (Code of Ethics, Standards of Practice, Social Networking Policy, and Interprofessional Teamwork Policy)

Please see Cobra for complete policy

**F. Confidentiality**

Students are required to maintain confidentiality in regards to any and all patient and client records either while on campus or while at a clinical site. Students may be subject to immediate dismissal from the Veterinary Technology program if found in direct violation of client/patient confidentiality.

**G. Mandated Reporting**

State designates all Employees of Higher Education as Mandated Reporters

On June 27, 2012, Governor Quinn signed into law HB3887 designating all employees of higher education as mandated reporters. Everyone who suspects child abuse or neglect should call the Illinois Department of Children and Family Services Child Abuse Hotline to make a report, but Mandated Reporters are required by law to do so.

To report suspected child abuse, call DCFS at 1-800-25ABUSE.

**VI. Animal Care**

Providing compassionate animal care is the hallmark of the veterinary technician. All boarded and hospitalized patients need an advocate and that is the veterinary technician. As students in the Veterinary Technology Program at Parkland College, you are the advocate for our animals. You will provide the care and concern for these animals and in return, they will provide you with hands-on experience to enable you to become a skilled veterinary technician. You must take this responsibility seriously because these animals will depend on your care, concern and compassion.

Each day (Monday morning to Sunday night), two (2) students will be responsible for the medical care treatments, feeding, watering, and cleaning of all animals in Rooms L-160b, L-160c, L-160d and L-154 (fall semester only). Both members of the team are required to be present at both days’ sessions at the same time. This means you must arrive and depart at the same time. You may not split the day, where one student does the AM and another does the PM. You must coordinate and communicate arrival times with your team member. You will receive a 0 for the day both students are not present at the same time.

**A. Hours**

All work must be completed (i.e. students are gone) by 8:00 am each weekday morning (9:30 am weekends) and 6:30 p.m. each evening. Start feeding and cleaning no earlier than 5:00 p.m. to prevent extended time between pm and the next am shift. You are allowed to start getting prepared for animal care and you can start your physicals exams as early as 4:30 pm.

Animal Care work is not an excuse to be late to an 8:00 am class. In the fall semester, VTT 212 labs begin at 8:00 am-finishing animal care after 8:00 am disrupts this class and may delay anesthesia or surgery.
B. Campus Hours and Access

Students **MUST** use the designated swipe card access doors upon arrival and departure anytime the College is closed. Parkland College hours are Mon-Sat 7:00 am – 9:00 pm. Parkland College is closed on Sundays and all holidays. Therefore, if you arrive before 7:00 am, you must use the designated access doors. When departing, Monday-Friday mornings or evenings – you do not need to use the specific doors. On Sunday (or holidays when Parkland College is closed), you will need to use the designated access doors swiping with your Parkland id.

On Saturday and Sunday mornings and evenings, students must call Dr. Sutter’s cell phone from the Public Safety’s phone when **finished** to let her know of any problems with the animals or that everything went OK. The Police will gladly escort you to your car if desired. **(Do not call on weekday morning or evenings)**

**Issues or Emergencies**

Students may call from their personal cell phones any time if there is a problem detected during the shift. If a question is not urgent, it is okay to text Dr. Sutter. Please **call** her cell phone for any urgent questions or emergencies.

C. Grading

Students will be graded daily for animal care. (See Animal Care Assignment Check off List for a breakdown of the scoring.) Many scores are all or nothing. These scores will be averaged together into one grade that is part of your Clinic Care I (VTT 210) grade for sophomores and part of your nursing grade (VTT 111) for freshmen. You must pass Animal Care to pass the course it is assigned to that particular semester. **If you fail Animal Care, you will fail the course.**

Your Animal Care grade cannot be used to pass a course. In other words, if you are failing a course before calculating in your Animal Care grade, you will fail the course.

**If a group does not receive a 100% on their daily animal care evaluation, they will be required to correct all missed items immediately upon notification.** Correcting missed items will not improve that day’s grade.

Remember, you are graded as a team. If the person performing the cat chores forgets to do a treatment, both team members will have points deducted. Excuses are not permitted for errors. So, communicate and help each other. Work together. Practice teamwork. This is vital for the care of the animals but it is also excellent training for a job in the workforce post-graduation.

Any student who does not show up for their animal care assignment, in addition to receiving a zero for that assignment, will have their final grade in vtt 111 or vtt 210 reduced by 5% for each absence. (e.g., a 95% final grade is reduced to a 90%)

D. Inclement Weather:

During inclement weather (i.e. snow), students assigned for animal care must perform animal care during their assigned shift or find a substitute even if classes are cancelled. Watch the weather forecast. Plan ahead. Stay with a classmate or find a substitute. Do not put yourself in jeopardy – be safe and use common sense.
E. Animal Care Instructions:

Every day students must:

1. **Clean All Cages:**
   a. **DOGS:** Place the dogs in the runs while the dog cages are cleaned. Pick up all fecal material, clean the run, and run the next dog. When done, clean the run with a brush, hose down the run, squeegee the run, and then mop with Decon-Quat. For areas that are soiled or have urine stains, soak the area for a few minutes with dilute bleach and then clean with brush, hose down, and squeegee. Do not forget to clean and remove hair from the grates in the back of the runs.
   b. **CATS:** Remove solid waste and very wet litter from pans. Not all litter needs to be thrown out each day. If all litter is discarded, the litter pan should be thoroughly washed with Decon-Quat. Refill with just enough litter to cover the bottom of the pan. Completely change the litter and clean the litter pans every Wednesday and Sunday. (Do not allow litter to get into the sink drains.)
   c. Use a bucket of hot water and Decon-Quat at a dilution of 1:400 or ½ oz. (15cc) per gallon of fresh water. Use a sponge or scrubber sponge to wash the dog and cat cages. Wash the cage doors, the tops of the cages, and the cat resting boards.
   d. **Mark cage cards in the a.m. and p.m.** Mark each box each shift. Appetite - + (yes), - (no); Feces; Urine + (yes), - (no) (explain if abnormal). N/A should be used if animal was not fed. When the cage cards are filled, keep them for one more week behind the new cage card. New cage cards should be placed on the cages Sunday evening.
   e. Make sure an adequate amount of paper is placed in each cage. Paper should be 3-4 sheets thick. Unfold (open up) the newspaper before placing in cage.

2. **Wash Food and Water Bowls:**
   a. Use small (non-scrubber) sponge and Decon-Quat (1:400).
   b. Make sure you rinse thoroughly.
   c. All water bowls must be washed at least once daily regardless of whether they appear dirty or not.

3. **Feed and Water:**
   a. Feed animals as directed on their file/their record. Monitor the animals’ weight weekly. Animals may be on various foods (Hill’s j/d, Hill’s i/d, moist food, etc.), so be sure to check the record to give the correct amount and correct diet.
   b. **Animals undergoing anesthesia must be held off food for ~12 hours prior to anesthesia.** Animal care teams will be responsible for ensuring that all animals undergoing anesthesia are held off food for ~ 12 hours prior to anesthesia.

   **The night before anesthesia,** the team performing animal care is responsible for removing the food bowl (after they have eaten supper) from any animal undergoing anesthesia the next morning. Any cat undergoing anesthesia should
be kept in an individual cage the night before anesthesia. It is also the responsibility of the team performing animal care the evening before anesthesia to place the NPO tags on the appropriate cages. Water bowls can be left in the cages overnight.

**The morning of lab**, the water should be removed immediately upon arrival for animal care. Double check that the correct animals are tagged. This is the responsibility of the team performing animal care the morning of surgery. If these duties have not been performed, Dr. Sutter must be alerted immediately.

**Failure to remove food and water from animals undergoing anesthesia may result in a 0 for the students’ animal care grade.**

All animals must have a complete physical examination prior to being anesthetized. Record physical data on the anesthesia record form and include it in the patient’s chart.

c. Cats and dogs should have clean water at all times unless they routinely spill the water bowl or are NPO for surgery. If they spill water routinely, then provide water in the a.m. and p.m. while you are there to ensure adequate water intake, but remove when leaving to help prevent the animal from lying in a wet cage overnight.

Do not overfill the dog’s water bowls or they will spill when opening the cage door. Fill bowls approximately 1/3-1/2 full.

d. In the p.m., feed and water all the dogs first; then feed the cats and clean the cat cages. By the time you finish the cats; the dogs will be done eating and should be ready to go in the runs. Until we get to know the animals, DO NOT ALLOW DOGS TO BE LOOSE IN THE KENNEL ROOM, AND DO NOT PUT MORE THAN ONE DOG IN THE RUN AT A TIME. Try not to remove the dog from the run until it has defecated and urinated.

e. All cats get a one-inch ribbon of Laxatone (Cat Lax/Laxanip) on Wednesday and Sunday. Administer ~ 1 inch ribbon orally. Place in mouth using your finger or a tongue depressor. Do not place on food and assume the cat will eat it.

f. Rodents should have food and water available at all times. Clean bottles every am and add fresh water.

4. **Rooms/Facilities Maintenance:**

a. Sweep and mop the floors including hallway and supply room in the am and pm (use Decon-Quat at a 1:400 dilution: ½ oz. (15cc) per gallon of fresh water or 1 pump of concentrated Decon-Quat per gallon of water). **The amount of Decon-Quat added to the bucket should be measured out, not guessed at.** Be sure to clean under the floor mats. Do not forget to move cage racks to sweep behind them every Saturday or Sunday. In addition, every Saturday or Sunday, the communal cat area is to be cleaned thoroughly. Remove the “furniture” and clean the walls with Decon-Quat solution. Vacuum the cat trees, scratching posts etc., as well as possible. Empty the vacuum cleaner and clean the hair/fur off the filter! Clean the mop bucket when done.
b. Take the garbage to the dumpster outside of the north entrance near the Public Safety Department each morning and evening. (Transport garbage in the plastic waste can or the bag may break. Do not get locked out.)

c. Clean the sinks with cleanser.

d. Put new garbage bags in garbage cans.

e. Wipe down the walls, the tops and backs of the cages every Saturday or Sunday.

f. Clean the back walls of the runs, as needed with Decon-Quat®.

g. Clean and straighten the wall cabinet and sink/tub under wall cabinet.

h. Rinse the mop daily with clean hot water. (Do not leave the mop in the water- wring it out after rinsing- do not hang it on the wall, if wet, to drip on the floor.)

i. Do not use the dust mop on a wet floor.

j. Notify Dr. Sutter and Amber when the supply of papers for the cages gets low. DO NOT wait until they are gone! Discard inserts (ads), do not use in the cages. Keep the newspapers organized neatly in the cabinet.

k. Make sure food and litter are well stocked.

l. Notify Dr. Sutter or Amber when the food, bedding or litter is down to two bags left in the food storage cabinet.

m. Clean floor drains in the a.m. and p.m.

n. Wipe all fingerprints off the doors, storage cabinets, dental table (in supply room under wall cabinet), etc. and make sure the door windows are clean.

o. The mop head should be changed the first day of every month. Write the date on a piece of tape and put it on the mop handle.

p. First Sunday of every month - pressure spray the drains. Use the special pressure hose.

q. Check under tub in dog room-make sure Decon-Quat is not spilled all over floor of cabinet. Clean up spills of any kind and straighten supplies.

r. Clean & vacuum ALL cat “furniture” and beds in cat community once a week on the weekends. Empty vacuum of hair and fur.

s. Clean ALL doors leading into the kennel & cat areas (front & back). Black fingerprints & black marks caused from newsprint make doors black and grungy-looking.

t. Before putting in new bag of dog or cat food in can, clean cans out--do not leave spilled food & food dust in bottom of can. Write the date on the new bag of food when it was opened using a sharpie marker.

u. On Friday mornings, check the supplies to be sure there are enough food, bedding, litter, cage cards, blue sheets, physical exam labels and cleaning supplies for weekend use. Leave a note or inform Amber if we are low.
5. **Treatments:**

Treatments are a major portion of your daily grade. All records must be checked on a daily basis to determine any animals that are being treated. Check the ORANGE sheet for treatments. Treatments may or may not be on the dry erase board, but they will always be marked on the ORANGE SHEET.

Remember, you are graded as a team. If a treatment is missed, it will affect each student’s grade equally. Be sure to work together and double check each other.

a. Administer the treatments to the appropriate animal, then initial the appropriate box on the ORANGE sheet. Treatments that are SID will be specified AM or PM, and must be administered at the appropriate time. If there is a box for a treatment on the orange sheet, you do not need to record a treatment on the blue sheet. Cat lax is to be recorded on the blue sheet.

b. If any abnormal symptoms are noticed (e.g., vomiting, blood, diarrhea, anorexia, coughing, sneezing), fill out a small blue index cards and give one to Dr. Sutter and one to Amber and note it in the animal's record (blue sheet). Do not put the blue card on the cage.

If the problem is serious (an emergency), call Dr. Sutter immediately. The phone numbers are on the door of the refrigerator in L160. Be sure to leave a callback number. You may use the lab phone if necessary.

6. **Other:**

a. We recommend wearing ear protectors at all times when in the dog room.

b. Please leave the radio (low volume) on at all times. This helps calm the animals.

c. Never open the outside door in the dog kennel unless there is a fire or other emergency. Failure to observe this rule may result in an animal getting loose or may allow an intruder into the building. Remember; keep the outside door closed for the animal’s safety and your own.

d. The lights should be left on during the day, including weekends. Turn the lights off when done with evening animal care.

e. Animal care duties are NOT an acceptable reason for being late to class.

f. Any student who fails to show up during an assigned time or does not perform their duties as described will be given a failing grade for that shift and have a grade reduction.

g. Barking by the dogs should be discouraged. They should be immediately reprimanded. Remember, there are other classes and people here at Parkland who are disturbed by the barking.

h. If the room gets too warm or the room has an offensive smell, turn on the vent fan until the smell is gone and/or the room temp is back to 70°F then turn it OFF. The room thermostat should be left at 70°F. If there is a problem with the temperature, notify Dr. Sutter or Amber IMMEDIATELY!!!! Please, Do not touch the thermostat.
i. When animals are allowed out in the room to socialize, make sure they are the same sex or have been neutered. If an animal is known to be aggressive to another, do not allow them to be loose together.

**j.** Failure to follow the correct guidelines and/or doing a poor job penalizes the ones we have dedicated our lives to help: the animals!

k. Orange collars and Ident-A-Bands (ID collars) should remain on all dogs at all times unless otherwise instructed. ID collars should remain on all cats at all times unless otherwise instructed. Ident-A-Bands should be checked for: too loose, too tight, shredded, info not in band…etc. Make a new one if needed.

l. Dust:

(1) Top of electrical outlets in dog & cat rooms (1 in the cat community, 1 behind garbage can in cat room, 1 behind dog food tub/below paper towel dispenser)

(2) All electric conduits/"pipes"

(3) Big electrical box in cat room

(4) Thermostat & fan switches

(5) Leash hanger

(6) Towel dispensers

Anything that dust collects on!!!

m. Weekend animal care people are responsible to make the animals’ cage cards for the upcoming week. Weekend animal care teams are also responsible for performing physical exams on any animals that did not have a physical exam during the week.

n. Three (3) points will be deducted from your animal care grade each day that dog toys are lost. So place the dog’s toy in the run with the dog while you clean the cage and replace toy back into the cage when you put the dog back. Be careful not to just wad papers up and throw them out because the toy could be in that wad of papers. You will have to go dumpster diving to retrieve the toy if you do not want to lose points!!

0. Leave Feliway Diffuser plugged in at ALL TIMES in cat room. Leave a note for Amber if low.

If a problem is found with an animal, please do the following:

1. Call Dr. Sutter ASAP if a crisis or emergency (e.g. profuse bleeding, evisceration, coma…etc.)

2. If not a crisis (e.g. vomiting, diarrhea, minor laceration…etc.) get vital data PRIOR to calling (TPR, brief physical exam, records review)

3. After obtaining vital data, Call Dr. Sutter first. If you cannot reach Dr. Sutter, then contact either Amber Chlada, CVT or Laurie Lobdell, CVT. Keep calling until you reach someone. You may use your personal phone for this if desired to save time. Leave your
call back number in the voice mail. The phone in L160 can be used for local calls. First, dial “9”, then the number.

**Important Tips:**

These are a few tips that others have learned in the past that worked for them. They are only suggestions. Find what works for you and stick with that.

1. Take turns with the animals. One day you take care of the cats. Clean the cages and make sure they have fresh food and water and their litter boxes are clean. Your partner takes care of the dogs. Then the next day switch. This will help you and your partner from getting in each other’s way.
2. Share the clean-up chores. One day you do the dishes while your partner sweeps and mops the floor. Whoever is done first, takes out the trash. The next day, switch.
3. On Wednesdays, both share in the extra cleaning.
4. Remember the rodents!

Remember, you are graded as a **TEAM**.

**Morning**

1. First thing is to turn on the hot water and let it run while you feed the cats. This will allow time for the water to heat up.
2. Next, get your buckets of Decon-Quat ready.
3. Run the dogs. Clean the cages and give them fresh water.
4. Take care of the cats.
   a) If the cage is not dirty (shredded papers, spilled water, urine or feces on the paper), then the cat can stay on the same papers. Just make sure the water is fresh and the litter box is clean.
   b) If the cage is dirty, then rotate the cat into a clean cage. Give the cat a clean litter box and fresh water. Clean the dirty cage for the next cat.
5. 5.* Check the records for needed treatments. Administer the treatments. Do not forget to initial the ORANGE sheet to indicate the treatment was given. If the treatment is not recorded, it will be assumed it was not given and points will be deducted from that day’s grade.
6. If it is Saturday or Sunday, do the extra cleaning.
7. Do the dishes. Sweep and mop the floor.
8. Take out the trash.

**Afternoon/Evening**

1. Turn on the water to warm up while you feed the dogs.
2. Get your buckets of water and Decon-Quat ready.
3. Feed the cats.
4. Run the dogs and clean the cages. Make sure they have fresh water.
5. Clean the cat cages. (See above under Morning #4)
6. Do treatments.
7. Do dishes.
8. Sweep and mop the floor.
9. Take out trash.
VII. University of Illinois Veterinary Teaching Hospital Clinical Procedures

A. Grading and Attendance

1. Attendance is MANDATORY. If for ANY REASON you will be late or absent from a U of I clinical rotation, call: Jenny Byrd, CVT. Leave a voice mail if there is no answer. You must call before the start time.

   a. An excused absence is an absence approved prior to the rotation absence by the rotation supervisor, Jenny Byrd, CVT. Each student is allowed 2 excused absences per semester. A student with more than 2 absences will be penalized 2% per each absence of the final rotation grade.

   b. An unexcused absence is any absence that is not approved prior to the start of that day’s rotation. Any unexcused absence will result in a reduction of your final clinic rotation grade by 5% per day.

2. Students are expected to be present at their assigned rotation in proper attire and on time. Presence is required from 1:00 pm-5:00 pm in the Fall, and at your assigned time in the Spring, or when all work is completed each day, excluding holiday and vacation days. Students late to a rotation may be sent home which will count as an unexcused absence. Keep in contact with your rotation supervisors to let them know where you are!!!

3. Do not schedule conflicting appointments or interviews during the times of clinical rotations.

4. Grades will be determined from:
   a) Quizzes/examinations/practicals taken at Parkland
   b) Your attendance
   c) The evaluation of your performance of activities and attendance during the rotation (see a sample evaluation form)
   d) Homework assignments (if applicable).
   e) Rotation quiz/exam (if applicable)
   f) Knowledge of Rotation Objectives – Students are required to review rotation objectives prior to the first day of rotation.

Quizzes/examinations/practicals may be either written or oral and will be given during the last week of each rotation. The material on quizzes will come from the rotation’s learning objectives and general information encountered while on the clinic rotation. Any student who fails a rotation quiz will have one week to retake it and pass it at 75% or greater.

If you fail the retake or do not take the quiz within one week, your original for that rotation quiz score will be lowered 10 points. Note: The original score will be the one used in calculating the rotation grade even if you pass the retake.

Students who fail a retake from more than one rotation will fail the entire course (VTT 210/211).

5. Your animal care assignments for the Fall semester will also be calculated in as part of your clinic grade. It cannot be used to raise any grade below 75%.

6. Each student is required to turn in a completed rotation/supervision evaluation form by the first Monday following the end of each clinic rotation. Failure to turn in the evaluation forms on time will result in a 10 point reduction in the grade for that rotation.

7. Grades are calculated on the basis of:
A = 100 - 93%
B = 92 - 85%
C = 84 - 75%
F = 74% or less

8. Dress: All students are required to wear a clean uniform and close-toed shoes on small animal rotations, and clean coveralls and appropriate footwear on large animal rotations. Boots are allowed in large animal rotations. Name tags must be worn at all times. Sandals are unacceptable in any area. Long hair must be tied back. Students not in proper attire will be asked to leave the rotation site resulting in an unexcused absence. See Dress Code.

9. All students should be at the clinic ready to work at the assigned time and should not leave until excused by the rotation supervisor. Students may be transferred to another rotation for the day if a rotation supervisor is unable to attend or if the caseload on the assigned rotation is low.

10. All students must bring their rotation objectives each day for possible review.

11. Rotation assignments and schedules will be printed on a separate handout.

B. CLINIC DRESS CODE

1. All students are required to wear approved, clean & pressed (not wrinkled) scrubs, and appropriate closed-toed shoes. Sandals and canvas shoes are not allowed on small animal rotations. Boots should be worn in large animal only. A matching lab/scrub jacket must be worn when required on some small animal rotations.

2. All students are required to wear clean blue coveralls and appropriate shoes/boots (sandals and canvas shoes are not allowed) on all large animal rotations. Shoes must be closed-toed.

3. Name tags must always be worn.

4. Visible body piercings are not allowed (eyebrow, lip, nose, tongue, etc.) Solid expanders must be worn in large ear lobe piercings. No hooped or dangling earrings or jewelry. Post-type earrings and tight-fitting watches are allowed. Rings and bracelets must be kept to a minimum. No loose or dangling rings or bracelets. This is a safety concern and will be enforced!

5. Long hair must be pulled back in a secure ponytail.

6. Visible body markings/tattoos must be covered when possible. The main concern is that students do not display body markings/tattoos that could be offensive to others.

7. Cell phone usage during a rotation is prohibited unless approved by the rotation supervisor. This includes voice, text, and internet.

Students that do not comply with the dress code will be excused, resulting in an unexcused absence. Any exams missed will be scored at a zero.
C. Incident Reporting

If you are injured during any of your clinic assignments at the U of I:
1. Immediately report injury to your rotation supervisor Program Director Laurie Lobdell, CVT (351-2382)
2. If the injury is minor and you are able, go to Parkland’s Public Safety desk
3. If the injury is severe either call 911 or go immediately to your own physician or the emergency room.
4. If a bite which has broken the skin occurs, please notify the owner of the animal and make sure to report the bite to Champaign County Animal Control (217-384-3798) immediately. Remember, Illinois law requires that all animals be examined in 10 days if a bite occurs.
   If the animal is euthanized, the head must be submitted to histopathology. Don’t forget to note the bite in the animal’s record.
5. Clean any area where the skin is broken thoroughly and apply bandage or band-aid to keep it clean.

D. Parking at the University of Illinois

Parking meters are available at the Veterinary School, but at a cost of $0.25/15 minutes. You likely will receive a parking ticket if you do not put in enough money. (Cost of parking $1.00 x 4 hours/day = $4/day X approximately 113 clinic days = $452 minimum). Parking stickers for Street Parking on Lincoln (which is called street parking for Lot F-30 are available from the University Parking services (phone 333-3530). The cost is $660 for twelve months. You can receive a refund if you return the sticker before 12 months of use.

There is a limited amount of these stickers available. As of July 2012, there were no parking stickers available for the parking lot across from the Veterinary School in Lot F- 30. Parking pass stickers may be purchased from the U of I’s Office of Public Safety which is located on the second floor of the building at the corner of Springfield and Goodwin in the campus town area of Champaign. http://www.parking.illinois.edu The MTD has bus service to nearly all parts of C-U, including from Parkland to the Veterinary School. Refer to http://www.cumtd.com for routes and availability. A 12-MONTH MTD PASS IS ONLY $60 FOR 2012 and can be used on any route at any time.

E. Biosecurity

As mentioned above, clean coveralls are required for food animal rotation, especially when visiting the Dairy Barn. Boots must be thoroughly washed before going to or returning from the Dairy (separate boots are ideal). There is a boot wash station at the front of Ward 1, and a disinfectant foot pad just outside the ward doors. Boots should be scrubbed before leaving the ward, and all personnel should walk through the foot pad when entering or leaving Ward 1.

Students should remove coveralls and wash hands thoroughly before eating. Food and drink consumption is not allowed in Ward 1.

Students are expected to be familiar with risk factors and mechanism of transmission for zoonotic agents including, but not limited to, cryptosporidia, salmonella, leptospira, listeria, giardia, rabies, ringworm, sarcoptic mange, and contagious ecthyma, and take personal
responsibility for minimizing disease transfer between animals and from animals to themselves. Boots and hands should be washed between cases and before leaving the ward. Plastic boots and disposable coveralls and gloves should be worn when a zoonotic or highly transmissible disease is suspected. Masks may be worn if aerosolization of zoonotic pathogens is possible.

Students developing signs of zoonotic disease are expected to notify the senior clinician. Students who have medical conditions that increase their susceptibility to disease, or who are on immunosuppressive drugs, are strongly advised to notify the senior clinician so that appropriate precautions can be taken. Students with other medical conditions (pregnancy, asthma, diabetes, physical disabilities, etc…) are also encouraged to notify the senior clinician and bring any work limitations to his or her attention. Pregnant students should avoid handling aborting animals or their fluids/fetuses and avoid exposure to drugs that are teratogenic or could induce labor. Students are ultimately responsible for their own health and safety.

VIII. Progression Policies

A. Requirements to Progress

Students who fail any course will be automatically dismissed from the program. Grades lower than “C” constitute failure in both didactic (lecture) and clinic/lab courses.

B. Request for Readmission Procedures

Faculty Responsibilities:

1. When sent a petition for readmission from the Program Director, faculty should provide their recommendations regarding readmission within seven days.

Program Director responsibilities:

1. The program director will review all student records at the end of each semester to identify students who fail or withdraw from a required non-program course.
2. Within 7 days of notification or discovery that a student has withdrawn or failed from a required program or non-program course, the director will contact the student for the purpose of informing the student of the possibility for re-admission and any procedures the student will need to follow to apply for readmission.
3. For students who are eligible for readmission, the director will provide a written copy of the procedures and deadlines the student must follow in order to be considered for readmission.

Definitions:

For the purposes of this document, the terms “fail” and “withdraw” apply both to program courses with the prefix VTT and to those non-program courses which are listed in the course catalog as prerequisites for enrollment in any of the VTT courses.

1. Category I: Students who withdraw from or fail any required course in the first semester must reapply to the program and have their application scored. Their score will go into the general pool of applicants like any other prospective student. Students may be required to repeat VTT courses successfully completed in the first semester, at the discretion of the program director.
2. Category II: Students who withdraw or fail a second time will not be allowed back into the program. With the exception of a medical withdrawal which will be handled according to Parkland College Policy.

3. Category III: Students who fail or withdraw subsequent to the first semester will not be allowed to continue and must submit in writing to the Director of the Veterinary Technology Program a petition for re-admission containing the following:
   a. A list of factors that the student believes contributed to their inability to pass courses or which lead to their decision to withdraw from the program.
   b. A list of experiences, coursework or other actions taken by the student in the time since they left the program which may contribute to successful completion of the vet tech program if the student is re-admitted.
   c. A discussion of what, if anything, the student will do differently to ensure that they will successfully complete the program if readmitted.

4. Students cannot and will not be guaranteed readmission into the program at the time of withdrawal or at any other time.

5. Readmission to the Veterinary Technology Program will also depend on space availability.

6. Petitions for readmission to the Veterinary Technology Program must be typed and submitted to the Program Director and will be reviewed by the Director and the program faculty. Following the above procedure, recommendations will be made by the Director and program faculty.

7. Student's records will be thoroughly reviewed by the faculty and Director as to the student's potential for success in the program. Student's past performance, attendance, conduct, professional manner, etc. will be strong determining factors in the consideration for readmission.

8. Students may be required to successfully pass written and skill tests relating to courses previously completed in the program. The student must pass all tests at a 75% level or higher and may be required to pay a testing fee.

9. Students may be required to re-take some required courses previously completed as a condition of readmission. This may require the student to enroll in program courses during the semester prior to the semester in which they will repeat courses they failed or withdrew from. This includes VTT 110, VTT 114, VTT 119, and VTT 117. Students who received a passing grade below 80% in any VTT course may be required to repeat those courses as part of the readmission requirements.

10. Students may be denied readmission to the program. Such reasons for denial include:
   a. Breach of the Code of Conduct (involvement in any form of cheating, stealing, or making threats to harm the person or property of any fellow student, faculty or staff of Parkland College.)
   b. Demonstrated inability of the student to act in a professional and ethical manner.
   c. Failure to meet the entry-level eligibility score of 2.40 points required for Selective Admissions into the Veterinary Technology Program.

Appeals to a denied readmission will follow student grievance procedures as outlined in the Parkland College Student Policy and Procedures Manual
http://www.parkland.edu/Media/Website%20Resources/PDF/StudentPolicy/Student%20Policies%20and%20Procedures.pdf
C. Withdrawal from a Course or the Program

1. The final day for withdrawal is published in the College Class Schedule each semester. The final day for withdrawal is one week before the last day of class.
2. Students should discuss the possibility of withdrawal with their course instructor and then with the program director before making a final decision. Those individuals on financial assistance should also consult with the Office of Financial Aid (U-286) as to the effect of withdrawal on that aid before withdrawal. Failure to consult with the Financial Aid office could be very costly to the student.
3. Students are encouraged to have an exit conference with the program director to explore the reason(s) for withdrawal or failure and to discuss the policies for possible readmission.

D. Chain of Command—Parkland College

Organizational Chart

Health Professions:
Dean—Carolyn Ragsdale MA, CST
Assistant Dean—Diane Cousert DNP, MS, RN
Department Chair—Kim Pankau MA, RDH
Program Director—Laurie Lobdell BS, CVT
Program Veterinarian—Lisa Sutter DVM
Full time Support Staff—Amber Chlada CVT

E. Parkland College Student Services Available

The college provides many services to students to assist in their personal and academic development. The following services are available and have actively contributed to the success of veterinary technology students:

1. Peer Tutoring

   The College provides tutoring for all students. Peer tutoring or faculty tutoring is used by the Veterinary Technology students at no cost to the student.

2. Center for Academic Success

   This laboratory provides individualized instruction for students who wish to improve their skills in reading, studying, mathematics, and writing.

3. Student Life

   The office of Student Life coordinates and administers programs, activities, and services that facilitates the students’ academic, social, cultural, and personal adjustment to College, as well as, support the academic mission. Services and programs offered include photo IDs, Student Ambassador Program, leadership development, honors organizations, New Student Orientation, volunteer opportunities, diversity and conflict resolution workshops, and commencement. In addition, a list of clean, safe, and affordable housing is available.

4. Students with Disabilities

   The campus is fully accessible to students with disabilities. In addition, Parkland offers special services such as a textbook taping, classroom note takers, special testing procedures, and in some cases, tutorial assistance. Special instructional aids are also
available: talking calculators, tape recorders, hearing enhancement equipment, print enlarging equipment, computer text enlarging equipment, computer text enlarger, and computerized text reader. A learning disabilities specialist is also available in the counseling office to assist students with learning disabilities.

5. Financial Aid

Parkland College administers comprehensive financial aid programs that include grants, loans, scholarships, and part-time employment.

6. Library

The library offers a pleasant and comfortable environment for reading, class preparation, and browsing. It has an excellent collection of books and other materials, including magazines, newspapers, and pamphlets. Films, videotapes, slide/tape sets, and other audiovisual materials are available in the audiovisual room.

7. Bookstore

The bookstore is located on the first floor of the Student Union. It offers new and used textbooks, general school and art supplies, and a wide variety of student-oriented merchandise.

8. Instructional Materials Center (IMC)

The instructional materials center is located in L-wing and serves as an instructional supply storage area for the Health Professions Department and Natural Sciences.

9. Child Development Center

The Child Development Center is a lab school located on the south side of the campus. The center provides a quality, affordable, individualized program for young children and their families.

10. Counseling and Advising Center

The Counseling Center and the Advising Center offers services to students to assist them in being successful at Parkland. These services include educational planning, career planning, academic advising, and individual counseling. Discussions with counselors and advisors are confidential.

11. Assessment

The Assessment Center conducts placement testing for courses in reading, writing, mathematics, and English as a Second Language.

12. Career Center

The Career Center provides services for students, graduates, and community members seeking full and part-time employment.

The Veterinary Technology Program has a very caring and helpful faculty who are available for remediation for didactic or clinical courses. Individual advisement and counseling is also provided by the program director. When an issue is of a private or sensitive nature, the student is referred to a counselor at the college who can provide the necessary help or referrals as needed.
IX. Graduation Requirements:

1. Completion of 61-62 semester hours in the Veterinary Medical Technology program. All classes passed with a grade of “C” or better. Veterinary specific courses taken through other programs do not transfer in place of this program’s courses.
2. Zero balance due on all college fees.

Licensure Requirements:

Requirements for registration and licensure as a Certified Veterinary Technician in the state of Illinois:

The Veterinary Technician National Exam (VTNE):

1. Applications for the July Veterinary Technician National Exam are typically due by May 15th. The exam cost is approximately $400. The applications may be downloaded from the Illinois Department of Professional Regulation’s web site. We will distribute the applications to all of the second-year students during their last semester.
2. A passing score is 70% correct or more out of 200 multiple-choice questions.
3. You will receive an instruction packet in the mail about 3 weeks prior to the exam with directions to the exact location, time of exam, and registration number.
4. You cannot take the test without your registration number.
5. You will need #2 pencils, a photo ID, and your registration number.
6. You CANNOT bring book bags or calculators into the testing area.
7. You will not be sent your results until they have received proof of graduation. The ED form completed and mailed by May 1st will only say “will graduate” therefore YOU must request a copy of your Parkland transcript to be sent to the State of Illinois after graduation in mid-May.

X. Parkland College Policies:

A. Absence (Extended) from Classes

If you are absent for more than one day due to an emergency, an accident, illness or being hospitalized, you or your family need to contact the Office of the Dean of Students at 217-353-2048, so that notification can be sent to your instructors.

You should note that instructors have their own attendance policies and you are responsible for reading each course syllabus to know these policies. Only your instructors can decide whether an absence is excused. They also determine if you can turn in late work or make up missed quizzes and/or exams on the basis of an excused absence.

B. Absences Due to Religious Observances

Parkland College recognizes and values the diverse religious beliefs of its students. The college practices shared responsibility in the event that a student’s religious observances conflicts with scheduled class work, assignments, or examinations. Students must inform instructors well in advance of a planned absence for a religious observance. Instructors will make reasonable accommodations for students in these situations. However, instructors are not obliged to teach missed class material again.

C. Center for Academic Success

If you find yourself needing assistance of any kind to complete assignments, stay on top of readings, study for tests, or just to stay in school, please contact the Center for Academic
D. Disability Services

The Office of Disability Services (DS) facilitates equal access for students with disabilities by coordinating accommodations and support services, and cultivating a campus culture that is sensitive and responsive to the needs of students. Students seeking reasonable accommodations under the Americans with Disabilities Act, or Section 504 of the Rehabilitation Act of 1973, are required to register with the Office of Disability Services.

Registration with the DS office must be initiated by the student in a timely manner, whenever possible, to ensure that accommodations coincide with the start of the semester. Services received in high school or at other colleges/universities, or identified through a recent diagnosis do not automatically transfer to Parkland College. You must provide documentation of disability. This can include: a letter from a physician, an IEP, 504 plan, psychological evaluation or similar documents.

Note: Accommodation letters from other colleges or universities are not acceptable forms of documentation.

If you have questions about getting registered with the DS office, contact Kristen Murray, Department Secretary at 217-353-2338 or via email at disabilityservices@parkland.edu.

E. Parkland College Library

Located on two floors in the College Center, the College Library is a comfortable place to study, research, browse, and work with friends. Librarians are available to assist and guide you. Full-text databases are available online 24 hours a day 7 days a week. You may access these databases from off-campus using your ParklandOne login. While on campus, you can use your laptop and smart devices to access the Wi-Fi network.

Your Parkland ID is your Library card. You may renew library materials online in the Library catalog or call 217-353-2223. Fines and/or fees are charged for overdue, lost or damaged materials. Printing and photocopying are available in black and white (10 cents per page) and color (50 cents per page). Laptops, Kindles, calculators, headphones and more can be checked out at the Service Desk.

Get help! Use the Ask-A-Librarian service for chat, text, email, and phone assistance. For more information, see the library website or call a librarian at 217-373-3938.

F. Public Safety/Campus Police Department

The Parkland College Police Department, also known as Public Safety, is a full service police agency covering the campus 24 hours a day, including holidays. The officers are trained as EMTs and First Responders to provide emergency medical care. The Police Department offers many services which include escorts, lost and found, and vehicle assists. The college hours are 7 a.m. to 10 p.m. Monday through Friday and 7 a.m. to 4 p.m. on Saturdays. The campus is closed on Sundays and holidays. The department can be reached by:

- Visiting the main office at A160
- Calling 217-351-2369
• Dialing 911 from a campus phone
• Using emergency call boxes conveniently located throughout the campus

G. Presentation Center

The Presentation Center in C150 provides assistance developing, organizing, and practicing individual or group presentations – including outline development as well as coping with speaking anxiety. The Presentation Center is available to all students, faculty, and staff on a drop-in basis or by appointment during the regular semester.

For additional information go to the presentation center website, send an email query to presentationcenter@parkland.edu, or contact Coordinator Jody Littleton at 217-351-2532.

H. Recording in the Classroom

Students who wish to record classroom or other learning activities must request permission from the instructor prior to doing so. Students may record classroom and other learning activities as an accommodation under the American with Disabilities Act once the Disability Services ID Card from the Office of Disability Services is presented to the instructor. Permission for recordings of classroom learning activities is given solely for the student’s personal study and review and may not be used for any other purposes.

I. Title IX – Sexual Harassment, Violence, and Misconduct

We are committed to assuring a safe and productive educational environment for all students. In order to meet this commitment and to comply with Title IX of the Education Amendments of 1972 and guidance from the Office of Civil Rights, the College requires faculty members to report incidents of sexual violence shared by students to the College’s Title IX Coordinator, Vice President of Student Services, and Michael Trame. The only exceptions to the faculty member’s reporting obligation are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a college-approved research project. Faculty members are obligated to report sexual violence or any other abuse of a minor (any person under 18 years of age) to the Illinois Department of Children and Family Services (DCFS). Information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is available at http://www.parkland.edu/resources/safecampus/titleIXharassementdiscrimination.aspx

J. URLs for Accessing Relevant Online Resources

Student Policies and Procedures Manual and Conduct Code: www.parkland.edu/studentLife/policies
Consequences of academic dishonesty: http://www.parkland.edu/studentLife/policies (Student Policies & Procedures Manual, page 5)
Center for Academic Success resources: http://www.parkland.edu/resources/cas
Library: http://library.parkland.edu/friendly.php?s=home
Public Safety/Campus Police: www.parkland.edu/publicsafety
Presentation Center: parkland.edu/presentationcenter
Title IX – Sexual Harassment, Violence, and Misconduct:
http://www.parkland.edu/resources/safecampus/titleIXharassementdiscrimination.aspx

XI. Forms
Students who are, or become, pregnant should notify the program director. The choice to declare your pregnancy is voluntary. Veterinary medicine has with it many inherent dangers for the developing fetus. Hazards such as inhalation of anesthetic gases, exposure to radiation, toxic chemicals, exposure to chemotherapeutic agents, trauma by a horse or cow or an animal bite or scratch are just a few of the hazards which are inherently more dangerous to the pregnant individual and her fetus. The pregnant student is advised to seek advice and counsel from her attending physician concerning continuing the Veterinary Technology Program at Parkland College.

Upon notification of pregnancy by the student, the following guidelines will be followed:

* Upon declaration of pregnancy by the student, general program polices will be reviewed in detail in order to provide the student with a complete understanding of her status in the program, whether she is able to complete the program during her pregnancy or after pregnancy leave.

* The pregnant student must follow the established program policies and meet the same clinical and educational criteria as all other students before graduation and recommendation for the veterinary registration examinations.

* If the student chooses to leave the program during her pregnancy, she will be eligible for reinstatement into the program upon completion of her pregnancy leave. The student must re-enroll in the courses from which she dropped due to her pregnancy leave. If the student does not re-enter the program at the earliest possible date after termination of the pregnancy leave, she will have to apply for the program under the standard of application procedure, should she wish to enter the program at a later date.

I have read and fully understand the above policy and realize that enrollment in the veterinary technology courses could carry risks such as premature delivery or birth defects to the unborn fetus. If I elect to stay in this course at Parkland College I accept full responsibility for my actions and relieve Parkland College, its faculty, and veterinary clinical/practicum affiliates of any responsibilities in case of adverse effects.

Signed this day ________________________,20___

____________________________________________________________
Student Signature

____________________________________________________________
Program Director Signature
HEALTH RISK ACKNOWLEDGMENT

Risk: All students working in a veterinary facility may encounter animals that can cause traumatic injury and/or expose them to infectious agents that cause disease. There may also be exposure to x-rays, anesthetic gases, and chemical substances which can cause bodily harm. By enrolling in the Parkland College VTT courses, students voluntarily accept that these risks exist and assume the responsibility to act safely and responsibly at all times.

Pregnancy: Pregnancy shall be considered a condition for which there are definite health concerns, and for which the student needs additional information about those concerns. In the event of pregnancy, the student should provide written assurance to the course instructor/s and the course preceptors that she has received this information from her physician, understands the risks involved, agrees to take all reasonable precautions, and still desires to continue with her educational program.

Rabies: The risk for rabies exposure is dependent upon the geographical location of the Instruction Site, the type of animals to which the student is exposed, and the degree of contact with potentially exposed animals. Students are expected to be advised by their physician and appropriate public health authorities regarding prophylactic rabies immunization.

I have read the above information of the potential health risks involved with my education in the Parkland College VTT program. I understand that Parkland College is not responsible for paying medical bills or expenses incurred for injuries which might be sustained while participating in the VTT program.

I understand that all medical bills, costs, or expenses are my responsibility.

___ I am currently covered by health insurance that will cover treatments for injuries and illnesses resulting from my participation in the Parkland College VTT program.

___ I am not currently covered by health insurance. I understand that Parkland College, its instructors, or agents, are not responsible for paying medical expenses for injuries and illness resulting from my participation in the Parkland College VTT program.

_________________________ ______________________ __________________________
Student’s Printed Name   Student’s Signature   Date

If student is under 18, a parent or guardian must also sign this form.

_________________________ __________________________
Parent/Guardian Signature       Date

This form must be signed and returned prior to the beginning of classes. Form should be mailed to: Laurie Lobdell BAS, CVT, Director, Veterinary Technology Program, 2400 West Bradley Avenue, Champaign, IL 61821.
I give Parkland College permission to submit my Parkland ID Number, Date of Birth, Name and Address to the following agencies:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Radetco Inc.</td>
<td>Monitoring of radiological exposure (film badges)</td>
</tr>
<tr>
<td>□ Illinois Department of Professional</td>
<td>ED from verification of eligibility to take the VTNE and certification</td>
</tr>
</tbody>
</table>

Name: ________________________________________________
Address: ________________________________________________
________________________________________________
________________________________________________
Date of Birth: _____________________________________________________________________
Parkland College ID #: _____________________________________________________________

Student Signature: ___________________________________ Date: ___________
Printed Name: _______________________________________

Health Professions
Veterinary Technology
Release of Information Form
I, ____________________________________________, have read and understand the policies and procedures stated and have been given the opportunity to ask questions about the Student Handbook.

_________________________________________  ________________
Student Signature                                                      Date
PARKLAND COLLEGE VETERINARY TECHNOLOGY ADVISEMENT PLAN

The following courses must be taken to meet Veterinary Technology program degree requirements. A score of “C” or above and a Program GPA of at least 2.0 is required for progression, and graduation from the program. Program GPA includes ALL program courses.

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Expected Graduation:</th>
</tr>
</thead>
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### Other Requirements

<table>
<thead>
<tr>
<th>Account Charged</th>
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<tbody>
<tr>
<td>VTT Kit</td>
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<tr>
<td>Pre-Exposure Rabies Vaccine</td>
<td></td>
</tr>
<tr>
<td>Handbook</td>
<td>N/A</td>
</tr>
<tr>
<td>Health Forms</td>
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Fall Semester 1, _20_ SEM GPA /16= _

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Taken</th>
<th>Grade</th>
<th>GPA – CALC 16 cr</th>
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<tbody>
<tr>
<td>VTT 110 (3 cr)</td>
<td></td>
<td>3 x</td>
<td></td>
</tr>
<tr>
<td>VTT 113 (1 cr)</td>
<td></td>
<td>2 x</td>
<td></td>
</tr>
<tr>
<td>VTT 114 (2 cr)</td>
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<td>2 x</td>
<td></td>
</tr>
<tr>
<td>VTT 116 (2 cr)</td>
<td></td>
<td>1 x</td>
<td></td>
</tr>
<tr>
<td>VTT 119 (3 cr)</td>
<td></td>
<td>3 x</td>
<td></td>
</tr>
<tr>
<td>BIO 111 (4 cr)</td>
<td></td>
<td>4 x</td>
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Spring Semester 2, _20_ SEM GPA /16=

<table>
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<th>Grade</th>
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<td>VTT 111 (3 cr)</td>
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<td>3 x</td>
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</tr>
<tr>
<td>VTT 112 (2 cr)</td>
<td></td>
<td>3 x</td>
<td></td>
</tr>
<tr>
<td>VTT 115 (2 cr)</td>
<td></td>
<td>2 x</td>
<td></td>
</tr>
<tr>
<td>VTT 117 (3 cr)</td>
<td></td>
<td>2 x</td>
<td></td>
</tr>
<tr>
<td>VTT 150 (1 cr)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>ENG 101 (3cr)</td>
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Summer Semester 3, 20 SEM GPA /3=

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<th>Semester Taken</th>
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</thead>
<tbody>
<tr>
<td>VTT 118 (3 cr)</td>
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Fall Semester 4, _20_ SEM GPA /16= _

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<th>Grade</th>
<th>GPA – CALC 16 cr</th>
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<tbody>
<tr>
<td>VTT 210 (4 cr)</td>
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<td>4 x</td>
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<tr>
<td>VTT 212 (3 cr)</td>
<td></td>
<td>2 x</td>
<td></td>
</tr>
<tr>
<td>VTT 214 (2 cr)</td>
<td></td>
<td>2 x</td>
<td></td>
</tr>
<tr>
<td>BIO 123 (4 cr)</td>
<td></td>
<td>4 x</td>
<td></td>
</tr>
<tr>
<td>ENG 102 (3 cr)</td>
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<td>3 x</td>
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Spring Semester 5, _20_ SEM GPA /16=

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
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</tr>
<tr>
<td>VTT 213 (4 cr)</td>
<td></td>
<td>4 X</td>
<td></td>
</tr>
<tr>
<td>VTT 215 (1 cr)</td>
<td></td>
<td>1 X</td>
<td></td>
</tr>
<tr>
<td>VTT 216 (1 cr)</td>
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<td>1 X</td>
<td></td>
</tr>
<tr>
<td>SOC/BEH, HUM/FA (3-4cr)</td>
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<td>3 X</td>
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</tr>
</tbody>
</table>
XII. Scholarships Available:

PARKLAND COLLEGE APPLICATION

Dr. and Mrs. Paul F. Cook Veterinary Technician Scholarship

ELIGIBILITY CRITERIA

• Must be a second year Veterinary Technology student with a cumulative 2.75 GPA or better.
• Must be an active member of the Veterinary Technology Club.
• Must submit a paper indicating why you need the scholarship and how the Vet Tech Club is important to you.
• Applications Accepted Until April 16th.
• Scholarship is for the upcoming fall semester at Parkland College.

NAME___________________________________________PARKLAND I.D._____________________

ADDRESS

TELEPHONE NO. (____________)_____________________

PARKLAND DEGREE PROGRAM

MAJOR

________________________________________

ANTICIPATED PARKLAND GRADUATION DATE______________ CUMULATIVE PARKLAND G.P.A.

________________________________________

CURRENT SEMESTER CREDIT HOURS NEXT SEMESTER CREDIT HOURS

________________________________________

HIGH SCHOOL & YEAR GRADUATED

APPLICATION PROCEDURE

• Complete this application form in its entirety. **Use black ink.**
• Do NOT type the essay on the reverse side of this form. Be sure to include your name, Parkland College I.D. number and name of the scholarship on the essay.
• **At least one letter of recommendation** must be attached to this application, or received no later than the deadline.
• Attach a printed copy of your **unofficial transcript** from **my.parkland.edu** to this application.
• You will be notified by the scholarship committee regarding your application.

I hereby authorize the Financial Aid Office at Parkland College to release relevant information in my permanent student record and financial aid records to the individual(s) responsible for screening and/or selection of the above-named scholarship. I understand that all information will be held in confidence.

I hereby authorize Parkland College to release information about my scholarship application results for publicity purposes.

________________________________________

Date

________________________________________

Applicant's Signature

Please return this form to: Office of Financial Aid and Veteran Services, U-286, Parkland College, 2400 W. Bradley Avenue, Champaign, IL 61821-1899.
PARKLAND COLLEGE APPLICATION
Melissa Bailey Wolfram Memorial Scholarship

ELIGIBILITY CRITERIA

- Can be either a full-time or part-time student enrolled in the Veterinary Technology Program.
- Must be a resident of the state of Illinois.
- Must have a minimum GPA of 2.75 as a high school graduate or current Parkland Student.
- Must have financial need.
- Applications Accepted Until April 16th.
- Scholarship is for the upcoming fall semester at Parkland College.

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<th>NAME</th>
<th>PARKLAND I.D.</th>
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<td>ADDRESS</td>
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PARKLAND DEGREE PROGRAM | MAJOR

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<th>ANTICIPATED PARKLAND GRADUATION DATE</th>
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CURRENT SEMESTER CREDIT HOURS | NEXT SEMESTER CREDIT HOURS

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<th>HIGH SCHOOL &amp; YEAR GRADUATED</th>
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APPLICATION PROCEDURE

- Complete this application form in its entirety. **Use black ink.**
- Attach a **one-page typed essay** on why you should be selected to receive this scholarship. Do NOT type the essay on the reverse side of this form. Be sure to include your name, Parkland College I.D. number and name of the scholarship on the essay.
- **At least one letter of recommendation** must be attached to this application, or received no later than the deadline.
- Attach a printed copy of your **unofficial transcript** from my.parkland.edu to this application.
- You will be notified by the scholarship committee regarding your application.

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I hereby authorize Parkland College to release information about my scholarship application results for publicity purposes.

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Please return this form to: Office of Financial Aid and Veteran Services, U-286, Parkland College, 2400 W. Bradley Avenue, Champaign, IL 61821-1899.
PARKLAND COLLEGE APPLICATION

Veterinary Technology Faculty and Staff Scholarship

ELIGIBILITY CRITERIA

- Must be a student enrolled in the Parkland College Veterinary Technology program.
- Must have a minimum cumulative GPA of 2.75.
- Must submit an essay on why you chose Veterinary Technology as a career.
- Applications Accepted Until April 16th.
- Scholarship is for the upcoming fall semester at Parkland College.

NAME_________________________________________________________ PARKLAND I.D.________________________

ADDRESS

TELEPHONE NO. (_________)________________________

PARKLAND DEGREE PROGRAM

________________________________________________________

MAJOR

________________________________________________________

ANTICIPATED PARKLAND GRADUATION DATE_________________________ CUMULATIVE PARKLAND G.P.A.

________________________________________________________

CURRENT SEMESTER CREDIT HOURS

NEXT SEMESTER CREDIT HOURS

________________________________________________________

HIGH SCHOOL & YEAR GRADUATED________________________________________________________

APPLICATION PROCEDURE

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_______________________________________________ Date
Applicant’s Signature

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