



Parkland College
**VETERINARY TECHNOLOGY
PROGRAM 2023-2024**

Student Handbook
Policies and Procedures Manual

Table of Contents

I.	Parkland College Veterinary Technology Program.....	5
	Specific Required Accreditation and Related Organization Information.....	5
	Accreditation and Professional Organizations	5
	Parkland College Mission and Purposes	5
	Veterinary Technology Program Mission Statement	5
	Parkland Statement of Core Values.....	5
	Veterinary Technology Program Statement of Core Values	6
	Parkland College Civility Statement	6
	Veterinary Technology Program Goals.....	6
	Student Objectives:.....	6
	Health Professions Structure	7
	Statement on Health Profession Policies and Policy Compliance.....	7
	Catalog Page.....	8
II.	Admission Policies	9
	Selective Admissions Process	9
	Scoring Criteria and Prerequisites	9
	Essential Qualifications and Accommodations Guidelines for Health Professions	9
	Veterinary Technology Program Essential Qualifications	10
	Required Spoken and Written English	11
III.	Academic Policies	11
	Grading Scale	11
	Grades, Course Enrollment and Progression.....	12
	Grade Appeal.....	12
	Academic Advising and Clinical Progression Longitudinal Record.....	12
	Course Registration	13
	Course Withdrawal.....	13
	Reinstatement to a Program or Course	14
	Requirements to Progress	14
	Request for Readmission Procedures	14
	Program Withdrawal	16
	Intent to Dismiss.....	16
	Student Hearings and Due Process.....	17

Names, Pronouns, and Address Changes	17
Attendance and Punctuality	18
Email, Computer Skills and Cobra	18
Cell Phone and Lab Policies.....	19
Recordings in the Classroom.....	20
Equipment Needed or Required	20
Student Records and Student Confidentiality.....	20
Final Examination Requirement.....	20
IV. Graduation Requirements.....	21
Veterinary Technology Program Graduation Requirements	21
Veterinary Technology Licensing or Board Exam Information.....	21
Petition to Graduate.....	22
Program Pinning Ceremony	22
V. Health and Safety Policies.....	22
Student Health, Immunization, Drug Screen and Background Procedures.....	22
Rabies Immunization.....	23
Health Risks.....	24
Title IX – Pregnancy	24
Communicable Diseases and Communicable Disease Policy	25
Student Health Status and Health Changes While in the Program.....	26
Inclement Weather.....	26
Public Safety and Escorts	27
Classroom Emergencies	27
Fire Safety and Emergency Protocol for Veterinary Technology	27
Fire & Emergency Prevention	27
Fire & Emergency Response	27
Fire Procedures.....	28
Human Medical Emergency or Accident	29
Medical Liability Insurance.....	29
Medical Leave	29
Emergency Alert System.....	30
Smoke Free Campus.....	30
VI. Clinical Instruction	30

Bloodborne Pathogen and Infectious Disease Exposure or Other Occupational Hazards-	30
Radiation	30
Clinical and Classroom Accidents/Injury/Incident Reporting- Needle Stick and Exposures.....	31
Clinical Transportation and Parking.....	32
Clinical Progression and Failure	32
University of Illinois Veterinary Teaching Hospital Clinical Procedures	32
Grading and Attendance	32
Clinic Dress Code.....	33
Incident Reporting	33
Parking at the University of Illinois	34
Biosecurity.....	34
Clinical Dismissal.....	34
Patient Assignments at Clinical.....	35
VII. Student Conduct, Professional Behavior, Appearance and Standards.....	35
Health Professions Code of Conduct.....	35
Dress Code	36
Parkland College VT Laboratories and Off- Site Clinical Rotations	36
Personal Hygiene.....	37
Information confidentiality and VTT Social Media Policy	37
Mandated Reporting	38
Veterinary Technology Program Code of Ethics	38
NAVTA Veterinary Technician Code of Ethics	38
Code of Ethics Violations:.....	39
VIII. Parkland College Policies.....	40
Extended Absences.....	40
Absence Due to Religious Obligations.....	40
Children in the Classroom	40
Accessibility Services.....	40
Academic Honesty.....	41
IX. Health Professions Policies- <i>The following policies are posted on Cobra for Health Professions courses.</i>	42
Accommodations Guidelines in Health Professions	42
Spoken and Written English Policy.....	42
Social Networking Policy	42

HIPAA Policy.....	42
Clinical Failure and Grading/Withdrawal	42
Intent to Dismiss or Suspend.....	42
Student Health, Immunization, Drug, and Background Policy and Procedures.....	42
Interprofessionalism	42
Name Change on Graduation Policy	42
Health Professions Code of Conduct.....	42
X. Animal Care.....	42
XI. Forms.....	43
XII. Scholarships Available.....	46
XIII. Student Policy Compliance.....	49

I. Parkland College Veterinary Technology Program

Specific Required Accreditation and Related Organization Information

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.

Parkland College Mission and Purposes

The mission of Parkland College is to engage the community in learning.

The following purposes are of equal importance in fulfilling the mission of Parkland College:

Serve student by providing:

- High-quality and responsive developmental, technical-vocation, transfer and lifelong education programs.
- High-quality and responsive support services'
- A climate throughout the college that values and promotes integrity, inquiry, diversity, inclusion, active citizenship, global awareness, and academic freedom

Serve employees by providing a supportive and responsive work environment

Serve the larger community by providing services and resources that promote the intellectual, cultural, and economic development of Illinois Community College District 505.

Veterinary Technology Program Mission Statement

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.

Parkland Statement of Core Values

As an institution of learning, Parkland College cultivates inquiry, practical application of knowledge, and broad enrichment across our community. The following values are important to the fulfillment of Parkland College's mission to provide programs and services of high quality to our students and community.

- **Honesty and Integrity**
In our daily operations, our classrooms, and all of our interactions, it is essential that we communicate openly, truthfully, and without hypocrisy.
- **Fairness and Just Treatment**
We advocate and strive for respect, equity, and justice in all of our operations and proceedings.
- **Responsibility**
We believe that employees and students are personally and mutually accountable for their actions as they carry out their duties. We understand the need to balance the pursuit of our own well-being with concern for others. Likewise, we understand the importance of balancing personal accountability with graciousness in the acceptance of help from others.
- **Multiculturalism**
We celebrate the diversity in both our community and our world. Our goal is to recognize, promote, utilize, and educate one another regarding the unique qualities and shared humanity of all people and cultures.
- **Education**

We provide a forum for innovation, critical thinking, open inquiry, and lifelong learning opportunities.

- Public Trust

In our efforts to serve the community, we honor the trust placed in us by our citizenry. We also rely on our community to guide and advise us as we continue to serve its needs.

Veterinary Technology Program Statement of Core 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.

Parkland College Civility Statement

Our College Core Values of fair and just treatment and responsibility serve as guide posts for civility.

Parkland College is committed to campus wide civility by cultivating a community where the faculty, staff, and students:

- Respect people and property
- Show empathy and tolerance
- Demonstrate concern for and fairness towards others
- Employ critical thinking and patience
- Accept accountability for their actions.

Veterinary Technology 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.

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.

Health Professions Structure

Parkland College Health Professions is comprised of 17 career areas. Each career area is managed by a program director. Didactic (lecture), lab and clinical portions of the career areas are taught by full and part-time faculty. Students have the right to be heard and to appeal decisions made by the program director and/or faculty. Students who wish to appeal a grade or have a situation that needs attention, the student should follow the Health Professions Chain of Command.

1. Course lecture, lab, or clinical faculty,
2. Course coordinator (often the lecture faculty in a lecture, lab, and clinical course).
3. Program Director
4. Health Professions Faculty Chair
5. Professional Council on Academic Evaluation/Hearing
6. Health Professions Dean

If not resolved, follow the Parkland College Student Policies and Procedures found on the

<https://www.parkland.edu/Audience/Current-Students/Student-Policies-Procedures>

Statement on Health Profession Policies and Policy Compliance

The Veterinary Technology program complies with all student policies and procedures approved by the Parkland College Board of Trustees including the Student Conduct Code, Student Grievance Policies and Procedures, Student Rights and Responsibilities, and Student Dismissal. (Refer to current college catalog and student policies and procedures: <http://www.parkland.edu/studentLife/policies>)

In addition to college policies, the Health Professions division have developed a set of policies for Health Profession students. The Health Professions division publishes policies that adhere to principles of quality educational practice as well as policies that protect the students, faculty and patients or clients. Health Profession policies are available on Cobra in every Health Professions course. If a policy or procedure changes after publications are printed or viewed, the web version of that document is updated immediately and will be considered the most updated and the version that will be followed.

VETERINARY TECHNOLOGY

Health Career Admissions
 Program Code: G.VTTAAS

Associate in Applied Science (A.A.S.)

Graduation requirement — 62 semester hours

Veterinary technicians are dedicated veterinary professionals who aid animals by providing excellent care and services. Certified Veterinary Technicians under the supervision of a veterinarian may do the following: clinical laboratory testing, radiographic procedures, pharmacy duties, anesthesia induction and monitoring, surgical assisting, dental prophylaxis, nursing care and patient treatments, client education, and record keeping. This program is accredited by the Committee on Veterinary Technician Education and Activities (CVTEA) of the American Veterinary Medical Association (AVMA).

Program Notes

- This is a selective admissions program—students must be admitted into the program before taking VTT courses. See the selective admissions page for more information regarding admission, progression, and graduation.
- To be admitted to the program, students must have current placement out of MAT 072, and must place out of ENG 099 and college level reading.
- A selective admission score of 2.5 or above must be attained to be considered for admission.
- Students who are non-native speakers of English must establish English proficiency through:
 - Minimum TOEFL iBT scores in reading, listening, speaking, and writing: 15-20-22-22; or
 - Minimum IELTS scores in reading, listening, speaking, and writing: 6-6.5-6.5-6.
- 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
- Additional points will be awarded to students with veterinary care work experience and will result in a higher score.
- All students are required to take the rabies pre-exposure vaccination. The approximate cost of the vaccine series is \$700.
- For progression and graduation, students are required to maintain 2.0 minimum GPA and a grade of C (75 percent) or higher in all program courses, pass all skills requirements, and meet all the ethical and behavioral requirements of the profession and Parkland College.
- Completion of BIO 121 and BIO 122 is equivalent to completion of BIO 111.

Suggested Full-time Sequence

FALL	SPRING	SUMMER
1st Semester	2nd Semester	
BIO 111	ENG 101	VTT 118
VTT 110	VTT 111	
VTT 113	VTT 112	
VTT 114	VTT 115	
VTT 116	VTT 117	
VTT 119	VTT 150	

FALL	SPRING
3rd Semester	4th Semester
BIO 123	VTT 211
ENG 102	VTT 213
VTT 210	VTT 215
VTT 212	VTT 216
VTT 214	Soc/Beh Sci or Hum/FA elects

Required Program Courses (45 hours) Cr. Hrs.

VTT 110	Small Animal Nursing I	3
VTT 111	Small Animal Nursing II	3
VTT 112	Diagnostic Imaging	2
VTT 113	Introduction to Veterinary Technology	1
VTT 114	Clinical Pathology I	2
VTT 115	Clinical Pathology II	2
VTT 116	Large Animal Nursing	2
VTT 117	Surgical Technology I	3
VTT 118	Veterinary Clinical Practicum	3
VTT 119	Pharmacology I	3
VTT 150	Veterinary Anatomy and Physiology	2
VTT 210	Clinical Rotations I	4
VTT 211	Clinical Rotations II	4
VTT 212	Surgical Technology II	3
VTT 213	Animal Management	4
VTT 214	Laboratory Animals	2
VTT 215	Pharmacology II	1
VTT 216	Transitioning to Practice	1

Required General Education Courses (17 hours)

ENG 101	Composition I	3
ENG 102	Composition II	3
BIO 111	Basic Anatomy and Physiology	4
BIO 123	Microbiology	4
	Social/Behavioral Sciences or Humanities/Fine Arts elective	3

Total Semester Credit Hours

62

II. Admission Policies

Selective Admissions Process

The College is committed to a policy of open admission but admission to Parkland College does not guarantee enrollment in any specific program of instruction. When enrollments are limited, preference is given to residents of District 505 (College Policy 8.02).

Admission into most Parkland College Health Professions programs is selective, which means that admissions are competitive, and programs may have their own admissions criteria and minimum scores for admission. You must be accepted into the program prior to taking any courses in the major.

Please check the College catalog or the program websites for detailed information about admission to a Health Profession program.

<https://www.parkland.edu/Portals/3/Global/Documents/Catalogs/CATALOG%2022-23.pdf>

Scoring Criteria and Prerequisites

It is strongly recommended that you work closely with a Health Professions Academic Advisor, Faculty Chair or Program Director when seeking entrance to a Health Professions program.

Students who wish to apply transfer credit towards a Health Professions degree or certificate should verify acceptable credits before applying to the program by sending official transcripts to Parkland College Admissions and Records and requesting a transcript evaluation. Only undergraduate credit from regionally accredited institutions is accepted for scoring.

Program scoring and prerequisites are individual to each program but general guidelines for scoring are listed in the catalog. Program catalog pages list the selective admissions score that is needed to be eligible for each program.

Essential Qualifications and Accommodations Guidelines for Health Professions

The Program has an institutional commitment to provide equal educational opportunities for qualified students with disabilities who apply for admission to the program. The College has a responsibility for the safety of the patients and students. Each program has an Essential Qualification list that should be reviewed before applying to the program. The Essential Qualification list in conjunction with academic standards are requirements for admission, promotion, and graduation. Candidates with questions regarding the Essential Qualifications are encouraged to contact Accessibility Services at Parkland College prior to the start of the program. Compliance with state and federal laws and regulations (including the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990) is necessary and admitted candidates with disabilities are reviewed individually, on a case-by-case basis. An accommodation is not reasonable if it poses a direct threat to the health or safety of self and/or others, if making it requires a substantial modification in an essential element of the curriculum.

Veterinary Technology Program 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 workstation, 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.

Required Spoken and Written English

Spoken and written language skills are critical to student success in clinical courses. Accurate communication between the student and patients and families, care providers, physicians, all hospital employees, 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. The Spoken and Written Policy is available on all Health Professions Cobra courses or available upon request.

Students will be required to take the TOEFL iBT or IELTS Assessment prior to admission to most Health Professions programs. Students must meet the minimum sub set scores required by the program in reading, listening, speaking, and writing in order to qualify for the program. See the catalogue for the minimum sub set numbers. Students are not accepted to a Health Profession Program until they have qualified by meeting all requirements of the program.

Because English language skills develop with practice over time, TOEFL scores will only be accepted six months apart, and after the student's performance plan is implemented. Any scores more frequent will not be accepted.

III. Academic Policies

Grading Scale

A = 93-100
 B = 85-92
 C = 75-84
 F = 74.5 and below

Grades, Course Enrollment and Progression

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 Zero 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.

Grade Appeal

According to College policy 8.15.03, the awarding of grades for work done in courses is the domain of the faculty. Only a faculty-led committee has the authority to override a grade on appeal, except in cases of approvals for drops without record, late withdrawal, and medical withdrawals.

A student who is not satisfied with a grade, grading process or final grade that he or she received, is advised to first meet with the course instructor. If the student is dissatisfied with the procedures used to calculate the grade, then the student may ask to meet with the Program Director.

If the student disagrees with the assigned grade, and feels the grade assigned meets one of the criteria for a grade appeal, the student goes immediately to the Faculty Chair and requests a Health Professions Professional Council on Academic Evaluation (PCAEE) hearing for the grade appeal process. If the PCAEE hearing does not resolve the situation, the student will proceed with the College Grade Appeal process as stated in the College Student Policies and Procedure Manual.

Academic Advising and Clinical Progression Longitudinal Record

It is a shared responsibility of the student and program director to maintain a longitudinal record of the requirements to complete the Veterinary Technology program. Graduation requirements and required courses are published in the College catalog. If a student changes an academic plan or fails to complete a required component in the timeframe scheduled, the student should notify

the program director immediately. The program director will maintain records to show completion of the graduation requirements.

Clinical Progression: Program students are expected to retain knowledge from previous semesters. The evaluation of clinical performance is based on the application of previously learned knowledge and skills as well as the comprehension and application of new skills and information each semester. Each student will have a longitudinal record of her/his clinical performance. Identified areas of concern from previous semesters will be taken into account in the summative evaluation of each student's performance. Faculty will be assessing patterns and trends of learning and will take this into account in each course evaluation. The record includes clinical evaluations, any action/remediation plans that have been written for circumstances that resulted in a grade of "unsatisfactory" being assigned, and any other information related to the student's progression/performance in the program.

Students may review their record with the program director by making an appointment. Student will inform the program director in advance that they wish to review their record so their record will be available at the time of the appointment.

Course Registration

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.

Course Withdrawal

The College publishes the regulations concerning course withdrawal in the catalog and on the College website under Admissions and Records. The dates within which students may withdraw from the course are published in the College calendar on the Parkland website.

Students who never attend or cease to attend, any class in which they have enrolled must be administratively withdrawn. Faculty-initiated withdrawals can only be performed between the end of the student drop period and midterm. Please see the *General College Syllabus* that is posted on Cobra for further detail on Instructor Withdrawal and Student Withdrawal from a Class Section.

For students in Health Professions, withdrawing or dropping a course can have impact on status in the program. Students should notify the lead faculty of the intent to withdraw from the course and obtain information about current status in course (passing all portions or failing any portion of the course). If the course is a pre-requisite and/or co-requisite for another courses, the student will be advised as to what impact that may have on his/her program status.

1. Within the first week of a class session, you may drop the class with no record. The course does not appear on the transcript, and you receive a full credit of tuition and fees. The deadline for this is 11:59 p.m. on the Sunday following the class start date. To do this:

- a. Log in to my.parkland.edu.
- b. From the Registration menu, click/choose the Register and Drop Sections menu option and follow the screen prompts.
If you need help, call the Tech Service Desk at 217-353-3333.
2. Beginning on Monday of the second week of the class session, and up to 5 p.m. on the last business day of the week before the last week of instruction for that class, you may withdraw from the class. The course will appear on the transcript with a grade of W and there is no refund of tuition and fees. To do this:
 - a. Obtain the Notification of Intent to Withdraw from Classes form either online at my.parkland.edu or in person from Admissions and Records in U214.
 - b. Contact your instructor, Faculty Chair, or program director for their signature. If you are unable to meet with your instructor in person, you may contact them via email to obtain the signature. If you have received the signature via email, attach the email to the form and send it to admissions@parkland.edu.
 - c. If you are a degree-seeking student withdrawing from all courses, you should have an exit interview with a financial aid advisor. Call 217-351-2222 or stop by Financial Aid in U286.
 - d. If you are an international student withdrawing from any course, you should meet with an international advisor. Call 217-351-2890 or stop by International Admissions in U238.
 - e. Submit the completed form with a picture ID to Admissions and Records (U214) or via email to admissions@parkland.edu.
3. If you are failing a course due to violations of the academic honesty policy (Policy 8.06) or failing a clinical course in a Health Professions program (2017-18 Catalog, page 190, Program Requirements 1.g.), you may not be permitted to withdraw. See the appropriate division dean if you have questions.

Reinstatement to a Program or Course

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.

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 2.5 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*

Program Withdrawal

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.

Intent to Dismiss

Academic Dismissal from a Program:

When the student's performance falls below standards and shows no improvement and/or the faculty trust in the student is broken by a severe breach, the faculty may recommend suspension and/or dismissal.

When deciding to make a recommendation, examples considered by faculty include, but are not limited to, what has been covered in the curriculum, where the student is within the curriculum, the expectations at that stage of the curriculum, documentation of past performance, what the student has done/not done, and the severity of the infraction.

When a recommendation for dismissal occurs, it means that a student will be dropped from any health professions specialty classes (classes designated as in the major). The student will be able to continue to attend any general college courses in which they are enrolled. Program dismissal does not necessarily preclude re-admission into the program at a later date. Health Profession's program dismissal is a separate process from, and not necessarily related to the college's disciplinary procedures for suspension, dismissal and expulsion from the college.

Recommendation for dismissal can include but are not limited to impaired practice, failure to maintain grades, student performance, non-compliance with clinical, course or program policies, non-compliance with Essential Qualifications, academic dishonesty, plagiarism, professionalism and patient safety.

Suspension does not necessarily lead to dismissal in every situation. An interim suspension can be used pending the outcome of an investigation.

Chain-of-command: For the purposes of this policy the chain of command is as follows:

1. Course lecture, lab, or clinical faculty,

2. Course coordinator (often the lecture faculty in a lecture, lab, and clinical course).
3. Program Director
4. Health Professions Faculty Chair
5. Professional Council on Academic Evaluation
6. Dean
7. Vice President

Please refer to Health Professions Essential Qualifications, Code of Conduct, and Intent to Suspend or Dismiss Policy and Procedures for complete information. Policy can be found on Cobra Health Profession courses.

Student Hearings and Due Process

Students who face recommendation for clinical suspension and/or program dismissal will be afforded due process through established procedures. Before dismissal, every student will receive:

- Written notice of academic expectations.
- Each Health Profession's program will include their Essential Qualifications in the student handbook and the process and procedures for program probation, clinical suspension, and program dismissal in the program handbook. The handbook will be available on the program web site, Cobra online or printed.
- Written notice of their deficient performance each time the performance is deficient.
- An informal give-and-take face-to-face meeting with the faculty decision-maker after every noted instance.
- When possible, reasonable time to change/improve their deficient performance. Reasonable time to change or improve performance may not be possible for patient safety situations.
- Notice of potential consequences such as delay of graduation, suspension and dismissal from the program that may result as a failure to correct deficiencies.
- Exceptions for notice or giving a reasonable time for improvement may include violations of patient's rights, safety or egregious violation of professional standards.
- If performance is not according to standard or falls below expectations, the faculty may recommend dismissal.

The student must be afforded the opportunity for a PCAE hearing. Professional Council on Academic Evaluation: (PCAE) is the Health Professions Council on Academic Evaluation and is the fourth step in the chain of command in the Health Profession's formal process for this policy. It is the division philosophy that issues between students and faculty are solved as close to the classroom as possible. When that is not possible, the PCEA is part of the formal process for resolving these issues.

Names, Pronouns, and Address Changes

At Parkland College, we believe that everyone has the right to be addressed by the name and pronouns that they choose. Students have the option to inform Parkland College of their preferred/chosen first name to be seen on their class roster. To change their name, the student

needs to contact the Admissions Office at Admissions@parkland.edu and request that their preferred name be added to their “nickname” field. This will be added as their first name on the class roster that instructors use. No additional information or documentation will be needed to complete this change. Students should also update the address on file with Parkland College. Only the student’s legal name can be used to register for the VTNE and the name must match Parkland College official student records.

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 whom 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 notify the rotation coordinator prior to the absence.
- f. Students who come unprepared for the rotation may be asked to leave. This will constitute an unexcused absence.

Email, Computer Skills and Cobra

Parkland College uses email as an official means of communication. All Parkland students are issued an official Parkland email account which should be used for instruction, instructional support, advising, and all college-related correspondence. Faculty will communicate with

students through their Parkland email addresses and are not expected to use students' personal email addresses. Parkland College faculty and students have the right to send communications via email and expect those communications to be read in a timely fashion. Parkland email users are expected to comply with and are subject to all Federal, State, and College rules, regulations, and procedures when using email. 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. Confidentiality or privacy of electronic mail cannot be guaranteed. Messages sent through the Parkland email system should be respectful in tone and language.

All course material included on the course Cobra page requires a student to utilize a secure log in and password to access their content. 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 may be required; or students may be required to go to a testing center in person with photo ID.

Students in the Veterinary Technology 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 online research, to use Powerpoint, to access grades from WebAdvisor, and ability to participate in online instruction and assessment using Cobra.

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

Cell Phone and Lab Policies

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.

Recordings in the Classroom

Students who wish to record classroom or other learning activities must ask for permission from the instructor. Even if you have permission to record classroom learning activities, those recordings are only for your personal study and review and may not be used for any other reason. Students who have an accommodation to record under the American with Disabilities Act and are registered with Accessibility Services may record classroom and learning activities. Permission for recording of classroom learning activities is given solely for the student's personal study and review and may not be used for any other purposes.

Equipment Needed or Required

Students will be issued an 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.

Student Records and Student 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>

Final Examination Requirement

A final exam is expected in each credit course at Parkland College. Final exams for all courses will be given during final exam week according to the official published schedule. These final exams are not to be given early (during regular class periods). Final exams for all other courses (courses with earlier end dates) will be given at the last regularly scheduled class meeting.

All requests from faculty to alter scheduled final exam times or dates must be reviewed and approved by the Faculty Chairs, Division Dean, and the Vice President for Academic Services.

In courses where a final exam is not appropriate, as determined by the Health Professions administration, an educational alternative scheduled during the week of final exams is expected. Students: These official College guidelines were established to more fully ensure that you receive the full set of instructional class periods for which you paid and to which you are entitled and that you have the appropriate amount of time to prepare adequately for your final exams. If

your final exam is given earlier than scheduled, please contact the Faculty Chair or Division Dean. Three final exams scheduled on the same day may be considered a conflict. Conflicts may be resolved by arrangement with the faculty of these courses. Questions or concerns about these guidelines should be directed to the Faculty Chair or Division Dean.

IV. Graduation Requirements

Veterinary Technology Program Graduation Requirements

1. Completion of 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.

Veterinary Technology Licensing or Board Exam Information

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

The Veterinary Technician National Exam (VTNE):

1. Supporting Document ED must be completed by the authorized official of the college/university from which your veterinary technician education was obtained. School seal must be affixed.
2. Apply Directly On-Line. Register for the examination by referring to the Continental Testing Web site (www.continentaltesting.net) for information on how to apply for the examination on-line and pay the test fee by credit card. This will be a \$107 fee.
3. Forward supporting documentation to: Continental Testing Services, Inc., P. O. Box 100, LaGrange, Illinois 60525-0100
4. Submit your VTNE online application per instructions in AAVSB site: <http://www.aavsb.org/vtne/> . This will be a \$330 fee.
5. The VTNE is a 3-hour exam which consists of 170 multiple-choice questions. Your score on the VTNE is based on responses to 150 operational questions. The additional 20 pilot questions embedded in the test are used for constructing future examinations and will not count toward your final score. The VTNE is offered in both English and French.
6. The AAVSB now offers the option to test using Live Remote Proctoring (LRP). Review the requirements in Step #4
7. Submit your official, final transcript to the AAVSB. Transcripts are reviewed when your VTNE online application is processed.
8. Initial application processing takes 2-3 weeks. An automated email from useraccounts@aavsb.org will be sent to activate your MyAAVSB account.
9. After your application is reviewed and approved, an eligibility/scheduling email will be sent from aavsb.org. Log into your MyAAVSB portal. Click into your Active VTNE Application box. Click on enabled Scheduling button and follow the prompts. You can schedule your exam appointment up to 48 hours prior to the end of the exam window.
10. Live remote proctoring (LRP) is an available option through our vendor, PSI Exams. PSI has set up a seamless process for online scheduling and equipment testing, so you can take your exam safely and securely from home or another secure location. While LRP is a convenient

option, not everyone may meet the technical requirements to test at home. Approved, extended time is the only exam accommodation that can be administered in a LRP exam.

Petition to Graduate

Students will complete the Admissions form, Petition to Graduate at the start of the last semester of the program. Results of the graduation requirement audit are emailed to the student from an Admissions representative. It is the student's responsibility to report any deficiencies to the program director.

Program Pinning Ceremony

Veterinary Technology Program students that have completed graduation requirements will have the opportunity to participate in a Pinning Ceremony at Parkland.

Parkland College encourages persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation, such as a sign language interpreter, or have questions about the physical access provided, please contact the Accessibility Services by phone at 217-353-2338, or by email at accessibilityservices@parkland.edu. To provide seamless access please submit all requests two weeks in advance of your participation or visit.”

V. Health and Safety Policies

Student Health, Immunization, Drug Screen and Background Procedures

The conduct standards for Healthcare Professionals and students are higher than those of the ordinary student or citizen because of the inherent responsibilities assumed by their role with patients, and the trust the public places on their profession to do no harm.

Parkland College (PC) Health Professions is committed to maintaining a drug-free workplace and academic environment in compliance with the Federal Drug Free Workplace Act of 1988 and in Accordance with Parkland College Policy 3.24 Drug-Free Workplace.

There is no smoking, vaping, alcohol use, illegal drug use, or legal drug abuse allowed on the Parkland college premises or at any off-campus clinical site or Parkland sponsored event or trip.

There is a zero tolerance policy for being under the influence of anything that may impair your judgement, duties, or the safety of yourself, others, or your patients. Drug and/or alcohol testing can be required if there is reasonable suspicion to believe you are impaired including; alcohol, illegal drugs or legal drugs if in violation of applicable policies, laws, and regulations.

The full policy can be found in the *Student Immunization, Drug, Alcohol, and Background Policy and Procedures* section of the Health Professions policies. This is located on every Cobra course page and should be reviewed for a complete understanding of the requirements.

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 will be charged to their student account. 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 to receive a refund.

Parkland College Rabies Mitigation Plan

The AVMA-CVTEA requires all students must be educated on rabies risk prior to working with animals. Prior to live animal use, students must be vaccinated against rabies or the program must implement a comprehensive rabies mitigation protocol as described in Appendix A. See below:

1. All students will receive their prophylactic rabies vaccination series within 30 days of starting the program.
2. All appropriate species of animals held on the Parkland College campus will ideally be vaccinated for Rabies prior to being on campus, otherwise they will be vaccinated within 48 hours of their arrival.
3. Unvaccinated students will not be able to handle animals until they are 28 days post rabies vaccination.
4. Animals at off-site clinicals and on farm sites may be unvaccinated and students will be required to be vaccinated to handle those animals. Academic success in VTT 116 and VTT 118 is unlikely without the ability to handle the animals in those courses which may be unvaccinated. Therefore, progression in the program does require the student to be vaccinated against rabies.

Religious and Medical Waivers for Vaccinations- per Health Professions Policies

- 1. Declinations and exemptions can be submitted but clinical placement or progression in the program cannot be guaranteed.**
2. Declination forms should be submitted prior to the official acceptance in the program to avoid possible interruption in the student's education.
3. Students must follow the Parkland process for requesting approval of a medical or religious exemption for a vaccination.
 - a. Students should contact the Dean of Health Professions to request a religious or medical exemption for a vaccination via the student's Parkland email account.
 - b. The Dean will send the student the related policy regarding health records and vaccinations along with the form to be completed by the student, healthcare provider and or religious leader. Only the Parkland form will be accepted.
 - c. The student will submit the completed form with required information directly to the Dean from the student email account.
 - d. The applications for approval will be determined on a case-by-case basis.
 - e. Additional supportive documents or information from the student, health care provider or religious leader may be requested.

- f. The approval will be for the duration of the program only; if a student enters another Health Professions program, a new approval must be sought.
 - g. Students will be notified of decision through their Parkland student email account.
4. Students who submit false documentation or knowingly submit false information in pursuit of this exemption are in violation of program and Health Professions Code of Conduct, Program Code of Conduct, and related handbook statements.
 5. Students should understand that in the event of an outbreak or pandemic concern, the clinical facilities may temporarily exclude unvaccinated students. Being excluded from clinical experiences and time, may cause interruption in the student's educational progress.
 6. Some clinical facilities may require an additional form, additional personal protective equipment or training if exemptions or declinations are approved.
 7. Beliefs based on social, political, or economic philosophies as well as personal preferences are not considered religious beliefs.
 8. Clinical facilities may not accept declinations or exemptions for stated requirements. Reasonable effort will be made to find clinical placement that will still meet the needs of program accreditation and required competencies. The student will work with the program director and Dean of Health Professions to determine if alternative clinical placement can be arranged. Clinical schedules and clinical facilities are unique to each program. Program Directors and the Health Profession Dean will determine if a clinical placement meets requirements of the program. Students will only be placed at scheduled clinical facilities according to the schedule set by the program and the clinical site.

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 always act safely and responsibly.
2. 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 required to be vaccinated for Rabies.

Title IX – Pregnancy

Title IX of the Education Amendments of 1972 provides pregnant students with certain rights regarding their education. For information, contact Dr. Marietta Turner, Dean of Students at 217-351-2505 or via email at mturner@parkland.edu.

It is recommended if a student is in a program with occupational hazards or risks, the student report a pregnancy to the program director so that the student can be educated about any occupational risks during clinical, labs or practicums. Students may come in contact with procedures that require radiation, gas anesthesia, and other potential risks. It is recommended that any students who are trying to become pregnant or who are currently pregnant tell their clinical instructor or the program director to protect you and your baby. Confidentiality will be

maintained, the safety of the student and baby is most important. The student will be asked to meet with the Radiation Safety Officer, Tammy Cox, for safety education while at clinicals. Tammy can be reached by email at tcox@parkland.edu.

Communicable Diseases and Communicable Disease Policy

Parkland Policy 3.05

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 workspaces 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.

If a student has signs of illness, he/she must contact the instructor prior to coming to lecture, lab, or clinicals. In cases of strep throat, the student must be on an antibiotic for a minimum of 24 hours before returning.

Student Health Status and Health Changes While in the Program

A student that has had any change in his/her physical and/or psychological condition that require medical attention and/or could have an effect of their physical or emotional endurance, are still required to maintain Essential Qualifications. Some situations will require a release from your health care provider.

If a student develops a health issue that may result in incapacitation in the clinical area or types of conditions that may jeopardize patient safety, the student must notify the clinical instructor 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. Students will still be required to perform all the functional abilities outlined in the Essential Qualification in order to attend clinical.

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 Parkland. 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 the campus during the day and/or evening when classes are in session, an announcement will be made over the public address system, to local radio/tv and on our website by 3:00 p.m. If weather conditions deteriorate overnight, a decision is made by 5:00 a.m. Monday through Saturday. You will also receive an email at your Parkland email address.

Radio and television stations are contact if the campus is closed due to weather conditions. Parkland College will announce college closings on the Parkland Facebook page and other social media outlets. The media will accept closings only; consequently, if you do not hear Parkland mentioned, then the College is open. The Switchboard on campus and the college's radio station WPCD (88.7 FM) are kept apprised of announcements, as well as Parkland's website.

Safety and the ability to drive or walk in inclement conditions ultimately needs to be determined by the student. If the student has concerns because it is dark outside or the student expects the

conditions may improve, the student should follow syllabus directions for calling in late or absent as soon as possible.

Public Safety and Escorts

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.

Public Safety also offers escort service to the Parkland parking lots. Please use the information below if you would like an officer to walk you to your vehicle.

You can reach this department by:

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

Classroom 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 an emergent situation.

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. The program faculty and staff will monitor to ensure these are completed.

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 instructor is the senior faculty or staff 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 instructor for instructions.

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

If the fire is small, the instructor may use the fire extinguishers to suppress the fire if it can be done safely. If the fire is other than a contained fire, the instructor will immediately begin evacuation of the premises. After the evacuation is complete, the instructor 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 contact Public Safety 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!** The Program director and Veterinarian should be notified once EMS has been notified.

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 instructor.
The instructor will report immediately to the site of the emergency.

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

Medical Liability Insurance

Students registered in Parkland clinical courses will be covered by a college issued liability insurance. A course fee will be added to a clinical course. The student is covered while at clinical on scheduled days of clinical. Activities or class sessions that take place outside of the published course schedule, will not be covered by the College liability insurance.

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 asked to present personal medical insurance to the health care facility providing care to the student. The student will be required to complete an Incident Report at the facility and the College.

Medical Leave

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.

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 system 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. Be sure that your contact information is up to date with the College.

Students are encouraged to add the Public Safety phone number (217-351-2369) 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.

Smoke Free Campus

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.

VI. Clinical Instruction

Bloodborne Pathogen and Infectious Disease Exposure or Other Occupational Hazards-

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.

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. Our students will be required to wear dosimeter badges to monitor exposure.

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.

Clinical and Classroom Accidents/Injury/Incident Reporting- Needle Stick and Exposures

For all student injuries on campus, Public Safety should be called to assess and report the situation.

For Students At Clinical Sites:

The hospital affiliate's policy for student or employee injury should be immediately followed. Relevant clinical affiliate reports and the Parkland College Incident Report must be completed by the faculty and student.

Responsibility Of Charges Incurred

If the cost of immediate post-exposure care for the student and source is not covered by the facility where the incident occurred or by the student's insurance, Parkland College will cover these costs. A bill should be sent to:
Parkland College Wellness Coordinator, Parkland College Student Life, 2400 W. Bradley Ave. U116, Champaign, IL 61821.

Any medical follow-up beyond that given at the time of the exposure is the responsibility of the student. The student should consult with their primary care physician or Parkland's Wellness Coordinator as soon as possible after the exposure incident to discuss recommended follow-up care.

While we prepare the student for an entry-level position as a CVT the risk of contracting a disease or illness is understood to be a hazard of the profession, but the safety of the student in the learning environment is a priority for the faculty and instructors. If the student is alerted prior to the start of a patient intervention that the patient does have any airborne or blood borne pathogen, or considered a high-risk patient, the student may be excused and not be allowed to participate with patient care.

Clinical Transportation and Parking

Students are expected to provide their own transportation to and from all clinical sites. Students are to follow parking regulations of the clinical site and park only in those areas designated for students.

Clinical Progression and Failure

Students are expected to retain knowledge from previous semesters, skills, practical exams. The clinical evaluation is based on the application of previously learned knowledge and skills as well as the comprehension and application of new skills and information each semester. The proficiency of the clinical skills should increase each week and each semester in order to progress to the next clinical course or graduate

University of Illinois Veterinary Teaching Hospital Clinical Procedures

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. Each student is required to turn in a completed rotation/supervision evaluation form to have access to their rotation quiz.

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. 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.

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

Clinic Dress Code

All students are required to wear the Parkland assigned scrub colors and close-toed shoes on small animal rotations and matching scrub jacket must be worn when required on some small animal rotations.

Clean coveralls and appropriate closed-toe footwear on large animal rotations. Boots are allowed in large animal rotations.

A matching scrub jacket must be worn when required on some small animal rotations.

Parkland Name Badges must always be worn.

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. Visible body markings/tattoos must not be offensive to others. Long hair must be pulled back securely.

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.

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 and Program Director (217-351-2382)
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.

Parking at the University of Illinois

Paid parking meters are available at the Veterinary School and those costs incurred will come out of your personal budget. Carpooling is encouraged as spots can be difficult to come by and parking costs can quickly add up.

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.

Biosecurity

As mentioned above, clean coveralls are required for food animal rotation. Boots must be thoroughly washed before going to or returning from any farm. 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.

Clinical Dismissal

Depending on the severity, any one break in non-compliance can result in dismissal from the program. Dismissal by the clinical facility includes but is not limited to severe breeches of patient safety, patient rights, staff rights or safety, breeches of confidentiality, or other breeches of rules, ethics or standards.

By contract, the clinical facilities have the right and the authority to determine who is present on their campus. If the clinical facility removes the student from the clinical facility, Parkland College must comply and there is no appeal process.

If the student is barred from a clinical facility, the Health Professions Dean will weigh the patient's rights, the facility rights, the student's rights and the infraction to determine if the student can be transferred to another clinical site or if the infraction supports immediate suspension or dismissal from clinical. Standards and ethics that include safe and ethical care are incorporated throughout every program in Health Professions. Positive placement or transfer to another facility will not be considered if patient safety, ethical care or confidentiality has been breached.

A student who commits an infraction serious enough to warrant clinical dismissal, and due to the nature of the offense, cannot be transferred to another clinical facility, will be notified of intent to dismiss from the program.

Safe and ethical care and behavior is required in the classroom, lab and clinical as well as outside the classroom. The student protects the patient/family at all times, not just when "on duty".

Please refer to the Health Professions Essential Qualifications, Code of Conduct, and Intent to Suspend or Dismiss Policy that is posted in every Health Professions Cobra course.

Patient Assignments at Clinical

Healthcare providers serve the public and the patient has the right to expect quality care regardless of based on the students' beliefs related to race, color, gender, sexual orientation, religion, creed, national origin, age, marital status, disability, veteran status, disease process, socio-economic status, or any other applicable basis in law. Clinical experiences are planned by the Health Professions faculty/administrators to best meet student learning needs. Students may not refuse patient care assignments.

All patients are to be treated with equal care and compassion. Patient confidentiality is respected at all times and students will follow HIPAA policies.

VII. Student Conduct, Professional Behavior, Appearance and Standards

Health Professions Code of Conduct

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.

A graduate must be competent in the application of the principles of ethical reasoning, ethical decision making and professional responsibility as they pertain to the academic environment, research and patient care. If a student is found to be behaving in an unprofessional manner, the student will be removed from the classroom, lab or clinical site. This includes any actions that may be deemed unprofessional by the instructors or surgical staff. Examples of unprofessional conduct include (but are not limited to): verbal or non-verbal language, actions, or voice inflection which compromises rapport with patients, family members, physicians, nurses, surgical technologists, surgical assistants, other staff or instructors. This includes sexual innuendos or flirtatious behavior. Violations of these standards are serious and will result in the student being removed from the classroom, lab or clinical site immediately. Students removed from clinical, will not be readmitted to class or to the program.

Please refer to the Health Professions Code of Conduct posted in Cobra for every course.

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.

Parkland College VT Laboratories and Off- Site Clinical Rotations

- a. Clean 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 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 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) and a name tag are required.
- h. 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,
 4. Rings should be kept to a minimum
- k. No hats or scarves without approval can be worn in labs.

Personal Hygiene

Personal hygiene is important and care should be taken to ensure that good personal hygiene habits are used.

Information confidentiality and VTT Social Media Policy

Parkland College Health Professions Department will implement and adhere to the HIPAA Act of 1996. Our animal patients are not protected under HIPPA but it is still important to protect the identity of our animal patients and their owners as outlined below.

1. All patient records including patient and owner information are confidential.
2. Students must be protective of patient information once it is removed from the clinical setting. (i.e., notes not left on desks, in classrooms, in cafeterias, or out for any public viewing). No patient or client names will at any time be removed from the clinical facility.
3. Students must not identify patients, clients, surgical team members or other persons by name in written work, notes or other exercises for learning purposes. In such instances, the use of initials is appropriate.
4. Students will not discuss patients, clients, staff or care issues in public (i.e., with friends or family, or in public places such as the shuttle bus, cafeterias, lounges, bars, restaurants, hairdresser, etc.).

Veterinary Technology Social Media Policy

Do not share any pictures or identifying information about any animals or cases that you are associated with as a Parkland Student. This includes our Parkland teaching animals and any off site clinical rotations including any off-site clinical rotations i.e., University of Illinois teaching hospital and all large animal farm locations or courses. Exceptions may be made for adoptable teaching animals but prior to sharing you must have verbal or written approval by the Program Director, Attending Veterinarian, or Lead CVT.

Implications for Students

Protecting the privacy of your patients' health information must be foremost in your mind as you are considering how you will communicate what you are learning with faculty, clinical staff, and fellow students. When preparing case specific presentations, papers, discussions, and reports, you must avoid disclosing patient information that could identify the patient.

Consequences

Students providing information to the media will be dismissed immediately.

The student will receive a written warning when the confidentiality violations appear accidental (such as leaving a chart open).

The student will be expelled if a willful confidentiality violation occurs, such as looking up information on a patient without good reason; taking pictures with a cell phone or sharing information about a patient or client on social media without client consent.

Any violation of confidentiality may result in removal from a clinical site and dismissal from the program.

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.

Veterinary Technology Program Code of Ethics

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.

This Code has been developed by the NAVTA Ethics Committee. No part of it may be reproduced without the written permission of NAVTA. Copyright 2007 NAVTA, Inc. All rights reserved. www.navta.net

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:

1. Any violation of the Code of Ethics.
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".

VIII. Parkland College Policies

Extended Absences

See General College Syllabus

Absence Due to Religious Obligations

See General College Syllabus

Children in the Classroom

It is understood that the mission of the College is to provide an atmosphere that is as free as possible from outside distractions and disruptions. In order to maintain this learning environment, unaccompanied and unauthorized minor children are not allowed on the campus. To protect children from possible injury and to maintain a safe, secure learning environment, children are not permitted in classes and are not to be left unsupervised anywhere on campus, including employee work areas. (College Policy 5.04)

Accessibility Services

See General College Syllabus

Academic Honesty

The following statement is the sanctioned affirmation of academic honesty in works submitted by students:

“I honor Parkland’s core values by affirming that I have followed all academic integrity guidelines for this work.”

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).

Parkland Policy in Student Policy Manual: Please go online and read through the manual.

<http://www.parkland.edu/studentLife/policies/default.aspx>

Page 5: 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.

Page 6: 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

1. Taking pictures of exams
2. Taking pictures of a computer screen with test questions
3. Texting each other while sitting at your own computers sharing answers
4. One student looking up answers while another student answers questions on an assignment/test.
5. Taking pictures of cadavers
6. Posting, texting, or communicating parts of a test or quiz.
7. 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:

1. Fail the quiz, test or assignment- and/or
2. Fail the course- and/or

3. Be dismissed from the Program- and/or
4. Be dismissed from the College

IX. Health Professions Policies- *The following policies are posted on Cobra for Health Professions courses.*

Accommodations Guidelines in Health Professions

Spoken and Written English Policy

Social Networking Policy

HIPAA Policy

Clinical Failure and Grading/Withdrawal

Intent to Dismiss or Suspend

Student Health, Immunization, Drug, and Background Policy and Procedures

Interprofessionalism

Name Change on Graduation Policy

Health Professions Code of Conduct

X. 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.

Twice each day, morning and evening, 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). This will be done during the Spring semester of your first year as a part of VTT 117 and during the Fall semester of your second year as a part of VTT 210. 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 received a Zero if you are not present for the entire shift.

All work must be completed (students are gone) by 8:00 am each weekday morning (9 am weekends) and 7:30 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.

Animal Care work is not an excuse to be late to an 8:00 am class.

Campus Hours and Access

Students can access the college through L4(preferred) or any other door by calling public safety anytime the College is closed. Parkland College hours are currently Mon-Sat 7:00 am – 10:00 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, you do not need to use the specific doors. The Police will gladly escort you to/from your car if desired.

Issues or Emergencies

Students may call from their personal cell phones any time if there is an emergency 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 situations or emergencies.

XI. Forms

The following forms need to be signed prior to the first day of classes for incoming students.

**PARKLAND COLLEGE
VETERINARY TECHNOLOGY PROGRAM
HEALTH RISK ACKNOWLEDGMENT FORM**

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 always act safely and responsibly. It is recommended if a student becomes pregnant that the student report a pregnancy to the program director so potential risks can be identified and action taken to protect the student and baby.

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 required to be vaccinated against Rabies.

I have read the above information of the potential health risks involved with my education 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

Health Professions
Veterinary Technology
Release of Information Form

I give Parkland College permission to submit my Parkland ID Number, Date of Birth, Name and Address to the following agencies:

Agency	Rationale
<input type="checkbox"/> Radetco Inc.	Monitoring of radiological exposure (film badges)
<input type="checkbox"/> Illinois Department of Professional Regulation	ED from verification of eligibility to take the VTNE and certification

Name: _____

Address: _____

Date of Birth: _____

Parkland College ID #: _____

Student Signature: _____ Date: _____

Printed Name: _____

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.

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.**
- 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.

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

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

- 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.

XIII. Student Policy Compliance

I, _____, have read and understand the policies and procedures stated and have been given the opportunity to ask questions about the Veterinary Technology Student Handbook.

Student Signature

Date