



SAN JOAQUIN VALLEY COLLEGE

VETERINARY TECHNOLOGY PROGRAM

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INTRODUCTION

The veterinary technology program at SJVC has been providing education and experience to veterinary technicians in the central valley for over 20 years. We are excited to welcome you to our family! At SJVC you will learn the skills and knowledge required to enter the veterinary field as a veterinary assistant. Once you have completed the number of experience hours required by the state of California, you will be eligible to sit for the California Registered Veterinary Technician Exam. Upon passing the exam, you will be a fully educated and licensed veterinary technician.

PROFESSIONAL OVERVIEW

The field of veterinary technology has been growing and improving with each year. Since the 1960's veterinary technicians have been assisting veterinarians to provide excellent care for animals. Veterinary technicians function much like an RN in human medicine. But, unlike an RN, a registered vet tech must perform a wide range of duties. A registered veterinary technician is proficient in venipuncture, radiographs, laboratory procedures, restraint, anesthesia, aseptic technique, client education, and much more. In recent years the ability for technicians to become specialized in particular areas of veterinary medicine has increased, as well, driving many to attend lectures to increase their knowledge.

WORK ENVIRONMENT

The role of the veterinary technician is a diverse one. The job possibilities range from working in a lab to working in a zoo, although most technicians will work in a small animal veterinary clinic. There are many different kinds of clinics to work in. Some practices have just one doctor, while others may have multiple doctors, including specialists, who all work together out of the same office.

VETERINARY TECHNOLOGY PROGRAM DIRECTORY

School Address: 295 East Sierra Avenue
Fresno, C A
Campus Phone: (559) 448-8282

Staff Names/ Titles:

Medical Director
Jessica Palacios, DVM
Doctorate of Veterinary Medicine, Washington State University
Jessica.palacios@sjvc.edu

Program Director
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A.S. Veterinary Technology, Cosumnes River College
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Faculty/ Clinical Instructors
Freer, Melissa RVT, CPht
A.S. Veterinary Technology
San Joaquin Valley College

Hayes, Michelle RVT
A.S. in progress

Hultquist, Erika RVT, CVPM
B.S. Business Management, Fresno City College Diploma
Veterinary Technology
San Joaquin Valley College

Lopez, R. Michele RVT
A.S. Veterinary Technology
Western Career College

Nearn, Robyn
Veterinarian (DMV)
Doctorate of Veterinary Medicine
UC Davis School of Veterinary Medicine

Piche', Cathy RVT, CCRT
B.S. Management and Organizational Development
Fresno Pacific College

Quinn, Melody RVT
A.A. Liberal Arts,
Fresno City College

Walter, Michele RVT
B.S. Medical Administration
University of Phoenix
A.S. Veterinary Technology
San Joaquin Valley College

PROGRAM LEARNING OUTCOMES

Upon completion of this program, the graduate will be able to:

1. Perform the duties pertaining to veterinary clinic reception, bookkeeping, office management, and general computer skills
2. Perform the various duties of a veterinary assistant, such as venipuncture, administering of injections, placing of IV catheters, intubation, and the monitoring of anesthesia in a surgical setting
3. Perform dental prophylaxis, with capability to instruct and demonstrate in-home dental care, providing detailed explanation for future recommendations
4. Apply the concepts of animal husbandry, common diseases, signs, treatment, and prevention of disease to the Veterinary Technician profession
5. Perform and apply laboratory procedures, as well as radiographic film processing regarded as diagnostic
6. Demonstrate confidence in the execution of exam room protocols, such as proper pet restraining techniques, the obtaining of vitals, accurate recording of patient history and client communication within the examination process
7. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
8. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all SJVC graduates

INSTITUTIONAL CLASSROOM STANDARDS

As a working professional, you will have policies and procedures on the job. In preparing you for a future as a successful professional, the college expects students to follow policies as presented in the *Student Handbook* and the *College Catalog*. In addition, your classroom experience is structured to prepare you for a successful career. The following are examples of how your classroom experience relates to and influences those skills and behaviors required of professionals:

As a professional, you are expected to follow a dress code. At SJVC you will dress for success. In all classes, including General Education courses, students are expected to follow their program dress codes.

- A. As a professional, you are expected to follow a dress code. At SJVC you will dress for success. In all classes, including General Education courses, students are expected to follow their program dress codes.
- B. As a professional, you are required to be present and punctual every day. Just as you would give notification at work, you are to contact your instructor ahead of class time if absence or tardiness is unavoidable.
- C. On the job, you are expected to complete work on time. Your training for meeting deadlines begins now:
 - a. Missed deadlines for homework and projects may affect your grade with either a 10% reduction in points or no credit.
 - b. Missed quizzes may not be made up.
 - c. Missed midterms or final exams, however, may be made up in accordance with college policy.
- D. As an employee, you are expected to conduct yourself with integrity. In your class work you are expected to fulfill the principles and standards of academic integrity. Cheating or plagiarism on tests or assignments is cause for formal disciplinary action.
- E. On the job your performance must be exceptional. The expectation at school is the same. To help improve classroom performance students who score below 70% on quizzes or assignments are expected to attend tutoring sessions to review the material or skills missed.
- F. As an employee, you are expected to show respect for your supervisors, fellow employees, and clients by silencing your cell phone and appropriately using other electronic devices. Students are expected to show the same respect in class.
- G. Students may bring water into the classroom only in a screw cap bottle; no food is allowed.

CHANGE is the only constant in life. The professional environment can be unpredictable with changing deadlines, meetings, and demanding customers. Be flexible and adaptable.

STANDARDS FOR PROFESSIONAL APPEARANCE

Appropriate attire, a tidy appearance and good hygiene are earmarks of a professional. As professionals in training, students are expected to exhibit a professional appearance every time they represent the College, i.e., in class, on clinical rotation, at seminars, etc. To assist students in achieving this goal, the College has implemented policies relating to professional dress and grooming standards. These are published in the **College Catalog** and **Student Handbook**.

In addition to the institutional dress and grooming requirements, students must adhere to the following program standards for professional appearance

DRESS CODE

Uniform

Professional appearance is a first step toward becoming a professional. The *SJVC Uniform Requirement* is designed to help you prepare for professional dress standards in your field and to help you look and feel like a professional in your vocation. When you wear the uniform every day, you demonstrate an understanding of the uniform requirement and the professional attitude necessary for success in the workplace. Upon enrolling at SJVC, you signed a Terms of Enrollment document agreeing to abide by the uniform standards of your program. Students who fail to follow the dress code face disciplinary action.

Only the following approved clothing items may be worn while on campus or during program-related activities.

Shirts:

- Ceil blue scrub top: plain, pullover, unisex variety. Top must not be tucked in.
- Male students must wear a white crew neck t—shirt (tucked in) under their uniform tops.
- In cold weather, a long-sleeved plain black or plain white turtleneck shirt may be worn under the uniform shirt.
- Students may wear a standard white lab coat over their uniforms.
- Optional senior uniform: students entering VRT 305 and beyond may wear a coordinating multicolored scrub top with their approved ceil blue pant.

Pants

- Ceil blue scrub pants: plain, unisex variety.
- Pants must be worn at the natural waist and within a standard fit; no sagging at the waist or stacking at the ankles.

Shoes and Socks

- Plain white, nursing shoes with crepe or rubber sole and closed toe and heel. No canvas or cloth shoes; no “Crocs”.
- Coordinating socks.

General Appearance Items

Students should appear well groomed.

- Uniforms and SJVC name badge must be worn at all times when on campus.
- Uniforms must be neat, clean, and in good repair.
- *The SJVC patch must be attached onto the left sleeve of all uniform shirts. It shall be no more than two finger widths below the seam.*
- No tongue studs.
- No visible facial piercings (except the ears)
- Other jewelry is limited to one pair stud earrings; one ring per hand or a wedding set; a wristwatch (waterproof recommended).
- For safety reasons, bracelets and necklaces are not permitted.
- Students should appear well groomed.
- Males: Only neatly trimmed goatees and/or mustaches are permitted; mustaches must not extend past the corners of the mouth.
- Females: hair must be worn in a style that does not fall forward or block vision. A professional hair ribbon may be worn.
- For safety reasons, fingernail length must not extend beyond the fingertips.
- No headwear in the buildings on campus.

- **Body markings (e.g. hickeys, tattoos) must be covered while on campus, in class, at clinical and extern sites, or on field trips.**
- **Any attire or adornment that is deemed unprofessional (e.g. clothing that fits poorly or is in poor condition, “grills”, etc.) will not be allowed.**

PROFESSIONAL CONDUCT

- The use of cellphones is not permitted in class. This includes:
 - Using the cellphone as a watch
 - Using the cellphone as a calculator
 - Texting
 - Browsing the internet
 - Posting on social media websites, such as:
 - Facebook
 - Twitter
 - Others

NOTE: *IF cellphone use is a problem, phones will be collected at the start of class and returned at the end of class.*

- Tardiness or leaving early from scheduled class times will result in deduction of points for professional development.

NOTE: If you must leave early, all classroom chores and animal care duties must be completed before you leave.

- Teamwork is very important. When assigned to work in groups, if you are unable to get along or work with your classmates, you will lose points.
- Refrain from posting negative comments to social media sites about internship and externship sites, other students, potential employers, instructors, and/or SJVC. It is unprofessional and reflects poorly upon your character. Remember the veterinary community is a very small group. Negative comments have a way of coming back to hurt and/ or embarrass you.

ESSENTIAL SKILL BOOK

You will receive a skill book in your first skills class.

- Completion of this book is a graduation requirement.
- You are responsible for this book for the duration of the program.
- Any lost skill books may result in the student repeating all skills.
- The instructor must sign off skills on the day of completion.
 - Failure to obtain instructor signature will result in the student repeating the skill.
 - No exceptions!
- Each course has specific skills from the skill book embedded in the curriculum. Failure to complete the skills for a course will negatively affect the final grade in that course.
- Field trips to a farm will provide ample opportunity to complete large animal skills.
- You are expected to review the required skills prior to each field trip to ensure completion.
- You are expected to complete large animal or exotic animal skills when the animals are available.

NOTE: If you are absent from a field trip, it is your responsibility to make up the time with another class on a similar field trip.

FIELD TRIP REQUIREMENTS:

There will be mandatory field trips throughout the Veterinary Technology program. Some field trips may incur a cost. If you are not able to attend these field trips, your grade may be adversely affected. Each student is expected to provide his or her own private transportation or to car pool with a fellow student. When carpooling, the designated driver must furnish a copy of his/her driver's license and proof of insurance. San Joaquin Valley College does not provide collision or comprehensive insurance on any vehicle(s) used for transportation to or from program related activities.

INTERNSHIP REQUIREMENTS:

- All prior courses must be passed with a “C” or better
- “Essential Skill” book must show mastery of 25% of all skills presented at this point in the program.
- Students will be notified two weeks prior to internship start date if they have met the above requirements.
- Students are responsible for applying *in person* for an internship at an approved clinic.

NOTE: Students are responsible for professional behavior while both applying for and attending internships.

- Attendance and GPA information will be provided to interested clinics for the purpose of accepting or declining a student interested in completing an internship at their clinic.
- Rotation schedules are set up between the student and the clinic.
- At each internship site, students are expected to:
 - Arrive on time
 - Wear the SJVC uniform and name badge
 - Maintain professional demeanor at all times
 - Report to site supervisor
 - Be reliable
 - Ask questions
 - Keep busy
- Students can and will be terminated from any site for unprofessional behavior, including but not limited to:
 - Forgery of timecards
 - Tardiness
 - Unreliability
 - Cell phone use
 - Lack of motivation
 - Unprofessional attire
 - Inappropriate language
 - Other issues as determined by the site and/or SJVC

EXTERNSHIP ORIENTATION

Purpose: Externship is used to provide aspiring Veterinary Technicians with the on-the-job training needed to reinforce the skills they have learned in school. It helps to build confidence in their abilities and to prepare them for a career once they graduate.

Prerequisite: You must complete and pass CSS100 before you can begin your externship. Failure to do so will prevent you from starting externship on time and could affect your ability to graduate on time.

Signed Externship Agreement: This must be returned to the Externship Coordinator prior to starting at the externship site. Any hours earned without a signed contract in place will not be counted towards your total hours needed.

Grades: VRT 490 & 491 are pass/fail classes. You are expected to complete the following in order to obtain a passing grade:

- 1) Extern Evaluation: This evaluation is done by your site. You must obtain at least 75% of skills marked Satisfactory in order to pass.
- 2) Time Cards: Time cards must be submitted on time weekly. Failure to submit time cards will lead to failure of the class, and termination from the site. Repeated late time cards may also result in failure of the class. Treat these time cards like you would your employment time cards. ALWAYS keep a copy of your time card. Any discrepancy in hours will require proof in order to change.
- 3) Discussion Boards: Discussion board topics will be posted to eCourses on a weekly basis. These are to increase your critical thinking, communication, and writing skills. Additionally it will help you to share your experiences with other students and gain insight on how to handle different situations.

Participation is REQUIRED. Detailed information regarding posts will be online.

4) **Hours:** VRT 490 requires completion of 180 hours over 15 weeks, a requirement of at least 12 hours per week. VRT 491 requires completion of 45 hours over 5 weeks, a requirement of at least 9 hours per week.

Contact Information: If you will be absent, have questions, or need assistance contact the Vet Tech Program Director, Erin M. Miracle, RVT.

(559) 448 – 8282 (Voicemail Available)

erin.miracle@sjvc.edu

Absences must be reported to both Mrs. Miracle and your externship site prior to the start of your shift.

eCourses: There is eCourses access for extern classes. There will be discussion board topics posted on a weekly basis. Electronic copies of the time card and extern evaluation will be posted online. Additionally, receipt of time cards and total hours to date will be listed online. It is your responsibility to keep track of your hours and to report any discrepancies as soon as you notice them.

Termination: If you are terminated from your externship site you will stop attending there immediately. You will contact Mrs. Miracle immediately upon notification of termination and set up a meeting with her to discuss the reasoning behind it. Depending on the circumstances, you may be required to meet with the Dean of Student Services, and to provide a statement of commitment and an apology letter before you will be allowed to start at another site.

Failure to turn in time cards for 14 days may result in automatic termination from the program. If you are notified of this termination you must stop going to your externship site immediately and meet with Mrs. Miracle to determine the next steps.

ANIMAL RELATED POLICIES:

The purpose of the Veterinary Technology Program is to offer a quality education to the student; therefore, the clinical activities conducted on campus must and will be strictly controlled.

- Our program only performs services on animals that belong to:
 - Faculty of SJVC
 - SJVC Veterinary Technology Students
 - Shelter animals
 - Other animal sources as arranged by the program director.
- Animals on campus are the responsibility of the individual bringing them.
- All animals brought onto campus are to be appropriately restrained via the use of a leash or pet carrier.
- All fee-based services are to be paid at completion of said service; all payments are to be made to the cashier.
- The Veterinary Technology Program reserves the right to refuse service to anyone who may, in the judgment of the Program Director, represent a hindrance or hazard to the animal patients, the students and staff of the Veterinary Technology Program, or to the instructional process.
- The acceptance of pet animals for clinical work is to be viewed as an aid to instruction for the veterinary technology students; this service is not offered as, nor should it be used as, a replacement for the services offered by a fully staffed, fully equipped veterinary hospital.
- Students are not permitted to bring pets to school unless:
 - It is a designated lab day and the pet will be worked on during lab.
 - The pet is having a procedure done and it is in the schedule book.
 - It is a vaccine clinic day.
- If your pet becomes ill you will need to take it to a full service clinic to be properly treated. We do not have the staffing, equipment, or medicine needed to provide the highest quality medical care your pet deserves.
- No animal boarding is permitted; animals must be taken home after procedures are completed.

- Stray animals are not permitted or kept at the school as SJVC, unfortunately, doesn't have the resources to keep them.
 - If a student adopts a stray animal, it is considered the student's pet, and is subject to the previously stated regulations.
 - If the animal is a stray, and the student is not keeping the animal, then **animal control must be contacted or the animal must be taken to the SPCA.**
- Any animals brought to school for an approved reason:
 - Must be placed in a cage with clean bedding or newspaper.
 - Must be offered water, unless they are having a procedure.
 - Cats must have a litter box placed in the cage with them.
- Loose animals are not permitted in the classroom.
- All cats and dogs must
 - Be current on Rabies vaccines before they can be brought to school.
 - Be either current on FVRCP and DaPP vaccines, respectively, or be brought current while on campus.
- If your pet is not current on vaccines, place a sign on the cage to let others know, so they do not handle your unvaccinated animal.
- Puppies that have not received all of their vaccine series should NEVER be allowed on the ground (except at home). If you are bringing your puppy in for vaccines, carry him or her inside.
- Do not handle unvaccinated animals unless you are wearing gloves.
- Aggressive animals are not permitted at school. Please take them to your regular veterinarian for care.
- Instructors, the Program Director, and the Program Veterinarian have the final say on if/when an animal becomes too stressed or too aggressive to handle at school. This is done not only for your safety but for the animal's safety.

SURGERY REQUIREMENTS:

We are a teaching facility. Students will be performing perioperative care on all procedures under the direct supervision of a licensed DVM and licensed RVT. Requesting that specific students not work with your animal is NOT allowed.

- Dogs and cats may be eligible for spay/neuter or dental prophylaxis as long as they:
 - Are at least 8 weeks of age
 - Are in good health
 - Weigh at least 2 pounds
- We will not:
 - Spay females larger than 25 pounds without prior approval from the Vet
 - Neuter males larger than 25 pounds without prior approval from the Vet
 - Spay or neuter animals over six years of age or that are unhealthy
- Animals having a procedure must be fasted for 6 hours prior to the procedure.
- The attending veterinarian is allowed to defer an animal for surgery or decline to perform any procedures for any reason.

NOTE: There is always some risk when anesthesia is involved. The school, the students, and/or instructors are not responsible for any adverse reactions or outcomes that occur during procedures performed at the school.

BIOMEDICAL AND INJURY RISKS:

The Veterinary Program is associated with specific hazards and risks due to the types of equipment utilized and interaction with live animals. Injury can occur unexpectedly when working with live animals, whether they are dogs, cats, laboratory animals, farm animals, horses or exotic animal species.

- It is your responsibility to notify your academic advisor and the Vet Tech Program Director if you believe you are pregnant and/or have a medical condition that may increase your risk of contracting a zoonotic disease or sustaining any injury from anesthetic gases, x-ray radiation, chemical exposure, or the handling of animal patients. It will be up to the Program Director to discuss the issue with you ~~and~~ to determine how best to proceed for your safety.

- It is highly recommended each student have a pre-exposure rabies vaccination before entering the program. It is up to the student to arrange for and obtain this vaccination at their own expense.

PREGNANCY

Objectives of a course will not be waived for a pregnant student, but reasonable effort will be made to accommodate a student's specific needs. If a risk is identified, the student will be advised of the following:

- The option of a leave of absence with a return to the Veterinary Technology Program after the pregnancy.
- The option of accommodations to decrease risk to fetus and mother by exposure to disease, chemicals, or radiation (**IF POSSIBLE**).
- The need to sign a waiver stating:
 - She understands the risks involved.
 - She will notify her physician she is assuming said risks.

NOTE: Under no circumstances will the pregnant student participate in anesthesia or radiographs, regardless of signed waivers and/or consent forms.

FINAL WORDS

We wish you the very best of luck as you begin your education and training in the VT program. Please remember we are here to help; our success is ultimately defined by your success. Your prompt communication of any issues or needs that may arise during the course of the program will help us to determine how best to assist you. Please consult the College Catalog and Student Handbook to learn about all of the various services and support needs provided by SJVC.