



# Veterinary Technology Program Policies

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*Assorted policies regarding the every day best practices for the program, its students and its instructors.*

# Veterinary Technology Program Policies

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# Veterinary Technology Program Policies

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## Introduction

This document is a living document, and changes can be expected to occur. Please refer to this document regarding the less publicized policies regarding every day care and activities for the San Joaquin Valley College Veterinary Technology Department. These policies are to be followed at all times, unless they directly endanger the health and welfare of a student, instructor, visitor or animal. If such cases arise, it is your responsibility to inform the Program Director immediately.

## F/Air Canisters

The smaller anesthesia machine uses F/Air canisters to scavenge waste gasses and prevent their release back into the classroom atmosphere.

Each Canister **MUST**:

- 1) Be labeled with the date it is brought into use.
- 2) Be labeled with the starting weight in grams.
- 3) Be reweighed at the end of every class period during which it is used, and have that new weight recorded and dated **ON THE CANISTER**.
- 4) Be discarded after a change of 50g is noted.

## Sodalyme/Carbolime

In accordance with specialist's recommendations, the procedure regarding when to change the sodalyme in both anesthesia machines will be as follows:

- 1) Each canister will be labeled with the last date changed, in MM/DD/YY format.
- 2) Each canister will have a laminated card on it to track the number of hours in use.
- 3) Sodalyme will be changed when it has reached a maximum of 10 hours in use.
- 4) Sodalyme that has sat for longer than four weeks without being changed will be changed **PRIOR** to using that anesthesia machine, regardless of hours marked.

## Biological Samples

All biological samples retained for any reason **MUST** be properly labeled using the label template. Blank labels can be obtained from facilities.

Labels Must Include:

- 1) Patient signalment – To include Pet name and owner last name
- 2) Type of sample, blood, urine, etc.
- 3) Date sample was obtained

Samples that are not fixed in appropriate formalin containers will be discarded after 7 days. Samples in formalin will be kept no longer than six months (this does not apply to preserved animals samples used in Anatomy and Physiology classes).

## Inventory Control

- 1) All inventory is to be date checked once every 5 weeks.
- 2) Expired medication is to be removed from the shelf immediately, disposed of properly, and placed on the order list as needed.
- 3) Bottles of injectable medications may be kept after expiration **ONLY** if expired medication is removed and discarded appropriately **AND** bottle is labeled for **DEMO USE ONLY** and filled only with water, saline or any other inert liquid (and marked as such).
- 4) Expired materials, such as suture and surgical gloves, are to be removed from the shelf and marked for **DEMO** use before being stored.

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**ABSOLUTELY NO** expired materials are to be stored or kept without being **OBVIOUSLY** marked as DEMO use only.

## IV Fluid Bags

Pursuant to California Standards all IV fluid bags are to be discarded after being open for 24 hours. Each bag is to be marked with tape and the date it was opened.

## Controlled Drug Logs

All controlled substance logs must be kept, and maintained as per California and DEA requirements. At current the only persons with authorized access to the controlled drug inventory are the Program Veterinarian and the Program Director. The Program Veterinarian will be responsible for reconciling the controlled drug logs with the inventory after each surgery module. Additionally the Program Veterinarian will be responsible for logging all received inventory pursuant will all local and federal regulations.

Disposal: Controlled substances that are found to be expired will be brought to the attention of either the Program Director or the Program Veterinarian. They will be removed from the in stock cabinet, as applicable, marked as expired and stored in the inventory safe until they are returned for disposal. It will be the responsibility of either the Program Director or the Program Veterinarian to appropriately log any inventory removed for disposal in accordance with local and federal regulations.

## IACUC Polices & Protocols

Each class has animal use protocols approved by the IACUC. These protocols are to be followed as applicable to each course. Please refer to the IACUC binder in the Program Directors office for these protocols, as well as for procedures in regards to changing protocols and making complaints. For complaints regarding animal handling or welfare please refer to the posted Whistleblower policies. Anyone can make a complaint, which will then be investigated by the IACUC. Complaints can also be made anonymously.

## USDA Logs

Because we are classified as a research facility we are required by the USDA to maintain logs of the animals used on this facility. This includes instructor owned, student owned, staff owned, and shelter owned animals. This also includes animals that students bring and house during their GE courses. USDA forms must be filled out in their entirety, included the dates when the animals left our care. There are two binders for dogs and cats, one which contains KCAS owned animals and the other for student or staffed owned animals. Additionally, there is a binder for exotics, which contains space for resident animals and visiting animals as well.

Failure to maintain compliance with these logs could result in our status being revoked, which would end our ability to house animals on our property for teaching purposes.

## Skills Books

All skills books must be signed in a consistent manner. For mastery and/or practice, they must be dated with a MM/DD/YY format and include the initials of the person signing. ANYONE who initials a practice and/or mastery must also sign the signature page at the front of the skills book.

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## Surgical Packs

All surgical packs or pouches must be dated consistently, with a MM/DD/YY format at the initials of the person who made the pack.

- 1) Double cloth wrapped packs can be kept for six months before needing to be re-sterilized.
- 2) Pouches can be kept for six months before being re-sterilized.

## Animal Housing

To ensure our students are learning best practice standards, all animals on campus will be housed in accordance with the AWA, while emulating a contemporary practice setting.

Room 107: Only cats will be housed in the cages in this room. Dogs may be brought into the room for handling, but when this occurs cat cages should be covered with towels and dogs should be as far away from cages as possible.

Back Kennels: Only dogs will be housed in the back kennel rooms.

Room 105: These cages will be used as needed. Segregation of dogs or cats will be based on the species that the extra room is needed for. If there is more room needed for cats, then it will be cats only. The same applies if the extra room is needed for dogs.

Exotics Room: This room is for housing of rats, mice and birds. No other species will be housed in this room. When there are dogs in the back kennel area, the door to this room is to remain CLOSED. When there are no animals in the back kennel this door can and should remain open. The light is to be turned on by 8am every morning, and turned off by 10pm every evening. This is to provide for somewhat natural day/night cycles for the animals housed in this room.

## Aggressive Animals

Students and staff are not to bring animals onto campus that are known to be aggressive. Any animals brought from the shelter that are determined to be aggressive are to be marked so that only instructors handle them. KCAS, or the animal's proper owner, is to be contacted immediately to remove the aggressive animal from the property. Under NO circumstances is an animal deemed to be aggressive to be handled by students or used in any skills practice.

Instructors are expected to use their best judgment when determining if an animal is aggressive or if its aggression was situational.

## Records

All animals brought onto campus are to have a medical record created and kept, regardless of who owns the animal. This record is to be updated every time an animal is used for ANY procedure.

Records must contain:

- 1) Animal signlement including name
- 2) Owner information, including full name, student ID number, address and contact phone number
- 3) Each use must include
  - a. Date of use
  - b. Description of why animal was here, or what procedures were performed
  - c. Number of times a particular procedure was done/attempted
  - d. General note to animal's tolerance of, or behavior during use
  - e. Results of any diagnostics performed

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- f. If DVM is needed to perform an exam, a note referencing to exam sheet is needed and record MUST contain completed exam sheet.

## Quality Control Log

A log of quality controls ran on in house lab machines is kept in room 107 at the lab station.

- 1) Each VRT 205 class is responsible for running quality controls during the FIRST week of class.
- 2) For each module when 205 is NOT being taught, instructors will be responsible for ensuring the quality control is run during the first week of that Module.
- 3) Any issues with the machines, or failing QC results should be reported to the Program Director immediately.

## Cage Labeling

All animals house on campus will have an appropriate label to their cage indicating if they are able to be pet/touched, able (or not) to be used by other students, or have limited use (for example, a dog has reached its maximum on blood draw attempts but can still be used for restraint or radiographs).

Students are to use pre-printed campus approved labels only.

## Acknowledgement of Receipt

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By Signing below I acknowledge that I have read and understand all of the policies contained in this document. I also agree to uphold these policies as written, and understand that failure to do so may result in counseling and possibly further disciplinary actions. I understand that these policies should be constantly reviewed and changes made as the standards of best practice change. Any changes made to this document will be provided in writing, either by print or by e-mail.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name