

**ATHENS TECHNICAL COLLEGE
VETERINARY TECHNOLOGY PROGRAM
POLICIES & PROCEDURES MANUAL**

AN ADDENDUM
TO THE

**Athens Technical College
CATALOG & STUDENT HANDBOOK**

Fall, 2010 Admission

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NOTE TO THE STUDENT

The Athens Technical College (ATC) Veterinary Technology (VT) curriculum is fast-paced and highly integrated. For this reason, a specific course sequence for completion of the program has been designed to insure each student acquires the skills needed to be successful in this career in a timely fashion.

The veterinary technology program does not house animals on campus. Hands-on animal experience is obtained through local animal shelters or humane societies, participation in training events at the University of Georgia's College of Veterinary Medicine, University of Georgia Animal Science production facilities, private hobby farms, and other locales. All students are expected to participate in the care, handling, and nursing management of a wide variety of species including small, large, exotic and laboratory animal species. Cadavers, preserved, and unpreserved animal tissues will be used during the training program. Though it is rare, in some instances animals may be euthanized during teaching laboratories, however, the program adheres to the policies and procedures outlined in the Animal Welfare Act at all times when using animals for training purposes.

To be successful in the program, students must learn *time management* skills at a very early stage. In general, students should schedule three hours of preparation, study and review time for every one hour of lecture instruction and one hour of preparation, study and review time for every one hour of laboratory instruction. This may seem difficult to do at first, but it is optimal for the highest level of success in the curriculum.

In addition, students in the program should avail themselves to the many *services* available on the ATC campus. Career counselors, individuals who will help you work through personal crises, and the academic support center for tutoring in any general education course are available to all students. Your classmates, program students in the class ahead of you and even program alumni are available to help you be successful in your studies. Finally, do not hesitate to seek assistance from your program faculty....view your instructors as a resource and be aware that they "stand ready" to assist you at any time. The veterinary technology instructors believe that the student is the reason we are here. Never forget, however, that you play a very important part in your own success. **Learning is an active process, in which the learner must do the learning.**

It is all about preparation, dedication, and commitment. But *attitude* is just as important as skill acquisition. Without kindness and caring, you may be an excellent healthcare provider, but not an excellent veterinary technician. The animal needs you, the owner needs you, and your colleagues need you to be a team player and pursue the best in all you do. So do your best to be technically talented and professionally courteous at all times, feel good about yourself and what you have accomplished as you end each day and embrace the new challenges tomorrow will bring.

Veterinary Technology Statement of Purpose

Mission Statement: Athens Technical College, a unit of the Technical College System of Georgia, provides educational programs and services that foster lifelong learning, facilitate workplace success, and promote economic development.

The ATC Program in Veterinary Technology seeks to incorporate the mission of the College into a curriculum that prepares its students to become entry-level veterinary technicians in clinical practice in positions that may include any area in the full spectrum of veterinary medicine (small, large, exotic, or laboratory animal nursing). The curriculum is outlined so that the students receive a solid foundation in general education (math, English, psychology, computer science, speech) and basic science (biology, chemistry) courses to use in their personal and professional lives. Specific technical courses relevant to veterinary technology are built upon this foundation to allow students to acquire the skills and knowledge necessary to become contributing team members in the practice of veterinary medicine. The veterinary technology courses are designed to provide the students with the concepts and skills as outlined by the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA).

The program's major objectives are to:

1. Provide the opportunity for its students to gain the knowledge and skills that will allow them to secure gainful employment as veterinary technicians upon graduation.
2. Adequately prepare its students for successful completion of the Veterinary Technology National Examination upon graduation.
3. Provide the veterinarians and related industries in the State of Georgia with qualified graduates to employ as veterinary technicians who can contribute to the economic development and growth of those businesses.

The program's secondary objectives are to:

1. Provide its students with an appreciation for the field of veterinary technology as a profession and their responsibilities as professionals.
2. Provide the tools and skills necessary to remain current in the field of veterinary technology including computer, library and research skills and to instill in the students a desire to regularly continue the learning process through continuing education.
3. Provide graduate veterinary technicians with opportunities for continuing education in their chosen fields.

ESSENTIAL FUNCTIONS (TECHNICAL SKILLS) LIST FOR VETERINARY TECHNOLOGY

The Technical College System of Georgia and Athens Technical College have published a Nondiscrimination Statement that may be accessed at www.athenstech.edu. This policy is honored by the veterinary technology program.

The purpose of an Essential Functions List is to allow students who are considering a career to be informed of the physical, emotional and psychological demands related to training and employment in a field of study. These lists are provided to allow prospective students to make informed career choices by providing them with a summary of the physical abilities and personality traits that are generally required for the successful completion of a curriculum and result in employment in their field of study after graduation.

Veterinary technology is a career with many different paths. However, an accredited training program has the responsibility to ensure every student is technically competent in the procedures and tasks that are essential to the functioning of a technician in a clinical setting. To this end, the veterinary technology faculty members have developed the following list of essential functions/technical skills that students should be able to perform, with or without reasonable accommodation, at the time of admission to the veterinary technology program:

1. Students must possess sufficient strength, coordination, mobility, and manual dexterity to perform the following procedures accurately, safely and efficiently:
 - a. Be physically capable of handling equipment and animals up to 50 pounds of weight.
 - b. Move, reach, manipulate and operate equipment and controls.
 - c. Access supply and storage areas.
 - d. Enter, maneuver in and quickly exit cages, stalls, and other animal handling areas (may involve stooping, kneeling, crawling and/or climbing).
 - e. Move between animal holding facilities, treatment areas and surgical suites without physical impairment.
 - f. Spend prolonged periods of time walking, standing, sitting, crawling and bending.
 - g. Reach, push or pull animals or equipment in confined areas.
2. Students must be able to demonstrate the following abilities:
 - a. Normal natural or corrected visual and auditory acuity to allow for patient assessment at a distance.
 - b. Tolerance of high volume areas (examples: dog kennels, swine facilities).
 - c. Recognition of signals, alarms, emergency signals, and voices while in animal care or treatment facilities and while wearing protective garb.
 - d. Recognition of the presence of fire, gas, or toxic reagents for maintaining clinic and patient safety.
3. Students must possess the following skills:
 - a. Critical thinking and problem solving skills to assess patient status and response to therapy.
 - b. The ability to perform multiple tasks simultaneously.
 - c. Reading and writing skills that enable them to assess medical records and treatment plans, make legally-binding notes on patient status and care, and accurately complete log books.
 - d. Computer skills that enable them to input, access, and assess client and patient information as well as perform hospital management tasks.
 - e. Strong and positive interpersonal skills with the ability to interact appropriately with individuals from a variety of social, emotional, cultural and intellectual backgrounds.
 - f. Personal initiative to work independently and with small groups of people.
 - g. Stress management skills to handle stressful situations related to pain, injury, death and dying.
 - h. Initiative and self-motivation to continue life-long learning.

Students with special needs are encouraged to contact the ATC Disabilities Coordinator (Ms. Kelly Deasy) or Director of Student Support Services (Ms. Celeste Taylor) in Room 749 on the ATC Main Campus or by calling 706-583-2728 to schedule an appointment to obtain guidance and assistance.

CURRICULUM OUTLINE

PREREQUISITE COURSES

MAT	1111	College Algebra	5-0-5	5
BIO	1111	Biology I	4-3-5	5
CHM	1111	Chemistry I	<u>4-3-5</u>	5
				15

YEAR ONE

Fall Quarter				
SCT	100	Introduction to Microcomputers	1-4-3	3
VET	101	Introduction to Veterinary Technology	2-3-3	3
VET	106	Animal Anatomy & Physiology	<u>4-6-6</u>	6
				12
Winter Quarter				
ENG	1101	Composition & Rhetoric	5-0-5	5
VET	102	Diagnostic Laboratory Procedures I	3-6-5	5
VET	103	Introduction to Nursing & Surgical Procedures	<u>4-3-5</u>	5
				15
Spring Quarter				
VET	212	Advanced Diagnostic Laboratory Procedures	3-6-5	5
VET	213	Large & Small Animal Nursing	4-3-5	5
VET	216	Pharmacology for Veterinary Technicians	<u>5-0-5</u>	5
				15
Summer Quarter				
BIO	2117	Introductory Microbiology	4-3-5	5
VET	223	Advanced Anesthesia & Surgical Procedures	<u>5-3-6</u>	6
				11

YEAR TWO

Fall Quarter				
SPC	1101	Public Speaking	5-0-5	5
VET	111	Veterinary Pathology & Diseases	5-0-5	5
VET	231	Clinical Internship I	<u>0-14-4</u>	4
				14
Winter Quarter				
ENG	1102	Literature & Composition (or HUM 1101)	5-0-5	5
VET	221	Laboratory & Exotic Animals	4-3-5	5
VET	232	Clinical Internship II	<u>0-14-4</u>	4
				14
Spring Quarter				
PSY	1101	Introduction to Psychology	5-0-5	5
VET	222	Office Management & Client Education	5-0-5	5
VET	233	Clinical Internship III	<u>0-14-4</u>	4
				14
TOTAL				110

Estimated Expenses

The following information is provided to veterinary technology applicants as a guide; prospective students should understand that the projected expenses are only estimates and the costs listed are subject to change. Textbook costs include required texts only; students may wish to purchase recommended texts in addition to those required. Housing, living, and transportation (including parking fees on the UGA campus) expenses are not included in this estimate.

Quarterly Tuition and Standard Fees:

Student Activity Fee	\$ 16.00
Accident Insurance Fee	\$ 4.00
Registration Fee	\$ 26.00
Instruction & Technology Fee	\$ 35.00
Tuition:	\$ 40.00 per credit hour (in-state)

** See The ATC Catalog and Student Handbook or contact the Office of Admissions for the most recent costs related to standard tuition and fee rates.*

Estimated Total Costs:

Tuition/Fees: Prerequisite Courses (see page 6)	\$ 681.00 to 843.00
<i>* Costs variable depending upon the number of classes in which the student enrolls in a particular quarter of study</i>	
Tuition/Fees: Standard VT Curriculum (see page 6)	\$4367.00
General Education Course Textbooks	\$ 900.00
General Education Course Laboratory Fees	\$ 70.00
Program Expenses (see following pages)	\$3180.00
Graduation	\$ 90.00
VTNE Board Examination	\$ 300.00
State of GA RVT Application Fee	\$ 50.00
Optional Memberships	<u>\$ 50.00</u>
	\$9688.00 to 9850.00

Veterinary Technology Program Costs by Quarter

Pre-enrollment Expenses for the Veterinary Technology Program = \$695

1.	Physical Examination	80
2.	Rabies & Tetanus Vaccines	600
3.	Official ATC Veterinary Technology Student Nametag	15

Veterinary Technology Course Expenses:

First Quarter = \$693

VET 101		
1.	Uniforms (scrubs, laboratory coat, shoes, boots, khaki pants)	150
2.	Malpractice Insurance Fee	15
3.	Laboratory Fee	25
4.	Texts	
	a. Clinical Textbook for Veterinary Technicians	90
	b. Illus. Guide to Veterinary Medical Terminology	90
	c. Veterinary Instruments & Equipment Pocket Guide	38
	d. Dorland's Pocket Medical Dictionary	35
	e. Animal Restraint for Veterinary Professionals	50
	f. Laboratory Manual	20
VET 106		
1.	Laboratory Fee	25
2.	Texts	
	a. Clinical Anatomy & Physiology for Veterinary Technicians	60
	b. Clinical Anatomy & Physiology LAB manual	40
	c. Dog Anatomy Coloring Atlas	30
	d. Horse Anatomy Coloring Book	5
	e. Laboratory Manual	20

Second Quarter = \$604

VET 102		
1.	Dosimetry Badge Fee	15
2.	Laboratory Fee	25
3.	Texts	
	a. Radiography in Veterinary Technology	60
	b. Laboratory Procedures for Veterinary Technicians	52
	c. Veterinary Parasitology Reference Manual	50
	d. Laboratory Manual	20
VET 103		
1.	Stethoscope	100
2.	Laboratory Fee	25
3.	Texts	
	a. Manual of Clinical Procedures in the Dog, Cat & Rabbit	60
	b. Small Animal Surgical Nursing	51
	c. Large Animal Clinical Procedures	51
	d. Laboratory Manual	20
	e. Additional Supplies (thermometer, bandage scissors, etc.)	75

Third Quarter = \$240

VET 212		
1.	Dosimetry Badge Fee	15
2.	Laboratory Fee	25
3.	Texts	
	a. Laboratory Manual	20
VET 213		
1.	Laboratory Fee	25
2.	Texts	
	a. Small Animal Emergency and Critical Care	45
	b. Laboratory Manual	20
VET 216		
1.	Texts	
	a. Applied Pharmacology for the Veterinary Technician	55
	b. Mathematics for Veterinary Medical Technicians	35

Fourth Quarter = \$115

VET 223		
1.	Laboratory Fee	25
2.	Texts	
	a. Veterinary Anesthesia & Analgesia	50
	b. Course Notes	20
	c. Laboratory Manual	20

Fifth Quarter = \$285

VET 111		
1.	Texts	
	a. The Merck Veterinary Manual	45
	b. Common Diseases of Companion Animals	50
VET 231		
1.	Dosimetry Badge Fee	15
2.	Malpractice Insurance Fee	15
3.	Texts	
	a. Veterinary Drug Handbook	80
	b. Veterinary Technician's Daily Reference Guide	50
	c. Course Notes	30

Sixth Quarter = \$488

VET 221		
1.	Laboratory Fee	25
2.	Texts	
	a. Assistant Laboratory Animal Technician Training Manual	50
	b. Regulatory Guide	20
	c. Laboratory Manual	20
	d. Exotic Animal Medicine	63
	e. Laboratory Manual	20
3.	Tuberculin Skin Test	25
VET 232		
1.	Dosimetry Badge Fee	15
2.	Attend the North American Veterinary Conference (2 nd year)	250

Seventh Quarter = \$60

VET 222		
1.	Texts	
	a. Review Questions & Answers for Veterinary Technicians	45
VET 233		
1.	Dosimetry Badge Fee	15

Graduation Expenses

- | | |
|-------------------------------|----|
| 1. Graduation Application Fee | 35 |
| 2. Cap/Gown | 55 |

Credentialing Expenses

- | | |
|---|-----|
| 1. Georgia Registration Application Fee | 50 |
| 2. Veterinary Technician National Examination Fee | 300 |

Optional Expenses

- | | |
|---|----|
| 1. SCNAVTA Membership (annual expense) | 15 |
| 2. NAVTA Student Membership – SCNAVTA Member (annual expense) | 0 |
| 3. NAVTA Student Membership – non-SCNAVTA Member (annual expense) | 25 |
| 4. GVTAA Student Membership – SCNAVTA Member (annual expense) | 10 |
| 5. GVTAA Student Membership – non-SCNAVTA Member (annual expense) | 20 |

General Policies and Procedures

I. **ADMISSION**

The admission process for the veterinary technology program is published in the ATC Catalog and Student Handbook. ATC makes every effort to insure that applicants are knowledgeable about the technical skills needed to be successful in the career of their choice, and to admit applicants to programs of instruction in which they have a reasonable chance to succeed. Essential skills in the field of veterinary technology are published in this ATC Veterinary Technology Program Handbook.

Applicants should be aware that the commission of a felony may prevent them from gaining approval for participation in certain veterinary technology training laboratories and/or clinical internships or externships. Either scenario would result in the inability to successfully complete the program. In addition, the commission of a felony may prevent them from obtaining Registration as a Veterinary Technician in the State of Georgia. Registered veterinary technicians or applicants for Registration as a Veterinary Technician who falsify documents regarding felony convictions will be subject to disciplinary action by the Georgia State Board of Veterinary Medicine. Questions regarding these policies should be directed to the appropriate governing bodies. Applicants will be required to sign a document stating they have been made aware of this policy during their admission process.

Along with criminal background checks, the veterinary state licensing board and our laboratory and clinical partners may require students to complete drug testing prior to participating in laboratories, internships, externships, practicums and/or clinical rotations or at any time during enrollment. The costs associated with said background checks or drug testing will be the responsibility of the enrolled student. Failure to provide a satisfactory background check and/or drug testing sample will prevent the student from attending the laboratory, internship, externship, practicum and/or clinical rotation, and therefore, graduating from the program. Applicants will be required to sign a document stating they have been made aware of this policy during their admission process.

II. **TRANSFER STUDENTS & CREDIT REQUESTS**

Transfer students may enroll in ATC general education courses in any academic quarter after being accepted as a student at ATC. Transfer students must comply with all program-specific admission requirements and will be considered for admission to the veterinary technology program during the regular competitive admission cycle each academic year.

General education courses taken at other accredited institutions will be evaluated for credit at ATC based upon the criteria published in the ATC Catalog and Student Handbook.

Veterinary technology courses taken at an institution offering a veterinary technology or veterinary assisting program that is not AVMA-accredited will not be accepted for transfer credit.

Veterinary technology courses taken at institution offering a veterinary technology program that is AVMA-accredited, but not under the jurisdiction of the Technical College System of Georgia, may be accepted for transfer credit. The decision regarding transfer course credit will be made by the ATC Veterinary Technology Program Chair and Director of Registration and Records in consultation with the Vice President for Academic Affairs.

All transfer students seeking credit for veterinary technology-specific courses completed anywhere other than at ATC will be required to arrange for written documentation that lists the AVMA Essential Skills the student successfully completed during enrollment in his/her previous veterinary technology program and the criteria under which those skills were assessed (as defined

by the AVMA). The documentation must be mailed by an official at the previous program of study to the ATC Veterinary Technology Program Chair within 30 days of admission to the veterinary technology program or sooner if the decision regarding transfer credit award must be made in a shorter period of time to meet ATC registration deadlines.

If the student seeks to obtain transfer credit for an ATC course that is specifically linked to the acquisition of certain Essential Skills, and those skills were not successfully completed by the student during enrollment in his/her previous program under criteria similar or identical to the criteria established by the ATC veterinary technology program faculty, the Program Chair will deny the request for transfer credit.

III. ADVISEMENT & ENROLLMENT

All students admitted to the veterinary technology program are required to attend a Veterinary Technology New Student Orientation scheduled each August. Students will be advised for fall course registration on that date.

Students entering the first year of the program must register for fall classes by 12:00 PM on the last day of Late Registration or his/her position in the class will be forfeited.

During the first year of the program, the Program Chair or a Veterinary Technician Instructor will be your assigned advisor. During the second year of the program, the Clinical Instructor will be your assigned advisor. Students are expected to meet with their assigned advisor at least once per quarter to discuss their progress in the program and to obtain approval for enrolling in courses the next quarter. Advisors will post sign-up sheets for individual appointments on their office doors before on-campus class registration begins. Students are strongly encouraged to enroll during preregistration.

IV. ACADEMIC PROGRESS

1. All VET courses must be taken in a designated sequence. Some veterinary technology courses have general education prerequisite requirements. Course prerequisites and corequisites are listed in the ATC Catalog and Student Handbook.
2. All VET courses must be passed with a grade of "C" or better before progressing.
3. Some general education courses must also be passed with a grade of "C" or better before the veterinary technology degree will be awarded. These requirements are noted in the ATC Catalog and Student Handbook.
4. A student who withdraws (W, WP or WF) or fails (D or F grades) any VET course must repeat the entire course before receiving credit for its completion.
5. A student who does not successfully complete VET 101 & VET 106 with grades of "C" or better will be required to reapply for admission to the program and follow all procedures and requirements for program admission at the time of their reapplication.
6. Excluding VET 101 and VET 106 completion conditions noted above, a student who must repeat a VET course for any reason, personal or academic, is not guaranteed a position in the program or in that course in any subsequent year.

Readmission will be based on:

- a. The individual student's circumstances.
- b. Successful completion of any conditions outlined in an individualized program of study between the student and the program.
- c. The applicant pool.
- d. Available space in the program.

The student must:

- a. Have an ATC cumulative GPA of 2.00 or above, and be in good academic standing before his/her request will be approved.
- b. Submit a request in writing to the Program Chair for re-admission by the beginning of the quarter immediately preceding the quarter re-entry is sought.

The Veterinary Technology Program Chair, with input from the Veterinary Technology Faculty, will make all decisions regarding readmission, in consultation with the Dean of Life Sciences and the Vice President for Student Affairs.

7. A student who must repeat a VET course for any reason and who does not remain enrolled in courses at ATC will be required to reapply to the program as a new applicant. All the terms and conditions of any new applicant will apply to the student seeking readmission.
8. Course validity:
 - a. VET courses successfully completed at ATC will be considered valid for credit as a prerequisite and/or corequisite for two years.
 - b. VET courses successfully completed at any other AVMA-accredited Georgia DTAE veterinary technology program will be considered valid for credit as a prerequisite and/or corequisite course for two years. See II. Transfer Students above for additional information regarding conditions for awarding transfer credit.
 - c. Because of the rapid changes that occur in the field of veterinary medicine, VET courses taken at this or any other institution more than two years prior to the admission or re-admission date will not be considered valid as a prerequisite and/or corequisite course; transfer or re-admitted students must repeat all VET courses taken more than two years prior to their admission/readmission. The student will be required to meet all course requirements when enrolled to repeat those courses.
 - d. Regardless of circumstances, all coursework in the veterinary technology curriculum must be completed within five years of initial program enrollment. If this cannot be accomplished, the student will be required to reapply to the program for a new admission status and all VET courses will have to be repeated.
9. Students who must withdraw during the last three quarters of their program of study for academic reasons will be required to repeat their entire clinical course of study (VET 231, 232 and 233) and all related co-requisite courses at his/her expense to update his/her knowledge and skills in order to enhance his/her success in the career of veterinary technology. All other conditions as those outlined in IV.6. above will apply. Students who must withdraw during the last three quarters of their program of study for reasons other than academic will have their re-entry determined as outlined under IV.6.
10. During laboratories and clinical rotations, any student that is found to be negligent or incompetent in performance and endangers the safety of patients and/or co-workers will be immediately removed from that environment. The college's agreements with its affiliates that provide opportunities for laboratory, internship, externship, clinical, practicum, or similar experiences stipulate that we remove immediately any student who violates host site policies or procedures or who fails to observe all rules, regulations, dress codes, and other requirements or expectations of the affiliate at its request. Students are hereby informed that such removal may result in the inability to complete required portions of the curriculum (and thus to graduate) and in consequences up to and including dismissal from the program and/or college according to the policies and procedures outlined in the ATC Catalog and Student Handbook.

11. Students who engage in academic dishonesty (cheating, plagiarism) or otherwise falsify any documentation (patient records, competency books, journals, logs, assignments, etc.) not addressed in the statements above will be subject to the Academic Honesty Policy conditions and procedures as outlined in the Catalog and Student Handbook. Students are hereby informed that such actions may result in the inability to complete required portions of the curriculum (and thus to graduate) and in consequences up to and including dismissal from the program and/or college according to the policies and procedures outlined in the ATC Catalog and Student Handbook.
12. A student who elects to declare a major other than veterinary technology without approval for this change, as a component of his/her individualized program of study contract with the program, from the Program Chair will be dismissed from the program at the time such change is made. Should that individual seek to rejoin the program at a future date, he/she will be required to re-apply for admission to the program as a new applicant. All the terms and conditions of any new applicant will apply when the student reapplies.

V. HEALTH AND SAFETY ISSUES

A. PHYSICAL EXAMINATION

Students must submit the results of a medical examination with a physician statement that the student is in satisfactory health to work in an animal-related field on or before the first day he/she attends program-specific courses. The physical examination must have been conducted within 6 months prior to enrolling in VET 101.

Special Cases: Splenectomized and Immunocompromised Individuals

Capnocytophaga canimorsus is an organism usually transmitted via dog bites and is fatal to splenectomized persons. For this reason, students who have had their spleen removed will not be allowed to enroll in the veterinary technology program.

Immunocompromised people may also be susceptible to *Capnocytophaga canimorsus*. Such individuals should consult with their personal physicians prior to enrolling in the program to determine their individual risk factor.

B. VACCINATIONS

Immunity to measles, mumps, rubella, tetanus and rabies must be documented by either:

1. Written documentation providing evidence of current immunization for each organism.
2. Laboratory results verifying immunity.

Rabies: Rabies is a preventable viral disease of mammals most often transmitted through the bite of a rabid animal. Rabies virus infects the central nervous system, causing encephalopathy and ultimately death.

Preexposure rabies vaccination is recommended for persons in high-risk groups, such as veterinarians, animal handlers, and laboratory workers. Preexposure prophylaxis is given for several reasons. First, although preexposure vaccination does not eliminate the need for additional medical attention after a rabies exposure, it simplifies therapy by eliminating the need for human rabies immune globulin (HRIG) and decreasing the number of vaccine doses needed, and it minimizes adverse reactions to multiple doses of vaccine. Second, it may enhance immunity in persons whose postexposure therapy might be delayed. Finally, it may provide protection to persons with inapparent exposures to rabies.

Preexposure prophylaxis consists of three doses of rabies vaccine given on days 0, 7, and 21 or 28. The need for booster vaccines is variable from individual to individual and is dependent upon a physician's interpretation of the individual's rabies serum antibody level (titer). In endemic areas like Athens, Georgia, as a minimum all veterinary healthcare professionals should have their serum evaluated for rabies antibody titers every other year as recommended by the Centers for Disease Control (CDC) Advisory Committee on Immunization Practices (ACIP).

All students enrolled in the veterinary technology program are required to have proof of preexposure rabies vaccination and/or proof of a protective titer (where appropriate). Students must provide proof of rabies vaccination or a protective titer against rabies by October 30th of each academic year they are enrolled in the veterinary technology program.

The rabies prophylaxis requirement is subject to change based upon CDC recommendations and/or requirements instituted by the University of Georgia's College of Veterinary Medicine.

Tetanus: Tetanus is an acute, often fatal, disease caused by an exotoxin produced by *Clostridium tetani*. It is characterized by generalized rigidity and convulsive spasms of skeletal muscles. The muscle stiffness usually involves the jaw (lockjaw) and neck and then becomes generalized. Seizures and death may occur. *C. tetani* is a bacterial organism widely distributed in soil and in the intestine and feces of horses, sheep, cattle, dogs, cats, rats, guinea pigs, and chickens. The organism usually enters the body through an open wound.

Persons who received childhood tetanus toxoid vaccines (DTP) typically only receive booster vaccines every 10 years.

All students enrolled in the veterinary technology program are required to have proof of tetanus toxoid immunization. Students must provide proof that they have received a tetanus toxoid immunization within 5 years prior to October 30th of their first academic quarter in the veterinary technology program.

MMR – Measles, Mumps, Rubella: Measles, mumps and rubella are viral organisms causing a variety of systemic disorders. Some animal species are susceptible to acquiring the disease from humans affected by these viruses, even if the person is carrying the disease(s) without clinical signs of the disease(s). For this reason, at least one of our off-campus training sites requires all participants to have proof of MMR vaccination. Most people born after 1957 will have received these vaccines as children.

All students enrolled in the veterinary technology program are required to have proof of MMR immunization. Students must provide proof that they have (1) received the standard childhood immunization series for MMR or (2) have received an MMR vaccination as an adult or (3) have a protective titer against the organisms that cause MMR prior to October 30th of their first academic quarter in the veterinary technology program.

C. DIAGNOSTIC TESTS

Tuberculosis (TB) is a disease caused by bacteria called *Mycobacterium tuberculosis*. The bacteria can attack any part of your body, but usually attacks the lungs. TB is spread through the air from one person to another. Some animal species, particularly non-human primates, are susceptible to acquiring the disease from humans affected by these viruses, even if the person is carrying the disease without clinical signs of the disease. For this reason, at least one of our off-campus training sites requires all participants to have proof of a negative TB skin test.

*All students enrolled in the veterinary technology program are **required** to have a negative TB skin test. Students will be required to submit to this test **when enrolled in VET 221 (Laboratory and Exotic Animals)**. Tests conducted earlier than this will have to be repeated.*

D. HEALTH INSURANCE

All students enrolled in the veterinary technology program are required to have accident insurance.

As a part of your fee payment at registration, all ATC students receive some coverage under a Student Accident Insurance Plan. This is **not** a major medical health insurance plan and should not be regarded as such. Under this plan you are *only* covered for problems encountered *during* ATC sponsored or supervised activities. It does not cover illnesses or injuries incurred after-hours or between quarters. In addition, it will only cover \$500.00 of the expenses incurred for a covered emergent illness and only \$50,000.00 of the eligible expenses for a covered injury. An information sheet describing the coverage included in the plan is available at the ATC cashier's office.

As veterinary health professionals, you will work with animals that have diseases and disorders. Some of these conditions are transmissible to people (zoonotic diseases). Depending upon the findings of the plan administrator, succumbing to some of these conditions may or may not be covered by the Student Accident Insurance Plan. In addition, medical care for sickness or disease is notoriously costly and may quickly exceed the covered amounts included in the Student Accident Insurance Plan.

If a student experiences an accident or illness during class or clinic activities, the student should report this incident immediately to their instructor(s) who will recommend an appropriate course of action. **Students are personally responsible for the cost of any injuries incurred in the class or clinical setting.**

Students will also note that illness severe enough to warrant absences from classes, laboratory sessions, and/or clinical rotations will require verification by a human medical professional (see absence policy elsewhere in this manual). Not seeking medical consultation because you cannot afford such care is not a reasonable excuse for not providing such verification to the veterinary technology faculty.

Therefore, all veterinary technology students are urged to maintain private health and accident insurance.

E. RADIATION SAFETY

Students are required to wear individualized radiation film badges at all times while participating in radiology laboratories, on duty in private veterinary practices and when working in the radiology unit at The University of Georgia. Detection badges are considered a part of the complete uniform. The cost of radiation monitoring badges is charged to each student enrolled in VET 102, VET 212, VET 231, VET 232 and VET 233 when they register for those classes. Badges are to be used, stored, and handled in accordance with standard radiation safety procedures as instructed in the classroom and laboratory. Failure to follow proper procedures may result in immediate dismissal from the course in which the student is enrolled and/or from the veterinary technology program.

F. PREGNANCY

Any female student who is or becomes pregnant while enrolled in the veterinary technology program is urged to inform program officials of her pregnancy *as soon as she suspects* she may be pregnant. **Exposure to formaldehyde, anesthetic and pharmaceutical agents, or radiation during pregnancy can interfere with normal fetal development.** The student will not be allowed to participate in activities that have the potential to be harmful to the fetus until the pregnancy is confirmed or denied, *in writing*, by a qualified healthcare provider including the expected delivery date.

If pregnancy is confirmed, the student is to inform the Program Chair *in writing* of her desires relative to continuing in her course of study. The program and college will attempt to provide her with the option of re-enrolling under an Individualized Program of Study in the following year if she so desires. If the student's coursework is such that she is enrolled only in didactic coursework, the decision whether to remain enrolled is one that she and her physician can make independently. If the student is, or will be, enrolled in coursework involving laboratory or clinical training experiences during her pregnancy, the Program Chair will:

- Provide to the student a list of the potential risks involved in all such laboratory activities for the student to use when meeting with her healthcare provider so they can make an informed decision about the risks/benefits of her decision to remain enrolled in the program.
- Request written documentation of the accommodations and personal protective equipment recommended by the physician for the protection of the mother and unborn child.
- Notify the student's assigned laboratory and/or clinical sites of the pregnancy and either receive the approval of such sites to provide the needed accommodations or reschedule such activities until after the birth of the child. In this case, the student will be notified that the projected program completion date will likely be delayed.
- Arrange a meeting with the student, the Vice President for Student Affairs, and the Director of Student Support Services to clarify, in writing, all matters related to the risks/benefits and decisions involved if requested by the student or deemed appropriate by the Program Chair.

This policy is meant to allow the pregnant student to make an informed decision about the risks and benefits of continuing the program while pregnant.

VI. UNIFORMS/EQUIPMENT/SUPPLIES

Each student is responsible for acquiring the items included in the following list. Students are NOT required to have all items at the beginning of the curriculum, but will be required to acquire them at various times during their curriculum.

1. Required textbooks and course note packets (required for all courses).
2. At least 2 complete sets of maroon or wine-colored scrubs (required for VET 101).
3. A maroon, wine or tan colored warm-up jacket, smock or laboratory coat (required for VET 102).
4. At least 1 pair of khaki-colored pants (required for VET 101).
5. All white, leather athletic shoes (required for VET 101).
6. Hard-soled leather work boots (required for VET 101).
7. Official ATC Veterinary Technology Student nametag (required for VET 101).
8. Wristwatch with a second hand (required for VET 101).
9. Black ink pen, pencil, and permanent black Sharpie® marker (required for VET 101).
10. Standard, choke-style nylon dog leash (provided to each student by the program).
11. Digital thermometer (provided to each student by the program).
12. Stethoscope (required for VET 103).
13. 5" or 6" bandage scissors (required for VET 103).
14. Hemostatic forceps (required for VET 223).
15. Suture scissors (required for VET 231).

Students are expected to conduct themselves in a professional manner at all times. To this end, personal grooming is expected of all students. In clinical settings, medical scrubs or scrub tops with khaki pants are most often appropriate, though in large animal environments coveralls may be more acceptable. The standard uniform for the ATC veterinary technology program is as follows:

Scrub Uniform:

- Maroon Scrub Top & Pants, White Leather Athletic Shoes, Nametag

Laboratory Uniform

- Scrub Uniform plus warm-up jacket, smock or laboratory coat

Large Animal Uniform:

- Maroon Scrub Top, Khaki Pants, Hard Soled Leather Workboots, Nametag
- Alternate: Maroon Scrub Top, Workboots, Tan Coveralls, Nametag

Adherence to any additional special clothing requirements imposed by The University of Georgia College of Veterinary Medicine is expected. Open-toed shoes are *never* acceptable in any laboratory, and in large animal environments work boots will always be required.

Specifics regarding dress code standards:

- Personal hygiene, including deodorants and antiperspirants, is required and essential.
- Perfumes, colognes, and after-shaves should not be worn to avoid patient and client sensitivities.
- Clothing should be clean, wrinkle-free, fit properly, be of an appropriate length, and conform to the standards set by the Program Chair.
- The scrub top and pants should be the outermost clothing layer at all times. If additional clothing is needed for warmth, it should be worn under the uniform or a matching color snap or zip-front nursing jacket may be worn over the uniform.
- The official ATC veterinary technology program nametag must be worn at all times when in the clinical setting or at any off-campus laboratory site.
- Hair color, length, and style should be conservative. When working in a laboratory environment, hair must be pulled back away from the work surface and/or not in contact with the animal patient (example: Pony tail).
- Facial hair should be neatly groomed and trimmed.
- Make-up should be conservative and limited in quantity.
- Fingernails must be short and clean at all times. Salon and artificial nails are strictly prohibited for infection control reasons. No nail polish may be used.
- Tattoos should be covered by the uniform. Tattoos or brands anywhere on the body that are obscene, advocate sexual, ethnic, racial or religious discrimination are prohibited.
- Jewelry, except for wristwatches and a wedding band, should not be worn with the uniform for personal and patient safety. Students may wear one small (<2mm) stud-type earring in each ear. Other body piercings are never appropriate in the professional veterinary setting.
- Please consider not smoking during the clinical experiences. The odor retained in your hair, clothes, and on your breath may be offensive to colleagues and clients.

VII. MALPRACTICE (LIABILITY) INSURANCE

Malpractice insurance purchased through ATC is required of all veterinary technology students enrolled in the program. The fee for this insurance is automatically added to your tuition and fees bill annually. Students who do not complete the curriculum in the standard two-year fashion will be charged this fee on a yearly basis as they proceed through the curriculum.

VIII. TRANSPORTATION AND PARKING

Students are responsible for having reliable transportation to attend on and off-campus classes and all clinical rotations assigned to them. Field trips to satisfy competencies or to experience different aspects of veterinary medicine may be arranged and may occur on days and/or times other than regular class times. Attendance will be required of all enrollees; failure to attend will result in an incomplete or failure of the course. Some clinical rotations may be outside the Athens area.

Parking at ATC:

All ATC students must pay a parking fee, which is included as part of the quarterly registration fee. Student parking passes should be picked up in the Admissions office.

Parking at the University of Georgia:

All veterinary technology students will be required to arrange reliable and timely transportation to the University of Georgia campus for laboratories and clinical rotations. Students will need UGA parking/transportation for the following classes:

VET 106, VET 102, VET 212, VET 223, VET 231, VET 232, VET 233

UGA parking options include the pay-by-the-hour Carleton Street Parking Ramp or a UGA parking pass. When approved by The University of Georgia's Parking Services, for a fee parking passes may be available to you on the UGA campus as an Affiliate of the University of Georgia. Application forms for Affiliate parking will be made available by your instructors during fall quarter of each academic year.

IX. COMMUNICATION DEVICES

The use of cell phones, mobile phones, digital wireless phones, pagers, etc. is *strictly prohibited* in both the classroom and clinical settings. In the event of an emergency, you may be contacted during class or clinical hours through the veterinary technology faculty.

X. ATTENDANCE POLICIES:

Regular and punctual attendance at all courses in which a student is registered is required. Absences prevent students from getting the full benefits of a course, seriously disrupt a student's orderly progress in a course, and significantly diminish the quality of group interaction in class. Regular attendance is an important part of preparing a student for employment. Dependability and punctuality are characteristics employers consider essential. Thus, the standard ATC attendance policy is formulated with the intent of dealing firmly and consistently with those who are absent excessively, yet it allows consideration for those who must be absent for legitimate reasons.

The standard attendance policy for the veterinary technology program is as follows:

The veterinary technology program adheres to the standard ATC attendance policy with the following modifications: Attendance at every scheduled lecture and laboratory sessions is considered necessary to obtain the information and skills presented. Attendance will be monitored. Make up sessions will not be given and failure to attend any session will result in a lower course score and may result in a lower course grade. Missing a laboratory or lecture session does not release the student from his/her responsibility for lecture or laboratory content. Students will be required to demonstrate clinical competencies normally obtained during the scheduled lecture or laboratory session at a time and location convenient to the faculty instructor(s) and animal resource facility. Failure to do so will result in a final course grade of "F". In some circumstances a make-up laboratory session is impossible – failure to attend these unique laboratory experiences will result in a final course grade of "F" or "I" depending upon the circumstances that necessitated the absence. Courses in which these unique learning laboratories occur are clearly identified in the course syllabi.

Unannounced quizzes and/or in-class projects may be assigned at any time and will be utilized in the final course grade determination; students who are not present for such events will not receive credit for those assignments.

Tardiness will not be tolerated; repeat offenders will be asked not to join the class until after the current lecture session has ended and the tardiness will be recorded as an absence.

All students are expected to be present at the scheduled starting time of a scheduled test. **In general, there are NO excuses for missing an examination.**

Illness severe enough to warrant missing an examination, or illness in which the student is absent from the college for three or more days may need to be verified by written documentation. A grade of "zero" may be awarded for a missed examination without a satisfactory excuse. Validity of excuses for a student missing an unannounced quiz or in-class assignment will be left to the discretion of the instructors. Make-up examinations, when given for the rare approved case, may take the form of an essay or oral examination at the instructor's discretion.

The attendance policy for the veterinary technology clinical rotations is as follows:

Students are expected to attend ALL clinical rotations and recitation sessions. The unexcused absence is not recognized as a student privilege. Instructors will monitor attendance.

Absence from duties is not taken lightly, and an **EXCUSED ABSENCE** does not relieve students of their academic responsibility; accordingly, excused absences will require that the student attend a “make-up” session in the clinical area to which they were assigned at the time of the absence. Scheduling of this “make-up” session is at the discretion of the clinical instructor, and may be at times other than those assigned in the standard clinical rotation. In addition, scheduling “make-up” sessions may have to occur between quarters, necessitating a final grade of “Incomplete” (I) on the student’s quarterly grade report until that session is completed.

UNEXCUSED ABSENCES will be handled in the following manner: One unexcused absence will result in the loss of *half* of the points assigned to the professional standards grade by *both* your nursing supervisor and clinical instructor for that rotation. Two unexcused absences will result in the loss of *all* of the points assigned to the professional standards grades for the rotation. **Unexcused absences cannot be “made-up” and will result in a lower grade for the rotation because of the loss of points for professional standards.** Students should refer to the individual rotation outlines for more information about professional standards grading.

In the event of unexcused absenteeism, missing more than 2 days of ANY rotation will result in failure of the clinical rotation. Because students must receive a passing grade in all three of the rotations assigned in VET 231, 232, and 233, failure in any one clinical block will result in failure of the course and will require that the student repeat the entire course when it is next offered assuming space is available. This also will mean that the student will not be able to progress toward graduation from the program until that course is repeated. Students will also be held to the conditions outline under Academic Progress (Section IV.9) in this manual.

Unexpected absences must be reported, by telephone or pager, to your clinical instructor **no later than 8:30 AM** on the day of the absence. **Expected absences** should be reported to your clinical instructor by telephone or pager as soon as the student knows that they will occur. Students must be excused by the clinical instructor if they are to miss any clinical rotation, recitation, or testing session.

Some examples of what may be regarded as legitimate excuses for student absences follows:

EXCUSED ABSENCES - An absence *may* be considered excused for one of the following reasons:

- Death in your immediate family; a parent, in-law, spouse, child, sibling, or grandparent
- Birth of *your* baby
- Ill child (no more than two consecutive days)
- Personal illness severe enough to warrant examination by a physician or health care provider.
- Program-approved scientific meeting attendance
- Jury duty (documentation required)
- Other absences formally approved by the Program Chair

UNEXCUSED ABSENCES – Reasons *not* considered legitimate for absence:

- Alarm clock problems and/or oversleeping
- Child care scheduling
- Transportation failure
- Work schedules
- Attending or being in a wedding, family reunion, or similar event
- Saving money on airfare
- Showing an animal
- Illness or death of a pet
- Illness, injury, or death of an acquaintance
- Vacations or Sporting events
- Routine medical or dental examinations
- Moving

Hazardous Weather Policy:

In the event of hazardous or inclement weather on a class day, students should follow the policies outlined in the ATC Catalog and Student Handbook. In the event of hazardous or inclement weather on a day in which the student is scheduled to be in a clinical setting, the student is required to contact the Clinical Instructor or Program Chair prior to the assigned start time at the clinical site for consultation and/or absence approval.

XI. FINANCIAL AID

All financial aid counseling is provided by the ATC Financial Aid Counselors. Information is available in the Office of Admissions and in the current ATC Catalog and Student Handbook.

Hope (Helping Outstanding Pupils Educationally) Scholarships

Qualifying students in the veterinary technology program are eligible for Hope Scholarships. Students must maintain a cumulative grade point average of 3.0 to qualify for this State of Georgia-based program.

Federal Pell Grant

Qualifying students in the veterinary technology program are eligible for Pell Grants. Eligibility is based on financial need. Award amounts are based on a Federal formula and the number of credit hours for which a student is enrolled.

Workforce Development Program under Workforce Investment Act (WIA)

This program helps provide training and job placement assistance for its participants. Individuals must be recipients of public assistance or laid off from a job to be eligible for financial support through WIA. Participants may receive assistance with daily expenses related to meals, transportation, and childcare costs. To set up an appointment to be considered for WIA, interested students should call (706)355-5015 and ask to speak to a WIA career advisor to begin the application process.

XII. SCHOLARSHIP OPPORTUNITIES

Georgia Veterinary Medical Association Scholarship

- Two \$250.00 scholarships available to rising *second-year* ATC veterinary technology students who demonstrate the highest level of good citizenship, work ethics, and school and community leadership.
- Applications available through the ATC Financial Aid Office.
- Application deadline: March

Georgia Veterinary Medical Association Auxiliary Scholarship

- One \$400.00 scholarship available to rising *second-year* ATC veterinary technology students.
- Applications available through the ATC Financial Aid Office.
- Application deadline: March

National Association of Veterinary Technicians in America/American Kennel Club/Bayer Animal Health Veterinary Technician Student Scholarships

- Twenty-five \$1000.00 scholarships are offered to current full-time veterinary technician students nationally.
- Recipients must be a NAVTA student member or a member of a NAVTA Student Chapter and meet all application requirements and deadlines.
- Applications available in January through the ATC SCNAVTA advisor.
- Application deadline: May

Sue Busch Memorial Award for Graduating Veterinary Technicians

- Six \$250.00 scholarships are offered to graduating *second-year* veterinary technician students nationally.
- Veterinary technology faculty members will nominate one student from the program to apply. Applications may be available from the Program Chair after January 1st.
- Application deadline: February

Robert G. Shelnett Scholarship

- The ATC applicant who demonstrates the highest-level evidence of good citizenship, work ethics, and leadership will be selected as the recipient of this scholarship.
- Application Deadline: March

Charles W. Yeargin Scholarship

- An ATC student who is a resident of Elbert, Oglethorpe, or Wilkes County and who has completed a minimum of 24 quarter credit hours of study at ATC is eligible for this scholarship.
- Application Deadline: March

Health Science Merit-Based Scholarship

- An ATC student must be enrolled in a Health Science program major to be eligible for this scholarship and have completed a minimum of 24 quarter credit hours of study at ATC.
- Application Deadline: March

For additional information, interested students should consult the current ATC Catalog and Student Handbook and/or the ATC Financial Aid Counselors.

XIII. STUDENT ORGANIZATIONS AND AFFILIATE MEMBERSHIPS

The veterinary technology students have organized and support their membership as a Student Chapter of the National Association of Veterinary Technicians in America (SCNAVTA). Membership is encouraged for all program enrollees and is available to current and prospective veterinary technology students as long as the individual is a student at ATC.

Veterinary technology students currently enrolled in the program are eligible for student membership in the National Association of Veterinary Technicians in America (NAVTA), the Georgia Veterinary Technicians and Assistants Association (GVTAA) and other professional organizations (e.g. the American Animal Hospital Association; AAHA). Participation in these professional organizations is encouraged.

XIV. PERSONAL PET POLICY

It is the policy of the Technical College System of Georgia that no animals of any type be brought or allowed on campus property. The veterinary technology program may, at times, invite certain people to bring certain animals to campus for participation in teaching laboratories. However, veterinary technology students, like any other student on campus, cannot make the decision to bring their personal pet(s) to campus without specific, prior invitation and/or permission from a veterinary technology program faculty member. In addition, it would be inappropriate for animals to be maintained in your personal vehicle during any classroom or laboratory session.

I acknowledge that I have received a copy of the:

VETERINARY TECHNOLOGY PROGRAM HANDBOOK
an addendum to the
Athens Technical College Catalog & Student Handbook.

By signing below, I agree to the following statements:

- **I have reviewed the Essential Functions (Technical Skills) List included in the Handbook.**
- **I have reviewed all of the Program Policies and Procedures included in the Handbook.**
- I understand the manual as written, or have sought clarification on any item that I did not understand by speaking directly with the Athens Technical College Veterinary Technology Program Chair or other appropriate Athens Technical College administrator.
- I hereby agree to abide by the policies to the best of my ability.

Name (print legibly)

Date

Signature