

TRI-COUNTY TECHNICAL COLLEGE



VETERINARY TECHNOLOGY STUDENT HANDBOOK

TRI-COUNTY TECHNICAL COLLEGE
VETERINARY TECHNOLOGY DEPT.
HEALTH EDUCATION DIVISION

The Veterinary Technology Dept. at Tri-County Technical College has given each student statements on the following policies. By signing below, the student has acknowledged that he/she has received and understands the statements herein and agrees to abide by the guidelines of each policy.

1. Pregnancy Policy
2. Health Education Division Technical Standards
3. Student Withdrawal Policy and Procedure
4. Student Information Record and release form
5. Veterinary Technology Safety Policies and Procedures
6. Veterinary Technology Student Policies and Student Handbook Information
7. Pre-Exposure Rabies Vaccine Declination
8. Veterinary Technology Uniform Policy
9. Background Check Information

(Print student name)

Date

Student Signature

Student ID number

**Tri-County Technical College
Veterinary Technology Department
INFORMATION RECORD**

Date _____

PERSONAL DATA

Name _____ D.O.B. _____

Local Address _____

Local Phone (*include area code*) _____

Home Address (*If from out of Tri-County area*)

Work Address

Work Phone (*include area code*) _____

Cell Phone (*include area code*) _____

Name of Person to Contact in Case of Emergency

Relation _____

Phone Number (*include area code*) _____

As a student in the Veterinary Technology Program I understand that:

My phone numbers will be included in an Animal Care Team Roster and that this schedule will be posted and distributed to all students, faculty, and staff of the Veterinary Technology Program. It is my responsibility to keep the Veterinary Technology Department updated of any change in my contact phone numbers.

My date of birth and social security number are required for the x-ray monitoring service. Without this information this service will not issue me a dosimetry badge.

The College often photographs its students, faculty and staff for College publications, public relations, marketing, and the website. If I do not want my photograph or image used for these purposes I should file a written request with the Public Relations or Marketing Office at the beginning of the semester. By signing this statement, I give permission for my name and/or picture to be published for the purpose of Tri-County Technical College Veterinary Technology program's public relations.

It is my responsibility to make the arrangements for my externship. Although the faculty will be glad to help me with selection of a clinic or facility, I will be responsible for contacting a veterinary facility, making an appointment, setting up the interview, and making the final arrangements **after** Dr. Champion's approval. I further understand that the facility must meet the following criteria: I must work under both the direction of a **licensed** veterinarian and a **licensed** veterinary technician.

Signature

Date

VETERINARY TECHNOLOGY STUDENT POLICIES

KITCHEN

- The kitchen is for all students and faculty to use.
- This includes the use of storage cabinets, utensils, refrigerator, toaster oven and microwaves.
- **No food will be stored in the classroom for any reason, only in the kitchen cabinets and refrigerator.**
- Any student owned food and utensils will be marked with the student's name or initials.
- **EVERYONE WILL WASH THEIR OWN DISHES AFTER EACH USE, WIPE OUT THE MICROWAVES, TOASTER OVEN AND THE COUNTERS, AND PLACE ALL WASTE IN THE TRASH CAN.**
- Any dishes or cups left in the sink at the end of the day will be discarded in the trash.
- Each student will be responsible for removing any of his or her uneaten food from the refrigerator. Please eat only YOUR food and drink only YOUR drinks.
- **REPEATED VIOLATIONS OF THESE POLICIES WILL RESULT IN THE SUSPENSION OF ALL STUDENT PRIVILEGES RELATED TO THE KITCHEN.**

EATING is **NOT PERMITTED** in classrooms or laboratories except during lunch hour.
DRINKING is **NOT PERMITTED** during laboratory sessions (OSHA Rule).
DRINKING is **PERMITTED** in classrooms during lecture only provided cups/glasses/bottles have a secure top.

COMPUTER AREA

NO FOOD, DRINK, or ANIMALS are allowed in the computer area. The chairs in the computer area are for computer use only and are **not** to be moved from this area.

STUDENT OWNED ANIMALS

Student owned animals will NOT be brought to campus unless asked to do so for a specific lab. Students may be asked to bring samples from their animals for analysis during specific labs such as hematology, urinalysis, or parasitology. This will be the only time lab tests will be run on student owned animals.

SMOKING POLICY

There is to be **NO SMOKING** in any building or within **50 feet** of any building. Use of tobacco is permitted in the designated areas in parking lots only. **Smoking is not permitted around any animals or in the parking lot adjacent to Halbert Hall.** The odor of cigarettes (and related products) is offensive to many individuals. Additionally, some people are allergic to cigarettes. Smoke smell on the student's clothing, hair, body, or chair may be cause for dismissal from the clinical setting and the student will receive a "zero" for the day.

VISITORS TO HALBERT HALL

No one except the Veterinary Technology students, faculty, or staff is allowed in classrooms, labs or kennel building. This includes children, spouses, parents and friends (college insurance regulations). Visitors may be allowed to tour the facility or arrange adoption of an animal Monday - Friday, 8 AM and 5 PM, if accompanied by the student and **PERMISSION** is granted by the department head. **No one**, except faculty and staff, is allowed in the building after the completion of classes each day, or on the weekends.

TELEPHONE

The phone in the treatment room may only be used by for students and faculty to call the veterinarian on call or Campus Security, **NOT** for personal calls. Student cell phones are to be used for any personal calls within guidelines on page 8. An EMERGENCY PHONE is located outside the front doors to Halbert Hall and is reserved for emergencies only. Public phones are located in Miller Hall, the Student Center and Oconee Hall.

COPY MACHINE

The copy machine in Halbert Hall, Room 109, is not for student use without faculty permission. Copy machines for student use are located in the library and bookstore.

LABORATORY SAFETY & PROFESSIONALISM

It is important to maintain a safe and clean environment for people as well as our animals. The following regulations apply to all students and personnel in the clinical setting:

- All hair that is shoulder length or longer should be confined behind the head during any lab or when handling animals.
- All nails should be no longer than the tips of your fingers to avoid injury to animals. Only clear nail polish may be used. No artificial nails should be worn due to health issues with pathogens.
- A single, simple pair of stud earrings may be worn; no loop or long dangling earrings or necklaces may be worn at any time.
- No facial jewelry (i.e. eyebrow, nose, lip, etc.) will be worn to avoid injury from animals.
- Each student must maintain a professional appearance at all times including clean hair and clothing and exemplary personal hygiene.

Failure to adhere to these rules will result in dismissal from the clinical setting and the student will receive a “zero” for the day.

ANIMAL CARE

- All students will be assigned to an animal care team. Each group will meet the attending veterinarian or assigned faculty at 7 am, noon and 4:00 PM on the assigned day to check on all animals, complete rounds, medicate animals, and clean assigned areas.
- There will be 2 animal care teams assigned each Wednesday to facilitate breaking down and the cleaning of all cages in the “Small & Furry” Room.
- Changes to the animal care team rotation must be approved in advance by Dr. Champion, see “Animal Care Schedule Change Form.”
- For detailed information refer to the “Responsibilities of Animal Care Teams” section.

- Lateness to or improper procedures for animal care will result in 25 points off grade.
- Failure to appear for an animal care team when assigned, unless prior arrangements are made, will result in **100 points** off grade for **ONE FULL** missed rotation (or 50 pts. off for ½ rotation).
- A **SECOND** missed rotation will result in failure of the course and withdrawal from the Veterinary Technology Program.

PROOF OF TETANUS

Each student must provide the Veterinary Technology Department with proof of a current tetanus vaccination. A vaccination record from your physician must be received by the first day of class in order to participate in any lab. Failure to provide this information will result in dismissal from any clinical lab.

CRIMINAL BACKGROUND CHECK & DRUG TESTING

- All health education students are required to have a criminal background check and drug screening.
- Students can find information on the criminal background check by going to the “Get Set” tab on eTC and looking under the “Plan My Schedule” area of this screen, which contains a link called “Criminal Background Check - Instructions.” Veterinary Technician Students must initiate their background checks **before the first day of class**.
- Payment for the drug screen is attached as fee to an appropriate clinical course. Drug testing is repeated once every calendar year. The drug screen will be conducted on campus after classes begin with short notice.
- Positive drug screens will result in an administrative withdrawal from the Veterinary Technology program. Positive criminal background checks will be handled on a case-by-case basis by the Health Education Division Dean and may result in administrative withdrawal dependent on the results and implications for veterinary technician practice.

ATTENDANCE POLICY

“Class attendance is crucial to student success. Therefore, any student who accumulates more absences during the term than the class is scheduled to meet in a two-week period is subject to being withdrawn from the class. The number of allowable absences during the summer term or other sessions of varying length will be 10% of the total number of class meetings. Students who arrive late may, at the discretion of the instructor, be marked absent for that class. Students who continually arrive late to class are subject to being withdrawn from the class.” (College Handbook)

Absence from class interferes with the student's gaining cumulative instruction/knowledge of and becoming proficient in the performance of critical skills required for successful completion of this course.

Absences from lecture that equal the number of times the class meets in a two-week period may result in...

- Points not given for skills not performed and/or
- Withdrawal by the instructor

The student is responsible for the content of all lectures, labs, and assignments when absent. If make-up is required, it is the student's responsibility to schedule this make-up.

Absence from a Required Skill:

In order for students to meet AVMA guidelines, if a student misses a lab with a required skill, then the student must arrange with their lab instructor to make up that skill. The student must also realize that if the absence was not excused (see below), that may not receive any points for making up the skill, but must do so in order to successfully complete the course.

Absence from a Test:

No make-up tests will be given unless an absence is excused as defined below:

Excused Absence is absence due to death, funeral, hospitalization, or illness with doctor's excuse when returning to class.

In the event of any absence the student must notify his/her Veterinary Technology Instructor before his/her class begins. Refer to the Animal Care Team Roster for faculty contact information.

POLICY ON ACADEMIC DISHONESTY

Students must do their own work to achieve success. Students who cheat on tests, written assignments, or quizzes, or use someone else's work without giving credit to that person will be subject to disciplinary action. Refer to the *Academic Integrity Section* in the Tri-County Technical College Catalog for more details. Please note that falsifying any record used in the Veterinary Technology Department falls under the category of Academic Dishonesty.

HEALTH EDUCATION DIVISION GUIDELINES FOR USE OF SOCIAL AND ELECTRONIC MEDIA**Purpose**

To provide guidelines outlining how Tri-County Technical College Health Education (HE) students (ADN, PNR, VET, MLT, MED, EDDA, SUR) support area clinical agencies, physician offices, and the division in terms of knowing boundaries of appropriate communication with social media (HIPAA, FERPA)

Students are prohibited from posting any comment that is personal health information including patient images on any social media site. Posting of veterinary-related images must be approved by the Veterinary Technology Department Head in advance.

The use of social media provides the ability for students to communicate with their peers in an expedient and even real-time basis. However, students should understand that publishing information on a social media site may be public, can be shared by others and is searchable in order to trace activity back to them as individuals for long periods of time. If a student provides identification that he/she is a Tri-County Technical College student, public perception expands beyond the individual student to the program, division and the College. Examples of social media include, but are not limited to,

- YouTube
- Facebook
- iTunes
- LinkedIn
- Twitter

Blogs (except for course or College approved platforms such as Blackboard with faculty oversight)

Students in all areas of Health Education are preparing for professions which provide services to the public who expect high standards of care and in the handling of confidential information. Therefore, students should be constantly aware of HIPAA and or FERPA guidelines which require that confidential information related to patients or agencies/offices must not be disclosed. Students may be personally as well as legally responsible for anything that they post on social media sites. In addition, potential employers now commonly utilize analysis of public personal web sites as a determination of possible job offers.

PDA Use

PDA's can provide students with quick and easy access to up-to-date evidenced-based information in both the classroom and clinical setting. However, PDA use must be appropriate and within established guidelines by an instructor/clinical agency. HIPAA/FERPA guidelines still apply. During clinical and class time, it is expected that any PDA be utilized only when expressly authorized by TCTC faculty. If the PDA is combined with a cell phone, the cell phone should be silenced. No personal conversation or texting is allowed at any time in a patient/animal care area. Please remember that in patient areas, PDA's may act as a reservoir for microorganisms and have the potential to deleteriously affect immunocompromised patients. Misuse of electronic devices can be interpreted as a classroom or clinical disruption and students may be dismissed by the instructor (See TCTC Student Code of Conduct).

eTC Accounts

Tri-County Technical College (TCTC) uses email as one of several means of communication with HE students. An official eTC email address is issued to each student at the time of admission to the College. This is the only email address that the College maintains for sending official communications to students. Students must check email on a regular basis (at least three times a week) in order to read important e-mail messages and notifications/announcements in a timely manner. In addition, certain communications may be time-sensitive, i.e. drug testing dates. Failure to read official College communications sent to the student's official eTC email address does not absolve the student from knowing and complying with the content of those communications.

Each HE student must manage his/her College email account to assure that the Inbox file has sufficient space to allow for email delivery. Students who choose to forward their eTC account email to another email address risk not receiving important official emails from the College. The HE Division will not be responsible for the non-receipt of any official communication that has been forwarded by a student to another email account.

Responsible Use of Computer Technology and Social Media in Health Education

All forms of communication and behavior that are conducted in an electronic environment (TCTC procedure titled "External Communications" 1-2-1024.1) demand the same adherence to rules that provide expected levels of civility, safety, privacy, and respect. Students are, therefore, expected to govern their "electronic" behavior (social media) with the same care and self-control they exhibit face-to-face with patients, peers, instructors, and clinical employees.

ELECTRONIC DEVICES POLICY

To minimize distraction, electronic devices may not be used during class or lab times. This includes taking pictures and/or texting. Cell phones must be turned off. Students will not be excused from class or lab in order to answer their cell phone. Any use of an electronic device during class or lab can result in dismissal from the remainder of the class or lab for that day. During all quizzes and exams, all cellular devices must be turned off and placed on top of the desk. Failure to comply will mean dismissal from the exam.

CLASSROOM CONDUCT/DISRUPTIVE BEHAVIOR

The student is expected to exhibit professional behaviors at all time, and refrain from any disruptive behaviors.

Disruptive behavior in the classroom or other academic setting is strongly discouraged by the Health Education Division at Tri-County Technical College. Disruptive behavior is defined as any behavior that interferes (disrupts) with the collegiate educational process, college administration, and/or sanctioned college program activities. Determination of a behavior as disruptive is at the discretion of the division faculty or staff and can be dependent on many factors.

Behavior which health education personnel may declare disruptive includes, but is not limited, to the following:

- Entering class late or leaving early (without permission)
- Eating/drinking in class without permission
- Sleeping in class
- Persistent speaking without faculty invitation to do so as part of the learning process
- Inappropriate use of electronic devices
- Disputing the authority of faculty or staff
- Arguing with faculty, staff, or other students
- Electronic communications which are abusive, harassing, or excessive
- Incivility
- Threats of any kind and/or harassment
- Physical or verbal disruptions or assault

Procedure:

Disruptive behavior occurring within and outside the academic setting will be reported to the Dean of Health Education, the appropriate Department Head, and the Dean of Student Development (if deemed serious or repetitive by the Division Dean). Disruptive behavior will be handled according to the Student Code of Conduct as outlined in the College catalog.

Disruptive behavior occurring during academic activities will be addressed using the following procedure. The instructor will inform the student that he or she is disruptive. If the behavior continues or escalates, the instructor will ask the student to leave the activity/class/clinical for the day, possibly resulting in grade penalties for work missed. If the student does not leave, the instructor will call Public Safety to escort the student from campus if necessary. If disruptive behavior occurs during academic activities conducted outside a physical classroom, such as in on-line instruction or during clinical or field trips

the instructor may dismiss the student from participation in that activity. If disruptive behavior occurs during a college sanctioned event, the instructor or staff member may dismiss the student from participation in that activity.

Instructors should call Public Safety and the Division Dean immediately if any or the following situations occur.

- A student threatens or intimidates faculty, staff or other students
- A student engages in violent behavior
- Faculty suspect criminal activity
- A situation begins to escalate, such as discussion turning into shouting

The instructor of record will retain documentation of disruptive academic behavior in the student's file and will meet with the student within 5 business days after the incident. If the disruption is deemed repetitive and/or serious by the Division Dean, the Dean of Student Development will be immediately involved in final disposition and handling of the matter.

UNIFORM POLICY

The student is required to wear the program uniform while on campus. (See additional information in the Uniform Policy section) Appropriate dress demonstrates professionalism. Failure to abide by this regulation will result in dismissal from the classroom or LAB area, which can jeopardize the student's ability to achieve course competencies. Repeated infractions may result in disciplinary action.

ADDITIONAL DEPARTMENTAL POLICIES

Evening Program: Veterinary Technology evening program students will be offered a seat in the day program if and when evening courses do not meet College enrollment requirements.

Notice to Vet Tech Students: Mistakes in administration of or recording of medication in the animal's records will result in 25 points off student's grade for first infraction. If treatments are part of an animal care rotation, each student in the group will be deducted the same number of points. Subsequent such errors will result in 50 points off and 100 points off accordingly.

Also, if the student does not wear proper personal protective equipment (PPE) when required for tasks relating to Veterinary Technology, this action will result in 100 points off the student's grade. This deduction will apply to the course in which the student is participating. (Ex: correct PPEs for Radiology, Parasitology, Clinical Pathology, etc.)

STUDENTS WITH DISABILITIES

Students who have a documented disability and require special assistance or accommodations, should contact **Student Life and Counseling Services**, in the Student Center, Room 155.

PARTICIPATION IN LABS AT CLEMSON UNIVERSITY

All students and faculty that participate in labs at Clemson University must:

- 1) Go to the following website and complete the CITI training.
<https://www.citiprogram.org/default.asp?language=english>
- 2) Register as a "New User."
- 3) Follow the instructions given regarding the training.
- 4) Print the page that says you have completed this exam.
- 5) Bring the page to Dr. Champion or your instructor as proof of completion.

FIRE EMERGENCIES PROCEDURE

Fire extinguishers, fire alarm pull boxes, and evacuation maps are located in strategic areas throughout the buildings.

If a fire is observed on campus the following procedure should be followed:

- Call Campus Safety at 646-1800 (643-6528 at Anderson Campus).
- Pull the nearest fire alarm.
- Turn off all equipment and gas.
- Close (but do not lock) doors and windows to help control the fire.
- If trained, use the fire extinguisher.
- Avoid using elevators.
- Assist any disabled or handicapped persons out of the building.
- Evacuate to the designated assembly area. (Parking lots across Perimeter Road) Do not leave campus.

For a minor fire that appears to be controllable, locate and use the nearest fire extinguisher if you are trained to do so.

- Remember **PASS** when using a fire extinguisher:
 - **P** – Pull the pin
 - **A** – Aim the nozzle
 - **S** – Squeeze the handle
 - **S** – Sweep the base of the flame with the discharge from the fire extinguisher.
- Once the fire is extinguished, call Campus Safety to report the incident.

At the instance of an alarm, all faculty and staff are responsible for seeing that the following items are accomplished:

- a. All students clear the classroom in a rapid and orderly manner and proceed to follow the procedures for animal evacuation, and then proceed to a site at least fifty feet from the building.
- b. The department head or an instructor will close the building when all students, animals, and faculty have cleared Halbert Hall.

General Information

1. All individuals in a building should be evacuated in a rapid and orderly manner. "All individuals" includes handicapped individuals who should be assisted in whatever manner is required to place them in a safe location.
2. Injuries as a result of a fire should be dealt with according to procedures 4-8-1010.2, "Employee Illness and Injury," and 4-8-1010.3, "Student Illness and Injury."

STUDENT HANDBOOK

All students in the Veterinary Technology Program are required to read and be familiar with the Student Handbook as each student is responsible for the information provided in the handbook. The Veterinary Technology Handbook can be accessed by going to www.tctc.edu and clicking on the "Academics" link, then "Prepare for a New Career," where the student would look under "Agriculture, Food, and Natural Resources: Animal Systems" for the Veterinary Technology major. By clicking on the Veterinary Technology link, the student would be taken to the Veterinary Technology Program Information Page, which has a link for the "Student Handbook."

I have read, understand, and agree to abide by the policies stated above.

Student Name

Date

Tri-County Technical College
Veterinary Technology Department

PREGNANCY POLICY

A student must meet with the Department Head as soon as she knows that she is pregnant. The following information will need to be discussed:

- The stage of pregnancy
- Whether the student intends to continue in the program
- The student's stage in the program

The student will be advised of the following risks:

- Biohazards
- Teratogens
- Cytotoxic compounds
- Ionizing radiation
- Anesthetic gases
- Hormonal agents
- Physical injuries

The option of taking a medical leave with possibility of returning to the program will then be discussed.

Confidentiality of a student's pregnancy will be maintained; however, those instructors and personnel directly involved in courses in which the student may be exposed to biohazards will be notified.

I have read the above statement and understand the risks.

Student's signature_____

Significant other signature:_____

Department Head's signature_____

**VETERINARY TECHNOLOGY DEPARTMENT
TRI-COUNTY TECHNICAL COLLEGE**

UNIFORM POLICY

Each student enrolled in the Veterinary Technology Program is required to wear the “program uniform” as outlined below. This uniform is to be worn each day to all classes and labs, to special scheduled events, and during the externship (unless other requirements are made by the sponsoring facility). The Veterinary Technology Department, as well as all Health Education Division programs, promotes professionalism. By wearing appropriate occupational/professional dress, the student will practice professional standards of maturity, integrity, and work ethic that will reflect positively on the college and on the veterinary profession.

Students will not be allowed to wear sweatshirts or other pull-over type clothing over the top of their uniform. A white knit, or matching color, shirt or turtle neck may be worn under the scrub tops for added warmth. **Only the uniform jacket may be worn over the uniform.** At the discretion of your instructor, a Veterinary Technology Program sweatshirt or “hoodie” may also be worn.

Failure to abide by this regulation will result in dismissal from the classroom or clinical area and points off the student’s grade. Repeated infractions will result in course failure and program dismissal.

Program uniform includes the following: (from department-designated supplier only)

- Program scrub top and pants
- Program lab jacket
- Closed-toe shoes (gray, black, or white)
- Program scrub set for surgery rotations only
- Coveralls and rubber boots for all large animal labs and rotations

In addition, each student should have available stethoscope, digital thermometer, bandage scissors, Kelly hemostat forceps, black sharpie, calculator, and a black pen at all times.

All students will also be required to purchase a Vet Tech T-shirt for group trips and class community service events. Orders for T-Shirts will be taken after classes begin.

I have read and signed the above uniform policy and understand the penalties for non-compliance.

Student Signature

Date

TRI-COUNTY TECHNICAL COLLEGE
VETERINARY TECHNOLOGY DEPARTMENT

PRE-EXPOSURE RABIES VACCINE DECLINATION

The Veterinary Technology Department of Tri-County Technical College strongly recommends that students be vaccinated with the pre-exposure rabies vaccine. Students may be at risk of acquiring rabies virus infection due to clinical exposure to blood, saliva, and other potentially infectious material. Vaccination will be at each student's own expense. The cost of pre-exposure vaccine is expensive, but it is much less than the cost of post exposure treatment.

I have read the above statement and I fully understand the risk.

I have received pre-exposure rabies vaccine and my titer indicates immunity to rabies.

Student Signature _____ Date _____

I choose NOT to be vaccinated with a pre-exposure rabies vaccine.

Student Signature _____ Date _____

Witness: _____
Veterinary Technology Faculty

**TRI-COUNTY TECHNICAL COLLEGE
HEALTH EDUCATION DIVISION
TECHNICAL STANDARDS**

Required of all Health Education Division Students for Admission and Progression in a Health Sciences Program

Applicants and students should be able to perform these essential functions or with reasonable accommodations, such as the help of compensatory techniques and/or assistive devices and be able to demonstrate ability to become proficient in these essential functions.

Essential Function	Technical Standard	Some Examples Of Necessary Activities (not all inclusive)	YES	NO
Critical Thinking	Critical thinking and problem solving ability sufficient for appropriate clinical judgment.	Identify cause-effect relationships in clinical situations, use problem solving methods to assess, plan, carry out, and evaluate nursing or allied health care. Make appropriate judgment decisions in an emergency or where a situation is not clearly governed by specific guidelines.		
Interpersonal Skills	Sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish and maintain effective working relationship with patients, peers, the public and clinical and college personnel.		
Communication Ability	Sufficient for interaction with others in verbal and written form. Read, write and speak with sufficient skill to communicate. Computer literacy desirable.	Communicate, in fluent English, both verbally and in writing with the patient, family, college, and hospital personnel, to transmit and receive information. Hear verbal responses from the patient, and hospital personnel while performing appropriate procedures.		
Physical/ Psychological Ability	Remain continuously on task for several hours while standing, sitting, walking, lifting, bending and/or transporting patients/clients.	Very mobile and able to tolerate long periods of standing, sitting, and heavy work load. Lift and/or move patients and equipment. Withstand the stress and demands of an active position. Refrain from nourishment or restroom breaks for periods up to 6 hours.		
Skin Condition	Skin must be in good condition. Lesions on the face, hands, or forearms, will prevent student from attending clinical (examples include but are not limited to: psoriasis, eczema, etc.)	Perform hand washing and/or surgical scrub and wear appropriate gloves. (A written excuse from a physician is mandatory for students who are latex sensitive.)		
Adequate Height	Ability to reach and operate overhead equipment.	Reach, manipulate, and operate all equipment.		
Mobility	Physical abilities sufficient to move from area to area and maneuver in small spaces; full range of motion; manual and finger dexterity; and hand-eye coordination.	May be exposed to kicking, biting or scratching injuries. May be exposed to equipment-related hazards. Withstand long hours of standing, walking, stooping, bending, and sitting.		
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective care of clients and operate equipment. Ability to reach and operate overhead equipment.	Demonstrate manual dexterity and good eye-hand coordination in daily work. Be able to lift independently up to 50 pounds. May be required to lift greater weights on demand. Reach above head at least 18 inches.		
Hearing Ability	Auditory ability sufficient to access non-direct essential information.	Must be able to hear and understand verbal instructions. Must be able to hear soft whispers of clients, equipment alarms, equipment malfunctioning sounds and emergency signals within normal hearing range. Must be able to tolerate loud, sustained, high pitched noises. If corrective hearing devices are required, must be worn while on duty.		
Visual Ability	Normal or corrected visual ability sufficient for observing, assessment and/or treatment of patient/client; ability to discriminate between subtle changes in density (black to gray) of a color in low light/ability to discern color variations.	Read procedure manuals, standard operating procedures, patient identification bracelets, and other pertinent materials for patient care and professional practice. Vision must be able to be corrected to no less than 20/40. If corrective lens devices are required, must be worn while on duty.		
Tactile Ability	Tactile ability sufficient for physical assessment.	Perform palpation, functions of physical examination, functions related to a care giver: perception relating to touch, textures, temperatures, weight, pressure, and one's own body position, presence or movements.		

Olfactory Ability	Olfactory senses (smell) sufficient for maintaining environmental safety, and patient/client's needs.	Must be able to distinguish odors. Must be able to distinguish smells which are contributory to assessing and/or maintaining the patient's health status or environmental safety(fire).Has a significant tolerance to foul smells which may be part of the routine job.		
Professional Presentation	Ability to present professional appearance and attitude; implement measures to maintain own physical and mental health and emotional stability.	Demonstrate emotional stability and psychological health in the day-to-day interaction with clients, peers, and healthcare personnel related to work environment. Work under stressful conditions and irregular hours. Show concern for others.		
Exceptions	NONE			

Have you ever been dismissed from any clinical facility? Yes No

I understand that in addition to this form a criminal background check, a drug screen and health/immunization form are required for clinical/lab placement.

Student Name (Please Print)

Program Enrolled

Student Signature

Date

Advisor Signature

Date

Revised 2/2011

WITHDRAWAL/RE-ENTRY POLICY OF VETERINARY TECHNOLOGY DEPARTMENT

The requirements of the program in the Veterinary Technology Department are such that withdrawal of the student from any departmental courses or failure* by the student of any departmental courses will result in withdrawal from the program.

All general education courses scheduled in the curriculum outline must be taken concurrent with, or prior to, the departmental courses scheduled for the semester in which the student is enrolled. Failure† by the student of a concurrent, co-requisite course will result in withdrawal from the program.

WITHDRAWAL PROCEDURE

1. Student Responsibility
 - A. Request an exit interview with your faculty advisor
 - B. Complete the withdrawal process via eTC / Student Records
 - C. Notify Financial Aid
2. Faculty Responsibility
 - A. Request a conference in writing with any student or advisee who is in academic jeopardy or who has not met the requirements of the program to discuss the possibility of withdrawal.
 - B. Complete a Withdrawal/Re-entry Form. This form should outline measures to be undertaken by the student in order for the student to be eligible for re-entry.
 - C. Place a copy of the written recommendations and supportive documentation for the recommendations in the student's file in the department office.
 - D. Enter the last date of attendance via eTC and verify withdrawal by student.
3. Department Head Responsibility
 - A. Schedule an exit interview with the student to discuss the recommendations of the faculty advisor.
 - B. Give the student a copy of the recommendations regarding re-entry.

RE-ENTRY PROCEDURE

1. The student will make an appointment with the Department Head **one (1)** semester prior to the date of desired re-entry. The Department Head should validate progress made toward meeting any faculty recommendations stipulated at the exit interview.
2. The student must have an academic standing in the College of a grade point average of 2.0 based on a 4 point scale on prior courses excluding the failed Veterinary Technology course for which re-entry is desired.
3. All Day Curriculum Veterinary Technology courses must be completed within three years from the initial date of admission to the Veterinary Technology program. All Evening Curriculum Veterinary Technology courses must be completed within four and a half years from the initial date of admission to the Veterinary Technology program.

4. The enrollment for any first year curriculum course is limited to 24 Day Curriculum students and 12 Evening Curriculum students. The enrollment for any second year curriculum course is also limited to 24 Day Curriculum students and 12 Evening Curriculum students. No re-entry student will be admitted if these limits are exceeded.
5. If you are a returning student and have not attended within the past year, you must re-admit to the college by submitting an updated Application for Admission, per College policy. Please see the current College Catalog for additional information.
- * Failure of a departmental course occurs if a student receives less than a "C", which is a score less than 75.
- † Failure of a general education course occurs if a student receives less than a "C".

**VETERINARY TECHNOLOGY DEPARTMENT
WITHDRAWAL/RE-ENTRY FORM**

Name of Student _____ T# _____

Address _____

Phone _____ (home) _____ (work)

Course which student failed to complete satisfactorily

If student did not fail course, reason for leaving the program.

Conditions which must be met in order to be considered for re-entry:

I have read this document and know what I must do in order to re-enter the Veterinary Technology program.

Student's Signature

Date

Department Head/Advisor

Date

White - Student Copy, Yellow - Department Head

**VETERINARY TECHNOLOGY DEPARTMENT
SAFETY POLICIES AND PROCEDURES**

ERGONOMICS:

1. When lifting a heavy object, keep the back straight, bend at the knees and lift using the leg muscles not the back. Avoid bending at the waist.
2. Do not attempt to lift an object or animal weighing over 50 pounds without assistance. Pregnant persons should not lift any heavy object.
3. When restraining animals or working with a microscope or computer, avoid a fixed, static posture. Stretch or move frequently to avoid fatigue.
4. When using a computer, adjust the monitor height to a comfortable level as well as brightness and contrast.
5. Petite or pregnant persons should use a footrest when using a fixed table height.
6. Ensure adequate lighting in all work areas.

HYGIENE:

1. NO FOOD OR DRINK is allowed in the lab areas when handling animals or when specimens or chemicals are in use.
2. Food and beverage should not be stored with chemicals, drugs, vaccines, or patient samples. Use refrigerator in kitchen area for storage of all human food & drink.
3. Prepare and consume foods only in designated areas, away from chemicals, work surfaces, and patient handling areas.
4. Wash hands with an antibacterial/surgical soap after treating every patient, before and after using the restroom, and before eating, drinking, or smoking.
5. All persons are expected to be clean, wear appropriate clothing, and follow all rules concerning jewelry, hair, nails, and piercings as instructed in the work place each day.

HOUSEKEEPING:

1. Clean up all spills immediately. (If spill involves a hazardous chemical, consult an instructor for clean up procedures) "Spill Care Kits" are located in Rooms. 123, 101, & 102.
2. Use "CAUTION: WET FLOOR" signs when mopping areas or in case of a spill.
3. Return all equipment or chemicals to their proper storage area immediately after use.
4. Avoid clutter in drawers, cabinets, or on counters.
5. Hallways, exits, aisles, and stairs should be free of obstructions.
6. Store chemicals and heavy equipment on lower shelves to avoid injury or exposure to chemicals in case of accidental dropping or spill.
7. Replace lids tightly on containers immediately after use.
8. Use a ladder or step stool to reach high places.

EQUIPMENT USE and ELECTRICITY:

1. Do not attempt to operate equipment unless you are familiar with its use
2. All long hair (shoulder length and longer) must be confined behind the head, avoid loose fitting clothing that may be caught in equipment
3. When using a centrifuge, ensure that the centrifuge is balanced and that the lid is closed and latch secured. Do not attempt to stop the centrifuge by hand or unlatch the lid until the revolutions have completely stopped.
4. Do not remove light switch or electrical outlet covers.

5. When using electrical equipment in wet areas, it must be properly grounded and plugged into a grounded outlet only.
6. Extension cords must never be run across aisles or floor or through a window or door. Surge protectors are recommended for computers and expensive equipment.

LABORATORY ACTIVITIES:

1. Wear an apron or lab coat when working with chemicals or diagnostic specimens in the lab. In some circumstances, the use of additional protective equipment (gloves, face mask or shield, or goggles) may be advisable. Treat all specimens as if they were potentially infectious.
2. All persons should wash their hands after completing laboratory procedures and before eating, drinking, or smoking. Persons should remove protective clothing before leaving the work area.
3. Persons should not remove or insert contact lenses when working in the lab
4. All work surfaces should be cleaned with a disinfectant at the end of lab activities and after any spill (which includes sinks). These disinfectants may include but are not limited to Chlorhexidine, ProForce, 70% alcohol, 1:10 dilution of 5% bleach, or Lysol.
5. The OSHA manual, which includes all MSDS, is located in Room 127.

CHEMICALS:

Storage

1. Corrosive chemicals should not be stored above shoulder height. Storage in a closed cabinet at floor level is preferred.
2. Separate storage areas should be used for each group of hazardous chemicals including strong oxidizers (peroxides), flammable liquids, acids, alkalis, and compressed gases.
3. Flammable materials and compressed gases should not be stored where there is a possibility of exposure to heat, sunlight, or a source of combustion. (A fireproof cabinet and corrosive cabinet is found in Rm. 129).
4. Storage areas should be tidy, with good access to all materials without climbing over bottles or reaching over boxes.
5. Some type of absorbing agent, such as cat litter, should be kept in the storage area for use in cleaning up spills.
6. All containers should have purchase/stocking and expiration dates written on the label so as to use up the older supplies before opening new containers. Expired or deteriorated chemicals should be discarded.

Use and Disposal

1. Wear gloves, a lab coat or waterproof apron, and protective goggles when mixing or diluting chemicals.
2. Chemicals should not be mixed together unless the label or MSDS states that the chemicals are compatible. NEVER mix bleach with ammonia-containing disinfectants as this will result in the release of extremely toxic chlorine gas.
3. If a material is being diluted with water, always add the amount of water to the container **first**, then add the concentrated chemical to the water so as to dilute upon mixture.
4. Some chemicals cannot be safely (or legally) discarded with regular waste. Some chemicals may damage sewer pipes or are an environmental hazard. Refer to the MSDS sheet for instructions on waste disposal.
5. Glass tubes, slides, cover slips, scalpels, needles, or any other "sharp" instrument or glassware should be disposed of in a "sharps container" or suitable puncture-proof plastic

container for disposal. All filled sharps containers are to be placed in box in Rm. 129 lined with red hazard bag. Contact TCTC safety officer when box is full for disposal.

PERSONAL PROTECTIVE EQUIPMENT:

1. Various daily activities or labs require the use of PPEs (personal protective equipment) on a daily basis. All persons must know what is required in each area of the department and what activities require PPEs for safety purposes.
2. PPEs are listed as required on MSDS of all chemicals. This includes the use of the following: lab coats, plastic aprons, goggles or safety glasses, gloves, ear plugs, lead aprons and gloves, thyroid shield, dosimetry badge, lead glasses, etc.

SAFETY AND SECURITY OF STUDENTS, FACULTY, & STAFF:

Students must observe the safety regulations posted in all instructional shops. In many areas, safety glasses or face shields, shoes and/or other protective clothing are required. Students should see their instructors for a more detailed required equipment listing.

In the event of fire, tornado, or other emergency, students should follow exit, evacuation, or other appropriate instructions posted in the classroom, shop, lab, and hallway, or as given by the instructor. Elevators should be avoided in an emergency. Emergency text messaging is now offered by the College for crisis or emergency situations that could arise. Students are encouraged to “opt in” to this valuable service via their eTC student account.

Students must notify the College’s Campus Safety Office (ext. 1800), the instructor and Dr. Champion in the event of any accident, illness, or other incident that occurs on campus, including theft or vandalism. The College is not responsible for any theft or vandalism of personal property anywhere on the College premises. The Tri-County Technical College Annual Campus Security report required by the Crime Awareness and Campus Security Act of 1990 is available upon request in the Counseling Center, Admissions Office, Library, and on the College website at:
http://www.tctc.edu/Content/Documents/About_TCTC/SecurityReport.pdf.

When an accident or injury occurs in any Veterinary Technology related facility or setting, the affected student **must** notify the instructor **immediately** and notify the Department Head within 24 hours of any accident, no matter how minor. If the injury occurs while on campus and requires medical attention, the student must notify the Office of the Vice President of Student Affairs (ext. 1560) to obtain medical forms before treatment is received. If a student is injured while in an off campus facility or setting, the injury **MAY** be covered by Worker’s Compensation and must follow the procedures listed on the following form.

I have read, understand, and agree to abide by the above statements:

Student’s Signature

Date

Tri-County Technical College Worker's Compensation Injury Protocol

- As soon as the injury occurs, call CompEndium at 1-877-709-2667
- Give your name and company name (Tri-County Technical College) and tell the operator that you have an injury to report.
- A medical manager nurse consultant will take your call and ask the name of the injured worker and specific questions about the accident.
- CompEndium will assist the injured worker in selecting a physician and scheduling an appointment or will direct the injured worker to the emergency room (ER).
- CompEndium will notify the physician or the ER of the injury and the arrival of the injured worker.
- The physician or the ER will call CompEndium before the injured worker leaves the facility to receive authorization for treatment.
- Immediately following, the medical manager nurse consultant will call with a report on the status of the employee's condition and work status.
- The physician's report/case notes will be faxed within 24 hours of receipt of treatment.
- CompEndium Nurses are available 24 hours a day – 7 days a week at 1-877-709-2667, Fax 1-877-710-2667.

I, the undersigned, acknowledge that I have received the above notice of the Worker's Compensation Injury Protocol for Tri-County Technical College and am aware of what steps I should take in the event of an injury.

Student Signature

Date

Student Name (Printed)

White copy – Student File

Yellow Copy – Student

Expected Care for Assigned Animals

All assigned animals must be checked daily for any problems.

ALL DOGS MUST BE WALKED IN FENCED YARD 3 times daily. The team member that is assigned to the am walk must come at 7:30 am to walk inside and outside dogs. This will give the animal caretakers help to get cages cleaned while small dogs are walked. Afterwards, the assigned students will walk the additional two times daily, midday and afternoon. Be sure to initial on daily care log each time. Use pooper-scooper to remove any feces from yard. Discard in lined bucket outside door.

Each day, the student should examine each animal and make notations in the animal's chart. Notify the attending veterinarian about **any** abnormalities or concerns.

Example: Observed serous discharge from both eyes today.
 BAR
 BAR = Bright, Alert and Responsive (Sick or scared animals are **not**
 BAR.)
 ****ALL ENTRIES IN MEDICAL RECORDS NEED TO BE
 PROFESSIONAL****

Dogs must be walked and trained on a gentle leader daily. Cats must be played with, groomed and otherwise socialized daily. Check cage or run and scoop any feces found throughout the day.

After the senior student does the initial workup, any follow-up fecals, baths, weights, heartworm and flea prevention, or other general care is the responsibility of the assigned student.

Weigh and bathe dogs every 2 weeks. Weigh cats every 2 weeks and bathe if necessary. (Confirm necessity with a faculty member.) Otherwise groom weekly. Record results in the animal's chart in the appropriate column and on both sides of the record. If the animal loses or gains weight inappropriately, notify The attending veterinarian immediately.

Perform a fecal exam every 3 weeks; record findings in the animal's chart. (2 places, on left & right sides)

Make sure all appropriate data is entered in AVImark weekly and then printed and placed in the animal's record.

Keep a journal of your daily interactions with your assigned animal. Journal is not for medical information.

Each student is required to keep an animal care journal. The journal should be kept in a composition book (these can be purchased in the Bookstore) and must be left in your mail box at all times, when not in use. They are not to leave the building!!

Information recorded in the journal must be **in complete sentences and must be brief**. The journal is **NOT** for medical entries.

The journal should contain the following:

- Students name on the outside cover
- Animal's Name
- Date
- Time spent with the animal
- Brief description of what was done during that time.

Example: 1/22 30 Minutes Sugar and I worked on the "sit" command with gentle leader today for 15 minutes and played in the yard for 15 minutes.

You are required to spend a minimum of 30 minutes a day, 4 times per week with your assigned animal. Failure to do so will result in a grade reduction and possible disciplinary action. Of the 30 minutes, at least 15 minutes must be spent on training. Classroom visits while ideal for socializing, do not count as time spent with the animal and are not to be recorded in your journal.

CARE OF ASSIGNED ANIMAL

Animal Name _____ Student Name _____

Dogs-Baths and Grooms and Weights _____/15%

Cats-Baths or Grooms and Weights _____/15%

Follow Up Vaccinations _____/15%

Follow Up Fecals _____/15%

Follow Up HW and Flea Prevention _____/15%

Daily recording in chart of observations _____/15%

Dogs-Training/Daily Log _____/15%

Cats – Socializing/Daily Log _____/15%

Avimark – Should match both summary sheet
and daily record _____/10%

TOTAL _____/100%

Comments:

Animal Care Groups are responsible for walking each of their assigned dogs 3x daily 5 days a week. In the event of student absence, you are responsible for contacting someone in your group to take care of your animal.

Responsibilities of Animal Care Teams

Students who are assigned animal care should be available throughout the day as needed, unless in class.

Morning:

Arrive at Halbert Hall and be ready to work by 7:00am Monday through Friday.

Sick or Postop caged animals must be walked **first** before treatments begin.

Observe **every** animal in each ward & kennel and inform the attending veterinarian of any immediate concerns, including all post-op patients.

Set timers for all lighting in animal wards and kennel to 12 hours.

Medicate all animals requiring am medications
Chart all observations, medications, and treatments in records

Feed, water, and care for Small and Furry animals according to posted instructions.

Rounds with the attending veterinarian promptly at 7:30am

- Discussion of animal care needs for the day
- Examination of any animal needing attention or in need of rechecking

Midday:

Check all animals and medicate as needed
Chart all observations, medications, and treatments in records

Check Small and Furry. (By the end of the day sweep or vacuum and mop floors and disinfect counters, sink, and table tops, and place new paper on floor for rabbit pen)

Afternoon: Starting from 4:00 to 5:30

Observe every animal and inform Ms. Ashley or Ms. Christee of any immediate concerns, including all post-op patients.

Medicate any animal that requires pm medication.
Chart all observations, medications, and treatments in records

Small and Furry: return animals to their habitats for the night. Lights will remain on until 6-7 pm and Ms. Ashley or other faculty will switch to evening lights for the tortoise if not on timer. *(This is a good time to clean the floors and put down fresh papers in the rabbit pen once these animals are put up for the night)*

Wednesdays:

Midday break down and cleaning of Small and Furry Cages and Habitats according to directions.

Clean and organize towel storage room. Make sure everything is put up in its proper place.

DAILY: GENERAL CLEANING & STOCKING OF SUPPLIES:

The following are responsibility of animal care teams, except when previously done by lab group.

Treatment & Prep Room: Disinfect all tables, counters, and sinks daily using **Chlorhexidine solution** in spray bottles. Dust all areas daily with Swiffer dusters to maintain cleanliness. Sweep and mop the treatment room and prep room floors daily using Swiffer wet, ProForce or other approved disinfectant cleaner. Discard mop water outside near back entrance of kennel.

Sweep or vacuum and mop the following floors daily

- Main lab and entrance hallway – HA 127
- Feed prep room – HA 124
- Laundry room – HA 125
- Laundry storage room – HA 129
- Small & Furry room – HA 101

Wash and dry laundry daily. Fold blankets and roll towels and replace in storage area. Keep room neat and clean, (special cleaning on Wednesdays).

Responsibilities of All Veterinary Technology Students

Wash and dry laundry daily. Fold blankets and roll towels and replace in storage area. Keep room neat and clean, (special cleaning on Wednesdays).

Refill any spray bottles with dilute chlorhexidine as needed. There should be a spray bottle in each of the following rooms: small dog ward, main lab, treatment room, prep room, surgery room, cat ward, isolation room, clin path lab, small and furry room, and radiology. Refill Proforce disinfectant spray bottles as needed.

Refill hand soap dispensers as needed in the following rooms: treatment room, prep room, food prep room, clin path lab, and kitchen. Fill with whatever the dispenser is labeled for: Vet Solutions Hand & Scrub or antibacterial soap. The Vet Solutions hand wash is in gallon under sink in treatment room. The antibacterial soap (or dishwash soap) is in laundry room.

Refill paper towels dispensers as needed in the following rooms: small dog ward, treatment room, prep room, surgery room, computer lab, kitchen, food prep room, clin path lab, cat ward, and main lab.

Keep drawers stocked with supplies in the following rooms: treatment room, prep room, and surgery room.

Keep alcohol balls, dry cotton balls, tongue depressors, and cotton tip applicator containers filled in the main lab, treatment room, prep room, and surgery room. Also restock the chlorhexidine scrub/ gauze sponge containers and the alcohol/sponge containers in surgery, main lab, and prep room. For large jars, only fill ½ full with alcohol/balls or sponges. It will evaporate before use.

Keep Kitchen area cleaned daily: wipe down counters, ovens, and sinks with disinfectant solution. Keep all utensils and dishes washed and put away in drawers and cabinets. Anyone using this kitchen is responsible for cleaning up after yourself!!

Keep an eye on quantity of all cleaning supplies in the laundry room and laundry storage room: laundry detergent, Clorox, ProForce, Lysol spray, sponges, Playtex gloves, ziplock bags, fabric softener sheets, Greased Lightning, Hand soap, dishwashing liquid, trash bags, swiffer wet & dry cloths, swiffer dusters, and Glade plug-ins, etc. When supplies are low, write item name on white board in hallway across from Dr. C's office.

Also **check the supply of Clorox Wipes, Swiffer Wet Jet dry cloths** (for surgery room and small dog ward use). When supplies are low, write item name on white board in hallway across from Dr. C's office. These supplies are purchased from Sam's, Wal-Mart, Griff's, or Bi-Lo

Keep an eye on quantities of cat litter, dog & cat food (dry and can) located in the food prep room and cat storage room. When supplies are low, write item name on white board in hallway across from Dr. C's office. These supplies are purchased from Sam's, Wal-Mart, Griff's, or Bi-Lo.

When medicating animals, if you **notice our supply of medications is low**, write item name on white board in hallway across from Dr. C's office so that it may be ordered before we run out.

If you bring your dogs into the classroom to play during class periods or otherwise, it is your responsibility to clean up water, toys, and sweep and mop the room afterwards.

Animal Care Rubric

TEAM# _____

Date _____

Student _____

Student _____

Student _____

Student _____

Late _____/25 pts

Absent Half day _____ 50/pts

Whole day _____ 100/pts

Incorrect entry into record of treatment: _____

25/ first offence
50/ second offence
100/ third offence

COMMENT:

Giving any prescribed drug incorrectly or not giving a drug when prescribed:

_____ 25/ first offence
50/ second offence
100/ third offence

COMMENT:

ASSIGNED ANIMAL CARE:

Record:

Comment _____

Faculty Name _____

Points Given/Taken _____

Journal/Animal Care

Comment _____

Faculty Name _____

Points Given/Taken _____

ANIMAL CARE SCHEDULE CHANGE FORM

Students who wish to make a change to their animal care duty rotation must fill out this form and acquire signatures from all persons involved.

Changes to the animal care rotation will only be allowed for pre-scheduled functions (i.e. weddings, funerals) and emergencies which arise due to illness or injury. The reason for **any change** must be approved and signed by Dr. Champion and then all areas of this form must be completed and the form returned to Dr. Champion.

Reason for requested change: _____

Dr. Champion Approves change Does not approve change

_____ _____
Dr. Champion Date

DATE _____ AM only _____ PM only _____ ALL DAY _____

(Original Student Name) _____ is trading animal care duty with

(Replacement Student Name) _____ for the date listed above.

Animal Care Team Signatures: _____

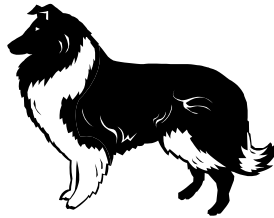
DATE _____ AM only _____ PM only _____ ALL DAY _____

(Original Student Name) _____ agrees to repay the traded day with

(Replacement Student Name) _____ on the date listed above.

Animal Care Team Signatures: _____

Form returned to Dr. Champion on _____.



Policies and Procedures for Use of Dog Exercise Area

The following rules have been established for use of the small fenced exercise area for the dogs located behind the building:

1. The gates should be opened in the following manner:
 - ◆ the small gate closest to the walkway opens inward
 - ◆ the larger gate opens outward into the big yardThe opening and closing of these gates should be controlled by you at all times. Never push the gate and allow it to swing open unassisted. Each gate will have a double snap for proper closure and security when dogs are inside.
2. Concerning multiple dogs in the exercise area:
 - ◆ Only 2 dogs may be turned out together at one time
 - ◆ It must be established first that these two dogs are compatible with each other before entering the exercise area.
 - ◆ The dogs must be supervised at all times to avoid any harm or escape
 - ◆ If you notice any digging at the fence/ground at the periphery, stop it immediately and return the dog to the kennel if necessary.
3. If any dogs defecate inside the fenced area it must be removed and properly disposed of when the dog leaves the area. A pooper scooper is located outside the back doors next to the mops.
4. Report any needed repairs to Dr. Champion, Ms.Christee or Ms.Ashley.

Our fenced in side-yard is for play, walking dogs, and leash training. Please make sure all gates are closed. Only dogs over 40 pounds may be turned out in this yard for play. Make sure any two dogs are compatible before allowed to play together. Small dogs, under 40 pounds, can use the smaller exercise pen. No dog should ever be outside of the fenced area without permission from an instructor. There is to be no smoking while walking or working with any animal.

CLINICAL ROTATIONS RECORDS RELEASE

(Type or Print Clearly in Ink)

NAME: _____ DATE OF BIRTH: _____

CURRENT ADDRESS:

LIST ANY OTHER NAME(S) (INCLUDING MAIDEN NAME) OR NICKNAME YOU MAY HAVE BEEN
KNOW BY:

STUDENT ID# (T#) _____
GENDER: _____

DRIVER'S LICENSE NUMBER(S) AND STATE(S) WHERE
ISSUED: _____

LIST ALL STATES OF RESIDENCE AND YEARS OF
RESIDENCE: _____

I understand that I am to advise [Tri-County Technical College] of any arrests or criminal charges subsequent to my completing this form and that failure to do so may result in dismissal from the clinical rotation program.

I give permission to [Tri-County Technical College] and [all contracted agencies], to receive and exchange the CRC, drug test results, and health screens if shared for the limited purpose of determining my suitability to participate in the clinical program. Results may not be shared with any other entity without my express written permission. Such permission expires at graduation.

I release my Social Security and/or College ID number for use with DHEC required radiological requirements.

Signature Printed Name Date REV. 2/2009