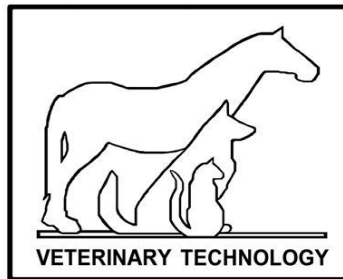


Columbia State Community College

# VETERINARY TECHNOLOGY



## STUDENT POLICY MANUAL

2011-2012

Columbia State Community College does not discriminate on the basis of gender, race, color, religion, age, mental, or physical disability, veteran status, or national origin in educational employment opportunities, and is committed to the education of a non-racially identifiable student body. Inquiries and/or complaints should be directed to the Director of Human Resources (Affirmative Action Officer), Room 116 in the Pryor Administration Building, Columbia State Community College, 1665 Hampshire Pike, Columbia, TN 38401. Columbia State Community College is a Tennessee Board of Regents Institution.

Individuals needing this material in an alternative format should contact the veterinary technology program director.

TDD Relay Number for the hearing impaired: 1-800-848-0298



Columbia State  
COMMUNITY COLLEGE

## Veterinary Technology Student Policy Manual 2011 – 2012

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*(For documentation that the applicant/student has read and understands the policy manual)*

## **The Veterinary Technology Program Mission Statement**

*“To provide the student with basic knowledge and practical skills to assist the practicing veterinarian in providing high quality and efficient animal health care.”*

## **The Veterinary Technology Program’s Primary Goals**

The primary goals of the Veterinary Technology Program

1. To ensure that each graduate has attained a level of competence that allows for the performance of essential tasks enumerated in the *Accreditation Policies and Procedures of the American Veterinary Medical Association Committee on Veterinary Technician Education and Activities* manual.
2. To provide effective instruction that will qualify the graduate to successfully complete the Veterinary Technician National Examination which is administered by the Tennessee Board of Veterinary Medical Examiners. Successful completion of this examination will allow the graduate to be licensed in Tennessee and be eligible for licensure in other states.
3. To develop in the student a sense of responsibility toward animals and people.
4. To instill in the student an appreciation of ethics and professionalism as they relate to veterinary medicine.
5. To promote the humane care of all animals.

## **Program Faculty**

Dr. Kellie Riggs, D.V.M.  
Associate Professor  
Veterinary Technology Program Director

Mary Kirby, L.V.M.T., A.A.S.  
Technician  
Veterinary Technology Clinical Coordinator

Kathy Lockett Massey, L.V.M.T., A.A.S.  
Instructor

## Clinical Rotation Policy

### Policies regarding clinical rotation:

- A. Clinical shifts are assigned by the Veterinary Technology Department faculty.
- B. Clinical rotations are assigned for the entire semester.
  1. Assignments are posted at the beginning of each semester.
- C. Attendance is required at all clinical rotations.
- D. The student is solely responsible for transportation to and from the clinical site.
- E. Clinical sites are assigned to the student by program faculty to provide exposure to a variety of animal species.
- F. Assignment locations are not assigned on proximity to the student's place of residence.
- G. The doctor or technician on duty at the clinical rotation sites will evaluate the student's performance.
- H. A standard evaluation form ("*Student Clinical Evaluation Form*") is used at all clinical rotation facilities.
- I. A numerical scale of 1-10 is used in the evaluation process.
  1. The highest score is 10.
  2. Grading Scale:

9.4 – 10	A
8.5 – 9.3	B
7.5 – 8.4	C
- J. The student's grade is decided by the Veterinary Technology Department's faculty and is based upon:
  1. Results received from the clinical rotation evaluation form.
  2. Other Veterinary technology Department assignments.
    - a. Please refer to the following for grade computation procedure:
      - (1) *Clinical Evaluation Guidelines*
      - (2) *Clinical Practicum Syllabus*
    - b. If verbal or written comments by clinical evaluators contradict the numeric score on the *Student Clinical Evaluation Form*, faculty will investigate and adjust the scores when warranted.
    - c. Validated complaints and or violations of policy documented by clinical evaluators may warrant the loss of a letter grade.
- K. Absence from assigned clinical shifts without prior permission or complying with "N" below is considered an unexcused absence.
- L. Unexcused absences are not rescheduled.
- M. A letter grade deduction is made for each unexcused absence.
- N. **Attendance: Follow the outlined policies regarding attendance. If a clinical day is missed, if the student is late for a rotation, or if the student must leave early, the following must be done in order for it to be considered an excused absence or tardy (includes snow days):**
  - Immediately contact the clinical site **prior** to arrival time and leave a message with the technician.
  - Immediately contact a faculty member by **PHONE**. When leaving a voice mail message include the **date, time and reason**.
  - Submit written documentation using VT Department forms (*Notification of Absence from Clinical Affiliate form* and the *Notification of Absence from Clinical Student form*). Submit an appropriate document supporting the absence (Doctors excuse, traffic ticket, pediatric appointment slip, etc.) along with the above forms. All documentation needs to be turned in as soon as the student returns to main campus. No documentation will be accepted after one week from the date of absence. After that, it will be considered unexcused.

A limit of two (2) reasonable "personal" days without documentation will be allowed. Any more than that will be considered unexcused. The same steps must be followed as above in order to be considered an excused absence.

The above steps must be followed each time in order for the absence to be considered excused. Unexcused absence will result in a letter grade deduction from the final average.

- O. It is the responsibility of each student to make up all missed hours and submit in writing to faculty the date(s) that they will be completed. The student must clear this in advance with the rotation site. Just showing up at a clinical site to make up hours is not acceptable. If the required number of hours are not completed by the end of the semester an "incomplete" will be awarded. See College Catalog for policy details.
- P. The student is tardy if arrival time is one minute past expected arrival time.
- Q. The student who is repeatedly tardy or absent may be subject to temporary or permanent dismissal from the Veterinary Technology Program.
- R. Schedule changes will be considered only in extreme hardship situations.
- S. Repeated validated complaints from clinical instructors concerning student behavior and or performance could lead to grade reduction for that rotation, removal from the facility, and/or dismissal from the Veterinary Technology Program.
- T. The clinical affiliate reserves the right to ask any student to leave the premises for failure to comply with clinical policies.
- U. The student may not have guests or visitors (e.g. friends, family, boyfriends, girlfriends, or children) on premises during clinical rotation assignments.
- V. If the student has a conflict regarding the clinical site, these concerns should be discussed with the clinical supervisor and CSCC instructors only. Matters regarding the clinical site are strictly confidential and should not be discussed with outside sources. Failure to comply with this could result in disciplinary action.
- W. When working in clinical rotations, the student should follow the direct orders given to them from their assigned supervisors. Care should be taken when entering non-supervised areas of the clinic / facility.
- X. The student is required to report any inhumane treatment to the animals, improper conduct of employees, harassment, etc. to their instructor and clinical supervisor immediately.
- Y. Students rotating at Vanderbilt and Metro Animal Services are required to have a criminal background check, a current physical exam, and two negative tuberculosis (TB) skin tests within the last six months.
- Z. No pictures shall be taken at rotation sites unless permission is given by the client or hospital.

## Clinical Rotation Site Locations

### **All Pets Health Center**

4825 Main Street, Suite 3  
Spring Hill, TN 37174  
615-790-8250

### **Animal Ark Animal Hospital**

1115 W. McEwen Drive  
Franklin, TN 37067  
615-778-0880

### **Animal Care Veterinary Hospital**

2750 New Salem Highway  
Murfreesboro, TN 37128  
615-896-3434

### **Animal Emergency Clinic**

1900 Shady Brook St. #B  
Columbia, TN 38401  
931-380-1929

### **Animal Hospital of West Nashville**

110 Harding Place  
Nashville, TN 37205  
615-356-8993

### **Belle Meade Animal Hospital**

5121 Harding Road  
Nashville, TN 37205  
615-352-4370

### **Bluepearl Veterinary Partners**

1668 Mallory Ln.  
Brentwood, TN 37027  
615-333-1212

### **Carothers Parkway Veterinary Clinic**

Reliant Bank Center Suite 300  
1736 Carothers Parkway  
Brentwood, TN 37027  
615-371-1535

### **Companion Animal Hospital**

1340 S. Ellington Parkway  
Lewisburg, TN 37091  
931-359-6376

### **Cool Springs Veterinary Hospital**

7103 Crossroads Blvd.  
Brentwood, TN 37027  
615-377-4917

### **Crossroads Pet Professionals**

7115 Crossroads  
Brentwood, TN 37027  
615-377-9898

### **Eastside Animal Hospital**

236 East Campbell Blvd.  
Columbia, TN 38401  
931-381-1888

### **Greenview Veterinary Hospital**

796 Columbia Highway  
Hohenwald, TN 38462  
931-796-5550

### **Harpeth Valley Animal Hospital**

8252 Collins Road  
Nashville, TN 37221  
615-673-0100

### **Hermitage Animal Clinic**

4231 Lebanon Road  
Hermitage, TN 37076  
615-889-9150

### **Hillsboro Animal Hospital**

2207 Bandywood Lane  
Nashville, TN 37215  
615-298-2663

### **Little House Animal Hospital**

1109 Battlewood St.  
Franklin, TN 37069  
615-791-9148

### **Maury County/City of Columbia Animal Services**

1233 Mapleash Avenue  
Columbia, TN 38401  
931-540-0897

### **Maury County Veterinary Hospital**

1118 Hampshire Pike  
Columbia, TN 38401  
931-388-4750

### **Metro Animal Services**

5125 Harding Place  
Nashville, TN 37211  
615-862-7928

**Middle Tennessee Agricultural Research and Education Center**

1000 Main Entrance Drive  
P.O. Box 160  
Spring Hill, TN 37174  
931-486-2129

**Mobley Veterinary Clinic**

4709 Gallatin Road  
Nashville, TN 37216  
615-776-5499

**Nashville Veterinary Specialists**

2971 Sidco Dr.  
Nashville, TN 37204  
615-386-0107

**Nolensville Veterinary Hospital**

7204 Nolensville Road  
Nolensville, TN 37135  
615-776-5499

**Pet Med**

1120 Bell Road  
Antioch, TN 37013  
615-731-8074

**Priest Lake Veterinary Hospital**

2702 Murfreesboro Road  
Antioch, TN 37013  
615-361-4646

**Ragland and Riley Veterinary Hospital**

207 Cookeville Highway  
Livingston, TN 38570  
931-498-3153

**Shoal Creek Animal Hospital**

1401 Old Waynesboro Highway  
Lawrenceburg, TN 38464  
931-762-7294

**Spring Hill Veterinary Clinic**

128 Locke Avenue  
Spring Hill, TN 37174  
615-791-7877

**Tennessee Equine Hospital**

P.O. Box 189  
Thompsons Station, TN 37179  
615-591-1232

**UT Dairy Research and Education Center**

1070 New Lake Road  
Lewisburg, TN 37091  
931-270-2240

**Vanderbilt University Medical Center-  
Division of Animal Care**

MCN Rm CC 2306  
1161 21<sup>st</sup> Avenue South  
Nashville, TN 37232-2733  
615-343-1249

**Veterinary Ophthalmology Services**

7339 Nolensville Road  
Nolensville, TN 37135  
615-776-2019

**Walden's Puddle Wildlife Rehab Center**

P.O. Box 641  
Joelton, TN 37080-0641  
615-299-9938

**West Meade Veterinary Clinic**

990 Davidson Drive  
Nashville, TN 37205  
615-356-1152

**Williamson County Animal Control**

138 Claude Yates Drive  
Franklin, TN 37064  
615-790-5590

**Williamson County Animal Hospital**

1126 Murfreesboro Road  
Franklin, TN 37064  
615-794-7113

## Attendance Policy

### General Attendance Policy

- A. The following policies include attendance to lecture, laboratory assignments, and barn and kennel duties.
- B. Attendance in class and at other official appointments is required.
- C. The student's schedule is considered a contract and constitutes a series of obligated appointments that must be kept.
- D. Students absent during taking of attendance are considered absent.
- E. Absences begin from the first scheduled meeting of a class.
- F. An explanation of all absences must be given to the instructor in advance.
- G. **Steps to take if you are going to be absent from lecture/lab/barn/kennel duties:**
  - a. Contact the instructor responsible for overseeing the assigned class/duties prior to being absent. The student must call the instructor before the assigned time. Please leave a message if no one answers the phone.
  - b. **Barn and Kennel-** Due to the fact you are caring for live animals, you are required to place your phone call a minimum of **30 minutes prior** to the scheduled time. If you do not give a minimum of 30 minutes prior notice, you will have a 25 point grade deduction from the Veterinary Technology Orientation I, Veterinary Technology Orientation II, or Veterinary Lab Procedures I class.
- H. In order for an absence to be considered excused, it must be accompanied by written documentation from the proper authorities (e.g. doctor, counselor, police etc.).
  - 1. Documentation written by the student will not be accepted for absence incidents.\*
  - 2. **Examples of Excused Absences**
    - A. Death in the immediate family. (show documentation)
    - B. Student is hospitalized. (show documentation)
    - C. Student is ill. (show documentation)
    - D. Student's child or family member is sick. (show documentation)
    - E. Student has vehicle problems. (show documentation- receipts of purchasing replacement parts, auto mechanic invoice, etc. )
    - F. Student's pet is in an emergency health situation. (show documentation)
- I. Persistent unexcused absences are cause, upon recommendation of the instructor and program director, with approval of Dean of the Health Sciences, for dismissal from class.
- J. Attendance at scheduled rotations, class field trips, and required seminars are considered obligated appointments. (See "B" above)
- K. It is the student's responsibility to inform the instructor of any emergency causing an absence from an activity and notification should be made as soon as possible.
- L. Each student will be allowed two (2) tardies for lecture classes. On the third occurrence the student will lose 25 points off their final grade.
- M. Each student will be allowed two (2) unexcused absences from lecture. On the third occurrence the student will lose 25 points off their final grade.
- N. Students may not leave campus during class breaks (this does not include lunch break). Doing so will result in a 25 point deduction from the final grade.
- O. **Exam Policy:**
  - a. The student is expected to take exams on scheduled dates and times.
  - b. A student missing a scheduled exam must wait until the designated day at the end of the semester to make it up.
  - c. Students will not be allowed to make up missed quizzes except in cases of extreme hardship. Determination of "extreme hardship" will be made on a case by case basis.
- P. **Laboratory Policy:**
  - a. Make-up labs may be scheduled at the discretion of the instructor, and only students with extreme hardship cases will be considered for such action.
  - b. Students taking courses which include a lab will have one-half their grade determined by their performance during lab class.
  - c. All laboratory exercises will be evaluated by the method outlined in the individual course syllabus.
  - d. Students may not leave lab class until all jobs are completed.
  - e. Students may not leave lab class until the lab areas have been cleaned.

- f. Missed lab time must be made up. If not, 25 points will be taken off the final grade for each missed lab.
- g. Students missing lab class for excused reasons may make up the class by attending another lab session. However, the material the student missed may not be duplicated due to time constraints.
- h. The student must have instructor permission to make up lab class.
- i. Students may not leave lab class early, except for excused reasons. Students not having an acceptable excuse will lose 25 points off their final grade.  
If a missed lab is not excused, the lab class may NOT be made up. The student will lose 25 points from the final grade. It is YOUR responsibility to bring proper documentation of an excused absence.
- j. Smoking, eating and drinking is prohibited in all laboratory and classroom situations.
- k. Students must comply with the dress code policy outlined below.
- l. Students may not switch lab sections without approval from the instructor.
- m. Faculty will reassign students to different lab sections each semester.

\*Note: Refer to “*Clinical Rotation*” section for more information on attendance.

### **Cell Phone Policy**

#### **Cell Phones**

- A. No cell phone usage will be permitted in class, laboratories, or clinical rotations.
- B. Cell phones must be turned off (not on vibrate) during class, laboratories or clinical rotations
- C. There will be no texting in class, laboratories or clinical rotations.
- D. Usage of cell phones for calculator, clock, stop watch, calendar, email, internet or pictures will not be permitted during class, laboratories or clinical rotations.
- E. Failure to comply with the above cell phone policies will result in a 5 point deduction from grade for every offense, even if during same class session.
- F. Students who have an emergency situation at home should alert the instructor prior to class. Permission will be granted to step outside and talk on the cell phone for emergency-type situations.
- G. Students may not call instructors during holidays, weekends or after work hours to discuss information about assignments or any other school-related issue. Such conversations need to occur during school/work hours. The instructors’ cell phones are not provided to them by Columbia State Community College. Do not call instructors on their cell phones unless it pertains to an animal emergency on Columbia State Community College’s property.

## Dress Code Policy

Students will not receive credit for lab work or clinical work unless they are dressed in the required attire. The dress code is as follows:

### Small Animal Lab and Clinical Rotations

- A. Grade deductions will be made for failure to wear approved dress or have required materials. A 10 point grade deduction for each infraction will be made. Student must be appropriately dressed at the beginning of the session.
- B. The scrub style and color of approved scrubs will be assigned by faculty at the beginning of each new academic year and will be required for every student.
- C. The student is expected to keep their scrubs clean, neat and ironed. Pant bottoms should not touch the floor.
- D. The Veterinary Technology Departmental patch must be sewn to the left sleeve of the scrub top.
- E. The student must wear their nametag on the scrub top.
- F. The student must wear their radiologic film badge clipped to the collar of their scrub top.
- G. Student should wear tennis shoes (or other appropriate foot wear) with socks.
  1. No open-toe or open-heel footwear will be allowed (including clogs).
  2. No loud colors
  3. Must have laces
- H. Students must wear an approved lab jacket over their scrubs when handling infectious or hazardous material.
- I. Only tops approved by the Veterinary Technology Department will be worn under scrub tops. They must be a solid color of white, khaki or navy blue and tucked in at the waist. No writing/print tops should be present. Turtle necks are acceptable.
- J. To comply with professional appearance expectations of the profession, no visible tattoos are permitted. Tattoos must be covered.
- K. To comply with professional appearance expectations of the profession, the student's hair color must be of a natural appearing hair color (no bright or loud colors).
- L. For safety reasons, the following are **not** allowed (grade point deductions will be made for failure to comply):
  1. Long fingernails
  2. Jewelry
    - a. Small rings, wrist-watch and up to one (1) pair of small stud earrings in lobe of ear (at bottom only) are allowed.
    - b. No jewelry is permitted in surgery.
  3. Visible body piercings (including tongue piercings)
  4. Dangling earrings
  5. Long hair
    - a. Students with long hair (shoulder length or longer) must have hair tied up. No hair should be in face.
  6. Headgear (e.g. caps, hats, bandannas). Also includes protruding hair accessories.
- M. The student should have the following items on their person at all times:
  1. Pen and Sharpie
  2. Calculator
  3. Bandage scissors
  4. Suture removal scissors
  5. Name tag
  6. Radiologic badge
  7. Wristwatch
  8. Thermometer
  9. Notepad
- N. The student should own and have access to the following items:
  1. Stethoscope
  2. Nylon leash
  3. Container to place items in when not in use (tackle box, art case etc.)

- O. Radiologic Film Badges
1. Students must not exchange film badges with other individuals.
  2. Students without film badges may not participate in the radiology area during lab or clinical rotation sessions.
  3. **Film badges must be turned in by the tenth day of each month.**
  4. Students will have one point deducted from the clinical practicum grade for each day (after the 10<sup>th</sup>) the badge is not returned.
  5. Film badges must be returned at the end of each semester in order to receive a final grade.
  6. At the end of the final semester of the student's career at Columbia State Community College, the film holder *and* badge must be returned.

### Large Animal Lab and Clinical Rotations

- A. All items listed above apply to this category as well.
- B. The student should always have coveralls available for large animal work.
  - Short sleeve coveralls – color to be khaki, navy blue or grey.
  - Dress code for the *Dairy Education Centers* will be blue jeans (no holes), short sleeve shirt that covers the body (no suggestive logos), **coveralls and boots must be worn at all times.** You will not need to wear name tag or film badge at these facilities.
  - At *Equine Practice* rotations students may wear nice jeans/khaki pants, a plain shirt with collar and sleeves (polo shirt/button down shirt) that cover the body and appropriate foot wear (hard-soled boots that cover the ankle), name tag and film badge. Students should have scrubs available to go into surgery if needed.
  - **Remember: No visible signs of body piercing are allowed at any rotation site (or VT lab) and all body tattoos must be covered up.** Deductions of 10 points for each dress code/equipment infraction will be made off the final grade.
- C. The student should have rubber boots (or approved leather boots) available for large animal work. Boots should cover the calf, approximately 3-4 inches below the knee. Boots should be a solid, dark color.
- D. Students assigned to mixed-animal practices should keep coveralls and boots available for use at **all times.**
  1. Some students find it helpful to keep these items in the trunk of their car.
- E. Students should be aware that lab class at Columbia State Community College may consist of “spur-of-the-moment” large animal work, and the above items should be ready for use if needed.
- F. No tennis shoes will be allowed on large animal calls.

### Barn and Kennel Duty Policies

#### Dress code for barn and kennel duty:

Three (3) choices:

1. Wear scrubs and boots
2. Wear coveralls and boots
3. Wear blue jeans, a shirt that covers the entire torso and rubber boots. “*Say no to crack—front and back!*” An actual quote from your textbook!
  - a. Ten (10) points will be deducted from the student's final grade for ignoring the above three choices.

#### Signing up for barn and kennel duty:

1. Students should sign up for duty by filling in slot #1, then slot #2, then slot #3, and so on and so forth (in that order).
2. Students will not perform duty on college-mandated holidays.
3. Students late for barn and kennel duty three times in one semester will have 25 points deducted from their final grade.
4. Students who knowingly cover up the tardiness of a fellow classmate will have their final grade deducted by 25 points.
5. Students who are absent for barn and kennel duty three times in a semester will have 25 points deducted from their final grade.
6. Students who are extremely late (>15 minutes) must make up missed time by staying late at their next assignment of duty.

7. Students who are absent (with prior notice given) must reschedule another duty to make up their absence. Duties not made up will result in 25 points being deducted from their final grade.

**Summer Semester:**

1. Students with VLP I lab class on Monday will be responsible for barn and kennel duty in the morning and in the afternoon.
2. Students with Anatomy lab class on Tuesday will be responsible for barn and kennel duty in the morning and in the afternoon.
3. Students with VLP I lab class on Wednesday will be responsible for barn and kennel duty in the morning and in the afternoon.
4. Students with Anatomy lab on Thursday will be responsible for barn and kennel duty in the morning and in the afternoon.
5. Students with VLP I lab class on Friday will be responsible for barn and kennel duty in the morning and in the afternoon.
6. Sign-up for weekend duty must be completed by: \_\_\_\_\_, 20\_\_\_\_.
7. No one may start barn and kennel duty until everyone who is scheduled for duty is present and accounted for.

**Master Schedule:**

1. The master schedule is attached to the bulletin board located in the back hallway of the Health Science Building.

**Steps to take if you are going to be late or absent from barn/kennel duty:**

1. **Barn Duty Fall and Spring Semester**
  - a. Call **Ms. Kirby** to let her know you will be late or absent. You must call at least 30 minutes before you are scheduled to be at school.
    - No phone call = 25 point deduction from your final grade.
  - b. Call your partners to let them know you are going to be late or absent.
2. **Kennel Duty Fall and Spring Semester**
  - a. Call **Ms. Massey** to let her know you will be late or absent. You must call at least 30 minutes before you are scheduled to be at school.
    - No phone call = 25 point deduction from your final grade.
  - b. Call your partners to let them know you are going to be late or absent.
3. **Barn and Kennel Duty Summer Semester**
  - a. Call **Ms. Massey** to let her know you will be late or absent. You must call at least 30 minutes before you are scheduled to be at school.
    - No phone call = 25 point deduction from your final grade.
  - b. Call your partners to let them know you are going to be late or absent.

**Steps to take if you want to switch barn and kennel duty with someone:**

1. Switching must occur at least one week in advance.
2. Print out a copy of the barn and kennel duty switching form (which will be sent to you by email).
3. Fill out the form and submit it to Ms. Massey.

**Answering the phone at the barn and at the kennel**

Ms. Kirby and Ms. Massey will be calling the barn and the kennel each morning and afternoon to ensure students are on time and present. We ask that students answering the phones at Columbia State Community College do so by stating: "*Columbia State barn (or kennel), this is \_\_\_\_\_ speaking.*" (Upon employment, you will be required to answer the phone in much the same fashion.

### Who are you going to call????

- |  |                   |
|--|-------------------|
| 1. Anything about barn duty in the fall/spring semesters:                        | <i>Ms. Kirby</i>  |
| 2. Anything about barn duty in the summer semester:                              | <i>Ms. Massey</i> |
| 3. Anything about kennel duty in the fall/spring semesters:                      | <i>Ms. Massey</i> |
| 4. Anything about kennel duty in the summer semester:                            | <i>Ms. Massey</i> |
| 5. Anything about clinical rotation or assignments in the fall/spring semesters: | <i>Ms. Kirby</i>  |
| 6. Anything about clinical rotation issues in the summer semester:               | <i>Dr. Riggs</i>  |
| 7. Anything about Orientation I and II lecture and assignments:                  | <i>Ms. Massey</i> |
| 8. Anything about Orientation I and II lab and assignments:                      | <i>Ms. Kirby</i>  |
| 9. Anything about Pharmacology:  | <i>Dr. Riggs</i>  |
| 10. Anything about Veterinary Technology Lab Procedures I Lecture/Lab            | <i>Ms. Kirby</i>  |
| 11. Anything about Veterinary Technology Lab Procedures II Lecture/Lab           | <i>Dr. Riggs</i>  |
| 12. Anything about Veterinary Technology Lab Procedures III Lecture/Lab          | <i>Dr. Riggs</i>  |
| 13. Anything about Animal Anatomy  | <i>Dr. Riggs</i>  |

### Grade Deductions for Lab Class, Barn and Kennel Duty

- |   |            |
|---|------------|
| a. Not properly attired in department-approved scrubs   | -10 points |
| b. Scrub outfit not ironed  | -10 points |
| c. Scrub pants touch the ground   | -10 points |
| d. No name tag  | -10 points |
| e. No required accessories (see page 1)   | -10 points |
| f. No radiology badge (summer semester)   | -10 points |
| g. Wears visible body piercing, including tongue piercing   | -10 points |
| h. Wears open-toed shoes or other unapproved footwear   | -10 points |
| i. Wears more than one set of stud earrings   | -10 points |
| j. Wears hoop or dangling earrings  | -10 points |
| k. Wears long hair down (e.g. not tied back from face)  | -10 points |
| l. Wears necklaces, bracelets or excessive rings  | -10 points |
| m. Visible skin tattoos not covered   | -10 points |
| n. Scrubs not worn to lab on the final exam day   | -10 points |
| o. Wearing long fingernails and nail color  | -10 points |
| p. No boots worn to the barn  | -10 points |
| q. Students not wearing their lab jackets when handling body fluids   | -10 points |
| r. Visitors accompanying student while performing barn/kennel duty  | -10 points |
| s. Wearing open-toed, open heeled shoes, or flip-flops during barn/kennel duty  | -10 points |
| t. Students not pulling their share of the work for barn and kennel duty will lose 25 points after two (2) written warnings.  | -25 points |
| u. Not keeping required items in scrub pockets during lab class   | -10 points |
| v. Groups leaving any barn door open. After second time, 10 points will be deducted from any student involved in this same mistake twice.                                       | -10 points |
| w. Groups not latching Doc's stall / Murphy's stall / Feed room stall doors. After second time 10 points will be deducted from any student involved in this same mistake twice. | -10 points |
| x. Groups not using a halter and lead rope when working on the horses (each person in the group) will have 10 points deducted from their final grade.                           | -10 points |
| y. Any barn group who forgets to let the horses and goats out of their stalls after feeding. After the second time, each person in the group will lose 10 points.               | -10 points |
| z. Students not bringing the required textbooks to class  | -10 points |

## Promotion, Conduct and Professional Behavior Policy

### Admission Policy

1. Must have a high school diploma or GED
2. Must be admitted to Columbia State Community College
3. Must have the following on file in the Admissions office:
  - a. Official transcripts from high school and all colleges attended
  - b. Completion of testing and test results (ACT or SAT) or placement test scores
4. Must complete all Program application forms (see website) and letters of reference
5. Must complete all Learning Support courses by the end of the spring semester before admission into fall semester.
6. Completion of these requirements certifies eligibility
7. Deadline for submitting application materials is February 15<sup>th</sup>

### Promotion Policy

1. To be eligible for continuation into the following semester, the student must meet the following requirements:
  - a. Earn a "C" or better in each Veterinary Technology course
  - b. Maintain a GPA of 2.00 or better
  - c. You must complete the courses required for this degree as outlined in the course paradigm. Failure to do so will result in your dismissal from the program. You may reapply for the program the following academic year.
  - d. Maintain professional conduct in program related settings
  - e. Successfully complete a clinical competency examination over procedures that have been previously covered based upon evaluations by faculty or clinical staff.

### Readmission Policy

1. Student would need to reapply by re-submitting all application forms and notifying the program director.
2. All application materials must be submitted at least 60 days prior to the beginning of the semester in which the student would like to reenroll. Also, the student must make an appointment to meet with the program director to discuss readmission status.
3. GPA must be 2.0 or better
4. Readmission will be granted based on the discretion of the director. The decision will be based on the following factors: professional behavior of the student, GPA, clinical evaluations, evaluations from all of the instructors, previous disciplinary actions, previous conduct with fellow students, etc. Disciplinary actions will be documented in writing as "instructor called conferences" and placed in the student's permanent record.
5. Readmission to the Veterinary Technology Program after dismissal is not guaranteed, regardless of the reason for dismissal.
6. No re-admittance after 2<sup>nd</sup> dismissal
7. Due to the rapid change of technology in the field of veterinary medicine, an elapsed time period of five years or more shall necessitate repeating all Veterinary Technology courses.

### Conduct and Professional Behavior Policy

1. Demonstrate progress in the development of interpersonal skills appropriate for the classroom, laboratory and clinical settings:  
For example:
  - a. Conflict and crisis resolution without emotional outburst
  - b. Maintain a positive attitude in communicating with fellow students, technicians and doctors
  - c. Courtesy and concern for fellow students, staff, patients and clients
  - d. Assumption of responsibility for actions
  - e. Promotion of common goals and avoidance of disruptive behavior
  - f. Assertive behavior when appropriate

- g. Demonstration of initiative and assumption of responsibility for completion of routine tasks
  - h. Student/instructor conferences are confidential and are not to be discussed.
2. Professional behavior includes:
- a. Attention to personal appearance
  - b. Attention to cleanliness
  - c. Support and loyalty of Veterinary Technology as a profession
  - d. Support of departmental and clinical policies
  - e. Cooperation with fellow students and faculty
  - f. Respect for client and patient interaction and confidentiality
  - g. Maintaining composure, no emotional outbursts
  - h. Maintain a positive attitude and courteous behavior with instructors.
  - i. The Veterinary Technology Program is a non-profit organization. Students involved in fundraising activities must not have direct or indirect profit from these activities.
  - j. Facebook conversations between students or other people associated with the Veterinary Technology Program must meet the guidelines outlined by the professional behavior policy.
    - a. Be pleasant and polite. Don't use offensive language, and don't be confrontational for the sake of confrontation.
    - b. Rules of confidentiality DO apply! Pictures from clinical sites and lab activities are considered confidential. Pictures of a confidential nature must not be posted.

### **Grading Scale Policy**

The standard grading scale for all Veterinary Technology courses is as follows:

A	94 – 100
B	85 – 93
C	75 - 84

- A. The student must receive a “C” or better in all Veterinary Technology courses in order to continue in the program.
- B. Academic dishonesty on a specific assignment will result in the student receiving a “0” for that assignment.
- C. Grades will not be mailed or given to students over the phone; nor will they be sent to the student via the internet (e.g. email).
  - 1. Once grades are posted (a minimum of five (5) working days after grades are due) students may view their grades by accessing your transcript in “MyCN” account.
  - 2. Requests for transcripts can be completed online via your “MyCN” account.

### **Barn and Kennel Management Policy**

The student is required to participate in barn and kennel duty as outlined in the Veterinary Technology Management Plan. A copy of the Management Plan will be issued to each student. No exceptions to the times assigned will be allowed. Failure to comply with barn and kennel regulations will result in a grade point deduction for each incidence.

## Safety Policy

The history of injury is very low in the Veterinary Technology Department. However, students enrolled in this program must be aware of potential dangers involved in working with animals and related equipment. The student should always take appropriate precautions to avoid injury. The student should observe all departmental policies concerning safety procedures and those of clinical affiliates. The student should be familiar with the following guidelines that help to keep the incidence of injury low.

### Safety Policy

- A. The student is advised to carry health insurance during enrollment in the Veterinary Technology Program at Columbia State Community College (e.g. lab class at Columbia State Community College or clinical rotation).
  - 1. Columbia State Community College and the Veterinary Technology Program will not be responsible for the cost of emergency room treatment or hospital expense resulting from injury to a student by an animal while student is performing barn and kennel duty, participating in lab sessions, or performing clinical rotation assignments.
- B. No student is allowed to wear jewelry (except small rings and/or single pair of stud-type earrings) while participating in lab sessions or clinical rotations.
  - 1. Injury may occur to the student if an animal's paw, nail or tooth is caught in jewelry.
- C. A student working the controls of a large animal chute is advised to wear a hard hat.
- D. A student restraining or performing procedures on horses is advised to wear a hard hat.
- E. The student must not operate electrical appliances while standing in or near water.
- F. The student must wear rubber gloves and eye protection when applying insecticide dips to animals.
- G. The student is encouraged to wear rubber gloves, eye protection, and ear protection (e.g. ear plugs) when cleaning kennels
- H. The student must wear protective lead shielding (e.g. apron, gloves, and thyroid protector) when performing radiographic procedures.
- I. The student's current film badge must be worn during all exposures.
- J. The film badge must be attached to the collar of the lab jacket, and worn on the outside of the lead apron or thyroid protector.
- K. No student is allowed to make radiographic exposures at Columbia State Community College without appropriate faculty present.
- L. No student may operate the x-ray machine at Columbia State Community College without appropriate faculty present.
- M. No student is allowed to operate the large animal x-ray machine without appropriate faculty present.
- N. The student must wear gloves and protective eye devices when using acid materials to clean lab animal cages.
- O. The student must attend a demonstration of the eye-wash station in the lab and barn area.
- P. The student must take special precautions when administering prostaglandin products, certain antibiotics or live vaccines (e.g. brucella vaccine or sore mouth vaccine). It is important that students take precautions not to accidentally inject themselves.
- Q. When electroshock is administered to animal patients in the CPR process, the student must take special precautions not to touch the animal or table on which the animal is placed.
- R. The student attacked by a large aggressive dog, should cover their throat area using their hands and arms, and lie in a fetal position (should escape or other means of self-defense be unavailable).
- S. The student performing procedures on horses must remember to remain close to the animal to minimize the injury potential of a kick. If remaining in close proximity is out of the question, they should remove themselves from kicking range.
- T. When grooming or restraining the horses, the student must use a halter and lead rope.
- U. The student must not hold the halter of a rearing horse.
- V. Proper protection (e.g. face mask or other eye protection and gloves) is required when performing dental prophylaxis.

- W. The student is strongly urged by the Veterinary Technology Department, to obtain pre-exposure rabies vaccinations. Students choosing not to get the vaccinations will be required to sign a statement of voluntary refusal.
- X. The student is expected to adhere to the *“Policy of Universal Precautions”* when there is potential exposure to human bodily fluids.
- Y. Students are encouraged to keep a current status for tetanus vaccination.
- Z. In the event a dog or cat fight should occur at Columbia State Community College or at clinical rotation sites, the student is cautioned not to attempt to break up the fight. The student is encouraged to:
  1. Obtain help.
  2. Use a catch pole if the fight must be broken up.
  3. Never use your hands to break up a fight.
  4. Never break up a fight alone.
  5. Use these same rules if a cat fight occurs.

### **Pregnancy Policy**

#### **Pregnancy Policy**

- A. The pregnant student is urged to notify the Veterinary Technology Department at once, so special safety measures can be implemented.
- B. The student who becomes pregnant after entering the Veterinary Technology Program, is urged to notify an instructor in the department at once, so special safety measures can be taken.
- C. Written documentation from the student’s physician must be submitted to the Veterinary Technology Department stating any physical limitations regarding the pregnancy.

### **Americans with Disabilities Policy**

#### **Americans with Disabilities Policy**

- A. Students who wish to declare a disability should contact the Coordinator of Disability Services in Jones Student Center Room 160 or by phone at 931-540-2857 as soon as possible in each semester.
- B. Each student is responsible for providing written notice of any disability requiring special accommodations for each semester that the student is enrolled.
- C. Approved accommodations will be applied after notice is given to faculty and will not apply to work completed prior to notice.
- D. The following is the Columbia State Community College approved ADA statement (Policy 02-12) for college syllabi:  
*“Columbia State Community College welcomes students into the college’s educational programs. If anyone in this course has a disability, please contact Disability Services in Jones Student Center Room 160 or call 931-540-2857. If you have any further questions regarding this announcement, please make an appointment with me during my office hours.”*

### **Discipline Policy**

#### **Discipline Policy**

- A. Students enrolled in the Veterinary Technology (VT) Program are citizens of the state, local and national governments, and of the academic community, and are, therefore, expected to conduct themselves as law-abiding members of each community at all times.
- B. An acceptable background check must be completed in order for the student graduate to take the National Board Exam in order to obtain a license. It is the student’s responsibility to report any such violations.
- C. It is highly important that VT students adhere to all college, program, clinical rules and regulations in order to remain a student in good standing.
- D. VT students, as citizens of Columbia State Community College, are subject to the “Student Rights and Responsibilities” section of the Columbia State Community College Student Handbook.

- E. VT students, as participants in the Veterinary Technology Program, are subject to all rules and regulations found in the Veterinary Technology Student Policy Manual and/or in course syllabi.
- F. VT students attending a clinical rotation are also subject to all rules and regulations of that clinical facility.
- G. VT students are subject to disciplinary action for any of the following offenses in addition to those already listed in the Veterinary Technology Student Policy Manual.
  - 1. Unprofessional or unethical conduct
  - 2. Insubordination
  - 3. Misconduct that endangers the health or safety of another person.
  - 4. Misconduct that endangers the health or safety of an animal.
  - 5. Misconduct that endangers the well-being of another person or an animal.
  - 6. Violation of any of the disciplinary offenses listed in the Columbia State Community College Student Handbook.
- H. A violation of a college, program, or clinical rule will result in a disciplinary hearing with the program director and at least one faculty member. The program director will then issue a written reprimand. Copies of the reprimand will go to the student, program files, Dean of Health Science Division and Associate Vice-President for Student Services.
- I. The second violation of a college, program, or clinical rule will result in the student being sent directly to the Associate Vice-President for Student Services for further action.
- J. The sequence of violation consequences may involve the same or different violations.
- K. Certain violations whose seriousness or nature warrant may result in the student being referred to the Associate Vice-President, Student Services on the first or second violation.
- L. Students violating certain rules may be removed from the classroom or lab by program faculty. If students refuse to leave a classroom, lab, or building when asked, college security and/or local law enforcement officers will be called.
- M. Academic dishonesty violations may also result in the student's dismissal from the Veterinary Technology Program. Academic dishonesty will be defined according to the guidelines of the Columbia State Community College Student Handbook. In addition to the guidelines in the Columbia State Community College Student Handbook, the following will be considered academic dishonesty.
  - 1. Falsifying clinical competency checklists
  - 2. Falsifying clinical time sheets
  - 3. Falsifying absence/late records
  - 4. Failure to adhere to the confidentiality of client records, hospital records, or other hospital information.
- N. Students violating academic dishonesty guidelines will be sent to the Dean of Health Sciences Division for disposition.
- O. Other violations that may be considered grounds for dismissal include:
  - 1. Intentional violation of the veterinary practice act.
  - 2. Conviction of animal abuse.
  - 3. Conviction of felony drug charges.

### **Grievance Procedures**

#### **Grievance Procedures**

If a student has a grievance concerning an evaluation, grade, scheduling, or other matters of departmental policy, the student will be given the opportunity for a due-process hearing with the department. The procedure will be as follows:

1. Submit the grievance in writing to an instructor or program director.
2. A meeting will be held with the following people in attendance:
  - a. Veterinary Technology Program Director
  - b. Veterinary Technology instructor
  - c. Person submitting the grievance
3. The grievance will be reviewed and a written deposition made by the Program Director.
4. If the matter remains unresolved, the student should refer to the grievance procedure outlined in the Columbia State Community College Student Handbook.

## Miscellaneous Policies

### Miscellaneous Policies

- A. Educational goals must take top priority. Employment / outside activities will not be a reason for missing or rescheduling:
  - 1. Classes
  - 2. Being late to class
  - 3. Leaving early from classes
  - 4. Lab exercises (class time)
  - 5. Clinical rotations
  - 6. Barn and kennel duty
- B. The student is expected to contact the instructor if additional help is needed in any Veterinary Technology course.
- C. It is the student's responsibility to contact the instructor if there is concern about a grading error.
- D. The student should adhere to the Occupational Safety and Health Administration (OSHA) regulations as they pertain to veterinary medicine.
- E. The student should refrain from engaging in conversations among classmates during audiovisual presentations, guest lectures and laboratory exercises.
- F. A student engaged in personal conversations may be asked to leave and required to follow the make-up policy for work missed.
- G. Sleeping during class and laboratory sessions will not be tolerated.
- H. A student sleeping during class may be asked to leave and required to follow the make-up policy for work missed.
- I. The student is expected to clean up after all lab and other appropriate course-related activities.
- J. Students finding a situation in need of cleaning are expected to do so whether they caused the situation or not.
- K. Animals belonging to students must be kept in Columbia State Community College crates/cages/runs when in the Health Science Building. A card identifying the animal and its owner must be attached to the cage, crate or run.
- L. No animals will be permitted in the surgical area except the patient.
- M. Personal pets will not be allowed in the barn or on barn grounds.
- N. Personal pets should be on a leash when brought into the Health Science Building or onto its grounds.
- O. Electronic devices used by students are subject to faculty inspection to determine appropriate use.
- P. Students are responsible for conducting an audit of their academic transcript periodically to ensure that they are on track to compete their degree within the five semester frame. Students should note that coursework from other institutions transfers for credit only if at least a "C" has been earned in a course.
- Q. Keep a copy of your class contact list with you at home and also in your car.
- R. The computer in HS 104 is not for student use. Students are to use the computers in the Warf Building that are designated for students.

## General Information

### Sharing the Health Science Building

1. We share our building with the Radiology Program. We ask you to use courtesy and good manners when you are in the building.
2. Smoking areas:
  - a. Use the table to the left side of the sidewalk as you enter the building.
  - b. Stand under the shade tree at the back of the building near the outside dog runs.
  - c. Extinguish all cigarettes before discarding them in the designated trash receptacle.

### Email

Students are advised to check their email daily, as various messages from your instructors may be sent. Students without email capability at home are encouraged to use the computers here at the college.

### Student Study Sessions

We ask that group study sessions be held at a location other than the Health Science Building.

### Health Science Building

The Veterinary Technology Program classrooms are areas where laboratories are held. In accordance with OSHA standards, students are not allowed to eat or drink in these areas. In addition to this, no pets are allowed in Room 104.

### Withdrawing from the Veterinary Technology Program

Students wishing to withdraw from the Veterinary Technology Program, or any course needed to obtain this degree, must meet with the Program Director prior to withdrawing.

### Pet Surgery

Each student may have no more than two (2) pets spayed or neutered in one semester. Scheduling of surgical appointments depends greatly on the lab schedule. We cannot guarantee that everyone will have their pet's surgery done, as surgery appointments are made on a first-come, first-serve basis. No surgery is done on students' pets during the summer semester. The pet must belong to the student or the student's immediate family.

Each student is required to pay the cost of all products used in treating their pet.

- Payment is made at the Business Office located in the Pryor Administration Building
- The receipt should be delivered to the Program Director
- Students, whose pet received a rabies vaccine, must pay the Program Director \$1.50 for each tag and certificate. (Please see Ms. Massey to obtain a receipt for this money.)

### Pets brought to the Health Sciences Building

Any student who wishes to bring a pet to the Health Sciences building will make an appointment for this animal prior to it entering the building. The appointment will be made with one of the instructors with a minimum of 24 hours notice. Once the appointment has been made, the student will email Mary Kirby, Kathy Massey, and Kellie Riggs indicating the date, time, and reason for the appointment. Also, the appointment will be written in the appointment book. When the animal is brought to the Health Science building, it will be placed in a cage and the cage will be labeled with the name of the animal, name of the owner, date, and reason for the appointment. Animals are strictly prohibited from entering the lecture room (HSB 104). If the animal barks or becomes loud in some way, the animal will be transferred to the kennel area. If the animal is physically unable to withstand the conditions in the kennel, it is the responsibility of the student to provide accommodations for the animal. If necessary, the student will be required to take the animal home, even if this means having an unexcused absence from school that day. It is the student's responsibility to clean the cage once the animal has left the cage for the day. If the above steps are not followed, the student will lose 25 points from the class that becomes disrupted that day.

**Illness of Personal Pets**

If the student's animal is severely ill, and the illness has occurred within the past 48 hours (strictly emergency cases- or if the animal is scheduled to see a specialist for a severe illness), the student can be excused from class with proper documentation (written documentation from the clinic). Explanation of all absences must be given to the instructor in advance.

**Pets Being Brought to Clinical Rotations is Prohibited**

**FAILURE TO COMPLY WILTH THE POLICIES STATED WITHIN THE VETERINARY TECHNOLOGY STUDENT POLICY MANUAL WILL RESULT IN PENALTY TO THE STUDENT AT THE DISCRETION OF THE INSTRUCTOR. REPEATED OR SEVERE CASES OF ABUSE OF THESE POLICIES WILL RESULT IN DISMISSAL FROM THE PROGRAM.**

**This page must be signed by the applicant/student and submitted to the Program Director to signify that the applicant/student has read and understands the conditions of this document.**

***Policy Manual Signature Page***

*"I have read the Veterinary Technology Student Policy Manual and understand its contents. I realize that failure to comply with the policies in the manual may jeopardize my chances to successfully complete the Veterinary Technology Program."*

\_\_\_\_\_  
Print Name (Student)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Student)

\_\_\_\_\_  
Signature (Program Director)

\_\_\_\_\_  
Date

Submit signed "Policy Manual Signature Page" to:

Veterinary Technology Program Director  
Columbia State Community College  
1665 Hampshire Pike  
Columbia, TN 38401