Veterinary Technology Program Application Packet

Read this packet thoroughly and submit completed documents to the Program Director by February 15th. We accept up to 48 first year students. Applications submitted late or incomplete may be considered after admittance of completed, on time applications.

Document Checklist:

- □ Go online and complete an application to Columbia State Community College. Here is the link: www.columbiastate.edu
- □ ACT test scores sent to CSCC
- □ Official Academic Transcripts (High School and/or College) sent to CSCC

The following should be sent to the **Program Director:**

- □ Student Information & Signature Page (page 2)
- □ Autobiography (page 7)
- □ Reference Letter
- □ Signed Veterinary Clinical Experience Form (page 6)
- □ Signed Student Policy Manual signature page (see website for link)
- □ Signed Technical Standards Agreement (page 8)

These documents should be submitted to the Program Director at the following address:

VetTechApp@ColumbiaState.edu

I. Student Information:

Name: _____
Last *First* *Middle*

Student Id Number (current CSCC students): _A_____

Current Mailing Address:

_____
Street, Route, PO Box Number   *Apt Number*

_____
City   *State*   *Zip*   *Country*

Telephone Numbers:

(_____)_____(_____)_____(_____)_____
Home   *Work*   *Cell*

Email Address:
_____

High School Attended: _____Graduation Year: _____

Colleges Attended (*if applicable*):

_____Graduation Year:_____Degree: _____

_____Graduation Year: _____Degree: _____

List any experience you have in the veterinary field.

_____

_____

How did you learn of the **Veterinary Technology Program at CSCC?**

_____

I certify that the information furnished is complete and correct.

_____
Student Signature   *Date*

Program Use Only
Date Received: _____
At level in: Reading: _____   English: _____   Math: _____

Columbia State Community College is an AA/EOE Educational Institution.

II. Frequently Asked Questions

1. What will I be doing as a Vet Tech student at CSCC?
The Associate of Applied Science in Veterinary Technology program is a hands-on, time-demanding program with academic challenges. Students will be graded through participation in lecture, including examinations and quizzes, laboratory class, animal care, and clinical rotations. For more information or if you have additional questions, please contact the Vet Tech faculty:

vettech@columbiastate.edu

2. May I enroll "mid-year" in the Vet Tech program?
No. The Veterinary Technology program only starts in the fall semester. If a student still needs to complete General Education courses, then starting in spring is the only option for starting mid-year.

3. Do I need to submit academic transcripts?
Yes. Official high school and/or college transcripts must be sent directly to Columbia State Community College from the other institution. Send official transcripts to:
Columbia State Community College
Office of Records
1665 Hampshire Pike
Columbia, TN 38401

4. Are test scores required?
Yes. College-level proficiency in reading, writing, and math must be demonstrated prior to enrolling in the Vet Tech program.

Acceptable tests include ACT and Compass. These must have been taken within the last five years. Compass testing can be completed at most community colleges in Tennessee. For more information about Compass testing, contact Testing Services at (931)540-2569.

5. Will I be able to enroll in courses if I do not meet the proficiency requirements?
Yes and No. You will eligible to enroll in general education courses at Columbia State Community College, however you will not be able to enroll in Vet Tech program courses.

III. Clinical Experience

All applicants are required to spend a minimum of 8 hours observing in a veterinary clinical setting, shadowing a Licensed Veterinary Medical Technician. The enclosed "Clinical Experience" document must be signed by the supervising veterinarian and submitted with your packet.

Recommended LVMT Tasks to Observe

The following tasks are commonly performed by LVMT's in private practice. During your 8 hour clinical observation, try to observe as many of these as possible. Do not feel limited by this list, as there are many other duties performed by experienced technicians.

1. Communicating with and educating clients:
   a. In the exam room
   b. At the front desk
   c. On the telephone
2. Performing laboratory procedures.
3. Preparing prescription medications.
4. Calculating drugs and anesthetic doses.
5. Inducing anesthesia; monitoring a patient under anesthesia and recovering a patient from anesthesia.
6. Prepping a patient for surgery, assisting in surgery, providing post-op patient care.
7. Performing dental prophylaxis.
8. Recording information in a medical record or drug log.
9. Performing venipuncture; administering IV, IM and SQ injections
10. Administering treatments or providing patient care.
11. Performing diagnostic radiography.
12. Restraining a patient for procedures.

Advice for Prospective Vet Tech students when fulfilling the Clinical Experience

Selecting a veterinary hospital:
- Do you have pets? If yes, try your veterinarian first.
- Try larger practices that have more veterinarians and technicians on staff.
- Not all veterinarians are as welcoming as others, so always be polite but persistent.

Before you visit the Vet Hospital:
- Realize that you are asking a favor.
- Vets are protective of their business and clients. You will be seen as a representative of the practice. Look and act your best.
- When you arrive, be sure that you're well dressed, well groomed and polite.
- Look people in the eye and introduce yourself.
- Consider removing facial piercings and covering tattoos. Veterinary medicine is a conservative field and like it or not, first impressions matter.
- Call a few days prior to let them know you're coming and what time. Arrive 5 minutes before the proposed meeting time. DO NOT BE LATE!

The day of your visit to the hospital:
- You may not get to meet the veterinarian. Interact politely with whomever you meet.
- Look people in the eye and explain your goal- that you're attending vet tech school in the fall at CSCC and you want to experience time in a vet hospital to ensure this is the right path for you.
- Be sure they realize that we are not asking you to actually do anything- only observe.

- Take a copy of the "Vet Clinical Experience Form" with you and leave it for the veterinarian to read. Then follow-up in a few days. Be sure to tell them a day you will do this.

After your visit:
- Follow-up on the agreed day and time either with a visit or phone call.
- Send a handwritten card thanking them for their time.

During your clinical experience:
- Dress appropriately and arrive on time.
- Ask the staff where they'd like you to stand when observing procedures.
- Do not pet any animal without permission first.
- Ask questions, but wait for the appropriate time (ex: not in the middle of a serious procedure or in front of the client).
- Do not talk too much.
- It's fine to volunteer to help, but only perform duties they've asked or given you permission to do.
- Observe everything. Pay particular attention to the LVMT.

When your clinical experience is complete:
- Be sure to thank them for their time.
- A handwritten note will be appreciated.
- Make sure you have your "Vet Clinical Experience Form" completed.

IV. Timeline:

Make sure all required documents have been submitted to the Program Director by February 15. Documents received after this date may result in your not being accepted into the program. Please submit all of your documents together. Completed, entire packets should be submitted to:

VetTechApp@ColumbiaState.edu

V. Orientation:

All first year Vet Tech students are __REQUIRED__ to attend a Veterinary Technology Orientation meeting. This is very important and is usually held 2-3 weeks prior to the start of classes each fall.

Veterinary Clinical Experience Form

Dear Dr.:

Firsthand experience in a veterinary practice helps potential Veterinary Technology students understand the demands of our profession. We ask our prospective students to observe what credentialed technicians do in their jobs. A total of 8 hours is required of our applicants. The goal of the experience is to help the prospective student make an informed decision about pursuing this degree and profession. Ideally the student will spend a significant portion of the time with the technical staff

Thank you for providing the opportunity.

Sincerely,

Madonna Higgins, DVM, MVPH, MACM
Program Director, Veterinary Technology
mhiggins5@columbiastate.edu
(931)540-2743

Please complete the following and return to applicant for submission.

I, the undersigned veterinarian, licensed in the state of _____,

acknowledge that _____ has spent at least 8 hours
Print applicant name
observing veterinary clinical settings. This exposure could best be described as: (circle one)

     Small animal practice
     Mixed animal practice
     Food and fiber animal practice
     Equine practice
     Other practice _____
                Please describe

_____
Name of practice/clinic

_____
Veterinarian Name (printed)   *Veterinarian's Signature*

_____
Mailing address   *City*   *State*   *Zip*

_____
Date

<u>AUTOBIOGRAPHY</u>

Please write a brief history of yourself, including the answers to the following questions: Why have you decided to pursue a career in veterinary technology? What are the responsibilities of a licensed veterinary technician? What personal qualities do you possess that will help you succeed as a licensed veterinary technician?

Columbia State Community College
<u>TECHNICAL STANDARDS AGREEMENT</u>

<u>The Veterinary Technology Program's Technical Standards are listed below. Please carefully consider your ability to meet these standards prior to enrolling in the program.</u> This form is to be signed and returned to program faculty if you intend to accept admission. Each student must determine his/her own ability to achieve the technical standards of the program.

According to the nature of the work required in the Veterinary Technology Program offered at Columbia State Community College, a student in this program **must** be able to:

1. Reach, lift moderate weights, manipulate and operate equipment necessary for veterinary medical care.

2. Comply with appropriate safety regulations when around animal species.

3. Move, manipulate and/or observe a patient as necessary in veterinary medicine.

4. Visually assess patients, clients, medical test results, and the working environment to correctly decide the appropriate action to take for the benefit of the patient and client.

5. Clearly communicate, both verbally and in writing, with the client, family, personnel, and others to disseminate information relevant to patient care and work duties, and to be able to hear in order to accurately gather information relevant to the patient/client and work duties.

6. Make appropriate judgment decisions in an emergency or where a situation is not clearly governed by specific guidelines.

7. Demonstrate emotional stability and psychological health in day-to-day interaction with patients/clients, staff, family and others in routine and non-routine, decision-making processes, and on the daily execution of didactic and clinical assignments.

8. Be able to successfully perform a standard set of competency skills during the last semester of the program. Satisfactory completion of these skills is required for graduation.

These standards are developed in accordance with the institutional standards for allied health programs.
My signature below indicates my belief that I am capable of achieving the technical standards of the Veterinary Technology Program.

_____
Student Name (Printed)

_____   _____
Student Signature   Date

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