

Veterinary Technology Program

Student Handbook 2015-2016



Norwalk Community College
188 Richards Avenue
Norwalk, CT 06854

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***Welcome to the Norwalk Community College
Veterinary Technology A.S. Degree Program***

**Anne C. Hermans, D.V.M.
Program Coordinator and Assistant Professor**

Congratulations on your admission to Norwalk Community College's Veterinary Technology Program! You have chosen a wonderful, rewarding and rapidly growing profession. The care of animals is a privilege; to prepare you to assume this responsibility you will learn to be a strong, effective member of a veterinary care team. A solid knowledge base, independent critical thinking and interpersonal skills will open up many opportunities for you.

This handbook has been prepared as a reference and resource for current students to help you understand the program and facilitate the necessary steps towards successful completion of the 2-year A.S. degree in Veterinary Technology. The handbook includes Appendices of program forms and required signature pages. For a complete listing and description of College policies and procedures, please refer to Norwalk Community College's Catalog and Student Handbook.

Look around at your classmates. You will be together for the next 2 years! Collectively you represent a key resource for this program – the positive attitude, helpfulness and respect you share will go a long way toward ensuring each student's successful completion. I sincerely hope that you all succeed and graduate together as that is our goal for you. Congratulations again and best wishes during your journey to become a credentialed veterinary technician.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Anne C. Hermans".

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ABOUT VETERINARY TECHNOLOGY

Definition Of The Veterinary Technology Profession

Veterinary technicians are individuals who assist in the medical treatment of animals under the supervision of licensed veterinarians. Veterinary Technology is a multi-skilled profession whose practitioners work in veterinary offices and research settings. Veterinary technicians function as a member of the veterinary healthcare delivery team and perform clinical and administrative procedures.

History Of The Veterinary Technology Profession

Veterinary technicians today have an impressive range of responsibilities, encompassing client awareness, education and communication, assisting medical and surgical procedures, patient care, diagnostic sample collection and processing, management, and many other areas of veterinary health care. Evolving from its pioneer university program in the 1960s, the study of veterinary technology is now carried out at hundreds of accredited programs in North America, with many more programs under development to meet the growing need for quality, consistency and compassion in veterinary medical care.

Veterinary Technician Code Of Ethics

Every veterinary technician has the obligation to uphold the trust invested in the profession by adhering to the profession's Code of Ethics.

http://www.navta.net/files/navta_vt_code_of_ethics_07.pdf

Veterinary Technician Oath

I solemnly dedicate myself to aiding animals and society by providing excellent care and services to animals, by alleviating animal suffering, and by promoting public health.

I accept my obligations to practice my profession conscientiously and with sensitivity, adhering to the profession's Code of Ethics, and furthering my knowledge and competence through a commitment to lifelong learning.

NCC's VETERINARY TECHNOLOGY PROGRAM (VTP)

MISSION STATEMENT

Motivated students will become knowledgeable and compassionate animal caregivers through active participation in NCC's Veterinary Technology Program. They will develop a skill set leading to diverse opportunities and demand for their services as valued members of the veterinary profession. Our program aims to integrate the needs of the student, veterinary, public and global communities.

PROGRAM GOALS

The Veterinary Technology Program will:

- Prepare Norwalk Community College Veterinary Technology students to care knowledgeably for animals with respect and compassion.
- Prepare Norwalk Community College Veterinary Technology students to enter the workforce with entry-level clinical expertise that satisfies the accreditation requirements of the American Veterinary Medical Association (AVMA).
- Prepare Norwalk Community College Veterinary Technology students to enter the workforce as team players, with a professional demeanor and skill set.
- Prepare Norwalk Community College Veterinary Technology students to pass the Veterinary Technician National Examination (VTNE) and become recognized by the Connecticut Veterinary Medical Association (CVMA).
- Foster awareness and recognition of our program and its mission in the veterinary and public community.

PROGRAM CORE VALUES

- **Critical Thinking**
Critical thinking skills are essential in today's rapidly changing health care environment. Critical thinking is a complex process that is purposeful, goal-directed and based on factual evidence. Critical thinking requires the skills of collecting, identifying, examining, interpreting and evaluating data. These skills encourage veterinary technology students to think for themselves and initiate appropriate interventions after defining the health care needs.
- **Safe and Competent Practice**
Safe and competent practice embraces standards of professional veterinary technology. These standards are implemented through clinical, cultural, and technological proficiency in a variety of health care settings. Veterinary technicians continuously strive to provide high-level care and to improve client and patient outcomes.

- **Caring**
Caring is fundamental to veterinary technology practice. Caring encompasses comfort, empathy, compassion, concern and advocacy within a culturally diverse client population. Caring veterinary technicians enhance the dignity and integrity of patients and their families.
- **Professionalism**
Professionalism is acquired through a complex process by which the veterinary technology student internalizes values inherent to the practice of animal nursing. These values include integrity, legal-ethical standards, confidentiality, political awareness, and collegiality. Professional role development includes the acquisition of knowledge and skills through life-long learning.
- **Communication**
Communication is essential to the practice of professional veterinary technology and includes both verbal and non-verbal skills, and information technologies to enhance patient care and client communication.
- **Holistic Care**
Veterinary technology utilizes a multidisciplinary approach to managing care that recognizes the uniqueness of the individual. Holistic animal care has as its goal the enhancement of illness prevention, health promotion, wellness maintenance, and health restoration across the life span. Holistic care involves the identification of the bio-psycho-social and cultural dimensions of the patient across the life span on the wellness-illness continuum.

PROGRAM ACCREDITATION

The VTP has entered the AVMA accreditation process, and it is the goal of the VTP to graduate its first Veterinary Technology class in the spring of 2017 from an AVMA accredited program. We have been granted a site visit date in September 2016 by the American Veterinary Medical Association through the Committee on Veterinary Technology Education and Activities:

<https://www.avma.org/professionaldevelopment/education/accreditation/programs/pages/cvtea-process.aspx>.

However this is NOT a guarantee of accreditation date or eventual accreditation status.

The accreditation process will continue to advance throughout your time in school and the VTP faculty will endeavor to keep you updated on its progress. While NCC is working on AVMA accreditation status, the college will expect its students to adhere to and follow all of the curriculum requirements technical competencies that AVMA requires.

CREDENTIALING INFORMATION

A growing number of states (not currently including CT) require veterinary technicians to be licensed, registered, or certified. The state of Connecticut will grant recognition to veterinary technicians after they pass the Veterinary Technician National Exam (VTNE). VTNE Results are recognized in the US and Canada. To be eligible to sit for the VTNE, students must have graduated (or be within 6 months of graduating) from an AVMA accredited Veterinary Technology program.

Becoming a Credentialed Veterinary Technician (CVT) is a means by which you can express your knowledge and professionalism to employer and to the public. The NAVTA and AAVSB web sites are valuable resources that provides information about the Veterinary Technology profession and the VTNE:

<https://www.navta.net>
<https://www.aavsb.org/vtne/>

ADMISSIONS ELIGIBILITY

A high school diploma or equivalent, and communication and mathematics proficiency are required for admission into the VTP. A grade of C- or better, high school average is required. Applicants must also complete the following courses with a grade of C or higher:

Composition (ENG101)	3 credits
College Algebra (MAT172)	3 credits
Intro to Software Applications (CSA105)	3 credits
General Biology (BIO121)	4 credits
Concepts of Chemistry (CHE111)	4 credits
TOTAL PREREQUISITES	17 credits

Note: There is a test-out for CSA105 and your placement test/SAT scores may place you in a higher level math in which case you will not need to take math.

For detailed Admissions policies and forms, please refer to the VTP Guidelines and Admissions linked on:

http://www.ncc.commnet.edu/dept/science/vet_tech/

HEALTH REQUIREMENTS ~ OVERVIEW

Students must be able to perform the essential tasks of the program with or without reasonable accommodation. A complete list of those tasks is available in Appendix A. Additionally, all students are responsible to provide the required immunization documentation for the College and any supplemental documentation required by the Health Professions Division. Documentation of immunity against Rabies is required [see Appendix D for form] before any hands-on with animals in courses 151 or above. This may be satisfied by titer or proof of vaccination.

Students in the veterinary technology program may be exposed to various live animals, infectious agents, injury, anesthetics and x-ray equipment. Therefore they should alert the Program Director if they are or become pregnant [see Appendix C for form], if they have any medical condition causing them to be immuno-suppressed, or if they are severely allergic to animals or latex products. Students are required to consult with their personal physician to determine the suitability of a career in veterinary technology in these cases.

STUDENT ACTIVITIES

Students are encouraged to be proactive in engaging in professional student activities. As an example, NCC's neighbor in CT, Northwestern Community College, has an active veterinary technology student club:

<http://www.nwctc.commnet.edu/vettech/vettechclub.htm>

Club activities include frequent meetings on campus, field trips, hosting educational speakers, and fund-raisers. Students are encouraged to participate, either by running for officer positions or by simply volunteering their time. Please see your VTP faculty for additional information.

Additional activities may include outside events such as college career fairs, animal events (such as dog jogs etc.) and the Annual Veterinary Technician Symposium.

Students are also strongly encouraged to join NCC's Student Chapter of the National Association of Veterinary Technicians in America (NAVTA).

APPLICATION TO GRADUATE

In order for a student to graduate, a graduation application form must be completed and submitted to Admissions. The academic advisor will remind students to submit this form at the appropriate time; however, it is ultimately the student's responsibility to ensure that the form is submitted to Admissions by the stated deadline. After receiving the completed form, Admissions will review the record and respond to the student as to whether all courses required for graduation have been completed. In addition to the required courses in the Program, please note that Communication and Math Proficiency are required to graduate. Refer to the NCC Academic Calendar for the deadline to file the application to graduate. A diploma or certificate will not be printed or be available unless this application is filed.

RECEIPT OF STUDENT HANDBOOK AND ACKNOWLEDGEMENT OF POLICIES

In order to participate in the Veterinary Technology Program, all students must acknowledge receipt and understanding of the NCC-VTP Handbook and its policies therein by signing and submitting the required form in Appendix D.

VETERINARY TECHNOLOGY PROGRAM CURRICULUM AND ACADEMIC POLICIES

COURSE OBJECTIVES, ASSIGNMENTS AND PROCEDURES

Each student will be provided with a course syllabus at the beginning of each course. The syllabus will provide the student with the course description, goals/objectives, required reading assignments, attendance policy, tardy policy, grading policy and an outline of topics to be presented. Students are responsible for assignments that are to be completed prior to classroom lecture and discussion. At the discretion of the instructor, the schedule of covered material may be adjusted during the course. Classroom and homework assignments may be assigned in progress during the course.

STATEMENT ON STUDENT EMPLOYMENT

Due to the rigorous academic and clinical curriculum, students are strongly urged to limit work hours to a maximum of 16 hour per week when carrying a full credit load during the semester. Students who work more than 16 hours per week could jeopardize their successful completion of the program.

ACADEMIC ADVISEMENT

Once accepted into the VTP, students will be advised by the Program Coordinator. While completing prerequisites, students will have been advised by Student Counseling or the Student Success Center. Students planning to apply to the VTP are encouraged to meet with the Program Coordinator to coordinate with their advisors.

The role of the academic advisor in the advising process is to:

- Counsel you on course selection.
- Refer you to appropriate student services as needed.
- Develop and suggest a program that is advisable for you to follow; i.e., advising on the number of credits that you will be able to handle, taking into account your other responsibilities with job, family, etc.

The role of the student in the advising process is to:

- Seek the counsel of your advisor during Early Registration and otherwise as needed.
- Access available student services as necessary.
- Make reasonable and realistic choices regarding your academic career that take into consideration balance with other life responsibilities.

NCC VETERINARY TECHNOLOGY PROGRAM OF STUDY

The Veterinary Technology program of study reflects a full-time curriculum plan that matriculated students are required to complete before graduation. Students may complete most of their general education courses before applying to the program. Non-veterinary courses must be taken no later than the semester listed in the plan of study but may be taken earlier; Veterinary Technology courses must be taken in the stated sequence unless prerequisites allow otherwise.

As the Program is being developed, course offerings may vary from the projected schedule and are subject to change. We will work with you to optimize your individualized progress through the curriculum.

Students must earn a "C" or higher in all program courses. Students who fail to complete required courses or meet the minimum grade requirement may be dismissed from the program. There may be pre-requisite courses that must be successfully completed prior to taking listed courses. *It is the responsibility of the students to know and meet all requirements for graduation, including core courses required by NCC.*

RECOMMENDED SEQUENCE OF STUDY*

SEMESTER 1, fall	15	SEMESTER 2, spring	15
MED 125 Medical Terminology	3	VET 151 Small Animal Vet Tech w/Lab	4
VET 100 Introduction to Animal Care	2	VET 152 Large Animal Vet Tech w/Lab	4
VET 101 Introduction to Vet Technology	3	VET 202 Vet Anatomy and Physiology II w/Lab	4
VET 201 Vet Anatomy&Physiology w/Lab	4	VET 250 Principles of Pharmacology Vet Tech	3
VET 102 Veterinary Office Communication and Management**	3		
SEMESTER 3, fall	14	SEMESTER 4, spring	15
VET 205 Vet Laboratory Procedures	3	BIO 235 Microbiology	4
VET 212 Principles of Imaging w/Lab	1	BIO 238 Parasitology	3
VET 230 Vet Anesth&Surg Nursing w/Lab	4	VET 220 Animal Pathology	3
Humanities elective (IDS)**	3	VET 240 Periodontology and Oral Radiology	2
Social Science elective	3	VET 280 Vet Tech Externship	1
		VET 281 Vet Tech Externship	2

* Course descriptions and prerequisites may be found on the VTP Guidelines and Admissions, the NCC catalog, or the VTP website: http://www.ncc.commnet.edu/dept/science/vet_tech/

**Veterinary Office Communication and Management (3 credits) is a proposed course, under curriculum development. May satisfy humanities requirement.

PROFESSIONAL BEHAVIOR STANDARDS: ACADEMIC COMPONENT

The student is expected to assume RESPONSIBILITY for the academic learning process by:

- Attending class and arriving on time.
- Bringing necessary and appropriate materials to class in preparation for classroom participation.
- Actively listening and paying close attention to the material being presented during class.
- Completing required and missed assignments.
- Understanding course syllabi, course requirements and course guidelines.
- Seeking help from the instructor(s) if material and information is unclear.
- Returning borrowed items (i.e., books, DVDs, and activity supplies) the next day after use.
- Properly maintaining classrooms and laboratory areas and returning supplies and equipment to designated areas.
- Respecting the instructor's policies regarding the use of personal electronic devices in class.

The students will DEMONSTRATE INTEREST in the academic process by:

- Seeking and utilizing suggestions and constructive criticism from faculty.
- Participating in class discussions and interactions.
- Responding to the needs of peers and faculty.
- Using class time to work in groups, reading assigned material, and discussing information with peers and faculty.
- Collaborating with students, faculty and other professionals appropriately.

Veterinary Technology is a *team*-oriented profession. Classroom and learning experiences will launch your collaboration as strong team members with a positive attitude.

PROFESSIONAL BEHAVIOR STANDARDS: STUDENT CONDUCT

Veterinary technology students are entering a profession that requires honesty and integrity. Students are expected to conduct themselves in a manner consistent with the highest standards of professional behavior and clinical practice at all times. Any violations of conduct or academic integrity will be dealt with according to the standards and practices outlined in this Student Handbook, the Norwalk College Student Handbook, and the Policy Manual of the Board of Trustees of the Connecticut Community-Technical Colleges, as well as any additional policies approved by the Board of Regents for Higher Education governing student conduct. Any student found to be in violation of these policies might be dismissed from the VTP.

The use of cell phones/smartphones/blackberries or electronic devices for making calls or text messaging is not permitted in the clinical area, college laboratory or classroom. The devices must be set to vibrate if brought to class, lab or clinical area. If the student disrupts other students, faculty or staff with the use of these devices or uses these devices inappropriately, the student may be subject to disciplinary action per college policy.

NCC-VTP students are reminded that posts to any and all social networking or social media (including personal Facebook, Twitter, personal blogs, and other types of social media accounts) must reflect the same behavioral standards of honesty, respect, consideration and professionalism that are expected in college and clinical environments. In any social media posts or communications, students must adhere to the same restrictions related to privacy for fellow students, faculty, and clients as they do in a classroom or clinical environment in accordance with federal Health Insurance Portability and Accountability Act (HIPAA) standards. Inappropriate use of social media by users with regard to the college, its faculty, students, clinical agencies or nursing clients is subject to disciplinary action.

A student's written work is expected to be original and done independently unless otherwise indicated. Footnotes and references must be used to acknowledge the source and avoid plagiarism in accordance with the American Psychological Association (APA) standards.

Selected portions of the NCC-VTP curriculum are taught, reinforced, or reviewed through the use of educational software/instructional media such as videotapes, computer programs, audio cassettes, DVDs and/or online learning activities. Students are required to adhere to all copyright policies.

CLASSROOM ATTENDANCE AND PUNCTUALITY

Your prompt and full participation in class, labs and clinical exercises demonstrates professionalism and respect for your studies, your colleagues and your learning environment. The syllabus for each course will state its attendance policy. Please refer to the syllabus for each course to determine what affect tardiness and/or absenteeism may have on your grade.

- If a student's attendance/ tardiness record is significant enough to disrupt the learning process, the instructor will notify the Program Coordinator. The Program Coordinator will then meet with the student to discuss the issue.
- If absent or tardy, it is the responsibility of the student to obtain all missed material. Make- up work will be at the discretion of the instructor.
- For absences due to religious beliefs or Jury Duty, students should confer with the Instructor and/or Program Coordinator prior to the absence.
- **Funeral Leave:** three (3) consecutive days shall be allowed for death in the immediate family without penalty. Immediate family shall include: spouse, child, parents, siblings, grandparents, grandchildren and in-laws.
- **Jury Duty:** Students chosen for jury duty will be required to submit official documentation from the court. Long-term service will interfere with meeting Program objectives.

* If serious and extenuating circumstances interfere with attendance, the student should consult with the Instructor and Program Coordinator. Such circumstances will be considered on a case by-case basis at the discretion of the Program Coordinator.

Attendance and promptness are mandatory!

PROFESSIONAL BEHAVIOR and DRESS CODE

Professional Behavior: Students are expected to exhibit professional conduct in all academic endeavors, interactions and experiences at all times. Veterinary Technology is a profession requiring a high standard of behavior. Veterinary Technicians have invested their time and are entrusted by the community with the care of client pets and animals and also represent their school and place of employment. Veterinary Technicians are legally bound to these ethical and moral obligations.

Dress Code: Each student must maintain a professional appearance at all times including clean hair and clothing and exemplary personal hygiene. Norwalk Community College and its clinical affiliates will expect you to practice all proper dress codes and safety during laboratory and classroom settings.

- Wear shoes that completely cover the feet. Non-skid shoes are recommended. Open toe shoes or sandals are prohibited.
- Wear either a lab coat over clothes or surgical scrubs. Pants must completely cover the legs. Skirts and dresses are discouraged unless required for religious reasons.
- 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. No artificial nails or nail polish should be worn due to potential flaking, and health issues with pathogens.
- Stud earrings may be worn; no loop jewelry (including facial jewelry) or long dangling earrings or necklaces may be worn at any time to help avoid injury from animals.

For visits to large animal facilities, you may need rubber washable boots (or work boots with rubber over boots), coveralls or scrubs that completely cover street clothing.

Clinical instructors reserve the right to dismiss or restrict a student from the clinical setting for failure to comply with the dress code and/or extremes in personal grooming.

ANIMAL USE POLICIES

The Veterinary Technology is a practically oriented, clinically based course of study. All entry-level skills, from basic handling and restraint through assisting in surgeries, will be demonstrated and learned on live animals. Extensive policies and guidelines are in place to ensure the safe and humane treatment of animals to provide primary educational experiences that benefit both the animal and the student. In addition, through the use of models, use of animals will be replaced and reduced and technique will be refined prior to the assessment of skills on live animals.

All clinical procedures and practices will be under the review of the NCC-VTP Institutional Animal Care and Use Committee (IACUC).

Norwalk Community College does not house animals; animals in the course will be either located at an off-site facility, or may be temporarily on-site at NCC in a pre-approved location for the duration of the class. Off-site facilities may include:

- Veterinary hospitals
- Research facilities
- Animal shelters
- Aquariums and zoos
- Farms

Animals may either be part of an existing client/patient/doctor (VPCR) relationship at a veterinary hospital, under the primary care of an animal shelter, or the legal property of a student or instructor in the course. Regardless of type of teaching site involved, animal care philosophy will always be considered using a veterinary/patient/client approach. Stress and pain will always be monitored and avoided.

Any services provided by the VTP are restricted to: faculty and staff of NCC, students currently enrolled in the VTP and area non-profit animal welfare agencies. We do not provide services to the general public and VTP faculty and staff may not establish a private VPCR with students or other faculty and staff. Each semester, the College community will be notified of available services and appointments will be taken on a first come first served basis. All animals utilized must meet the following standards:

1. Have no pre-existing medical conditions
2. Be easily handled by strangers
3. Provide proof of current vaccinations for Rabies

Students may only bring animals to class as required by the instructor, and the following rules apply:

1. Students should not arrive early to class if they have animals. Animals must be restrained (leashed or crated) at all times.
2. Transfer of animals to and from crates is only to be done with instructor supervision.
3. The instructor has the right to refuse any animal for any activity in any class if they feel it is unsafe for the students or the animal.
4. No animals are to be left unattended at any time.
5. All animals must have access to fresh water.
6. Student animal use waiver is signed and on record in advance (Appendix C)

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)

All programs in Veterinary Technology are required to have an *Institutional Animal Care and Use Committee* that oversees the care and use of animals used in the educational process of teaching students. This Committee reviews how many animals will be used in the process and how many times a student is allowed to practice an essential skill on any animal. Protocols are approved that define each skill taught in each course and instructors will structure teaching accordingly. It is important that you follow the directions of your instructors in order that we do our best to honor the protocols that are designed to minimize the stress placed on animals used in the program.

NON-COMPLIANCE WITH PROPER ANIMAL CARE PROCEDURES

If any individual is aware of potential violations of the existing animal care and use regulations or observes misuse or mistreatment of animals, they are encouraged to discuss their concerns in person, and report as necessary in accordance with Norwalk Community College complaint resolution processes:

1. The complainant should complete a Norwalk Community College, *Veterinary Technology Animal Care and Use Complaint Form* (Appendix C).
2. The complainant should first seek additional information by discussing the concerns noted in the Form with the course instructor in order to clarify that there is not a perception error.
3. If the course instructor has not provided resolution, the complainant should next bring their concern to the Veterinary Technology Program Director.
4. In the event that the concern has not yet been alleviated, the complainant should bring the concern to the Science Department Chair.

5. If the complainant feels the concern has still not been adequately addressed, or if the complainant feels for any reason that they cannot follow one or more of the preceding steps, then the complaint should be brought to the attention of the IACUC Committee.

The Veterinary Technology Program will not tolerate retaliation toward or harassment of any individuals who report actual or possible violations and will protect through anonymity the positions and reputations of those persons who in good faith make allegations of animal welfare violations.

The IACUC will review any allegations. The committee may designate an investigative sub-committee to investigate allegations and report any findings back to the IACUC. Investigations will be conducted carefully and discreetly.

TRAVEL TO OFF-SITE FACILITIES

Primary clinical instruction for small animal, farm animal, equine, and research animal labs and externships will be conducted off-site, and participation is required. Your instructor will notify you when these site visits will occur to allow you to plan accordingly for proper dress etc. You will also be responsible for your own transportation to and from these facilities. Carpooling and public transportation are encouraged. The College and the NCC-VTP are not responsible for parking or towing expenses or injury to property sustained at an off-site facility

PARTICIPATION IN HUMAN HOSPITAL SETTINGS

NCC-VTP students may have the opportunity to be involved with therapy animal as part of collaboration with the NCC nursing program. All regulations and procedures of the nursing program are applicable. If the clinical instruction is to be recorded for teaching purposes, the required waivers are in Appendix C.

AUDIO, VIDEO AND PHOTOGRAPHY OF CLASS ACTIVITIES

The VTP will have the opportunity to record and share our class activities for educational purposes, community outreach, and to publish our progress by means of newsletters, ePortfolios, newspapers, blogs, and other venues. All images and recordings will be accorded the same respect, responsibility and professionalism that the program asks of its students when sharing materials with each other and the public, especially through social media. Release forms for teaching records and media release are included in Appendix C. You are strongly encouraged to provide the release forms, however you are under no obligation to do so. If you have concerns about your privacy and how the material will be used, you are encouraged to discuss them with the Program Coordinator and the Public Relations Department.

VETERINARY TECHNOLOGY PROGRAM SAFETY POLICIES

RISKS ASSOCIATED WITH THE VETERINARY TECHNOLOGY PROGRAM

In addition to the possible exposure to animal bites and scratches, the following are potential risks associated with the veterinary technology program. Instructors and students should work together to minimize the potential of injury associated with each of these risks. Students are required to indicate that they understand these risks by signing the waiver in Appendix D.

- **Radiological:** X-ray exposure damage to organs and tissues is cumulative. X-ray exposure can also be detrimental to the proper development of the unborn child. A student who is pregnant will not be allowed to take radiographs, in order to prevent inadvertent exposure. Accommodations can be made to provide experience in this area without harmful exposure or students can choose to retake the course at a later date.
- **Chemical:** There are a variety of chemicals and therapeutic drugs used in the veterinary industry. Each has its own risks associated with the use and exposure. The following is a representative sampling of harmful substances: chemotherapeutic agents, gas anesthetics, pesticides, x-ray developing chemicals and cleaning compounds. Exposure to these chemicals can lead to congenital defects and miscarriage.
- **Biological:** Interaction with animals is an integral part of the veterinary technology program and comes with risks associated with zoonotic diseases. Parasites, bacteria, protozoa, and viruses can pose a danger to both students and an unborn child. Points of transmission include exposure to feces, physical contact with wounds, bites/scratches, needle sticks, and inhalation of particulate matter. Strict hygiene principles should be practiced to reduce the chance of contracting a contagious or zoonotic disease.
- **Physical:** The rigors associated with veterinary technician responsibilities can be strenuous and taxing. Instructors and fellow students should be recruited for assistance when necessary. Pregnant students should avoid lifting heavy objects and refrain from over exertion. See Appendix A for complete Physical Standards.

AGGRESSIVE ANIMAL POLICY

The veterinary profession requires working with animals on a daily basis. The risk of injury when working with animals is real and must be taken seriously. In working with animals you should always think about safety for yourself, your colleagues, the animal and its owner(s). Animals are unpredictable and you should always proceed with caution when handling animals. The training you have received in animal behavior and restraint is your first line of defense against personal injury. In order to create a safer environment the veterinary technology program will not use animals that are known to be aggressive in the

program. To maximize your safety, this is how to recognize and respond to an aggressive animal:

Definition and Behaviors

An aggressive animal is one with little or no provocation repeatedly exhibits aggressive behavior towards people or other animals. This behavior has the potential to harm either person or animal. Listed below are some of the common signs of aggressive behavior.

Dog:

Growling and showing of teeth, raised hair along the back, snarling, lunging, attempted biting, defensive posture.

Cat:

Defensive posture, growling, snarling, arched back with raised hair, hissing, attempted biting and swatting with paw.

Cattle:

Dropping head in defensive posture, head swinging, pawing at the ground, vocalization, charging at you.

Horse:

Ears pinned back, whinnying, head nodding or tossing, rearing onto back legs, striking with the front legs, attempted biting, pawing at the ground, trying to spin and kick with rear legs.

Sheep:

Dropping head in defensive posture, pawing at the ground, vocalization, charging.

How to respond to an aggressive animal in its pen or cage:

1. Close the gate or door and make sure it is latched
2. Place a dangerous animal sign on the gate or door
3. Immediately contact an instructor
4. Do not attempt to handle this animal

How to respond to an aggressive animal outside of its pen or cage:

1. Do NOT approach the animal
2. Slowly and quietly leave the area and secure the area by closing any doors or gates that may lead to other rooms or holding areas.
3. Immediately contact an instructor.

If you are currently restraining an animal that becomes aggressive:

1. Dog
 - a. Use the leash to maintain distance between you and the dog
 - b. Try to move the dog to another room to isolate from others

- c. If unable to relocate dog, have all others leave the room then isolate the dog in that room by closing all doors
 - d. Notify an instructor immediately
 - e. Do not attempt to capture on your own
2. Cat
 - a. Release the cat and allow the cat to create distance from you
 - b. Close all doors and windows to prevent escape
 - c. Contact an instructor immediately
 - d. Do not attempt to capture on your own
3. Cattle and sheep
 - a. Immediately create distance from the animal
 - b. Look for potential shields such as gates, panels, doors, cars, tractors, hay racks
 - c. Slowly exit pen, do not run unless absolutely necessary
 - d. Contact an instructor immediately
 - e. Do not attempt to reenter the pen
 - f. Secure any perimeter gates or doors to prevent escape
4. Horses
 - a. Try to create distance between you and the horse
 - b. Look for potential shields such as gates, panels, doors, buckets, etc.
 - c. Slowly exit the pen
 - d. Contact an instructor immediately
 - e. Do not attempt to reenter the pen
 - f. Secure any perimeter gates or doors to prevent escape

If you are attacked:

1. Cover vital areas
 - a. Head and neck
 - b. Front of chest
2. Curl into fetal position
3. Move to a safe area if possible

To further prevent possible injury students must do the following:

- Never work alone with animals, always have a classmate assist
- Use good judgment, if the animal exhibits aggressive behavior stop what you are doing and seek assistance from an instructor.
- Use protective equipment such as rabies pole, muzzles, cat bags, gates, panels, lead ropes, halters, and restraint gloves.
- When selecting animals from the shelters never select animals that exhibit aggressive or fearful behaviors. If there is any doubt leave the animal at the shelter.

VETERINARY TECHNOLOGY PROGRAM INJURY PROTOCOL

As stated above, it is the goal of all faculty and staff members employed by the NCC-VTP to provide a safe and secure learning environment for our students. However, working with live animals can create unexpected situations to which we must be prepared to respond. Outlined below are the steps to be taken should a student or faculty member experience an injury while on campus or engaged in an externship.

1. Students have the responsibility of reporting ANY injury (bite, scratch, fall) that occurs while engaged in department-sanctioned activities to the supervising faculty or staff member immediately. See Incident Report Form, Appendix C.
2. Faculty/externship supervisors should provide immediate assessment of the situation.
 - a. A first aid kit is available in the laboratory areas on campus for initial care
 - b. If incident occurs on campus, campus police will be notified as official first responders.
 - c. If incident occurs at an externship site, facility policy for emergency care will be followed.
 - d. Students will be directed to seek attention from their primary care physician or hospital emergency by emergency personal
3. If an animal is involved in the incident, the animal should be immediately confined and its Rabies vaccination status verified.
4. If the incident occurs on campus, and the faculty member is required to remain with the injured student another department faculty member should be notified to supervise remaining students.
5. If the incident occurs at an externship location, the facility supervisor should follow the protocol in place on site
6. If the incident involves injury to a faculty member, the above guidelines should be followed; in addition the faculty member should report the incident to Human Resources in a timely manner.
7. Bite or scratch first aid care:
 - a. *Place gauze or clean towel over the wound*
 - b. *Apply pressure and elevate to control bleeding*
 - c. *Wash the wound with chlorhexidine or betadine scrub for a minimum of 15 minutes*
 - d. *Thoroughly dry the wound*
 - e. *Apply a sterile bandage to the wound*

INCIDENT FOLLOW-UP

Any student who sustains an injury, including bites or scratches, in the college laboratory or at the clinical site will follow the policies of the institution. The student must report to the veterinary technology faculty immediately and complete appropriate forms.

In the event of student injury that necessitates student absence from clinical, the student must provide the Program Director with documentation from the associated health care provider of clearance to return to the NCC-VTP and to participate in clinical courses.

RABIES POLICY

NCC-VTP is a practically oriented, clinically based course of study. Many different species of animals from many sources will be handled and some of them may have undocumented immunization history or be feral. As Rabies is prevalent in Connecticut, NCC-VTP requires proof of Rabies immunity before any animal handling courses levels VET 151 and above. Proof may be demonstrated by a positive titer (if previously vaccinated) or recent immunization. Immunity to the Rabies vaccine generally lasts a very long time. For current information regarding vaccination, review the CDC guidelines:

<http://www.cdc.gov/vaccines/hcp/vis/vis-statements/rabies.html>

If you elect to waive Rabies vaccination, you will not be required to handle any animals that do not have a documented current Rabies vaccine. However, you will still be responsible for the clinical, hands-on master skills required by the AVMA. It may therefore require significant additional class time and effort on your part to complete the necessary skills. Making alternate arrangements is entirely the responsibility of the student. Future employers are likely to require Rabies immunization as a condition of employment, as veterinary technicians are considered at higher than average risk of exposure to Rabies.

Please sign and return the Rabies Form (Appendix D) to the Program Coordinator, retaining one copy for your records.

The three shot pre-exposure Rabies vaccination may be available from your physician, and at Passport Health facilities: <http://www.passporthealthusa.com/locations/ct/>

Norwalk Community College will make every effort to facilitate low-cost alternatives to the full-cost immunization series.

PREGNANCY POLICY

NCC is committed to providing you with the best educational experience possible. Along every step of the program, we have made extraordinary efforts to keep you safe and limit your exposure to possible hazards. In keeping with this high standard for safety, we feel it necessary to address the issue of student pregnancy.

Many of the chemicals we handle daily within the veterinary world pose potential threats to the fetus in nearly every stage of pregnancy. While the safety protocols and procedures

here at NCC are high, there still remains the potential for harm for a pregnant mother and her unborn baby.

Should you become pregnant while completing your Veterinary Technology degree, you must take the following steps so that we can work together and keep you safe. While we will attempt to maintain confidentiality, please understand that certain people (instructors, lab supervisors) at NCC **must** be notified to best assure your safety.

1. You are responsible for setting up a meeting with the Program Coordinator. At the first meeting the following information will be obtained:
 - Stage of pregnancy
 - Identify at what stage you are in your program
 - Your intention of continuing in your program or returning at a later date

2. You will have the option of either:
 - Taking a leave and returning to your program at a later date. If you leave in good academic standing, and provide at least 3 months notice, you will be readmitted to the program at the beginning of the semester which was not completed, on a space available basis. *OR*
 - Continuing on in your program, assuming and accepting the potential risks.

3. You will be required to review a checklist form (Appendix C) with your physician and return it to the Program Coordinator.
 - The form contains information that the physician and you should discuss pertaining to your pregnancy as it relates to the Veterinary Technology Program.
 - The form contains a place for you to sign stating that you have discussed the issues listed on the form with your physician. *In addition, your physician needs to sign the form. Depending on your current courses in the Program, you may be required to submit documentation from your physician at each check-up verifying that you may continue in the program.*
 - This form must be completed within the first 30 days of your pregnancy (or as soon as the pregnancy is known and/or diagnosed), to best assure that you understand the potential risks of remaining in the program for the remainder of your pregnancy.

4. Should you decide to remain in the program, you are required to notify instructors and/or assistants of laboratories and courses in which biological, chemical or radiological hazards are present about your condition. You will need to meet with each of your instructors and lab assistants to discuss the need to make any adjustments in your lab participation requirements. This may include some or all of the following courses:

Veterinary Anatomy & Physiology I and II
Small Animal Veterinary Technology
Veterinary Technology Externships I & II
Veterinary Anesthesia & Surgical Nursing
Veterinary Laboratory Procedures

Introduction to Animal Care
Large Animal Vet Technology
Microbiology
Principles of Imaging
Parasitology

AT NO TIME MAY A PREGNANT PERSON TAKE RADIOGRAPHS OR OTHERWISE BE EXPOSED TO IONIZING RADIATION. This includes handling animals or animal waste from patients treated with radioactive isotopes.

- Objectives for a laboratory or course exercise will not be waived; however, reasonable efforts will be made to provide for your safety needs.
- In the event that arrangements cannot be made and objectives cannot be reasonably met, you will receive an Incomplete (“I” grade) in the course, and you will receive *written* specifications on when and how objectives or time requirements are to be completed. Or, if the freeze date (last day to add/drop a course) for the semester has not yet passed, you can withdraw from the course and complete it at a later date.
- The instructor may determine and document in writing how the objectives of the course may be safely completed in an alternative manner.
- The Program Coordinator shall be kept informed of your status and the steps taken to accommodate your safety.

INSURANCE COVERAGE

All enrolled students are automatically enrolled in the School Time Injury Only Insurance Plan. School time is defined as the time a student is attending classes or participating in and traveling directly to or from an activity sponsored by the College. Additional optional Injury and Sickness Insurance is also available. For additional information on Injury and Sickness Insurance see the College Student Handbook. Professional liability insurance is also provided for students by the college of attendance. Students may also purchase additional professional liability insurance (recommended).

SCHOOL CANCELLATIONS AND EMERGENCIES

Adverse weather and emergency school closings are announced on local radio and television stations. The College voice mail system also records school closings. Students may call (203-857-7000) for school closing announcements or visit NCC’s Facebook page. You can also sign up to receive a Text Message announcement on your cell phone using the myCommNet Alert system. Please review NCC’s Emergency Action Plan on the main website, and <http://www.ncc.commnet.edu/pdf/CampusSafety.pdf> (Appendix B).

VETERINARY TECHNOLOGY ADMINISTRATIVE POLICIES

NONDISCRIMINATION POLICY

The Community College system of the state of Connecticut will not discriminate against any person on the grounds of race, color, religious creed, sex, gender identity or expression, age, national origin, ancestry, present or past history of mental disability, genetic information, marital status, mental retardation, sexual orientation, learning disability, or physical disability, including, but not limited to, blindness, or prior conviction of a crime, unless the provisions of sections 46a-60(b), 46a-80(b), or 46a-81(b) of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups. With respect to the foregoing, discrimination on the basis of sex shall include sexual harassment as defined in section 46a-60(8) of the Connecticut General Statutes. Although it is recognized that there are bona fide occupational qualifications that provide for exception from employment prohibitions, it is understood these exceptions are to be applied pursuant to section 46a-68-33 of the administrative regulations.

Further, the system will not discriminate against any person on the grounds of political beliefs or veteran status.

SATISFACTORY PROGRESS

To remain in the Veterinary Technology Program, satisfactory progress must be achieved and standards met through out the course of study. The following indicate lack of satisfactory progress and mandate withdrawal from the Program:

1. Failure to achieve a grade of "C" (73%) in all of the indicated courses in the Vet Tech curriculum
2. Excessive absenteeism-as described in individual course syllabi
3. Failure to achieve a "Pass" grade in the externship components
4. Failure to complete the required 240 hours of clinical externship
5. Failure to complete the Program requirements within five (5) years of entering the Program

DISCIPLINARY POLICY AND PROCEDURES

If a student fails to adhere to the established standards and policies of the Instructors, Program and/or College, the following will occur:

1. Upon a first occurrence the student will receive a verbal warning from the Instructor, Clinical Coordinator and/or Program Coordinator, and a counseling form will be completed for the student's file.
2. Upon a second occurrence the student will receive a written warning from the Instructor, Clinical Coordinator and/or Program Coordinator with specific goals and deadlines set forth for the student. The student must satisfactorily meet the specific goals and deadlines outlined in the warning. The student will be considered on probation until all goals and deadlines are met. This may result in suspension from field placement until the outlined goals and deadlines are met. The written warning will be included in the student's file.

A student's failure to meet outlined goals and deadlines will result in the following: dismissal from a professional course, dismissal from clinical field placement, and/or ultimately dismissal from the Program. The dismissed student will be required to withdraw or he/she may risk failure.

DISMISSAL FROM PROGRAM

The following constitute offenses that may result in the dismissal process being initiated against an individual enrolled in the Veterinary Technology Program.

1. Unsafe Clinical Practice
2. Violation of academic honesty
3. Any occurrence of unethical or unprofessional behavior
4. Any occurrence of alcohol and/or chemical abuse.
5. Cessation of attendance in classes without notification of the Program Director

READMISSION POLICY

College Policy:

The following students must apply for readmission prior to registration in any given semester: students who have not been matriculated and enrolled in the College within the previous 5 years; students who have graduated from the College; and students in selective admission programs (Nurse Education, Physical Therapist Assistant, Occupational Therapy Assistant, Radiologic Technology, Respiratory Care, Medical Assisting Certificate, Veterinary Technology, Surgical Technician Certificate, and Practical Nursing Certificate) who have interrupted their sequence of professional course with a course withdrawal, course failure, and/or semester stop out. Students in health professions programs seeking readmission must meet current Program and College admission requirements, and follow the specific policies and procedures defined by the individual Programs*. Readmission to health profession program is not automatically guaranteed. If readmitted, students are permitted only one readmission to their program on a space available basis with approval by the Program Director/Department Chair.

Veterinary Technology Program Readmission Policy:

Formal readmission to the Veterinary Technology Program is required for any matriculated student who has interrupted his/her sequence of courses as designed in the Program of study by any of the following:

1. course failure
2. course withdrawal
3. semester stop out

The formal readmission process and procedures **require the student to initiate and complete the following steps:**

1. Set up an initial meeting with the instructor and Program Coordinator within ten (10) days of course withdrawal and/or failure and within one (1) month of the end of the stop out semester.
2. Submit a detailed letter to the Program Coordinator addressing specific changes to be made to enhance academic success within ten (10) days of the initial meeting.
3. Participate in a follow-up meeting with the Program Coordinator within ten (10) days of receipt of the letter to discuss the determination of readmission status and conditions of continues enrollment

Complete and resubmit the Veterinary Technology Program Admission Form (see Admission and Guidelines)

In accordance with the College's readmission policy, all matriculated students have **one (1)** opportunity to be readmitted to the Veterinary Technology Program. Readmission will be based upon academic and clinical performance, personal circumstances, documented plan for future success and space availability. Students, who are readmitted, must meet current program requirements including:

1. updated health forms
2. proof of health insurance

WITHDRAWAL FROM PROGRAM

Prior to withdrawing from the Veterinary Technology Program, it is highly recommended that the student make an appointment with the Program Coordinator. It is necessary to officially withdraw from the College by making written application in the Registrar's office. **Students who do not formally withdraw will receive an "F" grade for the enrolled courses.** Failure to follow the official withdrawal procedure may also result in the College giving incomplete or inaccurate transcript information. Refer to the College Handbook, Academic Standing for more information.

Withdrawal for reasons of pregnancy follows the procedures as outlined in the Handbook.

STUDENT GRIEVANCE

The Veterinary Technology Program faculty supports the “Student Grievance Procedure” of Norwalk Community College, available online through Student Services. It is recommended that students review and become familiar with Student Services policies and procedures.

CRIMINAL OFFENSE RECORD INVESTIGATION POLICY

Certain clinical rotations may require background checks, drug testing, physical examinations, uniforms, and or other related equipment. These are the responsibility of the student to provide and are not facilitated by the college. Many employers also require background checks.

Norwalk Community College students utilize Certified Background,

<https://www.certifiedbackground.com>

Appendix A

Technical Standards for Veterinary Technicians

General Job Description:

- Utilizes scientific principles to assist the veterinary practitioner in the identification, prevention, remediation, research and treatment of acute and chronic illnesses found in domestic animals, both large and small.
- Demonstrates the ability to restrain a variety of fractious animals with maximum concern for human and animal safety and patient stress level.
- Reviews existing data and assists in the collection of additional data and samples from a variety of species.
- Assists the veterinarian in the administration, dispensation and usage recording of a variety of pharmaceuticals.
- Places and maintains intravenous catheters, induces and monitors patients during general anesthesia, assists the veterinarian during surgical procedures, assists in euthanasia, takes and processes radiographs.
- Operates and maintains a wide variety of equipment including but not limited to:
 - Automated chemistry profile units
 - Pulse oximeters
 - EKGs and blood pressure monitors
 - Cavitrons
 - Autoclaves
- Documents necessary information in the patient's medical record and on other forms, and communicates this information to co-workers.
- Uses problem solving to identify and correct malfunctions in commonly used hospital equipment.
- Demonstrates appropriate interpersonal skills to work productively with patients, families, staff and co-workers.
- Accepts directives, demonstrates appropriate initiative, maintains confidentiality and upholds the ethical standards of the profession.

**Students MUST meet the following technical standards OR contact
Student Support for information about The Americans With
Disabilities Act.**

PHYSICAL STANDARDS		
<i>O = occasionally; F = frequently; C = constantly</i>		
Lift:	up to 55 pounds to assist moving patients	F
Stoop:	adjust equipment	F
Kneel:	perform CPR	O
Crouch:	locate and plug in electrical equipment	F
Reach:	5½' above the floor to move animals in upper level cages	C
Handle:	small and large equipment for storing, retrieving, moving	C
Grasp:	syringes, laryngoscope, endotracheal tubes.	C
Stand:	for prolonged periods of time (e.g., deliver therapy, check equipment)	C
Feel:	palpate pulses, access veins, skin temperature	C
Push/Pull	large, wheeled equipment. e.g., mechanical ventilators, anesthesia machines	C
Walk:	For extended periods of time, for all areas in and around an animal care facility	C
Manipulate:	knobs, dials associated with diagnostic/therapeutic devices	C
Hear:	verbal directions, client communication	F
	gas flow through equipment, alarms, stethoscope sounds,	C
See:	Patient skin and mucous membrane color, attitude	F
	mist flowing through tubing, shapes and forms associated with radiographs	F
Talk:	Communicate goals and procedures to colleagues and clients, in English	C
Read:	Typed, handwritten and computer information in English	C
Write:	Record pertinent information (e.g., patient evaluation data, therapy outcomes) in English	C
MENTAL/ATTITUDINAL STANDARDS		
	Prioritize multiple tasks.	C
	Exhibit social skills necessary to interact effectively with patients, clients, supervisors, and co-workers of the same or different cultures such as respect, politeness, tact, and collaboration.	C
	Maintain personal hygiene consistent with close personal contact associated with patient care.	C
	Display attitudes/actions consistent with the ethical standards of the profession.	C
	Function safely, effectively, and calmly under stressful situations.	F
	Maintain composure while managing multiple tasks simultaneously.	F

Appendix B
Norwalk Community College
Campus Safety

EMERGENCY NUMBERS

POLICE or AMBULANCE (city emergency services)
from any college telephone 9-911
from any pay telephone 911
Security Emergency extension 3911
First aid kits available at both East and West Campus Lobbies
Security East extension 7223
Security West extension 7155

EMERGENCY INFORMATION

In Case of Fire

- When the alarm sounds, leave the building immediately.
- In a fire drill, everyone is expected to leave the building. Take your valuables and walk to the nearest exit.
- Do not use the elevator. When outside, move 100 feet from the building. Return to the building only when the recall is announced.

Medical Emergency Procedures

NCC has three Automated External Defibrillators (AED) on campus. They are located at the East Campus Information Desk, West Campus Main Security Desk and Fitness Center Desk.

If the victim is unconscious, having a seizure, chest pain, difficulty breathing or other life threatening signs of distress, or when not sure:

STEP 1

- Call 9-911 – from any college telephone
- Call 911 from any pay telephone

Request that an ambulance and police be sent to Norwalk Community College, 188 Richards Ave. Please emphasize your location within the East or West campus building.

STEP 2

Notify Security at extension 3911

STEP 3

In case of breathing or heart problems the first three to five minutes of an emergency is crucial. If there is no pulse or breathing begin cardiopulmonary resuscitation (CPR), or use the automated external defibrillators (AED) located in both the East and West Campus lobbies, **if trained**. (Ask Security to bring the defibrillator with them when you call 3911.)

NCC's Mission

Norwalk Community College is a leader and partner in the academic, economic and cultural life of Fairfield County, providing comprehensive, accessible, innovative and affordable learning to diverse populations.

NCC strives to provide a safe and respectful environment to all. By maintaining a zero-tolerance policy with sexual harassment and discrimination, as well as working closely with the community and state law enforcement, NCC continuously seeks to foster a peaceful, safe learning and working environment.

This brochure provides information about safety and security at Norwalk Community College.

EQUAL OPPORTUNITY

Norwalk Community College, guided by an affirmative action plan approved by the Board of Trustees of Community Colleges, complies with all federal and state regulations and statutes that provide for equal opportunity for all. Questions should be directed to Virginia DellaMura, Director of Human Resources.

EMERGENCY EVACUATION PLANS AND DIRECTIONS

In the event of an emergency and for general evacuation:

ACTIVATE the nearest fire alarm pull box. They are located on every floor near the stairways and exits.

CONTACT Campus Security at extension 3911 from any phone on campus.

EVACUATE the building by walking down the stairs.

DO NOT USE ELEVATORS!

IF YOU ARE NOT ABLE TO USE THE STAIRS, REMAIN IN THE ASSEMBLY AREA UNTIL HELP ARRIVES.

Safety assembly areas are in the stairwells of each floor. Personnel will arrive to assist individuals with disabilities.

ACTIVATE • CONTACT • EVACUATE

11/06

Campus Safety

ncc.comnet.edu



Norwalk Community College

CAMPUS SAFETY

REPORT ON CAMPUS CRIME

Norwalk Community College provides its "Report on Campus Safety" in compliance with Public Act 90-259, "An Act Concerning Campus Safety." This report is available to any applicant, student, or employee who requests a copy.

NCC's Department of Campus Safety and Security is located at the East Campus Information Desk. Security officers are stationed in the lobbies of the East Campus, West Campus, and C.I.T. building. Routine patrols are made through the buildings and in the parking lots.

College personnel supervise the security force, which is contracted through a private security company selected through the State bid process. The current contract security company at NCC is Integrated Security Services, Inc.

On occasion the Norwalk Police Department or the State Police respond to calls at Norwalk Community College. The Norwalk Police respond to problems involving persons or personal property. The State Police respond to problems involving State property. A list of all emergency numbers is located at the Information Desk located in the East and West Campus lobbies.

Any criminal or suspicious activities that occur on the grounds of the NCC campus are reported to Security at extension 3911, or the Director of Campus Safety and Security at extension 7219.

All classrooms and halls on campus are equipped with telephones which have the college's emergency telephone numbers affixed to them. City emergency services (Police or Ambulance) can be reached by dialing 9-111 from any phone on campus. Emergency telephones are also located at the ends of all corridors on both campuses.

Campus Security is present on our campus at all times when the buildings are open. Escorts are available, upon request, for students, staff, and visitors.

UNIFORM CAMPUS CRIME REPORT

Norwalk Community College, in accordance with Connecticut Public Act 90-259, is required to annually prepare a "Crime Report." This report reflects the crime statistics on the college's campus for the preceding calendar year.

Each Annual Report includes the number of students, the number of full-time employees, and the number of incidents reported. For 2005-2006, NCC's annual totals are more than 11,000 students and 249 full-time employees.

Crime Statistics are reported for the categories included in Part 1 of the FBI's "Crime Report." For the 2005 calendar year, crime statistics are as follows:

CATEGORY	# OF INCIDENTS
Larceny (MV)	2
Larceny (Other)	11
Assaults	2
Accidents (MV)	4
Accidents (Medical)	11
Medical Assistance	12
Criminal Homicide, Murder (and not non-neglect manslaughter), Negligent Manslaughter, Sex Offenses, Forcible Sex Offenses, Robbery, Aggravated Assault, Burglary, Arson and Hate Crimes	0

WEAPONS POLICY

All weapons including firearms, ammunition, knives, explosives and fireworks are prohibited from college property.

The Clery Report requires NCC to disclose the number of persons who were referred for campus disciplinary action for weapons, drug and alcohol violations.

CATEGORY	# OF INCIDENTS
Weapon	0
Drug	0
Alcohol	0

ALCOHOL AND DRUG POLICY

Norwalk Community College's standards of conduct are in compliance with Public Law 101-226, The Drug Free Schools and Communities Act of 1989.

The standards of conduct prohibit unlawful possession, use, or distribution of illicit drugs or alcohol by students and employees on the college campus or at college activities.

Any person knowingly and unlawfully possessing, using, transmitting, selling, or being under the influence of any dependency producing drug or alcohol on campus or at any college sponsored activity or event may be subject to disciplinary action.

SEXUAL HARASSMENT POLICY

Sexual harassment is a form of sex discrimination which is illegal under state and federal law and is also prohibited by the Board of Trustees' Nondiscrimination policy. The Board's policy recognizes that sexual harassment undermines the integrity of employer-employee and student-faculty-staff relationships and interferes with the right of all members of the college community to work and learn in an environment free from harassment. Such conduct will not be tolerated.

SEXUAL ASSAULT

NCC encourages victims of sexual assault to report the crime to security immediately. Security will contact the police for you, and will assist with filing a college incident report.

The Fairfield County Women's Center on the West Campus can provide information regarding community help resources.

PERSONAL SAFETY

In any environment, it is important to be alert for your own safety and security. Please follow the recommendations below:

- Pay careful attention to your personal belongings
- Keep purses, gym bags, book bags and wallets in your view or under lock and key
- Because textbooks are expensive, they may be a temptation to a thief. Put your name on each book, and do not leave them unattended
- Lock your car doors each time you leave the car
- Leave nothing in your car within view of a potential thief
- Do not store your books on the back seat
- Have your car keys in hand before leaving the building
- Evening students in particular are encouraged to walk in groups to cars and bus stops when leaving the building
- Escorts are available to walk you to your vehicle. Call Security at extension 3911

Appendix C

Supplemental Forms

Incident/Injury Report Form

Veterinary Technology Program
Norwalk Community College

Instructions for use: complete to document any injury involving a student in the veterinary technology program that occurs during the course of academic instruction. Events to be documented include, but are not limited to: animal bites, animal scratches, accidental needle punctures and slips or falls. This form should be completed and submitted to the Program Director within twenty-four hours of the incident.

Date _____ Time _____

Location _____

Student Name _____

Banner ID @ _____

Instructor _____

Description of Injury _____

Institutional Response to Incident _____

**NCC VETERINARY TECHNOLOGY PROGRAM
COUNSELING FORM**

This form serves as documentation of a counseling meeting with held on _____.

His/her performance/status in the course _____ is not consistent with successful completion of this component of the Veterinary Technology Program.

Area(s) of concern discussed:

ACADEMIC COMPONENT:

CLINICAL COMPONENT:

Seek assistance from:

___ Member of the Faculty

___ Student Support Services

___ Division Chair

___ Financial Aid

___ Program Director

___ Other

Signed: Program Coordinator/Instructor: _____

Date: _____

I have read and received a copy of the above regarding my status in the Veterinary Technology Program.

Signed: Student _____

Date: _____

NCC VETERINARY TECHNOLOGY PROGRAM WARNING FORM

(Printed student name) _____ is hereby placed on warning for unsatisfactory academic/clinical performance (as documented below and/or on the Counseling Form). This could interfere with the successful completion of course requirements and/or the Program if the student does not meet the specific goals and deadlines.

Signed: Program Coordinator or Instructor: _____

Date: _____

Signed: Student _____

Date: _____

PREGNANCY POLICY SIGNATURE PAGES (2)

Please make two copies; please keep one copy for your records and return one copy to Anne C. Hermans D.V.M., Program Coordinator.

Once you have read and understood the above information regarding the issue of pregnancy while enrolled in the Veterinary Technology Program, and discussed the checklist with your physician, please complete both pages. *Your physician must also sign the checklist.* Please feel free to contact us at any point, should you have any questions.

I have read the above information and understand the importance of following the above listed steps to create the safest environment, should I become pregnant during my completion of the Veterinary Technology Program.

I understand that it is my responsibility to report my pregnancy to my Program Coordinator, as well as to any instructors or assistants of any classes that utilize potential biohazards so that any changes can be made in my course/lab participation.

I understand that it is also my responsibility to maintain an awareness of what may be potentially hazardous and to approach my instructors/assistants if am unsure.

It will be my responsibility to discuss with my physician, using the attached Physician Visit Checklist for Pregnancy, the potential risks to my unborn child and me, thus making the decision to complete the program while pregnant or to return at a later date. In addition, it will be my responsibility to obtain monthly written documentation from my physician indicating that I may continue in the Veterinary Technology Program.

I accept the responsibility of understanding precautions necessary to decrease my risk and exposure, should I decide to continue my educational progress in the Veterinary Technology Program while pregnant and will not hold NCC or its employees liable for any complications.

SIGNATURE _____

PRINTED NAME _____

DATE _____

Physician Visit Checklist for Pregnancy

My Physician has discussed the following with me concerning potential risks to the fetus and myself. *My Physician has also signed, below.*

1. Exposure to anesthetic gases
2. Exposure to the rabies vaccine (both pre- and post-exposure)
3. Exposure to teratogens including cytotoxic compounds, chemical agents, sterilizing agents, cleaning agents, preserving agents and fixing agents
4. Exposure to hormones (e.g., prostaglandins and progesterones)
5. Exposure to ionizing radiation and other sources of radioactive materials
6. Exposure to zoonotic diseases including, but not limited to, leptospirosis, salmonellosis, toxoplasmosis, brucellosis, cat scratch disease, fungal diseases, psittacosis, rabies, Lyme disease, tuberculosis, West Nile virus
7. Traumatic injury including, but not limited to, bites, kicks, scratches, possible electrical hazard exposure from equipment

I have discussed the possible risks with my physician and take full responsibility for my decision to continue with the Veterinary Technology Program. I understand as a Veterinary Technology student there are inherent risks in my profession; and I accept the responsibility of understanding precautions necessary to decrease my risk and exposure as I complete my educational process in the Veterinary Technology Program

Student Signature _____

Date _____

Physician's name (print): _____

Physician's signature: _____

Hospital, clinic, or address: _____

City, State and Zip _____

NORWALK COMMUNITY COLLEGE

Veterinary Technology Animal Care and Use Complaint Form

Please use this form to submit a question, concern or complaint regarding the treatment of any animal used for teaching purposes in the Veterinary Technology Program.

Mail to:
Lois Aime
Director, Information Technology
Norwalk Community College
188 Richards Ave.
Norwalk, CT 06854-1655

Or if the concerns are of an immediate nature, bring it to the front desk of the Science Department and it will be placed in the Veterinary Technology mailbox and delivered to the Chairman of the IACUC for review.

DATE OF INCIDENT: _____ TIME OF INCIDENT: _____

SPECIES OF ANIMAL INVOLVED IN INCIDENT: _____

AGE/SEX/OTHER IDENTIFYING CHARACTERISTICS OF ANIMAL INVOLVED IN INCIDENT:

NAMES OF INDIVIDUALS INVOLVED WITH INCIDENT (Please identify instructor and students as relevant.)

LOCATION OF INCIDENT:

DESCRIPTION OF THE INCIDENT PROMPTING CONCERN (attach another page if necessary):

Optional: Name: _____
Contact Information: _____

Please check off which of the following were approached regarding this incident and the action taken. Each professional who reviews the complaint must attach a signed letter including interpretation and course of action.

- Course Instructor
- Veterinary Technology Program Director
- Institutional Animal Care and Use Committee

RELEASE FOR NON-PROGRAM ANIMAL

I hereby consent to the use of my animal companion at Norwalk Community College for educational purposes in the Veterinary Technology Program.

I understand that while every effort is made to insure patient and student safety, animals are unpredictable and unintended injuries may result. I release NCC, its students and instructors from any liability.

My Pet's Name _____

Date(s) to be used: _____

Reason(s) for use: _____

Species of animal: _____

Description (signalment) of animal: _____

Comments on temperament: _____

Owner(s) printed name: _____

Address: _____

Phone number: _____

e-mail: _____

Banner ID @: _____

____ My pet is currently vaccinated for Rabies (please attach proof of vaccination)

____ My pet is a species that is not routinely vaccinated for Rabies.

Signed: _____

Date: _____

Please return this form along with proof of Rabies vaccination (species depending) to the Veterinary Technology Program Coordinator. Keep a copy for your records.

AUDIO/AUDIOVIDEO RECORDING/PHOTOGRAPHING AGREEMENT

I acknowledge that faculty of the Norwalk Community College's Veterinary Technology Program (NCC-VTP) allow students to audio and/or audiovideo record and/or take photographs during classes and on campus laboratory sessions as students deem necessary for enhancement of their studies.

In agreeing to this both the Student and the College recognize that:

1. the audio/audiovideo recording/photography may affect others in the course, including faculty and students, including the extent to which their participation may be affected by the audio/audiovideo recording/photography.
2. both the Student and the College acknowledge that there are legitimate interests involving copyright, academic freedom of the College, the instructor and the student's classmates, the Family Education Rights and Privacy Act (FERPA) regarding the privacy of recorded student information and expectations of others regarding having their identity and statements being recorded/photographed.
3. in order to balance the numerous interests of all concerned and to minimize the possible disruption and/or distraction that may result from the audio/audiovideo recording/ photography of a class or laboratory session, the Student and the College mutually and voluntarily enter into the following agreement

With the understanding that I am being allowed to audio/audiovideo record and/or photograph veterinary technology classes and on campus laboratory sessions for my personal, academic use, I agree not to copy or reproduce the audio/audiovideo recording and/or photograph, nor allow anyone else to copy, reproduce or use these materials, and I agree to not make any portion of the recording or photograph available on social networking or internet sites without the express permission of the Instructor.

In particular, and as a condition of this agreement, I expressly agree to the following: I will turn off the recorder and/or camera during class or erase portions when requested;

I will not share the contents of the audio/audiovideo recordings and/or photograph with anyone whatsoever; I will not allow anyone to use the audio/audiovideo recordings and/or photographs for any purpose;

I will not make, or allow anyone to make, copies of the audio/audiovideo recordings and/or photographs; I will not transfer the contents of the recorder and/or camera to any other media nor will I transfer the contents electronically, by uploading, by downloading or in any other manner whatsoever; I will keep such audio/audiovideo recordings and/or photographs within my exclusive possession and control at all times and at all locations; I will not make, or cause to have made, a written transcription in any form of the contents of the audio/audiovideo recordings (other than personal notes for my sole and exclusive use).

I agree to comply with the policies stated within the Handbook and with the terms of the AUDIO/VIDEO RECORDING/PHOTOGRAPHING AGREEMENT,

I acknowledge that prior to signing I have been provided the opportunity to seek further clarification.

I understand that this statement will be placed in my Veterinary Technology Program student record.

Student Name (Print): _____

Banner ID @: _____

Signature: _____

Date: _____

NCC Model Release

I hereby give to Norwalk Community College and NCC Foundation, Inc.:

a) the unrestricted right and permission to copyright and use, re-use, publish, and republish photographic portraits or pictures of me or in which I may be included intact or in part, composite or distorted in character or form, without restriction as to changes or transformations in conjunction with my own or a fictitious name, or reproduction hereof in color or otherwise, made through any and all media now or hereafter known for illustration, art, promotion, advertising, trade, or any other purpose whatsoever.

b) I also permit the use of any printed material in connection therewith.

c) I hereby relinquish any right that I may have to examine or approve the completed product or products or the advertising copy or printed matter that may be used in conjunction therewith or the use to which it may be applied.

d) I hereby release, discharge and agree to save harmless Norwalk Community College and the Norwalk Community College Foundation, Inc., its heirs, legal representatives or assigns, and all persons functioning under its permission or authority, from any liability by virtue of any blurring, distortion, alteration, optical illusion, or use in composite form whether intentional or otherwise, that may occur or be produced in the taking of said picture or in any subsequent processing thereof, as well as any publication thereof, including without limitation any claims for libel or invasion of privacy.

e) I hereby affirm that I am over the age of majority and have the right to contract in my own name. I have read the above authorization, release and agreement, prior to its execution; I fully understand the contents thereof. This agreement shall be binding upon me and my heirs, legal representatives and assigns.

Print Name: _____

Signed: _____

Dated: _____

Address: _____

City: _____

State/Zip: _____

Phone: _____

Email: _____

Appendix D

Required Forms

RABIES PRE-EXPOSURE VACCINATION

Please complete this form in addition to the NCC Health Professions Immunization form. In order to enroll in the professional courses of your program of study, you must submit both forms completed in their entirety.

Return Rabies documentation to: Anne C. Hermans D.V.M., Veterinary Technology Program Coordinator, Norwalk Community College, 188 Richards Avenue, Norwalk CT 06854-1655. Form must be on file before the start of VET 151.

Student Name: _____ **DOB:** ___/___/___

Please check one of the three option boxes below to meet this health requirement.

Rabies Immunity (required):

- a. My healthcare provider verifies that I have been immunized for Rabies:

	Date given
Dose 1	
Dose 2	
Dose 3	

Vaccine protocol: A series of three injections given at intervals of 1, 7, and 21 or 28 days

Healthcare Provider Signature:

(Required) _____

Medical Facility Address: _____

Telephone Number: _____

- b. I have attached a laboratory report documenting positive immune status to rabies within the last three (3) years.
- c. I have reviewed the CDC vaccine information sheet regarding rabies and understand the risks and have chosen not to be immunized.

Student Signature: _____ **DATE:** _____

DANGEROUS ANIMALS AND ZONNOSES

By signing this waiver I attest that I understand the potential risks and hazards of dealing with live animals as a part of my participation in the Veterinary Technology Program.

I understand that my instructors and clinical affiliate supervisors will do their best to inform me of and protect me from situations that might be dangerous; however, I also understand the inherent risks associated with animals and this field.

I understand that my participation in the Veterinary Technology Program might potentially put me in direct contact with aggressive and/or dangerous animals as well as potential zoonotic diseases (diseases that can be transmitted from animals to humans). I also understand that I will be exposed to a number of animals that might present risk of injury just given their size and weight. Again, I understand that Program personnel will attempt to limit these types of exposures as much as possible, but I fully accept the potential risk presented by dangerous animals and/or zoonotic disease as a part of my participation in the Veterinary Technology Program.

I acknowledge that it is my responsibility to remain informed regarding potential risks and request clarification of procedures if necessary. I will also comply with all safety practices as recommended by my instructors and clinical affiliate supervisors.

I understand that this applies to any and all experiences at Norwalk Community College and affiliated facilities, and that it is my responsibility to inform my instructors and clinical affiliate supervisors if I have not yet had the opportunity to be adequately trained for a requested procedure.

Student Signature: _____

Name (print): _____

Date: _____

Please make two copies; keep one copy for your records and return one copy to Anne C. Hermans D.V.M., Program Coordinator

STUDENT RECEIPT OF PROGRAM HANDBOOK

It is the responsibility of each student to review and understand the Veterinary Technology Program Student Handbook. Please feel free to ask any of the Veterinary Technology faculty questions. Failure to read the information contained in the Student Handbook is not considered an excuse for non-compliance or lack of understanding.

The Veterinary Technology Program may change policies or revise information deemed necessary due to institutional and program circumstances, especially as the Program works toward accreditation process. Students will receive notification of Handbook updates whenever policies or information is substantively changed during the academic year.

I have read, understand, and agree to comply with all policies stated in the Veterinary Technology Program Handbook.

Student Signature: _____

Name (print): _____

Date: _____

Please make two copies; keep one copy for your records and return one copy to Anne C. Hermans D.V.M., Program Coordinator

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Norwalk Community College Physical Therapy Assistant Program

Norwalk Community College Nursing Program

Association of Veterinary Technician Educators

Committee on Veterinary Technician Education and Activities

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