



Lake Technical College

2020 - 2021

Master Plan of Instruction
Veterinary Assisting

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The mission of Lake Technical College is to be an integral component of the economic growth and development in our communities by offering a variety of high quality career-education and training opportunities.

Lake Technical College does not discriminate on the basis of race, religion, color, national origin, gender, genetic information, age, pregnancy, disability, or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

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INTRODUCTION / GOALS

The Veterinary Assisting Program is a 750-hour program. This program is designed to introduce Veterinary Assisting students to the essential skills and knowledge necessary to be an entry-level veterinary assistant. This includes basic coverage of anatomy and physiology, as well as extensive coverage of human-animal relationship, proper handling techniques, and clinical procedures. Program hours are from 8:00 am to 4:00pm Monday through Thursday.

The goals of the Veterinary Assisting program are to prepare students to successfully enter the workforce as a veterinary assistant, with the relevant academic knowledge and technical skill to become state certified. In addition, students in the program will be responsive to the needs of the community and the role the veterinary assistant will serve in meeting those needs.

VETERINARY ASSISTING PHILOSOPHY

We believe the dignity and worth of the individual in our democratic and ever-changing society fosters self-reliance. We must acknowledge individual differences and show respect for the right of the individual to seek fulfillment of spiritual, emotional, mental, physical, and socio-economic needs. In addition to the required skills and knowledge, instruction emphasizes good professional skills, desirable personal characteristics, and effective interpersonal relationships, and leads to a productive life as a contributing member of the community.

We believe the veterinary assistant curriculum must be competency-based and include formal course work skills, practice laboratories and clinical experience. We believe continuous evaluation of a student's progress is necessary in measuring the effectiveness of the instruction and in achieving the stated objectives of the program.

We further believe veterinary assisting education is a continuous process, which must persist after completion of the program to keep the practitioner accountable for and alert to current trends and practices in the care patients.

PROGRAM GOALS AND EXPECTATIONS

TESTING REQUIREMENTS

All applicants for Career and Technical Education (CTE) programs 450 hours or more, with the exception of Florida Law Enforcement Academy applicants, must take a state mandated basic skills examination. Scores are good for two years and must be valid at the time of enrollment.

Assessment instruments meeting this requirement include (must be within 2 years of enrollment to be considered valid):

- A **common placement test** where a minimum score has been achieved pursuant to Rule 6A-10.0315, F.A.C.;
- Tests of Adult Basic Education (**TABE**) 11 & 12; and,
- 2014 GED® Tests: **Reasoning through Language Arts** and/or **Mathematics Reasoning** where a minimum score (145) as required in Rule 6A-6A.6.021, Florida Administrative Code (F.A.C.) has been achieved.
- CASAS Goals

Applicants transferring appropriately leveled TABE, GED test sections, or common placement tests must do so by having an official score report sent directly to the Admissions Office prior to enrollment in the program. Scores brought by hand will be accepted only if document provided by the outside testing center is in a sealed envelope. **Standardized tests scores are valid for two years.**

Several exemptions to basic skills testing are accepted. In order to be exempt, a student must submit official documentation to a career advisor for verification of an exemption:

- Applicants who possess a **documented degree** in applied science (AAS) level or higher;
- Applicants who earned a **Florida standard high school diploma, 2007 or later** (see withdrawal codes for standard);
- Applicants who are serving as an **active duty member** of any branch of the United States Armed Services;
- Documented passing scores on **state-designated industry certification** tests may be used;
- Any student enrolled in an **apprenticeship program** that is registered with FDOE in accordance with Chapter 446.

If a student has met or exceeded standard scores on one area of one test, they may use another test to meet the additional skill area requirements. It is acceptable to combine test scores from more than one test. (Rule 6A-10.315, F.A.C.)

Required basic skills exit scores may be waived for documented special needs students as per Florida guidelines. The

student must enroll in Applied Academics for Adult Education (AAAE) and begin remediation in order to meet the exit requirements of the CTE program in which the student is enrolled. A student, with a documented disability, who is approaching completion (**mastered 90% of the competencies**) of the CTE program and has not met TABE scores, may be considered for a TABE exemption.

According to Florida Department of Education rules, students who do not meet basic skills exit scores may only retest after 60 documented hours of remediation in the Applied Academics for Adult Education lab or three months if not attending AAAE. Students may not retake the same test version for six months. We, therefore, strongly recommend that students test early, especially for licensure programs, in order to allow time for remediation and retesting should the need arise.

Students who do not meet the minimum basic skills exit scores set by the Florida Department of Education for their program must begin attending remediation classes in the AAAE lab prior to or at the time of enrollment in a Career and Technical Education program and make acceptable progress as determined by the AAAE faculty. Students should meet state mandated basic skills requirements by the time they have completed 50% of their program. Students who do not meet state mandated basic skills exit scores may not receive a certificate of completion as per Florida Department of Education rules.

Applicants transferring appropriately leveled TABE, PERT or other accepted standardized test scores from other testing centers must do so by having an official score report sent directly to the Admissions Office prior to enrollment in the program. Scores brought by hand will be accepted only if document provided by the outside testing center is in a sealed envelope.

Basic skills test scores are good for two years and must be valid at the time of enrollment. Basic skills scores that expire during continuous enrollment remain valid until the end of such enrollment. Under continuous enrollment, students must be enrolled at least 50% of one semester per school year and may miss no more than one consecutive semester. Continuous enrollment applies to attendance in a single program.

The basic skills exit scores for this program are: Reading 9; Math 9; and Language 9.

ADMISSION REQUIREMENTS

To be considered for admission to the Veterinary Assisting program, in addition to the above-noted criteria, the applicant must have the following prerequisites:

1. Complete a LTC online application
2. Take the basic skills examination, if required
3. Meet with a career advisor

*Students with TABE scores less than 9 please review TABE information beginning on previous page.

ACCOMMODATIONS

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 plan or postsecondary student's accommodations plan to meet individual needs to ensure equal access. Postsecondary students with disabilities must self-identify, present documentation, request accommodations if needed, and develop a plan with their postsecondary provider.

Students desiring accommodations or updates to their accommodations are encouraged to self-identify as early in the program as possible. In order to receive disability accommodations, students must self-disclose the disability to the Special Populations Coordinator and provide documentation that clearly shows evidence of a disability and applicable accommodations. The Special Populations Coordinator will schedule a meeting with the student and faculty to discuss the documented disability and applicable accommodations.

Accommodations received in postsecondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments, assessments, time demands, schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodation requested and provided is maintained in a confidential file.

Students in need of academic accommodations for a disability may consult with the Special Populations Coordinator to arrange appropriate accommodations. Students are required to give reasonable notice (typically 5 working days) prior to requesting an accommodation.

FINANCIAL AID

Policies and guidelines for the administration of all financial aid are established according to federal and state law. Applicants complete an information form, Free Application for Federal Student Aid, and furnish documentation needed to verify eligibility. More information on the application process may be obtained in the Financial Aid Office.

The Financial Aid Office will assist students, where possible, with access to financial support offered by federal agencies (U.S. Department of Education – Pell Grants, Department of Veterans' Affairs), other state and local agencies and local organizations (scholarships).

SAFETY

Lake Technical College makes every effort to provide a safe environment for all students, visitors, faculty and staff. Basic safety standards, which will include fire drills, weather drills, equipment usage, and traffic regulations, will be covered in the program orientation. These basic safety standards will be reinforced throughout the program enrollment. See the current school catalog for additional campus safety information.

SMOKING

Lake Tech is a tobacco free institution. No smoking is permitted on the main campus. Lake County Animal Shelter has a designated smoking area located behind the building by the employee parking. This is the only designated area for smoking. There is no smoking in the parking lot or near the facility.

INSURANCE

All students are required to purchase professional liability insurance through the school. As a clinical requirement, students must show proof of accident insurance. Any student who does not have proof of private health care insurance may purchase the school accident insurance through Lake County Public Schools to fulfill this requirement. This insurance is provided at a very reasonable cost and provides coverage during required Veterinary Assisting course functions. Information regarding purchase of school accident insurance is available in the Admissions Office.

TUITION

Tuition is charged for adult students at a rate established by the State legislature. Current fee information is available in the Admissions Office. Tuition is waived for eligible high school dual-enrolled students. Tuition is due prior to the first day of each semester based on the Lake Technical College payment calendar. Failure to pay all fees due at the time class begins will result in not being able to attend class and/or clinical if applicable.

PERFORMANCE STANDARDS

Veterinary Assisting involves the provision of direct care of animals and is characterized by the application of verified knowledge in the skillful performance of Veterinary Assisting functions. Veterinary Assisting is a practiced discipline with cognitive, sensory, affective, and psychomotor performance requirements. Based on these requirements, a list of Core Performance Standards has been developed.

Critical Thinking	Critical thinking ability sufficient for clinical judgment
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds
Communication	Communication abilities sufficient for interaction with others in verbal and written form
Mobility	Physical abilities sufficient to move from room to room, maneuver in small spaces, bend, kneel, and lift
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective care
Hearing	Auditory ability sufficient to monitor and assess health needs
Visual	Visual ability sufficient for observation and assessment necessary in care
Tactile	Tactile ability sufficient for physical assessment

Students unable to demonstrate the Core Performance Standards must notify the instructor by the end of the first class day

to inquire about reasonable accommodations.

ATTENDANCE POLICY

In an effort to develop appropriate work ethics, Lake Technical College students are expected to attend all class sessions. As is expected in the workplace, when it is necessary to be absent due to illness or emergency situations, all students are to notify the faculty on or before the date of absence.

The expectation of Lake Technical College is that all students will be in attendance each day of the scheduled program. The student attendance expectation for each postsecondary program is consistent with industry standards as recommended by the program advisory committee and approved by the administration of Lake Technical College.

Campus attendance is kept via a computerized system. It is the responsibility of the student to log in and out in order to receive credit for class time. This allows the school to keep accurate attendance records for the actual number of hours and minutes attended. Faculty are not expected to manually enter student attendance. Only one override is permitted for failure to log in or out. Therefore, failure of a student to log in and out may result in a documented absence. Logging in or out for another student or having another student log in or out is unacceptable behavior and may result in dismissal.

Only regularly scheduled class hours will be reported for attendance. Practice exercises completed at home does not count toward hours in the program. Make-up time will not be accepted except as approved by the Executive Director of Lake Technical College.

Absences and tardiness are of significant interest to potential employers such that any violation of the above will significantly lower the student's professional skills grade as outlined in the department's grading policy.

A student who finds it necessary to miss class due to tardiness, leaving early or a complete day missed (Absent) MUST notify the Veterinary Assisting program faculty using the faculty school email (RossJ2@lake.k12.fl.us) at least one half hour prior to the start of class that day. Failure of notification will result in a deduction of the student's professional skills grade.

Excessive Absences

A student who is absent for six (6) consecutive class sessions will be withdrawn from enrollment in his/her program. A student withdrawn for absenteeism must petition administration to return. A student having medical documentation or documentation of an extenuating circumstance does not need to petition to return. Students exhibiting a pattern of consecutive absences less than six days will be subject to dismissal as determined by a School Intervention Team. Students with attendance issues will sign an acknowledgement that they have been notified that continued absences will pose a threat to grades and program enrollment. If the student's attendance does not improve but drops below 60%, the student will be withdrawn unless documentation regarding extenuating circumstances is provided to the Dean of Student Services.

As in the workplace, students are expected to be in their seats at the beginning of class, after break, and after lunch. Students are expected to notify the Veterinary Assisting Program faculty by school email (RossJ2@lake.k12.fl.us) before the start of class of any anticipated tardiness and communicate an expected arrival time. In the workplace if you aren't present, you are absent, regardless if it is because you are tardy or if you leave early. Any student that is tardy (absent) and or leaves early (absent) will affect the student's professional skills grade.

Breaks/Lunch

Students are expected to return on time from breaks and lunch. For safety reasons, all students must notify their faculty when leaving campus before the end of the scheduled class day. Students on the Eustis campus may purchase breakfast and lunch in the Lake Tech Café, which is prepared by our culinary students. If a student leaves campus, he/she must clock out. At no time will the refrigerator in the Veterinary Assisting lab be utilized for food or drink. This is for specific laboratory specimens only.

Lab/Clinical Skills

1. Attendance is mandatory at all scheduled competencies and practical skills demonstrations. Absences during clinical skills demonstrations require make-up work to be done at a time not designated for other studies. It is the responsibility of any student absent during a competency or clinical skill to secure a time with a faculty to demonstrate the skills acquired by other students during the absence. It is the student's responsibility to come prepared for competency check-off. Students that are unprepared will have to reschedule with the faculty for a time not designated for other duties.
2. Make-up: All materials and assignments missed during the student's absence must be made up. It is the student's responsibility to meet with the faculty to get missed assignments and handouts.
3. Breaks, lunch period, and release at the end of the day will be designated by the lead faculty.
4. Competencies must be scheduled in advance during the designated time set by class room scheduler.

5. Theory questions for competencies must be completed prior to start of competency
6. Failure to know answers to theory questions at time of competency will result in a lower Professional Skills Grade

Student Responsibilities

Students are responsible for:

- Attending class on all days as per the program schedule
- Checking email/voicemail messages regularly and communicating with faculty
- Scheduling competency check-offs in a timely manner in an effort to maintain forward progress with pacing chart
- Completing all class work and competencies for each program course prior to testing
- Completing assignments in sequential order, as noted in the pacing chart
- Scheduling "Goal Setting" meeting with faculty at the beginning of each course
- Achieving goals set within specified timeframe for each program course
- Scheduling Competencies with classroom scheduler in a timely manner to complete course time frames

Be focused. Develop a regular study routine using the pacing chart that is included with each course syllabus and the faculty's direction.

GRADING POLICY

The Veterinary Assisting program utilizes a web-based interface that coincides with the required texts for the program. This blend of educational delivery offers the student an opportunity to work independently in the classroom using his/her own electronic device or one provided in the classroom. Success utilizing the integrated method of instructional delivery depends on the following factors: a high level of self-discipline, an ability to communicate effectively, an ability to work independently and a desire to reach goals. These factors constitute effective professional skills and are essential to positive achievement in the Medical Assistant program.

Each course includes a syllabus with a pacing chart which outlines expectations, assignments, time frames, and competencies that need to be achieved for successful completion of the program. It is important that the student understand that all competencies must be proficiently achieved prior to moving onto the next course. All competencies in the program must be completed in order to graduate.

Students will establish goal dates for completion of the course with the Faculty. These dates will be documented on a goal sheet that is specific for the course the student is taking. The student will sign the goal sheet as verification the student agrees with the goal date established. Upon completion of the course, the student will enter the completion date on the goal sheet in the designated area and turn it in at the goal setting for the next course. The next course syllabus will not be given without the prior course goal sheet being completed.

Program Progress

Students are expected to complete the program of training within the hours allotted by the State of Florida for completion. The student's rate of progress will be closely monitored by the faculty to ensure program completion in a timely manner. Most tests, projects, and similar assignments must be completed in class under the direction of the instructor. Practice exercises may be completed at home. Practice exercises completed at home does not count toward hours in the program.

The grading policy for the Lake Technical College Veterinary Assisting Program is as follows:

90 – 100	Excellent
80 – 89	Good
70 – 79	Average
69 & Below	Failing

Program grades are based on knowledge, skills, and professional skills. For a student to continue in the program, the student must successfully complete each area, independent of each other, with a 75% at course ending.

Knowledge is based on exams, course work, and other assignments

Skills are based on proficient demonstration of competencies and associated theory

Professional Skills are evaluated in the classroom and lab based on the Professional skills Performance Standards. Each of the 10 categories below are evaluated during each course:

Attendance: Attends class for all scheduled hours assigned, arrives/leaves on time, contribute to class discussion and is actively involved in all activities. Notifies Faculty of absence by faculty's school email, Takes breaks within timeframes allotted, and clocks out if leaves campus.

Character: Displays academic integrity (inclusive of not committing plagiarism), trustworthiness, dependability, reliability, self-discipline, and self-responsibility.

Teamwork: Respects the rights of others; is a team worker; is cooperative; ensures confidentiality in all classroom, clinical and other matters; demonstrates professional behavior in interactions with peers, preceptors, and faculty.

Appearance: Displays appropriate dress, grooming, hygiene, and wears full regulation uniform of the day.

Attitude: Displays a willingness to cooperate and accept constructive criticism; sets realistic expectations; approaches assignments with interest and initiative.

Productivity: Follows safety practices; conserves materials and supplies; maintains equipment; stays on task and utilizes time constructively; demonstrates proactive leaning through involvement in activities and contributions to class discussions. Practices competencies prior to scheduled check off time.

Organization: Manifests skill in prioritizing and management of time and stress; demonstrates flexibility in handling change; completes assignments on time; uses work time appropriately.

Communication: Contacts faculty to report concerns; notifies faculty of absence by email one half hour before start of class; seeks clarification and understanding through appropriate, pertinent questions.

Leadership: Displays leadership skills; appropriately handles conflict and concerns; demonstrates problem-solving capability; maintains appropriate relationships with supervisors/faculty and peers; follows the chain of command.

Respect: Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind to include but not limited to verbal, nonverbal, and written; addresses faculty and peers in appropriate tone and with appropriate language to include but not limited to electronic (email, text, etc.) communications.

TESTING POLICY

Knowledge

If you receive a score of 80% or higher on any test, you may not retake that exam to earn a better score.

Policy on Test failures

Any exam passed via a retake will receive a **maximum** grade of 80%, **regardless** of the score on the retake. If a course has multiple exams, only two tests within that course may be retaken. In courses with multiple exams, the decision to retake an exam must be done at the time of failure. Once the next test in the course is taken, it is not an option to retest. Testing times will be available once per week. Students are expected to take a minimum of one test per week except in courses of 100 hours or less.

1. Expectation should student miss scheduled test

- The student will take the missed exam on the day of return to the classroom.
- If documented illness/emergency prevented student from taking exam on scheduled day, documentation must be given to faculty prior to taking exam.
- Should the student fail the test they take when they return after absence, remediation and make up must be scheduled that week.
- Moving forward the scheduled test dates will continue to be followed as written on the Veterinary Assisting Goal paper that is received at the beginning of each course.

Competencies

Students will schedule their competencies with the instructor. Attendance and participation is required or changed in a timely manner. Skills must be passed by the second attempt and must be accomplished prior to the end of the module in which the skill is presented. The final exam for the course cannot be completed if all competencies are not successfully demonstrated.

Students shall not perform any skill outside the Veterinary Assisting scope of practice. **Blood drawing or injections shall not be performed without a faculty present.** Failure to comply with this rule may result in disciplinary action, up to, and including, probation or dismissal from the Veterinary Assisting program.

Clinical Skills

It is the student's responsibility to complete all skills competencies. Students will be held accountable to complete clinical (250 hours) within consecutive weeks of the program. All required clinical skills must be successfully achieved in order to complete the program.

Under no circumstances is the student to alter any preceptor information. ***Falsification of documentation will lead to disciplinary action, which may include probation and/or immediate dismissal from the Veterinary Assisting program.***

LAKE TECHNICAL COLLEGE REQUIREMENTS FOR PROGRAM COMPLETION – CERTIFICATION

Students must meet the following program requirements for certification:

- Meet minimum basic skills recommendation prior to graduation.
- Successfully complete all competencies specified in the program State of Florida curriculum framework.
- Successfully complete both the classroom, competency portion and the practicum portion of the program independent from each other. The minimum satisfactory grade for each portion is 80 percent.
- Satisfactory completion of 250 hours of unpaid clinical.

FOLLOW UP

Lake Technical College is proud of its graduates and celebrates the next step graduates take whether it is employment, military or further education. Prior to completing, students may visit the Career Success Center for assistance with employability skills such as resume writing. In addition, faculty may provide students with employment leads. However, it is up to the individual student to actively pursue employment opportunities. We like to hear how our graduates are doing and want to celebrate your successes so be sure to communicate with your faculty any employment, military, or further education you enter. Students are required to participate in an Exit Interview prior to their last day in their program.

ESSENTIAL TASKS

Veterinary related occupations are demanding, both physically and emotionally. Before entering a program in the veterinary field, it is important to review the following tasks which have been established. Their performance is essential for success in the program.

Physical Requirements

Ability to perform repetitive tasks
Ability to walk the equivalent of 5 miles per day
Ability to reach above shoulder level
Ability to interpret audible sounds of distress
Ability to restrain animals in a safe and directed manner
Ability to demonstrate a high degree of manual dexterity

Ability to work with chemicals and detergents
Ability to tolerate exposure to foul odors
Ability to grip
Ability to distinguish colors

Ability to lift a min of 25 lbs. & max of 60 lbs.
Ability to bend a knee
Ability to sit or stand for long periods of time

Ability to audibly hear sounds with a stethoscope
(with a documented disability and reasonable accommodation may be made with a specially designed stethoscope.)

Mental and Emotional Requirements

Ability to cope with a high level of stress
Ability to make fast decisions under pressure
Ability to cope with the anger/fear/hostility of animals in a calm manner

Ability to concentrate

Ability to handle multiple priorities in a fast-paced environment

Ability to assist with problem resolution
Ability to work alone
Ability to demonstrate a high degree of patience with animals and people

Ability to work in areas that are close and crowded

CLASSROOM, LAB, CLINICAL AND PRACTICUM UNIFORM CODE

Students who attend Lake Technical College shall dress in a manner appropriate for the job in which they are receiving training, including any special protective gear and professional uniforms. All clothing, makeup, and jewelry must be clean, neat, modest, in good repair, appropriately sized, and be neither distracting nor offensive.

A uniform identifies you to the public and medical staff as a Veterinary Assisting student and presents a professional appearance. In addition, it prevents the possibility of cross contamination by separating street clothes from work clothes.

Professionalism is important in health careers and is reflected in one's appearance, behavior, and work ethic. The following rules are in place to prepare students for the professional healthcare environment.

All Veterinary Assisting students will strictly follow the uniform code while attending classroom, clinical, or practicum. Failure to present a professional appearance will result in dismissal from the day's activity and an unexcused absence. It will also be reflected in your professional skills grade.

Uniform Code

1. **Program approved scrub top:** A long sleeved black t-shirt/turtleneck may be worn under the scrub top. Black lab jacket with knitted cuffs at the wrist or black sweater may be worn with program approved embroidery. The shirt and lab jacket are to be free of wrinkles.
2. **Black medical uniform scrub pants:** Pants must be of appropriate length and cannot have flare at bottom. (Cargo pants with no more than two pockets are allowed) Jeans are not permitted except for fundraising efforts designated by lead faculty. The pants are to be free of wrinkles.
3. It is a requirement that both the scrub top and the scrub pants be **clean and neat** at all times. You are representing yourself, your faculty and your school.
4. **Black shoes,** Closed-toe and hard-soled. If ankles are exposed, socks must be worn, covering ankles. High heels, open-toed, dress flats, and platforms are unacceptable.
5. **Lake Technical College Student ID badge** must be worn, above the waist, at all times when on campus and in uniform.
6. **Jewelry:** In order to reduce the risk of injury, jewelry must be limited to a watch, wedding or engagement rings worn on ring finger. Special rings for right hand on the ring finger will be allowed in the classroom and practicum; however, only one ring per hand (exception: wedding ring and engagement ring may be worn together.) The only acceptable body piercing is two small post earring in each ear, one small hoop, not to exceed ½", may be substituted for **one** post. **No other** visible piercings of any kind are acceptable. Tongue piercings must be removed. Ear plugs must be natural skin tone in color. One thin-chain necklace with adornment no larger than ½" is permitted. If worn, necklace must be tucked inside shirt. No loose or hanging jewelry, such as necklaces, hoops, or large rings, should be worn on days when working with the animals.
7. **Hair** will be:
 - When interacting with animals, hair must be out of the eyes and restrained with clips or bands that blend with hair color or Red or Black. No large flowers or large bows. All hair adornments must be safe and secured when working with animals.
8. Beards and moustaches must be neatly groomed.
9. **Fingernails:** Nails should be no longer than end of fingertip.
10. **No** offensive odors (i.e., body, breath, shampoo, perfume, etc.) are acceptable. **Please remember that strong perfume, hair spray, coffee, cologne, or cigarette smoke may be offensive to patients and co-workers.** These odors **could trigger an acute respiratory episode in animals and people with respiratory ailments.**
11. **Equipment:** A watch with a second hand, an ink pen and a stethoscope are required.

All aspects of personal hygiene, including the individual, uniform and undergarments represent one's professional image. Cleanliness and appropriate use of personal hygiene products are important components of professionalism and are expected of all students.

Any dress code infractions will be reflected in the professional skills grade.

VETERINARY ASSISTING POLICIES AND PROCEDURES

General Rules for Students**

1. To protect equipment and furnishings in the classroom and laboratory areas, beverages must be in closed, covered containers. No other food or drinks are allowed, unless specific permission is granted by the faculty. However, under no circumstance may food or drinks be in the laboratory areas.

2. Students are to be in proper uniform for any class, lab, clinical, practicum, or other related school activity unless assigned otherwise.
3. All laboratory equipment should be returned to its proper place after use. Any broken equipment must be reported to the faculty for repairs.
4. The refrigerator in the Veterinary Assisting lab is for specific medications only. No personal food or drink is permitted to be store there.
5. Students will not use electronic devices for personal needs while in classroom. Students are expected to follow the guidelines of the Telecommunications Policy and not use electronic devices for personal information while in the classroom, lab areas, or practicum experiences.
6. No student is allowed in the faculty's office without permission.
7. Students are responsible for keeping their individual desk areas policed of trash and in order. Chairs are to be returned to place at the end of each class.
8. If at any time a conflict arises, for any reason, during class time or clinical the student is to avoid a serious confrontation at all costs. Right or wrong, students should avoid being part of a bad scenario that would have an impact on the program. Students should report to the faculty or department chairperson immediately and allow them to disarm the situation.
9. All injuries and/or illnesses must be reported immediately to the faculty.
10. Students who become ill during class must notify the faculty before leaving the classroom. If a student should have to leave for the day during school hours, the faculty must be notified and student will sign out on clipboard
11. Lake Tech is a tobacco free institution. The use of tobacco products of any kind, including e-cigarettes, is not permitted at any Lake Tech or externship location.
12. Students will be asked to leave the classroom, clinical or practicum if there is any reasonable cause that they are under the influence of drugs or alcohol. Students will be immediately sent for drug screening in this situation with the cost of testing being the student's responsibility. The advisory council for Veterinary Assisting states that industry standard mandates students cannot smell of smoke during classroom and/or practicum.
13. Each student is expected to behave in a dignified manner at all times – a manner which conforms to the ethics of the profession and which instills patient confidence in Veterinary Assisting abilities. Irresponsible, unprofessional, or unethical behavior may result in termination from the program.
14. No form of rough handling or animal abuse will be tolerated. This includes hard leash pull, hitting, kicking, screaming, or any unnecessary type of discipline or correction of an animal.

Classroom Rules**

Students will:

1. Maintain a neat, clean, appropriate appearance.
 - When in uniform, be dressed according to the dress code.
 - Seek permission and follow procedure to leave early when necessary.
 - Return from breaks and meal times at the specified time.
2. Respect the rights of others.
3. Demonstrate good interpersonal relationships with peers and faculty.
 - Exhibit a congenial and cooperative attitude with others.
 - Show respect for faculty and peers.
 - Accept others for themselves.
4. Contribute to a learning atmosphere.
 - Contribute new or pertinent material on topic when appropriate.
 - Do reading or assignments when no lecture or formal class is in progress.
 - Make good use of classroom/laboratory time.
5. Take responsibility for own learning.
 - Come to class prepared by bringing pen, pencil, paper, and books.
 - Submit work missed during absence in a timely manner without prompting.
 - Complete reading assignments and participate in class discussions.
 - Be responsible for all assigned books and equipment.
6. Respect school and clinical facility/property.

REASONS FOR DISMISSAL FROM PROGRAM

1. Unsatisfactory academic or lab work.
2. Demonstration of unsafe performance and poor professional judgment in the practicum area such as, but not limited to, endangering a patient's safety by:
 - a. Violating standard safety practices in the care of patients.
 - b. Delaying care that is within the student's realm of ability and/or knowledge.
 - c. Performing skills or procedures beyond the realm of the student's ability and/or knowledge.
3. Being found in any restricted or unauthorized area.
4. Unethical conduct such as fraud, drug abuse, alcohol abuse, breach of confidentiality (HIPAA violation); inappropriate student/patient interaction or interpersonal relation; or aggressive or dishonest behavior to any school or practicum site staff member, physician, patient, or other student, defined as follows:
 - a. Aggressive behavior is defined as a forceful, self-assertive action or attitude that is expressed physically, verbally, or symbolically and is manifested by abusive or destructive acts towards oneself or others.
 - b. Dishonest behavior is defined as an untruthful, untrustworthy or unreliable action.
5. Cheating in any manner.
6. Withdrawal from practicum clinical site or participating agency as the result of due process proceedings based upon a written request from the agency that the student be withdrawn.
7. Violations of the attendance policy.
8. Failure to satisfy identified probationary requirements within the stated time.
9. Failure to comply with requirements as stated in the Master Plan of Instruction.
10. Any form of animal cruelty, rough handling, or abuse.

DESCRIPTION OF THE PROFESSION JOB DESCRIPTION

Main Function

Veterinary assistants work in a variety of settings including, clinics, hospitals, shelters, zoos, laboratories, etc., under the supervision of a veterinarian or veterinary technician. Their role is an integral part of veterinary medicine that includes assisting with various aspects of animal care, record keeping, and client interactions.

Duties and Responsibilities

Administrative duties

Veterinary assistants handle important clerical tasks that enable facilities to operate efficiently. They perform bookkeeping, check patients in and out, and maintain patient medical records. When dealing with patient records, veterinary assistants must ensure that the information remains confidential at all times. Medical assistants answer phones, receive and direct incoming patients and schedule patient appointments. They also participate in coordinating prescription drug refills with pharmacies and in scheduling doctor-ordered lab work. Medical assistants also monitor facility supply and equipment levels.

Patient Care

Veterinary assistants often aid the supervising veterinarian in direct patient care. When involved in patient care, veterinary assistants may record patient medical histories, check vital signs, draw blood and prepare patients to undergo exams or procedures. Some veterinary assistants will even aid the veterinarian in performing a medical exam or procedure. Veterinary assistants may also be permitted to prepare and administer certain vaccines and medications to patients.

Patient Instruction

In addition to working with veterinarians to administer hands-on patient care, veterinary assistants often participate in educating and instructing the patients. Veterinary assistants may provide patients with important information regarding recommended diets, medication instructions, treatments and procedures. Veterinary assistants may also answer pet owner questions, explain any potential risks or provide a patient with comfort and reassurance.

Facility Maintenance

Many veterinary facilities require veterinary assistants to participate in the general maintenance and appearance of the facility. Veterinary assistants will prepare examination rooms for patients, making sure that the rooms are clean and properly stocked with the necessary equipment and supplies. Veterinary assistants are responsible for gathering and properly disposing of lab specimens and contaminated items. Veterinary assistants may also be required to ensure that all instruments are properly sterilized. Veterinary assistants may be responsible for maintaining anesthesia machines, blood analyzers, microscopes, and various other equipment throughout the practice.

PLAN OF INSTRUCTIONAL PRACTICES

Teaching Methods

Certain portions of the Veterinary Assisting Program are web-based. Pre- and post-testing, demonstration, discussion, required reading and written assignments, oral reports, role playing, unit examinations, skill practice, self-directed learning activity packages and clinical practicum experiences are some teaching methods utilized in this program.

Online Access

Technology is an integral part of our daily lives. From smart phones to electronic tablets, these devices are becoming items that many cannot function without. In addition, the Internet is changing the way education is delivered. Lake Technical College strives to ensure that our students are able to compete in this technology driven world. With this in mind, it is recommended that students have an online presence and access to the internet.

It is also important that students have an email address that they check on a regular basis. A lot of information may come to you through your email, so it is important that you check it regularly. If you do not have an email address, there are numerous services that provide FREE email addresses. Please make sure your faculty have a current, working email address for you. See your faculty for more information.

Social Media

The advent of social media has created a world-wide communication medium for persons of all ages. While extremely popular, these websites have also created their own set of “not-so-popular” problems such as cyber-stalking, identity theft, cyber-bullying, cyber-cheating (posting of exam, or other course material), and a host of other nebulous challenges that users may face. Another reality associated with social media is its far-reaching consequences for those who share posts that may be seen by others as inappropriate.

Potential employers, current employers, civic, or educational organizations you may be associated with, and many others are looking at social media sites for information that may tell them things about an individual. Students should also be cautioned on how private their social media content really is – despite the settings on an account. All social media sites are potentially vulnerable. A simple search of how to view pages that are set as “private” for a popular social media website yielded numerous responses for ways to view the content. Everything from blogs to online videos offer to explain how to accomplish this task.

Students in all programs need to be cognizant of the fact that most professions rely on great moral character. It is recommended that when using social media, assume that all posts will be seen/read by everyone with access to the internet.

Methods of Teaching Safety

A basic outline of safety standards and practices is covered along with continuous implementation of safety principles. The student demonstrates skills in the lab environment and must meet competency standards prior to performance in the clinical setting.

Evaluation

Cognitive, psychomotor, and affective performance, class and lab competency, required written assignments and performance of objectives during practicum are included in a student's evaluation.

VETERINARY ASSISTING COURSE INFORMATION

Time Allotted

750 hours

Program Faculty

Program Director: Jennifer Ross, CVT

Faculty and Practicum Coordinator: Jennifer Ross, CVT, RossJ2@lake.k12.fl.us

Schedule

This program offers students flexibility to learn course material and complete assignments at their individual pace under the direct supervision and monitoring of the faculty in a cohesive learning environment. The student's learning experience will be enriched through discussion and peer interaction with other class members. This interaction is a primary component of any educational experience.

Courses for Veterinary Assisting

Introduction to Veterinary Assisting	250 hours
Laboratory Procedures	250 hours
Clinical	<u>250 hours</u>
Total	750 hours

Laboratory – Classroom practice

Practicum – Various clinical settings

Required Fees, Books and Supplies

Tuition **

Registration Fee**

Lab Fee**

Accident insurance (See insurance)

Current tetanus

Approved scrub top

Approved Jacket

Black scrub Pants

Black shoes

Watch with second hand

Course Textbooks and Workbook

Electronic device

***Current tuition and fee information is available from the Admissions Office.*

Textbooks

The textbooks and the use of the web-based course in class are imperative to success.

Office hours:

On campus Monday-Thursday 7:45 am to 8:00 am and 4:00 pm to 4:15 pm, Friday 8:00am to 11:30am, (Holidays excluded)
Most Fridays on main campus.

PROGRAM OBJECTIVES

See the attached Florida State Department of Education Curriculum Framework for program objectives and desired competencies.

2020 – 2021

**Florida Department of Education
Curriculum Framework**

Program Title: Veterinary Assisting
Program Type: Career Preparatory
Career Cluster: Agriculture, Food and Natural Resources

PSAV	
Program Number	A010512
CIP Number	0151080810
Grade Level	30, 31
Standard Length	750 hours
Teacher Certification	Refer to the <u>Program Structure</u> section.
CTSO	N/A
SOC Codes (all applicable)	31-9096 - Veterinary Assistants and Laboratory Animal Caretakers 29-2056 - Veterinary Technologists and Technicians
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Agriculture, Food and Natural Resources career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the veterinary assisting industry within the Agriculture, Food and Natural Resources career cluster.

The content includes but is not limited to broad, transferable skills and stresses understanding and demonstration of the following elements of the veterinary assisting industry: planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety and environmental issues. The program also provides supplemental training for persons previously or currently employed as veterinary assistants.

Program Structure

This program is a planned sequence of instruction consisting three postsecondary adult courses that comprise three occupational completion points. Planned and Supervised Agricultural Experiences (SAE) must be provided through one or more of the following: (1) directed laboratory experience, (2) student project, (3) placement for experience, or (4) cooperative education.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44 (3)(b), F.S.

To teach the course(s) listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the post-secondary program structure:

OCP	Course Number	Course Title	Teacher Certification	Length	SOC Code
A	ATE0006	Veterinary Assistants and Laboratory Animal Caretakers 1	AGRICULTUR 1 @2 AGRI @2 AG SUPPLI @7 G VET ASSIST 7G	450 hours	31-9096
B	ATE0070	Veterinary Assistants and Laboratory Animal Caretakers 2		150 hours	31-9096
C	ATE0072	Veterinary Assistant		150 hours	29-2056

Common Career Technical Core – Career Ready Practices

Career Ready Practices describe the career-ready skills that educators should seek to develop in their students. These practices are not exclusive to a Career Pathway, program of study, discipline or level of education. Career Ready Practices should be taught and reinforced in all career exploration and preparation programs with increasingly higher levels of complexity and expectation as a student advances through a program of study.

1. Act as a responsible and contributing citizen and employee.
2. Apply appropriate academic and technical skills.
3. Attend to personal health and financial well-being.
4. Communicate clearly, effectively and with reason.
5. Consider the environmental, social and economic impacts of decisions.
6. Demonstrate creativity and innovation.
7. Employ valid and reliable research strategies.
8. Utilize critical thinking to make sense of problems and persevere in solving them.
9. Model integrity, ethical leadership and effective management.
10. Plan education and career path aligned to personal goals.
11. Use technology to enhance productivity.
12. Work productively in teams while using cultural/global competence.

Standards

After successfully completing this program, the student will be able to perform the following:

- 01.0 Describe veterinary science and the role of animals in society.
- 02.0 Describe the socioeconomic role of veterinary sciences on the companion animal livestock industries.
- 03.0 Discuss the human-animal bond and its effects on human health.
- 04.0 Demonstrate the proper use of veterinary science terminology.
- 05.0 Identify careers in the animal industry.
- 06.0 Practice safety.
- 07.0 Recognize normal and abnormal animal behaviors.
- 08.0 Restrain and control companion and livestock animals.
- 09.0 Identify common breeds of companion animals and husbandry practices
- 10.0 Demonstrate human-relations, communications and leadership through FFA activities.
- 11.0 Demonstrate basic first aid for companion and livestock animals.
- 12.0 Demonstrate the use of tools, equipment, and instruments in the veterinary science and companion animal industry
- 13.0 Demonstrate proper techniques in taking vital signs.
- 14.0 Investigate the common breeds and husbandry practices for several species of animals
- 15.0 Identify parts and functions of various systems of common companion and livestock animals.
- 16.0 Explain the various methods of animal identification.
- 17.0 Demonstrate knowledge of animal control and animal welfare organizations.
- 18.0 Describe the problems, causes, and solutions of animal overpopulation.
- 19.0 Locate and interpret animal-related laws, in state statutes, or local ordinances
- 20.0 Identify the different digestive systems of animals and the nutritional requirements of selected species.
- 21.0 Explain the reproductive system and breeding of common companion and livestock animals.
- 22.0 Investigate the common husbandry practices and daily care of companion animals and exotic animals and fish.
- 23.0 Demonstrate knowledge of preventive medicine and disease control.
- 24.0 Demonstrate human-relations, communications, leadership and employability skills.
- 25.0 Differentiate between animal welfare and animal rights.
- 26.0 Explain the role of animals in research.

- 27.0 Maintain and analyze records.
- 28.0 Explain proper sanitation for animal facilities
- 29.0 Explain diagnostic testing and use of equipment
- 30.0 Describe internal and external parasites and control methods.
- 31.0 Groom selected companion and livestock animals.
- 32.0 Describe exotic animals and the effects of captivity on them.
- 33.0 Assess techniques used in surgical assisting and surgical preparation.
- 34.0 Explain principles of pharmacology
- 35.0 Explain proper methods of syringe and hypodermic needle use.