

Veterinary Technology Program Handbook

2019

LaGuardia Community College

Welcome to the Veterinary Technology Program

Welcome to the Veterinary Technology Program at LaGuardia Community College, City University of New York (CUNY). This handbook has been developed to familiarize students with materials pertaining to the program and the profession. Veterinary technology students are responsible for knowing the material in this guide and seeking clarification as needed.

The field of veterinary technology is an ever-growing, dynamic area of veterinary medicine. The licensed veterinary technician plays a pivotal role as part of the veterinary team. Graduates of the LaGuardia Community College Veterinary Technology Program find jobs as licensed veterinary technicians (LVTs) in a wide variety of settings. These include privately owned or corporate veterinary practices, research institutions, animal shelters, regulatory organizations, zoos and industry.

Veterinary technicians are in high demand in the current job market providing the clients and the animals they serve with compassion and veterinary medical expertise. The U.S. Bureau of Labor and Statistics (2013) rated New York as being one of the top employers of licensed veterinary technicians (LVT's) per capita, with over 3,600 licensed veterinary technicians employed in the State. This report also suggests that the job market for licensed veterinary technicians will grow by 52% by the year 2020.

We are excited to report these trends in veterinary technology that highlight the demand for highly skilled, licensed technicians advancing animal care in veterinary medicine.

We wish you success with your career choice in Veterinary Technology.

Sincerely,

Professor Tara R Scales DVM
Program Director, Veterinary Technology
LaGuardia Community College

Veterinary Technician's Oath

I solemnly dedicate myself to aiding animals and society by providing excellent care and services for 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.

Adopted by NAVTA, 1987

Veterinary Technology Program: Faculty and Staff

General Information

C252 Front office Staff

718-482-5470

Email: vnapolitano@lagcc.cuny.edu or mgiraldo@lagcc.cuny.edu

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Advisement:

Each student in the Veterinary Technology major is required to seek advisement in order to ensure that courses are taken in the required sequence, that all course requirements are met and that criteria for candidacy are being fulfilled.

B100 Health Science Advisors

Carole Julien

Division of Student Affairs- Advisement- B100

718-482-6006, Email: cjulien@lagcc.cuny.edu

Veterinary Technology Program Advisors (C252)

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Introduction

LaGuardia Community College of the City University of New York is a two-year institution granting degrees on the associate level. The College is a cooperative education college and is committed to educational programs that combine classroom learning and work experience. This philosophy presents the ideal setting for the Veterinary Technology (Vet Tech) Program. Graduates of the Vet Tech Program receive an Associates Degree in Applied Science (AAS).

The Veterinary Technology Program is fully accredited by the American Veterinary Medical Association (AVMA) located in Schaumburg, Illinois. Information about the Association and the field of veterinary medicine can be accessed through the Association's website at: <https://www.avma.org/>

A licensed veterinary technician (LVT) is a graduate of an accredited two or four-year AVMA accredited program in Veterinary Technology. In New York State graduates of an AVMA accredited program must pass the Veterinary Technician National Licensing Examination (VTNE) to use the title of Licensed Veterinary Technician (LVT). The Veterinary Technology Program at LaGuardia Community College is the only AVMA accredited program in the New York City Metropolitan area. It is designed to educate Veterinary Technicians in the practical skills required for their profession and to prepare them academically for the VTNE. More information about licensure can be found at: www.op.nysed.gov/prof/vetmed/vtlic.htm
www.aavsb.org/vtne-overview

The Veterinary Technology Field

The field of veterinary technology is an ever-growing, dynamic area of veterinary medicine. The licensed veterinary technician plays a pivotal role as part of the veterinary team. Graduates of the LaGuardia Community College veterinary technology program find jobs as licensed veterinary technicians (LVTs) in a wide variety of settings. These include privately owned or corporate veterinary practices, research institutions, animal shelters, regulatory organizations, zoos and industry. More information on a career in Veterinary Technology can be found at: www.NAVTA.net

In small and large animal practice settings the licensed veterinary technician assists the veterinarian performing tasks including general animal care, anesthesia, surgical assistance, medical treatment, laboratory testing and radiography. The veterinary technician also functions as a behavioral, nutritional and general client counselor. The job responsibilities of the licensed veterinary technician may also extend into practice management.

Licensed veterinary technicians also work as laboratory animal technicians in research and teaching institutions. In these settings they care for a wide variety of species, including rodents, carnivores, herbivores, and non-human primates.

The Veterinary Technology Career Ladder

Veterinary Technician Specialties

Exemplary licensed veterinary technicians with an interest in specialization can go on to pursue advancement in specific areas of the veterinary technology field. The NAVTA Committee on Veterinary Technician Specialties (CVTS) oversees the Veterinary Technician Specialties. There are currently 16 Veterinary Technician Specialties (VTS) in areas such as dentistry, anesthesia, emergency and critical care, anesthesia, behavior, internal medicine, zoo medicine, surgical

technology, equine technology, and clinical pathology. More information on the CVTS and specialty certifications can be found at: <https://www.navta.net/specialties/specialties>.

ALAT Certification

After six months of work in the research field, Licensed Veterinary Technicians (graduates of AVMA accredited programs) are eligible to take the certification exam to become an Assistant Laboratory Animal Technician (ALAT). Information on the certification examination, given by the American Association for Laboratory Animal Science, can be found at: <http://www.aalas.org>.

Baccalaureate Degree

Licensed veterinary technicians are encouraged to pursue a Bachelor's Degree after completion of the Veterinary Technology Program at LaGuardia Community College if their career goals include work in veterinary practice management, academia or veterinary business.

Doctor of Veterinary Medicine

Honors students wishing to further their studies in the Veterinary Sciences may consider a career as a Veterinarian. A Veterinarian holds a degree as a Doctor of Veterinary Medicine (DVM or VMD). Most veterinary medical colleges require four years of undergraduate, baccalaureate, full-time study as a prerequisite for application into DVM/VMD Programs. Required "Pre-Vet" courses can be completed at most accredited, four-year liberal arts and sciences colleges. A graduate of the Veterinary Technology Program at LaGuardia Community College interested in this career path would transfer to a four-year college to continue his/ her education in preparation for application to a Veterinary College. Information about prerequisites and schools that offer programs in pre-vet studies and veterinary medicine can be found at the AVMA web site www.aavmc.org.

Veterinary Technology: AAS Degree Description

65 credits: Pathways Common Core: 19 credits, Program Core: 46 credits

A. Required Core 10 credits

English: 6 credits

ENG 101 English Composition 1 (ENA 101, ENC 101) 3

ENG 102 English Composition 2 3

Life and Physical Sciences: 4 credits

SCC 110 Foundations of Chemistry (STEM)* 4

B. Flexible Core 9 credits

Scientific World (required as a prerequisite to SCB 209)

SCB 208 Vertebrate Anatomy 3

Urban Studies Flexible Core* 3

Flexible Core** 3

C. Program Core 46 credits

Health Sciences

HSF 090 First Year Seminar- Health Sciences 0

Mathematics, Engineering and Computer Science

MAT 106 Medical Math Dosage 2

Natural Science: 6 Credits

SCB 209 Vertebrate Anatomy and Physiology II 3

SCB 260 General Microbiology 4

Veterinary Technology Core: 38 credits

SCV 101 Introduction to Veterinary Technology 3

SCV 151 Shelter Medicine and Management 2

SCV 201 Research Animal Technology 4

SCV 210 Veterinary Nursing I 4

SCV 211 Veterinary Nursing II 4

SCV 212 Veterinary Radiology 3

SCV 213 Veterinary Laboratory Techniques 3

SCV 214 Farm Animal Nursing 3

SCV 220 Principles of Exotic Animal Medicine 2

SCV 231 Vet Tech Internship I 2

SCV 234 Vet Tech Internship II 2

SCV 247 Pathophysiology 2

SCV 262 Pharmacology and Toxicology 3

*Urban Studies Flexible Core can be fulfilled by:

HUN 192, HUN 110, HUN 196, SCN 194, ELN 101, ELN 194, ENN 195, ENN 240, SSN 187, SSN 103, SSN 183, SSN 280, SSN 182, SSN 184, SSN 189, SSN 194, SSN 202, ENN 191, ENN 198, HUN 195, HUN 212, HUN 245, LBN 105.

**Additional 3 credits in Flexible Core can be fulfilled by the courses above or those listed on a student's degree audit.

Recommended Course of Study

Traditional Plan (2 years)- Fall Start

FIRST YEAR

Fall I (Pre-clinical Phase)

ENG 101 English Composition I
 SCV 101 Introduction to Veterinary Technology
 SCC 110 Foundations of Chemistry
 MAT 106 Medical Math Dosage
 HSF 090 Health Science New Student Sem.

VTA 000 Intent to Vet Tech

Fall Session II

SCB 208 Vertebrate Anatomy I
 Flexible Core 3 credits

Spring I (Clinical Phase)

SCV 201 Research Animal Technology
 SCB 209 Vertebrate Anatomy II
 ENG 102 English Composition II
 SCV 151 Shelter Medicine and Man

Spring Session II

SCV 231 Part Time Internship
 SCB 260 Microbiology

SECOND YEAR

Fall I

SCV 210 Veterinary Nursing I
 SCV 247 Veterinary Pathophysiology
 SCV 213 Veterinary Laboratory Techniques
 SCV 220 Exotic Animal Medicine

Fall session II

SCV 212 Veterinary Radiology
 Flexible Urban Studies 3 credits

Spring I

SCV 211 Veterinary Nursing II
 SCV 214 Farm Animal Nursing
 SCV 262 Veterinary Pharmacology

GRD 000 Intent to Graduate

Spring Session II

SCV 234 Full-time Internship

Flexible Plan (2.5 years)- Spring Start

FIRST YEAR (1.5 yrs)

Spring I (Pre-clinical Phase)

ENG 101 English Composition I
 SCV 101 Introduction to Veterinary Technology
 SCC 110 Foundations in Chemistry
 HSF 090 Health Science New Student Seminar

Spring Session II

ENG 102 English Composition II

Fall I

MAT 106 Medical Math Dosage
 SCB 208 Vertebrate Anatomy I
 SCV 151 Shelter Medicine and Management
 Flexible Core Urban Studies 3 Credits

VTA 000 Intent to Vet Tech

Fall Session II

Flexible Core 3 Credits

Spring I (Clinical Phase)

SCV 201 Research Animal Technology
 SCB 209 Vertebrate Anatomy II

Spring Session II

SCV 231 Part Time Internship
 SCB 260 Microbiology

SECOND YEAR

Fall I

SCV 247 Veterinary Pathophysiology
 SCV 213 Veterinary Laboratory Techniques
 SCV 220 Exotic Animal Medicine
 SCV 210 Veterinary Nursing I

Fall session II

SCV 212 Veterinary Radiology

Spring I

SCV 211 Veterinary Nursing II
 SCV 214 Farm Animal Nursing
 SCV 262 Veterinary Pharmacology

GRD 000 Intent to Graduate

Spring Session II

SCV 234 Full-time Internship

LaGuardia Community College Academic Calendar	
Fall I	(Sept - Dec) 12 weeks
Fall II	(Jan - Feb) 6 weeks
Spring I	(Mar - mid-June) 12 Weeks
Spring II	(June - Aug) 6 weeks

First Steps: Admission to LaGuardia Community College

Students that are interested in entering the Veterinary Technology Program should first apply to the College. Application to the College can be completed online through the college web site at: <http://www.lagcc.cuny.edu/Admissions/Prospective-Students/> or by contacting the LaGuardia admission's office.

LaGuardia Community College Admissions Office
Room C-102, 29-10 Thompson Ave,
Long Island City New York 11101
718-482-5000.

Upon application students should choose “**Undeclared Health: Veterinary Technology**” as their major. Choosing this major places a student in the *pre-clinical phase* of the Veterinary Technology Program. This is a non-competitive step.

Not all students admitted to the preclinical phase move on to the *clinical phase* of the veterinary Technology Program. Admission into the clinical phase is highly competitive and is based on the grade point average (GPA) earned in selected pre-clinical courses known as “KEY” courses and the number of seats available. (See: “The Candidacy Process”).

College Placement Tests

After acceptance into the college, freshman may be directed to take college placement tests to assess their abilities in reading, writing, and mathematics. Students who fail to demonstrate an acceptable level of proficiency in these areas must take developmental courses before they can begin Veterinary Technology courses. Developmental courses are not considered part of the pre-clinical or clinical phase of the Veterinary Technology program.

Transfer students

Students who transfer into the College from other colleges or have graduated from another accredited college or university must meet the same requirements as students beginning college for the first time. Questions about the college transfer policy can be answered by calling the LaGuardia Community College Admissions Office. All decisions related to transfer credits are made by the LaGuardia Community College Admissions Office.

The maximum number of credits that can be transferred into the college is 30, however all 30 credits may not apply to the Veterinary Technology degree. Courses accepted for transfer credit toward program requirements are accepted with the grade earned. Courses transferred into the Program may not be retaken. Transfer students must apply to the clinical phase of the program in the same way as other students. **Please note that a minimum transfer GPA of 2.5 is required to declare the Veterinary Technology major at LaGuardia Community College.**

All grades from courses transferred into the college that meet requirements for the Vet Tech Program will be included in calculations to determine eligibility for admission into the clinical phase of the program. Transferred grades below an A- may negatively impact on a student's GPA and his/her chance of admission into the program.

If a student takes the equivalent of SCB 208/209 (Vertebrate Anatomy I and II) at another college or university, both semesters of the two-semester sequenced course must be completed at the same school for acceptance by LaGuardia.

Pre-clinical Phase of the Veterinary Technology Program

The pre-clinical phase of the Veterinary Technology Program is made up of basic, pre-requisite courses that prepare students for subsequent clinical phase courses.

In the pre-clinical phase of the program, students must take at least the **4 KEY courses** in order to apply for the clinical phase of the Program. Please note that schedule and semester permitting students are also encouraged to complete other pre-clinical (general education) courses while they wait for a decision on their clinical phase application. Students can begin the preclinical phase in any Spring 1 or Fall 1 (12 week) semester. In order to apply for the clinical phase of the Veterinary Technology Program a minimum grade of “C” must be earned in all KEY courses.

“Key” Veterinary Technology Pre-clinical Courses

- | | |
|---|-----------|
| • SCV 101 Introduction to Veterinary Technology | 3 credits |
| • SCC 110 Foundations of Chemistry | 4 credits |
| • ENG 101 English Composition I | 3 credits |
| • MAT 106 Mathematics of Medical Dosage | 2 credits |

Remaining Veterinary Technology Pre-clinical (Gen Ed) Courses

- | | |
|---|-----------|
| • ENG 102 Writing Through Literature | 3 credits |
| • SSN 187 Urban Sociology | 3 credits |
| • HUP 102 Critical Thinking | 3 credits |
| • SCV 151 Shelter Medicine and Management | 2 credits |
| • SCB 208 Vertebrate Anatomy I | 3 credits |
| • SCB 209 Vertebrate Anatomy II | 3 credits |
| • SCB 260 Microbiology | 4 credits |

Please see the online course catalog for more in-depth course descriptions and prerequisites. Please also refer to page 6 the “Recommended Course of Study” for guidance in course selection.

Change of Major to Veterinary Technology

A LaGuardia student enrolled in a program other than Veterinary Technology may file for a change of major into the pre-clinical phase of the program. The Program Director for Veterinary Technology must sign this change of major form.

The Veterinary Technology Candidacy Process

Entry into the Clinical Phase of the Veterinary Technology Program

Entry into the clinical phase of the Veterinary Technology Program is competitive. Students are admitted based on a GPA ranking system. Applications to the clinical phase of the Veterinary Technology Program (Candidacy Process) can be made **once a year in the Fall I semester**. In order to be eligible to apply for the clinical phase students need to ensure that all of the pre-clinical KEY course requirements are completed by the **end of the Fall I** semester in which the student wishes to apply.

A student interested in applying for the clinical phase of the Veterinary Technology Program at LaGuardia Community College must do so by completing **the Application for Candidacy Form in person** in **C107 (VTA 000 - Intent to Vet Tech)** in the first three weeks of the Fall I, 12-week term. There are no credits, no meetings and no charges involved in registering for this “application code”, it is merely an administrative designation. Students should save the receipt of this application for their files.

To apply for candidacy for the clinical phase of the Veterinary Technology Program, a student must meet all of the following requirements:

1. Be officially registered at LaGuardia as an Undeclared Health: Veterinary Technology Major.
2. Be registered for Intent to Vet Tech (VTA 000.4599) in Fall I semester (by the deadline date noted on the academic calendar)
3. Have successfully completed all 4 of the preclinical KEY courses list below **with an earned grade of C or better by the end of the Fall I semester in which they are applying.**
 - ENG 101 - English
 - SCC 110 - Foundations of Chemistry
 - MAT 106 - Mathematics of Medical Dosages
 - SCV 101- Introduction to Veterinary Technology
4. Have successfully completed a minimum of 12 credits with a minimum GPA of 2.5 by the end of the Fall I semester in which they are applying.
5. Be registered for or have successfully completed SCB 208 (Vertebrate Anatomy and Physiology I) with a grade of C or better **by the end of the Fall II semester following their application semester.**
6. Applicants must have completed a **letter of volunteer or work experience** and essay (as described below) by **December 31st** of the year in which they are applying.

Veterinary Technology Volunteer/Work Requirement

For those students applying to the veterinary technology program, a minimum of **40 hours of volunteer or work experience** in a veterinary setting is **required for acceptance** to the clinical phase of the program. The experience must be organized by the student and involve the ability to interact with a licensed technician. There are no skill set requirements or task lists. The purpose of this experience is to engage the student in exploring their chosen career choice and to confirm that choice before applying to the Veterinary Technology Program at LaGuardia Community College. Experiences may include, but are not restricted to, small, large or exotic animal clinics, zoos, shelter organizations, or research facilities.

Pet ownership, pet sitting, dog walking or work at a pet store will not be considered unless the facility houses a veterinary clinic. Though experiences are not graded or weighted in the clinical phase ranking process, the volunteer requirement is an **integral part of the clinical phase application and must be completed. Students that do not complete this requirement by December 31** of their application semester will have to reapply to the clinical phase of the program the following year.

Required Volunteer or Work Experience Documentation:

- A supervisor's letter of (on official facility letterhead) naming the student and describing that they have seen the student at their facility for at least 40h.
 - 1-2 page reflective essay on the experience should be written by the student
- Documentation must be submitted to the **Veterinary Technology Program Administrative Staff in C252 by December 31st** in the year in which the student is applying.

Residency Requirements for Licensure

New York State law limits issuance of a professional license to practice veterinary technology to "US citizens or aliens lawfully admitted for permanent residence in the United States". Students must therefore have legal status in the US to participate in the veterinary technology program at LaGuardia Community College, sit for the (Veterinary Technology National Examination) VTNE and subsequently apply for a license in veterinary technology in New York State. For more information please visit the New York state board of veterinary medicine.

www.op.nysed.gov/prof/vetmed/artivle135.htm#prvt

Proof of residency or legal status is required for all students applying for veterinary technology candidacy. In addition to meeting the program's candidacy requirements students may be required to provide documentation to the College in one of the following categories on application to the clinical phase.

- U. S. Citizenship
- Permanent Residency
- International Student with F1 Status
- Deferred Action Status by the U. S. Government Granted Asylum, Refugee Status, Temporary Protected Status,

Students with questions or that require assistance navigating this requirement are urged to contact the Office of International Student Services located in Room M166 or call (718) 482-5143 to schedule an appointment. In addition, the City University of New York provides free counseling and assistance to all CUNY students through the CUNY Citizenship and Immigration Project. Further information can be located at the following CUNY website:

<http://web.cuny.edu/about/citizenship.html>.

Repeating Courses for Candidacy

Students are not allowed to retake a course for which a passing grade (A, B or C) is earned. If a student earns a grade of C- or below the course may be repeated once, towards candidacy. A grade of "D" requires the permission of the chair of the department in which the D grade was earned.

Important: If a preclinical KEY course is repeated, **both** grades will be calculated in the KEY course average. Students, who erroneously or intentionally enroll in a course for which a grade of C or better

was previously earned, will not be given credit for the repeated coursework nor will a refund be granted.

Student Ranking

Student acceptance to the clinical phase of the Veterinary Technology Program is based on a rank order scoring system in which the maximum point score that can be achieved is **12**. The following steps identify how the score is determined:

Step 1:

GPA of the KEY courses computed

Step 2:

GPA of the KEY courses doubled

Step 3:

GPA of **all** pre-clinical courses that match the Vet Tech curriculum computed (see previous list)

Step 4:

Doubled GPA of the key courses (step 2) added to the GPA of all preclinical courses (GPAs will be calculated to two decimal places)

Candidates who attain the maximum score of 12.00 will be the first to be admitted to the clinical phase of the Veterinary Technology Program with other students admitted in descending order of points scored until the class space is filled. The stronger the group of candidates in any given Fall I candidacy semester, the higher the point score that will be needed for admission.

Please see the calculation example in Appendix 1 of this guide.

Decision Letters

The clinical phase of the Veterinary Technology Program begins in the Spring I semester annually. Results of the candidacy process are announced to students annually in the Fall II semester; usually by the third week of January. All students that have applied to the clinical phase in any given Fall I semester are advised to pick up their decision letters at this time. Decision letters will either confirm acceptance, inform the student that they have been placed on a waiting list or inform students that they have not been successful in the candidacy process. Under no circumstances will a student be barred from admission on the basis of race, creed, gender, marital status, physical disabilities or sexual orientation.

Candidacy Attempts

A student may apply for candidacy into the clinical phase of the program **twice**. Students who apply for candidacy twice and are unsuccessful in gaining admission to the clinical phase are no longer eligible to apply to the Veterinary Technology Program at LaGuardia Community College and should seek support and counseling from a health science advisor in B100. Students may ask for a reevaluation of their transcripts and/or transfer credits to assist in planning their future course of study and/or change of major. Students who need to postpone their application to the clinical phase for any reason need to make sure they **withdraw officially** from candidacy (VTA 000) by the official withdrawal dates listed on the academic calendar so that it does not count towards their two chances.

If a student is unsuccessful on their first application to the clinical phase a second application can be made one year later. While waiting to apply for the clinical phase a second time, students may continue to take other pre-clinical, general education, courses that are required in the curriculum (see previous list). When students reapply for entrance into the clinical phase, they will again be ranked according to the previously described scoring system.

The Clinical Phase of the Veterinary Technology Program

The clinical phase of the Veterinary Technology Program at LaGuardia Community College is comprised of a series of courses that introduce students to topics in small, large, exotic and research animal technology. Specific areas of study include veterinary anesthesia, nursing, dentistry, radiology pharmacology, pathophysiology, laboratory techniques and animal handling.

These courses are instructed in both lecture and live-animal laboratory formats. On campus coursework is further supported by two off-campus internships in each of the Spring II semesters. Please see the online course catalog for in-depth course descriptions and prerequisites. Please also refer to the “Recommended Course of Study” on page 8 for guidance in course selection.

ePortfolio

The veterinary technology program is dedicated to supporting the ePortfolio process at the College. ePortfolio is a digital platform that allows students to document their educational path, progress and achievements at the College. The ePortfolio platform also allows the College to assess student progress as mandated by its accrediting agency.

Work started in the new student seminar (HSF 090) along with other samples of coursework from both the pre-clinical and clinical phase will be incorporated into the Core Student ePortfolio as the degree progresses. Completion of this core portfolio is a degree requirement. All written work and presentations should be saved on a thumb drive for easy upload of assignments. Students will be provided with technical support throughout the curriculum in order to deposit work to their ePortfolio site including the assessment section. More information about ePortfolio can be found at: www.eportfolio.lagcc.cuny.edu

Veterinary Technology Clinical Phase Courses (pp139 College Catalog)

http://www.laguardia.edu/uploadedFiles/Main_Site/Content/Academics/Catalog/PDFs/CourseDescription-and-AcademicDeptsInfo.pdf

- | | |
|--|---|
| • SCV 151 Shelter Medicine and Management | 2 |
| • SCV 201 Research Animal Technology | 4 |
| • SCV 210 Veterinary Nursing I | 4 |
| • SCV 211 Veterinary Nursing II | 4 |
| • SCV 212 Veterinary Radiology | 3 |
| • SCV 213 Veterinary Laboratory Techniques | 3 |
| • SCV 214 Farm Animal Nursing | 3 |
| • SCV 220 Principles of Exotic Animal Medicine | 2 |
| • SCV 231 Vet Tech Internship I | 2 |
| • SCV 234 Vet Tech Internship II | 2 |
| • SCV 247 Pathophysiology | 2 |
| • SCV 262 Pharmacology and Toxicology | 3 |

Clinical Phase Course Descriptions: THE FIRST YEAR

SPRING I/SPRING II

In the first semester (Spring I) of the clinical phase, students take courses including SCV 201- Research Animal Technology. In this course, students learn the basics of laboratory animal science where they handle the most common, small laboratory animal species and practice techniques including restraint, sample collection, drug administration, and necropsy. This course prepares students for the first “Part-time Research Animal Internship” SCV 231, which takes place in the Spring

II semester of the first year. During this first internship, students are placed at one of the many facilities in the metropolitan area that use animals for research.

Clinical Phase Course Descriptions: THE SECOND YEAR

FALL I/FALL II

In the Fall I semester of their second year, students take Veterinary Nursing I which covers a wide variety of disciplines including anesthesiology, surgical preparation/assisting, and general veterinary nursing. Students work with college-owned dogs and cats in the laboratory learning to induce and monitor anesthesia, insert intravenous catheters, and administer medications. During this semester students also take Pathophysiology, Exotic Animal Medicine and Veterinary Laboratory Techniques SCV 213. SCV 213 prepares students to perform and interpret basic veterinary laboratory tests. In the Fall II semester students take Veterinary Radiography (SCV 212) where they learn the techniques for producing diagnostic radiographs.

SPRING I

In the Spring I of their second year students take Veterinary Nursing II. This course builds on the student's technical skills. Farm Animal Nursing is also offered in Spring I of the second year. As a part of this course, students complete a one-week laboratory session for the course that is offered through Cornell Cooperative Extension in Suffolk County. This rotation happens on weekends in this semester and offers students the opportunity to learn about large animal husbandry, an medical procedures including dehorning, calving, lambing, and large animal surgical procedures. Students are responsible for the organization, transportation, and cost of their own accommodations during this off-site class time.

Spring II

In the Spring II semester of their second year students complete their second internship at a companion animal hospital within the NY metropolitan area. New York State law permits students in an approved program to perform the duties of a licensed technician during this internship under the supervision of a veterinarian. Students also attend a seminar that covers the business aspects of veterinary practice and draws on each student's on-the-job experiences.

Animal Care Responsibilities

All students in the clinical phase of the program are assigned animal care duties within the VTC. This includes the care of the college's animals, and animal facility on a rotating schedule throughout the clinical phase, with the exception of the Spring II sessions.

Animal Care is an integral part of a student's performance and grading in all vet tech courses. Early morning and weekend/holiday coverage are required as part of a student's animal care responsibilities, depending on their animal care schedule. Failure to appear for scheduled animal care days will result in severe academic penalties, up to and including academic failure and/or dismissal from the program.

Clinical Phase Academic Standards

Students must earn a grade of C (73%) or better in all courses taken in the clinical phase of the program in order to proceed to the following sequential class. A passing grade requires that a student receive a C or better in BOTH the lecture and laboratory component of the course. For courses in which animal care is part of the grade, students must also earn a C or better in the animal care portion. Students must also demonstrate competence in essential skills associated with each SCV course. Students who do not pass all of the essential skills required for a given class will not earn a

passing grade for that class. A student who achieves less than a C grade in two SCV courses, two SCB course or a combination of one SCV plus one SCB will be dismissed from the program.

Re-admission to the Clinical Phase, First Year Courses

Students who are accepted into the clinical phase and do not successfully complete SCV 201, SCB 208 or SCB 209 (or their equivalents) because they either: decline admission, withdraw, withdraw unofficially, earn a grade less than a C, take a medical leave or do not pass all essential skills associated with SCV 201, **MUST REAPPLY FOR CANDIDACY.**

All students who apply for readmission must meet the previously stated eligibility requirements and must be ranked according to the stated procedure for admission to the clinical phase. Previous acceptance into the clinical phase does not confer automatic readmission to the program on the next registration for candidacy. GPA will be recalculated, adding grades taken in eligible courses since the applicant's prior registration for candidacy/admission.

Re-entering Clinical Phase (Repeating Second Year Courses)

Students successfully completing their first year of the clinical phase of the program and who then, for any reason, fail, withdraw (officially or unofficially), or elect to interrupt their sequence of study for the second year will be permitted to enroll in future second year Veterinary Technology classes on a space-available basis at the discretion of the Program Director.

Students may be given permission to repeat a clinical phase course **only once**, as space permits and at the discretion of the Program Director in cases of failure, withdrawal, or a leave of absence. A student must earn a grade of C+ or better the second time a course is taken. Two failures in the clinical phase of the program will result in the student's dismissal from the program. Grades lower than a C are recorded as an F.

A student is **not guaranteed** a space in a course for the purpose of repeating that course and progressing in the program. First priority will be given to those students already in sequence due to class-size limitations. A failure in two SCV courses or a SCV and a SCB course results in automatic dismissal from the program. A student on academic probation, regardless of his/her grades in SCV courses, will not be allowed to continue on to the second year without the permission of the Program Director.

An interruption of study of longer than one calendar year will not be permitted. Students may also be asked to re-take prior major related classes or successfully pass testing in prior class material before re-admission into subsequent courses of study. In most cases the student **will be required to re-take the final exam of the last SCV course studied before the program was interrupted** If the student cannot complete the entire program in four years from the date of initial admission to the clinical phase of the program, he/she will not be allowed to take further courses in veterinary technology.

Please note: Due to the highly competitive nature and limited number of internship locations, students who, for whatever reason, decline or leave an assigned internship site, or are refused or dismissed by an internship site coordinator at a given facility during the course of an internship, are *not guaranteed* placement at a new internship site for that same semester. Failure to complete an internship during a given semester may result in a one year delay in a student's progression through the program. Internships requirements may not be fulfilled at a student's place of current employment or past employment.

Dress Code and Laboratory Etiquette

Both men and women are required to wear either a white lab coat or surgical scrub tops during Veterinary Nursing classes or a scrub top and pants. Clean scrub tops and pants are required for Animal Care husbandry. Students may not use clothes worn at another animal facility that have not been freshly washed before coming to the Veterinary Technology Center. Closed-toe shoes with a non-skid surface are required. A watch with a second hand, a nametag, and stethoscopes are also required. If fingernails, jewelry, or body earrings/piercings are deemed to be interfering with animal handling or student safety, students will be asked to shorten nails and/or remove jewelry. Polish and artificial nails are strongly discouraged. No hanging earrings or those with a diameter larger than a dime will be permitted during laboratory sessions. Facial jewelry/piercings must be removed (temporarily) while working with animals. Students inappropriately attired will be asked to leave the laboratory. The student must also follow the dress code of their internship site when completing their internship. First violation will result in dismissal from class. Second will result in dismissal from class. Attendance policies will treat this as an unexcused absence. Third will result in an F in the class from dismissal from program

Cell phones must be turned off during all lectures and laboratories, unless authorized in advance by the instructor. Cell phones are not permitted at any time within the animal care facility/laboratory area. Unauthorized use of cell phone photography or other apparatus to take pictures of the Vet Tech Center is prohibited. Violation of this rule will result in an F in the class and dismissal from the program.

Appendix I

Clinical Phase Ranking: Point Scoring System Example

Each grade has a numerical value that is used to compute the grade point average (GPA).

A (4.0), A- (3.7), B+ (3.30), B (3.0), B- (2.70), C+(2.30), C (2.0), C- (1.70) etc

Step 1:

Compute the GPA of the KEY courses

Key Courses	# Credits	Numeric Value of Grade ("A")	Grade points	
MAT 106	2	X 4	8	
ENG 101	3	X 4	12	
SCC 110*	3	X 4	12	
SCV 101	3	X 4	12	
Totals	11		44	Average GPA= 4.0

*Please note that SCC 110 is given a weight of 3 credits for raking purposes.

Step 2:

Double the GPA of the KEY courses

Key course GPA = $4.00 \times 2 = 8.00$

Step 3:

Compute the Pre-clinical Course GPA (includes KEY courses)

All Courses	# Credits	Numeric Value of Grade ("A")	Grade points	
ENG 102	3	4	12	
SSN 187	3	4	12	
KEY Courses	11		44	
Totals	17		68	Average GPA= 4.0

Step 4:

Add the Gen Ed GPA to the doubled GPA of the KEY Courses:

Gen Ed GPA	4.00
Key Course GPA	<u>8.00 (doubled)</u>
	12.00 Maximum Point Score Attainable

Appendix II

Essential Functions for a Veterinary Technology Student:

The field of veterinary technology is both intellectually and physically challenging. A candidate for the profession of veterinary technology must have abilities and skills in many different areas. The list below is illustrative and may not be inclusive of all of the essential abilities that the veterinary technician must demonstrate.

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 ensure that qualified applicants have the ability to pursue admission to this program. In order to be qualified for the Veterinary Technician Program, an applicant must be able to perform certain essential functions as set forth below. Every student in the Veterinary Technician Program will be held to the same standards, with or without reasonable accommodation.

1. Observation:

Students must be able to observe a patient from a distance, and close by. Students must be able to recognize non-verbal responses from the patient, including behavioral signs of aggression, fear, and pain. Students must be able to observe changes in physical status including respiration, heart rate and changes in mucous membrane color. Students must be able to adjust instrumentation settings, interpret instrument readings, adjust equipment, monitor all parameters of anesthetic depth, and observe gait and behavior in a given animal. Students must be able to document medical data and to read documentation in a patient chart written by other veterinary health care personnel. Students must be able to recognize vocalizations, measure vital signs, hear equipment alarms and hear calls for assistance up to 10 feet away.

2. Communication:

Students must be able to communicate well in English, not only in speech but also in writing and reading. Students must be able to demonstrate appropriate communication skills when interacting with colleagues, family members and other professionals.

3. Mobility:

Students must be able to stoop, bend, twist, reach, and safely restrain different species of animals including large domestic animals, small companion animals, exotic animals and laboratory animals. Students must be able to stand on their feet for periods in excess of 1 hour, have the ability to lift and carry objects weighing up to 50 pounds, and balance, at times, animals in excess of 50 pounds (up to 100 pounds with assistance). Students must be able to restrain and care for patients' safely on even and uneven surfaces that are both elevated and at floor level (surgical tables, cage banks, cage stalls, and clinic/barn floors). Students should have motor function necessary to obtain information from patients by palpation, auscultation and percussion (listening tasks), scraping, venipuncture, and needle aspiration.

Students have to provide general care and emergency treatment of patients. Students should have enough fine motor dexterity to manipulate small equipment, including dials, to adjust resistance on equipment, and manage IV lines, syringes, catheters, and all standard surgical equipment. Students should possess tactile ability sufficient for treating and assessing patients.

4. Behavior/Social:

Students must be able to manage animal patients and exercise good judgment. They must attend to patients with compassion, integrity and a concern for animals and as well as human beings. Students must demonstrate socially appropriate behavior and remain calm and rational during emergency situations. Students should maintain cleanliness and personal grooming consistent with close personal contact. Students should be able to identify and manage stress in a mature and healthy manner. They should be able to work independently, and as members of a team.

5. Academic Proficiency:

Students must maintain a minimum of an overall GPA of 2.5 in the clinical phase of the program, including a minimum grade of C in both the practical and written portions of all KEY preclinical and clinical-phase courses. Students should be able to relate and integrate information from several sources. Students must apply critical thinking in both class work and in the clinic and be able to follow safety procedures. Any student who is placed on academic probation while in the clinical phase of the program can only continue in the program with consent of the program director. The student is responsible for seeking such consent as soon as the situation occurs.

Veterinary Technology Student Health Policies

Students must be able to safely lift 50lbs, be able to safely and properly restrain small and large animals with training, be able to safely monitor health parameters of both awake and anesthetized animals, and safely handle dogs, cats, rabbits, rats, mice and a variety of farm animals, including the administration of medications and venipuncture.

All students participating in the clinical phase of the Veterinary Technology Program at LaGuardia Community College shall be responsible for any medical expense, which a student incurs as a result of sustaining an injury that is related to their participation/placement in an internship. It is therefore required that all clinical phase Veterinary Technology students hold medical insurance for the duration of the Program.

All students must show proof of this current health insurance coverage, tetanus immunizations (within 10 years), Hepatitis B and Rabies immunizations (strongly recommended) and submit required medical forms that attest to their safety as a student in the Vet Tech Program, particularly with regard to exposure to animal fur, and animal bites and scratches.

Clinical phase students with medical conditions (such as allergies, asthma, pregnancy, recent physical injuries or surgical procedures, or other) must consult their physician, and follow their physician's advice with regard to continued progression in the clinical phase of the Vet Tech Program. Written documentation may be required from a physician regarding the safety and advisability of a student with a given medical condition to continue in a clinical phase class or internship, as well as his/her ability to perform the activities, duties and responsibilities of a veterinary technology student. Students who have successfully completed all course work until that time may, with the approval of the Program Director, ask for a 1-year medical leave of absence. Under these circumstances these a student will be allowed to re-enroll in the clinical phase the following year with medical clearance - space permitting.

Professional Behavior and Academic Integrity

Veterinary Technology is a licensed profession requiring a high standard of ethical behavior. Because professionals are trusted members of the community, they are bound by legal, ethical and moral obligations in addition to those common to every other member of society. Veterinary Technicians they are allowed to have access to drugs, needles, syringes and supplies illegal for non-licensed personnel. Adherence to these rules is expected and failure to adhere dismissal from the program.

Therefore:

1. Knowledge of and adherence to a professional standard of behavior is an integral part of the Veterinary Technology curriculum.
2. The program requires that all students act professionally at all times, also while at student internships. Punctuality and class attendance are also a vital part of the learning process for veterinary technician students.
3. Following to the complaint process: if a student objects to a faculty's policy or grade, they must meet with the faculty first. If it is not resolved they must then meet with the program director, If the issue remains, then they may arrange a meeting with the department chairperson
4. A student who gives or receives information regarding tests, exams, quizzes or other means of assessment will be submitted for an academic integrity violation and may be dismissed from the program
5. Condoning unprofessional behavior by others is also a violation of ethical conduct. This includes but is not limited to poor treatment of animals.
6. Violations of the requirement of professional conduct may include but are not limited to the following: theft, aggressive words or actions, egregious rudeness, lying, cheating, destruction of equipment, misuse of supplies and poor treatment of animals.
7. College policies on academic integrity, sexual harassment, and workplace violence are strictly enforced and violations of professional standards may result in penalties ranging from a failing grade to expulsion from the program. Please see information at the following web sites:

<http://library.laguardia.edu/files/pdf/academicintegritypolicy.pdf>

<http://www.lagcc.cuny.edu/humanresources/Policies/WorkplaceViolence-Prevention.pdf>

[http://www.laguardia.edu/uploadedFiles/T2/publicsafety/pdfs/SexualHarrPolicy07\(1\).pdf](http://www.laguardia.edu/uploadedFiles/T2/publicsafety/pdfs/SexualHarrPolicy07(1).pdf)

Declaration of Pluralism

We are a diverse community at LaGuardia Community College. We strive to become a pluralistic community. We respect diversity as reflected in such areas as race, culture, ethnicity, gender, religion, age, sexual orientation, disability and social class. As a pluralistic community we will:

*** Celebrate: individual and group diversity.**

*** Honor: the rights of people to speak and be heard on behalf of pluralism.**

*** Promote: intergroup cooperation, understanding and communication.**

*** Acknowledge: each others' contributions to the community.**

*** Share: beliefs, customs and experiences which enlighten us about members of our community.**

*** Affirm: each others' dignity.**

*** Seek: further ways to learn about and appreciate one another.**

*** Confront: the expression of de-humanizing stereotypes, incidents where individuals or groups are excluded because of difference, the intolerance of diversity and the forces of racism, sexism, heterosexism, homophobia, disability discrimination, ageism, classism and ethnocentric that fragment the community into antagonistic individuals and groups.**

Appendix III

New York State Licensing Law

www.op.nysed.gov/prof/vetmed/vtlic.htm

Graduates of the Vet Tech Program are eligible to sit for the Veterinary Technology National Examination (VTNE). Successful candidates will be licensed as veterinary technicians and be permitted to perform those tasks limited to licensed personnel under state law. The role of the Veterinary Technician is **to carry out medical orders prescribed by the veterinarian under his or her supervision. Like a physician and a nurse, or a dentist and a dental hygienist, the roles are separate and not in conflict. By law the responsibility to diagnose and prescribe treatment falls to the Veterinarian.**

Since 1976, the profession of Veterinary Technology has been credentialed by the New York State Board of Regents. (Veterinary Medicine has been credentialed since 1895.) The practice of veterinary technology is defined as:

"the performance of services within the field of veterinary medicine by a person who...is employed by or under the supervision of a veterinarian to perform such duties as are required in carrying out medical orders as prescribed by a licensed veterinarian requiring an understanding of veterinary science, but not requiring professional service as set forth in (another) section.... " (Title VIII of the Education Law, Article 135, section 6708.)

According to Part 62.7 of the Commissioner's Regulations applying to veterinary medicine, the practice of veterinary technology includes:

(a). **Functions:** "The functions of a veterinary technician may include but shall not be limited to:

1. Collecting of appropriate specimens and performing laboratory procedures in clinical pathology and histopathology;
2. Exposing radiographic film;
3. Preparing and administering medications on medical orders of the supervising veterinarian;
4. Assisting in medical procedures;
5. Inducing and maintaining anesthesia under the onsite supervision of the licensed veterinarian;
6. Assisting in surgical procedures in the physical presence of the licensed veterinarian."

(b). **Supervision:**

"The functions of a veterinary technician shall be performed pursuant to the direction and under the general supervision of a licensed veterinarian. Such general supervision shall not be construed to require the physical presence of the supervising veterinarian at the time and place where such services are performed except as required by this Part".

"Nothing in this section shall be construed as prohibiting a veterinarian from employing unlicensed lay persons for performance of non-technical duties." (Article 135, Sec 6702.)

Examples given of non-technical duties are administering oral or topical medications. Non-invasive procedures on that level may be performed by unlicensed personnel.

"Permitting, aiding or abetting an unlicensed person to perform activities requiring a license" is professional misconduct under Subarticle 3. Additionally Subarticle 4 states that permitting

three or more unlicensed persons to do the tasks restricted to a licensed technician is a Class E felony.

Only persons licensed under the Education Act shall practice veterinary technology or use the title veterinary technician. (Article 135, sec 6709) Research institutions, federal service and student interns are exemptions.

Please note: Graduates with felony records may be denied a NYS veterinary technician license; the licensing board reviews such situations on a case-by-case basis. As noted earlier, a student must be a citizen of the United States or a legal resident to apply for licensure. All such inquiries in this regard should be directed to the NY State Education Department.

