



**COASTAL ALABAMA**  
COMMUNITY COLLEGE

**VETERINARY TECHNOLOGY**  
**Allied Health**



**2025 - 2026 Academic Year**  
**Student Handbook**

**Coastal Alabama Community College**  
**1900 Highway 31 South**  
**Bay Minette, AL 36507**

**251-580-2273 Phone**  
**251-580-2287 Fax**

**August 12, 2025**

## Table of Contents

Veterinary Technician Code of Ethics .....	4
Introduction .....	5
Disclaimer .....	5
Nondiscrimination Policies .....	5
Equal Employment and Educational Opportunity Policy .....	5
Accreditation .....	6
Mission/Program Goals .....	6
Rabies Mitigation Policy .....	7
Student Guidelines .....	10
Classroom Guidelines .....	
Attendance .....	10
Classroom Interaction .....	10
Access to Instructors .....	10
Canvas .....	10
Records Due Date .....	10
Student Record Maintenance .....	11
Assignments .....	11
Written Assignment .....	11
Academic Honesty/Student Conduct .....	11
Audio and Video Recording Guidelines .....	12
Electronic Devices .....	12
Minors on Campus .....	12
Accommodations for Americans with Disabilities .....	12
Safety, Health and Security .....	12
Social Networking Policy .....	12
Disciplinary Action .....	13
Clinical Probation .....	14
Testing and Grading Guidelines .....	15
Grading .....	15
Exam Procedures .....	15
Exam or Quiz Review .....	15
Make-up Exams/Missed Exams .....	16
Mid-Term Progress .....	16
Final Exam Schedule .....	16
Incompletes .....	16
Progression Policies .....	16
Definitions .....	16
Progression .....	16
Process for Reinstatement .....	17
Program Completion .....	18
Termination .....	18
Withdrawal .....	18
Lab and Clinical Guidelines .....	18
Campus Laboratory Guidelines .....	18
Lab and Clinical Attire .....	18
Skills Validation .....	19
Clinical Orientation .....	20
Clinical Attendance .....	20

General Clinical Guidelines .....	20
Confidentiality .....	21
Accidents and Injury .....	22
Aggressive Animal Policies .....	22
Animal Bite Protocol.....	23
Student Health and Safety .....	23
Accidents or Incidents Involving the Patient.....	24
Student Work Policy .....	24
Estimated Program Costs.....	24
Curriculum Organization.....	25
Degree Plan .....	25
Admission Criteria .....	26
Course Requirements and Recommendations .....	27
APPENDIX	
A: Essential Functions for Veterinary Technology Students.....	28
B: Rabies Vaccination Information and Acknowledgement Form/Waiver .....	32
C: Drug Testing Policy and Procedures.....	34
D: Hepatitis B Waiver .....	39
E: Health Risk Acknowledgment for Clinical Instruction Sites .....	40
F: Agreement and Release of Liability for Clinical Instruction Sites.....	41
G: Aggressive Animal/Bite Protocol and Aggressive Animal Policies.....	42
H: Veterinary Technology Program Affirmation and Release Form.....	44

# **Veterinary Technician Code of Ethics – NAVTA**

Each member of the veterinary technology profession has the obligation to uphold the trust invested in the profession by adhering to the profession's code of ethics. No code can provide the answer to every ethical question faced by members of the profession. They shall continue to bear their responsibility for reasoned and conscientious interpretation and application of the basic ethical principles embodied in the Code to individual cases.

A veterinary technician shall uphold the laws/regulations of his/her state or province that apply to the technician's responsibilities as a member of the veterinary medical health care team.

The Code of Ethics shall be subject to review and timely revision by the Association.

## **Preamble**

The Code of Ethics is based on the supposition that the honor and dignity of the professional of veterinary technology lies in the just and reasonable code of ethics. Veterinary technology includes the promotion and maintenance of good health in animals, the care of diseased and injured animals, and the control of diseases transmissible from animals to man. The purpose of the Code of Ethics is to provide guidance to the veterinary technician for carrying out professional responsibilities so as to meet the ethical obligations of the profession.

## **Code of Ethics**

- Veterinary technicians shall aid society and animals through providing excellent care and services for animals.
- Veterinary technicians shall prevent and relieve the suffering of animals.
- Veterinary technicians shall promote public health by assisting with the control of zoonotic diseases and informing the public about these diseases.
- Veterinary technicians shall assume accountability for individual professional actions and judgments.
- Veterinary technicians shall protect confidential information provided by clients.
- Veterinary technicians shall safeguard the public and the professional against individuals deficient in professional competence or ethics.
- Veterinary technicians shall assist with efforts to ensure conditions of employment consistent with the excellent care for animals.
- Veterinary technicians shall remain competent in veterinary technology through commitment to life-long learning.
- Veterinary technicians shall collaborate with members of the veterinary medical profession in efforts to ensure quality health care services for all animals.

## **Ideals**

In addition to adhering to the standards listed in the Code of Ethics, veterinary technicians may also strive to attain a number of ideals. Some of these are:

- Veterinary technicians shall strive to participate in defining, upholding, and improving standards of professional practice, legislation and education.
- Veterinary technicians shall strive to contribute to the profession's body of knowledge.
- Veterinary technicians shall strive to understand and support the attachment between a person and his/her companion animal.

**COASTAL ALABAMA CC VETERINARY TECHNOLOGY STUDENT HANDBOOK**  
**COASTAL ALABAMA COMMUNITY COLLEGE**  
**VETERINARY TECHNOLOGY PROGRAM HANDBOOK**

**INTRODUCTION**

Welcome to the Coastal Alabama Community College Veterinary Technology Program. Veterinary technology is a challenging and rewarding profession. The faculty at Coastal Alabama Community College intends to challenge veterinary technology students academically and personally to prepare employees who are clinically competent and capable of functioning as productive members of the veterinary healthcare team.

The veterinary technology faculty bids you a ***SINCERE and WARM WELCOME*** as you enter the program.

**DISCLAIMER**

This handbook is intended to be a fair summary of matters of interest to students and should be used in conjunction with ACCS policy, the [College Policy and Procedure Manual](#), the [College Catalog](#), and the Coastal Alabama Student Handbook. Readers should be aware that (1) this handbook is not intended to be a complete statement of all procedures, policies, rules, guidelines, or regulations; (2) the College reserves the right to change, without notice, any academic or other requirements, course offerings, course contents, programs, procedures, policies, rules, and regulations that may be contained in the handbook; and (3) changes can be made to other departmental and clinical procedures, policies, rules, and regulations, whether or not contained in the handbook, that may be applicable to students in this department.

**NONDISCRIMINATION POLICIES**

It is the official policy of the Coastal Alabama Community College to ensure compliance with Alabama Community College System (ACCS) [Board Policy 601.01](#). The Veterinary Technology Program complies with Coastal Alabama Policy [Nondiscrimination Policy](#).

**EQUAL EMPLOYMENT AND EDUCATIONAL OPPORTUNITY POLICY**

Coastal Alabama Community College is an Equal Opportunity Educator and Employer. It is the policy of the College that no student or other person because of age or race/color, national origin, sex, religion, disability, or the like shall be excluded or limited from participation in or be denied the benefits of any college program or activity. Coastal Alabama Community College facilities and devices are in compliance with the Americans with Disabilities Act (ADA).

Coastal Alabama Community College complies with non-discriminatory regulations under Title VI, Title VII, and Title IX of the Civil Rights Act of 1964; Title IX Educational Amendment of 1972; Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

## **ACCREDITATION**

Coastal Alabama Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate degree. Coastal Alabama Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Coastal Alabama Community College may be directed in writing to:

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)  
1866 Southern Lane  
Decatur, GA 30033-4097  
or call  
(404) 679-4500  
<https://sacscoc.org/>

The Veterinary Technology Program has been awarded Full Accreditation by the American Veterinary Medical Association Committee on Veterinary Technician Education and Activities (AVMA CVTEA) Education and Research Division.

Committee on Veterinary Technician Education and Activities  
1931 N. Meachum Rd.  
Suite 100  
Schaumburg, IL 60173-4360  
(847) 925-8070  
<https://www.avma.org/education/center-for-veterinary-accreditation/accreditation-veterinary-technicians>

## **MISSION/PROGRAM GOALS**

This program is designed to prepare competent entry-level veterinary technicians for employment as members of the veterinary team in any veterinary facility setting. Program instruction includes cognitive, psychomotor, and affective learning domains. Full accreditation granted through the AVMA CVTEA means students may obtain their certification as a Licensed Veterinary Technician after passing the Veterinary Technician National Exam (VTNE), successful completion of this program, and completion of desired State requirements. The veterinary technology curriculum prepares individuals to assist in the care of the veterinary patient in every area of the veterinary facility and to function as members of the veterinary team. Students will relate theoretical knowledge to the care of patients ranging from admission to discharge, preventative care, hospital care, pediatric to geriatric care, diagnostics, client education and home care and will develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; and assist surgeons with veterinary procedures.

## **RABIES MITIGATION POLICY**

### **Comprehensive Rabies Mitigation Policy**

**Purpose:** The purpose of this policy and plan is to mitigate exposure of students and faculty to rabies by aligning with the AVMA-CVTEA Policies and Procedures Standard 4e and Appendix A Statement on Safety through the recommended pre-exposure vaccination protocol or avoidance to potential exposure by following the pre-exposure vaccination waiver protocol. Standard 4e and Appendix A are provided at the end of this document.

**Policy Statement:** The Veterinary Technology Program at Coastal Alabama Community College strongly recommends Rabies pre-exposure vaccinations for all incoming students. The potential for a veterinary professional to be exposed to rabies is one of the inherent risks of veterinary medicine. The State of Alabama is considered an endemic area for rabies, therefore, the Center for Disease Control (CDC) places veterinary professionals in Alabama in the “frequent risk” category and pre-exposure vaccination is recommended. It should be noted that pre-exposure vaccination does not prevent the need for post-exposure vaccination should you become exposed. **Students who decline the rabies pre-exposure vaccination due to medical contraindication, personal issue, or religious exemption should understand the increased risk of contracting rabies and will be required to track every animal handled at the clinical site by recording animal name, Rabies tag number, and date of Rabies vaccination on the Rabies Mitigation Log.**

### **Comprehensive Rabies Mitigation Plan Components**

The following Rabies Mitigation Plan and Protocol is intended to provide the instruction and documentation for compliance with CVTEA Standard 4e and Appendix A Statement on Safety. The Veterinary Technology Program at Coastal Alabama Community College strongly recommends Rabies pre-exposure vaccinations for all incoming students. The potential for a veterinary professional to be exposed to rabies is one of the inherent risks of veterinary medicine. The State of Alabama is considered an endemic area for rabies, therefore, according to the Center for Disease Control (CDC), veterinary professionals in Alabama are placed in the “frequent risk” category and pre-exposure vaccination is recommended. Pre-exposure prophylaxis is given as a series of two vaccinations in the deltoid muscle. Pre-exposure vaccination does not prevent the need for post-exposure vaccination should you become exposed, but it does decrease the number of post-exposure injections and might provide some protection should there be a delay in post-exposure treatment.

- Pre-Exposure vaccination series – 2 vaccine injections total given in the muscle  
one injection each on day 0 and day 7.
- Post-Exposure vaccination series – 5 vaccine injections total given in the muscle  
2 injections given on day zero: one injection of Human Rabies Immune Globin and one Rabies Vaccination, followed by one injection of Rabies vaccine on days 3, 7, and 14.

Students should consult with a physician and read the information provided in the links below to determine the need for rabies immunization.

**Students who are not vaccinated against Rabies are required to track every animal that they handle at their clinical site by recording the animal’s name, Rabies tag number and date of Rabies vaccination on the Rabies Mitigation Log. The Rabies Mitigation Log will be kept as part of the student’s record.**

Rabies Vaccination Information from CDC:

[https://www.cdc.gov/rabies/hcp/veterinarians/?CDC\\_AAref\\_Val=https://www.cdc.gov/rabies/specific\\_groups/veterinarians/staff.html](https://www.cdc.gov/rabies/hcp/veterinarians/?CDC_AAref_Val=https://www.cdc.gov/rabies/specific_groups/veterinarians/staff.html)

[https://www.cdc.gov/rabies/specific\\_groups/veterinarians/staff.html](https://www.cdc.gov/rabies/specific_groups/veterinarians/staff.html)

<https://www.cdc.gov/vaccines/hcp/vis/vis-statements/rabies.pdf>

[Clinical Overview of Rabies](https://www.cdc.gov/vaccines/hcp/vis/vis-statements/rabies.pdf)

Post-Exposure Prophylaxis (PEP) Vaccinations from CDC:

<https://www.cdc.gov/rabies/hcp/clinical-care/post-exposure-prophylaxis.html>

Pre-Exposure Prophylaxis from CDC: [https://www.cdc.gov/rabies/hcp/clinical-care/index.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Frabies%2Fhcp%2Fprevention-recommendations%2Fpre-exposure-prophylaxis.html](https://www.cdc.gov/rabies/hcp/clinical-care/index.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Frabies%2Fhcp%2Fprevention-recommendations%2Fpre-exposure-prophylaxis.html)

[https://www.cdc.gov/rabies/hcp/clinical-care/index.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Frabies%2Fhcp%2Fprevention-recommendations%2Fpre-exposure-prophylaxis.html](https://www.cdc.gov/rabies/hcp/clinical-care/index.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Frabies%2Fhcp%2Fprevention-recommendations%2Fpre-exposure-prophylaxis.html)

[cp%2Fprevention-recommendations%2Fpre-exposure-prophylaxis.html](https://www.cdc.gov/rabies/hcp/clinical-care/index.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Frabies%2Fhcp%2Fprevention-recommendations%2Fpre-exposure-prophylaxis.html)

Rabies Information from the Alabama Department of Public Health:

<https://www.alabamapublichealth.gov/infectiousdiseases/assets/RabiesFlyer.pdf>

## **Rabies Mitigation Components**

1. Vaccination of animals (cats, dogs, horses, food and fiber species)
  - a. All dogs, cats, horses, food and fiber species used during clinical hours or live animal labs will show proof of rabies vaccination a minimum of 28 days prior to student handling.
  - b. Documentation of rabies vaccination of client owned animals handled at a student's clinical site will be recorded on the Rabies Mitigation Log for all unvaccinated students.
  - c. Documentation for rabies vaccination status of bovine, equine and caprine species used during clinical skills acquisition labs provided by the program will be kept by the program. Records will reflect animal identification number or name, Rabies vaccination date and location of animal.
  - d. Unvaccinated students are prohibited from handling any animal of unknown rabies vaccination status or any animal that has not completed the post rabies vaccination 28-day minimum seroconversion wait period.
2. Hold/seroconversion period post rabies vaccination (per CDC-28 days)
  - a. Rabies Mitigation Log must show proof of animals' rabies vaccination a minimum of 28 days prior to student interaction.
  - b. Every approved clinical site will submit a signed MOU stating agreement and compliance with Coastal Alabama Community College's Rabies Mitigation Policy concerning 28-day seroconversion wait period.
3. Hold period for animals not vaccinated (per CDC-45 days)
  - a. Coastal Alabama Community College has no facility to provide any holding period options for unvaccinated animals.
4. Communication to external parties – animal sources, off-campus sites, externship sites
  - a. The MOU signed by off-campus clinical sites specifies notification of student vaccination status and rabies mitigation policy and logging requirements.
  - b. The MOU signed by off-campus clinical sites states, "The clinic shall abide by the protocols set forth in the program's Rabies Mitigation Policy found in Appendix B. Once notified of a student's rabies vaccination status, the clinic shall prohibit any unvaccinated student from handling any unvaccinated animal or any animal of unknown vaccine status. Unvaccinated students shall be permitted to complete the Rabies Mitigation Log to provide documentation of rabies vaccination status of animals handled at the clinical site."



- c. Rabies Mitigation Policy and Rabies Mitigation Log documents are provided to clinical sites by Coastal Alabama Community College faculty and acceptance and acknowledgement is documented by initialing the appropriate areas on the MOU.
- 5. Communication to Internal Parties
  - a. The College President and legal counsel of Coastal Alabama Community College have been provided with information concerning rabies disease risk and have reviewed the Rabies Mitigation Policy and Plan Component for Coastal Alabama Community College's Veterinary Technology Program and Student Rabies Vaccination Mitigation Policy.
  - b. The College President's signature on the MOU and written acknowledgement of the Rabies Mitigation Policy and Student Rabies Vaccination Mitigation Policy constitutes documentation of internal communication.
- 6. Communication to Students
  - a. All students applying to the Coastal Alabama Veterinary Technology program are provided with rabies information as a component of the application process. Identified as Appendix B: **RABIES PRE-EXPOSURE VACCINATION INFORMATION ACKNOWLEDGEMENT FOR VETERINARY TECHNOLOGY STUDENTS**
  - b. Appendix B of the Veterinary Technology application is signed by every student and kept in the student records.
  - c. Students are provided with comprehensive rabies information in the Coastal Alabama Community College Veterinary Technology Student Handbook which includes a signed acknowledgment page kept in the student's file.
  - d. Upon acceptance into the program, students are required to provide documentation of rabies vaccination status or signed release waiver to program personnel.
  - e. Any student not prophylactically vaccinated for rabies will be required to maintain the Rabies Mitigation Log as documented contact tracing of all animal interactions for practice and skills acquisition.
  - f. During new student orientation prior to beginning clinical rotations all students will be educated on rabies virus seen in animals and its zoonotic risk as a potentially fatal disease. The information will be covered again in VET 110 Vet Tech Clinics I.
  - g. Appropriate PPE should be worn at all times.
  - h. The cost of rabies pre-exposure prophylaxis is the responsibility of the student. The student will be provided with helpful information to present to primary care physicians concerning rabies pre-exposure vaccination and information concerning where rabies pre-exposure vaccination may be available. Some insurance companies may cover some of the cost of vaccination.
  - i. Rabies information site: <https://www.cdc.gov/rabies/index.html>
- 7. Comprehensive risk assessment taking into account local rabies prevalence
  - a. Risk assessment will be completed each year through information provided by the State of Alabama Public Health Department's Infectious Diseases and Outbreaks website on Rabies: <https://www.alabamapublichealth.gov/infectiousdiseases/rabies.html>
  - b. The APHD website contains information on Rabies in Alabama and yearly area maps of confirmed cases.
  - c. Rabies information will also be sourced from the CDC Rabies in the US webpage: <https://www.cdc.gov/rabies/index.html>
  - d. Students will be provided with the most recent rabies information concerning confirmed rabies cases in areas of student clinical sites and labs.
  - e. Students are required to wear full PPE when participating in any animal necropsy.
  - f. Students are required to read, sign and adhere to the Aggressive Animal Policy and Bite Protocol as provided in the Veterinary Technology Student Handbook.

## STUDENT GUIDELINES

### **Classroom Guidelines**

#### **Attendance**

The Veterinary Technology Program complies with Coastal Alabama Policy [Attending Class](#). Only approved students may attend veterinary technology courses. Class attendance is regarded as an obligation as well as a privilege. Absences disrupt a student's orderly progress in a course and significantly diminish the quality of group interaction in class. There is also a high correlation between the number of absences and the final grade. Although an occasional absence may be unavoidable, it in no way excuses a student from meeting the requirements of the course. Participation in an institution-sponsored activity is not regarded as an absence. All students are still responsible for preparing all assignments for the next class, for completing missed work, and for obtaining the material or audiovisuals for that class. Students are encouraged to study at least one hour per course credit hour (i.e. 3 hours per week for a 3-credit hour course).

#### **Classroom Interaction**

Instructors are responsible for providing an atmosphere conducive to learning. The instructor may temporarily or permanently suspend a student whose behavior jeopardizes orderly learning for the class. While discussions and questions are encouraged at appropriate times, interactions are to be respectful. Unsolicited talking, eating, sleeping, and reading unrelated material during class may be considered rude and disruptive and may be grounds for dismissal from the class at the instructor's discretion. Students dismissed from a class must meet with the class instructor or Division Chair before being allowed to return. The Veterinary Technology Program required on-campus learning days follow these guidelines.

#### **Access to Instructors**

Students will be able to meet their instructor during designated office hours/tutoring hours. Office hours are posted outside each faculty member's office, in the course syllabus, and Canvas. If a meeting during office hours is not possible, the student should schedule an appointment with the instructor. Students must schedule appointments with faculty at a time that is mutually convenient for both the student and faculty. Appointments should be kept by both parties; if circumstances prevent this, the person unable to make the appointment should contact the other and attempt to reschedule. If electronic communication is utilized, instructors will only be able to communicate with students using the students' official school email address or Canvas due to the Family Educational Rights and Privacy Act (FERPA).

#### **Canvas (Web-enhancement)**

A PC or MacBook laptop with a webcam, microphone, and access to high-speed internet are required for the Veterinary Technology program. Access to a printer is strongly encouraged as some assignments may need to be printed. Canvas is the learning management system used by the College. Students are expected to check Canvas daily to stay current with classroom assignments. All Canvas tools are for class instructional use. All comments and postings that are not instructional in nature will be reviewed and may be administratively deleted. Students who fail to comply with this policy may be denied access to class with no refund and may be subject to the College's academic code of conduct. It is advised that students do not disclose their log-in to any other individual. Disclosure may compromise the integrity and security of the system and its contents. Disclosure may result in disciplinary action.

#### **Records Due Date**

Immunizations, drug testing, background screening, and proof of medical insurance are tracked through a web-based system called *CastleBranch*. Cohorts will submit required documents to the appropriate administrative assistant as directed. Administrative assistants track the required documents in

*CastleBranch*. All records are to be submitted to *CastleBranch* or as directed by the assigned due date. Students will receive email notification from *CastleBranch* or the appropriate administrative assistant. Students will not be allowed to attend clinicals until requested information has been received. It is the responsibility of the student to verify that records are complete. Required vaccinations can be found in the Additional Requirements for Applicants on page 26.

### **Student Record Maintenance**

Students should keep the Veterinary Technology Program and Office of Admissions updated on any changes in name, address, or phone number by completing the [Student Information Change Request Form](#).

### **Assignments**

Assignments will be accepted for grading until Monday morning at 8 am with a 5-point deduction for each 24-hour period thereafter. Late discussions and quizzes will not be accepted unless previously approved by instructor. No late work will be accepted past the close date (unless previously approved by the instructor or extenuating circumstances exist).

### **Written Assignments**

The faculty believes that written papers are an expression of the individual. It is expected that all written work will reflect clear, correct, and responsible use of language and grammar. All written assignments must be prepared according to the following criteria, unless otherwise specified by the individual instructor:

1. Paper and style should follow APA format for citing all resources.
2. The Title Page should include student's name, instructor's name, course title and number, and date assignment is due. The content of the paper begins on the following page.
3. All written assignments should be on regular letter size white paper (8 ½ x 11 in).
4. All papers must be typed and double-spaced unless otherwise specified by individual instructor.
5. The pages should be numbered in order and stapled, or paper clipped.
6. Paraphrased sentences and direct quotes must be referenced in text. The use of another person's words or ideas without acknowledging their source is plagiarism. See academic honesty policy.
7. Papers must be submitted by the due date in order to receive full credit.

### **Academic Honesty/Student Conduct**

The Veterinary Technology Program complies with Coastal Alabama Policy on [Academic Conduct](#). Academic honesty is absolute in order for the student to advance in the program. Because of the nature of the Veterinary Technology profession, dishonesty or unprofessional conduct could affect the health or safety of clients. To promote professional conduct and personal integrity, it is imperative that each student do their own work. Students who obtain passing grades through dishonest means may compromise client safety. Students who witness dishonest behavior of a peer, or other healthcare employee, should report it to the course instructor. Penalties for academic dishonesty may range from a reprimand to suspension from the College.

Academic dishonesty includes, but is not limited to:

- Copying from another student's work, test, or paper (including clinical paperwork), or allowing another to receive credit for your work
- Looking at another student's exam or allowing another student to look at your exam
- Collaborating with another student or any person(s) during an exam
- a. Using anything not sanctioned by the individual administering the exam (i.e. calculator, cell phone, drink bottle)

- b. Obtaining, buying, selling, soliciting, transmitting, or stealing a course exam or any components of a course exam (including test banks)
- c. Bribing to obtain exam information
  - Sharing or receiving information about an exam from another section or class/group
  - Breaching test security
  - Tape-recording or note-taking of a test review
  - Plagiarizing
  - Failing to report any of the above behaviors or other dishonest behaviors when witnessed

### **Audio and Video Recording Guidelines**

Recording of content in classroom or lab sessions is permitted only with the permission of the instructor who is presenting the content. No recording of any type (audio, visual, written, etc.) is allowed during exams or exam reviews.

### **Electronic Devices**

Electronic devices such as cell phones, laptop computers, tablet devices (Kindles, Nooks, iPads, smart watches) may be distracting to both faculty and students in classrooms, labs, and testing centers. In consideration of others and to minimize distractions, all electronic devices must be turned off unless prior approval is obtained by the instructor, Division Chair, Director of Veterinary Technology, Dean of Nursing and Allied Health, or designee. The abuse of electronic devices by students is a violation of the student code of conduct.

\*NOTE- cell phones may be used, with permission by your clinical supervisor, for the sole purpose of recording the veterinary technology student's performance of a required essential skill.

### **Minors on Campus**

The Veterinary Technology Program complies with Coastal Alabama Policy [Minors on Campus](#). Minors may not accompany students.

### **Accommodations for Americans with Disabilities**

The Veterinary Technology Program complies with Coastal Alabama Policy [Americans with Disabilities Act](#). Further information may be found on the [ADA Online Services](#) webpage. Only the ADA coordinator can determine reasonable accommodations.

### **Safety, Health, and Security**

The Veterinary Technology Program complies with Coastal Alabama Policy [Safety and Security Policy](#). It may become necessary to close the college because of severe weather, adverse road conditions, or other emergencies. Closing of the college also includes cancellation of off-campus clinicals. Students must take responsibility for obtaining information to determine the college's position by listening to local television and radio stations for closings or by checking the Coastal Alabama website if operational. See above listed policy for Mass Notification information.

### **Social Networking Policy**

The Veterinary Technology Program complies with Coastal Alabama Policies [Student Code of Conduct](#) and [Student Bill of Rights](#). Students are advised to use social media cautiously and to avoid disclosing any information that could be considered confidential client information. Any disclosure, intentional or unintentional, of information that could lead to the identification of a client will result in appropriate disciplinary actions. Removal of an individual's name, face, or image is not sufficient to protect identity or confidential information. The use of privacy settings that are available on many social networking sites does not guarantee that information will not appear in public and is not deemed sufficient.

Students are **not** to make negative, disparaging, or unprofessional remarks about fellow students, College employees, clients, client visitors, clinical sites, or other health care professionals through social media. Any negative or disparaging remarks, intentional or unintentional, through social media will be considered unprofessional and will be considered a form of misconduct. This type of misconduct will be subject to appropriate disciplinary actions.

Disciplinary action to be taken in the case of social media misconduct will range from

1. written reprimand and counseling by the instructor
2. written reprimand, counseling by the instructor and probation for the remainder of the program
3. immediate dismissal from the Veterinary Technology Program

### **Disciplinary Action**

Disciplinary action shall be taken for violation of policies consisting of, but not limited to the following (subject to immediate dismissal where appropriate):

1. Dishonesty, falsification of records and reports, and plagiarism.
2. Forgery, alteration, or misuse of school records or identification papers.
3. Obstruction or disruption of teaching or administrative procedures.
4. Physical abuse or conduct that threatens to endanger the health or safety of any person on campus or at a clinical site.
5. Theft or damage to school property, school staff member, or clinical affiliate site or personnel.
6. Unauthorized entry into or use of veterinary facility.
7. Unauthorized possession or use of drugs, firearms, or weapons, or possession of other dangerous substances at the clinical affiliate site.
8. Evidence of impairment at a clinical site. Alcoholic beverages or drugs which may cause cognitive impairment are not to be consumed within 12 hours of a clinical experience. Students who are suspected of being impaired will be sent for immediate drug testing. Students will be responsible for the costs incurred and will be instructed to leave the facility with a designated driver. Students will not be allowed to return to the clinical facility until it is cleared.
9. Deliberate neglect of patient care.
10. Falsification of medical documents regarding patient care.
11. Conviction of a felony.
12. Disorderly conduct.
13. Insubordination to school faculty or authorized hospital staff. Students will not communicate unprofessionally (argue, solicit professional advice for an illness or disability, etc.) with any veterinarian, veterinary technician, fellow student, staff member, or preceptor during rotations. The ultimate responsibility for patient care lies with the staff of the clinical facility. If conflict arises, the student is to immediately remove themselves from the conflict & notify the facility manager & clinical instructor.
14. Engagement in any practice beyond the scope of duties permitted by a student veterinary technologist including but not limited to suturing, drawing blood, giving injections, applying casts or splints, diagnosing, and prescribing of medications.
15. Failure to comply with affiliate site's policies and procedures.
16. Gambling at clinical site.

**Clinical Probation**

Failure to progress or to achieve the necessary competencies in a clinical rotation, as shown by the clinical evaluation tool, may result in clinical probation. A student who displays unsatisfactory behavior or performance, after careful evaluation by the veterinary technology instructor(s), will be placed on clinical probation. Probation is a set period of time during which an unsatisfactory behavior or performance is closely monitored by the instructor with the purpose of correcting the student's inadequacy.

The student will be counseled by the instructor and given written notice of probation. Recommendations and guidance will be given to the student on how to improve, correct, or achieve satisfactory progress. A copy of the probationary form will be placed in the student's record and a copy will be given to the student. The written Probation and Misconduct form serves as an official warning. If the necessary progress or achievement is not attained by the end of the probationary period, or the student continues to demonstrate unsatisfactory behavior or performance in subsequent clinical experiences, the student will fail the course. In addition, he or she may be asked to withdraw from the program, may be withdrawn administratively, or may be terminated from the program.

The instructor will decide on the length of the probation. It may extend for the duration of the semester or into the next semester. Students may be taken off probation before the end of the probationary period at the recommendation of the instructor.

When the student has performed an unsafe act that jeopardizes the welfare of the patient, the student may be terminated from the program without a probationary period.

## **Testing And Grading Guidelines**

### **Grading**

The Veterinary Technology Program complies with Coastal Alabama Policy [Grading System](#). Rounding of scores is only completed for the final course grade. No rounding will occur for individual assignment, quiz, or test grades. The final course grade is rounded, including 0.45 or higher being raised to the next whole number.

A = 90-100

B = 80-89

C = 75-79

D = 60-74

F = 59 and below

Note that a 'C' requires a grade of 75-79 in all courses with a VET prefix.

Most Veterinary Technology courses consist of a combination of theory, laboratory, and clinical components. Laboratory and clinical grades are assigned a pass/fail ranking. Students who fail the laboratory and/or clinical component of a course but earn a 'C' or higher in the theory portion of the course fail the course. Students who pass the laboratory and/or clinical component of a course but fail the theory portion of the course with a 'D' or 'F' fail the course. Students who have failed the clinical component may not continue to attend class. Students who have not completed fewer than 10 assigned Essential Skills will be placed on Probationary Status for the upcoming semester and will have until midterm to complete the remaining skills. Students have until the last date of withdrawal in any one semester to withdraw from a course. Once the withdrawal date has passed, students will receive an 'F' for the final grade. The last day to withdraw is published in the college academic calendar.

### **Exam Procedures**

Midterm and Final Exams will be administered on the Bay Minette campus as scheduled. It is essential that testing times are quiet. Once a student leaves the testing area, the student will not be allowed to return until all students have completed testing. Students are asked not to congregate in hallways outside of classrooms due to noise levels. Pencils, tests, blank scratch paper, and calculators, if specified, are the only items allowed on the desk for exams. Calculators and smart watches are not allowed for testing unless specified. Seating for tests may be assigned. No handbags, backpacks, book carriers, books, drinks, food, cell phones, and/or other electronic devices are allowed on top of, under, or around any desk during testing. No hats or sunglasses may be worn during testing. If assistance is required during the test, the student should raise their hand to signal the need for assistance from the instructor. Tests are timed. Students are generally allowed one minute per question; however, one and one-half minutes are allowed for questions requiring multiple steps and for math computations. Students arriving late for an exam must take the exam in the remaining time available. Exam scores that are automatically posted upon completion of an electronic exam should not be considered final until the instructor(s) have reviewed the exam results.

### **Exam or Quiz Reviews**

Students must schedule an appointment to review weekly quizzes, mid-term and/or their final exam individually in the presence of the instructor. Test review can be done in person, via telephone or Canvas Conference session. Such review will be by appointment at the convenience of the instructor. It is the student's responsibility to schedule this appointment and to keep the appointment.

Exam reviews will be held at the discretion of the instructor. Attendance is encouraged and will be recorded. Every attempt is made to review within one week of the date for which a test was administered. During test reviews students are not allowed to take notes or to record in any form; pencils, pens, recorders, cell phones, etc. are not allowed. Disputes related to test items are not discussed during test reviews. Any student who disagrees with a keyed answer on a test item must complete the "Request for



Instructor Review of Test Items” form. The form for review of test items must be submitted within 72 hours from the date the exam was administered or from the date the exam was reviewed, whichever is longer. The instructor and another faculty member, or the Program Director, will review the question. The student is to be provided feedback within one week of submission. Test reviews may be terminated if the class becomes disruptive. Students must then schedule an appointment with the instructor to review the test individually. Any student who wishes to review a test individually must make an appointment with the instructor within one week of the time of test review. Students may be allowed to review a photocopy of their test scantron sheet, if applicable, in the presence of the instructor during individual exam review. Students may only view the previous exam. No student will be allowed to review exams the week before final exams, and at no time may students request to review all exams from a course. For final exam review, an appointment must be made with the instructor.

### **Make-up Exams/Missed Exams**

Only one make-up exam is allowed per course. If more than one exam is missed, a grade of ‘0’ will be recorded for the second missed exam. Make-up exams should be administered prior to the last day to withdraw as posted in the College calendar. Students who miss the assigned make-up date will receive a ‘0’ for that exam. Make-up exams are subject to be different from the original exam. Early exams are administered only at the discretion of the Division Chair, Veterinary Technology Program Director, Dean, or designee for extenuating circumstances.

### **Mid-Term Progress**

A mid-term progress report is provided to each student as notification of their academic progress in each veterinary technology course. It is the student’s responsibility to obtain the report.

### **Final Exam Schedule**

The Veterinary Technology Program complies with Coastal Alabama Policy [Final Exams](#). The final exam schedule for Veterinary Technology courses may differ from the schedule for general courses. Please check the course syllabus regarding the final exam schedule. Two hours are allowed for completing a final exam. Final exams contain 100 questions.

### **Incompletes**

The Veterinary Technology Program complies with Coastal Alabama Policy [Grading System](#). Incompletes must be replaced with a grade of ‘C’ or higher before the student is allowed to progress to the next semester.

### **Progression Policies**

#### **Definitions**

**Reinstatement:** Students who have a withdrawal or failure in a veterinary technology course and are eligible to return to that course will be considered for reinstatement to the program.

**Readmission:** Students not eligible for reinstatement may apply for program admission as a new student and must submit all application criteria. If accepted as a new student the student must take, or retake, all Veterinary Technology Program courses.

#### **Progression**

To progress in the Veterinary Technology Program, the student must:

1. Maintain a grade of C or better in all prerequisite courses and every Veterinary technology course.



2. Complete all required general educational courses with a final grade of C or better in semesters as scheduled, unless completed prior. Any exceptions must be approved by the Program Director of Veterinary Technology.
3. Maintain the ability to perform essential functions.
4. Maintain current required immunizations, and medical insurance.
5. Maintain the sequence of Veterinary technology courses. Withdrawals, or a 'D' or 'F' in a Veterinary technology course, will stop progression in the program until the course(s) is successfully repeated. Course repetition will be based on successful reinstatement application process and available program seats.
6. Must complete the required clinical rotation and hours as described each semester.
7. Must adhere to clinical facility and program policies and procedures.
8. Must maintain professional, ethical standards and professional patient care.

Failure to meet any of the above requirements may result in failure of a course or termination from the program

A total of two unsuccessful attempts in two separate semesters (D, F, or W) in the Veterinary Technology Program will result in dismissal from the program.

A student may be reinstated to the Veterinary Technology Program only once. Reinstatement is **not** guaranteed due to limitations in clinical spaces. All Veterinary Technology Program admission standards must be met. A rubric is used to determine who is reinstated. The rubric consists of student attendance, behavior, lab/clinical performance, GPA, completion of the Reinstatement Application and all its components. Students must pass a comprehensive written examination with a grade of 75% or higher within two attempts and must successfully perform selected essential skills within two attempts to be considered for reinstatement. A student must have a 2.0 cumulative GPA at the current institution for reinstatement.

If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may submit a request to the appropriate Division Chair.

### **Process for Reinstatement**

1. Schedule an appointment with a Veterinary Technology faculty member/advisor to discuss eligibility for reinstatement.
2. Submit a written Letter of Intent.
3. Apply for readmission to the College if not currently enrolled. College readmission must be accomplished by published deadlines.
4. Update immunizations, drug testing, and background screening according to program policy.
5. Demonstrate competency in previous course(s) as required by the College's Veterinary Technology Program.
6. Update clinical requirements (immunizations and health records) by published deadlines.
7. Accepted at an approved veterinary clinical site
8. Complete and submit the Reinstatement Application during the semester prior to the requested reinstatement semester.
9. Complete the Knowledge Exam and the Essential Skills Retention exam with a score of 75% or better on campus.
10. Less than one year has lapsed since last enrollment in the veterinary course.
- 11. Students dismissed from the program for disciplinary reasons and/or unsatisfactory clinical performance will not be allowed readmission to the veterinary technology program.**

## **Program Completion**

Students successfully completing VET and required academic courses will be awarded an Associate of Applied Science Degree in Veterinary Technology. Students are responsible for meeting all the progression and graduation requirements [Graduation](#).

## **Termination**

A student may be terminated from the Veterinary Technology Program for the following, but not limited to:

- a. Unsatisfactory scholastic achievement in theory, lab, or clinical practice
- b. Failure to complete laboratory/clinical requirements
- c. Failure to demonstrate competency in previous veterinary technology coursework
- d. Unsafe practice
- e. Being under the influence of drugs or alcohol
- f. Obstruction or disruption of program
- g. Breach of confidentiality
- h. Falsification of records
- i. Inability to perform essential eligibility criteria
- j. Any act of dishonesty/academic dishonesty
- k. Unprofessional behavior or acts such as disrespect for the dignity or rights of the client or others

## **Withdrawal**

The Veterinary Technology Program complies with Coastal Alabama Policy [Withdrawals](#). Students may withdraw from class or the College any time prior to the start of final exams during any semester or term. To withdraw from **a** class, students must login to their OneACCS account and withdraw. To withdraw from **all** classes, students must complete the online total withdrawal form located on the [Registrar page of the College website](#).

Students who complete the withdrawal process prior to the deadline will be assigned a grade of 'W'. However, a grade of 'F' will be assigned to students who fail to satisfactorily complete the requirements of a course or who voluntarily discontinue class attendance and fail to follow the College's official withdrawal procedure.

## **Lab & Clinical Guidelines**

### **Campus Laboratory Guidelines**

To provide a safe environment and ensure longevity of equipment and supplies in the lab, the following will be observed:

- The campus labs are authorized for use by students with specific assignments only. No children are allowed.
- Eating and drinking are NOT allowed in the lab setting.
- The supply closet and equipment cabinets are to be accessed by college staff and faculty only. Audiovisual equipment is to be used to assist students in learning. Audiovisual equipment is NOT allowed to leave the building.
- Equipment and training mannequins used in the lab is specific for learning situations and should be used ONLY in the laboratory. Students are not to practice invasive procedures outside of the supervised laboratory or clinical setting. Student fees for classes with a lab are posted to each student's account at or near the time of registration. Lab supplies and equipment necessary for performance of skills will be distributed during the assigned lab time for all courses containing a lab component.

### **Lab & Clinical Attire**

Specific gray scrubs (top and pants) are to be worn in all labs and clinicals for veterinary technology

students. Gray scrubs should be purchased from the Coastal Alabama Barnes and Nobles Bookstore. Closed toed shoes are required. Uniforms should be neat, clean, well-pressed, and fit appropriately as students must portray a positive image to the public. Students will not be permitted to deliver client care at the clinical without specified attire. Uniforms are to be worn only when functioning in the role of the student.

#### Requirements:

- Student/Facility Identification (ID): The student's College photo ID and/or appropriate facility photo ID is to be worn at all times while at clinical. The ID must be visible. Students may be dismissed from a clinical experience for failure to have the proper ID badge in full sight.
- Pants: Pant length is not to pass the heel of the shoes.
- Caps: No caps are allowed apart from a solid white, gray, black, or burgundy surgical scrub hat.
- Shoes: Closed toe, waterproof, slip resistant shoes are to be worn. No shiny patent leather shoes, no canvas shoes, and no sandals are allowed. Shoes must have a full back and closed toes.
- Under-Garments: All under-garments should be skin tone or white, and a white T-shirt or camisole is to be worn under the uniform top.
- Watch: Conservative watch (with second hand). Metallic or vinyl, white or black band.
- Hair: Hair is to be neat, clean, and secured away from the face and should not touch the collar. Hair pulled back must be secured and not allowed to swing loosely. Beards and mustaches must be neatly trimmed. If impeding the correct fit of respiratory masks, facial hair must be shaved accordingly. Hair and beard color must be kept a natural shade at the discretion of the clinical site.
- Fingernails: Fingernails must be short, filed, and clean. Nail polish and artificial nails are prohibited.
- Makeup: Makeup should be conservative. No false eyelashes may be worn during clinicals.
- Jewelry: Plain wedding band, if desired. No earrings, visible piercings, or tongue piercings are allowed. A skin-tone plug must be worn in the hole left by a gauge earring. Necklaces are not allowed but, if necessary for medical reasons, must be long enough to secure under clothing. No bracelets are allowed, except for health-related reasons.
- Tattoos: Tattoos should be covered per clinical agency policy.
- Fragrances: No cologne or perfume is allowed due to possible client allergies. Lotions and deodorants must be fragrance-free.
- Hygiene: Students are expected to bathe, wear deodorant, practice proper oral care, and change undergarments daily. Students may use mouthwash.

#### Skills Validation

Skills validation is an important aspect of veterinary technology education. Students are assigned a specific time for completing skills. Some skills are demonstrated by each student individually while others are completed by students working together in small groups. Each semester, students should expect to perform a minimum number of selected skills.

Students are expected to be prepared for skills validation. Preparation for performance of skills may include reading, watching videos and computer assisted instruction, as well as practicing assigned skills using designated equipment and supplies. There is a strong correlation between student success in the lab and student performance in the clinical setting. The following are policies related to skills validation during special labs or in the clinical setting:

- Students are required to sign in at the designated lab period. Students missing an on-campus lab are responsible for practicing and completing skills in the clinical setting. Students who fall behind by not promptly completing lab/clinical requirements may be unable to meet lab objectives and will be in danger of failing the lab/clinical component of the course.

- All skills must be performed satisfactorily within a designated period of time. A satisfactory grade will be achieved by correctly performing the critical elements of each skill. Each student will be allowed a total of three (3) attempts on each skill to satisfactorily complete the skill. Students who fail to complete a veterinary skill satisfactorily in the first attempt must practice the skill with a veterinary technology instructor or clinical supervisor until able to perform the skill satisfactorily before rechecking-off with the veterinary technology instructor.
- Failure to achieve a satisfactory on any skill within a designated period of time results in failure of the course, regardless of the theory grade. If a student fails the clinical component of the course, the student will not be allowed to continue in the course.
- Students are expected to be pro-active in achieving their clinical skills by communicating with the clinical supervisor, veterinary clinic staff and Clinical instructors. Failure to do so will result in incomplete skills Check Offs and failure of the course.
- The student is responsible for turning in all skills sheets/books to the instructor. No skills sheets will be accepted after the stated deadline.

### **Clinical Orientation**

Students must complete a clinical orientation assignment the first week of class. The clinical orientation assignment orients students to safety practices within the clinical setting.

### **Clinical Attendance**

A specified number of clinical hours are required each semester. Clinical days are scheduled at the beginning of each semester and students are expected to attend those scheduled days. Students are required to track and document all clinical hours on the provided form. Any changes in the approved schedule must be communicated to clinical staff and instructor or program director as soon as possible. Students missing a clinical day remain responsible for completing the required hours.

### **General Clinical Guidelines**

- Students must pass final clinical site evaluations with a satisfactory grade. Students who fail to pass clinical site evaluations must meet with the Veterinary Technology Director to determine whether the student will be allowed to progress in the program.
- It is the responsibility of the student to notify the clinical supervisor of an absence, a late arrival, or the need to leave the clinical site early. Complete the following protocol:
  - Email instructors on the same day
    - Dr. Forester – Cathleen.forester@coastalalabama.edu
    - Ms. Robinson – Barbara.robinson@coastalalabama.edu
  - After informing the instructor, the student will notify the veterinary facility. All absences, tardiness, and early dismissals must be documented by the clinical supervisor. Each student will receive a time sheet, and evaluation forms for clinicals.
- Only excused absences can be made up. Excused absences must be approved by the program director. **Failure to complete a total of at least 550 clinical hours will result in failure to complete the program.** Students are allowed to miss 15 hours per semester and still meet this requirement. Students who arrive at the clinical facility more than 15 minutes late, without permission from the clinical supervisor, may be sent home. This will constitute an unexcused absence pending extenuating circumstance. Make up days must be approved by the program director or instructor.
- Students shall not leave the clinical site until the entire shift is completed without the permission of the clinical supervisor.
- Students are prohibited from working through lunch to accumulate hours. Students are required to take at least a 30-minute lunch break.

- Students caught sleeping or lounging at the clinical facility or who fail to properly notify the clinical supervisor that they are leaving (for lunch, breaks, etc.), will be placed on probation. A second offense of this kind will result in dismissal from the Veterinary Technology Program.
- No veterinary hospital, clinic or veterinary facility is required to pay the student for clinical hours. The hospital may employ the student for work.
- All mandated Personal Protection Equipment (PPE) must be worn in accordance with OSHA Regulations and as listed in the Essential Skills Check Off lists. Protective eyewear must be worn according to standard precautions. (Persons who wear prescription glasses may also be required to purchase protective eyewear). Failure to do so is grounds for disciplinary action.
- Students who have not been vaccinated for rabies are prohibited from handling any animal of unknown or expired rabies vaccination status. Unvaccinated students are required to complete the Rabies Mitigation Log for every animal that they handle during clinical hours, including those animals in which essential skills were not performed.
- Students are held to the professional, legal, and ethical parameters of the Veterinary Client-Patient Relationship. Breaches of confidentiality of patient information of any kind will not be tolerated (conversation with unauthorized others about a patient, photocopy of chart or protected documentation, taking pictures with a camera of any kind, sharing information with another clinical facility). Students shall not discuss a patient's diagnosis or surgery with relatives or the public. Confidentiality is to be strictly maintained. Failure to maintain confidentiality may result in dismissal from the program.
- Students shall not eat or drink, except in designated areas. No gum chewing during clinicals.
- There is NO SMOKING, VAPING, or any nicotine delivery devices/substances allowed at any clinical facility. Students who fail to comply will be sent home for the day with an unexcused absence. Students who enter the veterinary facility smelling of cigarette smoke may be sent home.
- Students shall not make or receive personal phone calls during clinicals except in an emergency. No electronic communication devices are allowed in the clinical area. Cell phones use must be limited to the purpose of recording essential skills. **Students must abide by clinical site cell phone and electronic device policies. It is the student's responsibility to be aware of these policies.**
- Students are expected to behave professionally and ethically. Disruptive behavior or language toward patients/family, professional staff or other students will not be tolerated.
- Students should communicate any personal issues which would prohibit their eligibility for placement at a particular facility.
- Program director and instructor reserve the right to move a student's clinical site as deemed necessary.

### **Confidentiality**

The following guidelines are to be followed:

- Do not save confidential or sensitive patient information, or information of any sort which could serve as identifying information, on your personal computer or other electronic device
- E-mail or texting correspondence with faculty should be treated confidentially and should not include patient identifying information
- Do not transmit any patient-related information or images through social media. Do not take pictures or videos of patients with cell phones or other personal devices
- Limiting access through privacy settings is not deemed sufficient to protect privacy and confidentiality of information. There's no such thing as a "private" social media site
- Comply with clinical agency regulations regarding use of computers, cameras, electronic devices and cell phones while present in the clinical agency
- Maintain patient privacy and confidentiality at all times

- Report breaches of confidentiality or privacy to the veterinary technology instructor promptly

### Accidents and Injury

The Veterinary Technology Program complies with Coastal Alabama Policy [Safety and Security](#). If a student is injured while performing at a clinical rotation, he/she must notify the Veterinary technology director or instructor immediately as well as the clinical supervisor and the appropriate incident report completed and filed. While injury performing clinicals is very low, students enrolled in the program must be aware of potential dangers involved in working with animals and related equipment. The student should take appropriate precautions to avoid injury and observe all program and clinical affiliate policies concerning safety in performance. The student should be familiar with the following guidelines:

- Health insurance coverage is mandatory during enrollment in the Veterinary Technology Program. Neither Coastal Alabama Community College, nor the veterinary clinical facilities, is responsible for the cost of emergency room treatment or hospital expenses resulting from injury to a student by an animal while student is participating in lab sessions or clinical rotation assignments.
- Take precautions not to inject self when administering prostaglandin products, certain antibiotics, or live vaccines (e.g. Brucella or sore mouth vaccines).
- When electroshock is being administered to animal patients in the CPCR process, take special precautions not to touch the animal or table on which the animal is placed.
- Proper protection (e.g. surgical mask, face shield or other eye protection, barrier gown or smock and gloves) is required when performing dental prophylaxis.
- Rabies vaccination is strongly recommended. **A statement of voluntary refusal is required of those who chose not to get vaccinated.** Students who are not vaccinated prophylactically against Rabies are prohibited from handling any unvaccinated animal or any animal of unknown Rabies vaccine status.

### Aggressive Animal Policies

- A. Take all necessary precautions to prevent animal-related injuries. Preventive measures include reliance on experienced veterinary personnel rather than owners to restrain animals and the use of physical restraints, bite-resistant gloves, muzzles, and sedation or anesthesia as necessary. Aggressive tendencies and bite history should be recorded in the patient's record, communicated to personnel, and indicated with signage on cages and enclosures. Remain alert for changes in patients' behavior, and when working with large animals have an escape route in mind at all times.
- B. Attempt to escape if attacked by a large, aggressive dog. If not possible to escape or use other means of self-defense, cover throat area using hands and arms, and lie in a fetal position.
- C. Concerning Equine:
  1. When performing procedures on horses, remember to remain close to the animal to minimize the injury potential of a kick. If remaining in close proximity is out of the question, move away from kicking range.
  2. A halter and lead rope must be used when grooming or restraining horses.
  3. Do not hold the halter of a rearing horse.
- D. In the event a dog or cat fight should occur at a clinical facility, do not attempt to break up the fight alone. Instead:
  1. Obtain help.
  2. Use a catch pole, if the fight must be broken up.
  3. Never use hands to break up a fight.

4. Never break up a fight alone.

### **Animal Bite Protocol**

Animal bites must immediately receive medical attention and be reported to the proper authorities, who will supervise the response. Information about the incident should be transferred with the animal and its paperwork at every point along the path to any facility.

- A. As soon as a bite is observed or suspected, place the suspect animal in a secure cage or crate that is clearly tagged: "This cage/crate contains an animal that has been involved in a bite."
  1. Isolate the caged animal.
  2. No one is to handle this animal except professional staff who are specifically authorized to do so.
- B. Immediately direct the person who has been bitten to medical attention.
  1. As necessary, apply pressure to stop bleeding.
  2. Wash wounds thoroughly with plenty of soap and warm water. Run water over the wound for several minutes to make sure it is clean and all soap is rinsed out.
  3. After a thorough wash and rinse, apply an antiseptic solution, such as iodine or other disinfectant.
  4. See a physician as soon as possible. If a physician of choice is unavailable, go to the nearest emergency-care facility. Explain how the bite occurred and follow the physician's advice.
- C. Determine and clearly document the incident in the animal's paperwork. Include:
  1. The date and time of the bite,
  2. The identity of the person who was bitten,
  3. The rabies vaccination status of the person who was bitten,
  4. The rabies vaccination status of the animal involved,
  5. The identity of people who witnessed the bite,
  6. Any special circumstances associated with the bite,
  7. The identity of the owner of the animal,
  8. The time/date of notification of the owner.
- D. Make proper notifications.
  1. If the bite occurred at the clinical site, notify the supervisor or office manager immediately.
  2. Notify the Director of Coastal Alabama Community College Veterinary Technology Program and complete the Bite Report Form

Note: Once a bite has occurred, options (such as euthanasia, movement, or return of an animal to its owner) are limited by Alabama laws and regulations.

### **Student Health and Safety**

The Veterinary Technology Program complies with Coastal Alabama Policy [Safety and Security](#). Students accepted into the program must adhere to the following student health and safety requirements prior to and throughout clinical participation:

- Current Coastal Alabama Physical Exam form completed by a licensed physician, physician's assistant (PA), or certified registered nurse practitioner (CRNP). Students must be able to perform the essential eligibility criteria.
- Current Tetanus vaccine
- Other vaccinations may be required pending Vet Tech Program accrediting body (CVTEA) and/or clinical site policy.

- Drug and background screening. The specimen collection and screening are performed by an approved agency. Students are also bound by the drug testing and background screening policies of the clinical site (example: annual drug testing).
- Any health condition that might incapacitate and/or interfere with the student's ability to perform essential eligibility criteria, including pregnancy, should be reported to the course instructor as soon as the student is knowledgeable. A medical release signed by a physician, CRNP, or PA may be required for return to clinic practice.
- For the safety of the client, students arriving at the clinical site impaired in any way (fatigue, illness, drugs, alcohol, etc.) will be asked to leave the clinical setting.
- Students agree that neither the College nor any member of the Veterinary Technology Program is responsible for injuries, communicable diseases, infectious or viral diseases, or any adverse effects encountered while in a veterinary technology essential skill lab or in the clinical setting.
- Student liability insurance is secured by the school through student fees. The school does NOT provide medical insurance coverage. All students are required to maintain medical insurance for the duration of participation in the program. Students must provide proof of insurance at a minimum of annually.

#### **Accidents Or Incidents Involving The Patient**

1. The clinical facility policy for accidents and incidents must be strictly adhered to.
2. The clinical instructor must be immediately notified of any incidents or accidents involving a patient.  
**The student is not to write a report regarding the incident without the presence of the clinical instructor.**

#### **Student Work Policy**

All student activities associated with the veterinary technology curriculum, especially while students are completing clinical rotations, will be educational in nature.

- Students shall not be substituted for paid personnel during the clinical component of the program.
- Students shall not work a night shift job prior to a daytime veterinary technology clinical experience.

#### **Estimated Program Costs\***

- Estimated program cost are listed on the program webpage at [VET Estimated Cost](#)
- \*The figures are *approximate* and are subject to change without prior notice  
\* The cost to sit for the Veterinary Technician National Exam (VTNE) through the state of Alabama upon graduation and to take the State of Alabama Vet Tech Licensing exam currently is \$450.00. For more information on credentials [American Association of Veterinary State Boards](#) and [Alabama State Board of Veterinary Medical Examiners](#)



## CURRICULUM ORGANIZATION

The Veterinary Technology Program accepts new students each Fall and Spring semester. All course material, lectures and power points are presented online through Canvas. Additionally, this program has a hands-on essential skills proficiency training clinical component that must be satisfied each week of each semester. Students admitted in Fall will report to the Bay Minette campus for clinical skills training. Beginning Spring semester, each student will complete essential skills at an approved veterinary hospital clinical site in Mobile or Baldwin County. Approval of clinical sites outside of Mobile and Baldwin County will be made on a case-by-case basis. The clinical site is subject to change as certain essential skills training will require specialized hospitals. This program is a full-time enrollment program that runs from fall or spring semester straight through until its completion at the end of the following spring semester. The student will be responsible for keeping current with the lessons and course material as well as assignments and exams available in Canvas. Progression in the program and degree completion requires a final course grade of “C” or better for all required courses. If all educational courses have been taken as mandated, students will complete the Veterinary Technology Program at the end of their fifth semester.

### ASSOCIATE IN APPLIED SCIENCE DEGREE in VETERINARY TECHNOLOGY

There are two pathways of entry for the Veterinary Technology program. Students with limited or no veterinary experience are encouraged to submit an early application (due August 1st) and, if accepted, register for VET 112 in the Fall Semester along with core academic courses. Students with previous veterinary experience may choose to apply for Spring Semester entry and take VET 112 during the second semester with other core Veterinary Technology courses.

The following schedule is recommended for program participants pursuing an Associate in Applied Science Degree in Veterinary Technology:

<b>Semester ONE (Fall)</b>		<b>Credit Hour</b>
BIO 103	Principles of Biology	4
MTH 100	Intermediate College Algebra	3
ENG 101	English Composition I	3
SPH 107 or 106	Fundamentals of Public Speaking	3
	- OR -	
VET 112	Introduction to Veterinary Technology	5
<b>Semester TWO (Spring)</b>		<b>Credit Hour</b>
VET 110	Veterinary Technology Clinics I	2
VET 114	Anatomy and Physiology of Animals	5
Elective	Fine Arts or Social Science Elective if not completed	3
VET 112	Introduction to Veterinary Technology	5
	- OR -	
SPH 107 or 106	Fundamentals of Public Speaking	3
<b>Semester THREE (Summer)</b>		<b>Credit Hour</b>
VET 120	Veterinary Technology Clinics II	3
VET 124	Clinical Procedures & Pathology	4
VET 236	Veterinary Microbiology/Parasitology	3
VET 242	Animal Nutrition and Laboratory Animals	3
<b>Semester FOUR (Fall)</b>		<b>Credit Hour</b>
VET 126	Animal Diseases & Immunology	3
VET 230	Veterinary Technology Clinics III	3
VET 232	Anesthesia & Diagnostic Imaging	4

VET 234	Animal Pharmacology & Toxicology	3
Elective	Fine Art or Social Science Elective if not completed	3
<b>Semester FIVE (Spring)</b>		<b>Credit Hour</b>
VET 122	Veterinary Technology Emergency & First Aid	5
VET 240	Veterinary Technology Clinics IV	3
VET 244	Seminar in Veterinary Technology	3
VET 250	Veterinary Technology Preceptorship	<u>3</u>
<b>TOTAL CREDIT HOURS</b>		<b>71</b>

### Admission Criteria

Admission into the core Veterinary Technology portion of the program is for Fall or Spring Semester of each year. Students must submit a separate Veterinary Technology online application for consideration. For Fall Semester: application is due August 1. For Spring Semester: application is due November 15. To be eligible, applicants must:

1. Have unconditional admission to the College and be an active student in good standing (minimum, cumulative 2.0 GPA).
2. Submit original transcripts from all colleges/schools attended (including high school) to the registrar or admissions office before the application deadline.
3. Submit a completed Veterinary Technology application by the stated deadline.
4. For Fall Semester entry into VET 112: students must be eligible for ENG 101 and MTH 100. A grade of "C" or higher in ENG 101, MTH 100 or higher, BIO 103, and VET 112 is required for program progression.
5. For Spring Semester entry: students must have completed, or be in the process of completing, the following core academic courses with a grade of C or higher by the application deadline: ENG 101, MTH 100, and BIO 103.
6. Must be 18 years of age by the beginning of the fall semester in the program.
7. Meet the essential eligibility criteria or technical standards required for Veterinary Technology.

### Additional Requirements for Applicants

- Applicant must complete the Veterinary Technician job observation and interview questionnaire contained in the application packet and submit with completed application.
- Applicant must submit the recorded statement of interest and intent by following the guidelines outlined in the application packet.
- All students must be immunized against tetanus, and it is strongly recommended students be immunized against rabies. Read and sign the Rabies vaccination information and acknowledgment form. (Appendix B). Unvaccinated students must adhere to the Rabies Mitigation Policy.

## Course Requirements And Recommendations

Initial each statement verifying that you have read and understand the requirements for the Veterinary Technology Program.

- \_\_\_\_\_ Veterinary Technology students will be required to complete assigned clinical skills activities at veterinary hospitals or veterinary facilities in Mobile or Baldwin counties off-campus for hours varying between 16-30 hours per week each semester. Other clinical facilities are subject to approval.
- \_\_\_\_\_ Veterinary Technology students who have not secured a position with a pre-approved veterinary facility clinical site, will be assigned to an available clinical site in Mobile or Baldwin County.
- \_\_\_\_\_ Rotations for large animal and laboratory animal sessions will be done at specific hospitals or facilities. Surgery and anesthesia monitoring skills may require students to travel to an additional approved clinical site. These rotations will require travel. Students are responsible for their own travel.
- \_\_\_\_\_ Arrangements must be made by the student to secure transportation to clinical sites and rotations
- \_\_\_\_\_ Written & computerized tests that are required to be given at the Coastal Alabama Community College, Bay Minette campus will require travel by the student.
- \_\_\_\_\_ Travel to additional sites for educational purposes may be required. It is the student's responsibility to arrange travel & availability for such events.
- \_\_\_\_\_ All students must have access to a computer with a reliable and consistent Internet connection and video capabilities to complete weekly required course work.
- \_\_\_\_\_ Veterinary Technology students shall be bound by the Coastal Alabama Student Code of Conduct, located in the College Catalog and Student Handbook, relating to behavior on and off-campus. Since student behavior is considered a reflection of the Veterinary Technology Program, students in violation of the Student Code of Conduct are subject to dismissal from the Veterinary Technology Program.
- \_\_\_\_\_ All students must show proof of satisfactory medical insurance by Orientation on the first day of class.
- \_\_\_\_\_ All students must maintain the ability to perform essential functions throughout the program.
- \_\_\_\_\_ Any student who becomes pregnant while enrolled in the Veterinary Technology Program should inform the program instructor, due to potential risks to the developing fetus and/or the expectant mother. Additional Pregnancy Policy information and forms will be required to acknowledge risks.
- \_\_\_\_\_ All students must be immunized against tetanus and it is **strongly** recommended students be immunized against rabies. Students must read and sign the Rabies Vaccination Information and Acknowledgment Form.
- \_\_\_\_\_ Each student accepted into the Veterinary Technology Program must pass a background check and test negative to such drug screening as may be designated by Coastal Alabama Community College.

## APPENDIX A

### ESSENTIAL FUNCTIONS for VETERINARY TECHNOLOGY STUDENTS

The Alabama College System endorses the Americans' with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective veterinary care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression, and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the veterinary technology program with or without reasonable accommodations. The veterinary technology program and /or its affiliated clinical agencies may identify additional essential functions. The Veterinary technology program reserves the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the veterinary technology program one must possess a functional level of ability to perform the duties required of a veterinary technologist. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary by the Alabama College System allied health programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective veterinary technology program and may vary from reasonable accommodations made by veterinary employers.

The field of veterinary technology is both intellectually and physically challenging. The American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 ensure that qualified applicants have the ability to pursue program admission. However, all students must meet the essential skills and technical standards to perform functions required of the veterinary technician program and veterinary profession. Every student will be held to the same standards with or without reasonable accommodations.

#### **General Physical Requirements**

Students must:

- possess the physical ability to
  - tolerate walking and standing for at least ten minutes at a time, multiple times per hour.
  - lift and/or carry up to 50 pounds from floor to waist level or higher at least several times per day.
  - lift objects weighing up to 50 pounds to a height of one meter or higher and carry the object or animal for a distance of two meters without assistance.
  - use hands and arms to handle, install, position and move materials, equipment, and supplies without assistance.
  - handle, position, and restrain live animals of small and large animal species.
- sustained contact with multiple species of animals and be amenable to learning the safe handling, restraining, and working with these animals. An individual should not be

allergic to any species of animals to the extent that would prohibit working in a facility that has them.

### **Cognitive Ability**

Students must:

- function in a structured environment within significant time constraints and capable of making rapid decisions in urgent situations and meeting deadlines.
- possess a willingness to assist with and perform a wide variety of routine medical, surgical, and diagnostic procedures common to the veterinary setting; including humane euthanasia and handling of sick, injured, fractious, or aggressive animals without fear.
- complete required tasks/functions under stressful and/or unpredictable conditions, including emergency situations.
- access information from books, reference manuals, computers, and paper and electronic medical documents to perform duties and safely use equipment without assistance.
- prioritize, organize, and utilize time-management skills to perform tasks.
- evaluate, synthesize, and communicate diagnostic information to the attending veterinarian and/or staff.
- progress toward minimal supervision as they advance through the program.

### **Communication Skills**

Students must:

- read, write, speak and report accurately and effectively in English.
- comprehend and carry out complex written and oral instructions given in English.
- communicate with other individuals by speech, either in person or by telephone, to make legible and coherent written notes in English within the margins and space provided on the appropriate forms.

### **Professionalism and Interpersonal Skills**

Students must:

- demonstrate professional and socially appropriate behavior.
- maintain cleanliness and personal grooming consistent with close human and animal contact.
- interact appropriately with clients and all members of the veterinary healthcare team.
- have the ability to exercise good judgment and make appropriate professional and procedural judgment decisions under stressful and/or emergency conditions (i.e. unstable patient condition), emergent demands (i.e. stat test orders), and a distracting environment (i.e. high noise levels, complex visual stimuli, aggressive animals).

### **Manual Dexterity and Mobility**

Students must:

- move his/her entire body a distance of no less than three meters within two seconds of a signal to do so, to move rapidly from danger while handling animals in confined spaces.
- possess fine motor movements in order to perform the *essential functions* of the profession. This includes the dexterity to manipulate small equipment, adjust resistance on equipment, hold hooves while cleaning and evaluating, manage syringes, catheters, and common surgical instruments.
- possess tactile ability necessary for physical assessment and to perform Veterinary Technology duties in a timely manner. This includes performing palpation during physical exams, administering oral, intramuscular, subcutaneous, and intravenous

medication, insert and remove tubes, collect organic samples from live animals, and perform wound care.

- possess the ability to palpate and interpret findings, i.e. palpation of pulses, lymph nodes or trachea to determine proper endotracheal tube size.
- hold surgical instruments in one hand and perform fine movements with such instruments. This includes the ability to assist in holding of hemostats or other instruments while assisting in surgery, induce and monitor general anesthesia in an animal patient, and place intravenous and urinary catheters without assistance.
- hold, manipulate, or tie materials ranging from a cloth patch to a very fine string. This includes the ability to hold and manipulate a surgical sponge, tie a 00 silk suture, perform endotracheal intubation, inject liquid intravenously, catheterize animals to obtain urine and/or other body fluids samples, and apply bandages without assistance.

### **Auditory, Olfactory, and Visual Skills**

Veterinary technicians must have functional use of senses to safely and correctly assess patients and interpret and record data.

Students must:

- possess adequate visual ability, with or without correction, that allows the determination of minute areas of detail, very small variations in color and adequate depth perception (size, shape and texture), including differentiation of details as viewed through a microscope. This includes ability to characterize and interpret the color, odor, clarity, and viscosity of body structures and fluids, observe variations in skin and mucus membrane color, integrity, pulsations, tissue swelling, etc.
- possess visual ability to allow for observation and assessment as necessary in Veterinary Technology care both from a distance and close by in order to recognize physical status and non-verbal responses including behaviors.
- possess auditory ability necessary to monitor and assess health status, including auscultation of heart and lungs, and hear equipment alarms and warning sounds from animals, humans, and/or equipment of impending danger or injury.
- recognize and respond appropriately to distress sounds from animal and alarms/warning signals on animal-monitoring equipment directly and through intercommunication systems to ensure patient safety.
- detect and respond appropriately to odors in order to maintain environmental safety and patient needs.
- use a compound microscope to identify cells and organisms and be able to differentiate colors of stained objects.
- observe movement at a distance ranging from 30-45 centimeters to 15-20 meters at a discrimination level that permits detection of subtle differences in movement of the limbs in animals. This includes the ability to detect and describe a change in color of hair coat caused by licking or trauma, detect abnormal head posture in a parakeet, monitor respiratory rate during anesthesia, and read anesthesia monitoring equipment.
- discriminate shades of black and white patterns in which the band is not more than 0.5 mm in width. This includes the ability to characterize bacterial hemolysis on a blood agar plate, density patterns on a radiograph, and see ECG tracings.
- possess adequate depth perception to allow detection of a 0.5 cm elevation which is no more than 1cm in diameter on a slightly curved surface having a slightly irregular surface. This includes detection of tissue swelling on the hip on a smooth-haired dog to determine the presence of a reaction to skin testing for allergies.
- perceive the natural or amplified human voice without lip reading to permit oral communication in a surgery room with all occupants wearing surgical masks.

- perceive the origin of sound as needed to detect movement of large animals in a pen or corral or monitoring multiple patients in an ICU.

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability to assist with the provision of appropriate reasonable accommodations. The respective College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective College. To be admitted one must be able to perform all the essential eligibility criteria with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential eligibility criteria cannot be met with or without reasonable accommodations, the student will be withdrawn from the Veterinary Technology Program. The VET faculty reserves the right at any time to require an additional medical examination at the student's expense to assist with the evaluation of the student's ability to perform the essential eligibility criteria. Requests for reasonable accommodations should be directed to the College's ADA coordinator.

The ADA Specialist can be reached at [ada@coastalalabama.edu](mailto:ada@coastalalabama.edu) or by calling 251-580-2109.

I have read and understand the Essential Functions for the Veterinary Technology Program. I am able to perform all essential functions as listed above.

Student Signature \_\_\_\_\_

Student Name (print) \_\_\_\_\_

Date \_\_\_\_\_

## APPENDIX B

### COASTAL ALABAMA COMMUNITY COLLEGE RABIES VACCINATION INFORMATION AND ACKNOWLEDGEMENT FORM

#### **RABIES INFORMATION**

The Veterinary Technology Program at Coastal Alabama Community College strongly recommends Rabies pre-exposure vaccinations for all incoming students. The potential for a veterinary professional to be exposed to rabies is one of the inherent risks of veterinary medicine. The State of Alabama is considered an endemic area for rabies, therefore, according to the Center for Disease Control (CDC), veterinary professionals in Alabama are placed in the “frequent risk” category and pre-exposure vaccination is recommended.

The Coastal Alabama Community College Veterinary Technology Program’s Rabies Mitigation Policy is available by request. Supporting documents are kept on file in the Veterinary Technology Program office.

- Pre-Exposure vaccination series  
2 vaccine injections total given in the deltoid muscle  
one injection each on day 0 and day 7  
[https://www.cdc.gov/rabies/prevention/pre-exposure\\_vaccinations.html](https://www.cdc.gov/rabies/prevention/pre-exposure_vaccinations.html)
- Post-Exposure vaccination series for individual without pre-exposure prophylaxis  
5 vaccine injections total given in the muscle  
2 injections given on day zero: one injection of Human Rabies Immune Globin (HRIG) and one Rabies Vaccination, followed by one injection of Rabies vaccine on days 3, 7, and 14.  
[https://www.cdc.gov/rabies/medical\\_care/index.html](https://www.cdc.gov/rabies/medical_care/index.html)
- Post-Exposure vaccinations for individual with Pre-exposure prophylaxis  
4 injections total  
1 rabies vaccine on each day; day zero, 3, 7 and day 14  
[https://www.cdc.gov/rabies/medical\\_care/index.html](https://www.cdc.gov/rabies/medical_care/index.html)
- Pre-exposure vaccination does not prevent the need for post-exposure vaccination should you become exposed, but it does decrease the number of post-exposure injections and might provide some protection should there be a delay in post-exposure treatment.

Although precautions are taken to minimize the risk of exposure to rabies virus, it is your additional responsibility to do all that you can to protect yourself from rabies. The most effective way to do this is to receive rabies pre-exposure immunizations. Unvaccinated students are prohibited from handling any animal of unvaccinated or unknown rabies vaccination status. Students should consult with his/her physician and read the information provided in the links below to determine their need for rabies immunization.

Rabies Vaccination Information from CDC:

[https://www.cdc.gov/rabies/hcp/veterinarians/?CDC\\_AAref\\_Val=https://www.cdc.gov/rabies/prevention/pre-exposure\\_vaccinations.html](https://www.cdc.gov/rabies/hcp/veterinarians/?CDC_AAref_Val=https://www.cdc.gov/rabies/prevention/pre-exposure_vaccinations.html)

[https://www.cdc.gov/vaccines/hcp/current-vis/downloads/rabies.pdf?CDC\\_AAref\\_Val=https://www.cdc.gov/vaccines/hcp/vis/vis-statements/rabies.pdf](https://www.cdc.gov/vaccines/hcp/current-vis/downloads/rabies.pdf?CDC_AAref_Val=https://www.cdc.gov/vaccines/hcp/vis/vis-statements/rabies.pdf)

Post-Exposure Prophylaxis (PEP) Vaccinations from CDC: <https://www.cdc.gov/rabies/hcp/clinical-care/post-exposure-prophylaxis.html>



Pre-Exposure Prophylaxis from CDC: <https://www.cdc.gov/rabies/hcp/clinical-care/pre-exposure-prophylaxis.html>

Rabies Information from the Alabama Department of Public Health: <https://www.alabamapublichealth.gov/infectiousdiseases/rabies.html>

Rabies pre-exposure vaccination may be arranged by contacting your primary health care physician and your insurance provider. Additional resources for acquisition of rabies prophylaxis may be found by contacting the Veterinary Technology department.

I have read and understand the Rabies Vaccination Information and Acknowledgment form. I understand that due to my potential exposure to unvaccinated animals I may be at risk of acquiring rabies virus (RV) infection. I acknowledge that it has been **strongly** recommended that I be vaccinated against rabies through a series of pre-exposure vaccines. Should I decline rabies vaccination at this time, I understand that I will not be allowed to handle any unvaccinated animal or animal of unknown vaccine status. I will still be responsible for completing all Essential Clinical and Hands-On skills required by the AVMA, therefore, acquisition of these skills may require extra hours and effort. As an unvaccinated student I will document the rabies vaccination status of all animals handled during clinical hours on the provided Rabies Mitigation Log.

Based on the information provided: (Initial one and sign and date)

\_\_\_\_\_ I elect to receive pre-exposure rabies vaccines and will contact the appropriate facility.

\_\_\_\_\_ I decline rabies pre-exposure rabies vaccination series and accept and understand the risks associated with this decision

\_\_\_\_\_ I have been previously vaccinated for rabies and understand it is recommended that I have titer check every two years. Date of original vaccination and proof of vaccination will be provided.

Student's Printed Name \_\_\_\_\_

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

## APPENDIX C

### COASTAL ALABAMA COMMUNITY COLLEGE DRUG TESTING POLICY AND PROCEDURES

#### **DRUG SCREEN POLICY OF THE ALABAMA COLLEGE SYSTEM HEALTH SCIENCE PROGRAMS**

Students must perform in the clinical setting in such a manner that will promote safe patient care. Clinical agencies are obligated to assure that patients are protected to the extent reasonably possible from harm due to completion of clinical rotations. As stipulated in health agency contracts for clinical experience, students must abide by the rules, policies and procedures established by these agencies relative to drug screening and any subsequent revision to these policies in order to participate in clinical experiences at the agencies.

All students who enroll in an Alabama College System allied health program and desire to participate in courses which have a clinical component are required to have an initial preclinical drug screen. Students must abide by the Alabama College System Drug screen policy and the Clinical agency policy for which the students are assigned clinical practice. This includes preclinical drug screening, random drug screenings and reasonable suspicion.

#### **I. PRE-CLINICAL SCREENING**

1. All students will receive notice of the drug screening guidelines.
2. The program will maintain on file a signed consent to drug screening from each student. Students have the right to refuse to consent to drug testing under this program; however, students who decline participation in the program will not be permitted to participate in courses with a clinical component. Failure to participate in clinical learning experiences for courses containing a clinical component results in failure of the course.
3. Drug screening will be scheduled and conducted by a drug screening company and laboratory designated by the College where the student is enrolled. The fee for the screening will be paid by the student.
4. Any student failing to report for screening at the designated time and place must complete testing within 24 hours of that date and provide documentation of extenuating circumstances.
5. Failure to complete drug screening with a negative test result required by the College and/or Clinical Agency will prohibit the student from completing the clinical component of required Veterinary Technology courses. Failure to attend clinicals will result in failure of the course if the student is enrolled and does not officially withdraw from the course.
6. Positive drug screens will be confirmed by the Medical Review Officer.
7. Results will be sent to the Program Director, Chair and/or Dean of the College where the student is enrolled.
8. A student who is unable to complete the clinical component of required courses due to a positive drug screen may apply for readmission to the Veterinary Technology program. The student will be considered for readmission according to the criteria in Section V of this document.

#### **II. RANDOM DRUG SCREENING**

At any point or time during student's enrollment, he/she may be subject to a random drug screen. The Dean and/or Director of the program will establish the number of random screening samples. The selection will be made from all currently enrolled students using a statistically random procedure. After being notified of their selection, students will report to the designated Drug

Screen Company or Laboratory at the designated time and place. The same procedural steps outlined in Section IV Student Drug Screen Procedure will be used. The fee for the random screen will be paid by the student.

### III. REASONABLE SUSPICION SCREENING

Students may also be required to submit to reasonable suspicion testing as stipulated in the drug screen policy of the Alabama College System, College and/or Clinical Agency while participating in clinical experiences. Reasonable suspicion is defined as, but not limited to, the following behaviors:

1. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug, such as, but not limited to: Unusual slurred or rapid speech; noticeable change in appearance and hygiene; impaired physical coordination; inappropriate comments, behaviors or responses; trembling hands; persistent rhinorrhea; flushed face; red eyes; unsteady gait; declining health; irritability; mood swings; isolation; decreased alertness; and/or pupillary changes.
2. Presence of an odor of alcohol.
3. Abnormal conduct or erratic behavior while on the clinical unit, absenteeism, tardiness or deterioration in performance.
4. Suspect of theft of medications while on the clinical unit.
5. Evidence of tampering with a drug test.
6. Information that the individual has caused or contributed to an incident/accident in the clinical agency.
7. Evidence of involvement in the use, possession, sale, theft, solicitation or transfer of drugs while enrolled in the health sciences program.

At any point or time during a student's enrollment, the student may be subject to a reasonable suspicion drug screen. In the event that a student's behavior is noted as suspicious, the student will be immediately dismissed from the clinical agency, classroom or laboratory. The faculty is to contact the Program Director, Chair and/or Dean of the Program. If after consultation with the faculty involved it is determined that there is "reasonable suspicion", the student will be screened. The student will report to the designated laboratory at the designated time and place for the drug screen. If the student fails to consent to the screening, the student will be immediately terminated from the program. The same procedural steps outlined in Section IV Alabama College System Drug Screen Procedure will be used.

### IV. STUDENT DRUG SCREEN PROCEDURE

1. Students must pay the designated fee prior to time of specimen collection.
2. Students must submit a photo ID and social security number at the time of specimen collection
3. The collector will be a licensed medical professional or technician who has been trained for collection in accordance with Chain of Custody and Control procedures. The collector will explain the collection procedure and Chain of Custody form to the student and provide a sealed collection container.
4. Students must remove unnecessary outer garments (coats, sweaters, bags, etc.) and remove items from pockets when entering the collection site.
5. The collector may ask the student if he or she is currently taking any medications.
6. The collector will collect monitored urine, blood, saliva and/or other specimen type.
7. In the presence of the student, the collector will seal the urine, blood, saliva and/or other specimen type with a tamper proof security seal and affix an identification label with code number.
8. The student will verify the information on the identification label, initial the security seal,

read and sign the Chain of Custody Form.

9. The collector will sign the Chain of Custody Form and give the student the appropriate copy.
10. The collector will forward the sealed urine, blood, saliva and/or other specimen type and Chain of Custody Form to the designated certified testing center/laboratory for testing.
11. Specimens will be screened for but not limited to the following classes of drugs:
  1. Alcohol
  2. Amphetamines
  3. Barbiturates
  4. Benzodiazepines
  5. Cocaine
  6. Cannabinoids (Marijuana)
  7. Methaqualone
  8. Opiates (OxyContin)
  9. Phencyclidine
  10. Propoxyphene
12. Positive screens will be confirmed by the Medical Review Officer of the designated drug screen company. If applicable the Medical Review Officer will contact the student who has a positive screen and request a prescription.
13. Students will be informed of positive screening results by the Program Director, Chair and/or Dean of the Program within seven (7) working days of the notification of results.

**Note:** Some of the classes of drugs for which screening will be conducted are available by prescription from health care practitioners. Prescription drugs prescribed to a student by an appropriate health care practitioner may nevertheless be subject to abuse and may give rise to reasonable suspicion testing. The fact that a student has a prescription for one or more of the classes of drugs which are legally prescribed by a health care practitioner does not necessarily, in and of itself, excuse the student from the effect of this policy. The Medical Review officer will follow up and report the results. Individual colleges may require students to adhere to additional guidelines.

## V. CONFIDENTIALITY

The Dean and/or Director of the Program will receive all test results. Confidentiality of the test results will be maintained in a locked file in the Dean and/or Director's office. Only the Dean and/or Director and the student will have access to the results, the exception being if any legal actions occurs which require access to test results, and results requested by clinical agencies.

## VI. APPEALS PROCESS FOR POSITIVE SCREEN

1. If a student drug screen is positive, the student will contact the Program Director and/or Chair.
2. The student will then contact the Medical Review Officer and follow the procedure for split specimen testing as stipulated by the lab.
3. The student is responsible for any costs associated with the split specimen testing procedure.
4. Once the student obtains the results of the split specimen testing, the student should contact the Program Director and/or Chair. If the student remains unsatisfied, the student should explain in writing his or her complaint. The Program Director and or Chair will have seven working days to respond.

5. If the student cannot reach an agreement with the Program Director and/or Chair, the student's next step is to present documentation to the Dean of that Program. The Dean will have seven working days to respond.
6. If the student does not reach a satisfactory conclusion with the Dean, the student should make an appointment with the President of the College.

#### VII. READMISSION

To be considered for readmission, students who withdraw from the program due to a positive drug screen must:

1. Have the treatment agency mail a letter verifying completion of a substance abuse treatment program which is approved by the Health Program and the Regulatory Body of the Program.
2. Submit to an unannounced drug screen at the student's expense prior to readmission. A positive screen will result in ineligibility for readmission.

#### VIII. ADDITIONAL INFORMATION

Drug screening policies/programs required by the Alabama College System, and the College, and/or various clinical agencies with which the College contracts may vary from time to time in any or all of their aspects.

#### GENERAL

Nothing in the Family Education Rights and Privacy Act (FERPA) or the Higher Education Act of 1965 shall be construed to prohibit an institution of higher education from disclosing, to a parent or legal guardian of a student, information regarding any violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's education records, if –

1. the student is under the age of 21 and
2. the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

\_\_\_\_\_ Initial

**Coastal Alabama Community College**  
**Drug Testing**

The clinical sites require mandatory drug testing. Confirmed positive results will dismiss a student from Coastal Alabama Community College's Veterinary Technology Program, as clinicals could not be completed. I understand that I will be required to undergo drug testing and that the results may be provided to the clinical site. I, also, understand that positive results will disable me from completing the veterinary technology program. I, hereby, give my consent to drug testing.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**APPENDIX D**  
**COASTAL ALABAMA COMMUNITY COLLEGE**  
**HEPATITIS B WAIVER**

**HIV or HEPATITIS REPORTING POLICY**

Public law #102-141, Section 633, and “The Alabama Infected Health Care Worker Management Act” require HIV or Hepatitis B infected healthcare workers to notify the State Health Officer within 30 days of the time the diagnosis is confirmed. Physicians caring for HIV or Hepatitis infected healthcare workers are mandated to notify state health officials within 7 days of the diagnosis. All students are required to comply with this law.

**HEPATITIS B WAIVER**

I waive the necessity to take the Hepatitis B Vaccine for the following reasons:

---

---

---

Signed \_\_\_\_\_

Date \_\_\_\_\_

## APPENDIX E

### COASTAL ALABAMA COMMUNITY COLLEGE HEALTH RISK ACKNOWLEDGEMENT FOR CLINICAL INSTRUCTION SITES

**Assumption of risk:** All VETERINARY TECHNOLOGY PROGRAM students working in a veterinary facility may encounter an animal that may cause traumatic injury and/or expose them to infectious agents and zoonosis that cause disease. They will also be exposed to ionizing radiation (e.g. X-rays), volatile anesthetic gases, and chemical substances which can cause bodily harm. By enrolling in the VETERINARY TECHNOLOGY PROGRAM courses, students voluntarily acknowledge that these risks exist and assume the responsibility to act safely and responsibly at all times.

**Pregnancy:** For the purpose of this Policy, pregnancy shall be considered a condition for which there are definite health concerns and considerations. These concerns and considerations include, but are not limited to: unseen risks to the developing fetus and/or expectant mother from exposure to radiation from x-rays and exposure to anesthetic gases or other chemical substances, as well as physical risks of injury from a kick, blow, bite, or other physical impact from an animal under examination or treatment. Therefore, it is for the safety of the fetus that pregnant students should notify a clinical instructor of pregnancy status. Additional information and Pregnancy Policy Forms specific for Veterinary Technology education will be provided by the program. A medical release signed by a physician, NP, or PA may be required for continued clinical practice. An Acknowledgment of Risk document may be required to be signed and notarized by both mother and father of the baby.

Coastal Alabama Community College Pregnancy and Parenting Policy can be found in the course Syllabus and these links: [Accommodating Pregnancy-Related Conditions](#) and [Pregnancy and Parenting Accommodations Request Form](#)

**Reportable Health Conditions:** Any health condition, including pregnancy that might incapacitate the student and/or interfere with the student's ability to successfully perform essential functions should be reported to the clinical instructor as soon as the student is aware of such condition. A medical release signed by a physician, NP, or PA may be required for return to clinical practice.

**Rabies:** The level of risk for rabies exposure is dependent upon the geographical location of the Clinical Instruction Site, the type of animals to which the student is exposed, and the degree of contact with animals potentially carrying the rabies virus. The VETERINARY TECHNOLOGY PROGRAM student should be aware that all students enrolled in the Coastal Alabama Community College Veterinary Technology Program were **strongly** recommended to receive rabies pre-exposure vaccination series or sign a waiver of responsibility. The VETERINARY TECHNOLOGY PROGRAM student is expected to consult with and be advised by his/her physician and appropriate public health authorities regarding rabies immunization.

**Tetanus:** If a student has never received tetanus immunization, the student should receive such immunizations as advised by his/her physician. If the student has had the initial series, they should consult with their physician as to whether a booster immunization is required.

\_\_\_\_\_ Initial



APPENDIX F  
COASTAL ALABAMA COMMUNITY COLLEGE  
AGREEMENT AND RELEASE OF LIABILITY  
for CLINICAL INSTRUCTION SITES

By enrolling in the Veterinary Technology Program at Coastal Alabama Community College, I recognize that I am cognizant of all the dangers inherent in the veterinary medical profession and of the basic safety rules for activities conducted in association with this program.

I further acknowledge that I have familiarized myself with any additional dangers associated with working at a veterinary clinical site for instruction.

I understand that it is not the purpose of Coastal Alabama Community College to serve as guardians of my safety while enrolled in the Veterinary Technology Program. I further understand and agree that Coastal Alabama Community College, nor any of its' officers, members, agents nor employees may be held liable in any way for any occurrence which may result in injury, death or other damages to me or my family, heirs, or assigns in connection with my participation in the Veterinary Technology Program.

In consideration of my enrollment in the Veterinary Technology Program , I hereby personally assume all risks in connection with them, and I further release and discharge Coastal Alabama Community College and any of its' officers, members, agents or employees (the "Released Parties") for any injury or damage, including death, that may befall me while I am enrolled as a student in the VETERINARY TECHNOLOGY PROGRAM, including all risks connected therewith, whether foreseen or unforeseen and further to save and hold harmless the Released Parties from any claim by me, or my family, estate, heirs or assigns, arising out of my enrollment and participation in the VETERINARY TECHNOLOGY PROGRAM.

I further state that I am of lawful age and legally competent to sign this affirmation and release, and I understand that the terms herein are contractual. I have fully informed myself of the contents of this affirmation and release by reading it before I signed it. I am aware that this is a release of liability and a contract drawn between myself and Coastal Alabama Community College and any of its' officers, members, agents or employees. I have signed this affirmation of my own free will.

**Policy on Student Professional Liability**

Coastal Alabama secures professional liability insurance to Veterinary Technology students through Proliability. Coastal Alabama Community College and its' officers, members, agents or employees cannot be held liable for student liability arising out of real or alleged wrongful acts or for payment of court costs, expert legal counsel, and claims adjusters from such acts.

I further state that I have read and understood the policy on student professional liability insurance and responsibilities and agree to the terms of that policy.

\_\_\_\_\_ Initial

APPENDIX G  
COASTAL ALABAMA COMMUNITY COLLEGE  
AGGRESSIVE ANIMAL/ BITE PROTOCOL  
AND AGGRESSIVE ANIMAL POLICIES

1. Take all necessary precautions to prevent animal-related injuries. Preventive measures include reliance on experienced veterinary personnel rather than owners to restrain animals and the use of physical restraints, bite-resistant gloves, muzzles, and sedation or anesthesia as necessary. Aggressive tendencies and bite history should be recorded in the patient's record, communicated to personnel, and indicated with signage on cages and enclosures. Remain alert for changes in patients' behavior, and when working with large animals have an escape route in mind at all times.
2. Attempt to escape if attacked by a large, aggressive dog. If not possible to escape or use other means of self-defense, cover throat area using hands and arms, and lie in a fetal position.
3. Concerning Equine:
  - A. When performing procedures on horses, remember to remain close to the animal to minimize the injury potential of a kick. If remaining in close proximity is out of the question, move away from kicking range.
  - B. A halter and lead rope must be used when grooming or restraining horses.
  - C. Do not hold the halter of a rearing horse.
4. In the event a dog or cat fight should occur at a clinical facility, do not attempt to break up the fight alone. Instead:
  - A. Obtain help.
  - B. Use a catch pole, if the fight must be broken up.
  - C. Never use hands to break up a fight.
  - D. Never break up a fight alone.

**ANIMAL BITE PROTOCOL**

Animal bites must immediately receive medical attention and be reported to the proper authorities, who will supervise the response. Information about the incident should be transferred with the animal and its paperwork at every point along the path to and from an Emergency Animal Care Center.

1. As soon as a bite is observed or suspected, place the suspect animal in a secure cage or crate that is clearly tagged: "This cage/crate contains an animal that has been involved in a bite."
  - a. Isolate the caged animal.
  - b. No one is to handle this animal except professional staff who are specifically authorized.
2. Immediately direct the person who has been bitten to medical attention.
  - a. As necessary, apply pressure to stop bleeding.
  - b. Wash wounds thoroughly with plenty of soap and warm water. Run water over the wound for several minutes to make sure it is clean and all soap is rinsed out.
  - c. After a thorough wash and rinse, apply an antiseptic solution or other disinfectant.
  - d. See a physician as soon as possible. If a physician of choice is unavailable, go to the nearest emergency-care facility. Explain how the bite occurred, and follow the physician's advice.
3. Determine and clearly document the incident in the animal's paperwork. Include:
  - a. The date and time of the bite,
  - b. The identity of the person who was bitten,

- c. The rabies vaccination status of the person who was bitten,
  - d. The rabies vaccination status of the animal involved,
  - e. The identity of people who witnessed the bite,
  - f. Any special circumstances associated with the bite,
  - g. The identity of the owner of the animal,
  - h. The time/date of notification of the owner.
4. Make proper notifications.
- a. If the bite occurred at the Clinical Site, notify the Supervisor or Office manager immediately.
  - b. Notify the Director of COASTAL ALABAMA CC Veterinary Technology program

Note: Once a bite has occurred, options (such as euthanasia, movement, or return of an animal to its owner) are limited by Alabama laws and regulations.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

APPENDIX H  
COASTAL ALABAMA COMMUNITY COLLEGE  
VETERINARY TECHNOLOGY PROGRAM AFFIRMATION AND  
RELEASE FORM

I, \_\_\_\_\_, (print name) affirm that I:

Received a copy of the Veterinary Technology Handbook and agree to abide by its policies and procedures.

\_\_\_\_\_Initials

Agree that neither the college nor any member of the Veterinary Technology/Allied Health department is responsible for injuries, communicable disease, infections or viral diseases, or any adverse effects encountered while in the Veterinary Technology program.

\_\_\_\_\_Initials

Agree to maintain medical insurance or to cover health costs incurred during the program.

\_\_\_\_\_Initials

Understand that I will be required to undergo drug testing and positive findings will result in termination from the program.

\_\_\_\_\_Initials

Meet the essential functions with or without accommodations in order to fulfill the program requirements and perform in the practice of Veterinary technology. I understand the requirements of the program, and that I must devote time and effort to my studies and skills in order to be successful in this program.

\_\_\_\_\_Initials

Understand that the college, Veterinary Technology instructors, and clinical agencies are not responsible for any claims or expenses incurred while at a clinical site or at the campus lab.

\_\_\_\_\_Initials

Understand the importance of reporting pregnancy status to the Veterinary Technology Program Director to receive information on minimizing potential risks to the fetus.

\_\_\_\_\_Initials

Received comprehensive information concerning the zoonotic potential and risks involved with rabies virus and understand the recommendation for rabies prophylaxis vaccination. I understand and accept the consequences should I elect not to receive rabies pre-exposure vaccination.

\_\_\_\_\_Initials

Received and read the information of the potential health risks involved with my participation in the VETERINARY TECHNOLOGY PROGRAM. I understand that Coastal Alabama Community College shall not be responsible for paying medical bills, costs, or expenses for injuries sustained by me while participating in the VETERINARY TECHNOLOGY PROGRAM. I understand that all medical bills, costs, or expenses are my responsibility.

\_\_\_\_\_Initials

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_