



Veterinary Technology

Dear Doctor,

Please accept my sincere appreciation for agreeing to serve as a clinical site practice for Coastal Alabama Community College's Veterinary Technology program. Your education, experience and counsel will help to guide our students and will be a valuable asset to our program. As a site supervisor and mentor for our student(s) in the Coastal Alabama Community College Veterinary Technology Program please read through the attached material and review it with your student and any technical staff who will be assisting the student as soon as possible. Attached please find the three documents that need to be filled out and mailed back to the college. The only other documents we need is a copy of your current Alabama veterinary license (and any other doctor or licensed tech that may be supervising a student) and premise permit. If you are AAHA certified hospital, then please submit a copy of that certificate along with your other forms.

Once approved you will be sent the list of skills the student must master for this semester's courses and the outline of how these skills will be evaluated. There will be a skills list that the site clinic supervisor will initial when the student has accomplished a certain task and a skills list that will be signed by a Coastal Alabama Veterinary Technology instructor. Also included will be two student evaluation forms to be completed by the site clinic supervisor at midterms and finals for the purpose of evaluating the students' performance at your facility.

Thank you again and please call me anytime with any questions or concerns!

Important points to note:

1. Students are expected to learn and practice all the essential skills for a given course within the current semester.
2. You and the student should review the skill list the first day on site and identify any skills that may not be obtained in your hospital.
3. The student is responsible for contacting the Veterinary Technology Program Director or Veterinary Technology Veterinary Technician Instructor, within the first two weeks, and informing them as soon as possible of any skills that they cannot obtain at your clinical site so that arrangements can be made for the student to visit another site for that skill.

4. Occasionally you may encounter a skill on the skills list that you do not presently perform in your hospital, or that is performed in a manner that is different from what is taught. This is all part of our student's learning process. The potential benefits to you and your practice include new skills, knowledge and problem-solving abilities for your staff.

5. The students are expected to act and dress in a professional manner at all times. This includes showing respect for your staff, clients and patients in the way they speak and behave. Any potential issues or problems should be addressed immediately to the Program Director or the Veterinary Technician Instructor.

6. Please feel free to contact us anytime with any questions or concerns or for any clarifications that may be required.

7. Students must have proof of medical insurance prior to acceptance into our program and therefore, you will not be held responsible for any injury that occurs at your clinic.

We strive for an enjoyable and successful program that will produce competent technicians who will be a valuable asset to any veterinary facility.

Sincerely,

Dr. Cathleen Forester
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Veterinary Technology Program Director
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