Cedar Valley College

In association with the
American Animal Hospital Association

Distance Education
Veterinary Assisting
Program

Student
Handbook

Academic Year 2002-2003

EQUAL EDUCATION OPPORTUNITY

Educational opportunities are offered by the Dallas County Community College District without regard to race, color, age, national origin, religion, sex, or handicap.

Revised July 8, 2002
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General Information

History

Cedar Valley College (CVC) is one of the seven member colleges of the Dallas County Community College District (DCCCD). The DCCCD has been in the distance learning business for over twenty-five years. The district provides approximately 40 percent of the telecourses available in the United States, and college credit courses from our district are available on nearly every surface vessel in the United States Navy. The DCCCD also provides at least eighty distance learning credit courses, approximately 550 sections, through various media including on-line over the World Wide Web. Each year, the district enrolls thousands of students across the United States in distance education courses through the R. Jan LeCroy Center for Educational Telecommunications. The resources and expertise in developing and implementing distance learning courses are well established within the DCCCD.

The American Animal Hospital Association (AAHA) is an international association of more than 12,000 veterinarians involved in treating companion animals. AAHA was established in 1933 and is well known for its standards for hospitals and pet health care. Over 2,600 veterinary hospitals voluntarily participate in the AAHA hospital evaluation program. This program ensures high standards of medical care and promotes responsible pet ownership. AAHA evaluates such things as medical records, diagnostic facilities, pharmacy facilities, surgical facilities, anesthetic procedures, nursing care, the clinic environment (both inside and out), and emergency service. For a clinic to become accredited, they must meet high standards in these areas. AAHA standards are recognized around the world as the benchmark for quality care in veterinary medicine. AAHA is also involved in education. Their publishing department produces many educational textbooks and videos used as training and reference material for veterinarians and the veterinary hospital staff. AAHA has also established the Veterinary Management Institute in association with Purdue University to train individuals in such areas as Human Resource Management, Financial Management, Marketing Management, and Strategic Thinking.

CVC and AAHA have combined their expertise to produce the Distance Education Veterinary Assisting Program. CVC and AAHA began aggressively developing both the format and content of the DEVAP in May 1998. A strong need in any profession, and especially in veterinary medicine, is to have employees that are both trained and educated. Knowing the "how to" is important, but more important is knowing the "why." The DEVAP curriculum addresses both of these important issues.
Staff Members

The staff of the DEVAP is divided into two distinct groups. Each group functions in very specific capacities. For more information on who to call, see the registration section of this handbook.

CVC Staff

- **Toll free number:** 877/353-3482
- **Fax numbers:** 972/860-8057 or 972/860-8270
- **Mailing Address:** 3030 N. Dallas Avenue
  Lancaster, Texas 75134
- **Dr. David Wright**
  - Faculty member
  - e-mail: dlw3505@dcccd.edu
  - phone: 972/860-8164
- **Sherry Hair, RVT:**
  - Instructional Specialist
  - e-mail: sah3505@dcccd.edu
  - phone: 972/860-8173
- **Laura Black, RVT:**
  - Instructional Specialist
  - e-mail: Llb3505@dcccd.edu
  - phone: 972/860-8267
- **Carolyn Boshart**
  - Instructional Technologies Assistant
  - email: cfb3460@dcccd.edu
  - phone: 972/860-8253
- **Dr. Brian Heim:**
  - Director of Veterinary Technology Program
  - e-mail: bxh3505@dcccd.edu
  - phone: 972/860-8019

Websites:
- DEVAP - http://ollie.dcccd.edu/DEVAP/
- Dallas Telecollege - http://telecollege.dcccd.edu
- DCCCD - http://telecollege.dcccd.edu/
- eCampus - http://eCampus.dcccd.edu

AAHA Member Service Center

- phone: 800/883-6301 or 303/986-2800
- Fax: 303/986-1700
- e-mail: msc@aahanet.org
- Website: http://www.aahanet.org
Overview of the DEVAP

The veterinary health care team is composed of numerous members with varied levels of training and education. Veterinary assistants are a vital portion of that team. As a part of their responsibilities, the veterinary assistant can expect to support both the veterinarian and the veterinary technician.

DEVAP is a college level program that educates individuals and prepares them to be qualified veterinary assistants. While working in a practice, students in DEVAP can hone their technical veterinary skills while they are learning foundational veterinary knowledge.

DEVAP is composed of 9 veterinary specific course modules and 3 general education courses. The veterinary courses are in seven companion animal topic areas, including two intermediate level courses. General education courses are in the areas of English or speech communication, math, and biology. The entire DEVAP curriculum is 20 semester credit hours of instruction.

The DEVAP is open to anyone who is a high school graduate or holds a G.E.D. Progression through the program requires commitment and dedication on the part of the student and their preceptor(s).

All DEVAP course modules must be completed with a grade of 70% or better to be acceptable for credit towards the Veterinary Assisting Certificate. Information regarding all of the courses required to attain the certificate is available in the Curriculum and Course Description section of this handbook.

The nine veterinary specific course modules in DEVAP are offered as non-credit college courses. Upon completion of all of these course modules, they are articulated into 10 college semester credit hours as listed in the DEVAP curriculum. An additional 10 semester credit hours of general education courses in the areas of English or speech communication, math, and biology must be completed to finish the Veterinary Assisting Certificate.

Each veterinary specific course module takes 12 weeks to complete. The average student in the program can complete one to two courses per semester, depending on their workload and abilities. Students in the DEVAP are required to have a preceptor for each course. Students intending to receive the certificate must complete their courses at veterinary facilities that meet requirements for hospital standards and equipment as described in this handbook.

Students in distance learning programs often feel isolated. To combat this feeling, staff members of the DEVAP are available to answer student questions and assist students with their studies. Staff members are available by phone, fax, online chat, and e-mail. Our staff is committed to making your educational experience successful and productive. Students in DEVAP and their preceptors should feel free to contact their instructor at any time during courses with questions or comments.

DEVAP is primarily a "low-tech" distance education program combining elements of media including textbooks, videotapes, and workbooks with written and clinical assignments. In any given week, students will generally have a combination of written and clinical exercises that must be completed. Written exercises are based on readings in the textbook(s) and on materials contained within the videotapes. Clinical exercises
are opportunities for students to have techniques demonstrated to them or to practice techniques learned in a previous lesson in a clinical setting.

Students in DEVAP are also required to have Internet access in order to facilitate communication and learning between themselves and their instructors as well as between themselves and their fellow classmates. The Internet is not used as a primary delivery method for course materials. It is used mostly to facilitate communication by requiring students to participate in discussion groups, chat sessions, and e-mail. Research and other assignments utilizing the Internet and occasional assignments delivered through the Internet should be expected. Students without Internet access at home or in their workplace should seek this access at their local library or other public or private organizations offering this service.

Should the student wish to continue their education after completing DEVAP, all of the credits earned in the program are applicable toward the Associate of Applied Science (AAS) degree in Veterinary Technology. This degree can be earned through the Cedar Valley College Distance Education Veterinary Technology Program. DEVTP is a convenient college degree program that allows students to earn an AAS while working in a veterinary clinic or related activity.

Admission Requirements

Admission to DEVAP
Other than holding a high school diploma or G.E.D., there are no specific requirements for admission into the DEVAP. Students enrolling in their first DEVAP course who are intending to receive the veterinary assisting certificate are expected to complete and submit the following:

1. An application to the DEVAP.
2. An application to the Dallas County Community College District
   • Application to the DCCCD requires that students submit official transcripts from all colleges and universities previously attended, if applicable.
3. Off-Campus Clinical Instruction Agreements.
4. A liability waiver.
5. A health risk acknowledgement.

This information should be sent to:

   Attn: Dr. Brian J. Heim, Director
   Distance Education Veterinary Assisting Program
   Cedar Valley College
   3030 N. Dallas Avenue
   Lancaster, TX 75134

The DCCCD and CVC are Equal Education Opportunity institutions. Educational opportunities are offered by the Dallas County Community College District without regard to race, color, age, national origin, religion, sex, or handicap. Admission requirements for the DCCCD colleges can be found in the Cedar Valley College Catalog or on the Web at http://www.dcccd.edu.
Curriculum and Course Descriptions

DEVAP Curriculum Description

The veterinary specific course modules in DEVAP are offered as non-credit courses. Providing students meet OCCI requirements, they are converted to academic credit upon completion of all nine course modules. When enrolling in each course, students must designate whether they intend to convert the course to academic credit upon completion or take it for continuing education credit. Students who indicate that they are taking courses for continuing education credit only are not required to meet off-campus clinical instruction criteria. However, should the student decide to pursue the Veterinary Assisting Certificate or the AAS degree in Veterinary Technology, courses taken for continuing education credit cannot be applied toward degree requirements. The student would be required to retake these courses and meet the OCCI requirements.

The veterinary specific course modules in DEVAP are divided into seven areas of subject matter. Upon completion of the first seven courses, two intermediate level courses must also be completed. The seven topic areas are:

1. General Hospital and Clinic Information
2. Examination Procedures and Clinical Techniques
3. Pharmacy and Pharmacology
4. Surgical Preparation and Assisting
5. Animal Nursing
6. Radiology and Ultrasound
7. Laboratory Procedures

Certificates of completion are awarded when a student completes each course module.

Students are required to complete general education requirements in the areas of English or speech & communication, math, and general biology. These courses can be completed at any time during the students progress through DEVAP. General education courses are approximately 16 weeks in length and follow the academic calendar established for the Dallas County Community College District.

Student Advisement

Students enrolling in VETT 1001 through VETT 1007 course modules can self-advise or consult with DEVAP staff for advisement recommendations. These course modules can be taken in any order. Students enrolling in VETT 1008 or VETT 1014 must receive advisement and approval for course selections from an advisor at Cedar Valley College. Students seeking advisement should call CVC for assistance at 877/353-3482 (toll-free) or 972/860-8267.

Course Availability

All DEVAP veterinary specific courses are offered every semester (Fall, Spring, and Summer) following the academic calendar in this handbook. General education courses follow the academic calendar established by the Dallas County Community College District. The DCCCD academic calendar can be accessed at www.dcccd.edu.
Course Descriptions

Veterinary Specific Course Modules

VETT 1001 - General Hospital and Clinic Information 1 is an introductory level course designed to give each student the skills necessary to function as a receptionist in a veterinary hospital. The class focuses on telephone techniques, veterinary medical terminology, medical records, filling prescriptions, recognition of common breeds of dogs and cats, the admittance and discharge of patients, and the development of good interpersonal and communication skills. Practical assignments are directed towards the development of basic reception skills in a small animal practice.

VETT 1002 - Examination Procedures and Clinical Techniques 1 is an introductory level course directed toward developing knowledge of the basic clinical skills expected to be performed by a veterinary technician. Topics include basic restraint of traditional and exotic species, the physical exam of patients, routine and therapeutic bathing and grooming of animals, cage and kennel sanitation, basic veterinary medical treatment procedures, basics of tissue and wound healing, bandaging, basic nutrition, and proper medical record keeping. Course assignments are directed towards the development of basic veterinary technician skills.

VETT 1003 - Pharmacy and Pharmacology 1 is an introductory level course designed to give students basic background knowledge, understanding, and skills in veterinary pharmaceuticals. Course topics include filling prescriptions, the basics of veterinary pharmacology and physiology, handling, storing, and documenting controlled substances, vaccinology, routes and methods of drug administration including pertinent anatomy, classes of drugs, and basic characteristics of common veterinary pharmaceuticals. Later courses in this subject will build upon and expand the topics presented here and include reinforcement of physiologic principles covered in this course.

VETT 1004 - Surgical Prep and Assistance 1 is an introductory level course designed to introduced topics including aseptic surgical preparations, the understanding and utilization of sterile technique, an introduction to veterinary anesthetic equipment and pharmaceuticals, the basics of monitoring anesthetized patients, proper post-anesthetic recovery, and the cleaning and preparation of surgical supplies and facilities. Later courses in this topic will expand the scope of information and the technician’s responsibilities in these areas.

VETT 1005 - Animal Nursing 1 is an introductory level course designed towards developing basic skills in veterinary nursing. Topics include the care and observation of hospitalized patients; the administration of medications; care and sanitation of cages and kennels; the nursing care of newborns and orphans; the proper care of wounds, incisions, and abscesses; and proper veterinary medical record keeping. Subsequent courses in this subject will build and expand upon these subject areas.

VETT 1006 - Radiology and Ultrasound 1 is an introductory level course designed towards the development of basic skills in veterinary radiology for the veterinary technician. Topics include the understanding of radiology safety measures, using radiographic technique charts, the proper care and maintenance of radiographic equipment, the proper processing of radiographs, and other basic radiological
techniques. Practical assignments are directed towards the development of basic radiographic skills in a small animal practice. Levels II and III introduce ultrasound techniques.

**VETT 1007 - Laboratory Procedures 1** is an introductory level course which introduces basic urinalysis, hematological evaluations, the identification of common blood, internal, and external parasites, basic serological testing, essentials of veterinary microbiology, and other related laboratory evaluations. Practical assignments are directed towards the development of basic laboratory skills in a small animal practice.

**VETT 1008 - General Hospital and Clinic Information 2** is an intermediate level course that includes advanced client interaction and front office skills. Material from General Hospital 1 will be reviewed, particularly veterinary medical terminology. New topics will focus on the financial aspects of veterinary practice, basics of animal behavior, dealing with death and euthanasia, advanced phone techniques and reception skills, and utilization of computers in the practice. Veterinary practice management principles will be introduced in this course. (Prerequisite: VETT1001)

**VETT 1014 - Laboratory Procedures 2** is an intermediate level course that increases the scope and depth of information presented in the Laboratory Procedures I course. New topics include cytological procedures, reproductive procedures and related procedures, life cycles of parasites, and more in-depth hematological procedures. Existing skills in the subjects presented in Laboratory Procedures I will be reinforced throughout the course. Practical assignments are directed towards the development of intermediate laboratory skills in a small animal practice. (Prerequisite: VETT1007)

**General Education Courses**

General education courses can be taken through distance learning and the Dallas County Community College District or may be transferred in from local community colleges or universities. Transfer credit will be evaluated by Cedar Valley College and assigned as appropriate. **Students should ascertain transferability of general education courses by contacting the DEVAP staff for advisement prior to enrolling in a general education course.**

The following courses must be completed with a C or better. Please note that the student must complete ENGL 1301 or SPCH 1311. Also note that either TECM 1303 or MATH 1314 will satisfy the math requirement for the Veterinary Assisting Certificate.

**ENGL 1301 - Composition I (3)**
This is a common course number. Former course prefix/number ENG 101. Prerequisite: Developmental Reading 0093 and Developmental Writing 0093 or meet TASP/Alternative Assessment Standard in Reading and Writing. This course focuses on student writing. It emphasizes reading and analytical thinking and introduces research skills. Students practice writing for a variety of audiences and purposes. (3 Lec.) Coordinating Board Academic Approval Number 2304015135
BIOL 1406 - General Biology (4)
This is a common course number. Former course prefix/number BIO 101.
Prerequisite: None. This course is the first of a two semester sequence designed for
students majoring or minoring in biology and related disciplines. Topics include but
are not limited to the scientific method, general and biological chemistry, cell
structure and function, cell reproduction, and molecular genetics. Laboratory fee. (3
Lec., 3 Lab.) Coordinating Board Academic Approval Number 2601015124

TECM 1303 - Technical Mathematics (3)
This is a WECM course number. Former course prefix/number MTH 136/ MATH
1372/MATH 1373. Prerequisite: None. Topics address recently identified current
events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology
or occupation and relevant to the professional development of the student. (3 Lec.)

MATH 1314 - College Algebra (3)
This is a common course number. Former course prefix/number MTH 101.
Prerequisite: Two years of high school algebra and an appropriate assessment test
score or Developmental Mathematics 0099 or Developmental Mathematics 0093.
This course is a study of relations and functions including polynomial, rational,
exponential, logarithmic, and special functions. Other topics include variation,
complex numbers, systems of equations and inequalities, theory of equations,
progressions, the binomial theorem, proofs, and applications. MATH 1314 is a 3
credit hour lecture course. MATH 1414 is a 4 credit hour lecture course. Either
course will meet degree requirements. (3 Lec.) Coordinating Board Academic
Approval Number 2701015437

SPCH 1311 - Introduction To Speech Communication (3)
This is a common course number. Former course prefix/number SC 101.
Prerequisite: None. Theory and practice of speech communication behavior in one-
to-one, small group, and public communication situations are introduced. Students
learn more about themselves, improve skills in communicating with others, and
prepare and deliver formal public speeches. (3 Lec.) Coordinating Board Academic
Approval Number 2310015135
DEVAP Program Structure

**Veterinary Specific Course Modules***

- VETT 1001 - General Hospital and Clinic Information 1
- VETT 1002 - Examination Procedures and Clinical Techniques 1
- VETT 1003 - Pharmacy and Pharmacology 1
- VETT 1004 - Surgical Preparation and Assistance 1
- VETT 1005 - Animal Nursing 1
- VETT 1006 - Radiology and Ultrasound 1
- VETT 1007 - Laboratory Procedures 1
- VETT 1008 - General Hospital and Clinic Information 2
- VETT 1014 - Laboratory Procedures 2

*Upon completion of all of the above courses with an average score of 70% or better in each, credit will be awarded to the student for:

1. VTHT 1401 - Introduction to Veterinary Technology
2. VTHT 1105 - Veterinary Medical Terminology
3. VTHT 2201 - Canine and Feline Clinical Management
4. VTHT 2323 - Veterinary Clinical Pathology I

**General Education Credit Courses**

- ENGL 1301 - Composition 1 OR SPCH 1311 - Introduction to Speech Communications
- BIOL 1406 - General Biology
- TECM 1303 - Technical Mathematics OR MATH 1314 - College Algebra
Onsite Veterinary Assisting Curriculum

**Institution:** Cedar Valley College
**CIP:** 51.0808
**FICE:** 003561
**HEGIS:** 5023

**VETERINARY ASSISTING CERTIFICATE**

**2000-2001**

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<th>EXT. HRS.</th>
<th>CONT. HRS.</th>
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<td>0</td>
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<tr>
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<td>0</td>
<td>96</td>
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**GRAND TOTAL**

|                | 15 | 11 | 0 | 448 | 20 |

+ Humanities/Fine Arts Elective must be selected from ENGL 1301 (Composition I) or SPCH 1311 (Speech and Communications)

++ Natural Science and Math Elective must be selected from: TECM 1303 (Technical Mathematics) or MATH 1314 (College Algebra)

* A required Capstone Experience

**NOTE:** Students enrolling in this program who plan to transfer to a 4 year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

**DEVAP and the Internet**

While DEVAP is primarily a "low-tech" distance education program, students participating in the program must have Internet access. In order to facilitate communication and learning between themselves and their instructors as well as between themselves and their fellow classmates, students will use the BlackBoard course information system through the Dallas County Community College District's eCampus. The Internet is not used as a primary delivery method for course materials. Instead, it is used to facilitate communication by requiring students to participate in discussion groups, chat sessions, and e-mail. Research and other assignments utilizing the Internet will also be assigned as well as completion of some course assignments. Students without Internet access at home or in their workplace should seek this access at their local library or other public or private organizations offering this service.
Submitting Assignments Via the Internet

Students can submit assignments in the traditional methods of either mailing them or sending them by fax. In addition, students can send assignments as attachments to e-mail. In order to avoid incompatibility, students should submit documents only in the following formats.

**Suitable file formats for text files**
- MSWord (.doc)
- WordPerfect (.wpd)
- Rich text files (.rtf)
- Adobe Acrobat files (.pdf)
- Text files (.txt)

**Suitable formats for graphics files**
- JPEG files (.jpg)
- GIF files (.gif)
- TIFF files (.tif)

Students can complete their assignments using a word-processing program if they choose. Alternatively, assignments can be completed on the workbook pages and then scanned. These files can then be attached to an e-mail and submitted to the course instructor. It is imperative that scanned pages be legible.

Grading Policies

For students to receive credit and a certificate for any DEVAP course, an average grade of 70 percent must be achieved. Since courses are both clinical and didactic, students must complete the written and clinical assignments and the tests with a grade of 70 percent or better. Exams and assignments will be scored as soon as possible and results will be posted on the eCampus website. At minimum, all assignments will be mailed back to the student every two weeks for review. Students desiring more immediate feedback can mail their assignments with a self-addressed envelope. Assignments received with a self-addressed envelope will be returned immediately after being graded and recorded.

All points will be added together, and divided by the number of total points available to determine the final course grade as a percentage. This grade will be sent to the student at the end of the course. If a student wishes to be eligible to convert veterinary specific course modules to college credit, a 70 percent score will be required for each course. Students must also meet OCCI requirements for all courses intended for conversion to college credit. If a student feels that they have received an unfair evaluation on an assignment or exam, they should contact their instructor to resolve the situation. If the student feels the decision of the instructor needs to be appealed, the student should contact the Veterinary Technology Program Director, Dr. Brian Heim, at 972-860-8019. Students may finish assignments ahead of schedule, but must finish assignments by the published due date to receive credit for the course. Students are strongly encouraged to work at the pace set in the workbook to achieve the maximum benefit and learning from the course.
Specific point values for assignments vary by course. Students enrolled in courses should check the course syllabus in the front of each workbook to determine point values for assignments and examinations.

Transferability of Courses

To Other Institutions
Courses in the DEVAP transfer to other accredited veterinary technology programs at the discretion of that program’s director. Academic credit may be awarded at other institutions for non-credit courses at the discretion of the transferring college. Any other transfers into other veterinary assisting or technology programs will be at the discretion of that program's director. Credit courses designated as WECM courses will transfer to any 2-year college in Texas.

From Other Institutions within the United States
Liberal arts, science and mathematics, and some animal science courses can generally be taken at other accredited community colleges or universities and the credits transferred to CVC. After successful completion of a course from CVC or the Dallas County Community College District, you may apply for transfer credits for courses not taken from the district. Transfer credit is at the discretion of the director of the veterinary technology program, the deans of the science and liberal arts colleges, and the registrar. Course descriptions and outcomes must be equivalent to the course descriptions found in the CVC catalog. Students must provide a copy of the course description and a copy of their transcript(s) to the director when requesting transfer credit.

Evaluation of Foreign Credentials
Coursework completed at colleges and universities outside the United States will be considered for transfer on an individual basis. All foreign credentials submitted to the college must include the original plus a certified English translation. An official evaluation of foreign credentials must be completed before transfer credit will be considered. You, the student, are responsible for arranging for credential evaluation. A partial list of acceptable professional evaluation services is available in the District Office of Academic and Student Programs or the college's registrar's office. You, the student, are expected to pay all costs of translation and/or evaluation of foreign credentials. Evaluations of foreign credentials completed by individuals and/or by professional evaluation services are subject to review and approval by the director of Admissions and Registrar.

One acceptable source for foreign transcript evaluation is The International Academic Credential Evaluators, Inc. (IACEI) Cost for transcript evaluation through IACEI is $100 and can be completed online. You may contact IACEI by visiting their website at http://www.iacei.net. Once foreign transcripts have been evaluated, they should be sent to Dr. Brian Heim at the DEVAP. The mailing address is: Dr. Brian Heim, DEVAP, Cedar Valley College, 3030 N. Dallas Avenue, Lancaster, TX 75134. Transfer credit is at the discretion of the director of the veterinary technology program, the deans of the science and liberal arts colleges, and the registrar. Course descriptions and outcomes must be equivalent to the course descriptions found in the CVC catalog.

On-Campus Requirements

There are no on-campus requirements in the DEVAP.
Preceptor Information

Preceptor Guidelines and responsibilities

I) Preceptor Requirements:
1. Preceptor credentials: Preceptors must possess one of the following credentials:
   a) A DVM/VMD degree from an AVMA accredited institution
   b) Be licensed to practice veterinary medicine in their state
   c) Be a graduate of an AVMA/CVTEA accredited program of veterinary technology
   d) Be licensed to practice in their state of residence as an RVT or its equivalent
   e) Foreign credentials will be considered on a case by case basis.

Questions on acceptable preceptors should be addressed to the director of the program. In general, individuals possessing a degree from an AVMA-listed school will qualify as a preceptor.

2. All potential preceptors must submit a Preceptor Application and be approved by the course instructor two weeks prior to the first day of the course. If there is doubt as to the preceptor's qualifications, the course instructor should be contacted as quickly as possible for clarification.

II) Preceptor Course Assignments:
1. Assist with video assignments as indicated.
2. Assist with text assignment as indicated.
3. Assist with course as indicated.
4. Administer tests.
5. Provide supervision for clinical assignments at the level indicated in the course schedule.
6. Participate in the assignment evaluations.

III) Preceptor Responsibilities:
1. All assignments, exams, and preceptor responsibilities MUST be monitored by the preceptor. These responsibilities may not be delegated or assigned to other individuals except with the specific pre-approval of the instructor.

Preceptors are encouraged to obtain feedback from all practice personnel as to the student's progress and performance during the course, but only preceptors may directly evaluate students and administer exams.

a) In most clinical assignments, both the preceptor and the student must sign on the assignment form to indicate that the assignment has been monitored by the preceptor and that the student and the preceptor have shared in the evaluation of the assignment. Assignments must be signed by both the preceptor and the student for the student to receive credit for that portion of the class.

b) Preceptors should never submit evaluations of assignments without first discussing the evaluation with the student and allowing them to comment on the evaluation.

2. The preceptor should closely monitor the student to insure that the student is on schedule and completing assignments at the required time intervals.
   a) Assignments will start as soon as the course begins and the student MUST stay on schedule to receive credit for the course.
b) Preceptors should familiarize themselves with the syllabus and handbook as rapidly as possible to prevent any delay in the progress of the student through the course assignments. A course syllabus will always be included with the course workbook, with contact numbers, e-mail addresses and web site information.

3. **Preceptors are responsible for maintaining the strictest standards of academic honesty and integrity.**
   a) Exams and clinical assignments must be personally monitored by preceptors. Many of these assignments will require immediate personal supervision of the student, while others will only require direct or general supervision.
   b) Many assignments are based on video or text reading assignments. Preceptors should feel free to assist students in these activities. Preceptors can help clarify the material, answer specific questions, or offer personal insights into the functions of a veterinary practice.
   c) Preceptors should not do the assignment for the student. As stated on the Student Information sheet, any incidence of student academic dishonesty will result in the loss of grade by the student, and perhaps the loss of credit for the course.

4. **Preceptors are responsible for the administration of all exams in the course.**
   a) The student and the preceptor should set up a testing schedule for the course and strictly adhere to it.
   b) Exams should be given in a quiet place, conducive to a good testing experience, and free from distractions and interruptions. The preceptor should be physically present on site during the entire exam.
   c) The preceptor should give the student the exam, monitor the exam at the Testing supervision level, collect the exam, and then as soon as possible forward the exam to the instructor by fax or mail for grading and recording.

5. **The preceptor will supervise the clinical assignments that are required for credit in the course.**
   a) Preceptors should take their clinical supervision responsibilities very seriously. In most courses the clinical assignments are the heart and substance of the course. It is through these assignments, with the help and tutelage of the preceptor, that the student learns and improves in their abilities. In these assignments, the preceptor should think of themselves as an adjunct faculty member in the course. The level of supervision required by individual students will vary. As such, preceptors are expected to exercise sound judgement on the level of supervision required for a given student after consulting the course schedule for the required level of supervision.
   b) The schedule will explain the degree of supervision required by the preceptor for each assignment.
   - **Immediate supervision** requires the preceptor to be in constant and complete proximity to the student, paying total attention to the task or assignment.
   - **Testing supervision** requires the preceptor to be on the premises and available to answer questions or provide assistance. The preceptor need not be in constant proximity to the student, but should periodically monitor the student to ensure that standards of academic integrity and honesty are maintained. Preceptors are responsible for locating the student in a site with no notes, textbooks, or other information sources, and a place that is quiet,
free from distractions or interruptions, and conducive to a good test taking experience.

- **Direct supervision** requires the preceptor to be in immediate vocal proximity to the student.
- **General supervision** requires the preceptor to be on the premises and available to answer questions or provide assistance. Even during general supervision of activities, the preceptor will be responsible for the evaluation of the assignment, so periodically the preceptor should take time to monitor the student's progress and abilities during that period.

1. **Preceptors must be willing to dedicate the time required to accomplish their responsibilities to help insure the success of the student.**
   a) Evaluations and assessments of students should be informative, positive and constructive. Words of praise should be given more often than criticism. If conflicts arise between the student and preceptor(s), the parties involved should first try to resolve the situation in a positive and constructive manner. If the problem persists or can not be resolved the instructor should be contacted to assist in the matter and bring about a successful resolution.
   b) The preceptor, like the instructor, is there to facilitate learning, answer questions, encourage, constructively evaluate, and make the class a worthwhile learning experience for all parties.

2. **Preceptors are encouraged to contact the instructor during the first two weeks of the class to answer questions and facilitate good communication.**
   a) During the course the instructor may contact the preceptor to monitor the progress of the student and the course.
   b) The preceptor may also be contacted at the end of the course, in addition to the course evaluation, to determine the student's success in the class.
   c) Preceptors are encouraged to contact the instructor anytime there is a problem, concern, or question.

3. **It is extremely important that preceptors make clear to students what is, and what is not, class time.**
   a) Most students will be working many hours in the practice that is their training site. These hours will usually far exceed the time for clinical assignments.
   b) For actual assignments, it must be made very clear to the student that regular employment hours are over, and that class is in session.
   c) Preceptors may certainly observe and evaluate on a continuous basis, but for the clinical assignments to have the maximum value and learning potential, time must be scheduled, and specifically designated, as “course time”.
   d) If course time is interrupted by an emergency, or by another unavoidable circumstance, the class time must be rescheduled and the assignment completed.
Off-Campus Clinical Instruction

Requirements for Off-Campus Clinical Instruction Sites

Students attending courses within the DEVAP who intend to earn the Veterinary Assisting Certificate must meet all requirements for off-campus clinical instruction. Required forms for receiving approval as an OCCI site can be found at the end of this handbook. The following is a summary of the OCCI requirements:

1. Each clinic, hospital, or location designated as an approved off-campus clinical instruction site must have a current Preceptor Agreement, Facility Agreement, and Hospital Standards Agreement on file in the DEVAP office. Students enrolled in courses who perform their clinical activities at unapproved sites will not be eligible to convert non-credit coursework to semester credit hours toward the AAS degree.

2. Students must have a completed Health Risk Acknowledgement and Agreement and Release of Liability on file in the DEVAP office.

Preceptor Agreement
A Preceptor Agreement must be established between the DEVAP and the preceptor(s) that students intend to utilize during the course(s) in which they are enrolled. Preceptor agreements are valid for up to one year and must be renewed annually. Previously approved preceptors will have renewal notices mailed to their clinical site prior to the renewal date. If you are unsure of the status of your preceptor, contact the DEVAP staff to verify the preceptor’s status. Regardless of whether taking coursework for academic credit or continuing education, a preceptor must be designated by the student.

Facility Agreement
To be approved as acceptable OCCI sites, veterinary care facilities must meet certain minimum standards regarding hospital staff, equipment, and practice quality. These minimum standards must be met in order to assure that students receive adequate exposure to quality veterinary medical practices and equipment. Veterinary care facilities may be approved as acceptable for courses relating to companion animals, food and farm animals, or both. Facility agreements are valid for up to one year and must be renewed annually. Renewal notices will be mailed to approved facilities prior to the renewal date.

Hospital Standards Agreement
To be approved as acceptable OCCI site, veterinary care facilities must meet certain minimum criteria regarding hospital standards. These standards must be maintained to ensure that students in the DEVAP receive a quality education that stresses acceptable medical standards. Each Clinical Instruction Site must agree to follow these standards in order to be approved. A videotape of the site and/or still photographs of relevant work areas must also be submitted. Note: If a hospital or clinic is AAHA accredited, the site meets the hospital standards and need only send verification of accreditation status with the agreement. Hospital Standards agreements are valid for up to one year and must be renewed annually. Renewal notices will be mailed prior to the renewal date.
Registration Procedures

VETT 1001 through VETT 1007 Course Modules
Registration for Level 1 Course Modules is handled by the AAHA Member Services Center (MSC). Students can register for courses by phone, mail, or fax. Payment for courses is expected at the time of registration. To register for any Level 1 course module, contact the AAHA MSC at:

<table>
<thead>
<tr>
<th>By mail:</th>
<th>By Fax:</th>
<th>By Phone:</th>
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</thead>
<tbody>
<tr>
<td>DEVTP</td>
<td>303/986-1700</td>
<td>AAHA Member Services</td>
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<tr>
<td>AAHA</td>
<td></td>
<td>800-883-6301 or</td>
</tr>
<tr>
<td>Box 945</td>
<td></td>
<td>303/986-2800</td>
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<tr>
<td>Denver, CO 80291-0945</td>
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</tbody>
</table>

VETT 1007 and VETT 1014 Course Modules and General Education Courses
Registration for intermediate level VETT Course Modules and general education courses is handled by the CVC Veterinary Technology Department. Students can register for courses by phone, mail, or fax. Payment for courses is expected at the time of registration. To register for any Level 2 or 3 course modules, contact the DEVAP at:

<table>
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<tr>
<th>By mail:</th>
<th>By Fax:</th>
<th>By Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veterinary Technology</td>
<td>972/860-8057 or</td>
<td>CVC DEVAP</td>
</tr>
<tr>
<td>DEVAP</td>
<td>972/860-8270</td>
<td>877/353-3482 or</td>
</tr>
<tr>
<td>Cedar Valley College</td>
<td></td>
<td>972/860-8267</td>
</tr>
<tr>
<td>3030 N. Dallas Avenue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lancaster, TX 75134</td>
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</tbody>
</table>

More information on registration
- If you have any questions regarding registration procedures, call the DEVAP staff at 877-353-3482 (toll-free) or 972-860-8267.
- Registration fees can be paid by personal check, money order, cashier’s check, or with Visa, Mastercard, or American Express
- Checks for enrollment in VETT 1001 through VETT 1007 course modules should be made payable to AAHA
- Checks for enrollment intermediate DEVAP course modules and general education courses should be made payable to Dallas County Community College District
Ordering Course materials

**Workbooks**
Workbooks serve as the student’s guide and activity schedule for each course in the DEVAP curriculum. The workbook for each veterinary specific course module is included in the price of the course and will be shipped to the student upon registration in the course.

**Textbooks and videotapes**
Course materials including textbooks and videotapes are available through Majors Scientific Bookstore. Majors also carries stethoscopes, scrub outfits, and many other products. Textbooks can also be purchased from other sources if the student desires.

Majors Scientific Bookstore accepts most major credit cards for payment. You can send textbook orders to Majors by fax, phone or E-mail. Visit their website at [www.majorsbooks.com](http://www.majorsbooks.com).

**Phone**: Contact Donna Leach  
800/435-3378 or 214/631-4478  
**Fax**: 214-630-0410 (use course material order form please)  
**E-mail**: msbdall@airmail.net

A listing of required texts and videotapes for each course can be found in the course syllabus in each workbook or at the DEVAP or AAHA websites.

DEVAP website – [http://ollie.dcccd.edu/DEVAP/](http://ollie.dcccd.edu/DEVAP/)  
AAHA website – [http://www.aahanet.org](http://www.aahanet.org)

**Tuition and fees**

**Veterinary Specific Course Modules**

**Fee schedule**
Fees for the DEVAP veterinary specific course modules are charged on the following schedule. This schedule is subject to change. Payment in full is required at the time of registration. At present, no federal or state financial aid is available for students in the DEVAP program.

**Students with membership in the AAHA Veterinary Technical Support Team**  
$319.00 per course

* Check with the AAHA Member Service Center for information regarding this membership category for hospital employees. Students who are Hospital Employee members of AAHA are entitled to member prices even if the clinic is not an AAHA member.

**Non-AAHA members**  
$359.00 per course
Other Fees

- Students registering within two weeks of the start of a course will be charged a $20.00 late fee. Additional mailing charges for these students should also be expected when ordering course materials so that materials will be received prior to the start of classes.

Refund policy for Veterinary Specific Course Modules

In order to receive a refund, students must withdraw from a course in writing. Verbal withdrawals will not be accepted.
- To withdraw from a course, you must notify the AAHA Member Service Center and the DEVAP office in writing.

Refunds will be granted based on the following schedule:

<table>
<thead>
<tr>
<th>If your withdrawal request is received</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to the first day of a course</td>
<td>100%</td>
</tr>
<tr>
<td>Prior to the seventh day of a course</td>
<td>70%</td>
</tr>
<tr>
<td>Prior to the twenty-first day of a course</td>
<td>25%</td>
</tr>
<tr>
<td>After the twenty-first day of a course</td>
<td>0%</td>
</tr>
</tbody>
</table>

General Education Courses

Fee schedule

Fees for the general education courses are charged based on the schedule set forth for the Dallas County Community College District. This schedule is subject to change. Payment in full is required at the time of registration. At present, no federal or state financial aid is available for students in the DEVAP program.

Tuition for these courses is based on residency status and number of course hours in which the student is enrolled. To find the current tuition schedule, visit the Telecollege website at http://telecollege.dcccd.edu.

Refund Policy

Refunds for general education courses through the Dallas County Community College District are based on the refund policy established for the DCCCD. Refund schedules can be found on the Telecollege website at http://telecollege.dcccd.edu. Additional refund information can be found on the Dallas County Community College District webpage at http://www.dcccd.edu.
Library Services

Library services for students are available in several different places. Students in the DEVAP program have access to the following services as well as your own local library. Most libraries will do Interlibrary Loans if you need access to journal articles or books from our library. Just be sure to request materials well in advance so that you receive them in a timely manner.

You can reach the following library services at the listed address:

DCCCD Library Services  http://www.dcccd.edu/lrcinfo/dcccdlrc.htm
Telecollege Library Services  http://ollie.dcccd.edu/library/telecollege.htm
CVC Library  http://www.dcccd.edu/cvc/director/erm/library/cvclib1.htm

Accreditation

Veterinary Assisting Programs are not individually accredited. Cedar Valley College is accredited by the Texas Higher Education Coordinating Board and the Commission on Colleges of the Southern Association of Colleges and Schools.
Frequently Asked Questions

How do I apply for admission to Cedar Valley College and the DCCCD?
1. You may send a request for an application form to the following address:
   Admissions/Registrar
   Cedar Valley College
   3030 N. Dallas Avenue
   Lancaster, TX 75134
2. You can visit the Dallas County Community College District Admissions webpage at the following address:
   http://www.dcccd.edu/admiss/proced.htm

What is a degree plan?
A degree plan is a listing of courses that you must complete in order to receive your Veterinary Assisting Certificate. The certificate is composed of 20 semester credit hours of course work.

How do I file a degree plan?
Send a request for a degree plan application form to the following address:
   Admissions/Registrar
   Cedar Valley College
   3030 N. Dallas Avenue
   Lancaster, TX 75134

How will the veterinary specific course modules convert to academic credit hours?
The veterinary specific course modules in the DEVAP curriculum provide the content of 4 campus veterinary technology courses. After successful completion of the 9 course modules, the non-credit course modules will be converted to 10 semester credit hours in veterinary technology and included on your transcript. To receive academic credit, students must meet Off-Campus Clinical Instruction requirements and specify that the course module is being taken for academic credit when enrolling in the course.

Is there an additional cost for converting non-credit units to academic credit hours?
No. The only fee is for enrollment in each course.

If I am earning 36 continuing education units (CEUs) in the veterinary specific course modules, why do I only receive 10 credit hours when they are converted to academic credit?
The veterinary specific course modules in DEVAP have a unique structure in order to expand the options available to veterinary hospital employees. The continuing education units are allocated to fit this structure. While the veterinary specific course modules contain the same content as the in-residence courses, the credits do not match on a one-for-one basis. In order to convert CEUs to credit, you must complete other requirements. See the OCCI requirements and the DEVAP overview for more information.
Can I take general education requirements through Cedar Valley College?
Yes. Cedar Valley is one of the seven colleges in the Dallas County Community College District (DCCCD). The DCCCD has extensive offerings in distance learning, and all general education courses required for the certificate in Veterinary Assisting are available through distance learning. These courses are offered through the Dallas Telecollege. Distance learning courses in English, math, and speech that are specifically designed for DEVAP students are available. Contact the DEVAP staff for more information on these courses and enrolling in them.

How do I transfer credits from courses taken from other colleges?
Liberal arts, science and mathematics, and some animal science courses can generally be taken at other accredited community colleges or universities and the credits transferred to CVC. After successful completion of a course from CVC or the Dallas County Community College District, you may apply for transfer credits for courses not taken from the district. Transfer credit is at the discretion of the director of the veterinary technology program, the deans of the science and liberal arts colleges, and the registrar. Course descriptions and outcomes must be equivalent to the course descriptions found in the CVC catalog. Students must provide a copy of the course description and a copy of their transcript(s) to the director when requesting transfer credit.

Courses taken through colleges outside of the United States will be considered on an individual basis. All foreign credentials submitted to the college must include the original plus a certified English translation. An official evaluation of foreign credentials must be completed before transfer credit will be considered. Specific processes for evaluation of foreign transcripts are available in the DEVAP Student Handbook or by contacting DEVAP staff.

Do I have to come to the Cedar Valley College campus to complete the DEVAP?
No. There are no on-campus requirements.
DEVAP Academic Calendar
2002-2003

School Year Course Start Dates
- Fall Semester - September 9, 2002
- Spring Semester - January 20, 2003
- Summer Semester - May 19, 2003

Fall 2002 enrollment dates
- Open enrollment – July 1, 2002-August 25, 2002
- Late enrollment – August 26, 2002-September 2, 2002
- Enrollment closes – September 2, 2002

Spring 2003 enrollment Dates
- Open enrollment - November 11, 2002-December 29, 2002
- Late enrollment - December 30, 2002-January 13, 2003
- Enrollment closes - January 13, 2003

Summer 2003 enrollment Dates
- Late enrollment - May 5, 2003-May 12, 2003
- Enrollment closes - May 12, 2003

Late enrollment fees: A $20 late enrollment fee may be assessed when you enroll
during the late enrollment period.

Add/drop/change fee: Students may add or drop a course with no additional fee during
open enrollment. There may be a $20 fee for adding or dropping a course or changing
students during the late enrollment period.

Tuition and course material payment: Payment for all courses and course materials
must be received by the first day of classes for each semester or the student will be
dropped from the course(s). A $50 processing fee will be charged.
# Student/Preceptor Data Form

**Social Security Number**  
**Last Name**  
**First**  
**M.I.**

**Home Address**  
**City**

**State**  
**Zip/PC**  
**Email address**

**Date of Birth**  
**Gender**  
**Ethnicity**

**Ethnicity**

1 = White  
3 = Hispanic  
5 = Amer. Indian  

2 = Black  
4 = Asian  
6 = Non US Resident

**Hospital Name**  
**Hospital Phone**

**Hospital Address**  
**City**  
**State**  
**Zip/PC**  
**Hospital Email address**

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## Preceptor and Credit/CE designation

For each course in which you are enrolled, you must designate your preceptor and whether you are taking the course for transfer to academic credit or for continuing education only. If you are taking this course for transfer to academic credit, you must meet the requirements for off-campus clinical instruction (OCCI). If you indicate that you are NOT taking this course for academic credit and decide to pursue the AAS degree at a later time, you will have to RETAKE the course. See the student handbook for OCCI requirements. List each of the courses in which you are enrolled, and initial in the correct column for credit vs. non-credit.

**Semester:**  
- [ ] Fall  
- [ ] Spring  
- [ ] Summer  
**Year:** 20__

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Preceptor’s Name &amp; Title</th>
<th>Credit vs. Non-credit status</th>
</tr>
</thead>
</table>
|              |                          | For Academic Credit  
|              |                          | For Continuing Education  

**OFFICE USE ONLY:**

Stu ID ___________________  
RGN: _____/____/____  New / Ret  
SDB: _____/____/____  
Pcp Pkt: _____/____/____  
Conf Rcvd: _____/____/____  
Wkb Sent: / /
APPLICATION FOR ADMISSION

PLEASE PRINT OR TYPE

Social Security Number ______________________ Last Name ______________________ First _______ M.I. _______

Home Address

City ______________________ State _______ Zip/PC ______________________ Email address ______________________

(_____)_______________ (_____)_______________ (_____)_______________

Home Phone _______ Work Phone _______ Work Fax _______

HIGH SCHOOL GRADUATE? YES ____ NO ____        G.E.D. YES ____ NO ____

List all colleges attended for academic credit, including those in the Dallas County Community College District: (Do not abbreviate)

<table>
<thead>
<tr>
<th>COLLEGE</th>
<th>DATES ATTENDED</th>
<th>DEGREE</th>
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EQUAL EDUCATION OPPORTUNITY: Educational opportunities are offered by the Dallas County Community College District with regard to race, color, age, national origin, religion, sex, or handicap.

STATEMENT OF STUDENT’S RESPONSIBILITY

I have read and understand the admission process for the Veterinary Technology Program. By submitting an application to the program, I agree to abide by the admission requirements of the Veterinary Technology Program. I accept full responsibility for submitting a complete admission packet. I understand that I will not be accepted into the Veterinary Technology Program until I have completed all of the admission requirements.

Once I have submitted my admission packet, I understand that it is my responsibility to inform the Director of the DEVAP of any change in my status, address, telephone number, intentions to continue the program, or any other information that would affect my entrance into the program. I understand that the purpose of this program is to prepare me to be eligible to take appropriate examinations for credentialing as a veterinary technician in my state of residence.

I CERTIFY THAT THE INFORMATION GIVEN ON THIS APPLICATION IS COMPLETE AND ACCURATE

_____________________________________  ______/______/______
Applicant’s Signature     Date
STUDENT CHECKLIST
for Clinical Instruction Sites

Instructions for completing the agreements for DEVAP clinical instruction sites:
Prior to starting courses in the DEVAP, students must make certain that the following documents have been completed and submitted to the Cedar Valley College DEVAP. This documentation is in addition to that required for acceptance into the DEVAP. It is the student’s responsibility to make sure that preceptors complete the documents that they sign.

<table>
<thead>
<tr>
<th>FORM</th>
<th>DESCRIPTION</th>
<th>WHO COMPLETES IT?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Preceptor Agreement</td>
<td>A Preceptor Agreement must be established between the DEVAP and the preceptor(s) that you intend to utilize during the course(s) in which you are enrolled. Preceptor agreements are valid for up to one year and must be renewed annually in July. If you are unsure of the status of your preceptor, contact the DEVAP staff to verify the preceptor’s status.</td>
<td>Preceptor</td>
</tr>
<tr>
<td>☐ Facility Agreement</td>
<td>A Facility Agreement must be established between the DEVAP and the Clinical Instruction Site that you intend to utilize during the course(s) in which you are enrolled. Facility Agreements are valid for up to one year and must renewed annually in July. If you are unsure of the status of your clinical instruction site, contact the DEVAP staff to verify the status of the location.</td>
<td>Preceptor</td>
</tr>
<tr>
<td>☐ Health Risk Acknowledgement</td>
<td>In order to participate in DEVAP courses, you must have completed and submitted this form. If you have submitted this form in the past, you do NOT need to submit it again.</td>
<td>Student</td>
</tr>
<tr>
<td>☐ Hospital Standards Agreement</td>
<td>A Hospital Standards Agreement must be established between the DEVAP, your primary preceptor, and the Clinical Instruction Site that you intend to utilize during the course(s) in which you are enrolled. Hospital Standards Agreements are valid for up to one year and must renewed annually. If you are unsure of the status of your clinical instruction site, contact the DEVAP staff to verify the status of the location.</td>
<td>Preceptor</td>
</tr>
<tr>
<td>☐ Agreement and Release of Liability</td>
<td>In order to participate in DEVAP courses, you must have completed and submitted this form. If you have submitted this form in the past, you do NOT need to submit it again.</td>
<td>Student</td>
</tr>
</tbody>
</table>
PRECEPTOR AGREEMENT
for CLINICAL INSTRUCTION SITES

To be approved as acceptable clinical instruction sites, veterinary care facilities must meet certain minimum standards regarding hospital staff. For validation of tasks and assignments, each Clinical Instruction Site must have a designated preceptor who is responsible for evaluating the DEVAP student. Preceptors must either be a graduate DVM, a graduate of an AVMA accredited program of veterinary technology, or a person credentialed as an RVT or its equivalent. Preceptors must always directly witness or participate in all assignments for the student to receive credit.

Students are required to have at least one preceptor in each course or courses for which they are enrolled. There may be more than one preceptor for each student, but all preceptors must meet the minimum requirements for preceptor approval. Once approved, the primary preceptor will be mailed a preceptor information packet for each course in which the student is enrolled. The handbook will contain the guidelines for preceptors, as well as tests, exams, and practice assignments. Preceptors are essential to the success of the student in the course. It is a position that will require time and dedication to the success of the student in the course. In many cases it will be advantageous to the student to have multiple preceptors, each with an interest in a specific area. In many cases, only one or two people may qualify to serve as preceptors in a practice. In other practices, many individuals may be qualified to serve in this capacity. Multiple preceptors may also decrease the burden on any one person in the practice in their preceptor responsibilities.

If more than one preceptor is to be approved within a Clinical Instruction Site, one of the preceptors must be designated as the Primary Preceptor. This individual is ultimately responsible for verification of task and assignment completion. If a credentialed technician is present at a clinical site, this person must be utilized as a preceptor but need not be the primary preceptor. The modeling behavior of the credentialed technician in their interaction with both the veterinarian and other lay staff is an important part of the DEVAP curriculum. In order to meet AVMA accreditation requirements, at least 50% of the clinical instruction completed during the DEVAP must be completed while a credentialed technician is present in the clinical facility. For this reason, some students may need to identify mentors at other practices to supervise portions of their clinical instruction.

Preceptors will monitor and evaluate in clinic assignments, insure academic honesty in testing and exams, liaison with the course instructor, and act as mentor and in-clinic tutor for the student. Preceptor(s) should anticipate working with or monitoring each student 5 to 15 hours per week. We foresee no more than 1 to 2 hours weekly that the preceptor will be away from their usual duties. Preceptors should carefully consider before agreeing to serve in this capacity. Once a course is undertaken, the preceptor is an integral part and must fulfill their commitment to the student. If there are questions or concerns about serving as a preceptor, individuals should contact the course instructor at the addresses or numbers listed in the syllabus.

Policy on Student Professional Liability
Procurement of professional liability insurance for students and preceptors participating in the DEVAP is the responsibility of the student and their preceptor(s). Cedar Valley College, the Dallas County Community College District, the American Animal Hospital Association, and their officers, members, agents or employees are not to be held liable to students for liability arising out of real or alleged wrongful acts or omissions or for payment of court costs, expert legal counsel, and claims adjusters from such acts.
### Hospital Information

<table>
<thead>
<tr>
<th>Hospital Name</th>
<th>Address</th>
<th>City</th>
<th>State/Province</th>
<th>Zip/PC</th>
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</table>

<table>
<thead>
<tr>
<th>Hospital Phone</th>
<th>Hospital Fax</th>
<th>E-mail or Web Address</th>
</tr>
</thead>
<tbody>
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- [ ] This practice carries professional liability insurance which covers students working under my supervision.
- [ ] I give permission for Cedar Valley College to post the name and geographic location of this hospital, in print and on the Internet, as an approved location for Off-Campus Clinical Instruction.

### Primary Preceptor

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- If an RVT or equivalent and not degreed, list state __________ and date of registration: __________

By completing this application, I agree to fulfill the preceptor requirements for DEVAP courses and agree to act as preceptor for students enrolled in the DEVAP. I understand that this application is valid for up to one calendar year and must be renewed annually to remain effective. I have read and understand the Policy on Professional Liability Insurance and agree to the terms of that policy.

- [ ] I give permission for Cedar Valley College to post my name and geographic location, in print and on the Internet, as an approved preceptor for off-campus clinical instruction.

### Additional Preceptor 1

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### Additional Preceptor 2

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### Additional Preceptor 3

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- If an RVT or equivalent and not degreed, list state __________ and date of registration: __________

- [ ] I give permission for Cedar Valley College to post my name and geographic location, in print and on the Internet, as an approved preceptor for off-campus clinical instruction.

### Approval Status

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FACILITY AGREEMENT
for CLINICAL INSTRUCTION SITES

To be approved as acceptable clinical instruction sites, veterinary care facilities must meet certain minimum standards regarding hospital staff, equipment, and practice quality. The following pages list the requirements necessary for approval. These minimum standards must be met in order to assure that students receive adequate exposure to quality veterinary medical practices and equipment.

Veterinary care facilities may be approved as acceptable for courses relating to companion animals, food and farm animals, or both. Please indicate below the approval you are requesting:

☐ Companion animal veterinary care facility
☐ Food and farm animal veterinary care facility
☐ Both companion and food/farm animal veterinary care facility

I certify that the veterinary care facility ____________________________ has (Name of Veterinary Facility) the equipment that I have indicated on the following pages. I also certify that the equipment and materials will be made available to DEVAP students for use in completion of assigned coursework while participating in this program. This agreement will remain in effect for up to one year, at which time it can be renewed. The agreement expires in July, and you will be sent a reminder prior to its expiration.

Printed Name of Facility Veterinarian, Owner or Agent

________________________________________
Signature Date

☐ I give permission for Cedar Valley College to post my hospital name, in print and on the Internet, as an approved off-campus clinical instruction location.
ESSENTIAL EQUIPMENT

The following equipment items must be present at the clinical instruction site and available for use by the VTDLP student. A clinic must have at least 75% of the following equipment to be approved as a clinical instruction site. Items in bold MUST be present for approval. Items followed by an asterisk are optional but desirable.

Anesthesia equipment
- Anesthetic machine
  - Inhalent anesthetic agent(s) available
    - Isoflurane
    - Halothane
    - Sevoflurane
    - Nitrous oxide
    - Other __________________
  - Waste gas scavenging system present
  - Non-rebreathing system
- Endotracheal tubes
- Warm water blanket or other hypothermia prevention device
- Animal gurney or stretcher*
- Laryngoscope*

Surgical Instrumentation, related equipment, and supplies
- Basic surgical instruments (spay pack, etc.)
- Orthopedic instruments and equipment
- Electrosurgical equipment*
- Bathing and surgical preparation equipment
- Defibrillator*
- Electric clippers
- Vaginal speculum
- Tourniquet
- Surgical table
- Surgical lights
- Autoclave
- Autoclave indicator tape or other verification method
- Surgical caps, gowns, masks, and gloves
- Surgical preparation supplies (scrub, gauze 4x4’s, etc)
- Suture materials of various types, with and without needle
- Cast cutter
Examination and Treatment Equipment
- Examination table
- Stethoscope
- Ophthalmoscope
- Otoscope
- Examination gloves and lubricant
- Bandaging and splinting supplies
- Enema bag or administration devices
- Intravenous catheters
- Syringes and disposable needles
- Examination gloves
- Fluorescein stain
- Schirmer tear test strips

Radiology Equipment
- Fixed x-ray machine or
- Portable x-ray machine
- Automatic film processor*
- Lead aprons
- Lead gloves
- Thyroid collars
- Calipers
- Cassette holders
- High speed/rare earth screens
- Film identification markers
- Hand dark room and developing equipment
- Radiation safety badges
- Storage racks for gloves and aprons
- X-ray viewbox
- Lead eyeglasses*
- Ultrasound*

Monitoring equipment
You must have at least two types of monitoring equipment available for student use.
- Electrocardiograph
- Esophageal stethoscope
- Oscilloscope (cardiac)
- Pulse oximeter*
- Indirect blood pressure monitor*
- Doppler monitor*
- End tidal CO₂ monitor*
- Other monitoring device(s) ______________________________
**Laboratory equipment**

- Centrifuge
- Microhematocrit centrifuge
- Clinical chemistry analyzer
- Differential blood cell counter (e.g. QBC autoreader)
- Electronic blood cell counter*
- Hand tally cell counter
- Hemacytometer and Unopette cell lysing kits
- Incubator
- Microscope
- Necropsy table/equipment
- Refractometer
- Scale
- **Common dipstick tests (urine and blood)**
  - Blood glucose meter*
  - ELISA or other occult heartworm detection kit or
  - Filter heartworm detection kit
- Coagulation tests
- Dermatophyte test media
- Bacterial culture media

**Other essential equipment**

- Narcotics locker
- Nail trimmers
- Appropriate cages, kennels, stalls, and exercise areas

**Additional Equipment Required for Companion Animal Locations**

The following equipment must be present or available at sites wishing to be approved for companion animal clinical training.

- Elizabethan collars
- Restraint pole
- Muzzles (nylon, leather, etc.)
- Dental instruments
  - Hand instruments (elevators, scalers, etc.)
  - Dental polisher
  - Ultrasonic scaler
  - Oral speculum
Additional Equipment Required for Food and Farm Animal Locations

The following equipment must be present or available at sites wishing to be approved for food and farm animal clinical training.

- Cattle chute
- Equine stocks*
- Twitch
- Nose tongs
- Ropes for restraint
- Balling gun
- Dose syringe
- Stomach tubes
- Obstetric equipment
- Oral speculum
  - Frick tube
  - Bayer wedge
  - Spool-type speculum
  - Other ______________________
- Stomach pump
- Hog snare
HOSPITAL STANDARDS AGREEMENT
for CLINICAL INSTRUCTION SITES

To be approved as acceptable Clinical Instruction Sites, veterinary care facilities must meet certain minimum criteria regarding hospital standards. These standards must be maintained to ensure that students in the DEVAP receive a quality education that stresses acceptable medical standards. Each Clinical Instruction Site must agree to follow these standards in order to be approved. A videotape of the site and/or still photographs of relevant work areas must also be submitted. See the description at the end of this document for a full list of items that should be included on the videotape or still photographs.

Note: If your hospital or clinic is AAHA accredited, you need only send verification of your accreditation status and complete the last page of this document. Your hospital’s accreditation status (2, 3 or 4 year level) will be kept strictly confidential and will be used only to determine the renewal date for approval as an OCCI location.

Please review the following list of standards:

Medical Records
- There must be an established system of medical record keeping within the practice.
- Medical records must be legible.
- Medical records must clearly reflect the date, initial problem, pertinent history, examination findings, and plan for treatment and care.
- Each patient must be properly identified. The following identification must be recorded accurately on each patient’s medical record: patient’s name (ID number if applicable), species, breed, date of birth, sex, color, and/or markings.
- Each client must be identified properly. The owner’s name, address, home, and alternate telephone numbers must be recorded accurately.
- A report of physical examinations must be made. All patients must be given an appropriate physical examination prior to all medical or surgical procedures. A systematic procedure of examination should be followed.
- Records of treatment, both medical and surgical, must minimally reflect all procedures performed in chronological order and in the context of the medical or surgical problem to which they pertain.

Examination Facilities
- Examination facilities must be provided to demonstrate tasks to students.
- Each examination room must be supplied with cleaning materials, disinfectant, disposable towels, and a waste receptacle.
- To facilitate hand washing between each patient, a sink must be located in or convenient to each examination room.
**Pharmacy**

- All logs must not be stored in the locked cabinet used to store those drugs to which it applies.
- Documentation must be retained for the full statute of limitations as established by federal, state, or provincial regulations.
- Adequate supplies of drugs and supplies must be available at all times.
- All outdated drugs are returned or disposed of in accordance with federal, state, or provincial regulations.
- When dispensing medication, each label must:
  - Be typed or printed (clear tape placed over the label to preserve it.)
  - Be permanently affixed to the container
  - Include expiration, if appropriate
  - Include warning labels, if appropriate
- Each label must be recorded thereon:
  - Client’s name
  - Patient’s name
  - Date
  - Name of drug
  - Usage directions including route of administration
  - Quantity dispensed
  - Hospital’s name, address, and phone number including area code
  - Name of the veterinarian dispensing the drug
- Drugs must only be dispensed or administered on the order of a licensed veterinarian.
- Drugs used in euthanasia procedures must be stored in a locked cabinet. It is recommended that these agents be identified and segregated.
- Each dose of any medication administered, dispensed, or prescribed must be recorded on the medical record, including usage directions, quantity, and number of refills.
- Hazardous medications (e.g., chemotherapeutic medications) must be handled in accordance with federal, state, or provincial regulations.
- All dispensed or repackaged medications must be in approved, child-resistant containers unless otherwise requested by the client or if the drug is in a form which precludes it from being dispensed in such a container.
- The container must in no way alter the drugs being dispensed and must be moisture resistant.
- Each pharmacy must contain at least one reference text or compendium of pharmaceuticals which is current (within three years) and provides the necessary information on drugs, chemicals, and biologics in use within the hospital or dispensed for use by the client.
- Current antidote information must be readily available for emergency reference in addition to the telephone number of the nearest poison control center.
- Facilities must be provided for storage, safekeeping, and use of drugs in accordance with federal, state, or provincial regulations.
- Controlled drugs must be stored in a securely locked, substantially constructed cabinet or safe as required by federal, state, or provincial regulations.

**Laboratory**

- Each specimen must be identified with the identification of the patient.
- Each necropsy procedure and record thereof must be thorough and detailed.
- Reference range values must be available for all laboratory tests performed.
- Adequate space must be provided for performance of services and proper storage of reagents.
- The countertop must be impervious and stain resistant with adequate lighting in all work areas.
Diagnostic Imaging
- Radiographic equipment must be operated only by persons aware of all hazards, actual and potential, to themselves, assisting personnel, patients, and other nearby individuals in order to eliminate or reduce hazards to minimum acceptable levels.
- Educational information must be available to all staff concerning radiation safety.
- Documentation of a radiation safety program must be on file.
- Radiation safety procedures must be in compliance with all federal, state, provincial, or local regulations.
- Dosimeter monitoring of exposure levels must be provided for all personnel working with or near an X-ray generator.
- The individual badge must be worn near the collar on the outside of the leaded apron.
- Records of dosimetry results must be maintained indefinitely and be readily available.
- Exposure results must be communicated to the staff.
- Machines must be inspected in accordance with federal, state, or provincial regulations and results posted.
- Images of patients must be identified properly and filed for easy location and retrieval. Because radiographic images are an element of the medical record, they must also be retained in compliance with federal, state, or provincial regulations.
- Loaded cassettes must be stored in a manner to protect them from unintended exposure.
- Radio-opaque characters must be used to identify right (R) and left (L) sides of the patient.
- Permanent identification of each image is required and must occur prior to processing. Minimal image identification must include date, patient identification, and hospital identification.
- All personnel must wear protective apparel while in the room during exposure.
- Proper safelight(s) with lamps of correct wattage must be mounted at the recommended distance from the work areas.

Anesthesiology
- Anesthesia services must be provided.
- Anesthesia services must include performance of routine preanesthetic examination and exercise of proper safeguards in selection and use of anesthetics.
- Anesthetic agents must be administered by a veterinarian or by persons trained in their administrations and then only under supervision of a veterinarian who must be on the premises. Administration must be in compliance with federal, state, or provincial regulations.
- Some method of respiratory monitoring must be used, such as observing chest movements, watching the rebreathing bag, or use of a respiratory monitor.
- When endotracheal tubes are used, they must remain in place during recovery from anesthesia until appropriate protective reflexes have returned.
- All equipment needed for the administration of local and general anesthesia must be readily available and in good repair.
- The anesthetic area must have emergency lighting available.
- Some means of assisting ventilation must be readily available during general anesthesia, either manual or mechanical.
- The facility must contain an area for the administration of general anesthesia.
- A recovery area outside the operating room or a recovery room where the patient can be observed closely until appropriate protective reflexes have returned must be available. Observations should occur at frequent intervals until the patient is in sternal recumbency.

Dentistry
- A routine examination of any animal must include examination of the teeth, gums, oral cavity, and other structures and tissues associated with the teeth.
- Prophylactic dental services (scaling and polishing) must be provided.
- Only properly trained personnel may perform dental procedures. Such performance must be in compliance with state or provincial licensing bodies.
- Personnel operating dental equipment must wear masks, eye protection, and gloves or other protective equipment to prevent nosocomial infection.
- The decision to extract teeth must be made by the veterinarian.
- Dental prophylaxis must not be done in the operating room, except in the case of oral surgery.
Surgery
- All surgeries must be performed by a licensed veterinarian.
- Surgical assistants and the surgeon must be properly attired with cap, mask, sterile gown, and sterile gloves when major surgery is performed.
- Surgeons, surgical assistants, and operating room attendants must wear a surgical cap and mask at all times while in the surgical suite and when a sterile field exists therein. All scalp and facial hair must be completely covered by the cap and mask. Operating room attendants should remain outside of the sterile field.
- Surgical procedures require the use of sterilized instruments, gowns, towels, drapes, and gloves as well as clean caps and masks.
- A regular maintenance program for autoclaves and other sterilizing equipment must be instituted.
- Surgical packs must be steamed or gas sterilized.
- Sterile surgical packs must be used for each patient.
- When gas or steam sterilization procedures are used, sterility indicators must be in evidence on the exterior surface of each unit.
- When large surgical bundles are sterilized monitors that verify appropriate steam temperature and time must be used in the center of each pack.
- The drapes, laparotomy sheets, towels, gauze sponges, suture materials, and gowns to be sterilized must be properly wrapped. The contents of the bundles must be in good repair, cleaned or laundered, dried, wrapped, and sterilized.
- Surgical packs must be dated with the date on which they were sterilized. If not used within 30 days, packs must be resterilized prior to use.
- Single-use sterile surgical gloves must be used.
- Cold sterilization must be changed in accordance with manufacturer’s recommendations.
- The use of cold sterilization must be limited to those instruments used in minor surgical procedures or those cannot be steam sterilized.
- Preoperative preparation must be performed outside the operating room. The preparation room should be separate room convenient to the operating room and well lit. Floors, walls, and counter tops should be of smooth, impervious, material which is easily cleaned.
- The operating room must be a separate, closed, single-purpose room for the performance of only aseptic surgical procedures.
- The operating room must be so constructed and equipped that cleanliness can be easily maintained.

Nursing Care
- Nursing care must be provided.
- Nursing care must include the provision of diagnostic, pre-surgical, surgical, and recovery procedures as well as custodial care.
- All patient care provided by the nursing staff must be under the supervision of a veterinarian.
- Assignments must be made so that one person is responsible for the proper observation of each anesthetized patient.
- All patients must be positively and properly identified during their hospital stay.
- Each medication must be entered on the patient’s medical record showing date, name of drug, type, dose, route of administration, and frequency of administration.
- The practice staff must demonstrate humane care of animals. The facility must provide for the prevention of animal abuse and neglect of patients.
- Nursing personnel must ensure that all animals are individually housed unless otherwise requested by the owner and approved by the veterinarian.
- Proper protective apparel must be worn by all personnel performing therapeutic bathing and dipping.
- The nursing staff must be familiar with the proper handling and disposal of all waste materials and the cleaning and disinfection of compartments, exercise areas, and runs.
Housekeeping and Maintenance

- The facility and staff must present a professional appearance. The following must be clean and in good repair.
  - Walls
  - Ceilings
  - Windows
  - Floors and carpets
  - Furniture and draperies
  - Fixtures, including light and plumbing fixtures
  - Equipment and appliances
- All cleaning supplies must be used in accordance with manufacturers’ instructions and in compliance with federal, state, local, and provincial regulations.
- Linens must be stored in such a way as to minimize contamination from surface contact or airborne sources.
- Soiled or contaminated linens must be handled in such a way as to prevent cross-contamination of the areas of the hospital.
- Faucets and drains must be inspected regularly and maintained in proper working order.
- Compressed gas tank valves, regulators, lines, washers must be checked periodically for leakage.
- Mechanical systems throughout the hospital must be maintained in accordance with written preventive maintenance programs.
  - Waste disposal must be carried out in accordance with good public health practice and federal, state, provincial, and local regulations.
  - Biomedical waste, such as culture plates, tubes, contaminated sponges, swabs, biologicals, needles, syringes, and blades, must be disposed of according to federal, state, local, and provincial regulations.
  - Adequate safety precautions must be used in disposing animal carcasses and tissue specimens. Disposal must be according to federal, state, local, and provincial regulations.
  - Deceased animals not disposed of within 24 hours must be sealed in heavy plastic bags and refrigerated or frozen.
  - If an incinerator is used, it must be installed and maintained according to federal, state, local, and provincial regulations.
  - Grounds surrounding an animal hospital must be neat, attractive, and in safe condition at all times.
  - Rubbish, papers, and fecal material from animals must be picked up from lawns, sidewalks, and parking areas on a daily schedule.
  - The hospital must be equipped to operate under safe and sanitary conditions.
  - Ventilation and heating systems and air conditioning and heating equipment must be installed in accordance with applicable codes and appropriate standards.
  - The ventilation system must ensure that a controlled and regularly filtered air supply is provided in critical areas, such as surgical suite, preparation areas, special care units, and ward areas.
  - Water must be safe for use by employees, patients, and clients in accordance to federal, state, local, and provincial regulations.
Verification Videotape
As a method of verifying your hospital’s physical plant so that we can become acquainted with your facilities, please produce a videotape (preferred) or still photographs of your practice and submit them along with this agreement. If you submit a video, the tape must be in VHS format. Still photographs can be submitted as printed photos or as digital images. Digital images should be stored as JPEG, GIF, or TIFF files and can be submitted on 3 ½” disks or on a Zip disk. The submissions should include all areas of the practice, including the exterior and all interior working areas within the practice. Please include storage areas, the reception area, surgical suite(s), radiology suite(s), examination room(s), kennel and boarding areas, treatment areas, and any other areas that are routinely utilized. Offices and restrooms need not be included. All submissions become the property of the DEVAP and will not be returned.

Non AAHA Accredited Facilities
As the Primary Preceptor at this Clinical Instruction Site, I agree to abide by, practice, and enforce the above standards. This agreement will remain in effect for up to one year, at which time it can be renewed. The agreement expires in July, and you will be sent a reminder prior to its expiration.

Printed Name ____________________________  Signature ____________________________

Date ____________________________

Disclaimer: Completion of this document does not imply that a hospital is AAHA Accredited.

AAHA Accredited Facilities
This agreement will remain in effect until the date of your next reaccreditation visit. Your hospital’s accreditation status with AAHA will be kept confidential and will only be used to set your OCCI renewal date.

☐ My hospital is AAHA accredited at the [ 2 3 4 ] year level. I am including a copy of the accreditation documentation.

Printed Name ____________________________  Signature ____________________________

Date ____________________________
HEALTH RISK ACKNOWLEDGEMENT
for CLINICAL INSTRUCTION SITES

Assumption of risk: All DEVAP students working in a veterinary facility encounter animals that may cause traumatic injury and/or expose them to infectious agents 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 DEVAP courses, students voluntarily accept that these risks exist and assume the responsibility to act safely and responsibly at all times.

Pregnancy: Pregnancy shall be considered a condition for which there are definite health concerns, for which the student needs additional information about these concerns, and for which Cedar Valley College, the Dallas County Community College District, and the clinical preceptor(s) need assurance that the student has received this information from her physician. In the event of pregnancy, the student must provide written assurance to the DEVAP and the clinical preceptors that she has received this information from her physician, understands the risks involved, agrees to take all reasonable precautions, and still desires to continue with her educational program.

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 DEVAP student should be aware that all students enrolled in the Cedar Valley College onsite Veterinary Technology Program are required to either complete the initial rabies pre-exposure vaccination series or sign a waiver of responsibility. The DEVAP 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.

I have read the above information of the potential health risks involved with my participation in the DEVAP. I understand that Cedar Valley College, the Dallas County Community College District, and the American Animal Hospital Association are not responsible for paying medical bills, costs, or expenses for injuries sustained by me while participating in the DEVAP. I understand that all medical bills, costs, or expenses are my responsibility.

I am currently covered by health insurance that will cover treatments for potential injuries and illnesses resulting from my participation in the DEVAP.

I am not presently covered by health insurance. I understand that Cedar Valley College, the Dallas County Community College District, and the American Animal Hospital Association are not responsible for paying medical expenses for injuries sustained by me while participating in the DEVAP.

Printed Name

Signature Date
AGREEMENT AND RELEASE OF LIABILITY
for CLINICAL INSTRUCTION SITES

By enrolling in the DEVAP, 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 the site that I have chosen to perform my clinical instruction. I acknowledge that my decision to choose this Clinical Instruction Site was not influenced by Cedar Valley College, the Dallas County Community College District, nor the American Animal Hospital Association.

I understand that it is not the purpose of Cedar Valley College, the Dallas County Community College District, or the American Animal Hospital Association to serve as guardians of my safety while enrolled in the DEVAP. I further understand and agree that neither Cedar Valley College, the Dallas County Community College District, American Animal Hospital Association, or any of their officers, members, agents or 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 DEVAP.

In consideration of my enrollment in the DEVAP, I hereby personally assume all risks in connection with them, and I further release and discharge Cedar Valley College, the Dallas County Community College District, and the American Animal Hospital Association and any of their 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 DEVAP, 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 DEVAP.

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 Cedar Valley College, the Dallas County Community College District, the American Animal Hospital Association, and any of their officers, members, agents or employees. I have signed this affirmation of my own free will.

Policy on Student Professional Liability
Procurement of professional liability insurance for students and preceptors participating in the DEVAP is the responsibility of the student and their preceptor(s). Cedar Valley College, the Dallas County Community College District, the American Animal Hospital Association, and their 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.

Printed Name of Student __________________________ Signature __________________________ Date ____________

Street Address __________________________ City __________________________ State __________________________ Zip/Postal Code __________________________

Witness Signature __________________________ Date __________________________