



COLORADO

MOUNTAIN COLLEGE

2023 – 2024

coloradomtn.edu

PROGRAM STAFF

Leslie Rockey, RVT
Program and Facilities Director

Amy McLaren, RVT
Laboratory Operations and Animal Facility Manager

FACULTY

Dr. Gretchen Lamb, DVM
Professor

Dr. Katrina Zwolinski, DVM
Associate Professor

Annette Temple
Assistant Professor

ADJUNCT FACULTY

Heidi Vosbeck, RVT
VT Math Tutor

Erin Romero, RVT

PT STAFF

Kerri Pirzadeh, RVT
Assistant Instructor

Louisa Morrissey, RVT
Assistant Instructor, Tutor

Accreditation:

Colorado Mountain College is accredited by the Higher Learning Commission and is approved by the Colorado Commission on Higher Education and Community Colleges of Colorado. The Veterinary Technology Program is accredited by the American Veterinary Medical Association (AVMA).

Welcome Veterinary Technology Students,

Congratulations on your admission and welcome to the Veterinary Technology Program at Colorado Mountain College. You have chosen an exciting and rewarding field of study that can lead to many career opportunities. As a student you will gain knowledge along with technical and critical thinking skills that will make you a valuable member of any veterinary medical team. The goal of the CMC Vet Tech Program is to provide an exceptional learning opportunity for our students.

Our mission statement is:

“To educate a small group of high-quality veterinary technicians who are successful at becoming credentialed and are dedicated to the concept of lifelong learning and improvement of animal health.”

This program handbook has been provided as a valuable resource guide. It is to be used in conjunction with the [Colorado Mountain College Catalog](#) and the [Student Rights and Responsibilities](#).

All students must read and follow the policies and procedures in this VT Program handbook. We also need you to return four documents during the first week of school. Three of the documents are in the back of this handbook.

1. Letter of Agreement
2. The Code of Honor Affidavit
3. Veterinary Technology: Assumption of Risk
4. Proof of tetanus and rabies vaccine

These signed documents, proof of tetanus and rabies vaccinations must be submitted to Annette Temple during the Animal Care class next Friday (8/25). These will become part of your student file. **Ignorance regarding the contents of these documents is not an excuse or defense for inappropriate behavior, i.e., you are responsible for knowing and abiding by all the policies described in this handbook.**

Again, we welcome you to our program. Don't hesitate to ask questions. We are looking forward to an exciting academic year sharing our knowledge and love of veterinary medicine.

Sincerely,

The Vet Tech Faculty and Staff

Table of Contents	Page Number
Code of Ethics	5
Code of Honor	6-7
Ombudsperson	8
IACUC	8
Program Requirements	9
Standards of Conduct	9-10
Technology and Social Media Policy	11-12
Academics	13-14
Academic Success Procedure	15
Readmission Procedure	16
Non-Academic Procedures	17-18
Dress Code	19
Essential Functions for Veterinary Technicians	20-21
Access, Inclusion and Disability Services	21
Veterinary Technology Club	22
Title IX – Sexual Assault-Sexual Misconduct	22
Human Health Concerns	23
Rabies Policy	23-24
Pregnancy Information	25
Animal Bite/Scratch Policy	27-29
AVMA Model Practice Act	30-32
AVMA Essential Skills List	33
Code of Honor	34
Letter of Agreement	37
Assumption of Risk	39

Veterinary Technician Code of Ethics

1. Veterinary technicians shall aid society and animals through providing excellent care and services for animals.
2. Veterinary technicians shall prevent and relieve suffering of animals.
3. Veterinary technicians shall promote public health by assisting with the control of zoonotic disease and informing the public about these diseases.
4. Veterinary technicians shall assume accountability for individual actions and judgments.
5. Veterinary technicians shall protect confidential information provided by clients.
6. Veterinary technicians shall safeguard the public and the profession against individuals deficient in professional competence or ethics.
7. Veterinary technicians shall assist with efforts to ensure conditions of employment consistent with excellent care of animals.
8. Veterinary technicians shall remain competent in veterinary technology through a commitment to lifelong learning.
9. Veterinary technicians shall collaborate with members of the veterinary medical profession in efforts to ensure quality health care services for all animals.
10. Veterinary technicians shall uphold the laws/regulations that apply to the technician's responsibilities as they apply to the animal health care team.
11. Veterinary technicians shall represent their credentials or identify themselves with specialty organizations only if the designation has been awarded or earned.

Veterinary Technician Oath

"I solemnly dedicate myself to aiding animals and society by providing excellent care and services for animals, by alleviating animal suffering, and by promoting public health. I accept my obligations to practice my profession conscientiously and with sensitivity, adhering to the profession's Code of Ethics, and furthering my knowledge and competence through a commitment to lifelong learning."

[NAVTA Code of Ethics](#)

Veterinary Technology Program Code of Honor

Honesty, integrity, and high ethical standards are central to the purpose of educating students to take their place within society, as well as within the profession of veterinary medicine. It is the duty of the Veterinary Technology Program to educate students regarding the ethical standards associated with the profession of veterinary medicine. Additionally, it is the responsibility of the faculty and staff to protect honest students from being taken advantage of by those who behave dishonestly.

The following procedures involving academic integrity have been incorporated into the Veterinary Technology Program's Code of Honor.

All students enrolled in any course offered by the Veterinary Technology Program, and all those supervising the learning of any student, are responsible for acting in accordance with the provisions of this honor code.

Student Responsibilities:

- Understand conduct that is deemed unacceptable and, therefore, is prohibited.
- Refrain from committing any act of cheating, plagiarizing, facilitating academic dishonesty, stealing, or lying.
- Refuse to tolerate violations of academic integrity within the Veterinary Technology Program's student body.
- Report every instance in which the student has a suspicion of knowledge that academic conduct which violates this code has taken place to any faculty member responsible for instruction.

Faculty Responsibilities:

- Understand the procedures of this code relative to how the faculty are to handle suspected instances of academic dishonesty.
- Develop an instructional environment that reflects a commitment to maintaining and enforcing academic integrity.
- Handle every suspected or admitted instance of the violation of the provisions of this code in accordance with the current college procedures and in a timely manner.
- Model ethical behavior.

Students shall demonstrate complete honesty in all academic matters. Violations of the Code of Honor include, but are not limited to, taking, or attempting to take any of the following actions:

1. Cheating: Copying information from another student during an exam/quiz; using unauthorized notes or study aids during an exam/quiz; allowing another party to do one's work, or copying another party's work, and turning in that work as one's own.
2. Plagiarism: Portrayal of another's work or ideas as one's own without customary and proper acknowledgement of the source.
3. Facilitating Academic Dishonesty: Helping or attempting to help another person commit an act of academic dishonesty. This includes failing to report the breach of this Code by other students.
4. Stealing: Taking, attempting to take, or withholding the property of another (including property of CMC), thereby permanently or temporarily depriving the owner of its use or possession.
5. Bullying: Bullying is defined as the aggressive and hostile acts of an individual or group of individuals who are intended to humiliate, mentally or physically injure, or intimidate, and/or control another individual or group of individuals.
6. Lying: Making any oral or written statement that the individual knows to be untrue.
7. Specific VT Applications:
 - Some VT courses have 2 sections i.e., Mon or Wed, T or Th. It is a violation of the VT Code of Honor for VT students to discuss their exam/quiz experiences with classmates. Don't Ask. Don't Tell.
 - VT students work together on many tasks. Be certain all words and thoughts are your own when you are recording your answers (homework, etc.). Plagiarism is not tolerated.
 - Group work on open book assignments is prohibited.

Disciplinary Procedures

The faculty of the VT Program will be responsible for implementing and monitoring aspects of this code. Students who are found guilty of a violation of these standards of academic integrity will be subject to penalties deemed appropriate by the program's faculty. These penalties include, but are not limited to:

1. A zero or "F" on the work in question.
2. Other academic penalties as outlined in the instructor's course requirements and expectations.
3. Disciplinary action as outlined by the "Student Code of Conduct" in the CMC Student Handbook.
4. Any combination of the above.

Implementation

The Code of Honor will be read and signed by each student at the beginning of each academic year. The signature of the student will affirm that they have received, read, understood, and will abide by this Code of Honor. A copy of the signed document is retained in each student's file.

In addition to the Veterinary Technology Code of Honor, students of the VT Program are also held to the Academic Policies and Requirements set out by Colorado Mountain College for the entire student body. For further information, refer to the CMC Student Handbook.

Student Ombudsperson

We recognize the value in having a VT student act as an avenue for information regarding potential honor code violations. Each fall we ask for volunteers from both classes to act as the honor code ombudsperson (HCO). We then pick a name from the hat to select the HCO for each class. Their role is to simply pass along, without judgment, any information brought to them by any student. They must maintain absolute confidentiality throughout the process.

Institutional Animal Care and Use Committee (IACUC)

The CMC Veterinary Technology Program is a USDA registered facility and has a standing Institutional Animal Care and Use Committee. This committee functions to evaluate and review all program activities involving live animals to ensure humane care and appropriate use, using the USDA's Animal Welfare Act as a basis for evaluation. The committee is also responsible for inspecting all animal-related facilities.

Program Requirements

1. Safe practices and behavior are always expected. Any mistake, accident or unusual occurrence involving a student, or an animal must be reported immediately to the instructor and/or the appropriate veterinary team member so that prompt action can be taken to initiate treatment or to alleviate harm. Concealing any of the above can lead to disciplinary action and/or the student's inability to progress within the Veterinary Technology Program.
2. Professional conduct and courtesy are expected in all classes, labs, and externship experiences. Students are encouraged to help create an environment during class that promotes learning, dignity, and mutual respect. Any actions that cause a distraction in class are unacceptable. Distractions may

include but are not limited to interrupting class by coming in late, using electronic devices (phone, computer, tablet, etc.) in class, speaking at inappropriate times, including personal conversations, sleeping, or eating in class, engaging in loud or distracting behaviors, using inappropriate language, or behaving aggressively. Any of these behaviors or others may be subject to disciplinary action as defined in the CMC Student Handbook.

3. The faculty and staff of the VT Program adhere to the CMC's requirement that students must comply with the Student Conduct Code as stated in the CMC Student Handbook.
4. Faculty members have the authority to remove any student from an academic activity upon observing student behavior that demonstrates irresponsible, unsafe, or unprofessional conduct in class.
5. Colorado Mountain College complies with the [Drug Free Schools and Communities Amendments of 1989](#) (PL 101-226 in Federal Law. The college adopts the following drug and alcohol abuse prevention program.

Standards of Conduct

Students and employees shall not engage in the unauthorized or unlawful use, possession, manufacture, distribution, or dispensation of alcohol and/or illicit drugs on college property or as part of college courses or activities. Although possession and use of marijuana is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with deferral law, including the Controlled Substances Act and the Drug-Free School and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on college property including residence halls or as part of college courses/activities.

6. There is one approved smoking area at the VT facility. The "Smoke Shack" is at the northeast corner of the horse barn. Any smoking outside of the shelter is considered a breach of the VT Letter of Agreement and will subject the student to disciplinary action as outlined in the CMC Student Handbook.
7. Advanced preparation is necessary for students to participate in classroom sessions. Take an active roll in your learning by coming to class prepared to ask questions, explore, and discuss the material in an informed manner. Written work is to be submitted according to guidelines presented on individual syllabi or given by the instructor.

8. It is the student's responsibility to successfully complete all required general education classes for the AAA-VT degree which includes PSY, ENG, and COM. Students must receive a passing grade of 75% or above in these general education courses.
9. The computers in the classrooms are reserved for faculty use. The computers in the computer carts or student lounge are for student use.
10. Access to the VT buildings is controlled by a key card swipe system. Speak with [Pauline Trujillo](#) in Student Services for details.
11. The following course of action will be taken should a student engage in disruptive behaviors.
 - First offense:
 - The student will be given a verbal warning, followed by documentation of the offense.
 - Second offense:
 - The student may be instructed to leave the classroom.
 - The student will receive a zero for the days work and the student's final grade in the course will be lowered by 5% (1/2 letter grade) for lectures, 10% (1 letter grade) for lab sessions.
 - The student's behavior will be documented and reported to the Campus Associate Dean of Student Affairs for adjudication as a CMC Student Code of Conduct violation.

Technology and Social Media Policy and Use

Many of our current and future students, faculty, staff, and alumni are using social media to stay connected. CMC-VT believes that having a presence in these areas will allow us to broadcast information and interact with a broader audience in an enriching way. To operate within these media effectively, CMC-VT has developed a **social media protocol** to ensure that all interactions on behalf of CMC-VT represent the program's best interests.

Content Guidelines:

1. Cell phones are not allowed in class. All phones must be muted and put away. Laptops and/or other electronic devices are not allowed unless accommodation has been approved.
2. Posting, releasing, or otherwise disclosing any images depicting surgery lab, anesthesia lab, radiography lab, animal handling / restraint lab, wildlife management course, anatomy specimens or necropsy procedures via social networking sites (e.g., Facebook, Twitter, YouTube, Instagram, Snapchat, blogs etc.) is strictly prohibited.
3. This applies to all students, faculty, and staff of the VT program. Pictures of animals (whether owned by the College or client), and client information are strictly forbidden from being published or posted on social networking sites, blogs, message boards, tweeting, or internet websites etc., without prior approval from the VT program director.
4. Failure to comply with this may result in disciplinary action by the VT program up to and including dismissal.
5. All materials (such as class notes/handouts, videos, or slide presentations, etc.) posted on Canvas® are solely for the use of our students for educational purposes. They should not be copied or distributed to anyone outside of the CMC-VT without the prior written approval of the author/instructor.
6. Numerous social networking sites are used by veterinary technology students. As VT students (adult humans), you are encouraged to **think before you post** to these sites. These sites have been available to the public for many years, and posting inappropriate personal material may not serve your professional goals, your veterinary career, or the reputation of the College and the Veterinary Technology program.
7. Use good judgment about content and respect privacy laws. Do not to include confidential information about the program, the College, its staff, or its students.
8. Representation of your personal opinions as being endorsed by the College, or the VT program is strictly prohibited. You may not use the College name, the Veterinary Technology program name to promote any opinion, product, cause, or political candidate. Be sure to include the statement: "this is my personal

- opinion and not necessarily that of the College or Veterinary Technology Program" when necessary.
9. While CMC-VT and the College do not routinely review content posted to all social media sites, it shall have the right to remove any content for any reason posted to approved CMC-VT social media sites, including but not limited to, content that it deems threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.
 10. When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos, always include citations. Provide a link to the original material if applicable.

Content Guidance

- Be authentic when you write, tweet, or communicate in any way using social media. Let people know who you are as a part of the College, not necessarily your name etc./ but perhaps your role, student, faculty etc.
- Consider your audience: Remember that readers include current and suture clients/students/veterinarians and colleagues. Consider this before you publish and make sure you are not alienating any of these groups.
- Understand the concept of community: Community exists so you can support others and they can support you. It is not just a place to advertise or blow your own horn. Offer praise to others, share others' information. Offer good ideas that you hear. Pay attention to what your community finds interesting and contribute in that way.
- Bring value: In a good community, people help each other grow and learn – so add value. Help someone who is having a problem (with our College or VT program). Ask good questions and let people share their ideas. Offer science-based information whenever possible to help the discussion – but don't argue.
- Pay attention: Pay attention to what others in your field are doing and saying and what they are interested in. Keep an eye on what people are saying about CMC-VT and the College. There is quite a bit to learn.

Adapted from: Colorado State University – College of Veterinary Medicine & Biomedical Science Social Media Policy

Academics

The following excerpt is taken from a handout written to define the roles and responsibilities of the student and professor. The faculty at VT feel that it contains important and pertinent information.

“As instructors in the Veterinary Technology Program at Colorado Mountain College, we believe that our students are adults and are fully responsible for their own decisions. We respect their rights as adults and will treat them as such. We believe in courtesy, generosity, and good humor.”

It is important that students understand they are responsible for their own learning. As faculty and instructors, we will do our best to make that as straight forward as possible, but ultimately the responsibility belongs to the student. If a teacher or a textbook appears inadequate in the student’s eye, this does not excuse the student from the task of learning.

Whether you enjoy the topics we teach or not, whether we are good teachers or not, whether the textbook is easy to understand or not, your future employers have the right to expect that you have basic competency with the subject.

Attendance/Tardiness:

Learning at the College level depends on class attendance and participation.

1. Attendance is expected for all classes, except in case of illness or emergency. Instructors maintain attendance records on all students and lack of attendance and/or being tardy can affect your final grade in a course. Course attendance policies are explained in individual course syllabi.
2. Students are responsible for all announcements, handouts, and other materials presented in class and for meeting all course requirements.
3. Excessive absences will not be tolerated. VT faculty affirms CMC’s stance on excessive absenteeism, which is defined as the point at which the faculty member feels that the student, due to absences, cannot successfully complete the course.
4. Punctuality is required. Students are to plan accordingly to allow for traffic patterns and/or weather and road conditions.
5. Attendance is especially important for all lab sessions; most labs cannot be made up. If you anticipate being absent for any reason, it is your responsibility to contact the instructor **prior** to the scheduled lab.

It is very important not to miss any sophomore labs. If you are absent from a lab, you may be able to join another group to make up for the lost opportunity. You will, however, do so only as an observer. You will not displace a classmate from task learning during that student's scheduled lab.

Graduation – Graduation requirements are presented in the [CMC Course Catalog](#).

Withdrawal – Students are encouraged to discuss their class status with the course instructor and program director prior to withdrawing from the course.

Academic Probation – Information regarding academic probation and academic suspension will be found in the CMC Course Catalog and the CMC Student Handbook.

Non-Academic Probation – A student is automatically placed on Non-Academic Probation if misconduct unrelated to academic performance occurs (see Student Code of Conduct in CMC Student Handbook). A student is removed from Non-Academic Probation when the conditions attached to the sanctions imposed by the College have been satisfied. If the conditions have not been satisfied within the designated time frame, the student shall be dismissed from the College.

Academic Success Procedure

1. VT students will be suspended from the VT program if any of the following occurs.
 - Fails (74.9% or below) any two VET and/or BIO classes required for the VT degree, including the species management courses.
 - Fails or withdraws with a failing grade (74.9% or below) the same VT required course twice.
2. Retaking and passing a failed class does not erase the first failure.
3. Withdrawals from VET 1021 (Clinical Pathology) or VET 1011 (Animal Care I) will not count towards suspension. This occurs if you convert **from a 2-year student to a 3-year student**. VET 1021 and VET 1011 are co-requisites. Should you pass VET 1011, but fail to successfully complete VET 1021, you are required to repeat VET 1011. Withdrawing from VET 1003, Veterinary Technology Math will not be count against you.
4. A student that is absent from any VET 2087 (Work Experience) externship shift without calling the externship site prior to the absence will fail VET 2087 (Work Experience).
5. All VET and BIO classes required for the AAS in VT degree must be completed within 4 sequential academic years. Students who are suspended and subsequently readmitted will have their 4-year clock reset.
6. Any student who is absent from the program for 1 or more academic years is subject to the VT readmission procedure.
7. All students returning from an absence due to probation or suspension must clearly communicate to campus admissions and the VT program director their intent to return. This notice must be received via email prior to February 1st the spring before they are expected to return.
8. Previously suspended students who have been readmitted will be permanently expelled if they subsequently fail any course required for the AAS-VT degree.
9. Students suspended during their first or middle year (for 3-year students) will be required to repeat all VET and BIO courses required for the AAS VT degree. Students suspended during their sophomore/final year will be required to repeat all sophomore level courses.

Readmission Procedure

1. Students may be readmitted to the VT program following suspension or withdrawal.
2. Readmission is on a space available basis.
3. Students will be considered only once for readmission.
4. The suspended student must submit a letter of intent to the program director supporting their re-entry to the program. The program director must receive the letter before April 1st from students suspended in their fall semester. Students suspended after the spring semester must submit their letter prior to June 3rd.
5. The request for readmittance will be evaluated by VT faculty, non-VT faculty and administration.

Readmittance request letters must include:

- Correct spelling and grammar.
 - Student ownership for their current academic situation.
 - Thorough explanation of how they plan on being successful this time around.
 - Current contact information, including a telephone number where you can be reached.
6. The student will be required to meet current program requirements upon readmission. This includes the pre-sophomore proficiency exams for students returning for their sophomore year.
 7. Any student readmitted to the VT program must retake any required classes in which they earned a final grade of less than 75% (C). This includes any VET, BIO or General Education course that are required for the AAS-VT degree.
 8. All academic success and readmission procedures apply to students on non-academic leave.

Admission hierarchy

This hierarchy will be followed if our qualified applicant pool exceeds available space in the program. All prospective VT students must satisfy current pre-admission requirements.

1. Waitlisted students from prior year
2. Pre-vet tech students
3. Returning VT students (withdrawal for non-academic reasons)
4. New VT students
5. Readmitted academically suspended VT students (suspended for academic reasons)

Grading System

Exams/Quizzes

Students will take all exams/quizzes on the date scheduled. See course syllabi for specific information regarding policies including missed or late exam/quizzes.

VT Program Grading Scale

The following grading scale is used throughout the Veterinary Technology Program:

A	92 – 100%	D	70 – 74.9%
B	82 – 91.9%	F	69.9% or below
C	75 – 81.9%		

VT students must accomplish 75% or better in each class required for the AAS-VT degree.

In order to pass a VET or BIO (2130 A&P, 2132 A&P II, 2104 Microbiology) course, you must achieve at least 75% in each of the following categories.

- Score an average of 75% on all quizzes and exams for BOTH the lab and lecture portions AND
- Submit a minimum of 75% on all assignments with an average score of 75% AND
- Score a minimum 75% overall course average

Non-Academic Procedures

Accident Reporting:

1. Any student experiencing or witnessing an accident or incident must fill out a CMC Vet Tech Incident Report at the time of the accident or incident. You can get a form by contacting Amy, the Laboratory Operations and Animal Resource Facility Manager. This form will be returned to Amy once completed.
2. Bite/Scratch protocol
 - First aid kits are located in every building.
 - Clean the wound with disinfectant soap, rinse well.
 - Bandage the wound if necessary.

- Appropriate medical attention be considered.
 - Notify the RVT and DVM on duty.
 - Complete the Vet Tech Incident Report
 - Note the bite in the animal's record.
 - Dog, cat, and ferret bites may require the animal be placed on a 10-day rabies watch quarantine period. Specifics to be determined by the clinical staff.
3. All animal care and treatments are determined by the VT program staff. It is strictly forbidden for any student to treat or care for any animal without specific instruction from the VT program staff. If you have concerns, questions, or suggestions regarding animal care, please discuss them with the program director.

Non-program animals

1. There will be no animals brought to the VT program by students unless preauthorized by VT program staff. This includes the following:
- Dogs or cats left in cars during class.
 - Animals brought into the classroom.
 - Dogs or other animals tied up at the VT facility.
 - Animals in need of medical care, animals in need of care need to go to a veterinary clinic in town.
 - There are no exceptions. Animals that are not registered with the USDA are not permitted at the VT facility.
2. Students who wish to have their animals entered as clinical cases agree to and understand the following:
- Animals admitted as clinical cases are provided medical care in exchange for the learning experience they provide students.
 - Animals will only be authorized when the appropriate class is in session (i.e., a cat spay will only be done during sophomore surgical nursing labs).
 - Sophomore students have a priority regarding animals selected for clinical cases. Students must receive approval from Amy, the Laboratory Operations and Animal Facility Manager. Only student owned animals will be considered for selection.
 - Students are responsible for expenses associated with dispensed goods, such as medications, vaccinations and for costs associated with any out of house laboratory fees. Monies will be paid to the Laboratory Operations and Animal Facility manager.
3. Animals belonging to CMC are not to be used in any manner for personal use outside of the classroom. Horses are not to be ridden.

4. Infractions may result in non-academic probation.

Dress Code

A professional appearance reflects favorably on you as a respected health care provider. The professional image encourages trust and confidence from your clients.

- All Veterinary Technology students will have name badges provided to them at the beginning of their first year. These badges are to be worn in all laboratory settings with the name visible.
- Clothing should be clean, professional, of substantial weight and fit properly. There are many sources available for this type of clothing. Catalogs from professional apparel companies are often in the student lounge and there are many online resources available.

Specific Dress Code Guidelines

First year labs:

- Students will wear a lab coat over street clothes for their first-year science labs (Anatomy, Clinical Pathology, Microbiology).
- Closed toes shoes are required for science labs.
- The Animal Handling and Restraint course requires the following:
 - Small animal sessions – a lab coat over street clothes and closed toe shoes
 - Large animal sessions – coveralls and sturdy shoes/boots, rain/snow gear, hats, and sunglasses

Sophomore labs:

- Surgical Nursing Lab requires scrubs and a lab coat. We have a few scrub suits available for loan to students, however, you should plan on having your own. Appropriate footwear for surgical nursing labs includes tennis shoes or clogs (indoor use only).
- Large animal labs require appropriate coveralls and heavy-duty shoes.

Essential Functions for Veterinary Technicians

Physical and Intellectual Requirements:

The field of veterinary technology is both intellectually and physically challenging. [The American with Disabilities Act \(ADA\) and Section 504 of the Rehabilitation Act of 1973](#) ensure that qualified applicants have the ability to pursue program admission; however, the applicant must meet the essential skills and technical standards to perform functions required of the program and profession. Every student will be held to the same standards with or without reasonable accommodations. Students within the program must not pose a threat to the well-being of patients, or students, staff, or themselves.

- Vision, with or without correction, must allow the determination of minute areas of detail, very small variations in color and adequate depth perception (size, shape, and texture), including differentiation of details as viewed through a microscope. Visual ability must be sufficient for observation and assessment necessary in nursing care both from a distance and close by in order to recognize physical status and non-verbal responses including behaviors.
- Speech and hearing must permit clear and effective communication with colleagues, clients, faculty, and staff without lip reading. Auditory ability must be sufficient to monitor and assess health status, including auscultation of heart and lungs, and hearing equipment alarms and warning sounds from animals and humans of impending danger or injury.
- Students must be able to read, write, and report accurately and effectively in English.
- Students must be able to comprehend and carry out complex written, and oral directions given in English.
- Students must possess the physical ability to tolerate walking and standing for sustained periods of time, be capable of lifting and/or carrying up to 50 pounds from floor to waist level frequently, and be capable of handling, positioning, and restraining live animals of small and large animal species.
- Students must be able to move their entire body a distance of no less than three meters within two seconds or a signal to do so, to move from danger while handling animals in confined spaces.
- Students must possess fine motor movements in order to perform the essential functions of the profession. This includes the dexterity to manipulate small equipment, adjust resistance on equipment, manage syringes, catheters, and common surgical instruments.
- Students must possess tactile ability sufficient for physical assessment and to perform nursing duties in a timely manner. Examples include performing palpation during physical exams, administering oral,

intramuscular, subcutaneous, and intravenous medication, insert and remove tubes and perform wound care.

- Students should be able to have sustained contact with multiple species of animals and be amenable to learning the safe handling, restraining, and working with these animals. An individual should not be allergic to domestic animals to the extent that would prohibit working in a facility that has them.
- Students must be able to work around strong chemicals.
- Students must be able to function in a structured environment within significant time constraints.
- Students must possess a willingness to assist with and perform a wide variety of routine medical, surgical, and diagnostic procedures common to the veterinary setting, including humane euthanasia.
- Students must be able to complete required tasks/functions under stressful conditions, including emergency situations.
- Students must demonstrate socially appropriate behavior, maintain cleanliness and personal grooming consistent with close human and animal contact.
- Students must be able to progress toward minimal supervision as they advance through the program.
- Students must be able to interact appropriately with clients and all members of the veterinary healthcare team.
- Students must be at least 18 years of age.
- Students must have a high school diploma or its equivalent.

Adapted from Yakima Valley Community College

[Access, Inclusion and Disability Services](#)

CMC provides support services for students with documented disabilities who are enrolled in courses at the College. If you are a student with a disability and feel you may need accommodations or auxiliary aids to benefit from your college learning, the Access, Inclusion and Disability Service office is where you can find out if you are eligible during your college experience. Accommodation and support are individualized for you based on your needs and the courses you choose to take at CMC.

Students receiving accommodations for classes or for any other program related purpose must report the accommodation to the program director and instructors prior to the start of the semester. It is the students' responsibility to notify the program of any necessary accommodation for disability.

For more information contact the Access Coordinator, [Dan Hammon](#) 970-947-8256.

Veterinary Technology Club

The mission of the club is to promote Veterinary Technology and to bring a sense of unity into the student body. While the club is open to all students, it is primarily composed of Vet Tech and pre-Vet Tech students. Election of club officers occurs during the first month of each school year. The club holds fund-raising events, brings guest lectures to the campus, and participates in animal related field trips. The club host movie nights, study sessions, finals breakfast and more. In addition, the club has focused on the enhancement of the facilities and enrichment of the resident animals at the Vet Tech learning center.

The Vet Tech Club is a student chapter of [NAVTA \(National Association of Veterinary Technicians in America\)](#). NAVTA is the national organization representing all veterinary technicians. Through student chapters [SCNAVTA](#), students learn that active participation in an organization is that makes the organization strong.

[Title IX Sexual Assault - Sexual Misconduct](#)

As a student of CMC and the VT program, you are protected under Title IX. Title IX is the commonly used name for a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Along with Title IX, the Violence Against Women Act, and the Clery Act are law as created to mandate how school responds to allegations of sexual misconduct. Many types of sexual conduct also constitute violations of Colorado law.

For more information contact:

Lisa Doak

Title IX Coordinator

ldoak@coloradomtn.edu

970-947-8351

Human Health Concerns

Vaccines

In addition to the immunizations required by CMC, students in the Vet Tech program are required to have:

- Current tetanus vaccine (within 10 years)
- Rabies vaccine (2 doses)

[Garfield County Public Health](#) is an excellent resource for information.

Rabies Policy

The [AVMA](#) requires all veterinary technology programs to require all students enrolled in the program to be vaccinated against rabies. The [CDC](#) says that rabies is a fatal but preventable viral disease. Since Veterinary Technicians work closely with many species of animal it increases the risk of exposure and are categorized as a level 3 risk. Rabies can be prevented by the rabies vaccination.

Vaccination requirement for all CMC Veterinary Technology Students:

Rabies pre-exposure or prophylactic proof of vaccination is required of all students prior to the beginning of the fall semester or receive the vaccination at the CMC VT vaccination clinic given by the Garfield County Health Department.

Vaccinations may be obtained from local physicians, from local pharmacies or local health departments. It is highly recommended that you call first to inquire about the availability as many do not carry this vaccine and it may need to be ordered. Some insurance companies cover the cost of the vaccine, check with your provider.

If you are previously vaccinated:

Previous vaccination may serve as justification, however, students vaccinated 2 years prior to entering the program must provide titer results documenting immunity. If titers are lower than the WHO and CDC recommendations, then the student must receive a booster.

Statement of Exemption:

Students with an immunization exemption on file may be restricted from the following:

- Participate in various labs with unvaccinated animal present during the program.
- Participating in VET 2087 Work Experience class. Work Experience class requires students to spend 6 weeks at a veterinary facility honing their skills with hands on training. Many of the animals at those facilities have not been previously vaccinated for rabies and unvaccinated students are not allowed wo

work with those animals. The choice of externship site may be severely limited due to a non-vaccinated status as facilities may require rabies vaccination status.

- Completing Animal Care class (VET 1011, 1012, 2011, 2012) duties due to new resident animals who have not been previously vaccinated. While VT vaccinates animals once they are deemed healthy, there is a waiting period after they have received the vaccine before vaccinated students may work with those animals.

All of the above may cause a student to not be able to graduate from the CMC Veterinary Technology Program.

Rabies information adapted from AVMA and CDC. Recommended sources for guidelines regarding zoonotic disease and rabies protections. Centers for Disease Control and Prevention

<https://www.cdc.gov/rabies/index.html>

Zoonosis

Zoonosis is defined as a disease that is communicable to humans. As a VT student you will be involved in many situations that have zoonotic potential. Your VT instructors will train you to work intelligently around these potential risks.

Pregnancy Information

Any student who is pregnant or believes they may be pregnant is encouraged to consider the known and unknown risks inherent in participating in the veterinary technology program. During the required on-campus and internship activities, the student may be exposed to the following conditions which may pose hazards during pregnancy.

1. Accidents may occur while working with animals that result in physical injury to the student and/or to an unborn child.
2. Exposure to anesthetics including, but not limited to, gas inhalation or xylazine through skin absorption.
3. Exposure to teratogens including, but not limited to, cytotoxic compounds, chemical agents, sterilizing agents, cleaning agents, preserving agents, and fixing agents. Some examples include:
 - Chloramphenicol
 - Hormones (Prostaglandins, estrogen, progesterone, oxytocin)
 - Insecticides
 - Disinfectants
 - Antineoplastic drugs
 - Ethylene oxide
4. Heavy lifting, standing and walking for long periods of time.
5. Exposure to ionizing radiation (x-rays)
6. Exposure to zoonotic diseases including, but not limited to, leptospirosis, salmonellosis, toxoplasmosis, brucellosis, cat scratch disease, fungal disease, psittacosis, rabies, Lyme disease, tuberculosis, and West Nile virus.
7. Operation of the bovine squeeze chute.
8. Traumatic injury including, but not limited to bites, kicks, scratches, and electrical hazard exposure from equipment.

Although the student is encouraged to notify the program of their pregnancy as soon as practical, disclosure or pregnancy is voluntary. It is the pregnant student's obligation to disclose that they are pregnant in writing and indicate the expected date of delivery. Once a student discloses the pregnancy, CMC will collaborate with the student to discuss the potential harmful effects of exposure to any of the hazards listed above to the student and unborn child, and the options available to the student to fulfill the educational requirements of the program. Although the Veterinary Technology Program at CMC is committed to ensuring the highest

safety precautions for its students, CMC will not be responsible for the injury to either the mother or child due to hazard exposure during pregnancy.

A student seeking pregnant related accommodations should contact the Access Coordinator on the Spring Valley Campus:

Dan Hammon, Access Coordinator

jdhammon@coloradomtn.edu, 970-947-8259

Lisa Runck, Campus Deputy Title IX Coordinator and Associate Dean of Student Affairs

ldoak@coloradomtn.edu, 970-947-8212

Externship sites that are part of the student's educational requirements may have different pregnancy policies that apply.

Policy references:

Information from the US Dept. of ED. Regarding, Under TIX of Education Amendments of 1972. Supporting the Academic Success of Pregnancy and Parenting Students Requiring a pregnant student to obtain a doctor's permission before allowing program Participation, Regis University, Pregnant an Parenting Student Policy and Accommodation Process Johnson County Vet Tech Program Student Handbook

Animal Bite/Scratch Policy

Human safety is critically important in the veterinary profession. One of the strengths of the VT program at CMC is our ability to provide students with practical hands-on experience working with veterinary patients. Although valuable, these experiences expose the student to potentially aggressive animals. Absolute avoidance of the risk is impossible but being aware of aggressive animal behavior will certainly minimize the possibility of injury.

Aggression is threatening or harmful behavior directed toward another individual (a person, or other animal). Virtually all wild animals display aggression to guard their territories, defend their offspring and protect themselves if attacked. Aggression refers to a wide variety of complex behaviors that occur for different reasons under various circumstances.

Cats:

Understanding what cats are communicating through their body language is essential for veterinary technicians. It enables them to more accurately “read” their feline patients. Body language is made up of cats’ body postures, facial expressions, and the position and carriage of certain body parts, like ears, tail, and whiskers. Feline body language is more subtle than canine body language and can be harder to interpret. Nevertheless, knowing what the basic postures mean helps us work with our feline patients.

Threats and aggression can be either offensive or defensive. An offensively aggressive cat tries to make themselves look bigger and more intimidating, whereas a defensively aggressive cat adopts a self-protective posture and tries to make themselves look smaller. The following are some typical postures seen in feline aggression. A rule of thumb - don’t touch, attempt to reassure, or punish cats showing these postures.

Offensive postures include:

- A stiff, straight-legged upright stance
- Stiffened rear legs, with the rear end raised and the back sloped downward toward the head
- Tail is stiff and lowered or held straight down to the ground
- Direct stare
- Upright ears, with the backs rotated slightly forward
- Piloerection (hackles up), including fur on the tail
- Constricted pupils
- Directly facing opponent, possibly moving toward him
- Might be growling, howling or yowling

Defensive postures include:

- Crouching
- Head tucked in
- Tail curved around the body and tucked in
- Eyes wide open with pupils partially or fully dilated
- Ears flattened sideways or backward on the head
- Piloerection
- In an anxious cat, whiskers might be retracted. In a fearful cat, whiskers might pan out and forward to assess distance between himself and the danger
- Turning sideways to the opponents, not straight on
- Open-mouthed hissing or spitting
- Might deliver quick strikes with front paws, claws out

Overt aggression, whether defensive or offensive, includes:

- Swatting, striking with paws
- Biting
- Fighting
- Growling, shrieking
- Scratching
- Preparing for an all-out attack by rolling onto side or back and exposing all weapons: teeth and claws
- In this position, the cat might attempt to grab your hand and bring it to his mouth to bite it

Canine:

To say that a dog is aggressive can mean many things. Aggression encompasses a range of behaviors that usually begins with warnings and can culminate in an attack. Dogs may abort their efforts at any point during an aggressive encounter. A dog that shows aggression to people usually exhibits some part of the following sequence of increasingly intense behaviors:

- Becoming very still and rigid
- Guttural bark that sounds threatening
- Lunging forward or charging at the person, without applying significant pressure
- “Muzzle punch” (the dog literally punches the person with its nose)

- Growl
- Showing teeth
- Snarl
- Snap
- Quick nip that leaves no mark
- Quick bite that tears the skin
- Bite with enough pressure to cause a bruise
- Bite that causes puncture wounds
- Repeated bites in rapid succession
- Bite and shake

Dogs don't always follow this sequence, and they often exhibit several behaviors simultaneously. Many times, people don't recognize the warning signs before a bite.

Aggressive Animal Policy

- Any VT student who feels that an animal is acting aggressively will notify faculty and/or staff before attempting to handle or treat the animal.
- Aggressive animals will not be handled by individual students. They will be handled working in pairs with the assistance of VT faculty and/or staff.
- Any VY student that witnesses aggressive behavior will put the information in the animal's medical record.

AVMA Model Practice Act (excerpt)

<https://www.avma.org/resources-tools/avma-policies/model-veterinary-practice-act>

Practice of veterinary technology means:

1. To perform patient care or other services that require a technical understanding of veterinary medicine on the basis of written or oral instruction of a licensed veterinarian, excluding diagnosing, prognosing, performing surgery, or prescribing.
2. To represent, directly or indirectly, publicly, or privately, an ability and willingness to do an act described in subsection 19(1).
3. To use any title, words, abbreviation, or letters in a manner or under circumstances that induce the belief that the person using them is qualified to do any act described in subsection 19(1).

Veterinary Technician (Licensed, Registered, or Certified) means a graduate of a two- or three-year AVMA-accredited program in veterinary technology.

SECTION IV. TASKS

Certain tasks may be performed ONLY by a licensed veterinarian OR licensed, registered, or certified veterinary technician under the direction, supervision, and control of a veterinarian licensed to practice in the state of _____.

SECTION V. EXAMINATION FOR LICENSURE, REGISTRATION, OR CERTIFICATION

Veterinary technicians applying for licensure, registration, or certification shall be required to be graduates of an accredited veterinary technology program and pass the Veterinary Technician National Examination, with scores as set by the Board prior to licensure, registration, or certification.

SECTION VI. CONTINUING EDUCATION

All licensed, registered, or certified veterinary technicians shall be required to continue their professional education as a condition of maintenance of their status in the state _____.

SECTION VII. DENIAL, SUSPENSION, OR REVOCATION OF VETERINARY TECHNICIAN LICENSES, REGISTRATIONS, OR CERTIFICATIONS

The Board may suspend, revoke, or deny the issuance or renewal of license, registration, or certification of any veterinary technician if after a hearing by his/her peers, has been found guilty of any of the following:

- Fraud or misrepresentation in applying for license, registration, or certification.
- Criminal offense relating to veterinary medicine.
- Any violation of the Uniform Controlled Substances Act or the Legend Drug Act.
- Convicted of cruelty to animals.
- Violation of any of the rules or regulations stated in the Rules and Regulations Document.

RULES AND REGULATIONS: WORDING FOR VETERINARY TECHNICIANS

I. LICENSED, REGISTERED, OR CERTIFIED VETERINARY TECHNICIAN ACTIVITIES

Levels of supervision defined:

Immediate supervision - A licensed veterinarian is within direct eyesight and hearing range.

Direct supervision - A licensed veterinarian is on the premises and is readily available.

Indirect supervision - A veterinarian has given either written or oral instructions for treatment of the patient and is readily available by telephone or other form of communication.

The following tasks may be performed ONLY by a licensed, registered, or certified veterinary technician (or licensed veterinarian) under the direction, supervision and control of a veterinarian licensed to practice in _____, provided said veterinarian makes a daily physical examination of the patient treated:

Immediate supervision

- Induction of anesthesia
- Dental extraction not requiring sectioning of a tooth or the resection of bone
- Surgical assistance to a licensed veterinarian within the rules and regulations issued by the _____ Board of Veterinary Medical Examiners and the laws of the state of _____

Direct supervision

- Euthanasia
- Blood or blood component collection, preparation and administration
- Application of splints and slings
- Dental procedures including, but not limited to the removal of calculus, soft deposits, plaque, and stains; the smoothing, filing, and polishing of teeth; or the flotation or dressing of equine teeth

Indirect supervision

- Administration and application of treatments, drugs, medications, and immunological agents by parenteral and injectable routes (subcutaneous, intramuscular, intraperitoneal, and intravenous) except when in conflict with government regulations
- Initiation of parenteral fluid administration
- Intravenous catheterizations
- Radiography including settings, positioning, processing, and safety procedures
- Collection of blood; collection of urine by expression, cystocentesis, or catheterization; collection and preparation of tissue, cellular, or microbiological samples by skin scrapings, impressions, or other non-surgical methods except when in conflict with government regulations
- Routine laboratory test procedures
- Supervision of the handling of biohazardous waste materials

Other services which a licensed, registered, or certified veterinary technician is competent to perform under the appropriate degree of supervision. Under conditions of emergency, a licensed, registered, or certified veterinary technician may render the following life-saving aid and treatment:

- Application of tourniquets and/or pressure bandages to control hemorrhage
- Administration of pharmacological agents and parenteral fluids shall only be performed after direct communication with a veterinarian authorized to practice in _____, and such veterinarian is either present or en route to the location of the distressed animal
- Resuscitative procedures
- Application of temporary splints or bandages to prevent further injury to bones or soft tissues
- Application of appropriate wound dressings and external supportive treatment in severe wound and burn cases
- External supportive treatment in heat prostration cases

HOWEVER, nothing shall be construed to permit a licensed, registered, or certified veterinary technician to do the following:

- Make any diagnosis
- Make any prognosis
- Prescribe any treatments, drugs, medications, or appliances
- Perform surgery

An applicant shall be required to pass the Veterinary Technician National Examination (VTNE) with scores as set by the Board prior to licensure, registration, or certification

III. CONTINUING EDUCATION REQUIREMENTS FOR LICENSED, REGISTERED, OR CERTIFIED VETERINARY TECHNICIANS

All licensed, registered, or certified veterinary technicians shall be required to continue their professional education as a condition of maintaining his/her license of veterinary technology in the state of _____ with _____ hours of continuing education required annually.

IV. RENEWAL OF VETERINARY TECHNICIAN LICENSES, REGISTRATIONS, OR CERTIFICATIONS

All license, registration, or certification holders will be required to submit evidence of the necessary amount of continuing education in the field of veterinary medicine to the Board as required by the Board for license, registration, or certification renewal.

Failure to submit the appropriate license, registration, or certification renewal fee by the dates determined by the Board shall result in forfeiture of all privileges and rights extended by the license, registration, or certification and the license, registration, or certification holder must immediately cease and desist in engaging further in the performance of veterinary technician activities under the _____ Veterinary Practice Act until payment of a delinquency fee in addition to the license, registration, or certification renewal fee had been received by the Board.

AVMA Veterinary Technology Student Essential and Recommended Skills List

The accrediting agency for Veterinary Technology Programs is the American Veterinary Medical Association (AVMA). The AVMA has compiled with a list of essential and recommended skills for graduate veterinary technicians. The list is available on their website.

[Link to Student Essential Skills](#)

Familiarize yourself with this list at the beginning of each school year. We have a system to evaluate and document student proficiency of these essential skills.

Veterinary Technology: Code of Honor

(Effective Fall Semester 2023 and Spring Semester 2024)

As a student and member of the Veterinary Technology Program of Colorado Mountain College:

1. I will not cheat, plagiarize, facilitate academic dishonesty, steal or lie, or tolerate those who do.
2. I will actively oppose each and every instance of academic dishonesty.
3. I will give prompt notification to the appropriate faculty member should I observe academic dishonesty.

My signature affirms that I have received, read, understood, and agree to abide by the Code of Honor of the Veterinary Technology Program.

Student Name (please print)

Student Signature

Date

THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

Veterinary Technology Program: Letter of Agreement

(Effective Fall Semester 2023 and Spring Semester 2024)

I have read and understand all of the information in the Veterinary Technology Program Handbook 2023-2024 and agree to comply with the policies and requirements as stated.

I understand that previous versions of this handbook are null and void. Changes to this handbook may be made with proper notification.

In addition, I am aware that I am responsible for reading and adhering to the Colorado Mountain College Student Handbook and the Colorado Mountain College Catalog.

I understand that I must maintain a minimum grade of "C" (75% or above) in each course required for the AAS degree: Veterinary Technology.

In order to earn a passing grade, you must:

- Score an average of 75% on all quizzes, exams for BOTH the lab and lecture portions and
- Submit a minimum of 75% of all assignments with an average score of 75% and
- Score a minimum 75% overall course average.

I understand that in addition to the College's academic requirements, the VT program operates under the VT Academic Success Code.

Student Name (please print)

Student Signature

Date

THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

Veterinary Technology Program: Assumption of Risk

(Effective Fall Semester 2023 and Spring Semester 2024)

Welcome to the Veterinary Technology Program of Colorado Mountain College, Spring Valley Campus. During your time spent in this program you will be exposed to a variety of domestic, wild, and exotic animals. You will learn to care for and handle these animals. Working with live animals exposes you to a degree of risk not present in other college programs. These include, but are not limited to, bites, kicks and scratches, exposure to animal diseases, and contact with animal bodily fluids.

The college recommends that each student carry medical insurance. If an injury occurs, you will be asked to fill out an incident report. The injury will be reported to the proper college official. Anyone injured should receive medical attention. The college will contact emergency personnel if needed.

The personal safety of each individual participating in a class is the first priority of Colorado Mountain College. Safety and the minimization of risk will continually be discussed and emphasized by instructors and staff. The activities you will be engaging in may contain elements of risk and you must accept responsibility for your own safety, as well as the safety of the other class participants. Some protocols or techniques you encounter may differ from what you have experienced in the past. We ask that you follow our safety rules when working with any animals owned by or housed at Colorado Mountain College.

By signing this Assumption of Risk Form, you are stating that you voluntarily assume the risks associated with your participation in the Veterinary Technology program, and that you fully understand and agree to the information presented to you in this Assumption of Risk Form. You are also stating that you fully understand that you will be engaging in activities that possess a greater degree of risk than you would normally encounter in your daily lives and that you are willing to accept and assume personal responsibility for such risks. You are also stating that you are willing to abide by all rules and safety regulations as stated by the Veterinary Technology instructors and staff or included in handbooks and course materials. Finally, the College has a general liability waiver and assumption of risk form attached, which you are also asked to sign. This form is a supplement to the attached general form.

Student signature

Date

Parent/Guardian signature, (if student is under 18 years of age)

Date