

Baker College

College of Health Science

**Veterinary Technology
Program Handbook**



2023-2024

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PART I

INTRODUCTION

This handbook contains information regarding the academic policies and procedures that govern the Baker College Health Science programs. Students will read this handbook and keep it with their school records for easy reference. By signing the Acknowledgement located at the end of the handbook, students acknowledge that they have read this handbook and understand the material presented. Students are encouraged to review the [Baker College Student Handbook](#) for detailed information on all Baker College policies.

THE PHILOSOPHY OF BAKER COLLEGE OF HEALTH SCIENCE PROGRAMS

The College of Health Science is committed to excellence through quality academic programs. This is accomplished by providing real-world laboratory and clinical experiences, professionally relevant resources and highly qualified faculty. Our success is evident and transparent as our graduates routinely exceed the national average pass rate on standardized certification exams.

MISSION

The mission of the College of Health Science, through a career focus, is to support the individuals and initiatives of Baker College healthcare programs with the common goal to develop quality, professional and compassionate graduates.

VISION

The College of Health Science aspires to:

1. Strive for excellence in the scientific, professional and humanistic aspects of each chosen profession.
2. Practice in a manner consistent with accepted, evidence-based guidelines, centered on quality, client and community relationships.
3. Modify practices and educational outcomes in response to changing trends in health professions.
4. Uphold high standards of academic performance.
5. Support the mission of Baker College through interaction with the greater community.
6. Adapt programs to meet professional and employer expectations.
7. Promote the value of lifelong learning for faculty, staff and graduates.
8. Foster open and collaborative relationships with other disciplines within and beyond health sciences.

ACADEMIC ADVISING

Health Science students may receive advising from **OneStop**. Once accepted, students may receive guidance from a program official. Any students with program specific questions are encouraged to seek out a program official.

CLASS SCHEDULES

The College reserves the right to change course schedules and/or cancel courses. Should it be necessary to change schedules, students will be notified via Baker email, mail or telephone. Students should check the Baker College Student Handbook on policies related to inclement weather. Additional information will be provided by the campus program official as necessary.

ATTENDANCE

Professional programs at Baker College are demanding and require students to be focused and committed. Important material is gleaned from each academic experience; therefore, regular attendance is crucial to student success. Students are expected to attend and be responsible for content presented in didactic, laboratory and work experiences. Many hours of self-directed study and preparation are required each week. Students are expected to be on time. Tardiness is considered unprofessional behavior.

Students are expected to make the appropriate and necessary arrangements in their work schedule and personal life as needed to meet the program requirements. If an unavoidable absence due to such events as illness or family emergency occurs, students must submit appropriate documentation. Reference the Baker College Student Handbook Attendance Policy for more information.

Attendance at Work Experiences, Clinical Internships or Fieldwork Experiences

Work experiences are based on site availability and determined by the College. If the student does not accept the work experience assigned to them and /or the site removes the student from the clinical experience, the college is not obligated to seek an alternative site. Work experiences may require attendance up to 40 hours per week. Inability to perform at a full-time status may prevent the student from obtaining work experience placement. In the event the student is offered employment while participating in the work experience, a program official must be notified. Hours worked as a paid employee cannot be applied to work experience hours.

Students will abide by the following guidelines:

- Students will attend all scheduled sessions during the semester and will report all absences or tardiness to the work experience site and program official prior to scheduled start time. Students will not leave the work experience setting during their assigned hours unless they have followed appropriate work experience and program policy. Additional documentation may be required per program policy. Excessive absences, tardiness or unauthorized schedule changes may be grounds for withdrawal from the work experience.
- In the event of the student missing clinicals for a medical reason or admitted to the emergency department for treatment during the clinical experience. Documentation from a health provider is required detailing that the student is cleared and able to return to clinical with no restrictions.

- Students will not arrange clinical site placement unless instructed to do so by program officials.
- Students will accommodate didactic and work experience schedules that may follow a non-traditional format. This may include evenings, weekends and holidays.
- Students will arrive at the work experience setting at least 15 minutes before their scheduled time.
- In the event Baker College closes (power outage, weather, etc.), students will report to their work experience unless travel conditions are unsafe. If travel conditions are unsafe, the student must inform the program official and work experience supervisor of the circumstances that prevented attendance. Reference the Baker College Student Handbook Inclement Weather Procedures for more information.
- Any change in a student's schedule must be approved by a program official and work experience supervisor. The student is responsible to notify a program official promptly of any such change.
- Students must request time off for personal days, vacation or interviews. These events must be previously approved by a program official and work experience supervisor.

LEAVE OF ABSENCE

All time missed shall be made up under guidelines set by both the program and clinical site.

Military Leave - Students are allowed to make up any missed time due to military duties.

Bereavement - Students who are absent from a clinical internship as a result of the death of a member of the immediate family will, upon notification and approval of the clinical instructor, will be entitled to release time not to exceed three (3) regularly scheduled days of clinical. Hours and/or competencies missed will be completed at a later date. Immediate family is herein defined as follows:

- Spouse ➤ Sibling
- Child ➤ Grandparent
- Parent ➤ Grandchild

Upon authorization from program officials and/or clinical instructor, bereavement leave may be granted for deceased persons not listed above.

OUTSIDE OBLIGATIONS

Completion of program requirements is demanding and it is recommended students limit outside employment and other obligations. Conflicts with other obligations are not considered sufficient reasons for changes in course schedules, academic or clinical assignments.

PREGNANCY

Should any student suspect pregnancy, they are encouraged to report it immediately to a program official. This is voluntary on the part of the student. However, failure on the part of the student to notify a program official, in writing, of an existing pregnancy, shall absolve both the College and the clinical education center of any responsibility from an assignment to a potentially hazardous environment.

PROFESSIONALISM

Students will abide by the ethics and standards within their chosen career field throughout the program. This includes personal conduct, professional attitude, appropriate dress and the confidentiality of student, client and patient information. Any breach of these standards may result in dismissal from the program.

PROFESSIONAL CONDUCT

Students will adhere to the code of conduct/ethics outlined by the professional standards for each program. Students will address their instructors (didactic and clinical) using honorifics such as Dr., Mr., Mrs., Ms. or Miss at all times while in the program, unless otherwise instructed. See Baker College Students Handbook for additional professional conduct policies.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

HIPAA training will be provided to all undergraduate students in HSC 1010. Individual clinical agencies may also require students to participate and complete HIPAA training as it relates to that facility. Violation of HIPAA policies may result in expulsion from Baker College and/or civil or legal actions against the student.

CONFIDENTIALITY

The principle of confidentiality is one of the central, ethical responsibilities of all health professionals and will apply in all circumstances. Confidentiality regarding HIV/HBV status of students, faculty and staff shall be strictly maintained pursuant to federal and state laws. Confidentiality regarding patient care and information must be strictly upheld. Individual clinical sites may require students and faculty to sign confidentiality statements. Breach of confidentiality policies may result in student failure of the clinical experience, failure of the course or expulsion from Baker College.

SOCIAL MEDIA

Students will abstain from using personal cell phones, electronic devices and computers to take photographs or access social media while in a clinical or laboratory setting. The use of cell phones in the work experience setting may be prohibited by program officials and work experience site policies. Unauthorized use may result in dismissal from the work experience. Students must adhere to the Baker College social networking policy as stated in the Baker College Student Handbook.

ETHICAL CARE RESPONSIBILITIES

Students will provide quality and dignified health care to every patient regardless of their social status, race, ethnic background or diagnosis. Students will apply legal and ethical principles to the caring practice of their chosen field in a culturally diverse society. Client confidentiality is an essential element of ethical care.

APPEARANCE

Professional appearance may require a specified uniform. Student appearance should not be visually distracting or disruptive to the educational or clinical practice experience.

- Students will refrain from wearing low-cut tops and clothing that reveals trunk skin or under clothing when standing or sitting.
- Closed-toe shoes are required for laboratory and clinical settings.
- Hair, sideburns, facial hair and nails are to be neat, clean and trimmed to a length that will not interfere with safety and performance of skills.
- Attempts will be made to cover visible tattoos.
- Facial piercing jewelry may not be allowed in laboratory and clinical settings.
- Students will limit or avoid the use of perfumes, colognes, lotions or other products due to sensitivities and possible triggering of respiratory reactions. Students will not smell of smoke.
- Students will practice proper personal hygiene.
- Students will wear a form of identification at all times within the clinical environment.

If students do not meet the appearance expectations, they may be sent home at the discretion of the work experience supervisor or the program official. Students sent home due to inappropriate appearance are responsible to make up the time missed. See program specific information for more detailed requirements.

SMOKING

Tobacco and smoking-related products are defined as any type of tobacco product or product intended to mimic tobacco products or the smoking or vaping of any other substances. This includes but is not limited to cigarettes, cigars, cigarillos, smokeless tobacco, electronic cigarettes, pipes, bidis and hookahs.

- Students will abide by the Baker College Smoking Policy. Reference the Baker College Student Handbook Smoking Policy for more information.
- Work experience sites may have additional guidelines the student must adhere to during the work experience.
- If students smell like smoke, they may be dismissed from the work experience for the day and will be required to make up the absence.

EMAIL COMMUNICATIONS

Faculty and staff at Baker College will only accept and respond to email communications generated from a Baker College email. Students will have a Baker College Email Account and are responsible for checking on a daily basis for important communications, updates and course changes.

CRIMINAL HISTORY AND BACKGROUND REQUIREMENTS

A criminal background check may be required prior to entering the professional track and/or work experience portion of the program. A report from state, federal and sexual offender databases may be required by clinical sites. Students having certain felony convictions or misdemeanors are not allowed in the clinical settings by law; therefore, students will not be allowed to enter the clinical environment. Credentialing bodies may prohibit individuals with certain criminal histories from taking a licensure exam. Students are urged to research their ability to become licensed in their chosen profession prior to applying to the program.

IMMUNIZATION REQUIREMENTS

Students may be required to provide proof of immunizations, boosters and/or titers, current TB test results and other screenings pertinent to their chosen profession. Effective January 2022, students in limited enrollment programs and open enrollment health science programs with clinical/work experience components in healthcare settings are required to have the COVID vaccination. Immunization requirements must align with specific clinical/work experience site policies.

Students are financially responsible for all immunizations, tests and titers needed for program requirements.

- [Baker College Health Information Form](#), which includes emergency contact information and affirmation that the student's immunizations are complete.
- *Tuberculosis Testing*: T.B. skin test, serological test or chest x-ray results must be submitted on an annual basis. Students will not have active or communicable tuberculosis. (documented 2-step once and then standard TB test annually as applicable to the individual student)
- *Varicella-Zoster Testing*: Provide documentation to verify immune status via serologic testing or documentation of immunization.
- *Measles, Mumps and Rubella Immunization*: Students born after December 3, 1956 will submit a valid immunization record documenting administration of this required immunization (MMR) and/or verification of immune status for measles and rubella via serologic testing. Boosters and/or titers may be required.
- *Tetanus/Diphtheria/Pertussis Immunization*: Students will submit a valid immunization record documenting a primary series and booster dose (Tdap) within the previous ten (10) years.
- *Hepatitis B Immunization Series*: Students will submit documentation of having received or in the process of receiving the Hepatitis B immunization series. A lack of the Hepatitis B series may prevent students from access to some clinical site placement.
- *Influenza Vaccine*: Most clinical locations require students to obtain an annual flu vaccine. This requirement will be enforced to enable students at Baker College to be placed in clinical rotations. Failure to meet this requirement may result in loss of clinical placement and failure to meet course objectives.
- Some clinical agencies may have additional health requirements for students other than those listed in this handbook. Students will be notified of those facilities requiring additional immunization/vaccines prior to the practicum start date.

Immunization Exemption

If certain immunizations conflict with the religious beliefs of students or are medically contraindicated, students should submit a statement of the same to the campus Program Director. Students should also submit a valid immunization record of other administered immunizations.

Clinical affiliates may refuse students who do not have all current immunizations. This may affect clinical assignments and could result in the inability to complete the program.

HEALTH INSURANCE

Students enrolled in the College of Health Science must have health insurance during the time in which they are in any clinical/work/fieldwork experiences. Students are responsible for all associated costs for health insurance. Please go to: [the Healthcare.gov website](https://www.healthcare.gov) for more information on securing health insurance.

BASIC LIFE SUPPORT (BLS) CERTIFICATION REQUIREMENTS

Students may be required to obtain and maintain Basic Life Support (BLS) for Healthcare Providers certification from the American Heart Association. Students may be required to provide their clinical facility with a current BLS certificate when requested.

PROFESSIONAL LIABILITY

Professional liability insurance covering students during the Baker College academic related clinical experiences will be provided by the College. This does not prevent students from obtaining their own professional liability insurance if they choose to do so. Students are responsible for all costs associated with background, drug screens, immunizations, health insurance, BLS certification and all other items or services required by the work experience site.

ESTIMATE OF FEES

Item or Service	Average Range of Fees
Background Check – Required. Based on the number of counties of residence.	\$20 - \$50
Drug Screening – If required by a clinical site.	\$25 - \$50
Fingerprinting – If required by a clinical site.	\$68 - \$100
Immunizations/Titers – Required. Varies by student’s past immunization history.	Varies
Immunization Tracking – Required.	\$15 - 25
COVID vaccination - Required (Effective January 2022)	Varies
Clinical Placement Service – If required by Program or Clinical Site.	\$10 - \$25
Standardized Assessment Exam – Required.	\$85 - \$125
Basic Life Support/CPR/First Aid training - Required	\$50 - \$125
Other program associated costs – Varies by program.	Varies

Item or Service varies by program and/or clinical site

TRANSPORTATION

Work experiences occur at a variety of health care facilities that may be an extended distance from home or campus. Some clinical sites may be further than 100 miles away. Relocation may be necessary. Reliable transportation is necessary to assure prompt arrival and attendance. Students will have a backup solution planned in advance in the event their primary mode of transportation fails. If an overnight stay is required for a work experience, the cost will be at the student's expense.

BLOODBORNE PATHOGENS (BBP)

BBP Training will be given to each student based on program requirements. Reinforcement of the BBP training will be incorporated into lab and other selected courses. All students, faculty and staff have the responsibility to maintain and share the current knowledge regarding these guidelines. See program specific information for procedure to complete this requirement.

LATEX ALLERGIES

The goal of the College of Health Science is to provide a latex safe environment for workers and students. However, because latex can be found in a variety of products (erasers, wallpaper, paint, computer terminals, etc.), it is impossible to ensure a latex free environment. Students with a history of latex allergies or students with a history of allergic reactions should notify their instructors in laboratory courses where latex exposure may occur. If students suspect that they are experiencing a latex allergy while attending Baker College, they should notify the instructor as well as their Program Director. Students with latex allergies should consult with their personal health care provider regarding the impact of this allergy on health careers and treatment options. Baker College will make all reasonable accommodations to provide latex free products for students who request them.

AFFECTIVE, COGNITIVE and PSYCHOMOTOR DOMAIN REQUIREMENTS

The curricula leading to a degree from the College of Health Science requires students to engage in diverse and complex experiences directed at the acquisition and practice of essential knowledge, skills and functions. Combinations of cognitive, affective, psychomotor, physical and social abilities are required to acquire the knowledge and skills needed to perform the varied roles in healthcare. In addition to being essential to the successful completion of the requirements of a degree, these skills and functions are necessary to ensure the health and safety of patients, fellow students, faculty and other health care providers.

The following motor, sensory, communication and intellectual requirements comprise the attributes a student must possess to meet program outcomes. See program specific information for more detailed requirements.

Affective Domain

- The student must be capable of responsive and empathetic listening to establish rapport in a way that promotes openness on issues of concern and sensitivity to potential cultural differences.
- Emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways.
- Capacity to demonstrate ethical behavior, including adherence to the code of conduct of the student's profession, as well as applicable laws and regulations governing the healthcare profession.

Cognitive Domain

- Cognitive abilities necessary to master relevant content in courses at a level deemed appropriate by the College. These skills may be described as the ability to comprehend, memorize, analyze and synthesize material in a timely manner.
- Ability to think critically, prioritize, organize, utilize time management and demonstrate problem-solving skills.

Psychomotor Domain

- Ability to recognize one's own limits, both personally and professionally, as related to one's skill and knowledge.
- Capacity for the development of a mature, compassionate, respectful, sensitive and effective therapeutic relationship with patients and their families, including sufficient emotional and intellectual capacity to exercise good judgment and complete patient care responsibilities promptly and professionally.

Communication

- Ability to effectively communicate in English through speech, hearing, reading, writing and computer literacy using accurate and appropriate terminology with classmates, faculty, patients, their families, members of the healthcare team and individuals of all ages, races, genders, socioeconomic and cultural backgrounds.
- Students with hearing or speech disabilities will be given full consideration. In such cases, use of a trained intermediary or other communication aids may be appropriate if the intermediary functions only as an information conduit and does not serve integrative or interpretive functions.

These technical standards reflect performance abilities and characteristics that are necessary to successfully complete the requirements of the program at Baker College. These standards are not conditions of admission to the program. Persons interested in applying for admission to the program should review this information to develop a better understanding of the physical abilities and behavioral characteristics necessary to successfully complete the program. The College complies with the requirements and spirit of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990. Therefore, the College will endeavor to make reasonable accommodations for participants with disabilities who are otherwise qualified.

Students seeking disability accommodations should contact the College Campus Department of Disability Services. The Department of Disability Services will determine a student's eligibility for accommodations and will recommend appropriate accommodations and services.

LIMITED ENROLLMENT APPLICATION AND SELECTION PROCESS

Full acceptance into the professional track of some programs is limited due to clinical or work site availability. Students compete to earn acceptance into these programs. All students having successfully completed the conditional acceptance requirements are eligible to apply. Admittance criteria for all limited enrollment health science programs feature a common set of prerequisite courses prior to acceptance to their selected program. Students have the opportunity to apply to multiple limited enrollment programs due to the common set of required courses used for the selection process.

The first two semesters require the following courses:

FIRST SEMESTER - FALL		
Course Code	Course Title	Credit Hours
BIO 2410	Microbiology	3
BIO 2411	Microbiology Lab	1
COM 1010	Composition and Critical Thinking I	3
MTH 1010	Quantitative Literacy I	3
VET 1010A	Anatomy & Physiology for Veterinary Technology	4
VET 1011	Anatomy & Physiology Lab for Veterinary Technology	1
Total Credits – First Semester		15

The following semester details required courses upon admittance into a cohort:

SECOND SEMESTER		
Course Code	Course Title	Credit Hours
COM 1020	Composition and Critical Thinking II	3
PSY 2050	Self and Society	3
VET 1050	Fundamentals of Veterinary Technology	4
VET 1050L	Fundamentals of Veterinary Technology Lab	0
VET 1210	Large Animal Procedures and Nursing	3
VET 1210L	Large Animal Procedures and Nursing	0
Total Credits – Second Semester		13
*Indicates courses used for selection with equal weighting		
Total Credits Required for Application to Limited Enrollment Program		28

The Veterinary Technology program will register for an alternate Anatomy and Physiology course sequence. Student selection is based on the following criteria.

Criterion I

Required, Non-Weighted Courses:

- Required prior to program application and acceptance
- Hold no weight in the GPA calculation for admittance
- Must be satisfactorily completed with a grade of a C (2.0) or better

Required, Weighted Courses:

- Required prior to program application and acceptance
- Provides significant prerequisite knowledge and skills and therefore holds weight in the GPA calculations for admittance
- Must be satisfactorily completed with a grade of a B- (2.7) or better
 - BIO2410 Microbiology 3 credits
 - BIO2411 Microbiology Lab 1 credit
 - VET1010A Anatomy & Physiology for Veterinary Technology 4 credits
 - VET1011 Anatomy & Physiology for Veterinary Technology Lab 1 credit

Criterion II

Entrance Exam Score: Limited Enrollment programs require applicants to take an assessment test chosen by the College. Students are allowed to test one time per application period. Admission points will be added based on the highest score attained. Exam results are valid for 1 year.

Should two or more students obtain the same points during the selection process and are competing for the last available open seat in the program, students will be selected based on the highest overall GPA.

Reapplication after Non-Acceptance

Students reapplying to a program will complete the program application process including submitting a new application.

Reentry after Voluntary Withdrawal

Students previously awarded a seat in a Limited Enrollment program but voluntarily withdrew due to non-academic reasons, will provide verifiable documentation of mitigating circumstances to be eligible for reentry to the program. Voluntary withdrawal for non-academic reasons will only be approved one time. The Program Director and the Dean must approve program withdrawals to be eligible for reentry. Students may be required to audit previously completed core/major courses in sequence with a cohort. Students are responsible for any associated cost.

ACADEMIC CORRECTIVE ACTION PROCESS

Students who demonstrate unsatisfactory achievement of didactic or clinical performance levels and skills necessary to meet program outcomes will enter the academic corrective action process. This is a graduated process.

1. *Documented Verbal Warning:* A meeting with program officials. This meeting will detail the academic issue and review expectations. If satisfactory progress is not attained after the specified timeframe, students enter Program Academic Probation status.
2. *Program Academic Probation/Written Warning:* A meeting with program officials and the Director of Student Affairs and/or the Dean. This meeting will detail the consequences of failure to make measurable progress or an occurrence of a new or additional concern. A Learning Contract will be created that details the expectations, the method used to evaluate the student's progress and the timeframe for reevaluation. In the event students have not made significant progress or if an additional academic or performance issue is identified, students will undergo a Sanctions Review by an academic committee.
3. *Sanctions Review:* A formal meeting with program officials, the Director of Student Affairs and/or the Dean will be conducted. This meeting will detail the failure to progress and result in a decision by the Sanctions Review Committee. Where program dismissal is the resulting sanction, the decision is final and not eligible for appeal.

PROFESSIONALISM

Students in the College of Health Science are subject to the Baker College Code of Conduct. Additionally, students will adhere to the code of ethics of their profession. In the event students do not meet expectations, the College of Health Science provides the following policy:

When reports of violations are received, students will be notified and will be required to attend a meeting with the Program Director to discuss the violation. The Program Director, in consultation with other faculty or College administrators when appropriate, will determine specific sanctions to be imposed. In addition to the sanctions listed in the Code of Conduct, program-specific sanctions may be imposed up to and including suspension of clinical responsibility or expulsion from Baker College. In cases of recommended expulsion, the program official will consult with the Campus President and the Dean. Where expulsion is the resulting sanction the decision is final and not eligible for appeal.

REQUIREMENTS FOR GRADUATION

Students will pass all professional track courses with the minimum grade requirement to graduate with an undergraduate from Baker College. A minimum grade of B- (2.7) is required for prerequisite Health Science Courses (BIO, HSC, VET). A minimum grade of C (2.0) is required for general education courses. Review program specific information for minimum grade requirements of individual programs.

PART II

VETERINARY TECHNOLOGY PROGRAM OVERVIEW

A veterinary technician can best be thought of as an animal nurse. By definition, a veterinary technician is a person who has completed a 2-year associate degree in Veterinary Technology from an AVMA (American Veterinary Medical Association) accredited institution. The Veterinary Practice Act of Michigan allows veterinary technicians to do anything for the care of animals except diagnose disease, prescribe medication and perform surgery. Besides providing nursing care, veterinary technicians also function as laboratory technicians, radiology technicians, pharmacy technicians, surgical technicians and anesthesia technicians. In addition, veterinary technicians are often responsible for a majority of the client education that occurs in a veterinary practice, thus this is a profession that requires excellent communication skills.

The veterinary technology profession is very diverse and the opportunities for technicians are extremely varied. Career opportunities exist within, but are not limited to the following areas: small animal hospitals, large animal hospitals, research, education, pharmaceuticals, public health, federal and state government and the military. Once a student has successfully graduated from an AVMA accredited program, he/she can sit for the national licensing exam. If the graduate passes the VTNE exam, he/she will be eligible for licensure as a Licensed Veterinary Technician (LVT) in the state of Michigan.

ACCREDITATION INFORMATION

Accreditation is granted through the American Veterinary Medical Association, Committee on Veterinary Technician Education and Activities (AVMA, CVTEA). Cadillac, Jackson and Muskegon are currently accredited.

[American Veterinary Medical Association, Committee on Veterinary Technician Education and Activities \(AVMA, CVTEA\)](#)

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The Higher Learning Commission

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Chicago, IL 60604-1411

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[The Higher Learning Commission](#)

STATE AND NATIONAL ORGANIZATIONS

Students are strongly encouraged to become actively involved in professional associations. Student membership is available to Baker College Veterinary Technology students at a reduced rate for both the National Association for Veterinary Technicians of America (NAVTA) and the Michigan Association of Veterinary Technicians (MAVT). They provide continuing education that meets state licensing requirements, maintain relations with the organizations responsible for the testing and credentialing of

technicians, offer a support network for technicians and provide a wealth of information and resources.

- [NAVTA National Association of Veterinary Technicians in America](#)
- [MAVT Michigan Association of Veterinary Technicians](#)

GOALS

- To prepare students for competency in the knowledge of animal health and veterinary issues.
- To prepare students to confidently and effectively perform the essential skills and tasks commonly encountered in veterinary facilities.
- To provide general education that expands students' horizons, develops strong communication skills and encourages critical thinking.
- To encourage social and classroom related activities, which promote both personal and professional growth.
- To assist graduates throughout their careers in securing employment and improving career opportunities.
- To promote the image and prestige of the veterinary technician profession by encouraging professional behavior and community service.

MISSION

The mission of the Veterinary Technology program at Baker College is to provide both didactic and clinical education to prepare students to enter and enhance the veterinary healthcare team and the competent care of animals by providing a skill set that includes clinical proficiency, critical thinking and strong communication.

PROGRAM OUTCOMES/PHILOSOPHY

By the end of the program, students will:

- Apply knowledge of global practices, scientific practice, medical terminology, anatomy and physiology, pathophysiology and disease processes within veterinary medicine.
- Communicate in all formats, written, oral, nonverbal and electronic, with a diverse client population, other health care team members and the public in a professional and effective manner.
- Apply ethical standards and federal and state regulatory guidelines in the veterinary setting.
- Properly classify medications commonly used in veterinary medicine.
- Properly calculate and administer the appropriate dose of ordered medications.
- Apply proper, safe radiological procedures within the veterinary laboratory setting.
- Perform appropriate, effective and efficient diagnostic laboratory procedures within the veterinary laboratory setting.
- Perform proper nursing procedures within a veterinary setting.
- Successfully administer surgical assistance, postoperative care, anesthesia and dentistry within a veterinary setting.

- Utilize safety and health regulations and policies on the care and use of laboratory animals, husbandry, care and treatment and the importance to the environment while selecting or procuring exotic animals and animals used in research.
- Prepare to take the national licensing exam.

CODE OF ETHICS

Students will adhere to the Personal and Professional Conduct policies found in the Baker College Student Handbook.

Code of Ethics of the National Association of Veterinary Technicians in American (NAVTA):

Veterinary technicians shall aid society and animals through providing excellent care and services for animals.

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

SAFETY REQUIREMENTS

The following information is to ensure awareness by the student of the unique circumstances, requirements and potential hazards related to the course of study of Veterinary Technology. Baker College attempts to offer the most modern teaching methods and curriculum coupled with a most extensive practical, hands-on externship experience in contemporary Veterinary Medical practice. By the nature of the involvement with live animals and clinical facilities there are some circumstances, requirements and potential hazards inherent in this program. All students should fully understand these situations and requirements and be able to make an informed decision to continue in the program.

EXPOSURE TO HAZARDS

- Live Animals: Students will be exposed to live animals. At times there will be the potential of injury by small or large animals during the course of their treatment.
- Zoonotic Diseases: Zoonotic diseases are those diseases that can be transmitted from animals to humans. Students will be exposed to sick animal patients. All due diligence will be paid to ensure that the possibility of transmission of zoonotic

diseases from patients to students and staff will be held at a minimum. Students must be aware that they will be at potential risk for contracting diseases from their patients. Information on specific disease risks will be promulgated on a case-by-case basis as needed. Specific questions should be directed to the Veterinary Technology Program Director.

- Exposure to ionizing radiation: The use of diagnostic X-ray is a component of contemporary veterinary practice. During the course of clinical practice students will be exposed to ionizing radiation from x-ray equipment. Proper shielding and dosimetry will be provided to all students prior to exposure.
- During VET courses, required competencies of diagnostic and treatment techniques subject students to radiation.
- To abide by the Occupational Safety and Health Association (OSHA) guidelines, the program monitors the level of exposure to each student registered for a VET course.
- Badges are distributed by program personnel.
- Each student is responsible for this badge at all times after distribution by program personnel.
- All radiology badges must be turned in to the Program Director as scheduled. The student will receive a schedule.
- The badges will be sent in for a recording of the radiation exposure of each student. Lost radiology badges will incur a \$20 replacement fee on the student.
- As mentioned in the section on dress code, radiology badges must be present with the student at all laboratory and externship activities. The student must wear the radiology badge for EVERY activity involving radiation. Failure to do so will result in student dismissal from that activity, which may affect the student's overall grade and competency for that required task.
- All documentation of student radiation exposure will be placed in the student's program health file.
- Exposure to Hazardous Materials: Students will be exposed to a variety of materials and some of which are potentially hazardous to human health. Students will always have access to Material Safety Data sheets on any and all potentially hazardous materials. Students and staff will comply with all safety and protective equipment regulations, outlined by the Occupational Safety and Health Administration and the Michigan Occupational Safety and Health Administration, when handling potentially hazardous materials.

RABIES IMMUNIZATION PROTOCOL

The AVMA Committee on Veterinary Technician Education and Activities (CVTEA)® has released a publication of the Accreditation Policies and Procedures (P&P) Manual of the AVMA CVTEA effective January 1, 2022. The Committee amended Standard 4e as follows:

Standard 4e. Safety of students, program personnel, and animals must be of prime consideration. Students must be educated on rabies risk prior to working with animals. Prior to live animal use, students must be vaccinated against rabies.

Therefore, all incoming Veterinary Technology students are required to complete Rabies Pre-exposure vaccination or provide proof of acceptable titer (if previously vaccinated) in order to progress through the program and be eligible to interact with live animals during required course lab activities, competencies, and participation in clinical/externship placement. Veterinary Technology students are expected to complete Pre-exposure Rabies vaccination series prior to animal handling. Students who have not provided verification of vaccination or acceptable titer will be required to follow the [mitigation plan](#) developed by the college which may prohibit the student from completing all required skills necessary to matriculate from the program.

Students will be able to receive the rabies vaccination series either through their own health care provider (out-of-pocket student expense), through the county health department, or through local Walgreen or CVS pharmacies. Program directors can assist with providing specific links to resources. The cost of the vaccines will be financial aid eligible. Each student is responsible for contacting the financial aid department in order to apply this rabies immunization fee to their financial aid packet from Baker College. Failure to notify the financial aid office results in the student being personally responsible for payment of the immunizations.

Students are required to review the information regarding rabies from the [Center for Disease Control \(CDC\)](#) and the [American Veterinary Medical Association \(AVMA\)](#) websites.

Each student must complete the Baker College Health Immunization Form located on the Veterinary Technology Information page. A student signature is required on the [Vaccination and Clinical Exposure Notice/Agreement Form](#). All documents will be confidentially stored in the student's program health file.

POLICY CONCERNING TEMPORARILY DISABLED, POTENTIALLY PREGNANT AND PREGNANT STUDENTS

Potential for injury increases when an individual is pregnant or temporarily disabled due to any cause, such as injury or disease. An illness may also, for instance, leave a student with a compromised immune system. Because of the inherent risks to students and unborn children in veterinary medicine and the clinical and lab environments and the associated exercises that are endemic to the study of veterinary technology, all students must take responsibility for their own health status and those who are potentially pregnant, temporarily disabled or pregnant must take whatever added precautions necessary to safeguard health with the professional advice of their physician.

It is expected that an affected student will complete all requirements of the program as may be reasonably accommodated as necessary under the circumstances and as students may wish to assume the greater risks associated with participation when temporarily disabled or pregnant.

Upon voluntary reporting and confirmation of the pregnancy, students will:

- Complete and submit the “Notice of Pregnancy Form” to the Programs Clinical Coordinator and Clinical Supervisor.
- Submit a statement from a physician verifying pregnancy and expected due date. The statement must include the physician’s recommendation of the following options:
 - Immediate leave of absence
 - Withdrawal from clinical rotations with continued participation in
 - Didactic instruction.
 - Continued clinical rotation with no restrictions.

A faculty member may refuse to allow a temporarily disabled or pregnant student to be actively involved in any activity whenever that faculty member considers the potential for accidents or exposure to hazards too high. The student may appeal such a decision. Copies of all documents pertaining to a medical condition affecting a student’s assignment must be maintained in a confidential student’s file.

RISKS

Didactic portions of the program will inform students of the potential hazards and the safety and professional procedures that must be observed at all times. However, if a student is or becomes pregnant, temporarily disabled or immunosuppressive, that there are risks that may specifically pertain to the student and should be disclosed as potential concerns to their physician. In addition, there may even be unknown risks that could affect the student and/or an unborn child. The following list is illustrative and is not intended to be an exhaustive list. Any potentially pregnant, temporarily disabled, pregnant or immunosuppressed student may wish to have his or her physician contact the Program Director to discuss their particular situation and specific potential hazards and concerns.

- Exposure to anesthetic gasses (Isoflurane, Sevoflurane)
- Exposure to radiation.
- Exposure to teratogens, including cytotoxic compounds, chemical agents, sterilizing agents, cleaning agents, preserving agents and fixing agents
- Zoonotic diseases, including but not limited to:
 - Rabies
 - Leptospirosis
 - Lyme Disease and other tick-borne diseases
 - Giardia
 - Visceral Larval Migrants
 - Brucellosis
 - Fungal diseases
 - Toxoplasmosis
- Animal bites and their associated complications including but not limited to lymphadenopathy, septicemia, death and disfigurement
- Manual labor – lifting of animals, dog food bags etc.
- Cat Scratches – exposure to *Cytauxzoon felis* (Cat Scratch Disease)

- Exposure to hormones (e.g., prostaglandins and progesterones)
- Kicks or other physical contact, especially from large animals.

The clinical site has final approval regarding placement of a student for externship. The clinical site can dismiss a student from a clinical site at any time with their discretion. If a clinical site does not provide approval, the College will make every reasonable effort to identify a site that will meet the requirements of the program. The College is responsible for identifying the clinical site.

OPTIONS FOR PREGNANT AND TEMPORARILY DISABLED STUDENTS

- The student can voluntarily elect to participate in any clerical or observation portions of his or her classes or clinical experience. The student will receive an incomplete for the class/externship but will be allowed to finish clinical hours and class checklist when the student is no longer pregnant or temporarily disabled.
- The student can assume all risk to himself or herself and, if pregnant, the fetus, releasing Baker College and the Clinical Site and complete clinical experiences, including classes that include labs. Special arrangements will be made to fulfill the radiology requirement that will not involve any radiation exposure. The student must have a signed physician visit checklist.
- A pregnant or temporarily disabled student may voluntarily withdraw from the program. After the pregnancy and/or when the student is physically able, they will be readmitted as a student in the next class in the veterinary technology program. This option minimizes known risks.

ADVANCED PLACEMENT/TRANSFER POLICY

The CVTEA recognizes that academic institutions have the inherent right to accept credits from other colleges, universities, recognized educational entities or prior learning. However, if the program accepts veterinary technician-related course credit from institutions not accredited by AVMA CVTEA, the program must ensure that the rigor of transfer courses meets CVTEA Standards. Provision of prior learning must include documentation or critical evaluation of these experiences to award college credit or advanced standing. Documentation of the assurance may be requested for review during the program accreditation process. At times, accredited programs are requested to give credit for high school courses with titles similar to those required for graduation from a CVTEA-accredited program. If credit is to be given for such courses, the student must first be required to demonstrate to the veterinary technology program faculty a level of competency comparable to that of students who complete the required course successfully.

PROFESSIONAL REQUIREMENTS AND TECHNICAL SKILLS

All Veterinary Technology Students are expected to dress in a professional manner. During the professional track of the curriculum, students will be required to wear program specific scrubs.

All students are required to have the following items during the laboratory procedures and externships:

- Student Photo ID badge
- Radiology Badge (supplied by the program)
- Calculator (four function only)
- Stethoscope
- Digital thermometer
- Black ink pens
- Small Notebook
- Watch with second hand

Each program may have dress requirements that are specific for the off-campus large animal activities that will occur throughout the professional program. The student must check with the appropriate program personnel for required attire.

Dress code for the clinical sites will be dictated by the hospital or facility policy. Students may be required to purchase clothing or uniforms required by a particular site. It is the responsibility of the student to arrive at the clinical site looking professional.

White lab coats must be worn during laboratory sessions. All clothing and lab coats must be clean and presentable.

For safety and sterility purposes, no student will be allowed to wear any type of jewelry as a result of eyebrow piercing, nose piercing or tongue piercing to any laboratory, clinical site or externship. Hoop and dangle earrings are not permitted and only stud earrings will be allowed. Open-toed shoes, sandals, Crocs® and steeled-toed boots are not allowed; closed-toed shoes must be worn for both lecture and lab. In addition, all rings, watches, bracelets and earrings need to be removed prior to gloving into surgery.

Neat clean hairstyles and appropriate hair color to reflect professionalism are required. Fingernails are to be natural, short, neatly maintained and unpolished when gloving into surgery. Hands are to be kept clean.

These technical standards reflect performance abilities and characteristics that are necessary to successfully complete the requirements of the program at Baker College. These standards are not conditions of admission to the program. Persons interested in applying for admission to the program should review this information to develop a better understanding of the physical abilities and behavioral characteristics necessary to successfully complete the program. The College complies with the requirements and spirit of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990. Therefore, the College will endeavor to make reasonable accommodations for participants with disabilities who are otherwise qualified.

- Must be at least 18 years of age to operate diagnostic imaging equipment to comply with State of Michigan rules for radiation safety.

- Effectively communicate in English, both verbally and in writing (documentation), utilizing accurate and appropriate terminology with animals' families/owners and members of the healthcare team in person or by telephone.
- Effectively communicate with others when visualization of mouth/lips is restricted such as in a surgical setting.
- Access information from books, reference manuals, computers and paper and electronic medical documents to accurately perform duties and safely use equipment.
- Auscultate body sounds, characterizes them and interprets findings appropriately.
- Recognize and respond appropriately to distress sounds from animal and alarms/warning signals on animal monitoring equipment directly and through intercommunication systems to ensure patient safety.
- Detect and respond appropriately to odors in order to maintain environmental safety and patient needs.
- Accurately palpate and interpret findings, i.e. palpation of pulses, lymph nodes or trachea to determine proper endotracheal tube size.
- Accurately observe variations in skin color, integrity, pulsations, tissue swelling, etc.
- Observe/guard and respond appropriately to animals' response before, during and after treatment.
- Accurately characterize and interpret the color, odor, clarity and viscosity of body structures and fluids.
- Obtain optimum quality of radiographic images and correctly interpret an ECG tracings recorded in shades of gray.
- Safely perform tasks such as loading a fine (5-0) suture onto needles while wearing safety glasses that require fine motor control with corresponding hand-eye coordination.
- Accurately assesses equipment, medication, solutions and other products/supplies to ensure animal safety.
- Accurately interpret and validate text, numbers and graphs from print and video monitors.
- Evaluate, synthesize and communicate diagnostic information to the attending veterinarian.
- Recognize and correct performance deviations.
- Safely access, prepare supplies and instruments and operate equipment in a variety of indoor settings (i.e. intraoperative, ICU, examination areas) and outdoor settings such as a farm field or barn.
- Prioritize, organize and utilize time-management skills to perform tasks.
- Perform or assist with transfer, lifting and positioning of large and small animals.
- Demonstrate appropriate professional and procedural judgment decisions under stressful and/or emergency conditions (i.e. unstable patient condition), emergent demands (i.e. stat test orders) and a distracting environment (i.e., high noise levels, complex visual stimuli, aggressive animals).
- Recognize potentially hazardous materials, equipment and situations and proceed safely in order to minimize risk of injury to animals, self and nearby individuals by

referencing, utilizing and adhering to OSHA requirements such as SDS (Safety Data Sheets) and universal precautions.

- Adhere to HIPAA, professional guidelines and code of ethics, Baker College conduct guidelines and clinical and externship sites' policies and procedures.

SUPERVISION REQUIREMENTS

The veterinary technician's role is to provide professional health care in conjunction with the veterinarian. The duties of veterinary technicians shall be performed under the direction, supervision and responsibility of veterinarians. These duties shall be accomplished in compliance with federal, state and local laws. These duties shall not include diagnosing, prescribing or performing surgery except where explicitly permitted by regulation.

An appropriate program personnel-to-student ratio must be maintained to ensure student safety and adequate delivery of instruction in program specific courses. Program personnel to student ratios shall not exceed 1:12 for laboratory courses without animals present and 1:8 for laboratory courses with animals present.

Successful completion of all required skills found in the Veterinary Technology Student Essential and Recommended Skills List, Appendix I must be evaluated and documented, indicating date completed, by program personnel who use standard criteria that reflect contemporary veterinary practice. Program personnel evaluating skills should be a veterinarian or a credentialed veterinary technician who is a graduate of an AVMA CVTEA or CVMA-accredited veterinary technology program.

LICENSURE REQUIREMENTS

The AAVSB American Association of Veterinary State Boards owns and delivers the [Veterinary Technician National Examination \(VTNE\)](#). Most states and provinces use the VTNE to evaluate the competency of entry-level veterinary technicians and require a passing score on the VTNE in order for a veterinary technician to be credentialed.

Beginning with the July/August 2019 administration windows, the American Association of Veterinary State Boards (AAVSB) will review and determine Veterinary Technician National Examination (VTNE) eligibility for all Michigan candidates. Applicants must have graduated from an American Veterinary Medical Association (AVMA) approved veterinary technician educational program.

An applicant for a Michigan Veterinary Technician License must apply to the Michigan Bureau of Licensing and Regulatory Affairs upon achieving a passing score on the VTNE.

CURRICULUM DESIGN - SEQUENCING OF COURSES

[Baker College Programs](#)

COMPETENCIES

Successful completion of all required skills found in the Veterinary Technology Student Essential and Recommended Skills List, [Appendix H](#) must be evaluated and documented, indicating date completed, by program personnel who use standard criteria that reflect contemporary veterinary practice.

CLINICAL HOURS

Each student must complete a minimum of 240 hours of clinical experience. Students will be assigned to clinical sites at the sole discretion of the program director or clinical coordinator. These internship experiences are to be unpaid. Additional internship hours may be required to complete necessary competencies.

ACKNOWLEDGEMENT

I have read and understand the contents within the Baker College Veterinary Technology 2023-2024 Program Handbook. I understand that I am responsible for the information it contains regarding the Veterinary Technology Program.

I further understand that it is my responsibility to contact an advisor or the Program Director if I have any questions regarding admission into, remaining in or re- entering my program.

I agree to abide by the policies and requirements as stated in this 2023-2024 handbook.

I understand that I must abide by the professional ethics and standards accepted by professionals in my career choice. Confidentiality of health care information is a must. Adherence to the dress code, personal conduct and professional attitude are professional requirements.

The policies and procedures within the Baker College Veterinary Technology Program Handbook are subject to change to better meet educational needs. Any changes will be communicated to the student. I understand that I am responsible to adapt to any changes that are made to the Program Handbook.

I understand that I may need to undergo a criminal background investigation in order to enter and complete the Veterinary Technology Program.

Print Name

Student Number

Student Signature

Date

College Representative

Date