



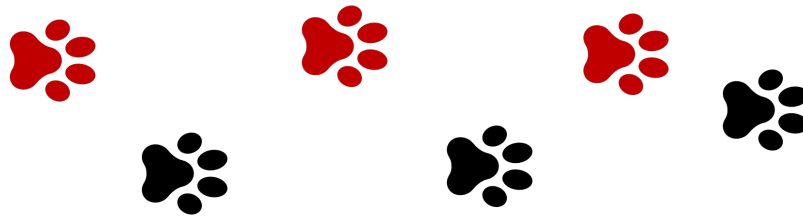
Veterinary Technology Student Handbook

TROCAIRE COLLEGE
6681 TRANSIT RD, BUFFALO, NY 14221

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.*



Veterinary Technician Code of Ethics

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

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01

INTRODUCTION

Welcome Letter

Greetings and warm welcome to Trocaire College's Veterinary Technology Program. It is our great honor to have you as part of our program and we extend our heartfelt gratitude for choosing us to guide you in your journey towards your career as a Veterinary Technician. We are committed to providing you with the best possible educational experience and are confident that our program will help you achieve your goals.

The Veterinary Technology Student Handbook contains essential information, policies, procedures, and requirements that are necessary to acquaint you with our program. This handbook will serve as your guide to succeed in the Veterinary Technology Program. It is imperative that you read and understand the contents of this handbook to ensure that you are well-informed about our academic program.

For additional information on student life, please refer to Trocaire College's Undergraduate Academic Catalog at <https://trocaire.edu/academics/academic-catalogs/> and Student Handbook and Policy Manual at <https://trocaire.edu/academics/academic-resources/>.

The veterinary technology industry is a rapidly growing and dynamic field within veterinary medicine. Licensed veterinary technicians are an essential part of the veterinary team and play a vital role in providing high-quality animal care. Trocaire College's Veterinary Technology Program will produce graduates who are well-prepared to enter the workforce as licensed veterinary technicians in a wide range of settings.

Our team is committed to providing you with all the guidance and support you need to achieve your academic goals. We believe in you and know that with hard work and dedication, you can accomplish anything you set your mind to. Let's work together to make your dreams a reality!

Sincerely,

Trocaire College Department of Veterinary Sciences



Veterinary Technology Mission Statement

Trocaire College's AAS in Veterinary Technology's mission is to educate students enrolled in the veterinary technician program to be empowered for academic achievement in our field. We support students as they cultivate a successful career that inspires civic engagement that expands beyond their discipline, so students can contribute to the health of our society.

Our dedicated veterinary educators and instructors strive to educate our students to be the most qualified veterinary technicians in the field, providing the highest level, compassionate veterinary nursing care possible.

We have established a diverse set of experiences to enhance students' education, allowing exposure to the opportunities and the diversity that this profession has to offer. We encourage continuing education and lifelong learning within our field to continually improve on skills and gain new knowledge.



Program Learning Outcomes

STUDENT LEARNING OUTCOMES FRAMEWORK

Program Learning Outcomes incorporate the veterinary technology program's philosophy, values, and veterinary technician education standards to evaluate learning that has occurred throughout the program

EXPECTED PROGRAM LEARNING OUTCOME

All students completing this program are expected to have achieved the following learning objectives:

PLO 1	Perform clinical veterinary procedures with proficiency across multiple species • Apply knowledge and demonstrate proficiency in essential veterinary clinical skills—including animal restraint, diagnostic imaging, specimen collection, laboratory techniques, anesthesia, surgical preparation and monitoring, dental procedures, nursing care, wound management, therapeutics, nutrition, and medication calculations—in small, large, and exotic animals.
PLO 2	Communicate effectively within the veterinary healthcare team and with clients. • Demonstrate effective verbal and written communication skills to collaborate with veterinary team members and engage clients in a professional, empathetic, and informative manner.
PLO 3	Analyze clinical situations to make informed, ethical and logical decisions. • Analyze clinical data and scenarios to formulate appropriate decisions using critical thinking, ethical reasoning, and evidence-based practice in veterinary care.
PLO 4	Evaluate and fulfill roles in veterinary practice operations and client services. • Evaluate and perform key roles within veterinary practice operations, including reception, client education, inventory, and basic practice management duties.
PLO 5	Exhibit professionalism and ethical conduct in all aspects of veterinary care. • Demonstrate professional behavior and adhere to ethical standards in animal care, client interaction, and team collaboration.

Technical Standards and Physical Requirements of the Veterinary Technology Profession

It is of vital importance that applicants know the physical, cognitive, and communication skills required by the veterinary technology program and profession.

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

General Physical Requirements

Students must possess the physical ability to:

- Tolerate walking and standing for at least ten minutes at a time, multiple times per hour.
- Lift and/or carry up to 20-50 pounds from floor to waist level or higher at least several times per day.
- Lift objects weighing up to 20-50 pounds to a height of one meter or higher and carry the object or animal for a distance of two meters without assistance.
- Use hands and arms to handle, install, position, and move materials, equipment, and supplies without assistance.
- Handle, position, and restrain live animals of small and large animal species.
- Have sustained contact with multiple species of animals and be amenable to learning how to safely handle, restrain, and work with these animals. An individual should not be allergic to any species of animals to the extent that would prohibit working in a facility that has them.

Cognitive Ability

Students must:

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

Communication Skills

Students must:

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

Professionalism and Interpersonal Skills

Students must:

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

Manual Dexterity and Mobility

Students must:

- Be able to move their entire body at least three meters within two seconds of a signal to do so, to move rapidly from danger while handling animals in confined spaces.
- Possess fine motor movements in order to perform the essential functions of the profession. This includes the dexterity to manipulate small equipment, adjust resistance on equipment, hold hooves while cleaning and evaluating, manage syringes, catheters, and common surgical instruments.
- Possess tactile ability necessary for physical assessment and to perform nursing duties in a timely manner. This includes performing palpation during physical exams, administering oral, intramuscular, subcutaneous, and intravenous medication, inserting, and removing tubes, collecting organic samples from live animals, and performing wound care.
- Possess the ability to palpate and interpret findings, i.e., palpation of pulses, lymph nodes or trachea to determine proper endotracheal tube size.
- Be able to hold surgical instruments in one hand and perform fine movements with such instruments. This includes the ability to assist in the holding of hemostats or other instruments while assisting in surgery, inducing, and monitoring general anesthesia in an animal patient, and placing intravenous and urinary catheters without assistance.
- Be able to hold, manipulate, or tie materials ranging from a cloth patch to a very fine string. This includes the ability to hold and manipulate a surgical sponge, tie a 00-silk suture, perform endotracheal intubation, inject liquid intravenously, catheterize animals to obtain urine and/or other body fluids samples, and apply bandages without assistance.

Auditory, Olfactory, and Visual Skills

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

Students must:

- Possess adequate visual ability, with or without correction, that allows the determination of minute areas of detail, very small variations in color and adequate depth perception (size, shape, and texture), including differentiation of details as viewed through a microscope. This includes ability to characterize and interpret the color, odor, clarity, and viscosity of body structures and fluids, observe variations in skin and mucus membrane color, integrity, pulsations, tissue swelling, etc.
- Possess visual ability to allow for observation and assessment as necessary in nursing care both from a distance and close by in order to recognize physical status and non-verbal responses including behaviors.
- Possess auditory ability necessary to monitor and assess health status, including auscultation of heart and lungs, and hear equipment alarms and warning sounds from animals, humans, and/or equipment of impending danger or injury.
- Recognize and respond appropriately to distress sounds from animal and alarms/warning signals on animal-monitoring equipment directly and through intercommunication systems to ensure patient safety.
- Detect and respond appropriately to odors in order to maintain environmental safety and patient needs.
- Be able to use a compound microscope to identify cells and organisms and be able to differentiate colors of stained objects.
- Be able to observe movement at a distance ranging from 30-45 centimeters to 15-20 meters (up to 70 feet), at a discrimination level that permits detection of subtle differences in movement of the limbs in animals. This includes the

ability to detect and describe a change in color of hair coat caused by licking or trauma, detect abnormal head posture in a parakeet, monitor respiratory rate during anesthesia, and read anesthesia monitoring equipment.

- Be able to discriminate shades of black and white patterns in which the band is not more than 0.5 mm in width. This includes the ability to characterize bacterial hemolysis on a blood agar plate, density patterns on a radiograph, and see ECG tracings.
- Possess adequate depth perception to allow detection of a 0.5 cm elevation that is no more than 1cm in diameter on a slightly curved surface having a slightly irregular surface. This includes detection of tissue swelling on the hip on a smooth-haired dog to determine the presence of a reaction to skin testing for allergies.
- Be able to perceive the natural or amplified human voice without lip reading to permit oral communication in a surgery room with all occupants wearing surgical masks.
- Be able to perceive the origin of sound as needed to detect movement of large animals in a pen or corral or monitoring multiple patients in an ICU.

Reasonable Disability Accommodations

- All requests for reasonable accommodations must be initiated by the student.
- Reasonable accommodations may be provided for students with documented disabilities upon submission of appropriate documentation.
 - Documentation must include the names, titles, professional credentials, license number, addresses, and phone numbers of the medical professionals that evaluated the student as well as the date of the evaluation.
 - The evaluation report must include a summary of the assessment procedures and evaluation instruments used to make the diagnosis and a narrative summary of evaluation results.
 - The evaluation must list specific accommodations requested and the rationale for those accommodations.
 - Documentation for eligibility must be current, preferably within the last three years. The age of acceptable documentation is dependent upon the disabling condition, the current status of the student and the student's specific request for accommodations.
 - Students may be required to re-submit this documentation each semester to allow for review of continuing eligibility for accommodations.
- The Americans with Disabilities Act (ADA) defines a disability as a substantial limitation of a major life function. A temporary medical condition does not qualify as a disability and is not covered under the ADA of 1990 or under Section 504 of the Rehabilitation Act because the extent, duration, and impact of the condition are not permanent.
- Accommodations may not provide an unfair advantage to the students, fundamentally alter the nature and substance of the curriculum, present an undue hardship for the institution, pose a direct threat to the safety of patients, or compromise the academic integrity of the program.
- Students may be required to cover the cost of such accommodations and should be aware that a potential employer may not be amenable to the use of accommodations that result in undue hardship to the employer.
- Students receiving accommodations must be aware that these may not be available from a prospective employer.
 - Veterinary practices with small numbers of employees may be exempt from the requirements of the ADA.

For more information about accusations please visit: <https://trocaire.edu/student-life/student-support-services/accessibility-services/>

- Examples of reasonable accommodations that may be available to students that qualify under the ADA for performance of required skills could include the following:
 - Amplified stethoscope
 - Portable speech amplifier
 - Hearing aids
 - Clear surgical masks
 - Magnifying headsets
 - Non-allergenic gloves
 - Magnifying microscope monitor

See Appendix A for the Veterinary Technical Standards Acknowledgement



Curriculum Sequence & Course Descriptions

See [College Catalog](#) for Course Descriptions and details

* all pre-requisite courses must be completed with a C or Better to progress in the program

* Co-requisites are courses that must be taken in the same semester.

First Semester				
Course Number & Title	Credits	Pre-requisites	Co-Requisite	Concurrent
BIO 170 Comparative Anatomy & Physiology I	3	See college catalog	BIO170L	None
BIO170L Comparative Anatomy & Physiology I Lab	1	See college catalog	BIO170	None
MA110 College Algebra	3	None	None	None
VET116 Applied Mathematics for Veterinary Technology	1	None	None	None
BIO116 Microbiology	3	None	None	None
EN101 English Composition	3	Placement Writing Sample or EN099	None	None
VET100 Introduction to Veterinary Technology	3	None	None	None
GS 100 College Seminar	1	None	None	None
Term credit total		18		

Second Semester			
Course Number & Title	Credits	Prerequisites	Co-Requisite
BIO 171 Comparative Anatomy & Physiology II	3	BIO170, BIO170L, BIO116	BIO170L
BIO171L Comparative Anatomy & Physiology II Lab	1	BIO170, BIO170L	BIO170
VET120 Laboratory Animal	2	VET100, BIO170/170L, BIO116, VET116	VET120L
VET120L Laboratory Animal Lab	1	VET100, BIO170/170L, BIO116, VET116	VET120
VET126 Parasitology	2	VET100, BIO170/170L, BIO116, VET116	VET126L
VET126L Parasitology Lab	1	VET100, BIO170/170L, BIO116, VET116	VET126
VET230 Pharmacology for Veterinary Technicians	3	VET116, VET100, BIO170/170L, BIO116	None
VET177 Clinical Experience I	1	VET100, BIO170/170L, BIO116, VET116	VET120/L
EN205 Communication Arts	3	None	None
Term credit total:		17	

Third Semester			
Course Number & Title	Credits	Prerequisites	Co-Requisite
VET202 Small Animal Disease and Nutrition	3	VET120/120L, VET126/126L VET230	VET202L
VET202L Small Animal Disease and Nutrition Lab	1	VET120/120L, VET126/126L VET230	VET202
VET204 Clinical Techniques	3	VET120/120L, VET126/126L VET230	VET204L
VET204L Clinical Techniques Lab	1	VET120/120L, VET126/126L VET230	VET204
VET208 Diagnostic Imaging	2	VET120/120L, VET126/126L VET230	VET208L
VET208L Diagnostic Imaging Lab	1	VET120/120L, VET126/126L VET230	VET208
VET237 Dentistry	2	VET120/120L, VET126/126L VET230	VET237L
VET237L Dentistry Lab	1	VET120/120L, VET126/126L VET230	VET237
VET277 Clinical Experience II	1	VET177, 120/120L, VET126/126L VET230	VET204/L
Term credit total:	15		

Forth Semester			
Course Number & Title	Credits	Prerequisites	Co-Requisite
VET222 Large Animal Disease and Nutrition	3	VET202/202L, VET204/204L,VET277	VET222L
VET222L Large Animal Disease and Nutrition Lab	1	VET202/202L, VET204/204L,VET277	VET222
VET224 Surgical Nursing and Anesthesia	3	VET202/202L, VET204/204L, VET208/208L, VET237/VET237L, VET277	VET224L
VET224L Surgical Nursing and Anesthesia Lab	1	VET202/202L, VET204/204L, VET208/208L, VET237/VET237L, VET277	VET224
VET206 Exotics and Pathology	3	VET202/202L, VET204/204L,VET277	VET206L
VET206L Exotics and Pathology Lab	1	VET202/202L, VET204/204L,VET277	VET206
VET226 Practice Management	2	VET202/202L, VET204/204L, VET208/208L, VET237/VET237L, VET277	None
VET271 VTNE Review	2	VET202/202L, VET204/204L, VET208/208L, VET237/VET237L, VET277	VET224, VET224L
VET278 Clinical Experience III	1	VET202/202L, VET204/204L, VET208/208L, VET237/VET237L, VET277	VET222/L, VET224/L
Term credit total:	17		

02

Communication

Veterinary Technology Administrative Team

Trocaire College Department of Veterinary Sciences Administrative Team		
Title	Name	Contact Information
Dean of Veterinary Sciences Instructor	Katie Fitzgerald, DVM	fitzgeraldk@trocaire.edu
Associate Dean of Veterinary Science, Program Director Instructor	Lola Kirk, DVM	kirkl@trocaire.edu
Clinic Manager Instructor	Trish Carr, BS, LVT, FFCP	carrtr@trocaire.edu
Online Program Manager Essential Skills Manager Instructor	Tara ONeachtain, MEd, LVT	ONeachtainT@trocaire.edu
Clinical Coordinator Faculty	Jodi Winchell, BS, MBA, LVT	WinchellJ@trocaire.edu
Attending Veterinarian Faculty	Caitlin Rizzo, DVM, DACVPM	rizzoc@trocaire.edu

For a listing of all Program Faculty and Staff: [Veterinary Science and Technology Department Directory](#)

Email/Professional Communication Etiquette: Written communication must be professional and reflect proper writing format. Abbreviations you would use in a text message are not acceptable. You must include a concise subject line. Please also include a salutation using the instructor's preferred title (Professor X or Dr X). The body should be constructed with complete sentences and proper use of grammar. Your communication should be clear and professional. Be aware of strong/unprofessional language, all caps, and exclamation points. Be respectful, courteous and professional. You should also include a closing with your first and last name.

All communications in the veterinary technology program are to utilize official correspondence such as Trocaire email address and Blackboard email/messaging.

For more guidance visit the [Language Tool](#) site.

CHANNELS OF COMMUNICATION

Students have the opportunity to communicate their concerns about course or other issues in the veterinary technology program. Students are expected to follow the Chain of Command in resolving issues and conflict.

1. Course Instructor
2. Academic Advisor
3. Veterinary Technology Program Director
4. Dean of Veterinary Sciences
5. Academic Affairs

Preparing for meetings: Please present your information in a clear, professional and concise format, including an explanation of the problem, and steps that were taken to resolve the issue, including dates, time, and evidence.

Trocaire College Appeal Policy

The [Appeal Policy](#) can be found in the college catalog.

03

Program Accreditation Information

Trocaire College is approved by the New York State Department of Education to offer the licensure-qualifying Veterinary Technology Program.

New York State Education Department

89 Washington Ave.

Board of Regents, Room 110 EB

Albany, NY 12234

518-474-5889

www.regents.nysed.gov

The Veterinary Technology Program received Initial Accreditation from the American Veterinary Medical Association Committee on Veterinary Technician Education and Activities. Initial Accreditation signifies that the program meets the standards established by the AVMA CVTEA for veterinary technology education. Students who graduate from the program during the period of accreditation are considered graduates of an AVMA-accredited program and are eligible to sit for the Veterinary Technician National Examination (VTNE), in accordance with state credentialing requirements. This accreditation status also reflects the program's commitment to providing quality instruction, clinical training, and preparation for professional success in the veterinary technology field.

American Veterinary Medical Association (AVMA)

1931 North Meacham Road, Suite 100

Schaumburg, IL 60173-4360

<https://www.avma.org/>

04

After Admission: Getting Started

Veterinary Technology Program Orientation

Your journey starts with the Veterinary Technology orientation, which will provide the information you need to ease your transition to college life and the veterinary sciences department.

This orientation is **required** for all Veterinary Technology Program students regardless of prior experience at another institution or transfer from within Trocaire. This will be an introduction to the Program, we will cover an overview of expectations, policies and requirements. Approx 2 hours

Veterinary Technology Students will be enrolled in a Blackboard Veterinary Technology Program Orientation and Information Organization prior to the required orientation date. Here you will find the program handbook, forms and documentation as well as helpful information to prepare you for orientation.

The Veterinary Technology Program Orientation and Information Organization is the programs main communication platform for all enrolled students. Students can find information about: Program information/updates, job postings, review opportunities, Scholarships, IACUC/animal welfare reporting, clinical experiences and helpful resources. It is important that students check this regularly for updates and program specific information.

Trocaire Orientation

Your successful path starts with our New Student online orientation, which will provide the information you need to ease your transition to college life. We'll cover the basics, such as health records, academic advisement (registration and degree plan), college policies and financial assistance.

Students must be present at the Choate campus to obtain their required Student ID which gives you access to the library and printing capabilities. Offices for Advisement, Financial Aid, Student Accounts are all accessible on the Choate campus, attending orientation would be a good time to get that all squared away.

This orientation is required for all first-time students who have not attended a college or university. It is an excellent opportunity to get off to a strong start and ensure your success at Trocaire College. Transfer students are welcome to attend but not required. Approx 30 minutes

Helpful Links

[MyTrocaire](#)

[Bookstore](#)

[Trocaire College General Student Handbook](#)

[Academic Resources](#) (Catalogs, Calendars, Schedules)

[Veterinary Technology Website](#)

[Veterinary Technology Specific Scholarship Opportunities](#)

[Wellness Center](#)

05

Ethics and Professional Conduct

Professional Attitudes and Behavior

The expectation of the Veterinary Sciences Department is that students will always conduct themselves in a professional manner while representing the Trocaire College Veterinary Technology Program. Students are expected to be:

- Honest and ethical
- Accountable - answerable for their own actions
- Responsible - liable and conscientious
- Dependable - trustworthy and reliable
- Courteous - polite and respectful behavior and language
- Punctual - arrives for class, laboratory, clinical and conferences at the specified time.

Students will be disciplined for unprofessional conduct, at the discretion of the Veterinary Sciences Department, if at any time they behave in a manner which is inappropriate, unprofessional, disrespectful, argumentative, or endangers the health or safety of fellow students, faculty, staff, clients and/or a member of the veterinary care team. Disciplinary action may also be implemented by the clinical site for students that do not follow clinical site policies during each clinical experience or laboratory hours.

Unprofessional conduct includes but is not limited to:

- Verbal or nonverbal language, voice inflections, actions, or insubordination which compromises working relations with peers, faculty, staff, clients, or veterinary care team members.
- Actions that may compromise contractual agreements between Trocaire and affiliate clinical sites.
- Violation of legal or ethical standards.
- Disruptive behavior of any kind that interferes with the clinical learning experience.
- Using or being under the influence of any drug be it OTC, prescription and/or illegal, including alcohol, that may alter judgment and/or interfere with safe performance or create a demeanor deficient in competence.
- Breach of confidentiality in any form.

Professionalism

Students enrolled in the veterinary technology program must demonstrate professional attitude and behavior at all times, including but not limited to the classroom, laboratory, and the clinical settings. Professionalism also extends to proper and effective communication, including the utilization of the chain of command. It is important for all Veterinary Technology students to follow the chain of command and to integrate proper and effective communication in all day-to-day activities.

Preparation for a career involves not only the development of cognitive (knowledge) and psychomotor (technical) skills, but also professional attitudes and behavior (affective performance). Additional information on professionalism, including specific information for students completing off-site clinical experiences and/or laboratory sessions, is contained in this document and in each syllabus.

Professional Objectives

Professionalism is one of the hallmarks of veterinary profession. Your academic experience in the Veterinary Technology program will provide several opportunities for building professional attitudes and behaviors aligned with the mission of the Veterinary Sciences Department and the veterinary profession. Trocaire College Veterinary Technology students are expected to demonstrate professional behaviors in the care of patients, clients, during interactions with staff, fellow students, and the faculty and staff of the College.

Accordingly, the student will:

1. Utilize official college communication systems (Microsoft Office Email, Blackboard, or telephone) to communicate with faculty and staff.
2. Accept responsibility for their own behavior and take action, which gives evidence of their persistent efforts towards changing identified unacceptable behavior to an acceptable one.
3. Demonstrate accountability for their own actions in the classroom, clinical, and laboratory areas.
4. Exhibit personal and professional integrity in the classroom, clinical, and laboratory areas.
5. Promote and maintain client/patient safety.
6. Maintain client/patient confidentiality.
7. Display behaviors which reflect caring, concern, flexibility, courtesy, nonjudgement, or unprejudiced beliefs in interactions with peers, patients, clients, faculty and staff.

Students who fail to demonstrate professional behavior in the classroom, clinical, and/or laboratory setting will be required to leave after such an incident. The Veterinary Technology program faculty and staff reserves the right to take immediate action to remove a student whose behavior constitutes a real or potential threat to the welfare of patients assigned to their care or demonstrates unprofessional and/or unethical behaviors.

Students will be required to make-up the missed laboratory and/or clinical time if permission to return to laboratory and/or clinical is granted. The student will be counseled by the Veterinary Technology faculty within the next 5 business days regarding the consequences of the displayed behavior. Such action could result in failure of the course.

A student who fails to demonstrate professional behavior in the classroom setting will also be counseled by a Veterinary Technology faculty member. Certain behaviors may lead to additional review and consequences, including failure of the course, removal from the program, or dismissal from the College.

Situations which are of a nature that might warrant disciplinary action up to and including dismissal from the Veterinary Technology program may include, but are not restricted to, the following examples of unprofessional behavior:

- Unsafe practice (i.e., acts of commission or omission that place a patient in serious jeopardy);
- Professional misconduct, such as falsification of records, working under the influence of alcohol or drugs, pilfering hospital property for personal use; confidentiality violations and/or stealing;
- Willful harassment, abuse, or intimidation of patients, a client, student, faculty, or staff member, either physically, verbally or nonverbally (physical abuse: striking, pinching, punching, biting, sexual abuse, etc.), (verbal abuse: ridicule, threats, use of foul language, etc.);
- Neglect as demonstrated by failure to perform or performing something that causes harm to the patient.
- Academic dishonesty in any Veterinary Technology designated course.

The faculty member who discovers an unprofessional behavior incident listed above may issue an failing grade for clinical or a zero (0) grade for academic dishonesty and a failure (F) grade for the course. The student may be dismissed from the program or the college.

Confidentiality/Privacy

Confidentiality of animal information and procedures is strictly mandated under both New York State regulations and veterinary profession standards. Such information must only be shared with authorized personnel, including the Hospital Manager and veterinary professionals at Trocaire College, and must be kept confidential for both on-campus and off-campus animal usage.

Every student is required to sign one of these forms and strictly adhere to the rules regarding confidentiality.

See Appendix B for the Veterinary Technology Confidentiality Agreement.

Academic Integrity & Honesty

Trocaire College recognizes the fundamental principle of academic integrity. Honest participation in academic endeavors fosters an environment in which optimal learning can take place and is consistent with the mission of Trocaire College. Dishonest behavior compromises the validity of Trocaire College's ethical practices, which threatens the standing of all who graduate from and/or affiliate with the college.

Trocaire College expects its student body and affiliates to understand the various forms of Academic Dishonesty, to actively avoid these behaviors, and instead choose actions that uphold Academic Integrity. Please see the Trocaire College [Academic Integrity and Dishonesty](#) page for further policies and violation penalties.

Veterinary Technology is a licensed profession that demands an unwavering commitment to ethical conduct. As expert practitioners, veterinary technicians are esteemed members of the community and are held accountable by legal, ethical, and moral responsibilities in addition to their obligations as citizens. They are permitted access to controlled substances, needles, syringes, and equipment that are prohibited for non-licensed individuals. It is

imperative that these regulations are strictly observed, and failure to do so may result in termination from the program.

Any student who engages in sharing or receiving information pertaining to tests, exams, quizzes or any other form of assessment will be charged with an academic integrity violation and may face expulsion from the program. We take academic integrity very seriously and expect all students to uphold the highest standards of honesty and ethics in their academic pursuits. Such an action undermines the value and integrity of the program and harms the reputation of the institution. Therefore, we urge all students to refrain from any activity that may compromise the academic integrity of the program.

NOTICE TO STUDENTS REGARDING CRIMINAL BACKGROUND CHECKS

Current laws generally permit a state licensing board or agency to deny a license to practice as a licensed veterinary technician if the applicant has been convicted of a felony or other specified crime. Like many state licensing boards, the Office of the Professions of the New York State Education Department requires that a criminal background check be conducted prior to granting a license to practice as a veterinary technician. Questions should be directed to the NYS Office of Professions.

The Veterinary Technology Program at Trocaire College do not require a criminal background check, but the educational requirements include placement at one or more hospitals or other off campus clinical sites, and these sites may require a student to undergo a criminal background check before the student can be placed for clinical learning experiences. If, based upon the results of a criminal background check, the site determines that a student's participation in its clinical experience would not be in the best interest of the site, the site may deny that student admission to the clinical experience. Even if the student has already begun the placement when the results are received, the site may elect to dismiss the student, regardless of the student's performance while in the clinical experience.

Each clinical site that requires a criminal background check sets its own standards and procedures, and you may be asked by the site to pay the cost of the background check. Please note that if a clinical site determines that you may not take part in the clinical experience based on the results of a criminal background check, you may be unable to complete your course requirements and to continue in the veterinary technology program. It is important for you to consider this before you enroll in the veterinary technology program.

06

Student Success and Services

Academic Assistance

Everyone at Trocaire is dedicated to your overall success. From enrollment to graduation, we're here to support you every step of the way. All of our freshmen and transfer students have access to a Student Service Advisor to guide you and help you succeed. From course selection to child care, we are here to help. Visit the [Academic Support](#) page for more information.

Accessibility Services

Trocaire College is committed to ensuring that students with disabilities have equal access to their coursework through approved reasonable academic accommodations or modifications. Reasonable accommodations are determined on a case-by-case basis.

Any student who feels they may need an accommodation based on the impact of a disability should contact the [Wellness Office](#) to schedule a time to meet with the Director of Wellness. Students seeking accessibility accommodations are expected to identify themselves as a student with a disability and will be asked to provide appropriate documentation from a licensed provider. Veterinary Technology faculty, staff, and administrators cannot disclose this information with the Wellness Office.

To find out more information or discuss eligibility for accommodations, please contact the Wellness Center WellnessCenter@trocaire.edu or call 716.827.2579.

Palisano Learning Center (PLC)

Tutoring services and academic coaching are open to all Trocaire students at no charge. Students may make an appointment with the PLC for academic support or they may be referred by faculty and staff.

[Tutoring Services Link](#)

Health Records

Wellness Center
Main Campus, Room 111
Phone: 716.827.2579, Email: WellnessCenter@Trocaire.edu

[Counseling Services Resource Page](#)

Study Skills and Time Management

The Veterinary Technology program is challenging—but absolutely achievable with the right strategies. Most students take **15–18 credits per semester**, including **3-credit lecture courses**, **2-credit lectures**, and **1-credit labs**. In addition, students complete **245 hours of clinical experience** over the final three semesters (**70 hours in Semester 2, 75 hours in Semester 3, and 100 hours in Semester 4**).

Success in this program is not about studying longer—it's about studying smarter, managing your time intentionally, and taking care of yourself.

Study Smarter: Evidence-Based Strategies That Work

1. Be an Active Learner

Simply re-reading notes or watching lectures is not enough. Research shows that students learn best when they actively engage with the material. Try to:

- Quiz yourself regularly using practice questions or flashcards
- Explain concepts out loud, as if you were teaching someone else
- Create diagrams, charts, or flowcharts—especially for anatomy, physiology, and pharmacology

2. Use Spaced Studying (Not Cramming)

Studying a little at a time over several days leads to better retention than last-minute cramming. Plan to review material multiple times each week instead of all at once.

3. Practice Retrieving Information

Test yourself before looking at your notes. Even if you struggle, this strengthens memory and helps you identify what you need to review before exams.

4. Connect Coursework to Real Practice

Ask yourself: *How would I use this in a clinic or lab?* Relating lecture material to labs and clinical cases improves understanding and long-term recall.

5. Use Course Resources First

Start with lecture notes, learning objectives, and assigned readings. Supplemental books, videos, or online tools can help—but they should support, not replace, course materials.

Manage Your Time Like a Professional

1. Treat School Like a Full-Time Job

Plan for **2–3 hours of study per credit hour each week**. For a 15–18 credit semester, that's about **30–45 hours per week** of class time, studying, labs, and assignments combined.

2. Plan Your Week in Advance

Use a planner or digital calendar to schedule:

- Class and lab times
- Dedicated study blocks for each course
- Work, family responsibilities, and personal time

3. Plan Clinical Hours Early

Clinical hours increase each semester and add up quickly. Set weekly goals (for example, 5–8 hours per week) so hours are completed steadily—not all at once.

4. Use Time Blocking

Study in focused blocks of **45–60 minutes** with short breaks. This improves concentration and reduces burnout.

5. Prioritize What Matters Most

Focus first on:

- Exams and quizzes
- Skill-based labs and competencies
- Assignments with high point values or direct clinical relevance

Take Care of Yourself and Ask for Help

- Sleep, nutrition, and hydration directly affect learning and clinical performance
- Falling behind happens—ignoring it makes it worse. Reach out early to faculty, advisors, or tutors
- Professional programs require accountability and communication—advocating for yourself is part of becoming a veterinary professional

Developing strong study habits and time management skills now will not only help you succeed in the program, but will also prepare you for the fast-paced, demanding environment of veterinary practice.

For more information: [Wellness Center Resource Guide](#)

07

PROGRAM POLICIES

Program Advisory Committee

Per AVMA/CVTEA accreditation guidelines the program must have an advisory committee that meets at least annually (Fall and Spring) to provide counsel regarding equipment, curriculum, demographic trends and other matters pertaining to the veterinary technology profession. Membership must include veterinarians and veterinary technicians with diverse professional interests, not currently affiliated with the program. Representation should include credentialed veterinary technicians, veterinary technician students, veterinary industry representatives, and public members.

A properly constituted and functioning advisory committee assists the program in meeting its goals for program improvement and serves as a bridge between the program and the entities that will hire graduates. The intent of the advisory committee is to bring a variety of outside perspectives to the program that it may remain current and attuned to stakeholder needs. In order to do so, the advisory committee must meet minimum requirements for membership and attendance. The inclusion of public members and those from a wide cross-section of the veterinary industry, including current students, program alumni, and veterinary professionals unaffiliated with the Program, ensures diversity of perspective and experience.

Institutional Animal Care and Use Committee (IACUC)

The Trocaire College IACUC has the mission of ensuring the welfare of animals used in teaching and fostering compliance through facilitating the efforts of the institution's instructors in the use of the animal model in education. Animal use is vital to the education of students enrolled in the Veterinary Technology Program. The Trocaire College IACUC is composed of Trocaire College faculty and staff with scientific and non-scientific backgrounds, veterinarians and veterinary technicians, and members of the public. It is the IACUC's responsibility to work with students and instructors to ensure the animals used in teaching activities receive humane care, use, and treatment in accordance with the highest ethical standards, laws, regulations, and policies.

Trocaire College Institutional Animal Care and Use Committee Membership		
Title	Name	Contact Information
IACUC Chair	Ryan Woodcock, Ph.D.	woodcockm@trocaire.edu
Attending Veterinarian	Caitlin Rizzo, DVM, DACVPM	rizzoc@trocaire.edu
Scientific Member	Jodi Winchell, BS, MBA, LVT	WinchellJ@trocaire.edu
Public Member	Alison Lawrence, MLS	AlisonLawR@gmail.com
Non-Affiliate Member	Christine Whipkey, MBA	whipkeyc@trocaire.edu

Animal Welfare Reporting

Any concerns about animal welfare or animal use can be submitted via email to IACUC@trocaire.edu or submitted anonymously IACUC Adverse Incident or Concern Report (<https://forms.office.com/r/g94RgReSCL>).

Student Safety

The Veterinary Technician profession may involve some potential health risks. The narrative below describes the potential dangers during training. We provide this information so that students can make an informed decision about participation in the Veterinary Technician Program. Each student must read the statements below and sign the "Informed Acknowledgment and Consent to Health Risks and Hazards" associated with the profession before entry into the Veterinary Technician Program.

Health Risks and Hazards in Veterinary Technology

This is a disclaimer to aid you in making an informed decision as to whether you should participate in the Veterinary Technology Program, and accordingly, whether you should sign the "Informed Acknowledgment and Consent to Health Risks and Hazards" to enter this program.

Participation in the veterinary technician education and practice of animal health may involve injury, illness, or death to oneself or others. Such injury or illness can include, but is not limited to, biting, kicking, scratching, and other actions of animals, exposure to infectious disease, improper use of equipment or substances involved in the practice of animal health care, exposure to hazardous substances or radiation. Accidental injury may also occur in the clinical setting, or enroute to or from a clinical experience site. Injury or illness can affect an individual's health or the health of their unborn child. Additionally, injuries or illness can impair an individual's general physical and mental health and may impact the individual's future ability to earn a living, engage in other business, social, or recreational activities.

In addition to acknowledging Health Risks and Hazards, applicants must be aware of their personal responsibility regarding matters of safety involving self, animals, and others. It is the individual's responsibility to ask questions and learn as much as possible from faculty, staff, clinical experience site mentors, veterinary technicians, or other relevant knowledgeable persons. Students must inform appropriate faculty of any personal relevant medical condition that might potentially pose hazards or risks to self or others. Individuals may be required to submit permission from their personal physician to participate in veterinary technician education activities.

Veterinary Technicians must be capable of communicating with other persons and maneuvering animals and heavy equipment. Therefore, they must have adequate use of limbs and speech. They must also have the ability to remain mentally and physically alert to react to emergency situations, equipment malfunctions, and safety hazard warning techniques. Therefore, they must have the functioning ability to feel, see, hear, smell, and perform in stressful situations. Every reasonable attempt will be made to accommodate disabilities.

Persons who consider themselves to be disabled or are in need of accommodations should contact the [Wellness Center/ Accessibility Services](#) as soon as possible.

See Appendix C for the Veterinary Technology Health Risks and Hazards Acknowledgement.

Required Immunizations

In the interest of personal safety, it is a requirement that all students in the Veterinary Technology program have a current Tetanus booster prior to starting the program, and the Pre-Exposure Rabies vaccine series must be completed by the end of the first semester.

Pre-exposure Rabies

The vaccination is typically a two or three dose-vaccine series, depending on the recommendations from your health care provider. Students should contact their health care provider for specific information on how they can obtain the required vaccinations. Students should consult with their Health Insurance carrier for possible medical coverage.

Although titers may be checked every two years to confirm sufficient immune status, the antibody status measures only part of the immune system's response and cannot be depended on in the case of actual exposure. Students will receive additional information about rabies vaccine requirements during orientation to the Veterinary Technology Program.

Tetanus

All students in the Veterinary Technology Program are required to provide proof of current inoculation with tetanus toxoid within the previous ten (10) years. If a tetanus inoculation is not within ten (10) years or a student is unable to provide written proof of inoculation, then the student must make arrangement for a booster prior to the beginning of their first semester.

Students who receive an animal bite/open skin injury are responsible for receiving a booster if the injury/bite occurs beyond five (5) years from the initial inoculation booster.

If the vaccination expires while enrolled prior to graduation it must be boosted. **THIS IS THE STUDENTS RESPONSIBILITY TO KEEP TRACK OF BOOSTERS.** Students are required to have a current tetanus vaccine for the duration of their education and enrollment.

See the information supplied below regarding Tetanus and Rabies prevention.

Copies of Tetanus documentation and the completed Rabies series must be uploaded into the Blackboard Organization and emailed to the Clinic Manager.

Students can contact the Program Clinic Manager for additional information regarding vaccination locations in their area.

Recommended sources regarding Tetanus and Rabies prevention:

- [About Tetanus-CDC](#)
- [About Rabies - CDC](#)
- [CDC Pre-Exposure Rabies Vaccination](#)
- [Passport Health Recommended Vaccinations for Veterinary Workers](#)
- [WHO Rabies](#)
- [CDC Rabies Surveillance](#)
- [Zoonosis and Veterinary Personnel](#)



Veterinary Technician Program Rabies Vaccination Policy

Rabies exposure is an occupational hazard for veterinary professionals. Accordingly, preventative measures are required to protect veterinary students and professionals.

The American Veterinary Medical Association (AVMA) recommends, and Trocaire College (the "College") requires, that all students in the Veterinary Technology Program (the "Program") be vaccinated for rabies, or provide proof of rabies antibody titer testing, prior to handling animals or only handle animals in accordance with the College's Rabies Mitigation Plan (Appendix A).

The College has implemented this policy to ensure that students are informed of the requirement to be vaccinated against rabies and do not lose valuable instruction and training.

1. Pre-Exposure Immunization.

a. All faculty, staff, and adjuncts who work directly with animals in the Program must have completed the series of pre-exposure rabies vaccinations (or a series of post-exposure vaccinations as directed by the New York State Department of Health [NYSDOH] or other state Department of Health) at least one month prior to working with or handling animals in the Program. Faculty and adjuncts must have a rabies titer performed as recommended by the Centers for Disease Control and Prevention (CDC). See, <https://www.cdc.gov/vaccines/hcp/vis/vis-statements/rabies.html> and <https://www.cdc.gov/mmwr/volumes/71/wr/mm7118a2.htm>. If a booster vaccination is required, it must be administered as soon as possible.

b. All students, regardless of in-person or online enrollment, must have completed the series of pre-exposure rabies vaccinations (or a series of post-exposure vaccinations as directed by the NYSDOH or other state Department of Health) prior to the end of the first semester of the Program. Students are required to submit proof of the vaccination upon completion of the series via CastleBranch, an electronic health records system. Students who do not provide proof of required vaccinations, or who have not otherwise been approved for an exemption from such vaccinations, will not be permitted to handle live animals that are used in labs and clinical sites which, in turn, may affect the student's progression in the Program, including clinical externship courses and/or experiences.

2. Student Communication.

a. Students will receive information regarding rabies, how it is transmitted, and disease prevention prior to the start of the first semester of the Program and thereafter on a periodic basis or as requested. Students will also receive information regarding rabies risks within our geographic area from the NYSDOH Wadsworth Center.

b. Students must sign an acknowledgment form indicating that they have received the information, understand it and have been able to ask any questions they have about the information.

3. Vaccination Exemption Requests.

a. Any student who wishes to request a medical or religious exemption from required rabies vaccinations must submit appropriate documentation, including a statement of justification, to the Program Director. Depending on the basis for the exemption request, the Program Director may request further information regarding whether or how the vaccines are contraindicated by the student's medical condition(s), whether the student's treating physician recommends a medical exemption, or whether a student's sincerely held religious beliefs prevent them from receiving the vaccines. Students requesting an exemption from required rabies vaccinations must also meet with the Program Director to discuss the risks associated with enrolling in the Program without the required vaccinations including, but not limited to, injury, illness, inability to satisfactorily complete the Program or progress in the veterinary profession.

b. Approved exemptions from the required rabies vaccinations will be valid for one academic year and must be re-certified on an annual basis thereafter.

c. Students who are approved for an exemption from the required rabies vaccinations must sign the Rabies Assumption of Risk Form. **Attachment 1** This form will remain in the student's file until six months after graduation or leaving the Program.

d. The Program will institute its Rabies Mitigation Plan (Appendix A) for all individuals who are approved to receive an exemption from the required rabies vaccines.

See Appendix D for the Veterinary Technology Rabies Policy Acknowledgement.

Rabies Mitigation Plan

The Rabies Mitigation Plan will be implemented for those students in Trocaire College's (the "College") Veterinary Technology Program (the "Program") who are approved to receive an exemption from the required rabies vaccination series and are participating in animal labs at the College, in clinical experiences, or in clinical labs for online students.

1. Vaccination of animals for use in Trocaire College Veterinary Technology Program in-person labs

A. Animals that are required in the Program for the completion of essential skills will be vaccinated if there is a United States Department of Agriculture (USDA) approved vaccine for the species. Small animals will be vaccinated as routinely done in a shelter or rescue setting. Large animals will be vaccinated by the veterinarian(s) and Licensed Veterinary Technician(s) in the Program.

Alternatively, owners/farmers of the small/large animals can provide documentation of current rabies vaccination from a veterinarian and affirmation that the animal has not been outside unsupervised, and the large animal has not left the farm of origin for 28 days.

There is a 28-day holding period for seroconversion for all vaccinated animals, so the animals must be vaccinated at least one month prior to the scheduled labs. There is no holding period after scheduled labs for vaccinated animals.

- If there is no approved vaccine for the species, the hands-on skills required by the Committee on Veterinary Technician Education and Activities (CVTEA) will be performed on other acceptable species that have been vaccinated or individual animals that are known to be free of rabies.
- Unvaccinated students will only work with those animals who have been vaccinated. Medical records will be prepared for each animal vaccinated by the College with at least the following information:
 - Identification of the animal
 - Date of arrival on the farm
 - Date of vaccination
 - Manufacturer's information on the vaccine
 - Dates of the seroconversion period (28 days)

Medical records will be kept and maintained by the Program. Medical records of animals previously vaccinated will be maintained by the owner and primary/referring veterinary facility.

B. Animals used in the program:

- Horses: A group of horses will be vaccinated at least one month prior to the scheduled labs. During the 28-day seroconversion period, the horses will be kept on the farm of origin in both the barn and on pasture. They will be handled by the owners and staff at the farm using routine handling procedures. Alternatively, owners must provide proof of a current rabies vaccination and not have left the farm of origin for 28 days.

- Cows: A group of cows will be vaccinated at least one month prior to the scheduled labs. During the 28-day seroconversion period, the cows will be kept on the farm of origin in both the barn and on pasture. There is no withholding period for milk following vaccination but there is a 21-day withholding period for slaughter. The animals will be handled by the owners and staff at the farm using routine handling procedures. Alternatively, farmers must provide proof of a current rabies vaccination and not have left the farm of origin for 28 days.
- Sheep: A group of sheep will be vaccinated at least one month prior to the scheduled labs. During the 28-day seroconversion period, the sheep will be kept on the farm of origin in both the barn and on pasture. There is a 21-day withholding period for slaughter. The animals will be handled by the owners and staff at the farm using routine handling procedures. Alternatively, owners/farmers must provide proof of a current rabies vaccination and not have left the farm of origin for 28 days.
- Goats: There is no vaccine approved for use in goats, so goats will not be vaccinated. Any hands-on skills required by CVTEA will be performed on other small ruminants that are vaccinated.
- Pigs: There is no vaccine approved for use in pigs, so pigs will not be vaccinated. There are no hands-on skills required by CVTEA for pigs.
- Camelids: There is no vaccine approved for use in camelids, so camelids will not be vaccinated. There are no hands-on skills required by CVTEA for camelids.
- Rabbits: There is no vaccine approved for use in rabbits, so rabbits will not be vaccinated. Since there are hands-on skills that are required on rabbits, the Program will purchase an Specific Pathogen Free (SPF) rabbit that is known to be rabies-free from an approved vendor. This SPF rabbit will be housed in the College Isolation Ward and handled by the staff and students in the Program. The SPF rabbit will be kept separate (i.e., no nose-to-nose contact) from the other rabbits in the vivarium during the laboratory instruction.
- Rodents (Rats and Mice): There is no vaccine approved for use in rats or mice, so rats and mice will not be vaccinated. Since there are hands-on skills that are required on rodents (either rats or mice), the Program will purchase a rat from a vendor whose animals are strictly indoors and have had no exposure to a rabid animal. This rat will be housed in the College vivarium and handled by the staff and students in the Program. All rats will be purchased from the same vendor under the same conditions, so it is not necessary to house the rats in separate areas.
- Dogs/Cats: Dogs and cats will be vaccinated at least one month prior to scheduled labs. Dogs and cats will be housed at the Erie County SPCA or in foster care during the 28-day seroconversion period. The dogs will be cared for by the SPCA staff and/or foster family, going outside on a leash only or in a fenced yard and be supervised at all times when outside whereas cats will be kept strictly indoors during this time. If privately owned animals are used in the lab, the owners must provide proof of a current rabies vaccination and affirmation the dog/cat has not been outside unsupervised for 28 days.

2. Vaccination of animals for use in clinical experiences or clinical labs.

- A. The College will not be responsible for vaccinating any animals that students interact with during clinical experiences or clinical labs.
- B. Unvaccinated students **MUST** only work with fully vaccinated animals (animals that have received a rabies vaccination at least 28 days prior to the student interaction) while on their clinical experience or clinical labs.
- C. It is the responsibility of the student to inform the Site Supervisor if they have received an approved exemption from the required rabies vaccination series. It is the responsibility of the Site Supervisor to ensure unvaccinated students only work with fully vaccinated animals.

3. Hold/seroconversion period post-rabies vaccination (per CDC-28 days).

- A. All animals used in the Program for which there is an approved rabies vaccination, will receive the vaccination at least 28 days prior to the lab and student use. For clinical experiences and clinical labs, students will only work with fully vaccinated animals.
- B. If an unvaccinated individual mistakenly works with an unvaccinated animal, or is otherwise exposed to rabies, while on-site at the Program, that animal will undergo a 45-day quarantine and a medical record for that animal will be

prepared with at least the following information:

- Identification of the animal
 - Date of arrival on farm/at shelter
 - Date of exposure to unvaccinated individual
 - Date of the holding period/quarantine (45 days)
 - Handling procedures during the 45-day hold
- Medical records will be kept and maintained by the Program.

- C. If the exposure occurs at a clinical experience or clinical lab, the veterinary facility (animal hospital, clinic, farm, shelter, laboratory) will conduct a 45-day quarantine on site or in the case of privately owned animals verify the health status of the animal after 45 days.

4. Hold/observation period for vaccinated animals exposed to rabies.

- A. Any animal that is fully vaccinated but has been exposed to a rabid animal will be reported to the Erie County Health Department (ECHD) or corresponding county health department for where the animal is located. The ECHD will determine if the animal should receive a rabies vaccine booster and be quarantined for 45 days or be euthanized. All Program personnel will follow the directives of the ECHD or corresponding county health department.

5. Communication to external parties.

- A. Memoranda of Understanding (MOUs) between the Program and providers of animals for the Program, and Affiliation Agreements between the Program and practices where students complete their clinical experiences and/or clinical labs, will include the following language:

The American Veterinary Medical Association's Committee on Veterinary Technician Education and Activities and College require all students to receive the series of pre-exposure rabies vaccinations at least 28 days prior to the start of the externship. A student who has received a medical or religious exemption that do not allow for him/her/them to be vaccinated may sign a waiver. In order to ensure the safety of the unvaccinated student, the student may only handle those animals that are either fully vaccinated with more than one rabies vaccine or whose first rabies vaccination was given at least 28 days prior to handling of the animal. If an unvaccinated student does handle an animal that is not fully vaccinated for rabies as described above, that animal must be monitored for signs of rabies for 45 days after the exposure.

6. Communication to internal parties.

- A. The College's administration as well as members of the Program faculty have been provided with comprehensive information about rabies as a disease and have reviewed and approved this Mitigation Plan.

7. Communication to students.

- A. Students will receive information about the potential of exposure to rabies, the dangers of the disease, and the requirement of pre-exposure rabies vaccinations upon acceptance into the Program and during the Program orientation.
- B. Additionally, a comprehensive educational packet is given to all students at Program orientation along with deadlines for receiving the full complement of required rabies vaccines. The packet will also include data for the past three years compiled from the NYSDOH Wadsworth Center with a focus on Erie County and surrounding counties. Rabies data will also be provided for online students who are not local to the Western NY area compiled from their local county or state Department of Health. Students must sign an acknowledgement form indicating that they have received this information, understand it, and have had the opportunity to ask any questions they may have about this information. Suggestions for where to get the vaccine are also discussed.

Important information regarding the required rabies vaccines is also included in the syllabi for the clinical experiences, VET177, VET277, and VET278, and syllabi for all online clinical labs. The College's Rabies Vaccination Policy and Mitigation Plan is also included in the Veterinary Technology Student Handbook and on the Veterinary Sciences Department Blackboard Orientation Page.

- C. If any student works with an unvaccinated animal who later shows signs or is diagnosed with rabies, the Erie County Health Department, or corresponding county, will conduct contact tracing.
- D. Students must purchase and utilize dedicated coveralls and clean boots for work on the farms as well as clean scrubs for labs. Coveralls, boots, and scrubs can be purchased at the College Bookstore. The Veterinary Sciences Department will provide gloves, masks, and face shields for use in any College lab. Students can request these items at their clinical experience or clinical lab from their site supervisor. If specific PPE cannot be provided by the clinical site, the Veterinary Sciences Department will provide the PPE.

8. Comprehensive risk assessment

The primary hosts for rabies in the United States includes bats, raccoons, skunks, foxes, and the small Indian mongoose (Ma, et. al., 2024). While domestic animals such as cats, dogs, horses, and cattle, can still become infected with and transmit rabies to humans, the rabies infection rates in these animals is much lower than in wildlife. In 2022, the U.S. National Rabies Surveillance System collected animal rabies data from U.S. state and territorial public health departments and USDA Wildlife Services (Ma, et. al., 2024). Findings from the report showed that six states collectively reported over 50% of animal rabies cases: Texas (11%), Virginia (9.4%), Pennsylvania (9.2%), New York (7.5%), North Carolina (7.4%), and California (6.7%) (Ma, Boutelle, Bonaparte, et. al., 2024). Over 90% of the total reported rabies cases in animals were attributed to wildlife: bats (34%), raccoons (28.3%), skunks (18.4%), and foxes (7.5%). In domestic animals, cats (6.2%), dogs (1.4%), and cattle (1.2%) represented over 90% of reported animal rabies cases (Ma, et. al., 2024).

Ma, X., Boutelle, C., Bonaparte, S., Orciari, L. A., Condori, R. E., Kirby, J. D., Chipman, R. B., Fehlner-Gardiner, C., Thang, C., Cedillo, V. G., Aréchiga-Ceballos, N., Nakazawa, Y., & Wallace, R. M. (2024) Rabies Surveillance in the United States during 2022. *Journal of the American Veterinary Medical Association*, 262(11), 1518-1525. <https://doi.org/10.2460/javma.24.05.0354>

In New York State, the Department of Health Wadsworth Center tests animal brains for rabies virus and compiles the data which may be found at <https://www.wadsworth.org/programs/id/rabies> and https://health.data.ny.gov/Health/Rabies-Laboratory-Submissions-Beginning-May-2007/q25r-zbis/related_content. In addition, the CDC rabies surveillance data is available at: https://www.cdc.gov/rabies/php/protecting-public-health/#cdc_generic_section_1-public-health-importance-of-rabies.

Bites and Scratches and Other Injuries Policy

Working with animals always carries a potential risk of injury which may include but is not limited to animal bites/scratches, allergic reactions, slips/falls, accidental needle-sticks, cuts/lacerations, soft-tissue injuries, animal kicks, chemical splashes/burns. An incident report must be completed for ALL student injuries sustained during classroom instruction, clinical wet labs, on-farm labs, or at clinical experiences. ALL animal bites and scratches must be reported whether they occur on-site at Trocaire College, on-farm during a clinical lab, or at a clinical experience. Students who are injured during classroom instruction, clinical wet labs, on-farm labs or at clinical experiences must notify their Clinical Instructor or Site Supervisor immediately. Depending on the injury, the student may be directed to seek immediate medical care at an emergency facility, seek care at their primary physician, or administer self-treatment. Regardless of the nature of the injury or treatment required, an incident report must be completed and submitted to the Veterinary Sciences Clinic Manager for on-ground students and the Online Program Manager and Clinical Coordinator for online students.

Handling Aggressive Animals

Aggressive behavior on the part of any animal whether unintentional, out of fear, or agonistic, poses a safety risk to students, staff, and the animal. Reasonable steps should be taken for the student to avoid contact with aggressive animals.

All dangerous/aggressive animals should be labeled as such, on the animal's cage card and in the medical record. For example, labeling on the cage card may read "Aggressive - Faculty Restraint Only". Students should not take it upon themselves to handle these animals without the Clinical Instructor's (on-site at Trocaire College) or Site Supervisor's (at clinical labs and experiences) permission or presence. If possible, aggressive animals will be removed from the program at Trocaire College.

The Clinical Instructor or Site Supervisor is responsible for determining the student's ability to safely handle and restrain an aggressive or dangerous animal. The student and instructor/supervisor will discuss the student's ability to safely handle and restrain an aggressive or dangerous animal. If the student is uncomfortable with restraining an aggressive animal, the student will not be required to restrain the animal. If there is no training value in having the student restrain an aggressive animal, it is highly recommended that students do not restrain aggressive animals. There is more training value in the student observing an experienced veterinary technician or animal handler restrain an aggressive animal than an inexperienced student attempting to restrain an aggressive animal for the first time. The Clinical Instructor or Site Supervisor will make the final determination on whether the student has the appropriate knowledge and training to handle aggressive or dangerous animals and decisions will be made on a patient-to-patient basis.

Reporting Injuries

Students should report all injuries immediately to their Clinical Instructor or Site Supervisor and fill out the Trocaire College Incident Report Form. [Trocaire College Incident Report Form](#). On-ground students should submit the Incident Report Form should be submitted to the Veterinary Sciences Clinic Manager. Online students should submit the Incident Report Form to the Online Program Manager and Clinical Coordinator. █

See Appendix E for the Veterinary Technology Incident Report Example

Zoonotic Disease Prevention

Working with animals also carries a potential risk of exposure to zoonotic diseases. Zoonotic diseases, or zoonoses, are infectious diseases spread from animals to humans. According to the Centers for Disease Control and Prevention (CDC) and the National Institute for Occupational Safety and Health (NIOSH), approximately 60% of the more than 1,400 human pathogens and approximately 75% of emerging pathogens are zoonotic.

Zoonotic diseases can be caused by bacteria, viruses, fungi, or parasites and can cause mild to severe illness, even death, in humans. Routes of transmission for zoonotic diseases vary and can include aerosol, droplet spray, ingestion/oral (which can include food-borne and water-borne), direct contact, indirect contact (e.g., fomite), or vector-borne. Sources of exposure for zoonotic diseases can include the animals, body fluids (i.e., blood, urine, birthing fluids, vomit), contaminated tools, surfaces, or other objects in the environment.

Measures to protect yourself from zoonotic diseases includes practicing thorough hand hygiene and washing your hands after handling animals, biological specimens, or body fluids. Hand hygiene may be the single most important measure veterinary personnel can take to reduce the risk of zoonotic disease transmission. Hand hygiene includes handwashing with soap and water, use of alcohol-based hand sanitizers in addition to or when soap and water are not available, and wearing gloves.

Personal protective equipment (PPE) such as gloves, face shields, eye protection, protective outerwear (lab coats, scrubs, coveralls, sterile or non-sterile surgical gowns), surgical masks, protective footwear (closed-toe shoes, rubber boots), and other PPE should be worn when appropriate.

Taking protective actions during veterinary procedures can also decrease the risk of zoonotic disease transmission. Appropriate handling of diagnostic specimens, avoiding re-capping needles or only using the 1-handed scoop method to prevent accidental needle-sticks, and wearing appropriate PPE for dental procedures and wound and abscess treatment, and proper handling and restraint of animals to decrease the possibility of bites or scratches are all examples of protective actions in the veterinary setting.

The veterinary environment can serve as a reservoir for pathogens and taking steps to ensure environmental infection control is a critical component of infection prevention. Cleaning and disinfecting surfaces and equipment with appropriate cleaning agents and disinfectants, isolating animals with infectious diseases, and appropriate handling of medical waste, are all important environmental controls.

[CDC-NIOSH Veterinary Safety and Health](#)
[NASPHV Zoonotic Disease Prevention in Veterinary Personnel](#)



Veterinary Technology Program Student Pregnancy Policy

Pregnancy is a special situation which requires additional safety measures. The human embryo and fetus are much more susceptible to the harmful effects of chemical, biological, and physical agents than adults. Since veterinary personnel are exposed to numerous potentially harmful agents, such as anesthetic gases, zoonotic diseases, noxious chemicals, and radiation, through the nature of their training and job, every effort must be made to minimize the amount of exposure to harmful agents. It is Trocaire College's policy to provide a safe environment for pregnant students and per Title IX of the Education Amendment Trocaire College may not discriminate against any individual who is enrolled in the veterinary technology program and is pregnant.

A student's ability to complete the requirements of several Veterinary Technology courses may be affected by pregnancy. If a Veterinary Sciences student becomes pregnant while attending Trocaire College, it is **HIGHLY RECOMMENDED** that the student meets with the Veterinary Sciences Program Director, Clinical Experiences Coordinator, and Title IX Coordinator to disclose their pregnancy. However, disclosure is **VOLUNTARY**, and declaration/withdrawal of such declaration must be made in writing. Pregnant students, like any student with a short-term or temporary disability, are encouraged to meet and work with the Title IX Coordinator to determine if reasonable accommodations are possible so the student will not be disadvantaged in their course of study. Students choosing to declare pregnancy are given the opportunity to do so and will be counseled and assisted by the program faculty to ensure proper radiation, anesthesia, and other safety measures are taken.

Pregnant students should consult with their primary care physician for guidance on continuation in the program. Upon declaration of pregnancy by the student, the following procedure will be followed:

- 1) The student will submit a statement from their physician verifying pregnancy and expected due date. The statement must include the physician's recommendations as to which of the following options would be advisable:
 - i. Withdrawal from the program with the possibility to return to the program at a later time and begin at the start of the semester/session that was not completed.
 - ii. Continuation at full-time status without restrictions in the classroom, but limited rotation in radiology labs, following Radiation Safety precautions, and limited rotations in surgical environments.
 - iii. Continuation at full-time status without restrictions in clinic, classroom, or laboratory.

The physician's statement (medical clearance) shall be submitted to the Veterinary Sciences Program Director. Upon the recommendation of the physician, the student may be given an incomplete grade for that course(s) and will be allowed to complete the course(s) at a later date. Pregnant students may also voluntarily choose to withdraw from the course or program without penalty. If at any time the pregnant student feels (despite clearance from their doctor), that they are working in an unsafe area or under conditions they feel could be detrimental, the embryo or fetus, they should report to the Program Director immediately.

Radiation Safety

The Veterinary Technology program strictly adheres to the rules, regulations, and Codes for Radiation Protection. All Veterinary Technology students are expected to follow the radiation protection practices put forth by the veterinary sciences department and presented, discussed, and applied during radiation safety lectures and labs.

During the course of the Veterinary Technology program, students will be exposed to ionizing radiation. All students, when working with ionizing radiation, must adhere to the ALARA concept, which means As Low As Reasonably Achievable. The main components of the ALARA concept are time, distance, and shielding.

All students must make an attempt to minimize the time of an exposure, maximize the distance for personnel and others in the exposure area from the primary beam, and shield themselves, the patient, and others when possible. This is a concept the students will be taught and expected to utilize during the process of becoming a veterinary technician. To ensure compliance, the student will:

- * Take the time to ensure they are properly protected under all circumstances (mobile, fluoroscopy, etc.).
- * Practice the ALARA concepts of time, distance, and shielding.
- * Wear a dosimetry badge at the neck level and outside the apron.
- * Not allow the body or any part thereof to be in the primary beam.
- * **Not hold patients or image receptor (IR) under any circumstances.**
- * Take proper precautions with dosimetry badge, do not leave them in radiation areas or use them for personal exposure.

Shielding Examples of shielding are presented in lecture/lab courses throughout the program and are to be implemented PRIOR to making any exposure or being in the area of exposure to radiation.

- 1) **Veterinary Technology Students:** proper lead shielding should be worn at all times. Lead shielding **MUST** be worn while involved in mobile, laboratory and clinical radiography.
- 2) **Patients:** The student is expected to exercise sound radiation protection practices for the patient's welfare at all times, adhering to ALARA principles
- 3) **Provisions for Radiation Safety Rules require:**
 - A. Mechanical devices instead of persons must be used whenever possible to immobilize patients
 - B. Women of childbearing age and persons under the age of 18 must never be used to hold patients
 - C. At no time will a student hold a patient during exposure
 - D. Any person other than the patient who remains in an x-ray room during exposure must be protected with shielding devices such as lead aprons and gloves.
- 4) **Radiation Monitoring Device Each** student will be issued a radiation-monitoring device (personnel monitors/dosimetry badge) for use in the clinical education setting. Students cannot participate in any clinical experience or laboratory experience without the radiation-monitoring device on their person.
 - A. The student is responsible for ensuring that the dosimetry badge is returned at the required time. Badges are distributed by the **Radiation Safety Officer (RSO)**, who will collect the old and provide the new monitor. Failure to meet the RSO's due date may result in adverse consequences.

4) **Radiation Monitoring Device – Lost/Damaged**

- A. If the dosimetry badge is lost or damaged beyond usefulness, the student must notify the Clinical Coordinator within 24 hours of the incident.
- B. The student may not be allowed into the clinical experience or laboratory setting until a replacement device is obtained.

6) **Radiation Monitoring Report/Exposure Records**

- A. Student/faculty radiation exposure will be monitored during the entirety of the program and will be maintained by the Program as part of the student's file.
- B. The radiation monitoring report will be reviewed by the RSO upon receipt. If a student's radiation limits are outside of the program's designated limits**, the RSO is to immediately notify the Program Director, verbally and in writing (email). Additionally, the RSO will notify the student verbally and in writing (email). At this time, the student, upon direction from the RSO and the Program Director, may be asked to:
 - i. Cease clinical assignment until an investigation into the radiation monitoring report can be completed to ensure accuracy
 - ii. Schedule an appointment to meet with the Clinical Coordinator for the necessary course of action and radiation counseling
 - iii. Develop a course of action in conjunction with program personnel to ensure the health and safety of the student
- C. A copy of the radiation monitoring report will be filed in the RSO's office for confidentiality. The most current radiation monitoring report will be available for student review. Students will be identified by badge number only to ensure confidentiality.
- D. It is the responsibility of the student to review the report and initial, indicating acknowledgment. Failure to review and sign the report within the stated timeframe will result in a Medical Imaging Department NonCompliance Form.

**The program's threshold for incidents in which dose limits are exceeded is considered to be an average the [Annual Occupational Dose Limit](#) to the whole body is 5000mrem (5 rem) or 50mSv (0.05 Sv).

Age Requirements

- 1. Students must be a minimum of 18 years of age to participate in any laboratory or clinical activity involving radiation.
- 2. Students are not permitted to handle controlled substances unless they are a minimum of 18 years of age in any laboratory or clinical activity.

Animals on Campus

Animals on Campus – Service Animals

In accordance with the Americans with Disabilities Act, service animals are permitted at Trocaire College for persons with a documented disability. Under the 2008 revisions of the ADA, “service animal” is defined as a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the owner’s/ handler’s disability.

The following guidelines apply to approved service animals and their handlers/owners:

1. **Control of the Service Animal:** The handler/owner must be in full control of the service animal at all times.
2. **Health:** The service animal must be in good health and have current immunizations against diseases common to that animal (including current rabies vaccination for species where there is an approved vaccine). Complete health records should be provided to the Veterinary Sciences Clinic Manager.
3. **Clean-up:** The handler/owner is responsible for clean-up and proper disposal of the service animal’s feces.
4. **Areas-off Limits to Animals:** For the safety and well-being of Trocaire College animals, service animals will have limited access to the vivarium, kennels, cat ward, and surgical suites. Entry to these areas will be determined on a case-by-case basis. For the safety and well-being of the service animal, service animals may have limited access to the anatomy lab and clinical pathology labs. Service animals at on-farm labs and at clinical sites for labs and/or clinical experiences, will be discussed with the student, faculty, and farm owner/clinical site manager on a case-by-case basis.
5. **Removal of Service Animal:** Service animals can be removed from Trocaire College campus if the animal is out of control and the handler/owner does not take measures to control it, the service animal is being disruptive to animals residing at Trocaire College, or the service animal is not housebroken.

Animals on Campus – Privately Owned Animals

Due to considerations of health, safety, cleanliness, and professionalism, members of the College community (faculty, administration, staff, students, guests) and the public are not allowed to bring privately owned animals onto the campus of Trocaire College. For the purposes of this policy, a privately owned animal is defined as an animal owned by an individual and not by Trocaire College or organizations with established Memorandums of Understanding with Trocaire College. Service animals are not considered privately owned animals.

Privately owned animals may be brought onto campus only under one of the following conditions:

1. A specific purpose such as class demonstration, seminar or observation pertaining to the Veterinary Technology Program.
2. A specific program of college-wide interest such as an Animal Care Seminar.
3. Participation of the animal in a surgical or dental lab.

The following guidelines apply to privately owned animals and their owners:

1. **Permissions:** Prior permission is needed from the Dean of Veterinary Sciences to bring a privately owned animal on campus. The necessary Consent Forms and Health Forms can be obtained from the Veterinary Sciences Clinic Manager. Consent forms must be updated annually, and health forms must be updated annually at a minimum, or more frequently as needed.

2. **Control of Animal:** The owner must be in full control of their animal at all times. The animal should not be disruptive to the classroom environment or animals residing at Trocaire College. In the event the animal is participating in a surgical or dentistry lab, or other labs where the owner may not be present, the animal must be under the supervision of Veterinary Technology Faculty and Staff.
3. **Health:** The animal must be in good health and have current immunizations against diseases common to that animal (including current rabies vaccination for species where there is an approved vaccine). Complete health records should be provided to the Veterinary Sciences Clinic Manager.
4. **Clean-up:** The owner is responsible for clean-up and proper disposal of the animal's feces when under their direct care. When the animal is under the care of Veterinary Technology Faculty and Staff, they will be responsible for clean-up and proper disposal of the animal's feces.
5. **Areas off-limits:** For the safety and well-being of Trocaire College animals, animals will not be permitted in the vivarium, kennels, or surgical suites unless the animal is participating in a lab. In the event the animal is participating in a lab, it will be housed in species-appropriate housing. For the safety and well-being of the privately owned animal, animals will not be permitted in the anatomy lab or clinical pathology lab unless they are being used for demonstration purposes during a lab.
6. **Removal of Privately Owned Animals:** Privately owned animals can be removed from Trocaire College campus if the animal is out of control and the owner does not take measures to control it, the animal is being disruptive to animals residing at Trocaire College or to classroom learning, or the animal is not housebroken.

Dress Code

Policies Regarding Professional Appearance and Presentation

The students, faculty, staff, and administration of the Veterinary Technology program are representatives of both the College and the veterinary profession.

Students - Lecture

It is expected that they maintain a professional appearance during lectures by wearing clean and well-kept black scrub pants, a grey scrub* top, and closed-toe shoes (no sandals or crocs with open holes). It is also important that they display their Trocaire issued identification at all times. Wearing torn, dirty, or frayed clothing is not acceptable.

Students - Small Animal Laboratory and Clinical Experiences

The Lecture Dress Code is expected in lab with additional requirements below:

- All students are required to wear clean proper fitting scrubs to all off campus wet labs, unless otherwise directed by your instructor.
- Appropriate closed-toed shoes must be worn at all small animal wet labs. No sandals or canvas shoes. This is an OSHA Regulation and for your safety.
- Trocaire name tags must be worn and visible at all times.
- Protective eyewear and/or gloves must be worn in designated labs.
- Radiology dosimeter must be worn at all labs where radiographs will be exposed.
- Visible body piercings must be kept to a minimum and piercings that post a hazard to the patients and students must be removed prior to animal handling (eyebrow, lip, nose, tongue, etc.). Solid expanders must be worn in large ear lobe piercings. Post-type earrings are allowed. This is a safety concern for you and the animals you will be working with. This will be enforced!
- No loose or dangly jewelry will be permitted during labs. This includes (necklaces, hooped or dangling earrings, rings or bracelets. Discrete stud type earrings only and a wrist watch if needed. This is a safety concern as they can become entangled in equipment, patients and/or be a source of pathogen transmission. This will be enforced!
- Long hair must be kept neat and tied back for proper hygiene; loose hair can become entangled and spread pathogens.
- Visible body markings/tattoos should be covered when possible. The main concern is that students not display body marking/tattoos that could be offensive to others. A long-sleeve shirt under scrubs will suffice.
- Fingernails must be kept short and maintain proper hygiene for the safety of the patients and to decrease the risk of pathogen transmission. No artificial nails due to aforementioned reasons.
- Head coverings such as baseball caps and skull caps are not allowed during the lab sessions. Only head coverings that are necessary for lab purposes (such as a winter hat for VET 222 Lab) or religious attire are permitted.
- Good judgment is expected and maintenance of good personal hygiene will be practiced, including the use of deodorant, and the wearing of clean, laundered clothing and/or scrubs.
- More restrictive policies may be instituted within specific labs, based upon safety needs.
- The Program Director will mediate any disagreements concerning appropriate dress.

Additional considerations for Large Animal Laboratory Sessions

- All students are required to wear clean coveralls
- Appropriate sturdy boots or shoes approved by your instructor must be worn at large animal labs. This is an OSHA Regulation and for your safety.
 - Boots used in large animal labs are NOT to be worn on campus facilities and must stay in your cars.

We appreciate your cooperation in observing these guidelines to ensure a safe and productive laboratory environment.

* All student scrub tops must be purchased from the Trocaire College bookstore to ensure uniformity across the student body of our program. You may not purchase scrubs elsewhere to have a logo placed on them.

SEE SECTION 08; Clinical Experience Policies for Clinical details

Program Technology Requirements

Trocaire College Technology Requirements

Learning Management System (LMS)

Trocaire College LMS is [Blackboard](#). Students are expected to adhere to institutional and course policies for utilization of the LMS. Students can access Blackboard using the [MyTrocaire](#) link.

ExamSoft

ExamSoft is a secure testing tool that allows students to take tests from a laptop or tablet while preventing them from accessing the Internet or other programs on their computer. Students download exams before class and will only need a password from the instructor/proctor on exam day to get started. Students use the Exemplify Application either on the computer to take the exam securely. Exemplify is an assessment program that enables exam takers to securely take examinations downloaded to their own computer by blocking access to files, programs, and the Internet during an exam.

Students maybe required to take their assessments (quizzes and exams) using a product called Exemplify by ExamSoft. Exemplify provides a more secure offline testing environment that makes it easier for both faculty members and students.

Students are required to download the Exemplify software. Using this app, students will be able to download exams to take on exam day. Students will be required to download the exam prior to coming to class on the day of the exam. Internet access is required to download and upload tests.

Computers are required for exams using ExamSoft (PC or MacBooks). No Cellphones, Chromebooks, iPads or Tablets.

Electronic Essential Skills record keeping system

The veterinary technology program uses Trajecsyst Centralized Clinical Recordkeeping to monitor student clinical experience progress in real-time. The web-based technology manages student clinical/laboratory experiences and assessments with features that include checkoffs of essential skills, documentation of evaluations, clinical progress, and logs clinical hours with a clock in/out tool with GEO location.

Social Media

Student Guidelines for the Use of Social Media

The purpose of a social media policy is to provide guidelines to students, faculty, and staff who engage in online social networking. Individuals should refrain from sharing information that in any way reflects Trocaire College and the academic environment, including clinical practice, internships, outreach, and other activities related to the Veterinary Technology program and or college. Such sharing may violate the College confidentiality agreement and/or the policies stated herein.

As members of the academic and veterinary healthcare communities, social media use should reflect honesty, courtesy, and respect for others. Students are expected to display and maintain integrity and professionalism while communicating. Thus, Veterinary Technology student posts or online activities should reflect positively upon the Veterinary Technology Program as well as the College's student body, faculty, and staff. Any statements, pictures or expressions that could cause harm or injury to an individual or to the school will be considered grounds for dismissal from the programs.

Please remember that social networking sites are in fact public forums. This means that the information that is posted or shared can be viewed by unintended others, even if it has been deleted. Violation of privacy norms can have devastating effects on one's career.

In accordance with HIPAA, FERPA, and NYS Office of Professions laws, students are personally responsible and potentially liable for the material they publish on user-generated social networking sites. Instances of inappropriate use of social and electronic media will be reported to the relevant educational/clinical partner and may require reporting to the NYS Office of Professions (or other applicable professional oversight committees/organizations) and may result in their issuance of a censure or sanction. Reasons for censure or sanction by the Veterinary Technology program, the College and/or a professional body may include the following:

- unprofessional conduct
- unethical conduct
- acts or crimes involving moral turpitude
- mismanagement of patient records
- revealing a privileged communication
- revealing proprietary information
- breach of confidentiality
- defamation
- invasion of privacy
- harassment
- bullying

Expectations

- Always consider posts public
- Before posting on Facebook, Twitter, or other social media, please consider the appropriateness of the post as it may appear on the front page of a newspaper or the headline of the evening news.
- Avoid posting anything that is defamatory, offensive, or harassing.
- Avoid posting content about peers, administrators, or faculty that is, or could be construed as, derogatory or defamation of character.
- Never post comments that directly or indirectly reference patients, diagnoses, or any content related to patient care or clinical experiences. This is a confidentiality violation.
- It is never appropriate to photograph and/or post a patient photo, patient record, or any other type of private or confidential information. This is a confidentiality violation.
- Recognize that “deleted” content may still be accessible.

*The veterinary medical community is small and branches of confidentiality are taken very seriously in this profession.

Always Maintain Professionalism

- Students may not access any social networking sites during clinical, laboratory, or classroom time unless guided by faculty as a course requirement.
- You may not interact with patients or their family member/significant other in any online platform. You may not “friend” a patient, a patient’s family member or a significant other.
- You may not post anything about a patient or a patient encounter.
- Avoid posting pictures of yourself participating in any unprofessional behaviors or activities, such as drinking alcohol or dressing in a sexually provocative manner. Potential employers and the Office of Professions may deem this a violation of moral turpitude regulations.
- Use the highest privacy settings but recognize that there is no privacy online.

Remember that professionals have both a legal and an ethical duty to protect a patient’s privacy.

Recording of class is prohibited without prior approval and will result in the student not being allowed back into class. This includes recording of any type. Under no circumstance may any item be posted to an online service platform.

Consequences of Violation

Trocaire College or the Veterinary Technology Program will not tolerate violations of the social networking policy. Disciplinary action may range from a written reprimand to dismissal from the programs to expulsion from the College.

It is important to remember that faculty, staff, and students are expected to behave with integrity. Integrity should, therefore, be reflected and upheld in all communications that are shared with the public or that may become public, whether or not the communication was originally intended for widespread distribution.

Cell phones and other wireless technology

Lecture

To promote a professional learning environment and minimize distractions, all cell phones and personal electronic devices should be set to **silent** (no ringing or vibration) before class begins and kept out of sight unless being used for an approved educational purpose.

Students may use laptops or tablets during class for note-taking, accessing **Blackboard**, viewing course materials, and completing instructor-directed activities. Internet access is permitted for course-related purposes, including Blackboard and online searches **only when authorized by the instructor**. Use of social media, personal email, messaging applications, streaming services, shopping, gaming, or other non-course-related websites or communications during class is prohibited.

Texting, phone calls, and the use of personal electronic devices for non-course-related purposes are not permitted during class. Students who are using electronic devices inappropriately or without instructor permission may be asked to discontinue their use or leave the classroom. Violations of this policy may result in the student being marked absent for the class session and may be addressed through the program's professionalism standards.

We understand that there may be occasions when a student must be reachable during class due to an emergency (e.g., childcare or a family member's medical condition). In these situations, students should notify the instructor before class begins, keep their phone on vibrate, and, if a call is received, quietly exit the classroom before answering so as not to disrupt instruction.

The Veterinary Technology Program encourages the responsible and professional use of technology to support learning while maintaining an environment that is respectful of instructors, classmates, and the educational process.

Labs and Clinical Experiences

To maintain patient safety, infection control standards, professionalism, and an optimal learning environment, the use of personal electronic devices in laboratory and clinical settings is strictly regulated.

Restricted Use

Cell phones and personal handheld electronic devices capable of sending or receiving calls, texts, or emails must **not be used during clinical or laboratory procedures** and should not be accessed while on the clinic floor except during designated break times. These devices should be stored appropriately when not in use. If the course instructor or site supervisor allows use of these devices, students are expected to use them in a professional and responsible manner.

Rationale for Policy

Personal electronic devices can:

- Compromise patient safety by causing distraction during procedures
- Increase risk of nosocomial contamination
- Delay response time in urgent or emergency situations
- Contribute to workplace injuries due to decreased situational awareness
- Disrupt patient comfort when devices ring, vibrate, or alert during procedures
- Create unprofessional interruptions in client-facing exam rooms

Maintaining full attention during clinical and laboratory activities is essential to ensure patient welfare and uphold professional veterinary standards.

Timekeeping and Calculation Devices

Watches or time keeping devices are required for clinical tasks such as tracking time, heart rate, or respiratory rate, students are expected to use a **simple analog or basic digital watch without smart or communication capabilities when possible**. A plan calculator is strongly recommended. Smartphones or smartwatch devices are not appropriate substitutes when alternatives are available.

Safety and Professional Consequences

Failure to comply with this policy places patients, staff, and students at risk. If a student's use of an electronic device contributes to a safety concern or injury, the student may be:

- Removed from the clinical placement
- Assigned a failing grade in the clinical course
- Subject to disciplinary action up to and including dismissal from the Veterinary Technology Program

Workplace safety and professional accountability are fundamental expectations of all clinical experiences.

Medical or Emergency Exceptions

If a student must carry a personal electronic device for medical or emergency-related reasons, the student must:

- Notify the instructor or clinical supervisor in advance
- Ensure the device is kept silent at all times
- Clearly communicate its presence to supervising personnel during procedures when relevant to patient safety

08

Academic Expectations (Classroom, Laboratory, Clinical)

Overview

The veterinary technology program is offered in two pathways. Students can elect to enroll in the in-person pathway attending all lectures and hands-on labs using program facilities. Another option is the online pathway where students take all courses online and the hands-on components are completed at clinical sites. Students must enroll in their primary pathway and take 80% of their course work in that pathway. This allows flexibility for students to take 20% of their coursework in the opposite pathway.

Scope of Practice/Professional Nomenclature

Veterinarian: A veterinarian is a doctor of veterinary medicine and is a graduate of a 4-year AVMA-accredited veterinary school. Veterinarians must have passed the North American Veterinary Licensing Exam (NAVLE) in order to be eligible for state licensure. To practice veterinary medicine, a veterinarian must pass a licensure exam in the state(s) in which he/she wish to practice. The veterinarian is solely responsible for diagnosing, prognosing, prescribing medication and performing surgery. They are ultimately responsible for all patient care and outcomes.

Veterinary Technologist: A veterinary technologist is a graduate of a 4-year AVMA-accredited veterinary technology program and has completed a baccalaureate degree in veterinary technology. Veterinary technologists combine veterinary technician duties with hospital and personnel management. They may also be employed as teachers, research associates, sales managers, or clinical technologists in a specialty practice. Licensed veterinary technicians/technologists are prohibited from diagnosing, prescribing medications, prognosing and performing surgery. However, they can assist in surgery under direct supervision of a licensed veterinarian.

Veterinary Technician: A veterinary technician, in New York, is a graduate of a 2- or 3- year AVMA accredited veterinary technology program who has taken and passed the national and state board exams and is registered with the New York Veterinary Medical Board, Office of the Professions. The duties performed by a registered veterinary technician include anesthesia, radiology, dental prophylaxis, laboratory techniques, and many clinical procedures. According to the NYS Veterinary Practice Guidelines, a veterinary technician cannot diagnose, prognose, perform surgery, prescribe drugs, or perform procedures that will cause an irreversible change in the animal. This policy is recognized in all 50 states.

Veterinary Assistant: A veterinary assistant, also known as a veterinary technician assistant, is generally an 'on-the-job' trained staff member who performs tasks such as the restraint, feeding, and exercising of animals, cleaning of the veterinary premises, and other clinical support tasks.

The Associate of Applied Science degree area of study in veterinary technology is not intended to meet the requirements for application to veterinary school.

Classroom Policies and Procedures

Student-Faculty Expectations

Faculty are here to assist students in acquiring academic and professional competence. Students must make the decision to learn and demonstrate motivation to succeed. To work together successfully, students and faculty need to have mutual expectations.

Students Can Expect Faculty to:

- Clarify course requirements and expectations no later than the first week of class and as they come up throughout the semester. Information can be found in the course syllabus or on the Blackboard course page. Check these areas for course related information.
- Provide contact information and information about their availability.
- Specify the expected time for response to student e-mails or phone calls.
- Specify the anticipated time for feedback on assignments.
- Provide information that will help students be successful in the course.
- Make course materials available.
- Not share anyone's work with other students without permission. Faculty may share student work with Trocaire College administration, other faculty and/or accrediting bodies as needed.
- Assignments must be turned in on time and in the manner dictate by the course syllabus, instructor or Blackboard instructions
 - Lecture, college laboratory and clinical laboratory have various required assignments which may include textbook readings, journal articles, audio-visual activities, computer programs, exams and written work. Assignments are specified in each unit of study in the course syllabus or as announced in lecture or posted in the Blackboard LMS.

Faculty Expect Students to:

- Become familiar with the syllabus and online resources, such as Blackboard, ExamSoft, Trajecsys, and all course material and seek clarification as needed.
- Manage their time effectively to allow for active participation in the course throughout each week as defined in the syllabus.
- Communicate with the instructor when problems arise or when assistance is needed.

• Written Assignments:

- All scholarly work (papers and assignments) should utilize scholarly writing style, including: writing clear, concise, and grammatically correct sentences; using proper punctuation; demonstrating critical thought; and typed and using APA 7th edition formatting.
 - The library offers resources that may assist with writing assignments. [Libguides](#)
- Recognize that collaborative learning is a valuable learning experience when handled constructively.
- Be aware of their own personal values and demonstrate respect for others, regardless of differing values and opinions.

- Maintain confidentiality and acknowledge clients' privacy rights in any communications about patients, co-workers, and/or employers.
- Practice good "Netiquette" throughout online courses or web-enhanced courses.
- Dress in a manner that will reflect high standards of personal self-image so that each student may share in promoting a positive learning environment within the college community.
- Check Trocaire email and Blackboard LMS daily.
- Activate and maintain Trocaire Internet access and email account and delete old email regularly.

Student-Faculty Appointments

Students may make appointments to see faculty members during scheduled office hours or at other pre-arranged times. Office hours are posted on individual office doors, in course syllabi, and/or in the Blackboard course. Instructors may be contacted by leaving a message on instructors' voice mail or by email.

Clinical Experience Policies

Clinical practice is an integral part of veterinary education. It is highly recommended that students obtain clinical experience at a variety of facilities, sites, and/or specialty practices that will best enable students to meet the course and program objectives. Due to the utilization of private veterinary care facilities, the availability and location of clinical sites varies by semester. It is probable that, as a student progresses through the veterinary technology program, the student will encounter clinical coursework that will take place on a weekend and/or evening time frame. Students may need to travel to a site outside of their locality to fulfill clinical requirements. Students locate and submit a site of their choosing for approval by the Clinical Coordinator.

The skills detailed in your Clinical Experience and Laboratory courses are required for completion of the Veterinary Technology Program. Standard Criteria have also been provided to you in the Clinical Experience and Clinical Laboratory courses. These can also be found in the Clinical Experience Seminar Organization. You should be familiar with the skills required prior to beginning your Clinical Experience.

As a student during your Clinical Experience, you will spend a minimum of 245 hours observing and performing the skills required at an approved animal site(s). You will spend time in areas of a hospital that include small animal nursing, surgical procedures, laboratory, and office procedures. The primary objective is to introduce the concepts of veterinary medicine and the duties and responsibilities of a Veterinary Technician. Online Clinical Laboratory courses require additional hours with a focus on the subject area for that course. Online students should expect to spend at least ten hours a week in a clinical setting throughout the program.

You should become familiar with and appreciate the role of the Veterinary Technician in a practical, applied atmosphere.

You must provide your Site Supervisor with a copy of the Essential Skills and the Standard Criteria provided in the course.

Clinical Attendance

Clinical experience and online lab courses for the Veterinary Technology program are designed to provide the student with flexibility in scheduling to allow the student to fulfill the required number of clinical hours necessary to meet the required clinical competencies at a time that is convenient for both the student and their site. Participation in all **clinical experiences is mandatory**.

Students are required to be on time and to attend all clinical sessions for which they have been scheduled.

Students are required to clock in and out at the start and end of clinical in Trajecsys. Students must maintain an active Trajecsys account. The location tracker must be on to capture the appropriate clock in and clock out.

Professional behavior and accountability are expected at all times. **Failure to complete all required clinical hours will result in failure of the clinical course.**

Students are required to attend all scheduled times that have been arranged with their site.

- Students must be at their clinical site and prepared during scheduled times. Students must be present for the entire scheduled clinical experience. Leaving early or arriving late, unless it is a documented emergency, is not acceptable. If absent, the student is required to notify their site supervisor and/or facility as directed prior to the start of the scheduled shift.
- Students who are absent for a scheduled experience must make up the missed hours. All clinical hours must be completed. A student with habitual absences or unsatisfactory days may jeopardize their privilege to complete hours at their site.
- Unsatisfactory actions or behaviors at a clinical site include, but are not limited to, arriving late or leaving early, noncompliance with the Trocaire uniform or health requirements, not being prepared for the clinical day, or unsafe patient handling.

Clinical Experience and Online Lab Make-Up Procedure

A student's chosen veterinary practice may or may not provide for additional clinical time to be used as "make-up" clinical hours. Students must understand that missing scheduled clinical hours may jeopardize their ability to pass the course. Additional sites may be needed to fulfill the time requirement. All required hours must be completed to be eligible to pass the course.

Clinical Experiences

There are three clinical courses in the veterinary technology program to provide clinical learning opportunities for students. This is the time where students can link theory to real life patient care through the utilization of clinical judgement, knowledge, and skill.

Clinical experiences can vary in times, dates, and locations due to course objectives, clinical site availability, etc.

Clinical Requirements

- Clinical experience hours may vary based on the course. Please see your course registration and course syllabi for additional details. Online clinical labs require additional hours at a clinical site with a concentration on that course area.
- Students must meet the minimum clinical hour requirements established by the American Veterinary Medical Association (AVMA)
- Clinical experiences and online labs are at the discretion of area veterinary facilities and are subject to availability.

Clinical Course Requirements and Policies

- Transportation to and from the clinical site is the responsibility of the individual student. Reliable transportation is a necessity.
- Some clinical sites may require Criminal Background Checks prior to the start of clinical. Students may need to go to an off-campus location prior to the start of clinical to have the background check completed. Students are responsible for fees associated with the Criminal Background Check.
- Clinical sites may provide students with access to parking areas. Fees for parking, if any, are the responsibility of the student.

Student Health Requirements

Required health documents must be submitted to CastleBranch. All requirements must be submitted before the student may begin clinical hours. Students are responsible for uploading health and other required documents to their CastleBranch account. Students are required to keep a copy of these documents and are required to provide their clinical instructor with a CastleBranch Compliance Summary Report prior to beginning clinical hours. For questions regarding CastleBranch, please contact the Veterinary Sciences Clinical Coordinator.

- Students enrolling late will have 10 days to turn in all required documents.
- Failure to turn in required health documentation will result in the inability to attend clinical and may result in a student being dropped from the course.
- Students may not attend clinical until health records are in compliance. **It is the student's responsibility to maintain valid records and to update records for the duration of the program.** Reminders for expired documents are automatically sent to students. Missed clinical due to noncompliance with health records will result in a failed clinical day.
- Required health documentation can be found on the next page.

Veterinary Technology Required Documents

Clinical Requirement	Acceptable Documentation	Frequency
Tetanus, Pertussis, Diptheria (TDAP)	Booster within the last 10 years to include: Patient name Date of birth Practice/facility name Vaccine Date Signature of medical provider	Every 10 years
Rabies	2 or 3 shot series OR Proof of titer to include: Patient name Date of birth Practice/facility name Vaccine Date Signature of medical provider	Once with titer/booster as needed
Animal Experience Hours	Animal Facility Observation Requirement Form	Once
* All health requirements must be in compliance for the duration of the program. It is the student's responsibility to monitor expiration dates and submit updated documents to CastleBranch, and Clinic Manager. Expired health records will jeopardize successful clinical experiences and could result in clinical (course) failure.		

Clinical Experience and Online Labs

Each Clinical Experience and online lab course builds on prior knowledge and skills. All clinical experience and lab courses will be evaluated by the course instructor based on student submissions and feedback from the site supervisor.

Required submissions/assignments include:

1. Weekly assignments, case studies, quizzes, discussions
2. Journals

Skill logs that record successful completion of required essential skills and competencies performed in a clinical setting

1. Submission of site photos and a video are requirements for Clinical Experience courses. Additional photos and video of skills may be requested.
2. Submission of photo and/ or video of skills performed is a requirement for Online Clinical Lab courses.

Midpoint and **Final** meetings with the instructor

1. Self-evaluations
2. Final exam
 - Students must receive a passing grade in the course and receive a “Satisfactory” on the supervisor feedback form
 - All Essential Skills located in Clinical Experience and Clinical Lab courses, if any, must be successfully completed to pass the course.

Clinical Documentation

Clinical documentation is expected for every clinical course. Even if the student is employed by the clinical facility where their clinical experience or lab occurs, the student will need to submit the required documents.

Successful completion of the clinical component of a veterinary technology course will require satisfactory achievement in course evaluation methods as described in the course syllabus.

Clinical Performance

Students are expected to demonstrate consistent professional behavior and consistent application of their knowledge of veterinary technology in the clinical setting. Clinical performance in each course will be assessed using appropriate course submissions and supervisor feedback to confirm satisfactory clinical performance. Failure to perform at the satisfactory level on any portion of clinical evaluation will result in the student earning a clinical failure, and the student will receive a grade of “F” for the entire course regardless of the performance in the theory portion of the course. Students are expected to follow all clinical guidelines and professional expectations that are provided for each course.

Clinical Competencies

Students may be required by their clinical placement site to complete site-specific competencies and training. Completion of these competencies/trainings are the student’s responsibility. Students may be required to submit proof of completion of mandatory competencies/training, per facility requirements, prior to starting their clinical experience.

Clinical Preparation

All veterinary technology students are required to spend time preparing and completing assignments for each clinical or lab experience. Students must budget their time accordingly and should plan to spend time in addition to course hours to be properly prepared for the clinical experience.

Clinical Experience Make-Up Procedure

Review the previous information for clinical make-up procedures. **Failure to complete the required number of clinical hours may result in a failure of the clinical course.**

In the event of inclement weather, students should follow the College's decision. In other words, if the college is closed due to inclement weather conditions, then students should not attend clinical unless it is safe to do so. Clinical time will need to be made up to ensure all clinical hours are accounted for.

Clinical Evaluation Conference

At approximately the midpoint and upon completion of each clinical course, veterinary technology students are required to meet via in-person conference, telephone, or video conference with the clinical instructor. During the conference, records which document the evaluation of student clinical performance may be discussed by the student and the instructor. Additional issues or concerns regarding clinicals may be brought to the instructor's attention at any time.

Guidelines for Professional Appearance and Attire for Students

The veterinary technology student's professional appearance and attire influences patient care as well as the public's image of the veterinary profession. The student will maintain a professional appearance and attire that is neat, clean, and appropriate. In keeping with these commitments, the veterinary technology program have adopted the following policies:

Policies Regarding Professional Appearance and Presentation

Students are expected to wear the required uniform scrubs unless an alternate dress code is specified in the course syllabus or by the clinical site. Students must maintain a professional appearance at all times in the clinical and laboratory areas. Clinical instructors or site supervisors may use discretion in dismissing students from a clinical for inappropriate dress. Dismissal for inappropriate dress may result in an unsatisfactory clinical experience, which may adversely affect the student's ability to meet the course objectives and may result in clinical failure.

Attire in Clinical Facilities and Laboratories

Official Trocaire College Veterinary Technology Student Uniform

Student uniforms identify the Trocaire College veterinary technology students as students and helps limit confusion with other health care providers. **Uniforms are required for students who have registered for clinical or laboratory courses.** All items of the uniform must be kept clean and wrinkle free.

Uniforms are purchased through the Trocaire College Bookstore. The cost of the uniform is the responsibility of the student.

The uniform for all Trocaire veterinary science students consists of:

- A charcoal grey scrub* top with the Trocaire veterinary science logo and black scrub pants. Students may, for religious reasons, wear long black skirts.
- Closed toed shoes or athletic shoes. Shoes must be closed-toed without heels. No crocs or clogs are

permitted. Shoes must be kept clean.

- Trocaire College name tag is to be attached to right side of the uniform near the neckline. The ID must indicate you are a veterinary technology student.
- Optional: Bandage scissors, black or blue ink pen, stethoscope, calculator, and watch (with second hand).
 - Smart watches are not permitted in the clinical and lab setting.

*** Please note: Failure to comply with the required Veterinary Technology uniform policy will result in a student being sent home from clinical or lab. This will be counted as an absence.**

Students requiring medical or religious uniform accommodations beyond what is listed in this policy manual are required to submit their request to the Dean of veterinary science.

Additional expectations of the dress code include:

- Professional grooming includes meticulous personal hygiene.
- Perfumes, colognes, and body odor should be avoided; the odor of cologne and perfumes can be distressing.
- Tobacco: third-hand smoke and odor on clothing, breath, skin, or hair is an impediment to health, can be offensive, and is not acceptable.
- Gum and/or tobacco chewing and the use of electronic cigarette is not permitted during the clinical experience.
- Hair
 - Hair colors other than those that are naturally occurring should be kept to minimum.
 - Hair should be styled away from the face and fastened up off the collar in a manner that does not interfere with asepsis.
 - Head coverings or accessories are limited to black, or white and must be tied back and away from the face.
 - Dreadlocks or braids, if worn, must be clean, well maintained, and, if below the collar, must be secured off the collar.
 - Beards and mustaches must be short, trimmed neatly, and clean. It must be able to be contained by a surgical mask.

If an accommodation is required for medical or religious reasons, the student is required to submit this request in writing to the Dean of Veterinary Sciences.

- No false eyelashes
- Fingernails
 - Nails should not be longer than 1/4". Nail polish is not permitted.
 - Artificial nails are not permitted- studies consistently demonstrate that artificial nails result in higher rates of gram-negative organisms which increases the transmission of bacteria to patients. Artificial nails are inconsistent with infection control guidelines and are not permitted at any clinical.

- Jewelry
 - Earrings must be limited to stud-style earring per ear. These can pose a danger to both the patient and the student.
 - Body piercing other than earlobes should be kept to a minimum for safety reasons.
 - Rings - only plain wedding bands are permitted. No rings with stones are permitted due to the potential for the stone to cause injury to the patient, tear through gloves, or harbor pathogens.
 - Bracelets are not permitted.
 - Wristwatches may be worn.
 - Smartwatches are not permitted in the clinical or lab setting.
 - Cell phones and smartwatches are **prohibited in patient care areas**.
 - Students may give the facility phone number to individuals who may need to contact them in an emergency during clinical hours.
- Trocaire Name Tags are REQUIRED to be always worn on the uniform for clinical practice or assessment prior to clinical practice and must identify the student as a veterinary technology student.
- Photo identification badges should not be worn on lanyards, as this is a safety and infection control concern for both patients and students.
- Miscellaneous
 - Modest and indiscernible undergarments must be worn when on any clinical or lab assignment, whether in uniform or street clothes.
 - Display of cleavage or bare midriff is not professional and is prohibited in any clinical or laboratory area.
- Hoodies, sweatshirts, sweaters, and long sleeves are not permitted.

Additional Clinical Information

- Valuables, including purses, are to be left home or locked in the trunk of your car. Limited space may be provided at the clinical site to secure belongings.
- Confidentiality
 - Recording devices are not to be used in the clinical area for recording identifiable client data or images. When recording is required, the student must refrain from recording any clients or staff.
 - Students may be videotaped for evaluation of skill performance for training purposes only. Recordings are for educational purposes and debriefing opportunities with the appropriate faculty, staff, and students. Students are required to keep activities confidential to protect privacy and discourage inappropriate discussion of the video contents or student performance in the scenarios. Any viewing or publication outside of the classroom, such as posting on YouTube, is unacceptable, unethical, and may result in disciplinary action.
- Noise level in the clinical facility is to be kept to a minimum.
- Respect and professional behaviors are required at all times.
 - *Additional dress code expectations may be established by the clinical facility or Dean of Veterinary Sciences at any point during the clinical experience, and must be adhered to by the students.*

Unsafe Clinical Practice

It is expected that all students participating in clinical settings are physically and mentally competent, at all times, to provide safe patient care. A faculty member, clinical instructor, or agent of the clinical site may remove from the clinical area any student deemed to be clinically unsafe. This removal may be documented and reported to the veterinary technology program for follow up. Removal constitutes a clinical absence, which carries consequences.

Transportation

Students are responsible for their own transportation to all classes and clinical experiences, including parking fees and other travel expenses. Transportation is not an excuse for being late or absent to a class, clinical, or lab.

Laboratory Policies

Laboratory Attendance and Absences

As stated above students who do not abide by the attendance policy previously noted will constitute an administrative withdrawal. Refer to the clinical attendance policy for more information clinical absences.

SAFETY GUIDELINES

Laboratory Courses

The purpose of the veterinary technology laboratory courses is to provide students with the opportunity to learn and practice hands-on essential skills, critical thinking, clinical reasoning, and clinical judgement in a veterinary medical setting.

- Students MUST follow the program's uniform policy while in labs. Failure to follow the policy constitutes a failed lab experience.
- Professional behavior is expected. Inappropriate behavior will not be tolerated and will be sanctioned.
- Students are expected to come prepared and arrive on time.
- Students will be required to participate in all college laboratory activities and demonstrate satisfactory performance appropriate to each level.
- Cell phones must be turned off (no visible "buzz" or lights) while working in the laboratory.
- Attendance is required at college laboratories at scheduled times. Online students will coordinate a schedule with the veterinary facility of their choosing during which to complete the required skills.
- All essential skills contained in a course must be completed to pass the course.

Unsatisfactory laboratory performance is based on the criteria outlined within the clinical section.

College Laboratory and Simulation Grading (Satisfactory/ Unsatisfactory)

- Students are to attend all on-campus or those arranged at outside facilities for online students lab sessions. Students must notify their Site Supervisor or Lab Instructor prior to any missed lab unless they are unable due to being incapacitated.
- In the event of an excused absence, students must provide acceptable documentation of the event that led to missing the scheduled clinical simulation/lab class within one week of the absence.

- Students are required to always act in a professional manner, this includes professional attire in the Veterinary Technology uniform as outlined above.
- On campus students who are unsuccessful at demonstrating a lab skill will be offered remediation. As per their lab course instructor, the student must practice in open lab and may be evaluated by another instructor when possible.
- Students must successfully demonstrate **all** laboratory skills, attendance criteria and professional performance to successfully meet the requirements of this course.

Simulation Laboratory Experience & Requirements

- Simulation experiences create a state of the art, hands on learning experience for students in health care professions. Simulation provides opportunities for students to learn about the care of patients across the continuum of clinical situations.
- Simulation is the opportunity for students to practice newly learned skills in a safe and realistic environment.
- Simulation is designed to promote safe competent nursing care of patients.
- Simulation improves learner proficiency and offers a more progressive and comprehensive skill set. Simulation offers students the opportunity to apply course work to practical scenarios.
- Simulation is designed to improve student confidence and competence (a key indicator in student success), as well as measuring or validating theoretical knowledge, psychomotor skills, clinical decision-making skills, communication, and teamwork.
- Simulation experiences provide students with new knowledge in an environment conducive to focusing on critical thinking, clinical reasoning, and clinical judgment skills.
- Simulations and case scenarios imitate the clinical setting and are designed to help the student develop problem-solving and decision-making skills. Simulations enhance the transition from the laboratory setting to the clinical setting.

Lab Conduct/Behavior

Professional behavior is expected while in the lab setting. All users of the lab spaces must act in a manner that does not disturb the academic activities occurring in the lab. No lab user shall infringe upon the privacy, rights, privileges, health, or safety of other lab users. Conduct within the lab should imitate the conduct expected during the clinical experience.

No eating or drinking in the lab is allowed. Students will be asked to leave the lab if they

(i) use the lab equipment for any purpose other than specified; (ii) refuse to participate in the lab experience, or (iii) are disruptive. If a student is asked to leave the lab due to any of the above reasons, it will constitute as a failed component of the course/program.

Confidentiality

All simulation practice sessions involving students and/or recordings are considered confidential. All mannequins should be treated as real patients. Recording devices are not to be used in the clinical area for recording identifiable client data or images. When recording is required, the student must refrain from recording any clients or staff.

Students may be videotaped for evaluation of skill performance for training purposes only. Recordings are for educational purposes and debriefing opportunities with the appropriate faculty, staff, and students. Students are required to keep activities confidential to protect privacy and discourage inappropriate discussion of the video contents or student performance in the scenarios. Any viewing or publication outside of the classroom, such as posting on YouTube, is unacceptable, unethical, and may result in disciplinary action.

Simulation Scenarios

When a student is in the lab, simulation mannequins are to be used with respect and be treated as if they were live patients. Please use caution when handling the animal models.

The lab is a learning environment. The students involved in the scenario should have everyone's respect and attention. Situations simulated in the lab are to be used as a learning tool and no discussion of the action(s) of fellow students should take place outside of the lab.

Animal Care Policies

General Information

The care of campus animals presents an excellent opportunity to instill in students the values of compassion and respect towards animals. This undertaking also offers a platform to develop skills in animal care, observation, and treatment, while encouraging teamwork among students. Through active participation in this program, students can gain a better understanding of the critical role that appropriate animal husbandry practices play in maintaining a thriving and robust animal facility. Students must actively care for animals on campus as part of certain courses and achieve success. Online students are also required to actively care for animals as part of these course requirements.

The grading criteria for courses involving animals will be outlined in the syllabus provided for each individual course. It is mandatory for students to adhere to the specific standards of Animal Care required for each course, which are comprehensively explained in the Standard Operating Procedures (SOP) for Animal Care.

It is imperative that students successfully complete the Animal Care component of the course, as failure to do so will result in an overall failure of the lab course, regardless of their performance in other areas. It is critical to emphasize that a passing grade in Animal Care is a prerequisite for completing the lab course, and any deficiencies in this regard will not be overlooked. It is essential to ensure that students are aware of the importance of this requirement and are adequately prepared to meet the expectations of the course.

The courses that currently have an Animal Care component are:

- VET 120 Laboratory Animal Science
- VET 202 Small Animal Diseases and Nutrition
- VET 224 Surgical Nursing and Anesthesiology

Proper care of animals involves the following measures:

1. Arrive promptly for Animal Care assignments.
2. Conduct yourself professionally by:
 - a. Collaborating with your teammates.
 - b. Adhering to verbal instructions and the Standard Operating Procedures.
3. Refrain from using your cell phone during Animal Care.
4. Refrain from eating or drinking during Animal Care.
5. Adhere to confidentiality rules.
6. Dress appropriately by:
 - a. Wearing scrubs.
 - b. Wearing your identification tag.
 - c. Wearing closed-toed shoes.
 - d. Tying back long hair.
 - e. Avoiding head coverings (unless for religious or medical reasons).

Deficiencies:

1. Missed Assignments:

If you are unable to complete an assigned Animal Care session, it is your responsibility to:

- a. Contact your Animal Care Supervisor before the missed assignment, if possible, but no later than the end of that assignment day.
- b. Find a replacement for the shift you are missing.
- c. Submit written documentation for an excused absence to the Animal Care Supervisor.
- d. Arrange to make up the shift(s) with the Animal Care Supervisor.

2. Breach of Confidentiality.

3. Animal Neglect:

Examples include failure to provide the basic care needed for the animal to thrive (including inadequate water, food, and sanitation) and failure to follow medication or treatment orders.

4. Animal Abuse:

Examples include physical abuse (including, but not limited to, rough handling and hitting) and verbal abuse of an animal (including, but not limited to, yelling and/or cursing at an animal).

*** All student scrub tops must be purchased from the Trocaire College bookstore to ensure uniformity across the student body of our program. You may not purchase scrubs elsewhere to have a logo placed on them.**

Veterinary Technology Progression Policy

A student's progression through the Veterinary Technology program requires maintaining appropriate grades, demonstrating academic and skills-based competence, and evidence of professional, safe and ethical behaviors. The Veterinary Sciences Department reserves the right to evaluate the student's ability to practice safely and competently at any time. Progression refers to the movement of a student from one semester to the next, and the academic journey through all of the Veterinary Technology program's requirements. Students must meet all of the following criteria for program progression.

I. Course Performance

Students must achieve a grade of "C" or better in all courses in order to progress. A student who does not pass one of the required veterinary technology curriculum courses (including general education courses such as EN101, BIO116, MA110, BIO170/BIO170L, EN205, BIO171/BIO171L) will not progress in the program.

Veterinary Technology courses are offered in a lock-step fashion and once a year.

Any failure of a course that is a prerequisite to another course, including general education courses, will need to be repeated in order to progress. A course failure defined as receiving a grade of C-, D+, D, F, WA, or WF.

Course Failure

Any student who does not receive a C (73%)

Attempts

- Students are allowed two attempts at any course in the program curriculum, an attempt includes any course attended up to week seven. Any withdrawal for administrative reasons described below or after week seven will be considered an attempt.

Administrative Withdrawal/Failure

- **VET laboratory courses:** No allowable unexcused absences, one missed lab will result in an administrative withdrawal from the course.
- **VET lecture courses:** One unexcused absence (no penalty), up to two further unexcused absences will incur a 25-point penalty, a third unexcused absence will result in an administrative withdrawal from the course.
- **Tardiness Policy:** Students attending all labs and lectures in the Veterinary Technology program are expected to arrive on time. See individual course syllabi for course-specific tardiness policies.

Program Dismissal

Students enrolled in the Veterinary Technology Program will be **academically dismissed** from the program for any of the following reasons:

- Any student who fails or withdraws from 1/2 the courses in a semester
- Any student who fails or withdraws from 1/2 the program courses over all 4 semesters
- Any student who fails three (3) courses in the veterinary technology curriculum (including general education courses).
 - *Any student who fails two Veterinary Technology Courses will need to meet with the Program Director or Dean prior to being allowed to continue in the program.*

III. Cumulative GPA

While enrolled in the veterinary technology program students must maintain a cumulative GPA of a 2.0 or greater. A student who has a cumulative GPA that falls below a 2.0 will be dismissed from the veterinary technology program.

Students who have a semester GPA below a 2.0 will be placed on Academic Probation with the College. Refer to the College Catalog for additional information on Academic Probation.

Course Repeat Policy

The college's policy on Course Repeats (See Repeat Course Policy, College Catalog) indicates that students may repeat a course only once unless they have signed authorization from the Director of the program or Dean in which they are enrolled. Under normal conditions, students will not be given permission to repeat a VET or science course required in the Veterinary Technology program more than once. Further, students who repeat a science course more than once while enrolled in another program (for example, repeating BIO 170/171, BIO 170L/171L, BIO116 more than once while enrolled in the General Studies program) will not be eligible to enroll or remain in the Veterinary Technology program.

A student may withdraw from a course in the weeks following the Add & Drop period and prior to week seven. A withdrawal by itself carries no academic penalty (that is, a grade of 'W' does not affect the student's Grade Point Average). However, a withdrawal does count as an attempt at the course and will be considered as part of the Repeat Course Policy. For example, a student who has withdrawn from a specific course during their first attempt at the course will normally be provided only one additional attempt to successfully complete that course.

Leave of Absence

Students who must take a [leave of absence](#) during the program must complete the [Leave of Absence Form](#) and follow the colleges standard operating procedures. Upon meeting the return requirements, students may need to wait until the semester courses are offered to return to the veterinary technology program.

Readmission to the Veterinary Technology Program

Students who have been academically dismissed from a Veterinary Technology Program may apply for readmission under the following conditions:

- A student enrolled in a Veterinary Technology program who experienced a major or catastrophic personal event which can be shown to have had direct impact on their academic success and for which they had no control may apply for readmission. In reviewing the application for re-admission, significant consideration will be given to the following:
 - At the time of the major or catastrophic personal event, did the student contact their course instructor(s) and advisor in a timely fashion to inform them in writing of the issue?
 - Did the student provide documentation or other credible evidence that a major or catastrophic event impacted their academic performance?
 - If guidance was provided by the instructor(s) or advisor, did the student follow that guidance?
 - Has the personal issue been fully rectified such that it will no longer impact the student's ability to be successful in the program?

Note: Students who experience a major or catastrophic personal event but who do not inform their instructor(s) or advisor in writing in a timely fashion and/or who attempt to continue in the course or program (e.g., who take quizzes, exams, etc.) will NOT be eligible for readmission under this provision. It is the student's responsibility to inform the faculty/program in a timely fashion when a significant issue arises that might impact their academic success. If approved, a student may reenter the Veterinary Technology program. In many cases, the student may not enter the program in the next semester and may need to switch course offerings based on course availability and successful completion of a developed academic plan.

Pathways to Re-admission

1. Prior to readmittance into the program, the student must demonstrate academic preparedness through successful completion of an academic plan.
 - The academic plan is collaboratively developed with the student, program director, and other individuals are appropriate and focuses on the student's identified factors for areas of improvement.
2. A span of three years has passed since the student was academically dismissed from the Veterinary Technology program at Trocaire.
 - All applications for re-admission must be submitted in writing to the Veterinary Technology Program Director and will be considered on a first-come, first-serve basis. Depending upon course availability and clinical slots, students granted readmission may not be able to enroll in courses in the semester immediately following the re-admission decision.

Note: The college has a policy to provide former students an opportunity to return to Trocaire College for a different academic program without the burden of past academic difficulties (See Academic Amnesty policy, College Catalog). Per the policy, students who are granted academic amnesty must change their academic program and must take a hiatus from the college for two full academic semesters (not counting summers). Therefore, students experiencing academic difficulty while enrolled in the Veterinary Technology program will not normally be able to use academic amnesty as a mechanism to return to the Veterinary Technology program. Such students could use amnesty, however, as a mechanism to enter a different academic program. Students will be notified of the Veterinary Technology Readmission Committee's decision.

Veterinary Technology Memberships

- **National Association of Veterinary Technicians in America ([NAVTA](#))**
 - Student Chapter of NAVTA ([SCNAVTA](#))
 - Is a resource for increasing engagement between student chapters/advisors with NAVTA, providing students with opportunities for professional networking and skill enhancement, and providing chapters with the tools needed to engage students in professional organizations.
- **New York State Association of Veterinary Technicians ([NYSAVT](#))**
 - The New York State Association of Veterinary Technicians goal is to represent, promote, and advance the licensed veterinary technician profession. Explore our website to get involved with NYSAVT, view upcoming events, and comb through valuable VT resources
- **Veterinary Technology Club**
 - Trocaire College Veterinary Technology Club will encompass a group of passionate students dedicated to exploring the world of veterinary medicine and animal care. We will have hands-on experiences, guest lectures from industry professionals, and volunteer opportunities at shelters and clinics. Our goal is to deepen our understanding of animal health and welfare. We will engage in discussions and activities that promote professional growth, community service, and camaraderie.
- **FearFree**
 - Fear Free Certification is integrated into the Veterinary Technology curriculum as a core component of professional training. Fear Free animal handling is essential in promoting the health, safety, and emotional well-being of both animals and veterinary personnel. As part of the program requirements, students must obtain a Fear Free subscription. During the VET100 course, students will complete Fear Free Level 1 Certification, laying the foundation for low-stress handling techniques throughout their clinical education. Visit the [Fear Free Website](#) for more information!

10

Attendance

[Trocaire College General Attendance Policies](#)

Program Attendance information

Prompt and regular attendance in lectures, clinicals, and laboratory sessions is expected of all Veterinary Technology students. Doctor (and other appointments) are not to be made during scheduled clinical, laboratory or lecture hours. Attendance generally affects the quality of the students' academic and clinical performance. When an absence does occur, students must inform the applicable clinical/lab/lecture instructor.

Unreported clinical absences may jeopardize your privilege to complete clinical hours at your site . Please refer to the following absenteeism/tardy policy. If an excessive number of unexcused absences occurs during a clinical course, the student may be removed from the course. Refer to the College Catalog for additional information regarding course attendance.

Trocaire College Veterinary Technology Absenteeism/Tardy Policy:

This policy is meant to establish an agreement between the Department of Veterinary Sciences and students regarding professional conduct, absenteeism, tardiness, as well as leaving class early in lab, clinical and lectures.

- Late arrival to a clinical day will be considered an absence and the student will be sent home.
- The student will be required to make up ANY laboratory/clinical day(s) missed within the allotted time frame.
- It is necessary for the student to notify the Instructor if they are going to be late, absent, or needs to leave early. Failure to do so will result in an unsatisfactory day.
- Students who exceed the number of unexcused absences will automatically be removed from the associated course(s) and all components. The above table outlines the number of unexcused absences per course.

Professional behavior is to be upheld by all students at all times.

- Any unprofessional or unethical conduct will not be tolerated and will be handled accordingly: *Eligibility to continue in the Veterinary Technology Program will be evaluated/determined at ALL offense levels and will be acted upon according to the severity of the incident.

If the college is closed due to adverse weather conditions, the student shall not attend any off campus clinical placement site. In other words, if the college is closed due to inclement weather, then students should not be driving or otherwise traveling to off-campus sites. The program reserves the right to provide students with activities to make up required time. If the College is closed due to inclement weather, classes will be conducted virtually. It is important to check your course and e-mail for additional information.

Excused Absence

An absence will be excused when the following requirements are met:

- When serious illnesses and unexpected serious life events occur, students must notify and submit appropriate documentation within three (3) business days:
 - Medical note for serious illness or injury signed by a medical provider
 - Note from funeral home for death of immediate family
 - Court and police documents
 - Military service
- 1. Following an absence due to serious illness or injury, the student must present written clearance from a physician to return to school. The information must be submitted to the Wellness Office and the Clinical Coordinator. Until cleared, the student will not be allowed to attend clinical or class. See the Technical Standards Policy for more information.
- 2. Following any absence and upon return to class and/or clinical, it is the responsibility of the student to contact the instructor to discuss the consequences of the absence and the potential options for making up lost work or experiences. The ability to make up missed work is at the discretion of the faculty member.
- 3. In the event of lateness for any lab, lecture exam, or clinical, a student may be denied admittance. Unless the student receives consideration from the instructor for the approved reasons and conditions, the student will receive a zero grade on the exam or an unsatisfactory clinical or lab day.

Unexcused Absence

Repeated or unexcused absences may be considered reason for either failure of the Veterinary Technology course or dismissal from the Veterinary Technology program. Unexcused absences include but are not limited to:

- Appointments and minor illnesses without proper documentation
- Vacations
- Oversleeping/alarm failure
- Arriving to lab or clinical after the official start time
- Leaving lab or clinical during the regular scheduled hours
- Personal grooming appointments (hair, nails, tanning, etc.)
- Employment/job interview
- Shopping/errands
- Needed at home/child care
- Car trouble
- Missing the bus/ride
- Needing sleep or rest

VET lecture courses: One unexcused absence (no penalty), up to two further unexcused absences will incur a 25 point penalty, a third unexcused absence will result in an administrative withdrawal from the course.

VET laboratory courses: No allowable unexcused absences, one missed lab with result in an administrative withdrawal from the course.

Late Arrival

Late arrival is defined as arriving for class, lab, lecture, and/or clinical experience after the scheduled start time. Students may be sent off the clinical or lab area if they are tardy and they may consequently risk their ability to pass the clinical or lab objectives. Late arrival will be documented. Students showing patterns of late arrival will receive counseling and may result in the failure of a course, exam, quiz, lab, and/or clinical. Policies for late arrival will be outlined in the course syllabus.

Class

Attendance is mandatory in the Veterinary Technology program. Students are expected to attend all regularly scheduled classes. Excessive absenteeism will result in an administrative withdrawal from the course. See Unexcused absences above.

Make-Up Procedure for Missed Class, Examination, Clinical

- Clinical-All absences from clinical experiences or clinical labs will be documented and must be made up within two weeks. A student with two clinical absences will not be permitted to make up the missed clinical time and will receive a failing clinical grade. Clinical sites for laboratories or clinical experiences must be contacted in advance, if students will be late or missing a scheduled clinic time.
- Class-The student is responsible for making up the lost work. Students are responsible for all class content presented. Make-up assignments and corresponding grades are at the sole discretion of the course faculty member and are based on the excusable reasons previously noted.
- Exams-Students are expected to attend an examination on the day and time that it is scheduled. Students who miss an examination due to an excused absence will be given an alternate exam. Students that are late for exams will not be permitted to have extra time. It is the responsibility of the student to contact the professor within 24 hours of return to school to arrange a time for a make-up of the missed examination. All examinations must be made up within one week (5 business days) after return to school. Examinations not made up within this time period will be assigned a 0%. Missed examinations due to unexcused absences will be assigned a grade of 0%.

Missed On-Campus Laboratory Session

Students are required to attend all scheduled college lab experiences. For any absence, students must notify the lab instructor prior to the missed lab. The student is responsible for contacting the lab instructor to make up the missed lab and is responsible to make up the missed lab within one week of the absence. Make up sessions are not guaranteed in live animal laboratory session. We are limited by the IACUC for the numbers of animals and the frequency of their use. As stated above students, absent from more than two scheduled experiences (i.e., clinical, college labs or clinical experiences, or seminars) will constitute a course failure.

Missed Clinical Laboratory or Clinical Experience Hours (Online Students)

Students are required to attend all scheduled Clinical Lab and Clinical Experience hours. For any absence, students must notify the lab instructor, clinical coordinator, and site supervisor prior to the missed lab. The student is responsible for contacting the Site Supervisor to make up the missed lab hours and is responsible to make up the missed lab within two weeks of the absence. As stated above, students absent from more than two scheduled experiences (i.e., clinical, college labs or clinical experiences, or seminars) will constitute a course failure.

SEE SECTION 08; Clinical Experience Policies for Clinical details

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Exams

Exam Policy

The Veterinary Technology Program purpose is to prepare students to begin practice as an entry-level veterinary technician. Veterinary Technology Program quiz and exam questions, prepare students for the VTNE exam. These types of questions are not all knowledge based exams, but application and analysis using clinical judgement, critical thinking, and clinical reasoning. Exams throughout the veterinary technology program to pull in previously learned information to higher level application. It is important to pull this information throughout your courses.

Exam format and modality will vary by course. Exam policies are set forth in all course syllabi.

Laboratory Practical Policy

Laboratory course final practicals must be passed with a 73% or higher, failure to do so will result in failure of the laboratory course.

Grading Scale

Trocaire College [Grading System & GPA](#)

Quality Points	Letter Grade	Letter # Range
4.00/4.00	A+	97–100%
4.00/4.00	A	93–96%
3.67/4.00	A–	90–92%
3.33/4.00	B+	87–89%
3.00/4.00	B	83–86%
2.67/4.00	B–	80–82%
2.33/4.00	C+	77–79%
2.00/4.00	C	73–76%
1.67/4.00	C–	70–72%
1.33/4.00	D+	67–69%
1.00/4.00	D	63–66%
0.67/4.00	D–	60–62%
0.00/4.00	F	< 60%
0.00/4.00	WA	Withdrawal, Unsatisfactory Attendance
0.00/4.00	W	Withdrawal (without academic penalty)
0.00/4.00	I	Incomplete
0.00/4.00	IP	In Progress
0.00/4.00	S	Satisfactory
0.00/4.00	U	Unsatisfactory
0.00/4.00	AU	Audit
0.00/4.00	Z	Academic Amnesty

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Methods of Evaluation

Course and Laboratory Evaluation

At the end of every semester, students are asked to constructively evaluate the instructor(s) and courses they have completed. The purpose of the evaluation is to appraise the course in an objective manner and to offer constructive suggestions. This is done online via the Trocaire website and includes a rating scale and an opportunity to write comments. Evaluation forms are reviewed by the individual faculty member and the Program Director. Students are also asked to rate clinical instructors. These evaluations are used for individual growth and improvement in teaching responsibilities, as well as overall program improvement. In addition to students, faculty members undergo annual evaluations by peers, supervisors, and themselves. The process of evaluation is intended to facilitate growth and/or modifications that would be beneficial to students and the Program.

Program Evaluation

At the end of the Veterinary Technology Program, students are asked to complete a program evaluation. These evaluations are used for program improvement and to assess student preparedness prior to graduation.

On our completed our quest to continually improve, graduates will receive a survey after they have entered veterinary technology profession! Students will be given the opportunity to provide feedback after taking the VTNE and working in the field.

13

PROGRAM COMPLETION

(Graduation, Boarding Exam & Licensure)

Preparation for Veterinary Technician National Exam

VET271 VTNE Review Course

- The review course covers the VTNE domain weekly and also prepares students to enter the workforce with mock interviews and development of cover letters and resumes.
- The final exam in this course is a Mock VTNE using the Veterinary Technology Prep platform.

CleverOrcaVT Membership

- Students are given a 6 month subscription during the program
- It is recommended to spend 3-5 hours a day studying at least 2-3 months prior to the exam.

Study Resources

Practice Books

- Review Questions and Answers for Veterinary Technicians, 5th Edition by Heather Prendergast, BS, AS, RVT, CVPM
- VTNE Secrets Study Guide by VTNE Exam Secrets Test Prep Staff
- Peterson's Master the Veterinary Technician National Exam (VTNE) by Peterson's
- Mosby's Comprehensive Review for Veterinary Technicians by Monica M. Tighe, Marg Brown
- VTNE Flashcard Study System by VTNE Exam Secrets Test Prep Staff

Web Resources/Practice Tests

- [AAVSB Practice Test](#)
 - <https://www.aavsb.org/vtne-overview/study-for-the-vtne>
- [Pocket Prep](#)
 - <https://www.pocketprep.com/exams/aavsb-vtne/>
- [ZuKu Review](#)
 - <https://zukunftreview.com/vtne>
- [MoMetrix Test Preparation](#)
 - <https://www.mometrix.com/academy/vtne-practice-test/>
- [IDEXX Learning Center](#)
 - <https://www.idexxlearningcenter.com/enrol/magento/preview.php?id=820>
- [VTNE Prep](#)
 - <https://www.vtne-prep.com/>
- [VTNE Practice Test](#)
 - <https://vtnepracticetest.com/>



Completion of degree requirements

[College Catalog](#)
[Graduation Requirements](#)

Academic Requirements

1. **Completion of all required coursework**
You must successfully complete all courses listed in your program's curriculum as outlined in your catalog year, including general education and program-specific courses. [General Education Core Requirements](#).
2. **Minimum number of credit hours**
You must complete the total credit hours required for your degree (e.g., the full AAS Veterinary Technology curriculum 67 credits).
3. **Minimum grade requirements**
 - Achieve a minimum grade of "C" (2.0) in all required courses.
 - A cumulative GPA of 2.0 or higher across all coursework.
4. **Program-specific requirements ([Veterinary Technology](#))**
 - Complete all clinical experience hours required by the Veterinary Technology program (e.g., 245 total hours across designated clinical courses).
 - Complete all required AVMA essential skills as specified in the program Vet Tech Student Handbook and Policy Manual and program course syllabi.

College-Wide Requirements

5. **Residence requirement**
You must satisfy Trocaire College's academic residency requirement, meaning you earn at least a specified percentage of your coursework (usually 25%) at Trocaire.
6. **College-Required Courses**
Certain foundational or success courses (e.g., *College Seminar*) may have explicit passing requirements that count toward graduation.
7. **Mercy Action Project (MAP)**
All degree programs at Trocaire include the Mercy Action Project, a non-credit experiential requirement connected to the College's mission and values. This is a course that must be completed to graduate and can be taken over the Summer. It is strongly recommended that all Vet Tech student complete the MAP by the end of their third semester. Please ensure you speak with your advisor. <https://trocaire.edu/about/office-of-mission/>

Administrative Steps

8. **Apply for commencement**
Degree audit and advising
It is recommended (and often required) that you review your degree audit with your academic advisor at least six months prior to your anticipated graduation semester to confirm all requirements are met.

State by State Veterinary Technician Credentialing Requirements

AVMA State Board Websites:

- <https://www.avma.org/advocacy/state-and-local-advocacy/veterinary-state-board-websites>

AAVSB State Regulatory Directory

- <https://www.aavsb.org/public-resources/find-regulatory-board-information>

AAVSB Check your jurisdiction

- <https://www.aavsb.org/licensure-assistance/international-pathway/check-your-jurisdiction/>

Regulated Jurisdictions (RJ):

Graduation from an AVMA accredited program and VTNE are required as part of the veterinary technician credential process. 41 states and 9 provinces

- **States:** Alabama (LVT), Alaska (LVT), Arizona (CVT), Arkansas (CVT), California (RVT), Colorado (RVT), Delaware (LVT), Georgia (LVT), Hawaii (RVT), Idaho (CVT), Illinois (CVT), Indiana (RVT), Iowa (RVT), Kansas (RVT), Kentucky (LVT), Louisiana (RVT), Maine (RVT), Maryland (RVT), Michigan (LVT), Missouri (RVT), Mississippi (CVT), Montana (LVT), Nebraska (LVT), Nevada (LVT), New Mexico (RVT), New York (LVT), North Carolina (RVT), North Dakota (LVT), Ohio (RVT), Oklahoma (RVT), Oregon (CVT), Pennsylvania (CVT), South Carolina (LVT), South Dakota (RVT), Tennessee (LVMT), Texas (LVT), Utah (CVT), Virginia (LVT), Washington (LVT), West Virginia (RVT), Wisconsin (CVT)
- **Canadian Provinces:** Alberta (RVT), Manitoba (RVT), New Brunswick (RVT), Nova Scotia (RVT), Ontario (RVT), Saskatchewan (RVT)

Non-regulated Jurisdictions with Voluntary Credential (VC):

Graduation from an AVMA accredited program and VTNE are voluntary as part of the veterinary technician credential process. 9 states and 4 provinces

- **States:** Connecticut (CVT), Florida – FVTA & FVMA (CVT), Massachusetts (CVT), Minnesota (CVT), New Hampshire (CVT), New Jersey (CVT), Rhode Island (CVT), Vermont (CVT), Wyoming (CVT), Puerto Rico
- **Canadian Provinces:** British Columbia (RVT), Newfoundland and Labrador (EVTA) (AHT), Prince Edward Island (EVTA) (AHT), Quebec (ATSAQ) (RVT)

Non-Regulated without Voluntary Credentialing (NRJ):

Jurisdictions do not regulate and do not offer a voluntary credential. The VTNE is not required but is offered in these jurisdictions. Scores will not be provided to any organization within these jurisdictions

- District of Columbia

Last updated July 2025

For students Applying for licensure in New York State

INSTRUCTIONS FOR FIRST TIME VETERINARY TECHNICIAN LICENSURE IN NEW YORK STATE

Each state has specific rules and regulations regarding veterinary professionals. Most states require that veterinary technicians be licensed, registered, and/or certified.

New York State (NYS) requires:

Licensure, which attests that the veterinary technician has graduated from an AVMA/CVTEA accredited Veterinary Technology Program, applied for licensure, and passed the Veterinary Technician National Exam (VTNE)

Individual states have specific processes for obtaining a Veterinary Technician License. Instructions for the NYS licensure are described below. If you are NOT seeking licensure in New York State, determine your state's requirements using the drop down list to select your state under the Board and Agency Directory at: <https://aavsb.org/public-resources/find-regulatory-board-information/>.

If your state requires the VTNE, the instructions for the VTNE included here will apply to your state. The VTNE is administered by the American Association of Veterinary State Boards (AAVSB) and is taken online at Prometric Testing Centers. Instructions for the VTNE are described below.

THERE ARE THREE MANDATORY STEPS FOR OBTAINING YOUR VETERINARY TECHNICIAN LICENSE IN NEW YORK STATE. YOU MUST:

1. Apply to take the VTNE through the AAVSB
2. Apply for licensure with the New York State Office of the Professions
3. Graduate from an AVMA/CVTEA accredited Vet Tech Program

Licensure and First Registration Requirements in NYS

Information about veterinary technician application and license requirements in New York is available here:

<https://www.op.nysed.gov/professions/veterinary-technician/license-requirements>

You are not required to apply for licensure prior to taking the VTNE

License fee \$177 due a time of application

Veterinary Technician National Exam (VTNE)

The VTNE does not license the veterinary technician but is used to determine if the student is qualified to be licensed. It is offered during four testing windows each year:

- February 15-April 15
- May 15-July 15
- August 15-October 15
- November 15-January 15

There is a finite number of times a student can take the VTNE, depending upon the state in which you wish to be licensed. For New York, the test can only be taken a maximum of 5 times.

The VTNE (Veterinary Technician National Examination) application fee is \$375 (last updated 2026)

The AASVB website (<https://www.aavsb.org/students-exams/veterinary-technician-national-exam/applying-to-take-the-vtne/>) has information about applying to take the VTNE.

The AAVSB VTNE Candidate Information Handbook is available on the webpage indicated above.

The exam is 3 hours long and consists of 170 questions. Your VTNE score is determined by 150 operational questions, while 20 pilot questions are used for future tests and won't affect your score.

Arranging to take the VTNE will involve four general steps:

1. All candidates apply/register to take the exam through the AAVSB website at www.aavsb.org

Candidates will create a login to the AAVSB website at the time they complete their online VTNE application. This login will allow them to change mailing and email addresses as well as print their official score report when it becomes available.

2. In order to determine if a candidate is eligible to sit for the exam, candidates must ensure the appropriate documents are submitted by the application and document deadline. The AAVSB website provides a chart explaining who to contact for eligibility and special accommodations by state or province.
3. After eligibility has been determined, candidates receive an email from AAVSB which contains information on making an examination appointment. Candidates choose a time and place (making an examination appointment) at a testing center where they will actually take the exam.

NOTE: Candidates needing accommodations please follow the steps indicated in the AAVSB handbook to complete the accommodations application and review process. [AAVSB Apply for VTNE.](#)

4. **All candidates** must submit an official, final transcript to the AAVSB, which will be uploaded to your permanent record. All transcripts must come directly from the school or online transcript service used by the school. For additional information regarding the transcript requirement go to <https://www.aavsb.org/vtne-overview/transcript-requirements>.

Instructions for official transcript requests can be found at <https://trocaire.edu/academics/academic-resources/transcript-request/>

**Trocaire is not responsible for issuing state licenses. NYSED and The Office of Professional holds all responsibility for determination of licensure approvals.*

Specific requirements for licensure vary from State to State. It is solely the responsibility of the student to research the requirements of states outside of New York they are seeking to become licensed or certified in and to submit all required documentation.

Post Graduation

Professional Development and Continuing Education

Continuing education and lifelong learning are hallmarks of the veterinary technology profession. Both veterinarians and veterinary technicians have continuing education requirements. These Requirements vary by state, so please contact your state office of the professions for further information.

New York State licensed veterinary technicians (LVTs) must complete **24 hours of approved continuing education (CE)** during each three-year registration period. These credits must be taken from [NYS-approved sponsors](#) and, as of 2026, at least two hours should focus on the use and safeguarding of controlled substances. [NYSEd CE Requirements](#)

Continuing Education Resources

[VETgirl on the Run](#)

[National Association of Veterinary Technicians in America \(NAVTA\)](#)

[New York State Association of Veterinary Technicians \(NYSAVT\)](#)

[New York State Veterinary Medical Society \(NYSVMS\)](#)

Professional Specialization

[NAVTA Academies for Veterinary Technician Specialties](#) (VTS)

Please visit the NAVTA site for a full list of specialties and requirements.

The following Academies have met the NAVTA CVTS requirements for full recognition:

- The Academy of Veterinary Emergency and Critical Care Technicians
- The Academy of Internal Medicine Veterinary Technicians
- The Academy of Veterinary Zoological Medicine Technicians
- The Academy of Veterinary Clinical Pathology Technicians
- The Academy of Veterinary Surgical Technicians
- The Academy of Equine Veterinary Nursing Technicians
- The Academy of Veterinary Dental Technicians
- The Academy of Veterinary Technicians in Anesthesia and Analgesia
- The Academy of Veterinary Technicians in Clinical Practice
- The Academy of Veterinary Nutrition Technicians
- The Academy of Veterinary Behavior Technicians

The following Academies have meet the NAVTA CVTS requirements for provisional recognition:

- The Academy of Laboratory Animal Veterinary Technicians and Nurses
- Academy of Veterinary Ophthalmic Technicians
- The Academy of Veterinary Technicians in Diagnostic Imaging
- The Academy of Dermatology Veterinary Technicians
- The Academy of Physical Rehabilitation Veterinary Technicians

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Veterinary Technology Program Student Handbook Attestation

I, _____, have received a copy of the Trocaire College Veterinary Technology Programs Student Handbook. Please review this edition carefully, then sign the statement below and upload it to the respective Castle Branch **NO LATER THAN the last day of drop/add**. This form must be completed and on file for students to attend clinical.

This Handbook prescribes standards of conduct for students enrolled in the Trocaire College Veterinary Technology Program. The standards are in addition to those prescribed for students under Trocaire College policies and administrative regulations. Violation of any such standard may serve as grounds for program dismissal, suspension, or other discipline.

Every student is expected to know and comply with all current policies, rules, and regulations as printed in the college catalog, student handbooks, and the Veterinary Technology Program Student Handbook.

Signature indicates that you accessed a copy of the Veterinary Technology Program Handbook and that you have read and understand the information found in the Veterinary Technology Program Student Handbook. Your signature also indicates that you understand that information about general college policies is in the college General Catalog & Student Handbook, and that information specific to each course can be found in the course syllabus.

I further understand that failure to read the Veterinary Technology Program Student Handbook and college handbook does not absolve me from the college and/or the Veterinary Technology Program policies and or requirements.

I have read I understand, acknowledge and accept the Veterinary Technology Program Policies set forth in this handbook. I understand Technical Standards and Physical Requirements of the Profession and accept the responsibility for adhering to these technical standards. I further understand that any changes in my ability to perform the above duties require notification to the Veterinary Technology Program and a medical release from my health care provider.

Printed Student Name: _____

Student Signature: _____

Date: _____

****Electronically adding your name indicates attestation to the Veterinary Technology Program Student Handbook.**



VETERINARY TECHNOLOGY PROGRAM STUDENT ACKNOWLEDGMENT AND CONSENT TO TECHNICAL STANDARDS AND PHYSICAL REQUIREMENTS OF VETERINARY TECHNOLOGY PROGRAM

Signing this document indicates that the STUDENT is able to meet the technical standards with or without reasonable accommodations throughout the duration of their training in the Veterinary Technology Program. If at any point during veterinary technology program training, the STUDENT is unable to meet the Technical Standards or Physical Requirements the student must notify the program director immediately. The Office of Accessibility Services will determine if reasonable accommodations can be made. Once a determination has been made as to whether or not reasonable accommodations can be made, a new technical standards amendment must be signed and submitted. Following receipt of the amendment, STUDENTS who are unable to meet the technical standards of the Veterinary Technology Program with or without reasonable accommodations will be dismissed.

I have read and understand the above technical standards, and I hereby certify that: I am able to meet the technical standards and physical requirements of the veterinary technology program with or without reasonable accommodations. If reasonable accommodations are required, I will contact a representative in the Office of Accessibility Services prior to the start of the current academic year. Upon notification from the Office of Accessibility Services, I will provide the documentation for all approved accommodations.

Student Full Legal Name _____ ID# _____

Signature _____

Date _____

If you are unable to determine whether or not you are able to meet the Essential Skills and Physical Requirements with or without reasonable accommodations, or if you require additional information before signing this form, please contact the Wellness Center/ Accessibility Services.

[Wellness Center/ Accessibility Services](#)

Confidentiality Requirements and Agreement

As a student enrolled in the Veterinary Technology Program at Trocaire College, it is my obligation to uphold professional, state, and federal regulations and guidelines that mandate the protection of confidentiality in relation to animals and procedures applied in my educational curriculum.

These regulations apply to all animals owned by Trocaire College and privately-owned animals utilized by Trocaire College at on-campus and off-campus locations that include clinical experience sites.

The confidentiality of information concerning animals and procedures encompasses, but is not limited to, the identification of the animal, its condition, care, and/or treatment.

This nondisclosure of confidential information applies to all formats, including:

- Verbal or written communication, including email and text messages, with people not associated with the Trocaire Veterinary Technology Program, including friends and family
- Written notes describing or disclosing information
- Interviews with media
- Any form of social media (Snapchat®, TikTok®, Instagram®, Twitter®, Facebook®)
- Photographs, videos or other reproductions of the animals, their conditions or procedures
- Other forms of communication not listed here

As a participant in the Trocaire Veterinary Technology Program, I acknowledge that I may come across confidential information and must handle it with utmost care. I understand that the use of such information will be necessary for my involvement in the program.

To ensure confidentiality, I agree to maintain all documents, data, and records containing such information in a secure location and prevent unauthorized access or disclosure.

Furthermore, I acknowledge that animals used in the program are exclusively designated for the classes and students enrolled in the Veterinary Technology Program. Any other person or student who seeks access to these animals must obtain prior approval from the Trocaire Clinic Manager and/or the Dean of the Veterinary Sciences Department.

I understand that failure to comply with these requirements may result in penalties, including but not limited to:

- Loss of points or failure of the class in which the violation occurred
- Suspension or dismissal from Trocaire College
- Legal action by Trocaire College

I understand that this agreement to maintain confidentiality shall continue after I leave Trocaire College.

Printed Name of Student _____

Signature of Student _____

Date _____



INFORMED ACKNOWLEDGMENT AND CONSENT TO HEALTH RISKS and HAZARDS OF A CAREER IN VETERINARY TECHNOLOGY AND THE VETERINARY TECHNOLOGY PROGRAM

I acknowledge, consent, and assume responsibility for the Health Risks and Hazards associated with the education and career of Veterinary Technology. I have read the preceding warning outlining the potential Health Risks and Hazards and I understand that veterinary assistant training includes activities involving the RISK OF INJURY, ILLNESS, PARALYSIS, OR DEATH. I also understand that by participating in the Veterinary Technology Program, I am subject to the possibility of injury, illness, paralysis, or death as outlined previously in the description of warnings.

By signing this Informed Acknowledgment and Consent to Hazards and Risks, I acknowledge that:

1. I have read and understand the content and agree to the terms listed in the Health Risks and Hazards in Veterinary Technology statement provided.
2. I understand the vaccination requirements for this program and veterinary technology.
3. I understand the risks associated for veterinary personnel and the potential exposure to unvaccinated animals.
4. I acknowledge that it is required that I have a current Tetanus booster and that I receive the Pre-Exposure Rabies Immunizations.
5. I have received information regarding the potential risks of zoonotic infection, Tetanus, and the Rabies virus. I understand that post-exposure vaccination may be medically necessary if I am potentially exposed to rabies.
6. I also understand that Trocaire College has no control over the specific vaccination requirements of the clinical sites and that a clinical site may have their own requirements.
7. I have informed the Program Director and Clinical Experience Coordinator of any physical or emotional conditions which might pose a risk to myself or others.
8. If my physical or emotional status changes during the course of my Veterinary Technology education and might possibly affect my safety or the safety of others, I will inform all appropriate College personnel.
9. I have had a chance to ask questions and seek advice.
10. I am 18 years of age or over.
11. I voluntarily choose to participate in the Veterinary Technology Program.

Student Full Legal Name _____ ID# _____

Student Signature _____

Date _____



ASSUMPTION OF RISK & RELEASE FORM

Appendix D

THIS IS A RELEASE OF LEGAL RIGHTS –
READ AND UNDERSTAND BEFORE SIGNING

Student Name _____ Date: _____

Parent/Legal Guardian Name: _____ Date of Birth: _____
(If Participant is under 18 years old) (If Participant is under 18 years old)

If a student is under 18 years of age, a parent or legal guardian must also read and sign this form.

Veterinary Technology Program

I hereby agree as follows:

- 1. Risks of Participation.** I understand and accept that participation in the above program (the “Program”) offered through Trocaire College (the “College”) involves certain inherent risks. These include, but are not limited to: illness, and death that may occur resultant from, while participating in, or related to the Program; any losses or claims that occur resultant from, while participating in, or related to the performance of activities, duties or undertakings related to the Program; and /or matters that may or may not be able to be anticipated. I acknowledge that all risks cannot be prevented. I have made my own investigation into, and am willing to accept, these risks.
- 2. Exposure to Rabies and other Diseases.** I understand and accept that participation in the Program may present the risk of exposure to, and infection by, various diseases, viruses, pathogens, bacteria, and other contagions, zoonotic and otherwise, including but not limited to, rabies. *Due to the high mortality and morbidity associated with rabies, the College and the Committee on Veterinary Technician Education and Activities requires that all participants in the Program obtain from a properly licensed medical practitioner the appropriate vaccinations, inoculation, prophylaxis, and/or other medical care necessary to reduce the risk of rabies contraction. I have made my own investigation into, and am willing to accept, the risk of diseases, including, but not limited to, rabies and hereby affirm that I have received an approved religious or medical exemption from the required rabies vaccinations.* I further understand that before participating in any off-site required educational experience, I will be required to provide information to the clinical site that I have declined vaccination for rabies.
- 3. Assumption of Risk and Release of Claims.** Knowing, understanding and accepting all the risks described above, and in consideration of being permitted to participate in the Program, I agree, on behalf of myself, my heir(s), my executor(s), assignee(s), and personal representative(s), to assume and accept all risks to my health and of any injury that may result from my participation in the Program. To the maximum extent permitted by law, I hereby release and hold harmless the College, the Veterinary Technology Program, and their Trustees, officers, employees, representatives, and agents, from and against any present or future claim, loss or liability for illness or injury to my person or property which I may suffer during my participation in the Program. I further agree to hold harmless the College, the Veterinary Technology Program, and their Trustees, officers, employees, representatives, and agents from liability for the injury of any person(s) and damage to property that may result from my negligent or intentional act or omission while participating in the Program.

[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK]



Veterinary Sciences Department
Student Incident Report

INFORMATION ABOUT THE PERSON INVOLVED IN THE INCIDENT			
Student Name:			DOB:
Address:			
Phone Number:		Course Name/Number:	

INFORMATION ABOUT THE INCIDENT	
Date of Incident:	Time of Incident:
Location of Incident:	
Description of Incident, be specific (attach additional sheets if necessary):	
Were there any witnesses to the incident? ☐ Yes ☐ No	
Was the individual injured? If so, describe the injury, the part of the body injured and any other information known about the resulting injury(ies).	
Was medical treatment provided? ☐ Yes ☐ No ☐ Refused Treatment	
If yes, where was treatment provided? ☐ On-site ☐ ER ☐ Other	

REPORTER INFORMATION	
Individual Submitting Report (Print Name):	
Signature:	
Date Report Completed:	

FOR OFFICE USE ONLY	
Received By:	Date:

FOR OFFICE USE ONLY

Document any follow-up action taken after receipt of the incident report.

Date	Action Taken	By Whom

Policy for Clinical Instructors and Site Supervisors:

1. If an incident occurs involving a student error the clinical instructor or site supervisor will:

- Complete an incident report as indicated by the clinical site and complete the Trocaire College Veterinary Sciences Department Student Incident Report.
- Notify the Dean of the Veterinary Sciences Department at fitzgeraldk@trocaire.edu and the Veterinary Sciences Program Director at kirkl@trocaire.edu.
- For on-ground students submit the student incident report to the Clinic Manager at carrtr@trocaire.edu. For online students submit the student incident report to the Online Program Manager at oneachtaint@trocaire.edu and Clinic Coordinator at winchellj@trocaire.edu.

2. If a student is injured during classroom instruction, clinical wet-labs or on-farm labs, or at clinical experiences, the clinical instructor or site supervisor will:

- Complete an incident report as indicated by the clinical site and complete the Trocaire College Veterinary Sciences Department Student Incident Report.
- For on-ground students submit the student incident report to the Clinic Manager at carrtr@trocaire.edu. For online students submit the student incident report to the Online Program Manager at oneachtaint@trocaire.edu and Clinic Coordinator at winchellj@trocaire.edu.

3. If a student is exposed to blood or other potentially infectious materials, they must immediately report the exposure to their clinical instructor or site supervisor who will:

- Obtain any necessary assistance to clean/flush wound, mucous membranes, eyes, or otherwise provide necessary palliative measures to the contaminated area at the time of exposure.
- Complete an incident report as indicated by the clinical site and complete the Trocaire College Veterinary Sciences Department Student Incident Report.
- For on-ground students submit the student incident report to the Clinic Manager at carrtr@trocaire.edu. For online students submit the student incident report to the Online Program Manager at oneachtaint@trocaire.edu and Clinic Coordinator at winchellj@trocaire.edu.