



VETERINARY TECHNOLOGY  
PROGRAM HANDBOOK

***This handbook applies to students attending the Veterinary Technology Programs at a Carrington College campus.***

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## Welcome to Carrington College, Veterinary Technology Program

The intent of this Program Guide is to provide you with important policies, procedures and guidelines that will facilitate your success in the Veterinary Technology Program. It is not intended to replace the Carrington College Academic Catalog or the Carrington College Student Handbook, but rather to supplement these publications and highlight specific policies and procedures unique to the Veterinary Technology Program. The **Carrington College Academic Catalog** and the **Carrington College Student Handbook** are the primary sources for college policy information.

Veterinary Technology is a diverse and ever evolving field, requiring individuals that are ethical, committed, and accountable. The faculty and staff of the Carrington College Veterinary Technology Program will introduce you to the world of veterinary medicine; it will then be your responsibility to implement your learning and your own efforts to acquire the knowledge, skills and critical thinking necessary for success in the field. We cannot do this hard work for you!

Some of the responsibilities of a veterinary technician include:

- Animal Nursing: vitals, drug administration, fluid therapy, catheter placement
- Diagnostic Imaging: Radiography, Ultrasound, Advanced Imaging (MRI, CT)
- Pharmacy and Pharmacology: Filling prescriptions, Calculating and Administering Drug Doses, Patient (Owner) Advisements
- Anesthesia: Equipment set-up, Induction of Anesthesia, Monitoring, Records, Drug Dose Calculations
- Surgical Assisting; sterilization of equipment, patient preparation, surgical suite protocol, assistance with surgery (tissue handling, asepsis, suture)
- Clinical laboratory: sample collection, analysis, quality control
- Pain Management: assessment of patient pain score, intervention strategies
- Dentistry: oral cavity examination, instrumentation, dental cleaning and polishing, dental radiography, extraction techniques, suture of gingiva
- Emergency Medicine and Critical Care: patient assessment, delivery of life-saving intervention, monitoring and evaluating patient response

Common Animals treated at veterinary facilities in the United States include: Dogs, Cats, Horses, Rabbits, Birds, Ferrets, Snakes, Lizards, Rats, Mice, Cattle, Sheep, Goats, Llamas, Alpacas, Pigs, Primates and Fish and Amphibians.

We are eager to start you on the path to success in this exciting and dynamic field and wish to welcome you to our profession.

## Carrington College and Veterinary Technology Mission/Philosophy

- See [Academic Catalog](#)

### Veterinary Technology Goals, Outcomes, Philosophy

#### 1.1 Veterinary Technology Program Goals

The overarching goal of the Veterinary Technology Program is to develop graduate veterinary technicians who are prepared and equipped to enhance the human animal bond, practice sound judgement and strive to be life-long learners.

#### 1.2 Veterinary Technology Program Philosophy

## Carrington College Veterinary Technology Program

The Veterinary Technology Faculty of Carrington College believe in life-long learning, the welfare and health of animals, compassionate care of animals and the ethical practice of veterinary medicine. Veterinary Medicine is a science-based art; knowledge and skills must be continually improved to provide the most current standard of care for veterinary patients.

Learning is a process that begins with basic assimilation of facts and culminates with critical thinking and problem-solving applications to novel problems. During the program, many styles of teaching are employed such as lecture, laboratory experiences, clinical experience, collaborative projects and community outreach.

The student is expected to:

- Develop and sustain appropriate study skills for success.
- Participate fully in the educational process.
- Work independently and collaboratively throughout various learning opportunities.
- Increase awareness of personal and others' biases to facilitate critical thinking and improve outcomes.
- Engage in the process of evaluation and continuous improvement.
- Consider the welfare of the animal in their care.

### 1.3 Veterinary Technology Program Student Learning Outcomes

- See [Academic Catalog](#)

## Classroom

### 2.1 Confidentiality

Students may be exposed to information regarding people's pets, work, and life situations. Students must agree that this information is confidential and must agree to not disclose any of this information. This applies to all forms of communication: verbal, written, social media and emails. Violations of this section may result in the student being charged with a violation of the Student Code of Conduct. Please see the 'HIPAA and Privacy Expectations' [Student Handbook](#) for more information.

### 2.2. Textbooks

The Veterinary Technology faculty have selected textbooks that enhance the curriculum and are considered an integral part of the learning process. Each course in the program has a list of textbooks and assigned readings. This information can be found on the course syllabus. It is expected that the student will complete the reading assignments outside of class time, and preferably prior to the presentation of the material.

### 2.3. Recording Devices

At no time should recording devices (including cameras) be used at clinical sites, or during off campus field trips. Cell phones should be put on silent mode and used only during breaks.

### 2.4. Grading

Please see the [Academic Catalog](#) for the grading scale and program progression requirements.

Please refer to individual course syllabi for assignment weights. The grade appeal policy can be found in the [Student Handbook](#).

### 2.5. Due Dates

Students are required to complete and submit assignments on time. If assignments will be late, it is the student's responsibility to alert the instructor. Students are required to complete and submit assignments on

time. If assignments will be late, it is the student's responsibility to alert the instructor. Please see the 'Late Assignment Policy' in the [Student Handbook](#).

## 2.6. Examination Procedures

Students are expected to complete quizzes, practicums and examinations at the assigned times. Quizzes, practicums and exams may **NOT** be made up in some courses. Please see individual course syllabi for make-up policy. Emergency situations are evaluated on a case-by-case basis.

All quizzes, examinations and practicums are to be completed by the student alone, unless otherwise assigned as a group project. The instructor may change seating arrangements for any student prior to the examination.

Cell phones, cameras, video recording devices or any other electronic or copying devices are not allowed in the testing area or during examination review. If devices are seen or reported, the student may receive a zero for the exam and further disciplinary action may result.

The following testing behaviors are expected:

- Please be considerate of others and avoid behaviors which could be distracting.
- No extensive stretching or hand movements are permitted during exams or quizzes.
- No form of communication will be tolerated once the exam has commenced.
- Ear plugs with no Wi-Fi are permitted.
- It is the expectation that students will report academic dishonesty and that any student who reports cheating will not compromise their status in the program.

## 2.7. Lab and Clinical Make-Up Work

If a student should miss a scheduled laboratory day or clinical rotation day it is the student's responsibility to acquire any missed content for that opportunity. In addition, faculty members may require a make-up activity for the missed work. Make-up opportunities will not erase the absence from the student record. Students must complete 44 hours of clinical rotation per 18-week term; failure to record 44 hours may result in course failure (VT 99).

Emergency situations are evaluated on a case-by-case basis.

## 2.8 New or Changes in Policies, Procedures and Program Information

Any new changes in policy, procedures and program information are updated as needed, or required. The most up to date version can be found at [Academic Catalog](#). The student handbook can be found at [Student Handbook](#). Revisions to the student handbook are made as needed. Revisions to the Veterinary Technology Program Guide are made every two years, or if necessary when policy changes occur.

## Laboratory Environments

Students must read and follow the laboratory safety guidelines issued for the veterinary technology lab, and any clinical site assigned.

- Students must be supervised in the laboratory setting by Carrington College faculty or site supervisor (clinical rotation and externship).
- Professional uniforms are required, including closed toe and heel shoes.
- Hair must be worn off the shoulders or tied up.
- No food or drink are allowed in the lab at any time.

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- No application of cosmetics, lip gloss or chewing gum is allowed at any time.
- All appropriate PPE (personal protective equipment) must be worn. This may include: barrier gowns, goggles, gloves, masks, protective lead shields and gowns and gloves.
- Immediate disposal of all needles, broken glass or tubes must be performed in a puncture proof container (red biohazard).
- Students are expected to participate in laboratory cleanliness; cleaning of non-disposable supplies and equipment for reuse must be completed at the end of the lab.
- Floors must be swept or vacuumed and mopped with disinfectant at the end of the lab.
- Any laundry used must be placed into the appropriate container: surgical laundry must be kept separate from cage towels or blankets.
- Any cage or run used must be thoroughly cleaned and disinfected at the end of the lab.
- All work surfaces must be disinfected with a hospital grade disinfectant and allowed to dry.
- Animals participating in the lab must be clearly marked with a completed cage card and entered into the Animal Use Log.
- All dogs and cats participating in the lab must be vaccinated for Rabies as required by law.
- Medical records must be maintained in accordance with professional standards, students are responsible for completing their medical record.
- Safe and professional behavior is defined as maintaining a professional environment similar to that which you will encounter in your new career.
- At Carrington College we have a responsibility to employers to uphold the highest level of professionalism expected in the workplace. Students are expected to conduct themselves in a professional manner at all times. Any student who violates the rules will be subject to removal from the classroom or clinical area and placed on a student success plan (SSP) or dismissal from the Program.

## Animal Use Policy

### Policy:

In order to provide students with the best educational experience possible, there are times when live animals must be used to gain the necessary practical experience. To accomplish these goals, companion animals belonging to students and staff are used in teaching situations.

Whenever possible, animals in need of appropriate clinical procedures will be used to demonstrate appropriate skills or utilized for teaching purposes. For example, animals needing to be neutered may be scheduled for the surgical nursing and anesthesia labs. Or, an animal with an ear infection may be scheduled for a lab to demonstrate ear smears, otoscopic exam, and ear flushing techniques. When this is not practical or possible, students or staff may volunteer their animals to be used in other teaching situations. In exchange for volunteering, animals may receive a complete physical examination, vaccinations, and other necessary medical tests or procedures at no cost to the owner.

The Veterinary Technology's program mission is to train veterinary technicians. We do not maintain full pharmacies, nor do we have emergency or nursing staff. The college strives to prevent interference with the normal business activities of local veterinary hospitals (many of whom provide students with excellent clinical teaching opportunities) and as such, the College does not maintain a full-service veterinary practice and does not provide veterinary care to animals outside of teaching situations. Student and Staff animal owners are encouraged to develop a relationship with a local veterinary practice where their animals may receive complete veterinary care.

1. Animals used must belong to Carrington College students or faculty.

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- a. An animal belonging to family members or friends may be used but must be “adopted” by the Vet Tech student for that day.
2. Animals used are for the purpose of an assigned lab or required check-offs, unless prior arrangement has been made.
3. Animals must be healthy and show no signs of illness.
4. Animals must be spayed or neutered, except if they are coming in for spay or neuter surgery.
5. Animals must be in possession of the student for at least 2 weeks.
6. All animals must have proof of current Rabies vaccination.
  - a. If proof is not provided, then the animal must receive a Rabies vaccine at the discretion of the veterinarian prior to any procedures being done.
7. No animal younger than 4 months (16 weeks) old may be used for any teaching procedure.
  - a. Animals younger than 4 months old may be used for teaching a clinically indicated procedure at the discretion of the veterinarian. This must be prearranged with the veterinarian.
    - i. Animals younger than 4 months old must be carried or in a carrier. Do not walk them on the ground.
8. An animal may not be used more than once every 7 days.
9. Maximum venipunctures/injections per animal = 3 per day. This does not include Rabies vaccination if needed.
10. Maximum x-rays taken per animal = up to 6 exposures per day and up to 24 total exposures in 2 years.
11. All animals must be on a leash or in a carrier.
12. While on campus, the animal must be housed individually in appropriate veterinary caging. Remove all leashes.
13. All cage cards must include:
  - a. Date
  - b. Animal’s name
  - c. Owner’s name
  - d. Owner contact information
  - e. Signalment of the animal
  - f. Description of the animal
  - g. Animal’s weight
  - h. Reason for visit
  - i. Instructor
14. All dogs must be walked out the back door (east side) and onto the grassy area in front of the school (south side). Always take a poop bag for waste disposal.
15. Animals are not allowed to stay overnight.

## Record Keeping

1. You must enter each animal in the Animal Use Log for each visit.
  - a. The animal’s visit is called “Clinical” if it has a medical benefit to the animal. This includes, spay/neuter, dental procedures, pre-op visits, vaccines, bloodwork, ear cleanings, anal gland expressions.
  - b. The animal’s visit is called “Teaching” if it is for teaching purposes only. This includes animal restraint lab, behavior lab, radiology lab, injection lab, venipuncture.
2. You must have a signed consent form for each animal for each visit.
3. The first line of each entry on the chronological sheet should begin with:
  - a. Date
  - b. Chief Complaint (CC) – reason for visit
  - c. Animal’s weight
4. All procedures done must be written on the chronological sheet with the student’s initials who performed it.
5. After all procedures are completed, all students in the group must sign and initial at the end of the entry.

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6. An instructor must sign off each entry.
7. Please keep the medical record as orderly as possible.
  - a. Use the chart diagram for organization.

What do you do when you bring an animal into the lab? All team members are responsible for these tasks.

1. Put the animal in an appropriately sized cage. Remove any leashes.
2. Make a cage card.
3. Write the animal on the white board.
4. Log them into the Animal Use Log.
5. Obtain their medical chart.
6. Make sure the Rabies vaccination is current and there is documentation (Rabies certificate, receipt), especially for new patients.
7. Make sure the consent form is signed by the owner and file it in the chart.
8. Begin your entry for that visit. (see #3 above)
9. Make sure all procedures have been logged and initialed by the students who performed them.
10. After the visit, make sure all students have signed and initialed the entry.
11. Enter procedures into AviMark (if indicated).
12. Make sure an instructor has signed the medical record. DO NOT file it away without instructor approval.
13. Clean up.

## Aggressive Animal Policy

The handling of animals for veterinary procedures includes inherent risks and concerns for human safety. There are, however, additional concerns for the safety of students who may not yet have developed proficiency in safe animal handling practices. It is therefore the general policy that students should not directly participate in the handling of animals that exhibit aggressive or threatening behaviors.

The procedures performed with animals in the teaching laboratories at Carrington College are typically elective in nature. Aggressive animals may be dismissed from a laboratory with no adverse effects to the animal. Upon verification that an animal is aggressive, a program faculty member will place the animal in a kennel and label them as aggressive until it is picked up by the owner and removed from campus. In case of injury to a student including bites and scratches that result in broken skin, students will receive first aid at the campus and additional treatment at a medical facility if necessary and as indicated on the Student Accident Policy. The incident will also be reported immediately to Animal Services. This is communicated to pet owners at the time of drop off via the Procedure Consent Form.

## On Campus

Aggressive behaviors in dogs include lunging, snapping and biting. Threatening behaviors include freezing, stiffening, staring, snarling or growling. Aggressive behaviors in cats include biting and scratching, while threatening behaviors include crouching with ears held back, baring of teeth and hissing. Dogs or cats that display these behaviors while in their cages shall remain in their cages. If a dog or cat displays these behaviors while out of its cage, an instructor will promptly return the animal to its cage. The cage will be clearly marked that the animal is aggressive, and the animal will remain in the cage until it is picked up by the owner and removed from campus.

## Off Campus-Affiliates

Horses, by the nature of their size, are potentially dangerous if they are untrained or fearful. Horses that stomp their feet, fidget, pull against the lead rope or attempt to bolt should not be handled by

students. However, when sedated or tranquilized, such horses may become tractable and suitable for student handling. Use of such animals will be at the discretion of the supervising faculty member, the attending veterinarian and the equine professional that provides the horses for the laboratory. True aggressive behaviors in horses include biting, kicking, rearing and striking. If any horse displays such behaviors, students will immediately exit the area, and the horse will be dismissed from the laboratory.

Cattle are handled with mechanical chutes or stanchions as a requirement by the AVMA. The movement of cattle through corrals and into restraint devices will be performed only by experienced faculty and the professional handlers at the livestock facility when indicated on the Memorandum of Understanding with the off-site facility. Students will not have exposure to unrestrained cattle for safety purposes. Cattle that are intractable while restrained may still pose a threat to students attempting to perform laboratory procedures and will be dismissed.

## Student Hazards Advisement

Working with animals, and in the veterinary medical setting, is associated with some risk. The first step in preventing injury is to identify potential hazards.

### 5.1 Injuries in the Veterinary Workplace

- **Scratches:** Dogs and cats may scratch in an effort to escape. The rear nails of cats are especially injurious. The claws of birds and reptiles can be especially sharp. Deep scratches may become infected if not properly cleaned.
- **Bite wounds:** Dog bite wounds are often associated with crushing and tearing injury. Severe bites may cause permanent damage to tendons. Cat bite wounds are often associated with infection. Cat bite wounds to the hand often require antibiotic therapy and may require surgery. Small mammals: rats, mice, rabbits etc. These bites are painful, but rarely cause serious injury. Large parrots: parrots, macaws, cockatoos, etc. Powerful beaks can break fingers! Reptiles: snakes and lizard bites are also prone to infection.
- **Rope burn:** Rope leashes, if used improperly, may cause rope burn.
- **Kicks:** Horses can seriously injure or even kill a person with a well-aimed kick. Horses kick directly behind them with their rear feet and can rear up and strike with the front feet. Cattle kick to the side and may cause bruising or serious injury.
- **Head butting:** Dogs may head butt, breaking the unwary technician's nose. Cattle may head butt, even when restrained, and may injure handlers. Sheep and goats also head butt and may cause injury, especially if they have horns.
- **Stock and stanchions:** These mechanical devices are used to control cattle. Improper use could lead to crushing injury.
- **Back Injury:** A large part of a veterinary technician's daily job involves heavy lifting. Improper lifting of large dogs, unconscious animals, and heavy sacks of food may result in back injury. These injuries can result in permanent pain and disability. Most such injuries can be prevented by practicing safe lifting techniques and asking for help when needed.
- **Radiation:** Scatter radiation from the x-ray machine, over time, may cause tissue damage. Sensitive tissues include the lens of the eye, thyroid gland, reproductive tissues, the unborn fetus, and skin. Protective apparel is provided to protect you from scatter radiation. X-ray dosimetry badges are provided to monitor the amount of radiation to which you have been exposed. Exposure of any part of your body to the direct beam of x-rays is much more dangerous and is *never* to be done.

- **Anesthetic waste gases:** Exposure to anesthesia waste gases may cause liver damage over a prolonged period of time (years). Exposure to anesthesia waste gases may harm the unborn fetus. Proper maintenance of equipment, leak checks and scavenging of waste gases reduce exposures and are considered essential in the veterinary workplace.
- **Toxic chemicals:** Cleaners, solvents and some medications used in the veterinary medical setting are toxic and/or teratogenic (capable of causing birth defects). Knowledge of the hazards of each chemical is required to work safely. Protective apparel, including gloves and eye protection, should be used when working with concentrates of bleach or other toxic chemicals. Please refer to the manufacturer's instructions for proper preparation and handling of these chemicals.
- **Zoonotic Disease:** Animals may carry diseases which are communicable to people. The most serious of these is **rabies**. All mammals are capable of carrying rabies virus. The most common human exposure, in California, is from wild cats and bats. We recommend that veterinary personnel who work with feral cats and wildlife be immunized for Rabies. Rabies vaccines are available through your physician. Other possible zoonotic diseases include: ringworm, leptospirosis, cat-scratch fever, giardia and brucellosis.
- **Human blood-borne pathogens:** Care must be taken to avoid contact with another person's blood, tissues, or body fluids, such as when a co-worker is injured. Human blood can be a source of serious viruses, including HIV and Hepatitis.
- **Needle sticks:** Needle sticks can result in painful injuries and local infection. Fortunately, only humans and other primates can carry HIV and Hepatitis, so needle sticks are usually not as serious a concern in veterinary medicine as they are in human medicine.
- **Noise:** Working in kennels or in some livestock areas can be damaging to hearing. If noise levels are high, ear protection such as ear plugs or headphones may be necessary.

This is only a brief list of some of the potential hazards of the veterinary medical field. Please remember that no such list can include absolutely every possible risk.

Your best protection is to follow instructions, exercise caution and use common sense to avoid injury.

## 5.2 Injury Protocol

Despite our best efforts, accidents do happen. If you are injured here's what you should do:

1. Immediately notify the instructor or site supervisor of the injury.
2. Immediately notify the VT Program Director Immediately.
3. If the injury requires medical attention, you may be directed to utilize an urgent care center contracted by the College. If you prefer, you may contact your personal physician. If at Clinical Rotation and you are unable to use the urgent care or do not have a personal physician, seek treatment at a nearby medical facility.
4. Submit copies of the bill to the VT department. (The college will investigate the incident for possible reimbursement.)
5. Complete a Student Injury Report and submit it to the VT department.

## 5.3 Rabies Advisement

### *What is Rabies?*

Rabies is a deadly infectious virus.

### *What are the signs and symptoms of rabies?*

The rabies virus travels through the nervous system, eventually inflaming the brain. Early symptoms include irritability, headache, fever, and sometimes itching or pain at the site of the bite. The disease eventually progresses to paralysis, spasms of the throat muscles, convulsions, and delirium. *Without preventive treatment, rabies in humans is fatal.*

*How common is rabies in people?*

Human rabies is common in many parts of the world, especially Asia and Africa. In the United States, rabies infection in people is very rare, typically 0 to 3 cases per year. This is because most pets are vaccinated against the disease, and medical care is quickly available to treat people who may have been exposed to rabies. About 30,000 people per year receive treatment for rabies due to bites from potentially infected animals.

*How do people get rabies?*

People usually get rabies from the bite of a rabid animal. It is also possible, but quite rare, that people may get rabies if infectious material from a rabid animal, such as saliva, gets directly into their eyes, nose, mouth, or a wound.

*What animals get rabies?*

Any mammal can get rabies. The most common wild reservoirs of rabies are raccoons, skunks, bats, foxes, and coyotes. Domestic mammals can also get rabies. Cats, cattle, and dogs are the most frequently reported rabid domestic animals in the United States.

*Can I get rabies in any way other than an animal bite?*

Non-bite exposures to rabies are very rare. Scratches, abrasions, open wounds, or mucous membranes contaminated with saliva or other potentially infectious material (such as brain tissue) from a rabid animal constitute non-bite exposures. Occasionally reports of non-bite exposure are such that post-exposure prophylaxis is given.

Inhalation of aerosolized rabies virus is also a potential non-bite route of exposure, but other than laboratory workers, most people are unlikely to encounter an aerosol of rabies virus.

Other contact, such as petting a rabid animal or contact with the blood, urine or feces (e.g., guano) of a rabid animal, does not constitute an exposure and is not an indication for prophylaxis.

*What medical attention do I need if I am exposed to rabies?*

One of the most effective methods to decrease the chances for infection involves thorough washing of the wound with soap and water. Specific medical attention for someone exposed to rabies is called post-exposure prophylaxis or PEP. In the United States, post-exposure prophylaxis consists of a regimen of one dose of immune globulin and five doses of rabies vaccine over a 28-day period. Your health care provider should give rabies immune globulin and the first dose of rabies vaccine as soon as possible after exposure. Additional doses of rabies vaccine should be given on days 3, 7, 14, and 28 after the first vaccination. Current vaccines are relatively painless and are given in your arm, like a flu or tetanus vaccine.

*Which people should get rabies vaccinations?*

Certain high-risk persons should be vaccinated against rabies. Pre-exposure vaccination is suggested if your activities will bring you into contact with wild, feral or domestic animals. People who should consider being vaccinated include: Veterinarians and veterinary technicians (including students), persons who work with wildlife or agricultural animals, laboratory staff who work with the rabies virus, and long-term travelers to areas where rabies is common.

*If I get rabies vaccinations, am I fully protected if I am bitten?*

No. Pre-exposure prophylaxis is given for several reasons. First, although pre-exposure vaccination does not eliminate the need for additional therapy after a rabies exposure, it simplifies therapy by eliminating the need for human rabies immune globulin (HRIG) and decreasing the number of doses needed – a point of particular importance for persons at high risk of being exposed to rabies in areas where immunizing products may not be readily available. Second, it may protect persons whose post-exposure therapy might be delayed. Finally, it may provide partial protection to persons with inapparent exposures to rabies.

## 5.4 Veterinary Assisting and Veterinary Technology Programs Rabies Policy

Students enrolled in the Carrington College Veterinary Assisting and Veterinary Technology programs will, as part of their training, be expected to handle and restrain dogs and cats. In addition, students in the Veterinary Technology program will also gain exposure to horses and cattle as part of the curriculum. Pre-exposure prophylaxis to the rabies virus is not required for students, but is highly recommended.

Faculty must verify rabies vaccination status of dogs and cats prior to student handling and restraint.

1. Veterinary Technology: Dogs and cats not vaccinated prior to student handling and restraint must be in good health and absent of neurological signs for a minimum of 10 days prior to student exposure. Non-vaccinated animals participating in Veterinary Technology laboratories will receive rabies vaccination during or following a laboratory experience if medically appropriate.
2. Veterinary Assisting: Dogs and cats must be rabies vaccinated a minimum of 28 days prior to student handling at Carrington College if the pet has only received its first rabies vaccination or is late on booster vaccinations.
3. Horses and cattle do not require rabies vaccination.
4. In case of bites that result in broken skin, students will receive first aid at the campus and additional treatment at a medical facility if necessary and as indicated on the Student Accident Policy. The incident will also be reported immediately to Animal Services. The local health officer will make recommendations for quarantine and/or euthanasia of the animal and post exposure prophylaxis for the victim(s) of the bite. This is communicated to pet owners at the time of drop off via the Procedure Consent Form.

## Student Pregnancy Advisement

### 6.1 Introductory Notes

In accordance with current HIPAA (Health Insurance Portability and Accountability Act) regulations, students are *not required* to disclose medical or other physical conditions such as pregnancy.

### 6.2 The following procedures are encouraged but not required.

The student is encouraged to meet with the Program Director. If the student volunteers the pregnancy information, the following information may be discussed:

- Once made aware the PD will provide you with documentation necessary to review with your primary caregiver
- Stage of pregnancy and expected due date.
- Student's plan for program completion.
- If accommodations are anticipated, the student is encouraged to contact the Office of Student Disabilities at [www.ADA@carrington.edu](mailto:www.ADA@carrington.edu)

### 6.3 The Program Director will advise the student of the following

- a. Option to take a leave of absence (LOA) toward the delivery date, especially if the delivery date falls near term ending. The student could then potentially return to the program, without repeating prior terms, with a future class.
- b. Inform the student of the necessity to pass all previous terms with at least a 70% in order to consider option "a" above.
- c. Notify the student that if they intend to continue in the program while pregnant, there are some risks associated with this decision and that they should discuss these risks with their personal physician.
- d. Students who elect to continue in the program take full responsibility for their health.

- e. Discuss privacy issues with the student.

**As best as possible, privacy will be maintained; however, those personnel directly involved with rotations or laboratories where the student may be exposed to biohazards and radiation will need to be notified if the pregnancy requires a change or adaptation in the rotation or laboratory.**

**6.4** The student is encouraged to have a private conference with the appropriate rotation site supervisor the first day starting each new rotation or externship site.

- The student and site supervisor should discuss the objectives of that rotation and the student's ability to meet those objectives.
- If the student is unable to meet those objectives, the student will receive an Incomplete ("I" grade) and develop written specifications on when and how objectives or time requirements are to be completed.

**6.5** The student is strongly encouraged to notify instructors of all laboratories (as it is more likely that biohazards may be present) about her condition.

- Objectives for a laboratory exercise cannot not be waived for the student; however, reasonable efforts will be made to accommodate the student's safety needs.
- In the event that such accommodations cannot be made and objectives cannot be reasonably met, the student will receive an Incomplete ("I" grade) in the course.
- The instructor, working with the student, may determine and document in writing how the objectives of the course may be safely completed in an alternative manner.

## Additional Policies

### 7.1 Competencies and Functional abilities.

The CVTEA requires all veterinary technician programs to document students' acquisition of theory and critical skills. Please refer to the catalog statement regarding completion of these core competencies. Students may not progress to term five (externship) unless these competencies have been completed. Carrington College recognizes that the veterinary technology program is intellectually, mentally and physically challenging program. Students who believe that they require accommodations are encouraged to contact the Office of Student Disability Services [ADA@carrington.edu](mailto:ADA@carrington.edu).

### 7.2 Transportation

The Veterinary Technology Program utilizes clinical facilities scattered through the municipal area. Transportation to and from the clinical site is the responsibility of the student. While car-pooling is encouraged, students should have an alternative arrangement for transportation to class and clinical in case of emergency. It is the student's responsibility to arrive on time at all scheduled clinical assignments.

### 7.3 Field Trips

Field trips are required in the veterinary technology program, and the student assumes the responsibility for transportation, meals and any other necessary expenditures. Field trips are not typically scheduled during the regular class time. The College makes all efforts to schedule these field trips well in advance and notify students as soon as the arrangements are made.

### 7.4 Program Progression

## Carrington College Veterinary Technology Program

Students must complete each Veterinary Technology Term in sequence. Students that fail one or more core courses may not progress to the next term until all VT term core courses are successfully completed. Students that fail the same VT core course twice are automatically withdrawn from the VT program. Students who fail multiple core courses are withdrawn from the VT Program. Please refer to the catalog statement for specific information.

### 7.5 Negligence, Drug and Alcohol Use

Please refer to the Carrington College [Student Handbook](#) for the following:

Code of Conduct, and Alcohol and Drug Policy.

The State of California requires any person who handles or distributes Controlled Substances to hold one of the following:

1. A valid California Veterinary Assistant Controlled Substances Permit (VASCP)
  - a. This permit requires a criminal background check.
2. A valid Registered Veterinary Technician (RVT) License
  - a. This license requires a criminal background check and a passing score on the VTNE
3. A valid Veterinary Medical license.
  - a. This license requires a criminal background check, a DVM degree and a passing score on the NAVLE.

Students are advised that prior criminal convictions pertaining to drugs or alcohol may not obtain these necessary permit/licenses and this may hamper employment opportunities.

Patient safety is of utmost concern to faculty, staff and clinical partners. While in the clinical setting students are responsible for the care they provide to patients. Impairment of cognition related to drugs, alcohol, lack of sleep or overwork jeopardizes patient safety.

If at any time a student demonstrates behavior jeopardizing patient/client safety or performs technician skills in a grossly negligent manner the student may be removed from the clinical site and may be in violation of the Student Code of Conduct. The Code of Conduct is available in the [Student Handbook](#).