Lone Star College-Tomball

Veterinary Technology Program



Student Handbook

30555 Tomball Parkway

Tomball Texas 77375

281-357-3714 Director

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VETERINARY TECHNICIAN CODE OF ETHICS

**Veterinary Technician Code of Ethics**

1. Veterinary technicians shall aid society and animals through providing excellent care and services for animals.
2. Veterinary technicians shall prevent and relieve suffering of animals.
3. Veterinary technicians shall promote public health by assisting with the control of zoonotic disease and informing the public about these diseases.
4. Veterinary technicians shall assume accountability for individual professional actions and judgment.
5. Veterinary technicians shall protect confidential information provided by the clients.
6. Veterinary technicians shall safeguard the public and the profession against individuals deficient in professional competence or ethics.
7. Veterinary technicians shall assist with efforts to ensure conditions of employment consistent with excellent care of animals.
8. Veterinary technicians shall remain competent in veterinary technology through a commitment to lifelong learning.
9. Veterinary technicians shall collaborate with members of the veterinary medical profession in efforts to ensure quality health care service for all animals.

Veterinary Technician Oath

**Veterinary Technician Oath**

I solemnly dedicate myself to aiding animals and society by providing excellent care and services to animals by alleviating animal suffering, and promoting public health.

I accept my obligations to practice my profession conscientiously and with sensitivity, adhering to the professions’ Code of Ethics and furthering my knowledge and competence through a commitment to lifelong learning.

General Information

The two-year Veterinary Technology Associate of Applied Science degree provides the graduate with information, skills and experience they will need to follow a fulfilling career in a veterinary hospital, a zoological garden, industry, a medical research laboratory, a governmental regulatory program or the Veterinary Medical Corp.

Gaining its accredited status in 1990, today the Veterinary Technology program boasts an overall of all graduates, a 98% passage rate on the State and National Board Examination. This success rate is unparalleled in the State of Texas and is rated as one of the highest passage percentage of the 200 plus programs accredited by the American Veterinary Medical Association.

Because the veterinary technology program is fully accredited by the American Veterinary Medical Association, students are eligible to take the State (LVTE)and National Board (VTNE) examinations as well as work in all areas of animal health care. An individual spends time in laboratories working with cows, dogs, cats, horses, pigs, sheep, goats, exotics and even the more traditional laboratory animals like mice and rabbits.

Job opportunities for Licensed Veterinary Technician graduates have never been better. Today there are fulfilling and exciting jobs available to graduates just in the immediate Harris – Montgomery County. As well as the impressive job market, it should be mentioned that scholarships are also available while the student is enrolled.

The general education core will transfer to a variety of colleges and universities. The entire 60 hours of credit in the veterinary technology program will transfer to some traditional four year colleges so students may pursue a four year baccalaureate degree in either veterinary technology, animal science or agricultural business. Contact an adviser, or faculty member at any of the colleges for specific information and to obtain the recommended sequencing of courses. The sequence of courses can also be found at www.lonestar.edu.

**General Guidelines**

Any student anticipating entrance into the veterinary technology program should ensure that remediation is not required after admission examinations are completed and have been reviewed. If admission examinations indicate the student is in need of remediation in math, English or reading, the student must successfully complete those requirements before applying for entry into the Veterinary Technology program. <http://www.lonestar.edu/placement-testing-info.htm> .

**Admission Procedure**

In addition to the admission requirements of the Lone Star College district, the following are requirements for admission into the veterinary technology associate of applied science degree veterinary technology program:

Students should **submit a LSC-Tomball application** along with **current (official) college transcripts** to the admissions department at LSC-Tomball. After visiting with an adviser, the student should submit a **separate application to the Veterinary Technology program** with a duplicate college transcript. Note: the application to the Veterinary Technology program **must be co-signed by LSC-Tomball advisor** during the student’s visit in the admissions department. The veterinary technology admissions application form is also available on the college website at <http://www.lonestar.edu/tomball-vettech.htm>. **Requirements for admission and evaluation include: GPA, academic courses complete, essay, 20 hours of observation or work experience in a veterinary facility, two letters of recommendation from a DVM or LVT.**

**Consequences of Criminal Conviction - Notice of Potential Ineligibility for License 1**

If you are applying for admission to a College program or enrolling in a College program that may prepare you for an initial occupational license2 issued by a Licensing authority3 and/or if you later decide to change to a program that prepares you for an occupational license, please be advised of the following:

1. An individual who has been convicted of an offense may be ineligible for issuance of an occupational license upon completion of the educational program.
2. Licensing authorities that issue an occupational license to an individual who completes the educational program issue guidelines stating the reasons a particular crime is considered to relate to a particular occupational license and any other criterion that affects the decisions of the licensing authority.
3. A state licensing authority that issues guidelines files those guidelines with the secretary of state for publication in the Texas Register.
4. Local or county licensing authorities that issue an occupational license to an individual who completes the educational program issue guidelines related to criminal history and post the guidelines at the courthouse of the county in which the licensing authority is located or publish them in a newspaper having countrywide circulation in that county.
5. Applicants should contact their respective local or county licensing authority for more details.
6. An individual may request a criminal history evaluation letter regarding the personal eligibility for a license issued by a licensing authority as required by Texas Occupation Code § 53.102.

All applicants to and enrollees are encouraged to review all applicable eligibility requirements related to the respective occupational license. Questions related to eligibility requirements should be directed to the applicable licensing authority. <https://www.veterinary.texas.gov/>

**Additional Requirements**

 **Biol 1406 and Math 1314 if transferring or completed at LSCS, must have been completed with at least a grade of C within the last five years.**

Program applications are reviewed and evaluated for fall admission on **June 1st** of each year. All applicants will be notified following the applicant review date of their status by June 15th.. Students may be notified by email, letter or phone. It is the responsibility of the applicant to insure all personal information on the application is current.

1. **When admitted to the Veterinary Technology program, the student should insure that non-veterinary technology courses (math, English, etc.) are never scheduled between 7:30 AM and 9:00 AM Monday through Friday and 8:00 -9:00 am on Saturday and Sunday. This time is reserved for all clinical rotations at LSC-Tomball.**
2. **The Veterinary Technology program will have an information session at the end of June each year**. Students that have received admission notifications **are required to attend** as important information on rules and program requirements will be covered in detail by the program faculty and staff. Questions will be welcomed.
3. Students receiving admission to the program should be aware that class notes, books, DVDs, and other supplies are required for every class along with special clothing for all clinical laboratories. **Students should expect to purchase all clothing supplies at the beginning of their first fall semester and all classroom supplies should be purchased during the first week of each VTHT class.**

**Progression Requirements**

There are no specific progression requirements for the veterinary technology program but each course does have specific pre-requisites to enroll in that course. However, each student should take VTHT 1245, VTHT 2223, VTHT 2331, VTHT 1441, and VTHT 1140 within one calendar year of registration for the Veterinary Technology Clinical VTHT 2360. VTHT 1413 must be successfully completed before progression into any other VTHT courses except for VTHT 1125 Pharmaceutical Calculations. VTHT 2360 is the only course offered multiple semesters. All other courses are only offered in the semester listed in the catalog. Failure to complete this requirement will necessitate delay of the clinical until requirements can be met.

**State Licensing Examinations**

Students in Veterinary Technology at Lone Star College System are considered eligible to sit for the State (LVTE) and National Veterinary Technology Board (VTNE) Examinations when they have completed all required course work and have received the AAS degree.

**Hierarchy of Veterinary Practice**

The veterinary hospital is staffed by persons with varying degrees of educational experience. Tasks performed in the hospital, to provide animal care, should be assigned to persons in the level where education/training exists to ensure a positive outcome for the patient. There may be times when an employee may be asked to work at a level below their expertise, but in keeping with the philosophy of quality animal care, the opposite should not take place.

**Veterinarian** – solely responsible for diagnosing, prescribing medication & surgery. Ultimately responsible for all patient care and outcomes.

**Licensed Veterinary Technician** – veterinary technicians who have an Associate of Applied Science degree in veterinary technology and have graduated from a school accredited by the American Veterinary Medical Association and are licensed by the Texas Board of Veterinary Medical Examiners.

**Graduate Veterinary Technicians** – persons who have successfully completed and earned a degree from an AVMA – accredited veterinary technology program but are not licensed with the State of Texas.

**Certified Veterinary Assistants** – may have training through high school or college certificate programs, but most are likely trained on the job by the veterinarian or the veterinary technician and certified by the State of Texas.

**Veterinary Assistant** - is hired with no previous medical training and trained by the veterinary staff at the animal hospital.

**Kennel help, receptionist** – persons trained on the job to provide a service in a specific area as in cleaning or receptionist duties.

**Lone Star College-Tomball**

**Veterinary Technology Associate Degree**

**Statement of Mission/Purpose**

 Lone Star College System as a publicly supported, two year, comprehensive community college system involves diverse individuals, businesses, and the community in quality education opportunities for the successful development of knowledge, skills, and attitudes for a rapidly changing world.

**Veterinary Technology**

 The Veterinary Technology Program recognizes the importance of the Licensed Veterinary Technician as a partner in the health of various animal species involved in veterinary medicine, research and government service. Integrating the essential academics with practical, hands-on participation, the Veterinary Technology Program provides opportunities for students to become proficient in the varied techniques and procedures utilized daily by Licensed Veterinary Technicians. **This program is a *veterinary nursing* program and does not substitute for a pre-veterinary or veterinary degree.**

**Introduction**

 The Veterinary Technology Program at LSC-Tomball is structured to allow one class admission per year. The curriculum provides combined studies of college level general education courses and rigorous course work in science, animal health care, management and veterinary medical concepts. The College seeks **highly motivated students** interested in becoming Licensed Veterinary Technicians.

 After successful completion of the Veterinary Technology program courses, an Associate of Applied Science Degree in Veterinary Technology is awarded. Graduates of an AVMA accredited program are then eligible to sit for state and national certification exams. Successful completion of the examinations leads to licensing in the state of Texas. The LSC-Tomball Veterinary Technology Program is accredited by the American Veterinary Medical Association. <https://www.avma.org/ProfessionalDevelopment/Education/Accreditation/Programs/Pages/default.aspx>

 The demands for a Licensed Veterinary Technician in private practice, industry, government, and institutions of higher education remain high. The income potential for the LVT varies greatly depending upon the type of employment.

**Advisory Board**

The veterinary technology program at Lone Star College-Tomball has an advisory board, which consists of professionals from the program field. The board meets annually or as often as needed to discuss issues of curriculum, community involvement and to provide feedback to LSC-Tomball regarding current needs and exceptions within their professional communities.

**Advisory Board Members**

**Clinical Practicum**

1488 Animal Medical Center\*

 All Pets Animal Hospital Katy\*

Emergency Pet Care of Texas Angel’s Pet Hospital

Animal Emergency Clinic of Conroe Animal Hospital of Conroe, Inc.

Gulf Coast Veterinary Surgery, P.C. Animal Hospital Champions NW

HCPHES – Veterinary Public Health Animal Hospital Jones Road

North Houston Veterinary Specialists Animal Hospital of the Woodlands\*

UT MD Anderson Cancer Center Animal Clinics of the Woodlands\*

UT Health Science Center-Houston Brittmore Animal Hospital\*

Animal Clinics of the Woodlands Deer Park Animal Hospital\*

Waller Equine Hospital Four Seasons Veterinary Hospital

Parmer Lane Pet Hospital Hempstead Veterinary Clinic

Brazos Valley Equine Heights Veterinary Clinic

 Just Cats Veterinary Services\*

 Mayde Creek Health Center

 Memorial-610 Hospital for Animals

 Paws to Claws

 Prestonwood Animal Clinic\*

 Shady Brook Animal Hospital\*

 Stuebner Airline Veterinary Hospital

 Tender Paws Animal Hospital

 The Village Vet

 VCA Tomball Animal Hospital

 Waller Animal Hospital

West Davis Veterinary Clinic

\* Hospital also serves as a Clinical site

ACADEMIC STANDARDS

**Professional Conduct**

 Veterinary Technology is a licensed profession requiring a high standard of personal behavior. We are bound by legal, ethical, and moral obligations in addition to those that are common to every member of society. Veterinary Technicians represent their employer to their clients who entrust them with the care of their pets. The Program requires that all students behave professionally at all times. Knowledge of and adherence to a professional standard of behavior is an integral part of the Veterinary Technology curriculum. Violations of professional standards may result in penalties ranging from a failing grade to expulsion from the Program.

**Scholastic Dishonesty**

It is in the best interest of our students that scholastic dishonesty not be tolerated and that college policies and procedures be followed so as to provide consistent college-wide enforcement. Scholastic dishonesty includes, but is not limited to; cheating on a test, plagiarism and collusion. **For further information on this subject, see Lone Star College Catalog online.** Any student accused violating the Student Handbook has the right to file an appeal as set forth in Lone Star College Policy. <http://www.lonestar.edu/lscs-catalog.htm>

**Excessive Absence Policy**

**Each instructor reserves the right to drop any student who has excessive absences**. Student absences are recorded from the official date of enrollment. **Both tardiness and early departures from class are forms of absenteeism. The instructor establishes the policy with regard to each.**  Absences of each student are recorded without exception. Instructors are encouraged to drop students who are excessively absent, and/or experience academic problems. Absences do not have to be consecutive. A student dropped from a class for excessive absences may be given a grade of “W”. For further information on this subject, see Lone Star College Catalog. <http://www.lonestar.edu/lscs-catalog.htm>

**Disability Act**

The Lone Star College System strives to follow the Americans with Disabilities Act as Amended. For any special accommodations issues or alternate format, contact the Lone Star College Student Success Center at 281-357-3703. Students are required to lift a minimum of 50 pounds and meet any and all physical requirements outlined below. Once documented with Student Success, it is the student’s responsibility to notify Lone Star College-Tomball Veterinary Technology Program of their disability so that the appropriate accommodations can be made. Documentation must be on file with Lone Star College-Tomball Veterinary Technology Program **before** any accommodations can be made.

**Some Examples of Skills and Aptitude Needed for Success in a Veterinary Technology Career:**

**Critical Thinking**-Critical thinking sufficient for clinical judgment. Identify cause-effect relationships in clinical situations. Develop nursing care plans. Demonstrate problem solving skills. Adapt to stressful situations.

**Interpersonal**-Interpersonal abilities sufficient to interact with patients, clients, families & groups from a variety of social, emotional, cultural & intellectual backgrounds. Establish rapport with patients/clients & colleagues. Recognize appropriate boundaries in relationships with patients/clients & colleagues.

**Communication**-Communication abilities for interaction with others orally & in writing. Explain treatment procedures, initiate health teaching, document & interpret nursing actions and patient/client responses.

**Mobility**-Physical abilities sufficient to move from room to room, maneuver in small spaces & provide assistance to patients. Safely move around in patient & treatment areas. Administer CPR. Provide physical assistance to clients & colleagues to ensure safety within the environment. Ability to prevent or escape injury caused by animals. (i.e. biting, kicking, stampede)

**Motor Skills**-Gross & fine motor abilities sufficient to provide safe, effective nursing care in a timely manner. Use of instruments, supplies, safety devices and communication equipment in the care of patients. Performance of nursing care, surgical assistance, & laboratory techniques. **Hearing**-Auditory ability sufficient to monitor and assess health needs. Hear auscultory sounds, monitor alarms, emergency signals, and cries for help. Hear warning sounds from animals and humans of impending danger/injury.

**Visual**-Visual ability sufficient for observation and assessment necessary in nursing care. Observe patients for expected and unexpected physical and emotional responses to nursing and medical treatment regimens. Use of diagnostic equipment such as a microscope, thermometer, refractometer, etc.

**Tactile**-Tactile ability sufficient for physical assessment and to perform nursing duties in a timely manner. Perform palpation functions of physical exam. Administer oral, intramuscular, subcutaneous, & intravenous medications. Insert and remove tubes and perform wound care management. Surgical assistance.

**Physical Condition**-Physical ability and stamina sufficient to restrain, lift, & assist in the care of a variety of species of animals. Ability to stand for extended periods of time. Ability to withstand extreme weather conditions. Immune system competence. Safely lift, position and restrain animals such as; dogs, cats, cattle and horses, and supplies for treatment. Surgical assistance. Daily clinical routine, cleaning cages and feeding animals. Year round treatment and care of outdoor animals. Exposure to a wide range of chemical and biological agents.

**Missed Instruction/Exams and Tutoring**

Students are responsible for missed instruction and are expected to contact their instructors when absent in order to obtain missed material. If a student is absent on an examination day, the missed lecture exam or lab exam will be given at the discretion of the instructor.

**Graduation Requirements**

The general requirements for an Associate of Applied Science Degree in Veterinary Technology from Lone Star College-Tomball are:

Completion of minimum requirements specified for the degree.

 Completion of all 60 hours of program requirements.

**Eligibility for LVT State and National Exam**

1. Completion of all 60 hours of program requirements.
2. A cumulative grade point average of 2.0 or better

3. LVTE requirements and Application link:

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| --- | --- |
| [TITLE 22](http://texreg.sos.state.tx.us/public/readtac%24ext.ViewTAC?tac_view=2&ti=22) | EXAMINING BOARDS |
| [PART 24](http://texreg.sos.state.tx.us/public/readtac%24ext.ViewTAC?tac_view=3&ti=22&pt=24) | TEXAS BOARD OF VETERINARY MEDICAL EXAMINERS |
| [CHAPTER 571](http://texreg.sos.state.tx.us/public/readtac%24ext.ViewTAC?tac_view=4&ti=22&pt=24&ch=571) | LICENSING |
| [SUBCHAPTER A](http://texreg.sos.state.tx.us/public/readtac%24ext.ViewTAC?tac_view=5&ti=22&pt=24&ch=571&sch=A&rl=Y) | GENERAL |
| RULE §571.4 | Qualifications for Licensed Veterinary Technician License |

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| (a) To be eligible for licensure as a licensed veterinary technician, an applicant must present satisfactory proof to the Board that the applicant:   (1) is at least 18 years old;   (2) has obtained at least a passing score on:     (A) the VTNE; and     (B) the LVTE; and   (3) is a graduate of a Veterinary Technician Program.   (4) A person must first take and pass the VTNE in order to apply for the LVTE. (b) The Board may refuse to issue a licensed veterinary technician license to an applicant who meets the qualification criteria but is otherwise subject to denial of license as provided in Texas Occupations Code §801.401 and §801.402. <https://www.veterinary.texas.gov/documents/lic/LVTEApplicationOnDemandTesting2017.pdf> |

**DISCIPLINARY POLICY**

 The Veterinary Technology Program adheres to the policies stated in the LSC-Tomball catalog and the LSCS Board Policy. This catalog is available on all campuses and the Policy may be located at [www.lonestar.edu](http://www.lonestar.edu).

 We encourage all students to conduct themselves in a professional manner. All instructors and staff will treat you with respect, and we expect the same courtesy. Our goal is to assist you in accomplishing your educational goals. We will help you to work through any educational or personal difficulties that hinder your education. However, we will not allow disruption of the educational process or interference with another student’s opportunity to receive an education.

 If difficult situations occur, it is the responsibility of all parties involved – staff, instructors and students to resolve it in a mature manner. If you cannot resolve a situation through one-on-one discussion, then the Program Director or Dean may assist where necessary.

**DISCIPLINARY OFFENSES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:**

1. Inadequate attendance in class and/or laboratory.
2. Disruption of classroom and/or laboratory sessions.
3. Insolent or disrespectful behavior toward instructors, staff or students.
4. Unprofessional behavior or dress.
5. Failure to perform or poor performance in clinical rotation labs.

\*\* Includes any VTSO (student organization) function or meeting.

**IMMEDIATE DISMISSAL INCLUDES:**

1. Dangerous and/or unsafe practices during class or laboratory.
2. Theft.
3. Cruelty, neglect, or unprofessional treatment of any animal.
4. Cheating or dishonesty.
5. Serious violations of the LSCS Student Code.

\*\* Includes any VTSO (student organization) function or meeting.

STUDENT RIGHTS AND RESPONSIBILITIES

**Visitors**

Due to liability issues, only students are allowed in kennel and laboratory areas during or after class time—especially when CLINCAL ROTATIONS are occurring.

Adults may visit classrooms at the discretion of the instructor. Please contact the office so that an appointment can be scheduled and a representative made available to facilitate a tour.

**Campus, Veterinary Technology Building and Uniform Requirements**

**Clothing for Lecture/Laboratories:**

1. Lecture: **Landau Wine** scrubs are required with appropriate patch and nametag/monogram.

 <http://www.landau.com/> <http://www.allheart.com/landau/c/539/view/all/>

1. Laboratories: **Landau Wine** scrubs must be worn. Your name should be monogrammed and nametag placed over the left-hand pocket of the scrub top. On the left sleeve of the scrub top, the LSC-Tomball Vet Tech patch must be sewn on. Medium to Dark Gray tennis shoes are required, with minimal other colors, laces should be white or gray. Required laboratory jacket, it must be a **Landau Wine** ½ to ¾ length laboratory jacket. **The lab jacket is required in all laboratories**. The Vet Tech patch has to be on the upper left sleeve and your name monogrammed on the upper left front of the coat. An undershirt may be worn only if it is a white T-shirt that has no collar and sleeves must not hang below your scrub top sleeves. The undershirt must be tucked in at all times. In your laboratory classes you are required to wear a watch with a second hand or a digital watch with seconds reading. No Smartwatches.

Large Animal Uniform - Navy Blue Dickies Short Sleeve Jumpsuit, Black rubber boots

<http://www.dickies.com/coveralls-overalls/short-sleeve-coverall/33999.html?dwvar_33999_color=DN#start=1>

1. It is recommended that the above dress code be followed at all times whether on or off the campus. Students failing to follow the dress code will be considered absent for the day and will not be allowed to take examinations (scheduled or unscheduled) on that day.
2. Students should carry a writing instrument and note pad at all times.
3. If students elect, at any time, to wear scrubs or large animal uniform anywhere at LSC-Tomball, they should be worn in their completeness or not at all. (e.g. do not wear scrub top with a pair of blue jeans)
4. **LSC-Tomball is a smoke free building**. The veterinary technology classes are tobacco free.
5. **Alcohol/Substance Abuse** – Is prohibited in accordance with the LSCS Student Code of Conduct.
6. **Campus Carry -** The Texas Legislature enacted campus carry by passing Senate Bill 11, effective at LSC on August 1, 2017.  Senate Bill 11, known as the “Campus Carry” law, amends Texas law to allow license holders to carry concealed handguns on college campuses.  To carry a concealed handgun on LSC campuses, an individual must have a valid License to Carry issued by the Texas Department of Public Safety.

LSC has established rules and regulations regarding enforcement of Campus Carry.  Lone Star College prohibits concealed carry in some areas of LSC campuses.  For more information about Campus Carry, visit the LSC Campus Carry website at <http://www.lonestar.edu/campuscarry>.

**Personal Grooming**

1. Professional appearance when in clinical settings.
2. Good personal hygiene is required.
3. All clothing should be clean and free from wrinkles, stains, ragged hems and pants should be at least ½” from the floor.
4. Hair should be well groomed and pulled out of face and off shoulders in the laboratory sessions.
5. Male students should be freshly shaven or have well groomed beards, mustaches, and sideburns.
6. Fingernails are to be kept at a length and shape consistent with patient and personal safety.
7. The use of exam gloves and safety goggles or other eye protection is required in the laboratory. Hearing protection is required in the kennel or when using the yard blowet.
8. No jewelry is permitted when wearing the small or large animal uniform. This includes piercing and ear gauges.
9. No tattoos are allowed to be visible while in small or large animal uniforms. Tattoos should be covered with clothing or bandage according to the program director.

**Pregnancy and Special Needs**

Because of the nature of this profession, there are certain limitations that will occur with pregnancy. The hazards that accompany many of our courses include radiation, anesthetic gases, formalin, as well as other chemicals can be highly detrimental to an unborn fetus. Any student who believes she may be pregnant should report to the program director for further instructions. The student will undergo counseling on potential hazards and be requested to sign a statement from a physician defining physical limitations during pregnancy. For any reasonable accommodation issues or alternate format, contact the LSC- Tomball Student Success Center at 281-357-3703. All documentation will have to be on file before any reasonable accommodations will be provided by the veterinary technology program.

**Transportation**

It is the student’s responsibility to have adequate and reliable transportation throughout the two years of this program.

**Punctuality**

Students are expected to come to class, be on time and use class time wisely. Students should be in class and prepared before the start of lecture.

**Commitment and Respect**

We recognize you have made a significant commitment to our program. We hope that you accomplish all of your goals while you are in the LSC-Tomball Veterinary Technology Program. The faculty and staff of the Veterinary Technology Program are dedicated to helping you succeed.

This procedure manual outlines the rules and standards of the LSC-Tomball Veterinary Technology Program. You are expected to follow all rules and procedures. You are expected to treat all faculty and staff with appropriate professional respect.

If you have questions or concerns please go to your individual course instructor first and try to find a solution. If things are not solved, then bring your concerns to the program director’s attention at that time. Academic and Non-Academic grievance procedures can be found in the LSC Student Handbook.

**Smoking**

The smoking policy of LSCS prohibits smoking in all classrooms, hallways and buildings. Smoking is only permitted in the parking areas of the campus.

**Cell Phones/Pagers/Visual Recording Devices**

Cell phones and pagers are required to be placed within student lockers before entrance into any LSC-Tomball Veterinary Technology Program classroom. Failure to follow this requirement may result in the instructor counting you absent for that day, taking points off an exam and/or confiscating them up for the remainder of the class. Cell phones and pagers are prohibited in all laboratory areas unless specific approval has been granted by the instructor.

**Student Animal Policy**

Student owned animals cannot be brought onto campus as we have limited cage space for additional animals.

**Laboratory Safety**

Required apparel in laboratories, non-animal or animal, include appropriate uniform, exam gloves, lab coat, eye protection where blood, urine or feces may be present, ear protection in kennel or when using the yard blower. Students may be required to purchase their own exam gloves.

**Estimated Program Cost**

The following is an itemized estimate for the cost of the 6 semester Associate in Applied Science Degree Program. **TUITION AND FEES ARE SUBJECT TO CHANGE**.

 Tuition & Student Fees:

 In District @ $96.00/ hr X 60 hrs.

 $5760.00

 *Out of District – (Texas Resident)*

 *@ $191.00/ hr X 60 hrs.*

 $11460.00

 *International – Out of State*

 *@ $252.00/ hr X 60 hrs.*

 $15120.00

 Scrubs: Top and Bottoms $39.95

 Veterinary Technology Patch $4.95 – each

Wine Lab Coat[[1]](#footnote-1) $20.00

 Name tag or monogramming $8.00 – 15.00

 Large Animal [[2]](#footnote-2) $35-45.00

 Black Rubber Boots for Large Animal Uniform $15.00

 Gray Tennis Shoes $10.00 – up

**Course Sequence**

[**http://www.lonestar.edu/vet-tech-aas.htm**](http://www.lonestar.edu/vet-tech-aas.htm)

[**http://www.lonestar.edu/vet-tech-certificate.htm**](http://www.lonestar.edu/vet-tech-certificate.htm)

**Off – Campus Clinical Instruction**

Occasionally students will be required to participate in off-campus clinical education experiences. Attendance is ***mandatory*** unless otherwise advised by the Instructor. It is the responsibility of the veterinary technology student to arrange for his/her transportation and any associated costs to and from these field trips. LSC-Tomball does not provide transportation to any of these designated events.

**Practicum**

Students starting their third semester will satisfy VTHT 1166 (Practicum) at those clinics that are members of our advisory board. These arrangements are made between the Instructor and a Supervising Veterinarian under which the student will work during their practicum. Student progress during their practicum will be monitored by phone calls, visitations, evaluation progress reports and other communication made with the instructor. These experiences are planned work experiences with specifically designed educational opportunities for each student. There may be two to three students at each clinic. Each student will rotate to a new clinic every 3 weeks during the 9 week course and will be attired in the LSC-Tomball uniform. This is an unpaid experience since the student is receiving credit and a grade.

**Clinical**

Members of our advisory board which are specialty practices (Universities, referral clinics, etc) will serve as sites for VTHT 2360 – Clinical during the students last semester.

Those students completing sessions in the summer are required to complete 220 scheduled hours per course. In addition each student is to be available for after hour emergency calls beyond the required scheduled hours.

Students completing the spring or fall session will work 220 scheduled hours and be available for after hour emergency calls beyond the required scheduled hours.

All students are required to wear their LSC-Tomball scrubs with name and patch attached at all times while completing this class. Students are not to be paid by the clinic they work at during this time of course completion.

**Animal Care Clinical Rotations**

All students will actively participate in the care and management of the Program animals for all semesters enrolled in the program. These responsibilities consist of a detail of students who are assigned each day to exercise, clean and medicate the animals housed on the college premises. **Clinical Rotations apply to all students in the Veterinary Technology program**. Students will be assigned clinical rotations, Monday through Sunday, for as many days as necessary to fulfill the requirements for care of the animals. The rotation schedule will be assigned by Program staff. Clinical rotations can be scored and graded as a portion of a class from each academic session but it is up to the discretion of the instructor to use the scores or not. **Students repeating courses will not be exempt from repeating clinical rotations.**

**Monday, Tuesday, Wednesday, Thursday and Friday 7:30am – 9:00am** (or until finished)

**Saturday and Sunday 8:00am – 9:00am** (or until finished)

Clinical rotations, each day, will consist of a group of First and Second year students assigned to small and large animals. All students assigned to labs will meet in the LAF. Please plan to arrive 10-15 minutes early, as you will have points deducted for every minute you are late and will be counted absent. Points will also be deducted for students not wearing the assigned uniform.

One student in the group, usually a second year student will be appointed student supervisor. This supervisor is responsible for assigning tasks, assuring the tasks are completed and completion of the checklist. The student supervisor will be designated in bold letters on the assignment roster. The lab schedule will be posted shortly after the start of the semester. The schedule will indicate the date, time and type of clinical rotation to which you are assigned. For your convenience there are two bulletin boards, one in the locker room and one in the Large Animal Facility. The schedule will be placed in both locations.

**Animal Donation and Adoption**

The Veterinary Technology Program is unable to accept your animals or anyone’s animals for donation. Animals are obtained for laboratory procedures from an outside source and receive all vaccination and preventive care while at LSC-Tomball. The humane treatment and care of the animals is the responsibility of the students and staff and is overseen by the IACUC committee.

**Bulletin Boards**

Bulletin boards are found in different areas within the Vet Tech area. There are two designated for posting appropriate student announcements. All announcements to be posted must be initialed and dated by the Program Director. Other postings will be removed.

**Locker Policy**

Lockers are available to students beginning your first semester on a first come first serve basis. You must provide your own combination lock to secure your locker. Do not give your combination to anyone. Do not store valuable items in your locker (rings, watches, computers, etc).

Please do not store wet and/or soiled clothing or footwear in your locker. Soiled clothing should be kept in a plastic bag and taken home for proper laundering EACH day. Soiled footwear should be cleaned and sanitized at appropriate foot wash locations.

**Please do not store foodstuffs in your locker. It attracts pests and vermin and can lead to an USDA violation for the program.**

**Emergency Entry**:

Lone Star College-Tomball reserves the right to enter your locker if sanitary or security conditions warrant. This will be done under the auspices of the LSC-Tomball police.

STUDENT SERVICES

**Employment Placement Service**

Employment opportunities are available to students seeking positions while they are in school. These positions are posted at all times on the bulletin board and can be found on the LSC-Tomball Veterinary Technology program website.

**Bookstore**

The bookstore is located on the main campus of LSC-Tomball. Students are required to purchase necessary textbooks from the bookstore or any other alternate source in a timely fashion. Textbooks are not optional. You may also purchase scrubs, lab jackets, patches, dissection kits, etc. The bookstore contact number is 281-351-3398.

**Bursar Office**

The bursar’s office is located on the main campus of LSC-Tomball. This is where you can pay your tuition and pick up financial aid checks. The bursar’s office contact number is 281-357-3754.

**Copier Use**

Copiers are available in the library for student use. No student copies will be made on the office copier.

**Faculty and Staff Hours**

All faculty and staff will have posted office hours outside their office door.

**Library**

Library is housed on the main campus. The library provides onsite library materials, instructional technology, and audio/ visual production for teaching and learning. Books may be checked out of the library and kept for 2 weeks with your student ID. Items are placed on reserve for student use. These items can’t be checked out for more than 2 hours and must stay in the library. Copies of all textbooks for each semester are placed on reserve for the student’s use for a 2 hour period.

Hours of Operation

Monday-Thursday 8:00 am – 9:30 pm

Friday 8:00 am – 6:00 pm

Saturday 10:00 am – 5:00 pm

**Security**

The LSC-Tomball veterinary technology program seeks to provide a safe and secure learning and work environment for students, staff and guests. The program will make every effort to minimize criminal opportunities and encourages students and staff to be responsible for their personal safety and the safety of others. If suspicious activity is observed, please report it to the Campus Police. Report all crimes to Campus Police at 281-290-5911 for emergency situations located outside the building. Call X5911 on any phone located inside the building for emergency assistance.

SAFETY REQUIREMENTS

**General Safety Rules**

Safety is promoted and achieved through good facilities and equipment, the establishment and enforcement of safety rules, informed and trained personnel and the use of appropriate protective clothing and equipment. In general, health and safety matters are related to facility and equipment design, the animal species you work with, the frequency and type of contact and your own health status. General cautions to observe are:

1. Remember that accidents, cuts, scratches and allergic reactions are hazards.
2. Your safety and the safety practices of others depend to a large extent on being alert to potential dangers.
3. Do not take unnecessary chances.
4. Read and obey posted signs and information.
5. Ask questions if you are not sure. Do not hurry risky procedures.
6. Keep floors, walls, sinks and all fixed equipment uncluttered and clean.
7. Place, stabilize, store and operate movable equipment properly.
8. Wash hands with soap when leaving an animal room.
9. Use only the disinfectants selected by a supervisor and use them precisely as directed.
10. Compressed gasses are dangerous. Use caution when handling gas canisters.
11. Dispose of syringes, needles, and other “sharps” in containers provided for that purpose. Do not allow containers to become overfilled.
12. Wear protective clothing and use animal restraint techniques and equipment as instructed by instructors.
13. Report all bites, scratches, kicks, or injuries inflicted by an animal or object as well as completing an incident report. This report will remain in each student’s file.
14. Absolutely no eating or drinking or applying makeup in any laboratory area.
15. Place damaged equipment aside and notify supervisor so that equipment can be repaired.
16. Master proper methods of lifting. Do not lift heavy or awkward objects without instruction or assistance.
17. Take care when walking on slippery or irregular floors.

**Evacuation/Safety Plan**

Safety evacuation plans are prominently displayed in all rooms and hallways of the veterinary technology building and large animal building to allow for proper evacuation in the event of emergencies. Alarms, lights and public announcements will sound during an emergency.

Students shall:

1. Learn, accept and follow all safety regulations.
2. Be aware of and ready to follow evacuation procedures.

**Types of hazards**

Physical agents: Sharp objects, slippery floors, broken or weak supports, heavy weights, and many other conditions pose a physical hazard.

Radiation: Exposure to radiation is a hazard in veterinary medicine. Every member of the team must wear protective clothing. All staff working around radiation should wear a radiation badge that records radiation exposure.

Pathogens: Pathogens are live infectious bacteria, viruses, fungi or parasites that poses a threat to humans and animals. Some pathogens and their disease are tuberculosis in monkeys, leptosporosis and rabies in canines and brucellosis in cattle.

Mutagens: Mutagens are substances that cause changes in chromosomes and thereby induce the occurrence of mutations. Examples of such substance are high doses of x-rays and some chemicals. Carcinogens are substances that can produce cancer directly.

Toxins and chemicals: Toxins are poisonous substances produced by bacterial, plant or animal cells. Some bacteria, for example, produce tetanus toxins. Castor bean plants produce a toxin called ricin. Anesthesia gases and drugs may be toxic.

**Injuries**

All injuries must be reported to a staff member at the time of the accident. All incidents including animal bites or scratches, needle pricks, broken glass or any other incident in which any break of the human skin, bruising, or contusions occur must be reported. If a break occurs of any human’s skin during activities at LSC-Tomball, an incident report and a student exposure form must be completed and the Program Director must be notified. Universal precautions will occur with all exposures to human blood. It is the responsibility of everyone to use caution and good judgment to avoid incidents or accidents.

**Animal bite/scratch/accident requirements**

1. All bite or scratch wounds that result in skin puncture should be washed and cleansed immediately and thoroughly with soap and water for 15 minutes. First aid kits are available in the kennel areas. All bite and scratch wounds should be observed closely and your physician should be consulted.
2. The student must inform his or her supervisor of any injury as soon as possible after the incident. A record of the injury must be completed on the accident report and filed in the office.
3. A tetanus immunization should be current (within 10 years). If the student’s tetanus has expired, he or she should receive a tetanus immunization.
4. Bite incidents may require that the animal be placed under quarantine depending on the animal’s vaccination history and severity of the bite.

**Pregnancy**

Any student who believes that she may be pregnant are advised to immediately report the pregnancy to a staff member and submit a health status release statement from a physician. Student should also review the pregnancy risk form and sign acceptance of risks to Program Director. All efforts will be made to minimize the exposure of any pregnant student to chemical, physical, or infectious agents that may be hazardous to the student and fetus. Pregnant students will advised about enrollment in the Practicum (VTHT 1166), Anesthesia and SX (VTHT 1441), and Veterinary Radiology (VTHT 1245).

**Areas of potential risks and concern for pregnant Veterinary Technology Student:**

**Clinical:**

* Anesthetics (gas inhalation and Xylazine, Ketamine or Propofol through skin absorption)
* Cats (when possible avoid fecal sample collection & handling or wear gloves for protection)
* Follow all protocols for handling disinfectants, insecticides, and all other chemicals while in clinical areas.
* Avoid any heavy lifting of over 50 pounds
* Avoid any radiological procedures.
* Avoid exposure to zoonotic diseases including, but not limited to: leptospirosis, salmonellosis, toxoplasmosis, brucellosis, cat scratch disease, fungal diseases, psittacosis, rabies, Lyme disease, tuberculosis and West Nile virus.

**Kennel**

* Follow all protocols for handling disinfectants, insecticides, and all other chemicals
* Avoid handling cat feces or litter boxes
* Avoid any heavy lifting

**Farm:**

* Avoid any heavy lifting over 50 pounds
* Avoid any stall cleaning
* Minimize large animal exposure
* Avoid working the large animal head catch

**Hazardous Waste**

The Veterinary Technology Program is concerned about the proper handling for medical wastes. Specific instruction in the handling and disposal of medical wastes will be provided. Every student and staff member is responsible for the proper disposal of medical wastes. All sharps must be disposed of utilizing specific sharps containers located throughout the laboratory areas. If you are unsure of what constitutes medical waste or how to handle medical waste, please ask a staff member.

**HEALTH AND HAZARD EXPOSURE INFORMATION**

As a Veterinary Technology student you will be participating in laboratory and clinical settings that may put you at risk of exposure to environmental and physical hazards. For example, you may be exposed to:

* Tetanus
* Rabies
* Tuberculosis
* Brucellosis
* Human diseases such as hepatitis, AIDS, etc.

Should you have any questions regarding specific exposures or your ability to ward off disease, consult your physician and the Program Director.

**Please note: Lone Star College System assumes NO RESPONSIBILITY for any expenses you may incur associated with personal insurance premiums, immunizations, personal protective equipment or other medical expenses related to testing associated with your exposure to environmental or physical hazards in conjunction with your being a student in the veterinary technology program.**

**Immunizations and Vaccinations**

No immunizations or vaccinations are required currently to enroll in the LSC-Tomball veterinary technology program, but a current Tetanus vaccination is recommended.

**Rabies Immunization**

Working in the veterinary medical field may put you at risk of exposure to environmental and physical hazards. Because these exposures may include rabies virus, you may want to undergo Rabies pre-exposure Prophylaxis. Should you have any questions regarding your health, consult your physician and Program Director.

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)

**Institutional Animal Care and Use Committee**

The United States Department of Agriculture requires that all facilities that use animals for any teaching, research or other purpose must have an Institutional Animal Care and Use Committee (IACUC). LSC-Tomball IACUC committee is comprised of staff of the department and college and at least one public member and one student member. The primary responsibility of this committee is to provide the humane care of all animals at LSC-Tomball Veterinary Technology Program. A complaint policy and procedure follows:

IACUC Procedure for Complaint

When any person (student, staff member or general public) observes inhumane treatment or has other concerns or question about any of the veterinary technology animals or any brought in for classes, they can file a report of complaint using the following procedure:

1. A written report must be drafted and dated.
2. The report needs to be filed with any IACUC member. A list of members is included with these policies and is posted in the facility.
3. The IACUC member that receives the complaint will date it and make copies to forward to all members. The Institutional Officer will initiate an investigation, discuss the complaint with as many members that can easily be contacted and determine a resolution if necessary. The Institutional Officer will make a presentation regarding the complaint at the next meeting. If the complaint should involve the Institutional Officer or if the Officer is not available, then the investigation process may be completed by any member.
4. The members will decide if any additional action should be taken.
5. The officer will follow up on any complaint and make sure that any deadline is reached.
6. The results of any investigation must be reported to the person who filed the complaint. The report will be timely but may not occur until after the next IACUC meeting.

This procedure is intended to deal with inhumane care of animals or major concerns and questions regarding all animals at LSC-Tomball veterinary technology program. Please follow the procedure as it is outlined. The IACUC meets at least two times yearly to review all protocols, questions, and concerns related to the use of all animals in this program. If you have general questions or concerns about an animal’s care or well being, please bring these questions at any time to any staff member.

**Animal Care Committee Organization and Procedures**

**Lone Star College Veterinary Technology Program**

1. Introduction

Lone Star College-Tomball, located in Tomball, Texas is a component of the Lone Star College System. LSC-Tomball is dedicated to instruction and service in the veterinary technology health field.

There is only one physical and operational Animal Care and Use Program at Lone Star College System. This program is the Veterinary Technology Program located at 30555 Tomball Parkway, Tomball, TX 77375.

1. Name of Program Unit

Lone Star College-Tomball Veterinary Technology Program

1. Overview and Purpose

The Veterinary Technology Program at LSC-Tomball is an integral part of the institutions teaching mission.

1. Description of the Organization

The Veterinary Technology Program is responsible for the Animal Care and Use Program. The Veterinary Technology faculty and staff are responsible for the various aspects of the program. The Program Director of the Veterinary Technology Program reports to the Dean of Health and Sciences. The Dean reports to the Vice President of Instruction.

1. Key Institutional Representatives

Chancellor –Steve Head, PhD.

President of Lone Star College-Tomball –Lee Ann Nutt, EdD

Vice –President of Instruction – Scott Stallman, PhD

Vice-President of Financial Affairs – Jerrel Wade, EdD

Dean, Health and Sciences – Shelley Diviney, DHSc

Veterinary Technology Program Director – Joyce D. Brod, LVT

1. Accreditation History

The Veterinary Technology Program began offering courses with the opening of Lone Star College-Tomball is August 1988. The program received its initial accreditation in the spring of 1990 and later gained Full Accreditation in the fall of 1992. The program has been fully accredited by the AVMA since that date.

1. Nature of the Teaching Program

Courses utilizing animals housed at LSC-Tomball are all veterinary technology courses with laboratories. Animal are utilized to train veterinary technician students only, and are not used in research or testing.

1. Summary of Facilities

The animal facilities at LSC-Tomball encompass two areas. Animals are maintained in the Veterinary Technology Building (VTB) and in the Large Animal Facility (LAF). Animals kept in both areas are done so with supervision by the Program Director and the Veterinary Technology faculty and staff.

1. Other Units Not Included in this Description - None
2. Contract Facilities - None
3. Other Relevant Background

A computer system has been installed to assist managing cost accounting, protocol review, purchase orders and animal treatment records. This system provides the ability to better track animal use protocols and records, so that accurate treatment and surgical information can be easily monitored by Harris County Public Health & Environmental Services- Veterinary Public Health Division (supplier of our canine and feline patients).

II. Description

1. Institutional Policies
2. Monitoring the Care and Use of Animals
	1. Institutional Animal Care and Use Committee
		1. Composition/Frequency of Meetings/Responsibilities

The Animal Welfare Committee (AWC) is a standing committee of the Veterinary Technology Program at LSC-Tomball. The purpose of the committee is to monitor the care and treatment of all animals utilized by the Veterinary Technology Program in training of students of veterinary technology. The AWC meets bi-annually with additional meetings as required at the discretion of the Chairperson. The composition of the committee is as follows:

**Officers**

Joyce Brod, LVT –Veterinary Technology Director

Jessica Colborn, DVM - Institutional Veterinarian with Program Responsibility

David Sessum, LVT - Faculty

Kathleen Diamond, LVT – Secretary

Billy Slocumb – College Staff Member

Denise Metz, LVT – Chairperson and Veterinary Technology Staff Member

Karen O’Bannion– Public Member

Lindsay Rosenbusch– Student Member

1. Frequency of Committee Review

The AWC reviews the animal care faculties and programs at its semi-annual meetings. The report of the committee and recommended plans of action for correction of deficiencies is approved by the full committee.

* 1. Response to USDA Inspections

Deficiencies noted during inspections by USDA since the last site visit are addressed by the AWC Veterinarian in a timely and satisfactory manner. USDA reports are available for review by the AWC at its semi-annual meetings.

* 1. Other procedures for monitoring the care and use of laboratory animals.

Animals are supervised by the AWC Veterinarian with staff on a daily basis while students feed, water and exercise the housed animals.

1. Veterinary Care

The veterinary care program is the responsibility of the following individuals:

Jessica Colborn, DVM: Professor of veterinary technology has 18 years of private practice experience in veterinary medicine and surgery and one year academic experience.

Joyce Brod, LVT: Director of the LSC-Tomball Veterinary Technology Program. Mrs. Brod has over 9 years of private practice experience in veterinary medicine and 29 years of academic experience.

David Sessum, LVT – Professor of veterinary technology has 4 years of private practice experience and 16 years of academic experience.

Kathleen Diamond, LVT: Staff member Veterinary Technology Program. Mrs. Diamond has 8 years experience in private practice and 25 years academic experience.

Denise Metz, LVT: Staff member Veterinary Technology Program with 3 years of private practice experience in veterinary medicine and 12 years academic experience.

1. Personnel Hygiene
	1. Protective/Work Clothing

Supervisors and students are required to wear surgical scrubs during their time in clinical laboratories. Tennis shoes are worn for foot wear and laboratory coats are permitted.. Mask and gloves are required for clean-up of fecal material with parasites of zoonotic importance.

* 1. Shower/Change Facilities

Separate showers and change facilities are available in the physical education department area for male and female students.

* 1. Eating, Drinking and Smoking Polices

No eating or drinking is allowed in the animal housing area. Smoking is not allowed in any part of the LSC-Tomball building complex. Designated areas are provided for smoking away from the building with disposable containers provided.

1. Laboratory Animal Husbandry
	* + 1. Housing
				1. Social Environment

Dogs – Runs are provided for each animal with doors of chain linked fencing to enhance communication. Only acutely ill or post operative dogs are kept in cages. Dogs are walked every morning and every evening except on weekends with exercise limited to once a day. Resting shelves are provided for each run.

Cats – Most cats are housed in stainless steel crates – one cat per cage. Hanging toys are given to the cats and all cats have a litter box with litter to discourage sleeping in the box. Cages are lined with newspaper, but are changed once or twice daily.

* + - * 1. Activity

All dogs and hoofed animals are housed in pens/runs. Dogs and all cats in for surgery are kept in cages or pens for a maximum stay of 7 days. Post-operative dogs are in cages for a short period of time appropriate for recovery but are exercised daily. All dogs at LSC-Tomball are housed in runs with visual and olfactory contact individually.

* + - 1. Food
				1. Canine and Feline

All dog and cat food is purchased at area pet retailers near LSC-Tomball. Canine and Feline Foods are premium food from Hills Pet products.

* + - * 1. Equine, Food Animal and Rodent

All foods in this category are purchased from Spring Creek Feed, PetsMart and Petco and are considered complete.

* + - * 1. Storage in Animal Facility

Dog, cat and rodent foods are maintained in the main building of the veterinary technology area and are kept at room temperature (70 degrees). This room is humidity controlled with an air exchange of 12 room exchanges per hour.

The food for the equine and food animals is maintained in the large animal facility and is not air or humidity controlled. Since the food in this area is maintained during the fall and spring of the year, no problems in quality have been noted.

* + - * 1. How food is Provided

Feed is provided to animals as listed below:

Species Provision

Rodents ad libitum in wire or slotted feeder

Dogs fed once daily in stainless bowls based on weight and condition

Cats fed once daily in stainless bowls based on weight and condition

Rabbits fed 175grams/day in stainless self feeder

Equine fed once daily via plastic buckets based on weight and condition

Bovine fed once daily via plastic buckets based on weight and condition

Caprine/Ovine fed once daily via plastic buckets based on weight and condition

* + - * 1. Quality Control Procedures

Food for the dogs and cats and for the farm animals is ordered and either delivered by feed store or picked up by staff member. All non used food, at the end of the semester, is removed from the building and disposed of.

* + - 1. Bedding
				1. Type and How used

Hardwood chip is the primary bedding material used for rodents. Dogs and cats are provided plastic and stainless steel platforms off the ground for sleeping areas. Cloth towels are also provided. Horses and other farm animals are maintained in pasture. Rabbits are maintained on stainless steel slatted floors of size and spacing in accordance with current regulations.

* + - * 1. Storage Facilities/Vermin Control

These bedding products are kept in bulk storage. Towels are changed daily and replaced as needed. Vermin control is provided by contractual services to all facilities at Lone Star College- Tomball and no insecticides are used unless approved by the program director and VMO

* + - 1. Water
				1. Source, Treatment and How provided

Lone Star College-Tomball receives treated water from the City of Tomball. In general, manual watering systems are used for all animals.

* + - * 1. Quality Control Methods

Water samples are tested twice a year by the Tomball Health Department for quality and potential contamination.

* + - 1. Sanitation
				1. Cage Sanitation

Cage and pen litter changing frequency

Species Frequency

Rodents Daily

Rabbits Daily

Canine Daily

Feline Daily

Farm Animals Pastured/daily

Location where solid waste is removed

Large animal waste is removed to designated compost area on the farm grounds. Solid waste for dogs and cats is flushed down designated sewer areas adjacent to runs. Solid waste from rabbits and rodents is disposed of with bedding.

Washing/Sanitizing frequency for…

Cage Schedule

Slotted floor cages Daily

Cage racks and shelves Daily

Cage pans under cages Daily

Runs Daily

Cage Washing/sanitizing procedures

All small items such as caging, feed and water bowls, pans and all racks and large cages are sanitized by hand using solutions of accelerated hydrogen peroxide with water.

Cleaning/Sanitizing agents used

Cleaning and sanitizing agents used include accelerated hydrogen peroxide, chlorhexidine, bleach, quarternary ammonium compounds and Cidex.

How effectiveness of cage sanitation is monitored

Feed and cleaning is monitored by eye contact through staff and instructor supervision on a daily basis. Students are assigned feeding and cleaning tasks that supervisors monitor every day.

* + - * 1. Sanitation of Transport Cages

The transport cages are sanitized by hand with the above mentioned chemicals. All currently used transport cages are of appropriate size.

* + - * 1. Room Sanitation

Frequency and Procedure

All floors are mopped daily with accelerated hydrogen peroxide disinfectant solution (1:400). In addition, floors, walls, and rooms containing pens are sanitized on a daily basis with the Rescue. Runs are thoroughly bleached at least once a month with a 1:30 parts bleach/water solution.

Sinks, cabinets, shelves and drawers are cleaned daily and disinfected weekly with a chlorine bleach solution. Ducts, light fixtures and exposed piping are cleaned and dusted monthly.

Filters of all types are changed and cleaned monthly by the LSC-Tomball maintenance staff. This can be done more frequently if requested by the veterinary technology staff. Mop heads are replaced on a monthly basis. The mop buckets are rinsed and sanitized after each use. Mops are designated for certain rooms or group of rooms.

Corridor and support area cleaning

The corridors and support areas are swept and mopped daily by the maintenance cleaning crew. Floors are waxed every 30 days.

* + - * 1. Waste Disposal Methods

Soiled bedding and refuse

Soiled bedding and refuse are placed in lined barrels and delivered to a dumpster. The material from the dumpsters is picked up daily. Excreta from dog runs is flushed down a common waste drain with moving water and transferred to a common sewage treatment site in Tomball, TX.

Animal Carcasses

Carcasses are kept in coolers and freezers in the animal holding area. All carcasses are picked up by Harris County Public Health and incinerated at the site on Canino Road. Note: Since all carcasses are considered nonhazardous and since no investigative work is performed at the college, animals are incinerated within 48 hours.

Hazardous Waste

All materials falling under the identification of biohazardous waste (i.e. metal needles, swabs, glass sides, etc.) is placed in appropriate plastic containers or identifiable waste bags. These receptacles are emptied into appropriate (pre-id) containers and delivered to the central biohazard container at the rear entrance of the college. This biohazardous material is picked up every 2 weeks.

* + - * 1. Vermin Control

Program

All exit corridors, locker areas for students and the general areas where animals may be used are treated with rodenticides and anti-ant chemicals every 6 months or as necessary.

Notification of Animal Users

The faculty and staff of the vet tech program will be notified when and if vermin control chemicals are used in the animal holding area, and measures will be taken to insure students and animals are not contaminated while in the area.

* + - 1. Animal Identification and records
				1. Methods of Identification of each species

All caged animals are identified by a cage card with a date of arrival, source, and name of veterinarian(s) working with the animal, species/breed, individual identification number when applicable and if needed any other identification numbers.

All caged animals will be indentified by a temporary collar with their individual identification number written on the collar.

Farm animals are identified by description on medical charts but are not identified with cage cards as the animals are not stalled. They are pastured except when teaching procedures are being employed. Cattle are ear tagged with identification number and halters on horses contain identification numbers.

* + - * 1. Procedures for Maintaining Individual records

All individually identified animals received by the Vet Tech program at LSC-Tomball are assigned a number upon arrival. The assigned numbers are used on the cage card and are maintained in the computer records. Written records for all dogs, cats, lagomorphs are maintained in respected areas, while written records for cows, horses and goats are maintained in the feed room of the LAF. All computerized records for all animals are maintained on the Cornerstone software program.

* + - 1. Provisions for Emergency, Weekend and Holiday Care
				1. Procedures for Weekend/Holiday Care

Weekend work (feeding and mediating, etc.) is on a rotation basis with student workers, staff and faculty taking turns. These are clinical procedures. Veterinarians not assigned to work a weekend in question will be on call for emergency matters.

Procedures for the weekend are the same as the work day. Farm animals are rotated on pastures and given grain and hay. Water containers are filled daily and animals are medicated if needed. Dogs are walked and runs are cleaned. Fresh water and food is provided. Cats, rodents and lagomorphs cages are cleaned and animals are provided fresh water and food.

* + - * 1. Procedures for Monitoring Animal Facility Mechanical Systems

The physical plant (utilities operation) provides 24 hour/day monitoring of the mechanical systems controlling all power to the vet tech area. The office is located in W105. Emergency power by natural gas generator is available in the event of a power failure. The holding area for the dogs, cats, rodents and lagomorphs is operated on a separate heating, air-conditioning and ventilation system which is also monitored from W105-C. Plant personnel and the college police have been notified to contact essential personnel from the veterinary technology department in the event of significant power failure or other emergency situations (flooding, hurricanes, etc.)

1. Veterinary Care
	1. Preventive Medicine
		1. Animal Procurement

The VMO of the Veterinary Technology Program approves all animal orders. Dogs and cats are supplied by Harris County Public Health Services- Veterinary Division. The animals are delivered and picked up as needed by the veterinary technology area. All animals are routinely treated for parasites, vaccinated and cleaned during their stay. Before animals are returned to Harris County they are sterilized (spay or neuter) so that they can be adopted from Harris County. All treatments (except surgery) are performed by students under the supervision of a veterinarian for teaching purposes. Dr. Jessica

Colborn performs all surgeries with a licensed veterinary technician assisting.

Horses, cows and goats are purchased/borrowed from a livestock auction or other approved source. These animals are likewise vaccinated and deparasitized upon inspection. They are cared for with basic husbandry techniques and sold back through the auction or returned to the source at the end of the semester.

Lagomorphs and rodents are purchased through independent vendors for the laboratory animal and exotic animal courses. All animals are maintained during their stay here and adopted out to students at the end of the semester.

* 1. Quarantine , Stabilization and Isolation
		1. Receiving and Initial Evaluation

All animals received are visually inspected for signs of disease by the veterinarian/LVT on duty. If the animals are considered to be unhealthy, the animals are returned to the vendor.

* + 1. Quarantine Facilities

Animals are quarantined (large animals) from the remainder of the herd as soon as they arrive and are kept at a distance for two weeks or until the veterinarian on duty feels the animals can be integrated with the other animals of same species. All dogs, cats, lagomorphs and rodents arrive together and stay together with their same species during their entire time at the College.

* + 1. Isolation Facilities for Ill Animals

If an animal is diagnosed with a contagious disease, it is immediately isolated in a separated room. Any husbandry procedures required are done by an animal attendant who will not work with that species for the remainder of the day. No equipment is used in other rooms that house the same species.

**STATEMENT OF STUDENT’S RESPONSIBILITIES**

I acknowledge that I have read and understand the requirements of the Veterinary Technology Program as outlined in the Student Handbook. I agree to comply with these requirements and accept full responsibility for any violation. Failure to meet any of these guidelines may result in my expulsion from the program. I further understand that I will not be fully admitted into the program until I agree to abide to the program guidelines.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Student Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Student Printed Name

1. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)