University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course

1. Type of Action
   - A. Addition
   - B. Deletion
   - C. Modification
     - in credits
     - in title
     - in prerequisites or co-requisites
     - in number or alpha
   (click and type to specify)

2. New Alpha, Number and Title
   ANSC 141 Introduction to Veterinary Technology

3. Credits
   3 credits

4. Old Alpha, Number and Title

5. Credits
   *

6. New Catalog Description
   This course introduces students to the field of veterinary technology and describes the responsibilities and expectations for students enrolled in the program. Topics include: roles of the veterinary team members, legal and ethical aspects of veterinary practice, breeds of companion animals, safety, sanitation and waste-disposal protocols, and career fields in veterinary medicine. (3 hrs. lect).

7. Select box and type specific information in text box.
   - Prerequisites
   - Corequisites or
   - Recommended Preparation
   None

8. Student Contact Hours Per Week
   - Lecture 3
   - Lecture/Lab
   - Lab
   - Other (click to specify)

9. Proposed Date of First Offering
   - Semester
   - Spring
   - Year
   2012

10. This course
    - is proposed for the * Program.
    - can fulfill * If Other, specify

11. This course
    * the number of credits required for the program/core.

12. Equivalent or similar courses offered in the UH System:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Alpha, Number, Title</th>
<th>Campus</th>
<th>Alpha, Number, Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>*</td>
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</tbody>
</table>

13. This course is (check one and click in appropriate textbox and provide details):
   - Already articulated with
     Provide details of existing or desired articulation (date, college(s), purposes, pre-major, etc.) in this space:
   - Appropriate for Articulation with
     Provide details of existing or desired articulation (date, colleges(s), purposes, pre-major or major, etc.) in this space:
   - Not yet appropriate for Articulation.

14. Reason for Initiating, Modifying or Deleting Courses or Other Pertinent Comment:
   This course is intended as an introduction to the CA in Vet Assisting and A.S. in Veterinary Technology programs. It is intended to inform students of the legal aspects, safety and compliance concerns, and careers in veterinary technology. It also teaches >20 skills required by the AVMA.

Requested by: ____________________________
Approved by: ____________________________
Curriculum Committee Chairperson
Date
Date

CCCMM #6100 (Amended for WCC use October 2002)
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course

Levels of Review of Course Proposal at Windward Community College

Course Alpha, Number, and Title: ANSC 141 Introduction to Veterinary Technology

Signatures

1. Department Area (more than one departmental instructor's signature required)

   [Signature]

   [Signature]

   [Signature]

   [Signature]

   Dates

   2/24/11

   2/24/11

   2/24/11

2. Department

   [Signature]

   Department Chairperson

   Was this course discussed in a department meeting? ☐ Yes ☐ No

3. Division

   [Signature]

   Dates

   3/4/2011

4. Curriculum Committee Review

   Approved ☑

   Disapproved ☐

   Reason:

   [Signature]

   Curriculum Committee Chairperson

   Dates

   3/31/11

CCCM #6100 (Amended for WCC use October 2002)
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course
New Course Proposal Form

WCC Form for New Course Proposals
(This sheet was originally pink.)

1. How is this course related to the education needs and goals of the College/Department/Community as reflected in the EDP/ADP?

This course is an integral part of the proposed A.S. in veterinary technology. This program will increase the number of STEM degrees offered by the college and also train students for employment in veterinary medicine.

2. Provide details of any additional staff, equipment, facilities, library/media material, faculty preparation and other financial support that would be required to implement this course. (Include an estimate of the actual cost of supplies and equipment.) What has been done to provide for these additional costs for the proposed date of offering? Who will teach the course?

This course can be taught by a veterinarian or veterinary technician (lecturer or full time faculty member). No other resources or materials are needed.

3. Is a similar course taught elsewhere in the UH system? If yes, provide details of how this course differs from existing similar courses.

No

4. Is this course experimental and/or unique to Windward Community College? Yes If yes, provide rationale and details of its impact on the College Curriculum

Although unique to WCC, this course is not experimental. Many of the 170 AVMA veterinary technology programs teach a version of this course in order to teach AVMA mandated skills and competencies as part of their veterinary technology degrees (A.S. or A.A.S.)

5. Is a similar course taught in the upper division level by a 4-year UH college? No If yes, explain why this course is appropriate at the lower division or how it differs from its upper division counterpart.

6. Please attach a complete course outline. Your course outline should address all the items listed in the Guidelines for Course Outlines.

7. If this course is numbered 100 or above or appropriate for transfer to a 4-year college, complete and attach WCC Form for Transfer Courses (blue). See criteria for transfer courses.

CCCM #6100 (Amended for WCC use September 2002)
Original dated WCC 9/91
Introduction to Veterinary Technology
ANSC 141     CRN: 3 Credits
Days and Time

INSTRUCTOR:
OFFICE:
OFFICE HOURS:
TELEPHONE:
EFFECTIVE DATE: Fall 2011

WINDWARD COMMUNITY COLLEGE MISSION STATEMENT

Windward Community College is committed to excellence in the liberal arts and career development; we support and challenge individuals to develop skills, fulfill their potential, enrich their lives, and become contributing, culturally aware members of our community.

CATALOG DESCRIPTION

This course introduces students to the field of veterinary technology and describes the responsibilities and expectations for students enrolled in the program. Topics include: roles of the veterinary team members, legal and ethical aspects of veterinary practice, breeds of companion animals, safety, sanitation and waste-disposal protocols, and career fields in veterinary medicine. (3 hrs. lect).

Activities Required at Scheduled Times Other Than Class Times
Students enrolled in ANSC 141 will be required to participate in the cleaning and sanitation of the veterinary exam and procedure rooms. The instructor will assign these duties during the first week of class.

STUDENT LEARNING OUTCOMES

The student learning outcomes for the course are:

1. Describe the roles and legal boundaries of veterinary health care team members and discuss the legality of the veterinary-client-patient relationship.
2. Create and maintain facility records and maintain compliance with appropriate regulatory agencies.
3. Identify and describe common workplace hazards, including zoonotic diseases.
4. Establish and maintain appropriate sanitation, nosocomial, and waste-disposal protocols.
5. Identify common breeds of companion animals.
COURSE CONTENT

Concepts or Topics

- USDA/DEA/OSHA & IACUC regulations
- Ethics in veterinary medicine
- Patient Confidentiality
- Legal boundaries for team members
- Career options for credentialed technicians
- Proper sanitation and husbandry techniques
- Zoonotic diseases (including rabies)
- Interpretation of Material Safety Data Sheets (MSDS)
- Sanitation & safety protocols in veterinary hospitals
- Standard operating procedures in veterinary hospitals

AVMA Skills and Competencies

1) Recognize roles of appropriate regulatory agencies
2) Maintain appropriate disposal protocols for hazardous materials
3) Establish and maintain appropriate sanitation and nosocomial protocols for a veterinary facility, including patient and laboratory area
4) Recognize the legality of the veterinary-client-patient relationship
5) Understand and observe legal boundaries of veterinary health care team members
6) Respect and protect the confidentiality of client and patient information
7) Recognize common domestic animal species and breeds
8) Ensure safety of patients, clients and staff
9) Explain how to handle rabies suspects and samples safely
10) Discuss disposal of dead animals
11) Explain inadvisability of keeping wildlife as pets
12) Be familiar with veterinary on-line services
13) Demonstrate understanding of controlled substance regulations
14) Describe and use common animal identification methods

COURSE TASKS

- Attend class at scheduled times
- Complete assigned readings prior to class
- Participate in class discussions
- Complete 3 examinations
- Complete 4 homework assignments
- Participate in cleaning and sanitation of the patient exam room
ASSESSMENT TASKS AND GRADING

ASSIGNMENTS (100 points total). The student will complete four homework assignments. (25 points each). Guidelines for these assignments will be distributed during the first week of class.

EXAMINATIONS (300 points total-100 points for each exam). The student will take three exams to demonstrate knowledge and understanding of information presented in class. All exams are cumulative.

CLINIC SANITATION (100 points): Students enrolled in ANSC 141 will participate in cleaning and sanitation of the patient exam and prep room. The course instructor will assign a cleaning rotation during the first week of class. Typically, two students will be assigned sanitation duties each week, with each student completing two rotations during the semester. Students will be evaluated based on the following criteria 1) thoroughness of cleaning and decontamination 2) appropriate use of anti-infective agents 3) adherence to posted safety protocols 4) recognition of clinic hazards 5) proper use of personal protective equipment (PPE) 6) proper disposal of hazardous and biological wastes 7) accurate documentation of tasks completed.

METHOD OF GRADING
The assignment of points will be according to the following:

<table>
<thead>
<tr>
<th>Assignments (4)</th>
<th>100 points</th>
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</thead>
<tbody>
<tr>
<td>Exams (3 x 100)</td>
<td>300 points</td>
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<tr>
<td>Clinic Sanitation</td>
<td>100 points</td>
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TOTAL 500 points

<table>
<thead>
<tr>
<th>Total Points</th>
<th>Percentage Points</th>
<th>Grade</th>
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<tbody>
<tr>
<td>448-500</td>
<td>90-100</td>
<td>A</td>
</tr>
<tr>
<td>398-447</td>
<td>80-89</td>
<td>B</td>
</tr>
<tr>
<td>348-397</td>
<td>70-79</td>
<td>C</td>
</tr>
<tr>
<td>298-347</td>
<td>60-69</td>
<td>D</td>
</tr>
<tr>
<td>&lt;298</td>
<td>0-59</td>
<td>F</td>
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</table>

Grades may be curved at the instructor’s discretion; however, the student should use the above grading scale to evaluate their performance throughout the class. If you miss an examination because of an illness or legitimate emergency, you must contact the instructor within 48 hours to arrange a time to take a make-up exam. The instructor may request that the student present evidence of the illness or emergency that caused the student to miss the exam. If the student misses an exam for any other reason, the student may be prohibited from taking a make-up exam, thus failing to receive any points for the missed exam. While make-up exams will cover the same content area as a missed exam, the exam format and specific questions may be different. No retests will be given for any reason.
## ANSC 141 (CRN XXXX) SPRING, 2012
### SAMPLE Schedule of Topics

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topics</th>
<th>Lect</th>
<th>Text</th>
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<tr>
<td>1</td>
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<td>Course Introduction/ SOP for Vet Tech Students</td>
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<td>Syllabus</td>
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<td>Introduction to Veterinary Technology</td>
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<td>Chapter 1</td>
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<td>Members of the Veterinary Health Care Team</td>
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<td>Chapter 1</td>
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<td>Regulatory Agencies: AVMA &amp; CVTEA</td>
<td>4</td>
<td>Chapter 2</td>
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<tr>
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<td>The Veterinary-Client-Patient Relationship</td>
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<td>Introduction to SOAP &amp; Medical Records</td>
<td>6</td>
<td>Chapter 5</td>
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<td>Regulatory Agencies: USDA, FDA and DEA</td>
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<td>Animal Welfare Act &amp; IACUC Guidelines</td>
<td>8</td>
<td>Handout</td>
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<tr>
<td>5</td>
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<td>Canine Breeds &amp; Life Cycle</td>
<td>9</td>
<td>Handout</td>
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<td></td>
<td></td>
<td>Feline Breeds &amp; Life Cycle</td>
<td>10</td>
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<td>6</td>
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<td>Exotics and Wildlife</td>
<td>11</td>
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<td>Introduction to Occupational Health and Safety</td>
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<td>Common Zoonotic Diseases: Viral Infections</td>
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<td>8</td>
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<td>Common Zoonotic Diseases: Bacterial Infections</td>
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<td>Common Zoonotic Diseases: Fungi, Protozoa, and external parasites</td>
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<td>9</td>
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<td>Personal Protective Equipment (PPE)</td>
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<td>Disposal of sharps &amp; biological wastes</td>
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<td>Physical &amp; Radiological Hazards</td>
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<td>Chemical Hazards &amp; MSDS forms</td>
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<td>Chemical Waste Disposal</td>
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<td><strong>Exam # 2</strong></td>
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<td>Antiseptic and Disinfectant Agents</td>
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<td>961-973</td>
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<td>SOP for Clinic Sanitation</td>
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<td>Maintaining a cleaning schedule</td>
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<td>14</td>
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<td>Other types of clinic records</td>
<td>25</td>
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<td>Careers in Veterinary Technology- Lab Animal Tech</td>
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<td>15</td>
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<td>Careers in Veterinary Technology- Shelter Manager</td>
<td>27</td>
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<td>Careers in Veterinary Technology- Clinic Manager</td>
<td>28</td>
<td>Chapter 1</td>
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<td>16</td>
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<td>Veterinary Technician Societies</td>
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<td>Veterinary On-line Services</td>
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- Last day to drop without "W" grade:
- Last day to Withdraw ("W" entered on transcript):
- **Final Exam:** TBA