Veterinary Technology Advisory Committee
Meeting Notes
Dec 16, 2011, Alakai 118
12:00-2:00 PM

Present:

Peggy Regentine (Business Faculty)  Michael Wong, DVM (LAS)
Sam Craddock, RVT (Vet Assist Faculty)  Shannon Nakamura, LVT (Animal Clinic of Honolulu)
Darriel Miller (Vet Assist Alumnus)  Lisa Coles (Haiku Vet)
Patti Chong (Student Services)  Ashley Stokes, DVM, PhD (UH Manoa)
Eric Ako, DVM (HVMA)  Zachary Albudri, DVM (Vet Assist Faculty)
Kathleen Baxter, RVT  Faculty, VCA Family
Joe Herzog, DVM (Vet Assist Faculty)  Jan Chouljian, DVM (Vet Assist Faculty)
Mark Caspers, DVM (Feather & Fur)  Stacie Kissel (Vet Assist Alumnus)
Sylvia Kondo, DVM (UH IACUC)  
Ross Langston, PhD (Vet Assist Coordinator)

Excused:
Cathy Todd (VCA Kaneohe)
Brian Richardson, PhD (Dean)

1) Vet Assisting Program Stats for 2010-2011
Over the 2010-2011 Academic Year, the Certificate of Achievement in Veterinary Assisting (CAVETA) program offered 13 classes (427 Student Semester Hours= SSH) and had a total of 34 declared majors (477 SSH). Class fill- and completion rates were 72% and 79%, respectively, and fall-to-spring persistence was 70%. During this time, nine students (26.5% of majors) received the certificate and >70% of graduates were offered employment. The overall health score for the program was 4.5/6 (cautionary). Program weaknesses include: low # of full-time faculty allocated to the program (0 full-time faculty) and high number of majors relative to EMSI estimators of local workforce demand (= 4 positions available). However, based on the high employment rate of program graduates, we believe the EMSI data may underestimate the number of annual job openings. Program strengths included: sustained levels of student demand, high employment rate of program graduates, and recent allocation of funds to purchase equipment, design classes, and renovate program facilities. In response to the program analysis we plan to implement the following changes during the 2011-2012 academic year: 1) Hire 2 FTE faculty to administer the program and teach program classes, 2) continue efforts to more-accurately track program students, 3) reduce duplicate offerings of low-enrolled classes and increase offerings of gatekeeper classes (e.g., Math 101), 4) investigate the feasibility of tutoring or Supplemental Instruction for gatekeeper
classes, 5) conduct additional surveys of local workforce demand, 6) roll-out an Associate of Science in Veterinary Technology, and 7) pursue AVMA accreditation for the A.S. degree.

2) Math Roadblock:
Course completion data indicate that Math 101 (Clinical Calculations for Veterinary Assistants & Technicians) has the lowest overall enrollment among declared program majors. The following factors are believed to contribute to this: 1) Many students have a "Math Phobia" and therefore postpone enrollment in this as long as possible 2) Math 101 is typically offered only once a year and has a maximum capacity of 20 students 3) Placement test: Many students do poorly on the math placement test and are therefore required to take remedial math classes before they can take Math 101. Some students have to take Math 22, Math 24, Math 25 then Math 101 which substantially extends the time-to-completion for the Certificate of Achievement in Veterinary Assisting (CAVETA). Not only is proficiency in mathematics necessary for student success in future classes and clinical practice (e.g., dosage calculation, weight conversions, etc) but Math credit is also required for the Program to meet the UH requirements for an Associate of Science degree. Program faculty will meet with members of the Math department to discuss the problem. Potential solutions include: 1) Creating a short, non-credit "primer" class that students can complete before they take the placement test 2) Asking if we could create a separate ANSC class to cover the material (would still have to have the blessing of the Math department) 3) Requesting tutoring for ANSC students enrolled in the remedial math courses.

3) New Faculty Hires
The Chancellor has approved reallocation of two vacant faculty positions to for the use of the program. These positions will be used to hire two full-time (11 month) tenure-track faculty, including a DVM director and credentialed Veterinary Technician instructor. Advertisements for these positions have been posted on the WorkAtUH website and AVTE list serve. The positions have also been advertised in the local newspaper (Star Advertiser). The positions close on December 30th, after which a hiring committee will review the applications. It is expected that the committee will conduct interviews of finalists in February (2012) and that the positions will be filled by the end of March.

The program will continue to utilize adjunct faculty on an as-needed basis. Current adjunct faculty are listed below:

- Jan Chouljian, DVM
- Mike Wong, DVM
- Joe Herzog, DVM
- Zachary Albudri, DVM
- Sam Craddock, RVT

3) New Course Design & Modification:
The following courses are being developed or modified as part of the proposed A.S. in Veterinary Technology:

**ANSC 141- Introduction to Veterinary Technology (Sam Craddock)**
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.

**ANSC 151- Clinical Lab Techniques (Dr. Chouljian)**
Provides students with the background knowledge needed to perform and interpret laboratory techniques commonly used in veterinary practice. Topics include: Homeostatic relationships, cytology, histology, parasitology and clinical physiology of major body systems. Includes a discussion of common disorders affecting major body systems and the techniques used for diagnosis. This course was previously offered but has been substantially revamped by Dr. Chouljian, who is also working on an online version of this course.

**ANSC 151L- Clinical Lab Techniques Laboratory (Sam Craddock)**
Laboratory to accompany ANSC 151. Provides students with the knowledge and skills necessary to perform common veterinary lab tests including urinalysis, hematology, blood chemistry, cytology and parasitology. Note: This class is currently being divided into two classes (151L & 258).

**ANSC 152- Companion Animal Diseases & Nutrition (Dr. Chouljian)**
An introduction to the husbandry and medical care of companion animals. Topics include canine and feline life cycles (including breeding, pregnancy and parturition), housing and nutritional needs, exam procedures and medical recording, nursing and wound management, and identification and treatment of common diseases.

**ANSC 152L- Companion Animal Nursing (Sam Craddock)**
This course provides students with hands-on training in basic companion-animal exam and nursing skills. Topics include: animal restraint methods, medical charting and patient exam procedures, specimen collection, administration of medications, grooming and husbandry. NOTE: This course will replace ANSC 190 (Internship) as part of the CAVETA certificate. This will allow students to obtain proficiency at basic exam and nursing skills before they begin their internship classes.

**ANSC 253-Pharmacology for Veterinary Technicians (Dr. Herzog)**
This course is designed to give students a practical knowledge of drugs used in veterinary medicine. Topics include drug classification, methods of action, calculations, administration, effects and side effects. Also includes a discussion of client education, drug safety, and federal regulations governing the purchase and storage of controlled drugs. Upon successful completion, students will be able to properly calculate, dispense, and administer medications, recognize adverse reactions and maintain pharmaceutical inventory and administrative records.

**ANSC 252- Diagnostic Imaging for Veterinary Technicians (Sam Craddock)**
This course trains students to safely and effectively use X-Ray technology to obtain diagnostic radiographs of the skeletal- and soft anatomy of companion animals. Students are also given an overview of alternative imaging techniques (ultrasound, CT Scans, and digital radiography) as well as an introduction to the radiography of large animals and exotics.

**ANSC 258- Clinical Lab Techniques II (TBA)**
A continuation of ANSC 151& 151L, this course provides students with additional instruction and hands-on experience with laboratory tests commonly used in veterinary practice. Topics include: 1) identification of internal parasites 2) performance and evaluation of microbiologic and serologic tests, 3) collection & evaluation of cytological samples 4) veterinary necropsy procedures. Included in this course are a review of the anatomy and physiology of major body systems and an overview of common diseases seen in veterinary practice.

**ANSC 261- Anesthesiology & Surgical Nursing for Veterinary Technicians (Dr. Albudri)**
This course will focus on the clinical skills necessary for safe and effective anesthesia and surgery of companion animal patients (dogs and cats). Skills such as intravenous catheter placement, proper endotracheal intubation, patient and surgical site preparation, and patient monitoring under general anesthesia will be stressed. The use and side effects of commonly used sedatives, analgesics and anesthetics will also be covered. Postoperative procedures include patient monitoring and charting as well as client education for postoperative care.

**ANSC 262- Clinical Procedures for Large Animals (TBA)**

The student will learn techniques in large animal restraint, husbandry and clinical procedures and be provided some introduction to relevant large animal diseases. Biosecurity and public health will be discussed as they apply to large animal health care and husbandry.

**ANSC 263- Lab Animal Nursing (Dr. Wong)**

Introduction to the care and use of laboratory animals. Includes training in restraint, nursing, and husbandry of common laboratory animal species (rats, mice and rabbits). This course is intended for students entering lab animal medicine, veterinary technology, veterinary assisting or other animal-related fields.

**ANSC 266- Veterinary Clinical Practices & Internship II (Sam Craddock)**

A continuation of ANSC 190, this course provides veterinary technology students with additional instruction and practical experience in a clinical setting. Topics covered include: advanced sample collection & handling techniques, dentistry, administration of medications, anesthesiology & surgical assisting, and advanced nursing techniques. Emphasis is placed on integrating classroom learning with practical work experience.

**ANSC 290- Veterinary Technician Exam Review (TBA)**

This course prepares students for the Veterinary Technician National Exam (VTNE). Topics include test-taking strategies, formation of a study plan, and a review of topics from previous veterinary technology courses. Students enrolled in this course will develop essential test-taking skills by completing practice exams covering all major topics of the WCC veterinary technology curriculum.

**BUSN 191- Veterinary Office & Computer Skills (Peggy Regentine)**

Veterinary Office and Computer Skills covers the support skills needed in a veterinary office. Because veterinary office skills are critical in the success or failure of a practice, this course will emphasize the following: client communication, public relations, ethical and legal procedures, bookkeeping functions, scheduling, records management, and telephone skills. Students will be introduced to one or more industry-standard veterinary software programs as well as word processing and spreadsheet software.

### 4) Grants Received

- **Perkins Grant:** $56,000 awarded to design classes and purchase surgical supplies and equipment.

- **Rural Development Grant (Online Education):** $50,000 to develop distance education classes to eventually expand the program to the neighbor islands. The face-to-face program must be approved and accredited first before we look into offering an accredited DE program. At present, the majority of classes will be offered face-to-face on the WCC campus.

- **C3T Grant:** $350,000 The Vet Tech portion of this grant was written by Dr. Richard Fulton (Vice Chancellor of Academic Affairs). It includes funding for two positions for 2-3 years. This grant was written before the two permanent positions were allocated to the program. Result is that we may be able to hire two additional VT faculty to help-out during the first few years of the program.

### 5) Facilities
• **New Vet Lab:** UH has allocated $1.4 million for the construction of a new vet lab facility to be constructed in the maintenance yard behind Imiloa. The new building (1,800 gross sf/1,500 net) will contain an exam/treatment area, surgery, x-ray room, faculty office, kennel facility, and laundry and dry storage rooms. We have met with the architects a couple of times, and a tentative floor-plan has been created. One problem that has arisen is that, as proposed, the facility will spill-over onto the back lanai area adjacent to the physics classrooms. This may pose a problem with the campus aesthetics committee. Members of the advisory committee will meet again with the architects on January 10th (9AM) to discuss the layout of the facility and discuss alternatives to the proposed floor plan. Dr. Caspers suggested that the architects visit his clinic (Feather and Fur) to discuss specifics of furnishing the facility, particularly the kennel areas.

• **Temporary Vet Lab:** In October of 2011, the Chancellor approved the use of Iolani 116 as a temporary treatment and animal storage facility until the new lab is completed. At present, this facility contains three exam tables, two surgery tables, laundry facilities, supplies storage, and animal cages (donated from VCA Kaneohe). This facility is currently being used to teach animal nursing classes (e.g., ANSC 190 and ANSC 152L). This facility has been outfitted with WAG and O2 systems, so it can be used for non-invasive anesthetic procedures (e.g., canine dental prophylaxis). Radiology facilities have been temporarily located in Imiloa 137B and anatomy and clinical lab classes (ANSC 142L & ANSC 151L) currently use Imiloa 103 for instruction. The program is in need of a 24x24 shoreline cage to complete a moveable bank of recovery cages.

6) **Workforce Needs Assessment:**
Based on the low numbers of anticipated job openings by suggested by EMSI data, it is suggested that the program conduct another workforce needs assessment. Based on current employment statistics for graduates (70-75%), there is a very good chance that the EMSI data may greatly underestimate the number of positions available for veterinary assistants and technicians state-wide. This may be because positions offered and filled by local veterinary clinics may use several job titles which were not included in the EMSI database (e.g., kennel help, receptionist, animal technician, vet assistant, and veterinary technician). Also, according to Dr. Caspers and Lisel Coles, many clinics do not actively advertise openings, but hire serendipitously based on the availability of qualified personnel. According to Shannon Nakamura, the program last conducted a workforce survey of Oahu clinics (by mail) four or five years ago. The response rate for the previous survey was about 20%. It was suggested that the program might administer the new survey online and advertise it in the Hawaii Mega Corps bulletin and at HVMA meetings. Dr. Ako cautioned that we should be very careful about the wording used in the survey so that the program can get an accurate estimator of the number of technicians and assistants hired each year.

7) **Program Promotion:** Over the past year, program personnel and students have manned promotional booths at the following venues:
In July 2011, Ross Langston attended the biannual meetings of the Association of Veterinary Technician Educators (Cincinnati, OH). During the four-day meeting he was able to speak to several program directors, AVMA personnel, and tour a new clinical facility on one of the Cincinnati CC campuses.

8) Veterinary Technology Program:
In Fall 2011, the Program submitted a proposal to create an Associate of Science in Veterinary Technology to the WCC Curriculum Committee and Faculty Senate. This proposal has been approved by the campus and also vetted by the system-wide Chief Council of Academic Officers (CCAO). The next step will be to submit amended the program proposal to the UH Board of Regents (BOR) for approval. This is expected to take place in January or February. As currently constituted, the program consists of 23 classes and 67 credit hours. The Certificate of Achievement in Veterinary Assisting (CAVETA) constitutes the first year of the program. There is no special admissions requirement for this portion of the program. Students who satisfactorily complete the first semester of CAVETA classes and enroll in the second semester of classes will be eligible to apply for formal admission to the Veterinary Technology Program (admissions requirements are discussed below). Shannon Nakamura asked why the CAVETA program is being retained, now that the campus will be offering an A.S. in Veterinary Technology (the CAVETA was originally envisioned as a temporary program until the A.S. was created). Ross Langston explained that Certificate graduates still count towards the College’s required quota of STEM graduates, and that the success of the CAVETA program has been the catalyst which has led to increased College funding and support (both in terms of supplies and FTE positions) for the proposed Veterinary Technician Program. Also, because students applying to the A.S. program must complete many of the CAVETA classes before they can apply to the A.S. program, the admissions committee will have much more information with which to evaluate applicants to the Vet Tech program. Thus, it is suggested that the CAVETA program be retained as a stepping-stone towards the A.S. in Veterinary Technology. Once the A.S. program is approved, the college will adjust its promotion of the CAVETA program so that potential students and employers will clearly recognize the certificate as a stepping stone to the VT degree.

Next Steps: After the program is approved by the BOR, the next steps will be to:
• File a program application with the AVMA CVTEA (including $3000 application fee- January, 2012)
• Hire full-time DVM Program Director and Full Time Veterinary Technician (Feb-March, 2012)
• Advertise A.S. Program (Feb-March, 2012)
• Begin accepting student applications (March, 2012)
• Admit first cohort (April, 2012)
• DVM Director will complete Self-Study (Summer, 2012)
• Begin classes for A.S. in Vet Tech (August, 2012)
• Set date for AVMA CVTEA Site Visit (usually conducted when first cohort of students are 2/3 way through program)

Questions/Problems to Consider Regarding the New Program:

Will the program be ready to admit students into year two of the program in August, 2012? There are several students (20+) who have already completed the first year of the program (Certificate of Achievement in Veterinary Assisting) and are eager to begin the second round of classes. Are we ready to offer year 2 in the fall? It is the consensus of the Committee that the program should begin year 2 of the program in the fall, if possible. For this to happen, the program will need to overcome the following obstacles:

• Equipment Needs: Although the program already has >95% of the required equipment and supplies, it still lacks some equipment required by the AVMA. Big-ticket items include: digital tonometer and portable x-ray for use in equine/ livestock animal classes. Ross will include these items in future Perkins Grant submissions (due in March, 2012 and typically awarded in Summer) and will work with the new Program Director to obtain access to loaners from local practices until the new items are purchased.

• Animal Needs: The current practice of the program is to utilize both shelter and personal animals for clinical instruction (under approved IACUC guidelines). The new Program Director will need to expand relationships with local shelters to guarantee an adequate supply of animals for clinical instruction. Once the new facility is in place (which should meet USDA requirements for lab animal facilities), the program may want to investigate the purchase of colony animals.

• Facility Needs: Although WCC currently has facilities for teaching Anatomy Labs, Clinical Lab Techniques, Animal Nursing, Radiology, and non-invasive anesthetic procedures (e.g., dental prophylaxis) it does not have a dedicated surgery space for performing invasive procedures (e.g., spays and neuters). The AVMA CVTEA requires that students participate in invasive surgical procedures as part of their training. The college may be able to allocate temporary space for such a facility until the permanent vet lab and surgical facility is completed but this will depend on the extent and cost of needed renovations. Dr. Kondo stressed that surgical facilities must meet both IACUC and USDA requirements for air exchange, etc, and that modifications
to existing space may be quite costly. Another option is to allow students to complete several non-invasive anesthetic procedures on campus, then send them out to WCC’s 20+ participating preceptor clinics for experience with spays, neuters and other procedures. A third option, proposed by Dr. Stokes, is to utilize approved surgical facilities on the UH Manoa campus for invasive procedures. Ross and/or the new Director will work with Dr. Kondo (UH IACUC) and Dr. Stokes (UH Animal Science Dept) to determine which scenario is most feasible.

- **Skills Checklists** All AVMA accredited Veterinary Technology Programs are required to teach and evaluate student skills using the [Veterinary Technology Student Essential and Recommended Skills List](#). The college is also required to maintain an inventory of completed skills for each student. Most schools compile somewhat bulky booklets for each student, which must be presented to the instructor for signature each time a required skill is performed. Sam Craddock proposed that WCC look into digitizing these checklists and possibly creating an "App" so instructors can record student skills using ipads or other mobile devices. The Program will pursue grant funding to develop and institute a digital skills checklist.

- **AVMA Site Visit**: Normally, the AVMA CVTEA site visit is conducted when students are approximately 2/3-3/4 of the way through the program. If we begin year two of the program in Fall 2012, we would need to be ready for a site visit within 10-12 months. This is a very tight turnaround. It was suggested that the program film its facilities ahead of time and send a copy to the AVMA ahead of time so that the Program could correct any "glaring" deficiencies before the inspection committee arrives. Although the majority of the committee feels that this schedule would be feasible, the decision will ultimately be up to the new Program Director and members of the CVTEA.

9) **Admissions Criteria:**
The first year of the program (Certificate of Achievement in Veterinary Assisting= CAVETA) will continue to be open to all interested students under the College’s open-enrollment policy. Students who wish to pursue the A.S. in Veterinary Technology will need to have completed the first semester of the CAVETA classes before they can apply to the A.S. program. The committee agreed that students be admitted to the A.S. in Veterinary Technology on a competitive basis. (Kathleen Fine and Dr. Herzog, both of whom have taught for other VT programs, agreed that competitive admission was key to student success in the program and passing the VTNE). It was also the consensus of the committee that students selected for admission into the A.S. program should expect attend classes on a full-time basis (no part-timers). Applications to the Program will be due in February or March. This means that the committee will likely have only one semester of grades to evaluate in making their decision. As currently envisioned, the admissions committee would consist of the program director, program faculty members, student services representative, and 1-2 members of the advisory committee. Ross said that the admissions requirements must be clearly spelled out in the Program Proposal (to be submitted to UH BOR in January-February, 2012). He suggested that the Program
not make the minimum requirements too restrictive as this could potentially reduce
the number of applicants below that needed to fill a cohort/class (typically, 20-25
students). If the Program sets moderate minimum requirements, it will receive a
larger pool of applicants. The committee can then rank the applicants based on
previously agreed upon criteria to select the best 20 or so applicants for admission.

The committee discussed the following criteria for admissions:
- **Prerequisites:** Patti Chong suggested that students should have satisfactorily
  completed ENG 100, Math 101. Ross cautioned that Math 101 was not
  offered during all semesters and, given that the math department often
  requires students to take remedial classes before attempting Math 101, this
  might substantially restrict the pool of applicants.
- **GPA in CAVETA & General Education (GE) classes** (ideally 3.0 or above?)
- **# of CAVETA classes satisfactorily completed** (At least ANSC 141, 142, 142L+
  HLTH 125 to be completed at time of application?).
- **# of GE Classes satisfactorily completed**
- **Instructor or Clinic Assessments** Dr. Caspers suggested that clinical aptitude
  should be part of the evaluation process as some applicants may excel at
  traditional coursework, but may have little aptitude for clinical tasks. Ross
  noted that no clinical classes are taught during the first semester of the
  CAVETA program, so the committee may have to use instructor assessments
  from the first part of the second semester in making their decisions. At this
  point, there should be objective data available from the students’ skills-task-
  checklists for evaluation. Previous clinic experience should count in favor of
  the applicant.
- **Student Essay** Can be used to assess motivation and writing skills.
- **Letters of recommendation** Narrative-only letters can be difficult to
  interpret. The committee will probably need to create a template for
  recommendation letters which asks the recommender to objectively assess
  the candidate in 4-5 categories.
- **Interview** Some of the committee members thought requiring student
  interviews would be a good way for the committee to assess maturity and
  motivation of the applicant as well as evaluating their "fit" in veterinary
  practice. Others on the committee felt that interviews may be unnecessary as
  the instructors (who will be on the committee) will already have experience
  with the students.
- **Background Checks** Dr. Caspers said that several clinics conduct
  background checks of potential employees because they will have contact
  with controlled substances. It may be futile for students with drug
  convictions to enroll in the Program, since they could have a hard time
  finding employment once they have graduated. It is unclear if the Program
  will be permitted to conduct background checks as part of its screening
  process. Ross remarked that nursing students, CNAs, and hospital
  volunteers are all required to undergo background checks before they are
allowed to work in a hospital. He will check with legal council to see if the Program can require background checks as part of the screening process.

At the advice of the UH Chief Council of Academic officers, the Program will consult admissions policies and criteria for existing health science programs in the UH system. Links to these programs are available below.

KCC Associate Degree in Nursing

KCC Medical Lab Technician Degree

KCC Radiologic Technology Program

Meeting adjourned at 1:53 PM