### Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome from the director</td>
<td>3</td>
</tr>
<tr>
<td>Veterinary Technician’s Oath</td>
<td>4</td>
</tr>
<tr>
<td>Hierarchy of Veterinary Personnel</td>
<td>5</td>
</tr>
<tr>
<td>Role of a Veterinary Technician</td>
<td>6</td>
</tr>
<tr>
<td>VETA and VETT — what’s the difference?</td>
<td>7</td>
</tr>
<tr>
<td>Admissions Policy</td>
<td>8</td>
</tr>
<tr>
<td>Importance of course sequence</td>
<td>9</td>
</tr>
<tr>
<td>VETA Curriculum by semester</td>
<td>9</td>
</tr>
<tr>
<td>VETT Curriculum by semester</td>
<td>10</td>
</tr>
<tr>
<td>Grading policy</td>
<td>11</td>
</tr>
<tr>
<td>CVTEA Skills List — and Tracker</td>
<td>11</td>
</tr>
<tr>
<td>Cell phone and camera policy</td>
<td>12</td>
</tr>
<tr>
<td>Visitor policy</td>
<td>12</td>
</tr>
<tr>
<td>End of semester clean-up</td>
<td>12</td>
</tr>
<tr>
<td>Attendance policy</td>
<td>12</td>
</tr>
<tr>
<td>Animal Use on Campus</td>
<td>12</td>
</tr>
<tr>
<td>Aggressive Animal Policy</td>
<td>14</td>
</tr>
<tr>
<td>Report of Injury</td>
<td>14</td>
</tr>
<tr>
<td>Bite Policy</td>
<td>14</td>
</tr>
<tr>
<td>Student Pregnancy Policy</td>
<td>14</td>
</tr>
<tr>
<td>Tuition, Books, and Fees</td>
<td>15</td>
</tr>
<tr>
<td>VETA/VETT dress code</td>
<td>16</td>
</tr>
<tr>
<td>Veterinary Clinical Services</td>
<td>17</td>
</tr>
<tr>
<td>Field Trips</td>
<td>17</td>
</tr>
<tr>
<td>Student Advising</td>
<td>17</td>
</tr>
<tr>
<td>Internships</td>
<td>18</td>
</tr>
<tr>
<td>Student Conduct</td>
<td>18</td>
</tr>
<tr>
<td>Violation of SOPs/Policies</td>
<td>19</td>
</tr>
<tr>
<td>National Veterinary Technician Week</td>
<td>21</td>
</tr>
<tr>
<td>Veterinary Technician Code of Ethics</td>
<td>22</td>
</tr>
<tr>
<td>VETA/VETT Faculty</td>
<td>23</td>
</tr>
<tr>
<td>Appendix I…CVTEA Skills List</td>
<td></td>
</tr>
</tbody>
</table>
Welcome to the Windward Community College Veterinary Technology program! By joining the program you have chosen to take the next step towards a career in veterinary technology. On behalf of our faculty, I applaud your dedication to the exhilarating journey ahead.

The curriculum before you is challenging, exciting, and at the cutting edge of veterinary medicine. You will be taught the skills necessary to be a valued team member in the veterinary practice. In fact, over 400 required skills will be covered in areas such as radiology, anesthesia, dentistry, surgery, hematology, parasitology, and medical nursing. Although the curriculum at Windward Community College is primarily geared towards companion animals, you will also experience large animal, avian and exotic, and lab animal medicine. Off-site clinical facilities like Koko Crater Equestrian Stables, Kualoa Ranch, and the Kakaako Lab Animal Facility will provide hands-on learning with a wide variety of species.

The mission of our program is to increase the quality of veterinary care in Hawaii by providing students with essential skills and knowledge that will prepare them for successful careers in veterinary medicine. This is done in an environment that encourages compassion, demands integrity, promotes professionalism, delivers unparalleled service, involves the community, and embraces diversity. When you graduate, you will be the ambassadors for a brand new program in Hawaii. Many of you come from diverse backgrounds in the animal industry, but the common link is your desire to provide outstanding patient care.

As you go through our rigorous curriculum you will feel as though you’re on a roller coaster ride: full of ups and downs. In the end however, all you will remember is that it was an awesome ride. Enjoy the ride!

Sincerely,

John Kaya, DVM
Program Director
Veterinary Technician Oath

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

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


Level 4: Veterinary Technologists, Veterinary Technician Specialists, Veterinary Technicians in supervisory positions. Veterinary technicians who through advanced education, training, or experience have been given more responsibility in the practice.

Level 3: Veterinary Technicians. Persons who have successfully completed and earned a degree from an AVMA-accredited veterinary technology program and have passed the national and state board exams.

Level 2: Technician Assistants. May have training through high school or college certification programs, but most are likely trained on the job by the veterinarian or the veterinary technician.

Level 1: Kennel help, receptionist. Persons trained on the job to provide a service in a specific area. Courtesy of NAVTA

Nomenclature of Veterinary Personnel (per the AVMA)

A veterinary team consists of the veterinarian(s), professional support staff, and nonprofessional support staff. The professional support staff includes licensed or registered veterinary technicians and/or technologists. Nonprofessional support staff includes veterinary assistants, caretakers, kennel workers, and receptionists.

**Veterinarian** - A veterinarian is a doctor of veterinary medicine and is a graduate of a 4-year AVMA-accredited veterinary school. Veterinarians must have passed the North American Veterinary Licensing Exam (NAVLE) in order to be eligible for state licensure. To practice veterinary medicine, a veterinarian must pass a licensure exam in the state(s) in which he/she wish to practice.

**Veterinary Technologist** - A veterinary technologist is a graduate of a 4-year AVMA-accredited veterinary technology program and has completed a baccalaureate degree in veterinary technology. Veterinary technologists combine veterinary technician duties with hospital and personnel management. They may also be employed as teachers, research associates, sales managers, or clinical technologists in a specialty practice.

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

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

Veterinary Medical Technology
In recent years, the profession of veterinary medicine has become ever more sophisticated and complex. The public expects state-of-the-art veterinary care for animals. To provide high quality service, today’s veterinary team utilizes the skills of trained professionals known as veterinary technicians. If you care about animals, enjoy working with your hands, are good at basic math and decision-making, and like working with people and handling a variety of responsibilities, then the challenging career of veterinary technology may be just right for you.

Duties and Responsibilities
The veterinary technician is an integral member of the veterinary health care team. Veterinary technicians have been educated in the care and handling of animals, the basic principles of normal and abnormal life processes, and in many laboratory and clinical procedures. All veterinary technicians work under the supervision of a licensed veterinarian. While a veterinary technician can assist in performing a wide variety of tasks, they cannot diagnose, prescribe, perform surgery, create any irreversible change in an animal, or engage in any activity prohibited by a state’s veterinary practice act.

In Private Practice
A veterinary technician employed in a veterinary clinic or hospital handles many of the same responsibilities that physician assistants and other professionals perform for physicians. They are trained to:
- Obtain and record patient case histories
- Perform patient physical exams
- Collect specimens and perform laboratory procedures
- Provide specialized treatment care
- Prepare animals, instruments, and equipment for surgery
- Deliver anesthesia
- Assist in diagnostic, medical, and surgical procedures
- Expose and develop radiographs (x-rays)
- Perform dental prophylaxis
- Advise and educate animal owners
- Supervise and train practice personnel

Career Opportunities
While the majority of veterinary technicians are employed in private practice, the demand for technicians is rapidly expanding to include new employment opportunities in human and animal health-related areas and specialties such as:
- Biomedical research
- Pharmaceutical and nutritional research, sales, and support
- Teaching
- Zoo animal and wildlife care
- Diagnostic laboratory support
- Military service
- Food safety inspection
- Veterinary supply sales
- Technical service and sales
- Animal control and humane society animal care

Education
Students interested in a career in veterinary technology should have an aptitude for general science, math,
and biology and demonstrate basic language and communication skills. The American Veterinary Medical Association (AVMA) accredits veterinary technology programs throughout the United States and Canada. Most AVMA-accredited programs lead to an Associate degree after two years but some lead to a four-year Baccalaureate degree. A period of clinical experience in a veterinary practice is required for all students in an AVMA-accredited veterinary technology program. This period of hands-on training is called a preceptorship, practicum, or externship and is a critical component of the veterinary technology program.

Salary
Veterinary technicians earn salaries that compare favorably to those in other fields requiring a similar education. Salaries vary according to experience, responsibility, geographic location, and employment type.

Professional Regulation
The majority of states have regulations that provide for technician credentialing (certification, licensure, or registration). Most states require candidates to first pass the Veterinary Technician National Exam (VTNE) before being tested for competency through an examination regulated by their state board of veterinary medical examiners.

VETA and VETT — What’s the difference?

VETA (VETerinary Assisting): The Certificate of Achievement in Veterinary Assisting is designed to provide students with the basic knowledge and skills required to perform effectively as an assistant in a veterinarian practice, animal shelter or animal research facility. The two-semester program includes coursework in the physical and life sciences, veterinary office procedures, nutrition, as well as hands-on experience through a companion animal nursing course. This is the first year of the veterinary technology program at Windward Community College, and completion of the VETA certificate is required prior to continuing to the second year.

VETT (VETerinary Technology): Windward Community College’s Associate in Science in Veterinary Technology combines traditional classroom instruction with intensive hands-on laboratory and practical experience utilizing live animals in a clinical setting. Students enrolled in the program will receive training in pharmacology, radiology, anesthesiology, surgical assisting, dentistry, and will learn how to perform over 400 skill sets deemed essential by the American Veterinary Medical Association (AVMA). During the final year of the program, students will intern for a total of 240 hours at two of WCC’s over 20 preceptor clinics and shelters where their skills will be evaluated and critiqued by industry professionals. Not only does this experience allow students to hone and apply their skills in a real world setting, it will serves as a bridge to future employment. To date, over 70% of our students have found employment in veterinary practice. Windward Community College is the only college in Hawaii that offers degree and certificate programs for veterinary paraprofessionals.

WCC’s VETT program is AVMA accredited, and graduates will be eligible to sit for the Veterinary Technician National Examination (VTNE.)

Admissions policy
VETA Admissions policy: There is an open enrollment policy for the VETA certificate, before you can enroll in WCC classes, you must first be accepted into the college. WCC is open to any U.S. High school graduate or equivalent (e.g. GED) or person 18 years of age (prior to the start of the semester) or older. Also, a special early admissions program (Early Admit or Running Start) for high school junior/senior students may be accommodated on a space available basis as an unclassified status. The application is available online at windward.hawaii.edu or contact the admissions office at (808) 235-7432.

VETT Admissions policy: Students wishing to enroll in the second year of courses must apply. Applications are due March 1st and can be turned in to the Admissions and Records Office. There will be up to 24 students accepted into the VETT program. See list of requirements below, for more information speak with VETT faculty or visit: http://windward.hawaii.edu/Academics/Associate_Science_Vet_Tech/Admissions.php

Minimum Requirements

1. In order to meet the minimum requirements for admission, the student must have completed a minimum of 10 credits of the Certificate of Achievement in Veterinary Assisting (VETA) Core Courses and three credits of the required General Education Courses by the admissions deadline.
2. All of the Core courses and General Education courses must be completed with a “C” grade or better.
3. A cumulative grade point ratio (GPR) of 2.5 for all Core and General Education courses taken is required. (GPR is a weighted GPA and calculated by dividing GPA by the number of courses taken.)
4. All courses transferred to Windward Community College that have a credit/no credit or pass/fail will be given a grade of “C” for ranking purposes when applying to the Veterinary Technology Program.
5. Applicants who have not yet completed ALL Core VETA courses must be enrolled in these courses during the semester in which the application is submitted. These courses must be completed with a “C” or better.
6. Applicants who have not yet completed all required General Education classes must be enrolled in these classes during the Spring or following Summer semester.
7. Applicants are required to submit two letters of recommendation along with their application.
8. All applicants who meet the minimum requirements for admission may be interviewed by the Veterinary Technology Admissions Committee some time March.

Applications that meet the minimum admissions requirements will be evaluated on a best-qualified basis by the program admissions committee. Applicants will be ranked on a point scale based on the following criteria:

1. Number of VETA Core and General Education courses completed with a grade of “C” or better by the application deadline
2. GPA for completed VETA Core and required General Education courses
3. Letters of recommendation
4. Clinical Aptitude (determined by skills performance in ANSC 151L and ANSC 152L or equivalent)
5. Documentation of previous veterinary-related work experience or training

Importance of course sequence
The Veterinary Technology Associate in Science is designed to build upon the knowledge from the previous semester. It is important to follow the sequence of courses as they are offered. If the sequence is broken due to withdrawal or failure to obtain a C or better in an ANSC course (see grading policy), a student will not be able to continue with courses in which that course is a prerequisite. Many ANSC courses not only have prerequisites, but also have corequisites. In this case, these courses must be taken together. However, if a student has attempted to take corequisite courses and passed one but failed the other, the failed course may be taken again when without its corequisite when it is offered.

VETA Curriculum by semester

<table>
<thead>
<tr>
<th>Fall (1st VETA semester)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ANSC 140</td>
<td>Introduction to Veterinary Technology</td>
</tr>
<tr>
<td>ANSC 142</td>
<td>Anatomy and Physiology of Domestic Animals</td>
</tr>
<tr>
<td>ANSC 142L</td>
<td>Anatomy of Domestic Animals Lab</td>
</tr>
<tr>
<td>HLTH 125</td>
<td>Survey of Medical Terminology</td>
</tr>
<tr>
<td>ENG 100</td>
<td>Expository Writing</td>
</tr>
<tr>
<td>PSY 100</td>
<td>Survey of Psychology</td>
</tr>
<tr>
<td><strong>Total Credits:</strong></td>
<td>14</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring (2nd VETA semester)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ANSC 151</td>
<td>Clinical Laboratory Techniques</td>
</tr>
<tr>
<td>ANSC 151L</td>
<td>Clinical Laboratory Techniques Lab</td>
</tr>
<tr>
<td>ANSC 152</td>
<td>Companion Animal Disease and Nutrition</td>
</tr>
<tr>
<td>ANSC 152L</td>
<td>Companion Animal Nursing</td>
</tr>
<tr>
<td>BUSN 191</td>
<td>Veterinary Office and Computer Skills</td>
</tr>
<tr>
<td>MATH 101</td>
<td>Mathematics for Veterinary Technicians</td>
</tr>
<tr>
<td>SP 151 or SP 181</td>
<td>Personal and Public Speech or Introduction to Interpersonal Communication</td>
</tr>
<tr>
<td><strong>Total Credits:</strong></td>
<td>17</td>
</tr>
</tbody>
</table>

VETT Curriculum by semester

<table>
<thead>
<tr>
<th>Summer (1st VETT semester)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Code</td>
<td>Course Title</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>ANSC 252</td>
<td>Diagnostic Imaging for Veterinary Technicians</td>
</tr>
<tr>
<td>ANSC 252L</td>
<td>Diagnostic Imaging for Vet Techs Lab</td>
</tr>
<tr>
<td>ANSC 261</td>
<td>Anesthesia and Dentistry for Veterinary Techs</td>
</tr>
<tr>
<td>ANSC 261L</td>
<td>Anesthesia and Dentistry for Vet Techs Lab</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credits</strong>: 9</td>
</tr>
</tbody>
</table>

**Fall (2nd VETT semester)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANSC 190</td>
<td>Clinical Practices &amp; Internship I</td>
<td>3</td>
</tr>
<tr>
<td>ANSC 253</td>
<td>Pharmacology for Veterinary Technicians</td>
<td>3</td>
</tr>
<tr>
<td>ANSC 271</td>
<td>Anesthesia &amp; Surgical Nursing for Vet Techs</td>
<td>3</td>
</tr>
<tr>
<td>ANSC 271L</td>
<td>Anesthesia &amp; Sx Nursing for Vet Techs Lab</td>
<td>2</td>
</tr>
<tr>
<td>ANSC 263</td>
<td>Laboratory &amp; Exotic Animal Procedures</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credits</strong>: 15</td>
<td></td>
</tr>
</tbody>
</table>

**Spring (3rd VETT semester)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANSC 258</td>
<td>Clinical Laboratory Techniques II</td>
<td>4</td>
</tr>
<tr>
<td>ANSC 266</td>
<td>Clinical Practices &amp; Internship II</td>
<td>3</td>
</tr>
<tr>
<td>ANSC 290</td>
<td>Veterinary Technician Exam Review</td>
<td>1</td>
</tr>
<tr>
<td>ANSC 262</td>
<td>Clinical Procedures for Large Animals</td>
<td>4</td>
</tr>
<tr>
<td>XXXX ####</td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credits</strong>: 15</td>
<td></td>
</tr>
</tbody>
</table>
The Veterinary technology’s grading policy mirrors the campus grading policy as follows (note, ANSC courses require a “C” or better in the prerequisite courses):

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Points Given</th>
<th>Credits Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent achievement</td>
<td>4</td>
<td>(course credits awarded)</td>
</tr>
<tr>
<td>B</td>
<td>Above average achievement</td>
<td>3</td>
<td>(course credits awarded)</td>
</tr>
<tr>
<td>C</td>
<td>Average achievement</td>
<td>2</td>
<td>(course credits awarded)</td>
</tr>
<tr>
<td>D</td>
<td>Minimal passing achievement</td>
<td>1</td>
<td>(course credits awarded)</td>
</tr>
<tr>
<td>F</td>
<td>Less than minimal passing achievement</td>
<td>0</td>
<td>(no course credits awarded)</td>
</tr>
<tr>
<td>CR</td>
<td>Achievement of objectives of course</td>
<td></td>
<td>(course credits awarded)</td>
</tr>
<tr>
<td>NC</td>
<td>Used to denote achievement of objectives of the course</td>
<td></td>
<td>(no course credits awarded)</td>
</tr>
<tr>
<td>N</td>
<td>No grade points given (no course credits awarded)</td>
<td></td>
<td>(no course credits awarded)</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
<td>(no course credit awarded until student completes course)</td>
</tr>
<tr>
<td>W</td>
<td>Official withdrawal from course</td>
<td></td>
<td>(no course credits awarded)</td>
</tr>
<tr>
<td>L</td>
<td>Audited Course</td>
<td></td>
<td>(no course credits awarded)</td>
</tr>
<tr>
<td>CE</td>
<td>Credit by exam</td>
<td></td>
<td>(course credits awarded)</td>
</tr>
<tr>
<td>NCE</td>
<td>No Credit by exam</td>
<td></td>
<td>(no course credits awarded)</td>
</tr>
</tbody>
</table>

1N grade indicates that the student has worked conscientiously, attended regularly, finished all work, fulfilled course responsibilities, and has made measurable progress. However, either the student has not achieved the minimal student learning objectives and is not yet prepared to succeed at the next level, or the student has made consistent progress in the class but is unable to complete the class due to extenuating circumstances, such as major health, personal or family emergencies.

2I grade (Incomplete) is a temporary grade given at the instructor’s option when a student has failed to complete a small part of a course because of circumstances beyond his or her control. The student is expected to complete the course by the designated deadline in the succeeding semester. If this is not done, the “I” will revert to the contingency grade identified by the instructor.

3W grade indicates that the student officially dropped/withdrew from the class. If the student dropped/withdrew during the erase period, the record of the registration does not appear on the transcript. Refer to the Academic Calendar or Schedule of Classes for drop/withdrawal deadlines.

CVTEA Skills List and Tracker

The AVMA has established the Committee on Veterinary Technician Education and Activities (CVTEA) which is charged with oversight of veterinary technology programs. As part of the oversight, the CVTEA has developed a skills list that contains both required and recommended tasks that veterinary technology programs are responsible for teaching and training students to be able to recognize and/or perform. The skills are documented through a web-based Veterinary Technician Accreditation Manager. Each skill is assigned to a course and the instructor of that course will document the skill for each student as the skill is successfully completed. Students have password-protected access and are able to monitor their progress through their time in the program. Please see Appendix I for the current list of skills.

Cell phone and camera policy
Taking pictures or videotaping events, facilities, or animals in the veterinary technology program is prohibited unless permission has been granted by the Veterinary Technology Program Director. It is inappropriate to put unauthorized pictures or videos on the internet. If it is discovered that VETA/VETT-related pictures or videos appear on the internet, the person responsible will face disciplinary action, including possible dismissal from the program.

Visitor policy

Persons not directly associated with the program (i.e. faculty and students) are not permitted into the restricted areas of Iolani 116, Imiloa 103, and Imiloa 137B without prior approval from the Program Director.

End of semester clean-up

As part of the coursework, each student is required to complete tasks as determined by the CVTEA for completion of the instructional program. Per this list, students are required to “maintain appropriate sanitation and nosocomial protocols for a veterinary facility, including patient and lab areas.” To meet this requirement, VETA/VETT students are required to perform clean-up duties on a rotational basis at the end of each lab session as well as an end of semester clean-up in any areas that they have utilized for instructional purposes during that semester.

Attendance policy

An instructor may apply an attendance policy that is more stringent than the WCC attendance policy. When an instructor chooses to do so, students will be advised of the policy verbally and in writing via course syllabus. Students who repeatedly arrive to classes late or are absent to the point of jeopardizing their ability to successfully complete the course will be referred to the Vice Chancellor of Student Affairs for further action. Students who anticipate an absence or being late for class should contact the instructor prior to class in accordance with the instructor’s policies outlined in each course syllabus.

Animal Use Policy

Using live animals is essential for students to learn, practice, and perfect hands on skills learned in the vet tech program. In order to use this privilege, students and instructors must follow the following guidelines:

Overall Animal Use Guidelines:
1) All students participating in activities involving live animals will be required to sign a risk-acknowledgement form before they are allowed to participate in labs where live animals or samples from live animals (blood, urine, feces) are used.
2) Students must obtain prior approval from the instructor before bringing an animal to campus. Students may be asked to furnish proof of ownership and vaccination status.
3) Animals will only be permitted in approved rooms (Imiloa 103, 137B, 104 and Iolani 116) during lab periods. Animals will NOT be permitted in the Imiloa hallways or any other classrooms or labs.

4) No animal will shall reside in the building longer than six hours. Typically, animals should only be present for the lab in which they will be used.

5) A maximum of five animals will be used for a laboratory session. There must be sufficient personnel and cages available for restraint and confinement of the animals at all times.

6) Cats and other small animals (<10 lbs) will be transported to the campus in cages or appropriate enclosures. Larger animals will be walked on a double-leash. All animals will be brought to Imiloa 103/104 or Iolani 116 for evaluation by the course instructor at the start of each lab. Students with animals will be advised to use the back steps adjacent to the loading dock rather than using the makai entrance.

7) The course instructor will perform a physical exam and behavioral evaluation of each animal before it is admitted into the program. Animals which appear seriously ill, soiled, aggressive, or otherwise unsuitable will be refused entry into the program. In this case, the instructor will tell the student or owner to remove the animal from the campus immediately.

8) The owner of the animal will be required to sign a liability waiver for the use of their animal. They will also be required to sign-off on all procedures to be performed on their animal before the lab begins.

9) The student will promptly record all animals used in the program in the Animal Use Log, indicating the owner information, animal name, date, and procedures and instructors are responsible for ensuring all animals are properly logged.

10) Animals which will not be immediately used will be encaged in appropriate enclosures in Imiloa 103/104 or Iolani 116.

11) All animal-use activities must be directly supervised by an instructor associated with the veterinary technology program. This person must have current IACUC, lab-safety, and biological safety training.

12) All procedures and teaching activities must comply with IACUC Protocols. It is the instructor’s responsibility to ensure all procedures performed on the animal are logged in the Animal Use Log.

13) The instructor and animal owner have the right to discontinue the program’s use of an animal at any time for any reason.

14) The instructor will immediately dismiss any student who behaves in an unsafe or inhumane manner, including not wearing appropriate clothing or PPE.

15) The instructor may elect to muzzle any animal to ensure the safety of students and college personnel.

16) The instructor will examine each animal prior to discharge and log the appropriate information in the Animal Use Log.

17) At the end of each lab, the students will thoroughly clean and disinfect all rooms and equipment which have come into contact with animals. The course instructor will be required to sign-off on the cleaning job performed by the students. The instructor is responsible for immediately correcting any cleaning and sanitation deficiencies.
Aggressive Animal Policy

Animals that have been known to show aggression will not be permitted on campus. If an animal shows signs of aggression while involved in a lab activity the instructor has the right to discontinue the activity and ask the owner of the animal to remove the animal from campus. It is understood that each animal will react unpredictably to different situations. The instructor may halt activities if he/she or students notice signs of distress or aggression, including but not limited to:

- Becoming tense
- Direct stare
- Growling or hissing
- Lunging or charging
- Barring teeth
- Scratching
- Snapping or biting

Report of Injury

If a student is injured while involved in the veterinary technology program, the instructor should be notified immediately. If medical attention is necessary, the instructor will handle the situation following the Campus Safety and Security Department’s Emergency Procedures Plan. The student will be required to fill out a “WCC Accidental Injury and Illness Report” form with security.

Bite/Scratch Wound Policy

If students are bitten by an animal while involved in activities in the veterinary technology program the instructor should be notified immediately. First aid should be administered as follows, and the student should be seen by his/her doctor as soon as reasonably possible. The student should also fill out an injury report with the security officer at Windward Community College.

- Place gauze or clean towel over the wound
- Apply pressure and elevate to control bleeding
- Wash the wound with chlorhexidine or betadine scrub for a minimum of 15 minutes
- Thoroughly dry the wound
- Apply a sterile bandage to the wound

Student Pregnancy Policy

Upon confirmation of pregnancy, a student must notify her instructors so that precautions can be taken to ensure safety of the student and unborn child. If needed, the pregnant student can take a leave of absence if recommended by her physician and approved by the Program Director. The details involved with resuming coursework (make-up classes, assignments, clinical hours, etc.) will be decided after meeting with the Program Director. The priority is the health and welfare of the student and the unborn child.

Risks associated with VETA/VETT program include:
Radiological: X-ray exposure can be detrimental to the proper development of the unborn child. A student who is pregnant will not be allowed to take radiographs to prevent inadvertent exposure. Accommodations can be made to provide experience in this area without harmful exposure or students will be allowed an “N” grade.

Chemical: There are a variety of chemicals and therapeutic drugs used in the veterinary facility. Each has its own risks associated with use and exposure. The following is a representative sampling of harmful substances: chemotherapy agents, gas anesthetics, pesticides, x-ray developing chemicals, and cleaning compounds. Exposure to these chemicals can lead to congenital defects and miscarriage.

Biological: Interaction with animals is an integral part of the VETA/VETT curriculum and comes with risks associated with zoonotic diseases. Parasites, bacteria, protozoa, and viruses can pose a danger to both student and unborn child. Points of transmission include exposure to feces, physical contact with wounds, bites/scratches, and inhalation of particulate matter. Strict hygiene principles should be practiced to eliminate any chance of contracting a contagious or zoonotic disease.

Physical: The rigors associated with veterinary technician responsibilities can be strenuous and taxing. Pregnant students should avoid lifting heavy objects and refrain from over exertion. Instructors and fellow students should be recruited for assistance whenever possible.

As an added precaution all pregnant students will be handed copies of Material Safety Data Sheets to show their primary physician. A written letter of consent will be required from the student’s doctor in order to participate in class. Other consent forms may be required as needed. The Program Director will make accommodations as necessary so that the student’s curriculum can be completed. Changes may affect projected graduation date.

Tuition, Books, and Fees

The following is an estimation of the cost, per student, if he/she attends classes full time for the VETA and VETT programs:

<table>
<thead>
<tr>
<th>Costs Over 2 Year Period</th>
<th>Amount (For Hawaii State residents)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$7313</td>
</tr>
<tr>
<td>Books</td>
<td>$2000</td>
</tr>
<tr>
<td>Professional Fees</td>
<td>$1100</td>
</tr>
<tr>
<td>Uniforms</td>
<td>$100</td>
</tr>
<tr>
<td>Fieldtrips/Excursions</td>
<td>$100</td>
</tr>
<tr>
<td>Total</td>
<td>$10,613</td>
</tr>
</tbody>
</table>

(Please note: these figures are estimations and may change.)

VETA/VETT dress code
The Veterinary Technology Program at Windward Community College has adopted a dress code that all VETA/VETT students are required to follow. The dress code was selected to provide comfort, safety, and project a professional image. All VETA/VETT students are required to purchase and wear uniforms as outlined in the following policy:

- At the discretion of the instructor for lab, students not adhering to the dress code will be denied access to the lab and/or have points deducted from their grade.

- No visible body piercings or jewelry is allowed.

- Watches are encouraged in all labs except when actively assisting in a sterile procedure in surgical related labs, for example, acting as the scrubbed in surgical technician.

- Uniforms must be neat and clean and worn at all times while engaged in labs or in related activities (i.e. field trips). For off-campus events, students are expected to dress as directed by the instructor in charge of the event.

**Shirts:**
- A uniform scrub shirt is required to be worn.
- Approved scrub tops are available through VETA/VETT student government.
- If you choose to wear an undershirt, no part of the undershirt may be visible.

**Pants:**
- Black scrub pants will be worn with the uniform scrub top. Pants must have a professional appearance, not drag on the floor, and must be purchased by the student.

**Shoes:**
- Shoes must be primarily one color and professional in appearance.
- Shoes with slip-resistant, non-marking soles are recommended.
- Open-toed shoes, clogs, sandals, slip-on shoes with no heel cup, shoes with heels, and cowboy boots are not permitted.

**Hair**
- Hair length and style must be professional in appearance. Bandannas, hats, fancy hair bows, and other headdresses are not allowed.
- For all labs, hair must be kept tied up or back, neat, and not allowed to fall in your face.
- Beards, mustaches, and sideburns must be neat and trimmed. For anesthesia labs, facial hair must be able to be covered by a standard surgical mask.

**Nails:**
- Fingernails must be kept short (no longer than the tip of the finger) and clean.
- Nail polish is not allowed.
- Nail artistry is not allowed.

**Outer Wear:**
- Sweatshirts/Sweaters. Must be black, teal, or white. Must be plain (no writing or pictures). Must have close fitting sleeves. Must not be hooded.

**Veterinary Clinical Services**
Windward Community College currently does not have an animal colony on campus, so bringing animals to campus will allow students more hands-on experience. Our priority is to provide animals from local shelters clinical services. This allows students to gain practical skills and provides veterinary care to animals in a shelter facility. If shelter animals are not available for a lab, faculty and student animals may be used on a case-by-case basis.

Field Trips

The Veterinary Technology program will follow the policy on field trips as outlined by the Office of the Vice Chancellor of Academic Affairs. The instructor may arrange for a variety of field trips throughout the school year for VETA/VETT students. Professional attitude and behavior are mandatory for all field trips. Any student who displays a lack of professionalism will be asked to leave and will not receive credit for attending the field trip. A conference with the program director will be scheduled to discuss the unprofessional behavior. Attendance should be considered mandatory for all field trips unless previous arrangements have been made with the instructor in charge of the field trip. Instructors of VETA/VETT courses will be notified in advance of the scheduled field trip by the department chairperson or the instructor in charge of the field trip. However, it is the responsibility of the student to talk to all of his/her other instructors prior to the field trip to arrange for make-up work (if necessary).

Possible field trips include Hawaii Zoological Park, Sea Life Park, and the Hawaii Department of Agriculture’s Veterinary Laboratory.

Student Advising

Upon entering the VETT program, a student will be assigned an advisor. This advisor will be a VETT faculty member, and will remain the same throughout the student’s academic career with the program. Each student’s faculty advisor is assigned randomly at the beginning of the first summer semester. This ensures that no preferential treatment is given to any student and that an equal number of students will be assigned to each faculty member. Students are not allowed to change advisors without a conference with, and approval from, their assigned advisor and the program director. The purpose of the advising program is to:

1. assist students in course registration
2. provide the student with access to a faculty member to discuss and explore issues that are of relevance to the student
3. explore career options and/or alternatives

It is required that each student meet with their assigned advisor at least once during the first two weeks of classes in the fall semester.

The student and advisor share a responsibility for the success of the advising program. It is the advisor’s responsibility to be available to the student during scheduled office hours or by appointment. The advisor will also refer the student to the appropriate person(s) when the need arises.

The student is responsible for requesting a conference when needed as well as attending the conference as scheduled. Should the student not be able to keep his/her appointment, as a matter of common courtesy and professionalism, the student should contact his/her advisor as soon as possible prior to the appointment time.
The WCC Admissions Counselors have responsibility for the students’ academic advising until such time as they enter VETT classes. VETA students may make an appointment with any veterinary technology faculty at any time.

**Internships**

Two periods of clinical experience in a supervised veterinary facility are required of each student enrolled in the VETT program at WCC. These required curriculum courses, designated as the Internship (ANSC 190 and ANSC 266) are scheduled during the fall and spring semesters during the VETT curriculum. In order to enroll in either of these courses, the student must be enrolled in the VETT curriculum. To enroll in ANSC 190, nine semester hours of credit in VETT core curriculum courses (ANSC 252, 252L, 261, 261L) must have successfully been completed.

The internships introduce the student to daily activities in the workplace and allow the student to apply technical skills, acquired during formal training at WCC, in a veterinary facility. The facility’s supervising veterinarian or veterinary technician and the VETT Internship Program Coordinator evaluate student performance on a regular basis. In addition, students will rate their own performance upon completion of the courses.

The major objective of these courses is to provide an opportunity for VETT students to apply the knowledge gained during their formal education. In addition, students gain experience in seeking and securing employment in a veterinary facility, develop an understanding of how a veterinary technician functions in a veterinary facility, gain experience with performance reviews, and learn the value and importance of maintaining a positive and cooperative working relationship with other members of the veterinary team and with the public.

In order to successfully complete each internship course, the student must perform a minimum of 120 hours of practical work experience in a satisfactory manner, as judged by the facility supervisor for each location. In addition, the student must ensure that all required forms are submitted to the internship coordinator in a timely manner.

Students are expected to be appropriately groomed and dressed in uniform (see VETA/VETT dress code) at all times and to conduct themselves in a professional manner during the internship. The student is responsible for being there on time and as scheduled. Being discharged or receiving unsatisfactory evaluations are grounds for failure in ANSC 190 or ANSC 266. These situations will be handled on an case-by-case basis.

**Student Conduct**

All Veterinary Technology students are expected to behave in a respectful manner to faculty, staff, and fellow students. Students are expected to comply with the system wide Student Conduct Code, and behave professionally anywhere on college property. As representatives of the veterinary medical field, students’ behavior is a reflection on this department and their peers. Students who do not behave in accordance risk disciplinary action, according to the Demerit System outlined below.

The Veterinary Technology Student Conduct Code includes:

- Following the dress code
• Proper animal care and cleaning duties
• Demonstrating a professional attitude with and respect to faculty, supervisors, and fellow students
• Adhering to all rules, policies, and protocols for the Veterinary Technology Program and the college
• Adhering to the Veterinary Technician Code of Ethics

**Violations of SOPs and Policies — Demerit System**

Violations of animal care SOPs and VETA/VETT policies will be classified as minor or major. Minor violations are those that do not impact the well being of the animals and do not jeopardize USDA licensure or CVTEA accreditation. Major violations are those that have a direct impact on the well being of the animals, USDA licensure, and/or CVTEA accreditation.

Minor violations will result in a conference with the Program Director, written notification of the violation, and accumulation of one demerit. Accumulation of four (4) demerits will constitute a major violation. In addition, some major violations listed below carry a higher demerit value than others. As such, those violations will automatically progress to the appropriate level listed below.

Demerits accrued will not be carried from first to second year. In other words, when you advance from VETA to VETT, any accrued demerits at that point will be voided and you will start with a clean slate.

**Major violations will follow the progression as follows:**

**First Major Violation (4 total demerits)** — Conference with the Program Director and appropriate faculty; an extra cleaning duties; and written notification of the violation and resultant actions.

**Second Major Violation (8 total demerits)** — Conference with the Program Director and appropriate faculty; extra cleaning duties; written notification of the violation and resultant actions; and referral to the Dean of Division II.

**Third Major Violation (12 total demerits)** — Conference with the Program Director and appropriate faculty; written notification of the violation and resultant actions; referral to the Vice Chancellor of Academic Affairs (accompanied by the Program Director) for further disciplinary action. The disciplinary action recommended by the VETA/VETT program at this point will be suspension or expulsion.

Examples of minor violations (1 demerit each) include but are not limited to:

• Leaving blanks in a log book (you made an entry but did not fill in all sections of the page)
• Arriving up to 15 minutes late to perform duties
• Failing to turn the water off to a hose, sink, tub, etc.
• Leaving cleaning supplies out
• Not cleaning lab station after labs
• Failing to sweep and/or mop as directed by the SOP
• Leaving lights on when they are supposed to be off or leaving them off when they are supposed to be on
• Failing to restock supplies for the next day
• Failing to return the microchip scanner to its proper location
• Failing to be in proper dress code

Major Violations
This section lists some, but not all, examples of major violations and the justification for them being major violations.

Failing to lock runs or cages  
Demerit Value: 4
USDA regulations require that we maintain the security of the animals. If runs are found unlocked during a USDA or IACUC inspection, the USDA license for the college may be placed in jeopardy.

Failing to show up for scheduled duty  
Demerit Value: 4
Students are scheduled for duty in order to meet the requirements of the CVTEA Essential Skills list, to teach teamwork, to teach work ethic, and to teach responsibility. Failing to show up for a scheduled duty leaves your partner to carry your share of the work and shows disrespect for your partner and a disregard for the well being of the animals.

Failing to provide adequate water to animals  
Demerit Value: 4
This violation would apply to those animals with water bowls provided. The animals need a constant source of water in order to maintain their state of health. Failing to provide animals with water is a violation of USDA policies and humane animal care guidelines.

Failing to return animals to their proper location for recovery duty  
Demerit Value: 4
If animals are left in the recovery cages for periods lasting longer than permitted by the Animal Recovery SOP, the USDA can consider the program to be in violation of humane animal care standards and the Animal Welfare Act section stipulating the amount of space to be provided for each animal.

Failing to put litter pans into a cat run  
Demerit Value: 4
USDA regulations and humane animal care practices dictate that cats have access to litter boxes. Failing to provide litter boxes to a cat run is a violation of USDA regulations.

Falsification of any document or record  
Demerit Value: 8
Falsification of any document or record is considered to be a violation of the WCC Academic Dishonesty Policy and will be handled as such. Violations of this type include but are not limited to: documenting activities that did not occur; documenting activities on a day other than the day they were provided; signing off on a patient treatment sheet that treatments were completed when they were not; signing any other person’s name and/or initials to any document or record; etc.

Failing to provide medical treatments to any animal as specified on the treatment record  
Demerit Value: 8
Treatments for an animal are scheduled at intervals to provide the best possible care for the animal. As such,
students assigned to duties that include treatments MUST perform those treatments as specified and at the appropriate intervals. Failing to do so is failing to ensure the proper care for the animal, which constitutes a USDA violation.

**Abuse of any animal**

Demerit Value: 12

The humane and compassionate care of animals is at the core of this program and the Animal Welfare Act which is regulated by the USDA.

**Willful abuse of any animal is grounds for immediate expulsion from the Veterinary Technology program and Windward Community College.**

---

**National Veterinary Technician Week**

In June 1993, the NAVTA Executive Board adopted a resolution declaring the third week in October as National Veterinary Technician Week. The resolution is as follows:

Whereas, Veterinary technicians are important members of the veterinary health care team, work in veterinary medicine throughout the nation, and are extremely important in the effort to provide quality health care to insure the humane treatment of all animals.

Whereas, There are over sixty accredited programs throughout the United States which provide intensive study of skills and knowledge to work competently as a veterinary technician, including anatomy, physiology, microbiology, clinical techniques, pharmacology, anesthesiology, surgical and medical nursing, radiology, and clinical pathology education.

Whereas, It is extremely important that each veterinary technician maintain certification, registration, or licensure through the successful completion of a national and/or state examination, practice lifelong learning through continuing education, and uphold ethical standards.

Whereas, Veterinary technicians will be joining their colleagues across the country to urge all to become aware of the important contribution of the veterinary technicians to health and well being of all animals; therefore, be it

Resolved, That the Executive Board of the North American Veterinary Technician Association does hereby declare that beginning in 1994, the third week in October be designated National Veterinary Technician Week.

Courtesy of NAVTA

---

**Veterinary Technician Code of Ethics**

**Preamble**
The Code of Ethics is based on the supposition that the honor and dignity of the profession of veterinary technology lies in the just and reasonable code of ethics. Veterinary technology includes the promotion and maintenance of good health in animals, the care of diseased and injured animals, and the control of diseases transmissible from animals to man. The purpose of the Code of Ethics is to provide guidance to the veterinary technician for carrying out professional responsibilities so as to meet the ethical obligations of the profession.

**Code of Ethics – Veterinary technicians shall:**

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

**Ideals**

In addition to adhering to the standards listed in the Code of Ethics, veterinary technicians may also strive to attain a number of ideals. Some of these are:

1. Veterinary technicians shall strive to participate in defining, upholding, and improving standards of professional practice, legislation, and education.
2. Veterinary technicians shall strive to contribute to the profession’s body of knowledge.
3. Veterinary technicians shall strive to understand and support the attachment between a person and his/her companion animal.

Copyright permission from NAVTA July 1999.
Title: Program Director, Asst Professor, DVM  
Credentials: Doctor of Veterinary Medicine, University of Minnesota  
Courses Typically Taught:  
  ANSC 258  
  ANSC 261  
  ANSC 261L  
  ANSC 140  
Campus Phone: (808) 236-9166  
E-mail: johnkaya@hawaii.edu  

**Sam Craddock, RVT**

Title: Instructor  
Credentials: Associate’s in Applied Science, Central Carolina Community College  
Courses Taught:  
  ANSC 142  
  ANSC 142L  
  ANSC 151  
  ANSC 151L  
  ANSC 152L  
  ANSC 252  
  ANSC 252L  
  ANSC 190  
  ANSC 266  
  ANSC 290  
Course Asst:  
  ANSC 261L  
  ANSC 271L  
Campus Phone: (808) 236-9107  
E-mail: scraddoc@hawaii.edu  

**Dani Carico, CVT**

Title: Instructor  
Credentials: Associate’s in Applied Science, Bel-Rea Institute  
Courses Typically Taught:  
  ANSC 142  
  ANSC 142L  
  ANSC 152L  
  ANSC 263  
Campus Phone: (808) 236-9165  
E-mail: caricod@hawaii.edu  

**Dr. Joe Herzog**

Title: Lecturer, DVM  
Credentials: Doctor of Veterinary Medicine, University of Wisconsin
Courses Typically Taught: ANSC 253
ANSC 262
Campus Phone: (808) 236-9125
E-mail: jherzog2@hawaii.edu

Dr. Zak Albudri
Title: Lecturer, DVM
Credentials: Doctor of Veterinary Medicine, Ross University
Courses Typically Taught: ANSC 152
ANSC 271
ANSC 271L
Campus Phone: (808) 236-9116
E-mail: zalburdi@hawaii.edu

Dr. Ross Langston
Title: Asst Professor, Biology
Credentials: Doctor of Philosophy, University of Hawaii (Zoology)
Courses Typically Taught: HLTH 125
ANSC 142
ANSC 142L
Campus phone: (808) 236-9119
E-mail: langston@hawaii.edu