



# VETERINARY TECHNOLOGY DEPARTMENT



## STUDENT HANDBOOK

**2025-2026**

Welcome and Congratulations on Choosing Veterinary Medicine!

Our Programs.....	4
Our Mission.....	4
Associate Degree in Veterinary Technology .....	4
Short-Term Certificate in Veterinary Assisting.....	5
Information Items & Policies (alphabetical) .....	5
Ability:.....	5
Admissions:.....	5
Advisor:.....	6
Alcohol or drug use:.....	6
Animal Care:.....	6
Animal Use: .....	7
Attendance: .....	7
Attire:.....	7
AVMA Essential Task List:.....	8
Background Check: .....	8
Books and Manuals:.....	9
Bulletin Board:.....	9
Calculators:.....	9
Cell Phones:.....	9
Class Registration:.....	9
Class Registration Change:.....	9
Classroom Assignments:.....	9
Class Schedule:.....	9
Communication: .....	10
Complaints: .....	10
Computers:.....	10
Conferences: .....	10
Conduct:.....	10
Consequences: .....	11
Costs Associated with Degree: .....	11
Course Descriptions: .....	11
Course Syllabus: .....	11

Curriculum (shown on page 13): .....	12
Directed Practice courses and Preceptorship: .....	12
Dismissal from Program:.....	14
Dismissal/Reinstatement:.....	14
Drug Policy:.....	14
Emergencies: .....	15
Financial Aid:.....	16
Flexibility: .....	17
Grades: .....	17
Grade Disputes: .....	17
Graduation Check: .....	17
Handbooks: College and Divisional:.....	17
Health and Safety:.....	17
Honesty:.....	18
Inclement Weather: .....	18
Instructors:.....	18
Learning Contract:.....	18
Liability Insurance: .....	18
Licensing: .....	19
Medical Insurance: .....	19
Parking:.....	19
Pregnancy:.....	19
Performance Criteria: .....	20
Prerequisite Requirements: .....	20
Reflective Journals: .....	20
Release Forms and Waivers:.....	20
Scholarships:.....	20
Service-Learning:.....	20
Social Media: .....	21
Travel: .....	21
Vaccinations:.....	21
X-Ray Badges:.....	22

Addenda Table of Contents .....	23
Student Criminal Background Check Disclosure Statement.....	24
Criminal Conviction Review.....	25
Drug Testing Policy .....	26
Minimum Behavioral Expectations for VET Tech Students .....	28
Clinical Action Plan (CAP) .....	33
Rabies Requirement and Mitigation Plan.....	34
Rabies Vaccination and Mitigation Policy .....	36
Insurance Letter.....	38
Animal Bite/Scratch Policy.....	39

## ***Our Programs***

Sinclair's Veterinary Technology program is designed to be a rigorous, hands-on, and clinical approach to prepare the student for work in the veterinary field. Expect to be fascinated, captivated, immersed, and challenged. As a student, expect to be reading a lot of new material; taking in a lot of information; and practicing novel skills that you will likely use for the rest of your life, not just to take the next test. The student will be expected to commit more time to the second year of study and **WILL NEED TO REDUCE YOUR WORK-LOAD OUTSIDE OF CLASS TIME.**

The Veterinary Assistant program is designed to be fully embedded into the Veterinary Technology program but can be taken as its own program –as it is less academically rigorous and time-consuming than the degree program. All veterinary technician students will participate in the veterinary assistant portion of the program, as it will prepare them for the veterinary technician program.

## ***Our Mission***

The mission of the Veterinary Technology Program at Sinclair College is to provide an accredited program of excellence to individuals who want to become skilled and compassionate members of the veterinary medical community. The Veterinary Technician Program is designed to encourage students to learn critical thinking skills, excellent veterinary technician skills, and to learn the importance of the human-animal bond. Our graduates will work to improve the quality of life for animals and educate and support the people who care for them in this ever-changing field of medicine.

## ***Associate Degree in Veterinary Technology***

This program prepares the student through didactic coursework and hands-on laboratories and clinical experiences. The student must master not only the knowledge required to safely and appropriately handle and treat many species of animal, but also the clinical skills that accompany that knowledge. Doing this requires many hours of lecture and study as well as laboratory and clinical time. The prerequisites for this program are intended to prepare the student for all aspects of this profession, as it requires written and verbal communication, math skills, and a deep understanding of biology, chemistry, anatomy, and physiology. A successful student in this course of study will understand and retain the bulk of this information in order to be able to transfer information in practice to the clinical environment and pass the National Licensing examination at the end of the program. The program incorporates **64 credit hours** in lecture, laboratory and clinical experiences, requiring the student to spend up to **40 hours per week** in either class, lab, clinical, or study. This is intended to be a full-time commitment. Students unable to make this full-time commitment should meet with a faculty member or their advisor to discuss a Part-time Pathway option. Classes are taught at the Dayton Campus or online (see registration portal for modality), and students are expected to be on campus at least 2 times weekly through the last 2 semesters of the full-time program.

## ***Short-Term Certificate in Veterinary Assisting***

As an assistant to the veterinary technician, this position requires the student to be capable of reading animal behavior, strong and agile enough to handle many sizes and types of animals, knowledgeable in preventive care and animal husbandry, and able to communicate effectively both in writing and orally. The curriculum provides the student with the opportunity to complete several of the most common general education courses required in many programs of study, along with veterinary-specific courses that will prepare them for employment in a veterinary medical field. Several laboratory courses will prepare the student for an 8-week clinical experience. During clinicals they will be required to spend at least 10 hours/week in an assigned veterinary hospital practicing and showing competence in over 150 clinical skills, as assessed by Sinclair evaluators. This program incorporates **19 credit hours** in lecture, laboratory and clinical experiences, requiring students to spend up to **20-30 hours per week** in class or study. This can be a part-time commitment, and students may only be required to spend as much as **10 hours per week**, depending on their planned schedule. All courses in this curriculum are required as part of the Veterinary Technician curriculum as well.

## ***Information Items & Policies (alphabetical)***

### **Ability:**

A veterinary technician and their assistant perform physical tasks daily that require strength and dexterity. Most employers require that the employee can regularly lift and restrain animals up to forty (40) pounds. Many of the psychomotor skills in which a student must be able to demonstrate proficiency/competency require fine motor dexterity and finger strength. Most of the positions within this field require the employee to bend, kneel, walk, and stand throughout much of the day. Students must be able to perform all required tasks in a safe and effective manner to complete the program. If a student requires reasonable accommodations due to disability this should be discussed with the instructor and the [Office of Accessibility Services](#).

Academic ability is also a large part of this program (particularly in VET.S.AAS). It is the goal of the faculty to provide the best experience possible to each student. If a student has had accommodations in the past, or would like to be evaluated to increase their ability to learn, retain, and test on information in a manner that will make them more successful, they should contact the [Office of Accessibility Services](#) as early as possible in their course of study. If the student does not feel that they need specific accommodations, but are still struggling with any course in the program, they should consider contacting the [Tutoring and Learning Center](#) (TLC) in the Sinclair Library as soon as they notice that they are falling behind.

### **Admissions:**

The degree programs within Health Sciences have varying admission processes - Students should refer to the program handbook for specific information regarding admissions and meet with a Health Sciences Academic Advisor. In general, however, the Health Sciences division has options for admission that may include general/open admission, competitive admission, Accelerated Admission for Academic Achievement (AAAA), Tech Prep, or Sinclair Health Sciences Academy. For specific

information on the Tech Prep and Sinclair Health Sciences Academy pathways, please visit the Division Policies information found at:

<https://www.sinclair.edu/academics/divisions/hs/> Information on general/open admission, competitive admission, and AAAA requirements, if applicable, can be found within the program handbook. Students are highly encouraged to meet with a Health Sciences Advisor to review all applicable admissions pathways for their selected program and to develop their academic plan (MAP).

Veterinary Assistant certificate is an open-enrollment program. Students must successfully complete each subsequent course and receive permission from the Department to enroll in the VET 2108 clinical course for completion of the certificate.

The Veterinary Technology Department admits eligible students from April 1-15. Students who have completed at least one semester of prerequisite courses and are enrolled in or have completed the remaining prerequisite courses should email [vet.tech@sinclair.edu](mailto:veter.tech@sinclair.edu) by March 15<sup>th</sup> to request access to the eLearn course shell: Vet Tech – Linked Students. All information to complete an application showing eligibility will be in that course shell. The Cohort for the 2<sup>nd</sup> year of clinical courses is limited to 26 students. Lab space will be reserved for those students in the cohort first, but additional sections for laboratories and lecture courses may be considered if demand increases.

### **Advisor:**

The Veterinary Technology Department strongly recommends that the student meet with a Health Sciences Academic Advisor who is trained and prepared to provide holistic advice for each student. Each student should work with the Advisor to develop an Academic Plan that best suits that student's expectations. Further questions regarding the Veterinary Technology program should be directed to the Veterinary Technology Department: (937) 512-2563 or by emailing [vettech@sinclair.edu](mailto:vettech@sinclair.edu). Once a student is accepted into the cohort, the Veterinary Technology faculty will provide ancillary services and meet with each student at least once a semester.

### **Alcohol or Drug Use:**

Alcohol or drug misuse on or off campus may be grounds for dismissal from the Veterinary Program as well as disciplinary action under Sinclair's Student Code of Conduct. Drug testing policies are covered below.

### **Animal Care:**

The student is a representative of the Veterinary Technology (or Assistant) Program at Sinclair College whether they are on or off campus. They must care for animals in a caring, compassionate, and appropriate manner whether they are on or off campus. Mistreatment or abuse of animals, supplies, or the drugs used in or out of class will not be tolerated. Although some procedures used can--by their nature--produce pain and discomfort, techniques to minimize these are taught and used in class and should also be followed outside of class.

Any animal that a student brings on to campus must be approved in advance by Veterinary Technology Faculty and Sinclair Administration, with special notice given to Sinclair Police. The animal must be properly contained, whether by leash or approved container, and free from transmissible diseases. The student will be responsible for the behavior, care, and cleaning of the animal in their possession. Dogs

must be vaccinated for rabies, distemper, parvo, and Bordetella; and licensed within the county of residence. All animals must have up-to-date identifying tags or collars. Cats must be vaccinated against FVRCP and rabies.

**Animal Use:**

AVMA: “The use of live animals as a part of this course provides an essential and unique learning opportunity, teaching skills as well as compassion in a way not possible without the animals themselves.”

AVMA-CVTEA, in the P&P, under Standard X- Curriculum 10b states “Integration of nursing, technical, and medical skills within the curriculum must use live animals...”

Under Standard V – Resources for Clinical Instruction under 5A it states, “Animals of various common domestic and laboratory animal species must be available for use in teaching.”

Our program is unique in that we have no live animals on campus for use in clinical techniques.

Additionally, nearly every animal that we do use to teach clinical techniques must have a medical or husbandry need addressed by our instructors or students to follow USDA regulations.

The student must sign a waiver to bring their animal on campus. This animal is not allowed on campus unless they are properly restrained on a leash or in a carrier and have appropriate vaccines/flea prevention. Animals are not allowed anywhere on campus except the classroom (9107.) See an instructor for the Animal Use form.

**Attendance:**

Students must attend class. Missing class not only means that the student misses the instruction, but also the class discussion, insights, and class participation that deepens the learning experience. In addition, professionalism is required even with the introductory courses, as we are preparing the student for entry into a profession. Unexcused/unexplained absences may result in the lowering of a grade for the class, and/or dismissal from the class in extreme circumstances. An absence due to an illness, a dependent’s illness or disability, unexpected car trouble, or another emergency must be adequately explained and/or documented, and the student is responsible for making up the material. Each instructor may have a slightly different policy, so it is important to read the syllabus for each course. Be aware that federal financial aid regulations require that a non-attendance report be turned into the financial aid office if 5 days in a row are missed. Unexcused/Unexplained absences or tardiness from an off-campus facility will NOT be tolerated and may be cause for dismissal from the site and a possible delay in graduation. A student may only miss 15% of classes/labs/clinical (excused) to pass the course.

**Attire:**

To attain our goal of professionalism and to prevent disease transmission, the student is required to wear appropriate attire while attending class and lab. For all VET 1102 and above classes the following attire is required: scrub top and pants *or* scrub top and khakis (any pants 1 step above jeans) *or* “business casual” (a nice top and pants) and closed-toed shoes. All laboratory classes require the addition of a lab coat that covers the arms and upper body. Safety glasses are also required for some procedures.



Whenever representing Sinclair in a clinical setting or on a field trip within the Vet Tech Cohort, all tattoos should be covered and all visible piercings (except for a maximum of 2 studs on each ear lobe) must be removed due to safety concerns when working with animals. The student may leave tattoos uncovered and piercings in during class. Each clinical site will orient the participant as to their expectations when working within their hospital.

Appropriate attire in VET labs or practicums will be determined by the supervisors at the site and/or the type of lab procedures being performed and may include the following:

- Coveralls (with Sinclair Patch on left sleeve)
- Lab coat and safety glasses
- Over-boots or rubber boots
- Closed toed shoes or boots
- Scrub top (dark grey with Sinclair Patch on left arm for Vet Tech, red for Vet Assistant)
- Scrub pants (dark grey for Veterinary Technician or red for Veterinary Assistant)

Sinclair College Book Store carries many of these items. Some items may also be found at the following locations:

- ❖ Veterinary Apparel: <http://veterinaryapparel.com>, 800-922-1456
- ❖ JC Penny Catalog Sales: [www.jcpenny.com](http://www.jcpenny.com), 800-709-5777
- ❖ Walmart
- ❖ Amazon

### **AVMA Essential Task List:**

Essential Skills Checklists will be used to evaluate competency in each psychomotor 'essential skill' identified by the AVMA-CVTEA. Task specific performance criteria will be listed and will be graded by faculty as a rubric rating of 1-4. "Satisfactory" is a 3. An 'unsatisfactory', or scores of 2 and below, in the performance component of the course means the student has failed the current course and cannot progress to the next sequential course. A satisfactory performance component will not add points to the theory grade. Performance criteria will include affective, cognitive, and psychomotor standards. The faculty member will also date and sign each Essential Skill Check-off sheet.

The student is required to have the bound 'Essential Skills Notebooks' or electronic files/check offs and have them with them during any laboratory or clinical experience.

Any 'failed' task on a checklist will result in an Essential Skill failure. The student will have the opportunity for re-evaluation on a date determined by the faculty. Failure to complete all Essential Skills to faculty satisfaction, by the end of the final course of the program, will result in the final grade of "F" or "I" until all skills are completed. The awarding of an "F" or an "I" will delay or preclude successful completion and graduation from the program.

### **Background Check:**

Although a background check is not required for entry into this program, it will be required prior to licensure with the state. You will be given the details for completing your background check upon successful completion of the VTNE testing. The cost is \$65 for a complete FBI & BCI background check-suitable for registration with the state. Please see Addenda for more information about Criminal Convictions which may bar the graduate from practicing in this profession.

**Books and Manuals:**

The required VET books are not only used in class but will also assist the student with review for the licensing or credentialing exam and as references after graduation.

**Bulletin Board:**

A bulletin board is in the hall next to the Program Director's Office. This is an area not only for communication within the Vet Tech Program, but also with the general population of Sinclair College. Any postings must be approved by VT Faculty.

**Calculators:**

Calculators are required for nearly every class. They must be simple, non-programmable calculators, and cannot be shared during exams. Cell phones may not be used as calculators during class, labs, or tests.

**Cell Phones:**

All cell phones must be turned off during classes, labs, and off-site experiences (including clinicals).

Cell phones may not be used as calculators, research tools, or communication tools, etc. during class, lab, or while participating in off-site experiences unless on a break.

Cell phones may be used for video-recording skills (when this has been previously approved by the instructor or supervisor.)

No phone calls, texts, or other communication via phone will be permitted during the time the student is "on the clock" at your clinical site. If the student is expecting emergency communication, let the supervisor know and ask if it would be ok to give out the clinic's number for emergencies.

Repeated violations of this rule may result in the instructor or supervisor requiring that all students' cell phones be deposited in a central location prior to the start of any session.

Repeated offenses of this rule at practicum or preceptor sites may result in a student being dismissed from the site.

**Class Registration:**

The student is required to sign up for each class in the curriculum through the standard procedures of Sinclair. Any questions about the registration process may be directed to the Registrar's Office.

Every student is expected to have a MAP (My Academic Plan). This can be formulated for the student by their advisor. A MAP will make it easier for the student to know which classes the student must register for next.

**Class Registration Change:**

If the student is adding or dropping a class, they will follow the same procedure during the first week of classes. Following that period, a special form will be needed –see the Registrar and/or an assigned advisor. If the student is adding or dropping a class, see an advisor first.

**Classroom Assignments:**

Most classes and labs will take place in Room 9107 and/or 9202. If there is a change, this will be communicated through email and outside the room.

**Class Schedule:**

The cohort will meet for class on Mondays and Wednesdays or Thursdays, with occasional additional days for field trips, which will be communicated approximately 2 weeks ahead. The student will be

responsible for making and maintaining a schedule to complete 10 hours/week within their clinical site for the Technical Practicums and 25 hours/week for their preceptorship. The student must **make contact with each site at least 2 weeks prior to the start date at that location.**

### **Communication:**

Communication in veterinary practice between clients, paraprofessionals, and doctors is vital for the health of the pet, the health of the medical team, and the health of the hospital. We will begin working on communication skills in the first year of introductory classes. At the beginning of the cohort, the student must supply the instructor with alternate ways to reach them so that we may communicate about practicum sites and preceptor sites. **The student must check their Outlook account several times a day for messages** regarding grades, class changes, assignments, etc.

### **Complaints:**

Faculty and staff want to address student concerns *before* they become complaints. The student should communicate directly with the person with whom they have a concern if this can be done in a non-confrontational, constructive way. If this is not possible, contact the instructor or Chair of the department. If the concern involves the instructor, contact the Chair. If the concern involves the Chair, and the student and Chair are unable to reach a resolution within the department, the student may contact the Assistant Dean of Health Sciences (937-512-2919), and/or the Sinclair Student Ombudsman (937-512-2205), or follow the instructions at this url:

<https://www.sinclair.edu/about/consumer-info/accessibility/concerns-or-complaints/>

### **Computers:**

Computers are available in the Vet Tech Lab and Classroom, Computer Labs, and Library. Printers and scanners are available in Sinclair's Library, and in Buildings 13 and 14.

### **Conferences:**

The Veterinary Technician student will be required to attend 3-4 hours at certain designated continuing education seminars off-campus in the cohort (2<sup>nd</sup>) year. Registration costs range from \$20-\$100. Announcements of seminars will be made in class and via eLearn.

### **Conduct:**

- ❖ Professional, ethical, responsible, compassionate, and adult behavior is always required.
- ❖ No food or drink in the laboratory (hospital) area is permitted. Food and drink in the classroom area must be removed prior to any demonstration with animals in that area. Standard cleaning protocols must be used before and after any animal demonstration in either the classroom or the laboratory. These written protocols are in a binder in the classroom, and students will be held responsible for these tasks.
- ❖ You are responsible for keeping the class and lab clean and neat. Some classes may include points for this, so read your syllabus.
- ❖ Mistreatment or abuse of animals, supplies, or drugs used in class is not tolerated.
- ❖ No foul language is tolerated.
- ❖ All students must treat each other appropriately, with respect and in a professional and positive manner.

❖ SEE ATTACHED **MINIMUM BEHAVIORAL EXPECTATIONS GUIDE** FOR MORE SPECIFIC INFORMATION.

### **Consequences:**

All or some of the following may occur if any of the guidelines are not followed:

- ❖ Grade reductions
- ❖ Dismissal from the class for the day with a recorded absence and loss of participation points
- ❖ Permanent withdrawal from the class
- ❖ Permanent withdrawal from the program
- ❖ Suspension or expulsion from Sinclair
- ❖ Criminal charges

***NOTE: A student may be removed from a course by an instructor and assigned an "F" grade for the course, for engaging in unsafe or unethical practice(s) related to course or program requirements in any college laboratory, workshop, clinical, or practicum experience. Such removal and grade may occur at any time during the term. Misconduct will be addressed in accordance with the procedures outlined in the Student Code of Conduct Handbook <https://www.sinclair.edu/services/conduct-safety/student-judicial-affairs/student-code-of-conduct-handbook/>***

### **Costs Associated with Degree:**

There are a number of costs associated with this program, some of which will be included in the lab fees for courses and paid along with tuition. You will be required to pay other costs out-of-pocket. These additional costs include, but are not limited to, optional books, scrubs, lab coats, patches, stethoscopes, rabies vaccines, lab fees, boots, coveralls, and costs associated with travel to clinics.

#### **An example of a budget for these additional costs is:**

Rabies Vaccines: \$0-1000 depends on location and insurance  
Optional Books \$ 800  
Drug Test \$ 65 - possible  
Scrubs, Lab Coat, Coveralls, Boots, Patches, and Name Badges: \$160-\$200  
Stethoscope: \$20-150  
Travel: \$300-1000 (variable)  
VTNE (National Exam) \$350  
Background Check \$65  
Lab Fees: \$680  
**Total: \$1,640-\$4,310**

### **Course Descriptions:**

See College Catalog <https://www.sinclair.edu/course/params/subject/VET/>  
or the [Registration Portal](#).

### **Course Syllabus:**

Read each syllabus for each class closely. Each class will vary slightly in teaching formats and in attendance, grading, and testing policies. The Master Syllabus for each course is available in the Registration Portal.

**Curriculum (shown on page 13):**

There are several curricular pathways available to students. The basic pathway shown below assumes a student does not want to continue studies beyond this two-year program but wants to complete a Veterinary Technician Degree. If the student is interested in pursuing a **bachelor's degree**, please talk with an Academic Advisor. There are classes within this suggested curriculum that do not transfer directly to a 4-year college or University. An Academic Advisor will check with the Veterinary Technology Department Chair to be sure that these classes will be accepted by the Veterinary Technology Program.

Transfer of credits from another institution will be considered in each case. Science and Math credits will be accepted only if completed within 5 years of application to the cohort – some exceptions may be made depending on the current employment of the student and recent application of the material. Social Sciences, including ENG and COM courses will have a 20-year rule for completion. PSY courses will be allowed the 20-year exception if the student has been working in a public-facing role recently. Some VET courses may be transferred – this will be on a case-by-case basis and may require a Prior-Learning Assessment. The **bolded** courses below are those required for the Veterinary Assistant certificate. All veterinary technician students who complete these courses successfully may be eligible to receive the veterinary assistant certificate prior to graduation.

**Directed Practice courses and Preceptorship:**

The student will be given opportunities to shadow and observe in a variety of practices and facilities during the introductory classes. In the Veterinary Assistant portion of the program, students will be assessed in laboratory settings prior to placement in clinical settings. Students must pass the laboratory portion of the curriculum prior to placement in the clinical environment. To complete the Veterinary Assistant certificate, the student will need to complete all assigned clinical skills (approx. 150) to the satisfaction of the Sinclair instructor or evaluator.

Throughout the Veterinary Technology curriculum students will be placed in at least 2-3 different hospitals for the unpaid directed practice experiences (8 weeks, 10 hours/week). If the student meets all requirements satisfactorily and is approved by the Department, they may be permitted to complete their preceptor experience at their site of employment for an 8-week, 25 hour/week capstone experience. Otherwise, they will complete this last experience at a site that is chosen in conjunction with the Clinical Coordinator. Three (3) hours a week during this final term will be devoted to the student's capstone project. Tasks and Skills will be taught in the core curriculum and applied in the technical practicums and preceptorships. Completion of the Skills Checklist is the **STUDENT'S RESPONSIBILITY** and must be scheduled appropriately with Sinclair College Vet Tech Faculty.

Every effort will be made to place the student within a 20-mile radius of their home or Sinclair. There may be instances when this may not be possible, due to needs of the hospitals or need to fulfill certain requirements that are not available to them at a closer hospital.

**Any tardy or absence** from the off-campus site must be excused and/or appropriately explained within 24 hours. The student must give at least 24 hours' advance notice to a clinical site if they are unable to attend during a scheduled day. Absences or tardiness that are repeated or unexplained may result in dismissal from the site and a delay in graduation.

Subj.	Course #	Prerequisites (SUMMER) – HS.S.AAS Course Title	Cr. Hr.	Est. class & study Time/week
<b>ENG</b>	<b>1101</b>	<b>English Composition I</b>	<b>3</b>	6-8hrs
<b>MAT</b>	<b>1130</b>	<b>Mathematics in Health Science OR OT36</b>	<b>3</b>	6-8 hrs
ALH	1101	Introduction to HealthCare Delivery	2	4-8 hrs
<b>VET</b>	<b>1000</b>	<b>Introduction to Veterinary Medicine (online) (8 week)</b>	<b>1</b>	3 hrs
		TOTAL	9	19-27 hrs
Subj.	Course #	Semester 1 (FALL) – Vet Assist (Pre-Vet Tech) – VET.S.STC	Cr. Hr.	Est. class & study Time/week
BIO	1121	Human Anatomy & Physiology I	3	8-12hrs
CHE	1111/1151	Introduction to Chemistry I (& Lab)	4	6-10hrs
<b>COM</b>	<b>2206 or 2211</b>	<b>Interpersonal Communication or Effective Public Speaking</b>	<b>3</b>	6-8hrs
<b>VET</b>	<b>1102/1107</b>	<b>Topics in Veterinary Medicine + Lab</b>	<b>2 + 1</b>	6-8hrs
		TOTAL	13	26-38 hrs
Subj.	Course #	Semester 2 (SPRING) – Vet Assist (Pre-Vet Tech) – VET.S.STC	Cr. Hr.	Est. class & study Time/week
BIO	1222	Human A&P II	3	8-12hrs
<b>PSY</b>	<b>1100</b>	<b>General Psychology</b>	<b>3</b>	6-8hrs
BIO	2205/2206	Microbiology	4	8-10hrs
<b>VET</b>	<b>2008</b>	<b>Veterinary Technology Laboratory (A Term)</b>	<b>1</b>	2-4hrs
<b>VET</b>	<b>2108</b>	<b>Veterinary Technical Practice I (B Term)</b>	<b>1</b>	10hrs
		TOTAL	12	24-40hrs
Subj.	Course #	Semester 3 (SUMMER) – VET.S.AAS	Cr. Hr.	Est. class & study Time/week
VET	2110	Parasitology (Online) (A Term)	1	2-4hrs
VET	2114	Exotic Animal Medicine and Pocket Pets (B Term) _ Virtual or online	1	2-4hrs
VET	2107	Veterinary Technical Practice II (Full Term)	1	8hrs
VET	2111	Large Animal Husbandry and Disease (Blended/Virtual) Lecture (B Term)	2	4-8hrs
<b>VET</b>	<b>2005</b>	<b>Veterinary Terminology and Veterinary Ethics (Online) (A TERM)</b>	<b>1</b>	2-4hrs
		Total	6	10-28hrs
Subj.	Course #	Semester 4 (FALL) – VET.S.AAS	Cr. Hr.	Est. class & study Time/week
VET	2115/2117	Veterinary Anesthesia, Surgery, Diagnostics + Lab (A Term)	3 + 1	8-12hrs
VET	2106/2113	Comparative A&P + Lab	3+ 1	8-12 hrs
VET	2104	Small Animal Husbandry and Disease	2	4-6 hrs
VET	2207	Veterinary Technical Practice III (B Term)	1	10 hrs
VET	2116	Large Animal Husbandry and Disease Techniques Lab (B Term)	1	4-6 hrs
		TOTAL	1	24-34 hours
Subj.	Course #	Semester 5 (SPRING) – VET.S.AAS	Cr. Hr.	Est. class & study Time/week
VET	2205/2217	Veterinary Dentistry, Radiology, & Diagnostics + Lab (A Term)	2+ 2	6-10
VET	2250	Veterinary Pharmacology (12 week)	4	6-12
VET	2211	Veterinary Case Studies (online)(B Term)	1	3-8
VET	2300	Clinical Preceptorship (B term)	2	25
VET	2301	VTNE Prep (B-Term)	1	3-6
		TOTAL	12	20-45 hours
		Program Totals	64	

#### 64 Total Credit hours.

All courses must be completed with a “C” or higher.

Students have a maximum of **three** opportunities to successfully complete courses. Students who withdraw or fail must successfully complete the course on or before the third attempt. **Students are ineligible for admission to the Veterinary Technology Program after a third unsuccessful course attempt.**



**Dismissal from Program:**

The student may be dismissed from the program for any of the following reasons:

**Academic Dismissal:** If the student receives a grade of “D” or lower in any VET course. The student may be reinstated based on instructor approval when the course is offered in a subsequent year – within 2 years.

**Clinical Dismissal:** If a student receives 2-3 negative reviews, i.e., reviews that have a rating of 1-2 in 2 or more areas), or similar concerning comments from preceptor evaluators, this is grounds for dismissal. Dismissal is more likely if the reviews address the same issue or concern an ethical or professional departure from the accepted standard. Such reviews will be considered a failure of VET 2207 or VET 2300, as applicable. It is possible that the student may not be reinstated in the VET program if they receive a clinical dismissal. Any behavior that leads to a concern for the safety of the student or other staff in the clinic may be terms for immediate dismissal.

**Dismissal/Reinstatement:**

Every opportunity will be given to help students succeed in the program. There are specific circumstances that occur in the life of a student that may make completion of the program difficult or impossible. If a student voluntarily withdraws from the program, they may apply for reinstatement within the next 2 years.

Reinstatement will not be granted to a student who is terminated due to conviction of any crime that would make it impossible to obtain a license in the State of Ohio or for behavior deemed dangerous to an animal or an instructor.

The reinstatement procedure is as follows:

- a. The student applies for reinstatement no less than 90 days prior to the start of the semester
- b. The student will meet with faculty members, advisory board, and the program director to discuss reasons for the voluntary withdrawal or dismissal from the program; at this time, the student will present to the faculty a paper describing the events leading to the dismissal or deregistration as well as a discussion of the student’s efforts to improve or change in order to be more successful in the program. Evidence must be given to this effect, in the form of affidavits from educators, employers, doctors, etc. as to why or how this student has affected a change that will help them complete the program.
- c. The advisory board, faculty and program director will meet privately and discuss reinstatement. An anonymous vote will determine reinstatement.
- d. The student will be notified no less than 30 days prior to the start of the semester.

**Drug Policy:**

See the end of this document for the Drug Policy in its entirety. Drug screening will take place as deemed necessary by Sinclair faculty. The student will be responsible for the cost of the screening. Please note Sinclair prohibits the possession or use of marijuana, even medical marijuana permissible under Ohio Law by employees and students. Three Federal laws restrict the use of controlled substances: The Drug Free Schools and Communities Act, The Federal Drug-Free Workplace Act, and the Federal Controlled Substances Act. Students may not use mind-altering substances within 12 hours prior to class, clinical, or laboratory experiences.

**Emergencies:**

For <b>emergencies and disasters</b> affecting primarily the Veterinary Technology Program, contact the following people in this order: (Email should be used for all academic questions, tardy or absence excuses, please try to observe the commonly observed contact etiquette – After 9 am/before 9p on weekdays only)			
Contact in order listed:	Phone – work	Other Phone – Cell (PRIVATE. T indicates ok to text)	Email
Natalie Fleck	937-512-2095	937-684-5781 (T)	<a href="mailto:Natalie.Fleck@sinclair.edu">Natalie.Fleck@sinclair.edu</a>
Carolyn Reno	937-512-3119	937-554-0276 (T)	<a href="mailto:Carolyn.reno@sinclair.edu">Carolyn.reno@sinclair.edu</a>
For campus-wide emergencies and disasters, contact Sinclair Police immediately:			
Campus Police	937512-2700	Nearest Blue Phone is across Perry Street, on the walkway to the Southeast door to Building 14. Further Emergency Information can be found here: <a href="https://www.sinclair.edu/services/conduct-safety/public-safety/planning-for-emergencies/">https://www.sinclair.edu/services/conduct-safety/public-safety/planning-for-emergencies/</a>	

- **Civil Disturbance:** If a situation arises related to the veterinary program and the misunderstanding of the use of animals for education, first remain calm. Contact Campus Police immediately and give them the location, type of disturbance, number of people causing it, presence of any weapon, and your name. Keep quiet and away from doors and windows. If a gunshot is heard, drop to the floor immediately.
- **Earthquake:** Inside: watch for falling objects, crawl under a table if able. Once the tremors have stopped, look around and be prepared for aftershocks. Do not enter buildings that may have become unstable after the earthquake. Reassure the animals in a calm manner.
- **Evacuation:** Any animals housed on campus must be removed to the home of a student, faculty, employee, or a clinic, boarding facility, or shelter. If an animal cannot be evacuated, post a sign on the window to let rescue workers know how many and what type of pets were left behind. Leave plenty of water in a large open container that cannot be tipped over. Leave appropriate food for species involved. It may be best not to tie or cage the animals, as chances for survival are greater if they can escape.
- **Fire:** Leave the building, evacuating all animals that it is possible to do safely, immediately. All animals should have identifying collars and harnesses placed on them. Meet on the Perry Street side of Building 9 so that we may account for all people. Do not re-enter the building until approved by a Sinclair employee. Do not remove animals that cannot be removed safely and under restraint. If you cannot control the animals that are with you and you are in danger, let them go free, as they will have a better chance of survival if loose.
- **Flood:** If we have notification of rising waters, we will remove animals; with feed and water, to higher ground.



- **Hazardous Material Spills:** If a corrosive or toxic chemical comes into contact with your skin, flush immediately with water for 15 minutes and contact Campus Police. Do not attempt to clean up a chemical spill unless you have been trained to do so. If noxious or flammable vapors are released, evacuate immediately and call Campus Police and HVAC (Facilities Management) for assistance. Refer to the classroom MSDS binder for further information about the substance.
- **Human Body Fluids:** Treat as if infectious waste, and avoid getting into wounds, eyes, mouth or nose – wash immediately if contact happens. Call Campus Police if a wound has occurred and needs medical attention. They will call Custodial to clean human body fluids. Contact Facilities Management for proper disposal of infectious waste.
- **Lost Animals:** Call or visit local Veterinary Clinics, Shelters, and the Sheriff Department. When safe, post and distribute lost animal posters.
- **Pet Disaster Kit:** Each animal kept within the clinic must have a pet disaster kit prepared and easily accessible. In addition, the animal will be well-socialized and easily transported in the case of an emergency. Items can include:
  - Sturdy crate/carrier
  - Litter/Litter Box
  - Pet First Aid Kit
  - Long-term confinement equipment, such as chains, cable runs and/or tie-out stakes and portable caging
  - Leashes
  - Any special medications
  - Phone number of Vet
  - Food/Water – 7-day supply
  - Manual can opener and plastic lids
  - Emergency Phone Numbers
  - Large plastic bags for cat litter disposal and dog clean up
  - Non-spill bowls
  - Copy of pet’s current vaccine history
  - Newspapers, towels, and paper towels
- **Student Injuries or Serious Illness on Campus:** Any concerns about an injury or illness on campus MUST be brought to the attention of the Campus Police (512-2700) first.
- **Tornado/Severe Weather:** The Emergency Broadcast System will be activated: follow instructions given by Campus Police. Go to the basement of building 3, take animals, and Pet Disaster Kit with you, if possible. Do not leave campus or return to class/lab until the all-clear has sounded.

### **Financial Aid:**

A GPA of 2.7 must be maintained in order to enter the program and a GPA of 2.5 must be maintained to remain in the program, and thus on financial aid for this program. Full-time status is considered to be 12 hours per semester; some exceptions for terms may be applicable to those in the veteran program or at school on the GI bill, please check with the Military Family office.

When the student receives financial aid, they are subject to the 150% Rule. This rule means that if they attempt more than 150% of the credit hours needed to graduate from the program of study, they will not continue to receive financial aid. If the student exceeds 150% in any one program, they will not be eligible to continue to receive financial aid.

All the credits that the student has ever taken at Sinclair or transferred to Sinclair, whether financial aid was used or not, are counted in this 150% rule calculation. If the student has changed programs of study, all credits that they have ever taken at Sinclair or transferred to Sinclair are counted,

whether they can be counted toward the credits they need to complete your program of study or not.

For example, a student working toward an A.A. degree needs 60 hours to graduate. Once the student attempts 90 hours he/she is no longer eligible for financial aid. (60 hrs. x 150 percent = 90 hrs.)

### **Flexibility:**

The syllabus, outline, and schedule are guidelines for classes, but are subject to change as needed. In particular, as this program relies on off-campus sites and events to provide a great deal of practical knowledge, a certain amount of flexibility will be needed in order to accommodate both student and instructor needs.

### **Grades:**

Each course through the program has a grading process that is explained in the syllabus. The student should verify their understanding of the grading process each time they enter a class. Due to the professional nature of our program, and the higher standard this program expects of students, **each VET course will be graded on a higher curve, with 80% needed to pass each class and move on to the next in the series.**

### **Grade Disputes:**

Any question or disagreement over a grade must first be directed to the instructor involved. If still unresolved, the student may first go to their veterinary technology advisor to explain the situation. The advisor will then try to resolve the issue, or may instruct you to make a written complaint, including dates and the situation, to the Department Chair. The Dean will become involved if the situation remains unresolved at this point.

### **Graduation Check:**

2 months prior to scheduled graduation, the student's records will be checked, and they will be notified of their current status. If they do not have the required credits or classes to graduate, they will be advised as to the next steps.

### **Handbooks: College and Divisional:**

The [Sinclair Student Code of Conduct Handbook](#) overrides this handbook in matters of school performance, integrity, and conduct. Health Science Divisional policies may also override departmental policies as they pertain to student safety and performance. These policies can be found at: <https://www.sinclair.edu/academics/divisions/hs/>

### **Health and Safety:**

Notify the Clinical Coordinator or instructor immediately if you have been injured while at school or at a clinical site. Notify the Clinical Coordinator or instructor immediately if you have safety concerns while at your instructional or clinical site.

If the student has a disability which requires a modification in the physical or other requirements for this program, contact Sinclair's Accessibility Services office.

If the student is or becomes pregnant or plans on becoming pregnant during their time in this program, it is suggested that the student notify the department as soon as possible so that we can

work with your doctor on designing specific safety protocols for you. This is not mandatory, but highly recommended for the safety of the student and their child. A pregnant individual cannot operate radiographic equipment or restrain a pet during a radiographic session.

**Honesty:**

This profession requires complete honesty and the utmost integrity. No cheating, modification of medical or school records, plagiarism, stealing, or misrepresentation of facts will be tolerated. These are grounds for expulsion from the program. We

**Inclement Weather:**

Check with specific department for any specific additional directions.

The closure of Sinclair College campuses does not hinder a faculty member or student from participating in their assigned clinical/practicum/field work. However, if the Sinclair Dayton campus or any of its satellite campuses close due to inclement weather, faculty and students must consider their safety first, the location in which they live and the location of their clinical/practicum/field work site. Faculty and students must determine if they should or should not attend depending on how the inclement weather is affecting the service area of the faculty and student's home location or the site. If Sinclair is not closed due to inclement weather, but there is inclement weather in the service area of the faculty or student's home location or the site, faculty and students must determine if they should or should not attend.

Students must contact their Site Supervisor at the clinical/practicum/field work site, as well as their Course Instructor concerning their absence.

Faculty and students must keep in mind that the absences should only occur due to severe weather and must be made up in accordance with the program's policy on absences.

**Instructors:**

Carolyn Reno, DVM; Natalie Fleck, RVT; and Lorie Cassity, RVT are the primary instructors in this program of study. The student will also be expected to learn from their clinical mentors – and treat them with the respect and professionalism expected in the classroom environment.

**Learning Contract:**

The student is required to take an online quiz in eLearn acknowledging that they have received and read this handbook. This handbook is part of the learning contract with Sinclair.

**Liability Insurance:**

The student is encouraged to purchase additional liability insurance for the duration of the program. However, the School will carry liability insurance for all students as set forth below. This is only in effect when school is in session, therefore, the student will not be covered at clinical sites or at the facility during holidays or calamity days, or when school is out of session.

The School shall maintain liability coverage naming the Facility as an additional insured and provide coverage to the Facility for liability arising from acts and omissions of the School's students that may accrue liability to the Facility. The limits of such policy shall not be less than \$1,000,000 per claim and \$3,000,000 total aggregate. Such coverage shall be primary to any other coverage the Facility may have.

School shall be responsible for any action taken or omitted by it or its students, faculty, agents or employees, and shall be liable to Facility and its affiliates (including all of their respective officers, directors, members, employees and agents) to the extent of any damages, losses and costs arising from or proximately caused by the negligence or willful misconduct of School or its students.

### **Licensing:**

No license is required in the state of Ohio to practice as a Veterinary Assistant. After completing the Veterinary Assistant program, the student is eligible to take the NAVTA **CERTIFICATION EXAM**. Student who pass this exam are able to claim “Approved Veterinary Assistant” or “AVA” designation and may be more employable and potentially eligible for increased pay.

Students in the Veterinary Technology Program will be eligible for licensure once they have completed most of the curriculum for the degree in an accredited program and have passed the Veterinary Technician National Examination (VTNE). This examination consists of 150 questions and requires a score of 75% or above to pass. Once the student passes the exam, it is **the student’s responsibility** to contact the Ohio Veterinary Medical Licensing Board to fulfill the process of licensure.

### **Medical Insurance:**

The student is encouraged to maintain medical and dental insurance, either through their family plan, or some other venue during the program.

### **Parking:**

Student parking at Sinclair’s Dayton campus is available in the student parking garage and at parking meters on the street. The student will ask the clinical mentors about staff parking at clinical locations.

### **Pregnancy:**

A student who is pregnant or becomes pregnant during the academic term is encouraged to notify the program director or instructor immediately. The choice to declare a pregnancy is voluntary, but highly recommended. Veterinary medicine has many inherent dangers for developing fetuses. Hazards such as inhalation of anesthetic gases, exposure to radiation, toxic chemicals, exposure to chemo-therapeutic agents, zoonotic diseases, trauma by a horse or cow or an animal bite or scratch are just a few of the hazards which are inherently more dangerous to the pregnant individual and her fetus. The pregnant student is advised to seek advice and counsel from her attending physician concerning continuing the Veterinary Technology Program at SCC.

Upon notification of a student’s pregnancy, the following guidelines will be followed:

- ❖ Program policies will be reviewed in detail with the student to determine whether and how she is able to complete the program during her pregnancy or after pregnancy leave
- ❖ A pregnant student must follow the established program policies and meet the same clinical and educational criteria as all other students before graduation and receive a recommendation for the veterinary registration examinations.
- ❖ Any student who decides to take pregnancy leave shall be required to meet with a designated faculty member to review the conditions pertaining to such leave, and to sign a memorandum understanding reflecting those conditions.

❖ If a student chooses to leave the program during pregnancy, she will be eligible for reinstatement to the program upon completion of her pregnancy leave. The student must re-enroll in the courses from which she dropped due to her pregnancy leave. If the student does not re-enter the program soon after the pregnancy leave and later wishes to enter the program, she will have to apply for admission to the program under the standard application procedure then in effect.

### **Performance Criteria:**

Performance criteria in classes include written and practical knowledge, as well as demonstration of critical thinking skills. Practical knowledge will be demonstrated through practical and competency examinations, as well as the Essential Skills checklist.

### **Prerequisite Requirements:**

Passing grades to enter the cohort are more rigorous in this program of study than most other programs. We require a 2.7 overall GPA and a grade of “C” (typically 70%) or better in all prerequisites. In the Intro Vet Tech course(s) a grade of “C” is 80% or better.

### **Reflective Journals:**

Reflective journals will be used to help the students analyze and interpret classroom and field events in relation to what they have learned about their course work. Journals will be used to help illustrate a student’s growth over time as they record descriptions, interpretations, and application of what they have learned and how the student can use what they have learned to become a better Veterinary Technician. **This is an important part of the student’s grade and will be turned in every week while they are in a clinic.**

### **Release Forms and Waivers:**

This profession requires that the student work with animals that are hurt or may be considered dangerous. Depending on the lab or clinical site, the student may be required to sign a form that releases the participating owner, farm, or clinical site from legal liability should the student be injured. Refusal to sign these forms may limit the student’s participation at the site.

### **Scholarships:**

There are multiple scholarships available as a veterinary technology student or veterinary assisting and Health Sciences student. Please ask the advisors about Sinclair’s Scholarship options. The department will share new opportunities with students throughout the year. Students should consider writing an essay that could be altered for a variety of scholarships so that they are ready to apply as they come up.

### **Service-Learning:**

Service-learning is an important part of the program. The veterinary technology or veterinary assistant students are required to volunteer at least 4 hours of their time each semester to a nonprofit organization or a Sinclair outreach opportunity. You will be provided with information about volunteer opportunities during the semester.

Additionally, there will be opportunities to volunteer with the Veterinary Technology department to share your knowledge of the program with potential students by attending Career/College Fairs and assisting with high school students’ Tech Prep School visits to the Sinclair Campus.

### **Social Media:**

Increasingly, social media sites are becoming platforms for disseminating information, some of which are either incorrect or inappropriate. Additionally, employers are using social media sites to check on employees or potential employees, which may result in the loss of opportunities within the workplace. Accordingly, the student should consider carefully the content of anything they post on social media and the impact it may have on their future employment opportunities.

The student may not post any videos or photographs of themselves or other students participating in any activity of Sinclair's Veterinary program that includes working with animals, without prior permission of the Veterinary Technology department chair, due to the confidential nature of medical records within the Veterinary-Client-Patient Relationship.

### **Travel:**

Due to the nature of the program and the amount of off-campus instruction and practice, the student must have the ability to travel to different sites. Every effort will be made to minimize time and travel distance, and provide carpooling options, but students will not be reimbursed for travel or mileage.

The student may be required to sign a release that indicates an understanding of the inherent dangers of traveling via personal vehicles and an agreement to indemnify and hold harmless Sinclair College and its employees and agents for any claims arising out of participation in travel and off campus activities.

### **Vaccinations:**

- The VET department does not require the COVID vaccine to enter the program but does recommend it, as some clinical placements do require it. The department has not yet seen valid medical research that indicates that the vaccine is ineffective or dangerous. Students are in close contact with the public and other students, and we wish to keep the community healthy.
- The VET department does not require the FLU vaccine to enter the program but does recommend it, as students are in close contact with others through their program, and it helps to keep the community healthy.
- The VET department does not require the Hepatitis-B vaccine to enter the program but does recommend it, as students are in close contact with others through their program, potentially exposed to human blood through injury, and it helps to keep the community healthy.
- An up to date (within 10 years of the projected graduation date) Tetanus (T-DAP, DP-T) vaccine is **required** prior to entry.
- The Rabies vaccine is a 2-shot series that is **required** to be completed within 4 weeks of entry into the clinical portion of the Vet Tech or Vet Assistant program (and must be ordered ahead at least 2 weeks in advance, so students must plan to get this vaccine prior to the start of the program). The Rabies vaccine can be costly - financial aid can be used to pay for this series but will often not be received until after the series is completed. Insurance can also be used. If the insurance company

is reluctant a note from the Chair of the Department, as well as the student's Primary Care Physician, can be helpful.

All vaccine records should be submitted to [vettech@sinclair.edu](mailto:vettech@sinclair.edu) upon application to the program, or when directed by the instructor or chair upon entry into the program (prior to working with animals in the first clinical course, either VET 2107 or VET 2108). Records will include the date of injection(s), student name, and facility where injections were given - receipts showing this information will be accepted.

**X-Ray Badges:**

Dosimeter badges will be provided to Veterinary Technician students at no cost for the duration of the student's participation in the program. The student is responsible for always keeping this badge on their person when in the clinic or laboratory involving radiation. The student must keep this badge out of hot environments (i.e. the washing machine or car) in order to prevent a false elevated reading. If a badge is lost, the student will be responsible for the replacement fee (\$37). The student must return the badge to the faculty in charge of collecting them within a week of the request or leaving the clinical site. (This will happen every 90 days and at the end of the program.) If the student does not return the badge within one week of the request, they will be responsible for a \$32 late fee that is charged to the program for each badge that is late or missing.



## ***Addenda Table of Contents***

- A. Background Check Disclosure Statement
- B. Criminal Conviction Review
- C. Drug Testing Policy
- D. Minimum Behavioral Expectations
- E. Corrective Action Plan
- F. Rabies Requirement and Mitigation Plan
- G. Rabies Vaccination and Mitigation Policy
- H. Letter to Insurers re: Rabies Vaccination
- I. Animal Bite/Scratch Policy



# A

## ***Student Criminal Background Check Disclosure Statement*** **Sinclair Community College, Health Sciences Division**

**Many students in the health sciences are required to have both Ohio and federal criminal background checks prior to starting their program's limited enrollment courses.**

**Some criminal convictions may be a bar to licensure or to working in a particular clinical setting.**

Any student who has been convicted of any criminal offense should be aware of Ohio Revised Code 9.78, which states as follows:

(A) As used in this section:

(1) "License" means an authorization evidenced by a license, certificate, registration, permit, card, or other authority that is issued or conferred by a licensing authority to an individual by which the individual has or claims the privilege to engage in a profession, occupation, or occupational activity over which the licensing authority has jurisdiction.

(2) "Licensing authority" means both of the following:

(a) A board, commission, or other entity that issues licenses under Title XLVII or any other provision of the Revised Code to practice an occupation or profession.

(b) A political subdivision that issues a license or that charges a fee for an individual to practice an occupation or profession in that political subdivision.

(B) An individual who has been convicted of any criminal offense may request, at any time, that a licensing authority determine whether the individual's criminal conviction disqualifies the individual from obtaining a license issued or conferred by the licensing authority. An individual making such a request shall include details of the individual's criminal conviction and any payment required by the licensing authority. A licensing authority may charge a fee of not more than twenty-five dollars for each request made under this section, to reimburse the costs it incurs in making the determination.

Not later than thirty days after receiving a request under this section, the licensing authority shall inform the individual whether, based on the criminal record information submitted, the individual is disqualified from receiving or holding the license about which the individual inquired. A licensing authority is not bound by a determination made under this section, if, on further investigation, the licensing authority determines that the individual's criminal convictions differ from the information presented in the determination request.

(C) A licensing authority shall make available to the public on the licensing authority's internet web site a list of all criminal offenses of which conviction of that offense shall disqualify an individual from obtaining a license issued or conferred by the licensing authority.

A student who wants to request a determination from a licensing board should contact the Sinclair Program Director for their program of study and obtain a copy of their criminal background report.

# B

## *Criminal Conviction Review*

### **Statement from the Ohio Veterinary Medicine Licensing Board**

**Website:** <http://ovmlb.ohio.gov/CCR.stm>

If the student has a criminal conviction and wishes to apply for a license, they may make a request to the Board for a pre-determination as to whether the criminal conviction(s) disqualifies them from licensure before applying for a license. Please submit the request along with a completed Criminal Case Form to the Board office for review. The student's criminal history will be evaluated based upon the aggravating and mitigating factors that are presented. \*This will not be viewed by Sinclair's Vet Tech Department.

The Board will notify the applicant if the criminal conviction(s) disqualifies the applicant from the licensure within 30 days of receiving the request. Please note this determination does not prevent the applicant from formally applying for a license. If a person should apply for a license and the Board proposes to deny the application, the applicant will be afforded an opportunity for a hearing before the Board, in accordance with Ohio Revised Code Chapter 119.

The Board is not bound by a determination made, if, on further investigation, it is determined that the criminal conviction differs from the information presented in the determination request.

Please note: Many convictions will not bar an applicant from licensure. The applicant may contact the Board office to inquire if a request and completion of a Criminal Case Form is necessary.

#### **Disqualifying Convictions for Licensure**

In accordance with ORC 4741.22(E) the following offenses disqualify an individual from obtaining a license from the Board:

2903.01 Aggravated Murder

2903.02 Murder

2903.03 Voluntary Manslaughter

2903.11 Felonious Assault

2905.01 Kidnapping

2907.02 Rape

2907.03 Sexual Battery

2907.05 Gross Sexual Imposition

2909.02 Aggravated Arson

2911.01 Aggravated Robbery

2911.11 Aggravated Burglary

## ***Drug Testing Policy***

Sinclair's College Veterinary Technology Department Drug Testing Policy is meant to supplement existing college, clinical agency, state and federal policies, rules, and regulations regarding safe student conduct, safe practice, and drug-free educational environments. The drug screens conducted under this Drug Testing Policy screen for illegal drugs, alcohol, unauthorized use of prescription drugs and over-the-counter drugs, and authorized use of prescription drugs or over-the-counter drugs that impair safety.

**Please note** Sinclair prohibits the possession or use of marijuana, even medical marijuana permissible under Ohio Law by employees and students. Three Federal laws restrict the use of controlled substances: The Drug Free Schools and Communities Act, The Federal Drug-Free Workplace Act, and the Federal Controlled Substances Act.

**Veterinary Technology students are subject to drug screening as follows:**

### **Reasonable Suspicion Screening:**

1. Reasonable suspicion is defined as, but not limited to, the following behaviors:
  - a. Direct observation of drug or alcohol use and/or the physical symptoms or manifestations of being under the influence including, but not limited to unusual, slurred, or rapid speech; noticeable change in appearance and hygiene; impaired physical coordination; erratic, irrational, and/or threatening behaviors or responses; deterioration in performance; abnormal conduct, such as, absenteeism/tardiness; hand tremors, flushed face, odor of alcohol or any other drug; red eyes; unsteady gait; irritability; mood swings; change in alertness; and/or pupillary changes.
  - b. Evidence of tampering with drug test.
  - c. Evidence of involvement in the use, possession, sale, solicitation or transfer of drugs while enrolled in the Veterinary Technology Program.
2. If reasonable suspicion is believed to exist, the faculty or other person having such suspicion will contact the Veterinary Technology Program Director (Department Chair), Assistant Dean or Dean of Health Sciences who will determine if there is reasonable suspicion to require the student to submit to a drug screen.
3. If reasonable suspicion exists, the student will be released from class, lab, or clinical and required to proceed immediately and directly to the location designated by the Veterinary Technology Department to conduct the drug screening. The student is responsible for obtaining transportation to the designated location and will not be allowed to drive him/herself.
4. Reasonable suspicion screening may include, but is not limited to, a 10-panel chain of custody urine drug screen and/or chain of custody urine alcohol screen.
5. Results of the drug or alcohol screen will be sent directly to the Veterinary Technology Department. The student will be informed of the results by the Veterinary Technology Department.

### **Consequences:**

1. A student has the right to refuse consent for a drug screen. However, refusal to consent to either the Pre-Program or Reasonable Suspicion screen will result in dismissal from the Veterinary Technology program.
2. If a student has a positive Pre-Program test result or fails to complete a drug screen by the specified deadline, he/she will be dismissed from the Veterinary Technology program.
3. Failure to complete a Reasonable Suspicion drug screen or confirmation of a positive result will cause immediate dismissal from the Veterinary Technology program and a grade of "F" will be reported for the currently enrolled Veterinary Technology courses.

# C

4. A student dismissed from the program as a result of the drug screen policy may petition for readmission
  - a. The student must follow the reinstatement process outlined in the Veterinary Technology Student Handbook.
  - b. The student must successfully complete a substance abuse treatment program that meets the definition of an “approved treatment program” of the Ohio Veterinary Medical Licensing Board. Documentation of successful completion must be sent directly to the Veterinary Technology Department by the substance abuse program.
  - c. The student must provide documentation of a negative drug screen with the reinstatement petition as designated by the Veterinary Technology Department.
  - d. The student is responsible for all costs involved with treatment and screening for readmission petition.

## ***Minimum Behavioral Expectations for VET Tech Students***

**The following six criteria must be met by all students registered for Veterinary Technology (VET) classes, laboratory classes, and practicum training experiences. Failure to comply with any one of these expectations may result in an unsatisfactory grade, a removal from a course, and/or denial of permission to register for a course.**

### **Criteria**

1. The student demonstrates reliable, dependable, and punctual behavior.
2. The student demonstrates acceptance, courtesy, and respect to others.
3. The student respects the needs of others for emotional and physical safety.
4. The student examines his or her own feelings, values and behaviors, and listens to the feedback of others.
5. The student realizes the effects of his/her verbal and nonverbal behavior on others and makes adjustments in this behavior as necessary, consistent with program and practicum agency policies.
6. The student shares thoughts and feelings clearly and congruently.

**The following are examples of meeting and not meeting the minimum competencies. It is our hope that these examples will assist the student in understanding the objective data that we use to make a subjective decision. These examples do not form an exhaustive list; students are still accountable to the spirit of the minimum competencies.**

### **1. The student demonstrates reliable, dependable, and punctual behavior**

***Ways a student can demonstrate minimum Competency #1 include:***

- a. Being “on time” for classes, lab, and clinical.
- b. Being well prepared for class, lab, and clinical.
- c. Taking initiative and helping when a need arises. Asking “how can I help” if unsure of task.
- d. Always checking with staff before leaving the area with a client or patient.
- e. Handing in assignments on time.
- f. Having a plan for an alternative mode of transportation to clinical in case of car trouble. Having a plan for back-up child-care in case of emergency.
- g. Abiding by the class attendance policies as specified in syllabus.
- h. Notifying academic advisor of any changes in your status as a VET student.

- i. Communicating with the professor in case of the need to leave or enter the classroom during lecture or lab.
- j. Read and keep student handbook.
- k. Requesting information about missed classes from other students.
- l. Notifying instructor and/or agency of absence or tardiness.

***The following are examples of failing to meet minimum Competency #1:***

- a. Failing to read and abide by the VET Student Handbook.
- b. Leaving or failing to arrive at a clinical without permission.
- c. Not following a direct request of faculty or agency staff concerning program policies or procedures.
- d. Not following the chain of command at SCC or clinical site.
- e. Falling asleep or doing other work during class, lab, or clinical time.
- f. Taking an unauthorized break.
- g. Having knowledge of the unethical/illegal behavior of another and not sharing it with the proper person.
- h. Forging an instructor's or supervisor's name on any form or assignment.

**2. The student demonstrates acceptance, courtesy, and respect to others.**

***Ways a student can demonstrate minimum Competency #2 include:***

- a. Introducing people who do not know each other.
- b. Assisting a visitor to SCC who appears lost.
- c. Verbally and in writing express thanks for assistance given you.
- d. Greeting people, using person's first name.
- e. Asking a staff member if this is a good time to talk or to schedule an appointment.
- f. Cleaning up after yourself in the classroom and practicum site.
- g. Being careful not to discuss other classmates or clinical sites in or out of a professional environment.
- h. Waiting to put away materials until after class is dismissed. Putting away all materials, cleaning clinic/lab when complete. Waiting to leave until all classmates are done or have indicated that they will take responsibility for the remaining materials.
- i. Maintaining client confidentiality outside the clinical setting.
- j. Consistent use of attending skills during class and lab.
- k. Listening attentively in class.

- l. Keeping cell phone turned off during class. If student is expecting an **emergency** call, they discuss this circumstance with instructor prior to class.
- m. Planning for childcare.

***The following are examples of failing to meet minimum Competency #2:***

- a. Glaring or rolling eyes at faculty, fellow students, or clinical staff/clients.
- b. Demanding an immediate meeting with a faculty member.
- c. Gossiping about or degrading others.
- d. Using sexist, racist, ageist or any other biased language or jokes.
- e. Monopolizing a class or agency meeting.
- f. Calling a faculty or staff member at home without their permission.
- g. Talking out of turn in class.
- h. Never speaking up or sharing in class.
- i. Excessive self-disclosing.
- j. Raising voice, using hostile and threatening tones of voice.
- k. Answering and using cell phone during class or while taking an exam.
- l. Bringing children to class.
- m. Engaging in side conversations.
- n. Imposing personal beliefs and values on others.
- o. Revealing negative gossip/information about clinical sites or classmates in or out of class.

**3. The student respects the needs of others for emotional and physical safety.**

***Ways a student can demonstrate minimum Competency #3 include:***

- a. Referring a fellow student who is having a personal crisis to counseling.
- b. Reporting sexual harassment and/or assault.
- c. Following agency approved guidelines for client safety.
- d. Following rules regarding “No Smoking” areas.
- e. Developing and maintaining professional boundaries.

***The following are examples of failing to meet minimum Competency #3:***

- a. Touching a client without regard for clinical practices.
- b. Using pressure to persuade a fellow student to date you.
- c. Encouraging owners to stop giving medication ordered by their doctor.
- d. Taking on a task which is clearly beyond your level of competence.
- e. Carrying a weapon or threatening to use force.

- f. Coming to class or practicum with a hangover or under the influence of drugs or alcohol.
- g. Getting insufficient sleep to be alert.
- h. Using aggressive gestures; pointing at someone, pounding your fist on a table, invading people's personal space with gestures.
- i. Failing to report inadequate supervision at practicum site.
- j. Engaging in dual relationships with clients or classmates.

**4. The student examines his or her own feelings, values and behaviors, and listens to the feedback of others.**

***Ways a student can demonstrate minimum Competency #4 include:***

- a. Using active listening skills to understand what is being said to you.
- b. Using "I" statements and taking responsibility for your own thoughts, feelings and behaviors.
- c. Asking for and considering feedback from peers, faculty, and agency supervisors. Taking action to remediate behavior not meeting the minimum guidelines, showing significant improvement toward behavior modification goals.
- d. Listening to and considering others' ideas different from your own and demonstrating non-judgmental attitude toward self and others.

***The following are examples of failing to meet minimum Competency #4:***

- a. Becoming immediately defensive or offensive about feedback from staff, peers, and clinical personnel.
- b. Not examining or evaluating the feedback you receive.
- c. When receiving feedback, changing the focus of feedback, i.e., deflecting.
- d. When receiving feedback, not taking action steps to remediate minimum behavior expectations. Showing little to no improvement in behavior modification goals.

**5. The student realizes the effects of his/her verbal and nonverbal behavior on others and makes adjustments in this behavior which are consistent with program and practicum agency policies.**

***Ways a student can demonstrate minimum Competency #5 include:***

- a. Developing an approachable demeanor - looking friendly and receptive in most situations.
- b. Using non-verbal and verbal re-enforcers.
- c. Following the dress code of the program/clinic.
- d. Modeling professional behavior.



***The following are examples of failing to meet minimum Competency #5:***

- a. Using closed posture; arms crossed, leaning back. Rolling eyes in response to other's view, requests, or statements.
- b. Moving physically away from a person, based on bias of sex, age, race, class, size, appearance, sexual orientation or lifestyle, disabilities, religion or any other form of oppression.
- c. Touching someone without their permission or in violation of clinic's rules.
- d. Shunning and intentionally ignoring appropriate communication of others.

**6. The student shares own thoughts and feelings clearly and congruently.**

***Ways a student can demonstrate minimum Competency #6 include:***

- a. Sharing clinical experiences and concerns in a positive way during class.
- b. Offering ideas and opinions relevant to the topic.
- c. Actively participating in discussions, role-plays, and class exercises and activities.
- d. Assertively and respectfully communicating thoughts and concerns to others.
- e. Respectfully addressing grievances to the parties concerned.

***The following are examples of failing to meet minimum Competency #6:***

- a. Monopolizing classroom activities and discussions.
- b. Frowning continually even though you say you are not mad or sad.
- c. Sharing off-the-topic information and opinions.
- d. Plagiarizing the work of others.
- e. Presenting ideas in a confusing and disorganized manner.
- f. Engaging in inappropriate excessive self-disclosure.

E



***Clinical Action Plan (CAP)***

**STUDENT:**

**DATE:**

**FUNCTION:**

**DEFICIENCY:**

**CAP:**

**DESIRED OUTCOMES:**

**COMPLETION DATE:**

**STUDENT SIGNATURE:**

---

**FACULTY SIGNATURE:**

---

**CLINIC COORDINATOR SIGNATURE:**

---

## ***Rabies Requirement and Mitigation Plan***

See the attached information regarding the Rabies Policy for the Veterinary Technology Program. If you have additional questions concerning the attached material, feel free to call or email me at 937-512-3119 or [carolyn.reno@sinclair.edu](mailto:carolyn.reno@sinclair.edu).

Sinclair College's Veterinary Technology Program and the American Veterinary Medical Association's Committee on Veterinary Technician Education and Activities require Veterinary Technology students to either receive the Rabies Pre-Exposure Vaccination or present a waiver signed by a physician.

If a student is unable to get the vaccine, they must provide a waiver from their doctor or clergy to the Chair of the Department of Veterinary Technology. Doing so may delay graduation from the program as the student will not be able to complete certain clinical skills based on the availability of animals that are confirmed to be rabies vaccinated and rabies-free. All animals that the unvaccinated student works with will be vaccinated by the Program veterinarian at least 28 days before they are exposed to the student OR must have a record of vaccination and wait least 28 from the vaccination prior to being handled by the student. Records will be collected and maintained by the Department.

Review the following pages providing the information concerning the Rabies zoonotic disease and the Rabies pre-exposure vaccination protocol.

**It is extremely important that you sign and return the following pages:**

If you obtain a waiver for the rabies pre-exposure vaccination:

- Rabies Vaccination Declination Form and waiver from your Primary Care Physician or appropriate specialist.
- Verification of receipt of Rabies Policy
- Acknowledgment of possibility of failure to complete clinical skills and delay of graduation.

OR

Proof Rabies pre-exposure vaccination:

- Vaccination Verification Form
- Rabies Titer results (if vaccine received 12 months prior to entry)
- Verification of receipt of Rabies Policy



To Obtain a Rabies Vaccine:

Contact your Primary Care Provider or contact the Health Department in your county. The letter that follows this policy regarding the requirement of this vaccine for workers in the animal profession may help when discussing this with your doctor or insurance company:

Important items to tell your Provider:

- This vaccine is required for entry into the program
- You are entering a high-risk profession
- This is considered preventative care
- Pre-exposure vaccination for workers in the veterinary field can be ordered by a physician or arranged through your local or state health department – ask your provider if your insurance will cover all or part of this series.

Some students may qualify for a patient assistant program:

Sanofi-Pasteur offers a patient assistant program for un-insured or under-insured patient:

- Sanofi Pasteur's Patient Assistance Program (providing Imogam® human rabies immune globulin and Imovax® rabies vaccine, as well as other vaccines) is now administered through the Franklin Group. A healthcare professional or patient can either contact the Franklin Group directly or call the customer service team (1-800-VACCINE) who will transfer them to the Franklin Group. The Franklin Group will review the application against the eligibility criteria. For more information about the program or to request an application, please contact the Sanofi Pasteur, Inc. Patient Assistance Program (Franklin Group) at 1-866-801- 5655. Instructions and request forms are also available at the Sanofi Patient Connection external icon website.

If you are able to pay for this vaccine out-of-pocket, be aware that you can “shop around” to find lowest cost available. Try the following:

- [Walgreens](#) provides this vaccine – you must schedule ahead of time. (It takes 2 weeks to order the vaccine)
- [CVS](#) provides this vaccine – you must schedule ahead of time. (It takes 2 weeks to order the vaccine)
- Public Health - Dayton & Montgomery County

117 S. Main Street  
Dayton OH 45422  
Phone : 937-496-3396  
Fax : 937-496-7613  
Web : [www.phdmc.org](http://www.phdmc.org)

## ***Rabies Vaccination and Mitigation Policy***

### ***Standard 4e of the CVTEA/AVMA Accreditation Policy STATES:***

4e. Safety of students, program personnel, and animals must be of prime consideration. Students must be educated on rabies risk prior to working with animals. Prior to live animal use, students must be vaccinated against rabies, or the program must implement a comprehensive rabies mitigation protocol as described in Appendix A. (see *Statement on Safety Appendix*)

### **Appendix A**

#### **RABIES SUPPLEMENT – COMPREHENSIVE RABIES MITIGATION PLAN**

Rabies in humans can be prevented either by eliminating exposures to rabid animals or by providing exposed persons with prompt local treatment of wounds combined with appropriate postexposure prophylaxis (including both passive antibody administration and active immunization with cell culture vaccines). In addition, pre-exposure vaccination should be offered to persons in high-risk groups, such as veterinarians, animal handlers, and certain laboratory workers. Student safety must be considered above financial challenges. The Committee is supportive of program's assisting students to manage the cost of vaccination including methods to integrate the cost of the vaccine into tuition or fees that may be supported by federal financial aid.

#### **Recommended sources for guidelines regarding zoonotic disease and rabies protection:**

*Rabies*, Centers for Disease Control and Prevention (CDC)

<https://www.cdc.gov/rabies/index.html>

*What is Rabies?*, World Health Organization, <https://www.who.int/rabies/about/en/>

#### Comprehensive Rabies Mitigation Plan Components

1. Vaccination of animals (cats, dogs, horses, food and fiber species).
  - o Documentation of rabies vaccination of all appropriate species within every medical record including date acquired, date vaccinated, holding dates for all animal resource locations. Includes a comprehensive list of all animal resources to include faculty and student sourced animals.
  - o Documentation of animals with unknown status including holding period.
2. Hold/seroconversion period post rabies vaccination (per CDC-28 days).
  - o Documentation of holding period including location and handling procedures during the hold
3. Hold period for animals not vaccinated (per CDC-45 days).
  - o Documentation of holding period including location and handling procedures during the hold.

4. Communication to external parties – animal sources, off-campus sites, externship sites.
  - Memoranda of Understanding (MOUs) must include rabies notification showing either the animals or the students and teachers are vaccinated. If not, the document must list all the timelines for holding unknown animals.
5. Communication to internal parties.
  - Documentation that CEO/President and general counsel of institution has been provided comprehensive information about rabies as a disease and has signed off on a) student vaccination policy and b) comprehensive rabies mitigation plan.
6. Communication to students.
  - Documentation of comprehensive rabies information provided to students indicating student awareness of risk to a fatal disease during the program and in the profession. Explain when the information is made available to applicants and/or students and whether applicants and/or students must sign a recognition form.
  - Documentation of contact tracing of any students that worked with any unvaccinated animals in the event the animal shows signs of or is diagnosed with rabies.
  - Documentation of PPE provided for students working with live animals.
  - Documentation of any student waiver of vaccination for religious or other health reasons with alternate risk mitigation plan.
  - Documentation that student is aware of where to receive rabies vaccine availability and cost assistance (if applicable).  
<https://www.cdc.gov/rabies/resources/availability.html>
7. Comprehensive risk assessment taking into account local rabies prevalence.
  - Documentation of risk assessment for program area and each location of primary learning, externships, and all animal resource locations used to include staff and student resources.
  - CDC rabies location surveillance  
at <https://www.cdc.gov/rabies/location/usa/surveillance/index.html>
  - Southwestern/Western Ohio, Eastern Indiana, and Northern Kentucky prevalence is currently at < 0.1% (2022).

# H



## *Insurance Letter*

1/09/2025

Dear Insurer:

Please accept this letter as proof that Sinclair Community College, in accordance with Standard 4e in the CVTEA/AVMA Accreditation Policy and CDC guidelines, requires all Veterinary Technician and Veterinary Assistant students and faculty to obtain the below listed vaccinations prior to taking a course with live animal handling:

- Pre-exposure Rabies: Series of 2 vaccinations, 7 days apart, administered according to CDC guidelines; or positive antibody titer. A third vaccine and/or a titer should be administered a year after the 2<sup>nd</sup> vaccine.
- Tetanus: Tetanus vaccination within the past 10 years.

According to the CDC, "Pre-exposure rabies vaccination should also be considered for:

- People whose activities bring them into frequent contact with rabies virus or with possibly rabid animals..."

<https://www.cdc.gov/vaccines/hcp/current-vis/rabies.html> (retrieved 2/6/2025)

Based on this information, your insured is asking that you consider coverage for these vaccines. Should you require additional information, please do not hesitate to contact me directly.

A handwritten signature in blue ink, appearing to read 'CAROLYN A. RENO'.

Carolyn A. Reno, DVM  
Chair/Professor  
[Carolyn.reno@sinclair.edu](mailto:Carolyn.reno@sinclair.edu)  
(937) 512-3119

## *Animal Bite/Scratch Policy*

Animal bites must immediately receive medical attention and be reported to the proper authorities, who will supervise the response.

1. As soon as a bite or scratch is observed or suspected, place the suspect animal in a secure cage or crate. If it is a bite wound clearly tag cage: "This cage/crate contains an animal that has been involved in a bite."
  - Isolate the caged animal.
  - No one is to handle this animal except professional staff who are specifically authorized to do so.
  
2. Immediately direct the person who has been bitten/scratched to medical attention.
  - As necessary, apply pressure to stop bleeding.
  - Wash wounds thoroughly with plenty of soap and warm water. Run water over the wound for several minutes to make sure it is clean and all soap is rinsed out.
  - After a thorough wash and rinse, apply an antiseptic solution, such as iodine or other disinfectant.
  - See a physician as soon as possible. If a physician of choice is unavailable, go to the nearest emergency-care facility. Explain how the bite/scratch occurred and follow the physician's advice.
  
3. Determine and clearly document the incident in the animal's paperwork. This should include forms for the clinical site as well as Sinclair Community College. Include:
  - The date and time of the bite/scratch,
  - The identity of the person who was bitten/scratched,
  - The rabies vaccination status of the person who was bitten,
  - The rabies vaccination status of the animal involved, place and time animal was obtained, how long animal had been in possession prior to the bite/scratch and where the animal was housed in the days prior to the bite/scratch
  - The identity of people who witnessed the bite/scratch,
  - Any special circumstances associated with the bite/scratch,
  - The identity of the owner of the animal,
  - The time/date of notification of the owner,
  - Medical treatment if received,
  - Medical discharge forms if available.