Welcome and Congratulations on Choosing Veterinary Technology!
Our Program
Sinclair’s Veterinary Technology program is designed to be a rigorous, hands-on, and clinical approach to prepare you for work in the veterinary field. Expect to be fascinated, captivated, immersed, and challenged. You will 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. You 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.

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’s Degree in Veterinary Technology
We have structured our program such that students take the prerequisite courses as they can in the first year. These courses are prerequisites for most programs of study in the Health Sciences Division. The additional courses that pertain directly to the Vet Tech Program are the Introduction to Veterinary Technology courses I and II and Clinical Practice I. The Introductory courses are an intense overview of the field of Veterinary Medicine and the Technicians role within. It is based on McCurnin’s Clinical Textbook for Veterinary Technicians (Saunders), and covers nearly every chapter. The courses are intended to not only cover the very broad field of study, but to determine the student’s commitment to this course of study. During the semester of the 2nd Introductory course, these students are invited to apply to the Veterinary Technology Program. The second year of study is a more in-depth and technical study of nursing, surgery, radiology, pharmacology, medical record keeping, animal husbandry and disease, and anatomy and physiology. The program is accredited through the Committee on Veterinary Technician Education and Activities (CVTEA) and the American Veterinary Medical Association (AVMA) with curriculum based around the AVMA essential tasks and skills list. The program must be accredited in order for graduates to be eligible to sit for the Veterinary Technician National Licensing Exam and become a registered or licensed veterinary technician. This accreditation program recommends a minimum of 80 hours of observation in a veterinary clinic, 65 Credit Hours of structured classes covering the AVMA essential skills, an 8-week unpaid internship (25 hours a week), passing licensing exam, and a GPA of 2.5 or above. Sinclair College’s Veterinary Technology program expects all of these, with additional requirements outlined in the following document.
ALPHABETICAL LIST OF INFORMATION ITEMS AND POLICIES

**Ability:**
A veterinary technician performs physical tasks daily that require strength and dexterity. Most employers require that the employee is able to regularly lift and restrain animals up to fifty 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 a majority of the day. Students must be able to perform all required tasks in a safe and effective manner in order 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.

**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 carolyn.reno@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.

**Animal Care:**
You are a representative of the Veterinary Technology Program at Sinclair College whether you are on or off campus. You must care for animals in a caring, compassionate, and appropriate manner whether you 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 you bring 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. You 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 in order to be in compliance with USDA regulations.

You must sign a waiver in order to bring your 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. The animal is not allowed anywhere on campus except the classroom (9107.). See an instructor for the Animal Use form.

**Attendance:**
You must attend class. Missing class not only means that you miss the instruction, but also the class discussion, insights, and class participation that deepens your learning experience. In addition, professionalism is required even with the introductory courses, as we are preparing you 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 you 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 85% of classes/labs/clinicals (excused) in order to pass the course.

**Attire:**
In order to attain our goal of professionalism and to prevent disease transmission, you are required to wear appropriate attire while attending class and lab. For all VET 1200 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.

Whenever you are 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. You may leave tattoos uncovered and piercings in during class. Each clinical site will orient you as to their expectations when working within their hospital.

Appropriate attire in VET labs or practicums will be determined by your 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)
- Over-boots or rubber boots
- Closed toed shoes or boots
- Scrub top (dark grey with Sinclair Patch on left chest)
- Scrub pants (dark grey)

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

- Veterinary Apparel: [http://veterinaryapparel.com](http://veterinaryapparel.com), 800-922-1456
- Jasco Uniform Co: [http://www.jascouniform.com](http://www.jascouniform.com), 800-222-4455
- JC Penny Catalog Sales: [www.jcpenny.com](http://www.jcpenny.com), 800-709-5777
- Wal-mart
- Affordable Uniforms: 237 Springboro Pike, Dayton, (937) 433-9100
**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 you have 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.

You are required to have your bound ‘Essential Skills Notebooks’ and have them with you during any laboratory or clinical experience.

Any ‘failed’ task on a checklist results in an Essential Skill failure. You 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.

**Books and Manuals:**

Your books are not only used in class, but will also assist you with your review for your licensing exam, and also as references after you are working.

**Bulletin Board:**

A bulletin board is located 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.

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 you are “on the clock” at your clinical site. If you are expecting emergency communication, let your supervisor know and ask if it would be ok to give out the clinical 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:**

You are 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 you by your advisor. A MAP will make it easier for you to know which classes you must register for next.
Class Registration Change:
If you are adding or dropping a class, you will follow the same procedure during the first week of classes. Following that time period, a special form will be needed – see the Registrar and/or your advisor. If you are adding or dropping a class, see your advisor first.

Class Room 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, with occasional additional days for field trips, which will be communicated approximately 2 weeks ahead. You will be responsible for making and maintaining a schedule in order to complete 14 hours/week within your clinical site for the Technical Practicums and 25 hours/week for your preceptorship. You must make contact with each site at least 2 weeks prior to the start date at that location.

Communication:
Communication in a 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, you must supply the instructor with alternate ways to reach you so that we may communicate about practicum sites and preceptor sites. You must check your eLearn AND my.sinclair account several times a day for messages regarding grades, class changes, assignments, etc.

Complaints:
Faculty and staff want to address your concerns before they become complaints. You should communicate directly with the person with whom you have a concern if you feel you can do so in a non-confrontational, constructive way. If you do not feel this will be possible, contact your instructor or program director/Chair of the department. If the concern involves the instructor, contact your program director/Chair. If the concern involves the program director, and you are unable to reach a resolution within the department, you may seek 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/title-ix/complaint-procedures/

Computers:
Computers are available in the Vet Tech Lab and Classroom, Computer Labs, and Library. Printers and scanners are available in Sinclair’s Library.

Conferences:
You will be required to attend certain designated continuing education seminars off-campus. Registration costs range from $20-$100. Announcements of seminars will be made in class and via eLearn. The annual Health Sciences Career and Transfer Fair occurs in February, and all students will be required to attend this all-day event.

Conduct:
- Professional, ethical, responsible, compassionate, and adult behavior is required at all times.
- 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 located 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 absent and loss of participation points
- Permanent withdrawal from the class
- Permanent withdrawal from the program
- Suspension or expulsion from Sinclair
- Criminal charges

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: books, scrubs, lab coats, patches, stethoscopes, rabies vaccines, lab fees, boots, coveralls, and costs associated with local travel to clinics.

An example of a budget for these additional costs is:

Rabies Vaccines: $1,000
Books $1,200 – 2,300
Scrubs, Lab Coat, Coveralls, Boots, Patches, and Name Badges: $160-$200
Stethoscope: $20-150
TEAS Exam: $55
Travel: $300-500 (variable)
VTNE Prep Course (Highly recommended) - $155
VTNE (National Exam) $350
Background Check $65
Lab Fees: $680
Total: $3,950-5,450

Course Descriptions: See College Catalog.

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 the Vet Tech Program is available at the Veterinary Technology Office in 9217.

Curriculum:
There are two pathways available to students. The basic pathway assumes a student does not want to continue studies beyond this two year program. If you are 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. Your Academic Advisor will check with the Veterinary Technology Department Chair to be sure that these classes will be accepted by the Veterinary Technology Program.
<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Semester 3 (COHORT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 1141/1147</td>
<td>4</td>
<td>VET 2107</td>
</tr>
<tr>
<td>ENG 1101</td>
<td>3</td>
<td>PSY 1100</td>
</tr>
<tr>
<td>MAT 1130 or OTM Math</td>
<td>VET 1202</td>
<td>BIO 2205</td>
</tr>
<tr>
<td>VET 1102</td>
<td>COM 2211 or 2206</td>
<td>VET 2005</td>
</tr>
<tr>
<td>ALH 1101</td>
<td>VET 1205</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>14</td>
<td>14</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 4 (Cohort)</th>
<th>Semester 5 (Cohort)</th>
</tr>
</thead>
<tbody>
<tr>
<td>VET 2105 (12 week)</td>
<td>VET 2205 (A Term)</td>
</tr>
<tr>
<td>VET 2111 (B Term)</td>
<td>VET 2250</td>
</tr>
<tr>
<td>VET 2101</td>
<td>VET 2211 (A Term)</td>
</tr>
<tr>
<td>VET 2207</td>
<td>ALH 1103</td>
</tr>
<tr>
<td></td>
<td>VET 2300 (B term)</td>
</tr>
<tr>
<td>TOTAL</td>
<td>16</td>
</tr>
</tbody>
</table>

**65 Total Credit hours.**

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

Students have a maximum of three opportunities to successfully complete the BIO and CHE 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:**

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

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

**Clinical Dismissal:** If you receive 2-3 negative reviews, i.e., reviews that have a rating of 1-2 in 2 or more areas) or similar comments from preceptor evaluators are 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. You may not be reinstated in the VET program if you receive a clinical dismissal.

**Dismissal/Reinstatement:**

Every opportunity will be given to you to help them 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 you voluntarily withdraw from the program, you 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 at the beginning of the cohort year, and at random intervals thereafter, as deemed necessary by Sinclair faculty. The student will be responsible for the cost of these screenings.

**Emergencies:**

For **emergencies and disasters** 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)

<table>
<thead>
<tr>
<th>Contact in order listed:</th>
<th>Phone – work</th>
<th>Other Phone – Cell (PRIVATE. T indicates ok to text)</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natalie Fleck</td>
<td>937-512-2095</td>
<td>937-684-5781 (T)</td>
<td><a href="mailto:Natalie.Fleck@sinclair.edu">Natalie.Fleck@sinclair.edu</a></td>
</tr>
<tr>
<td>Carolyn Reno</td>
<td>937-512-3119</td>
<td>937-554-0276 (T)</td>
<td><a href="mailto:Carolyn.reno@sinclair.edu">Carolyn.reno@sinclair.edu</a></td>
</tr>
</tbody>
</table>

For campus-wide emergencies and disasters, contact Sinclair Police immediately:

| Campus Police            | (937) 512-2700 | Nearest Blue Phone is across Perry Street, on the walkway to the Southeast door to Building 14. |

- **Civil Disturbance:** If a situation arises related to the veterinary program and the misunderstanding of the use of animals for education, you must 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 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 you 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 15 hours per semester, with the exception of those in the veteran program or at school on the GI bill; in which case, full time status is 12 hours a semester. When you receive financial aid, you are subject to the 150% Rule. This rule means that if you attempt more than 150% of the credit hours needed to graduate from your program of study, you will not continue to receive financial aid. If you exceed 150% in any one program, you will not be eligible to continue to receive financial aid.

All of the credits that you have ever taken at Sinclair or transferred to Sinclair, whether financial aid was used or not, are counted in this 150% rule calculation. If you have changed programs of study, all credits that you have ever taken at Sinclair or transferred to Sinclair are counted, whether they can be counted toward the credits you 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 our course 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. You should verify your understanding of the grading process each time you enter a class. Due to the professional nature of our program, and the higher standard we expect of our 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, you 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 Program Director and/or the Department Chair. The Dean will become involved if the situation remains unresolved at this point.

**Graduation Check:**
2 months prior to scheduled graduation, your records will be checked and you will be notified of your current status. If you do not have the required credits or classes to graduate, you will be advised as to the next steps.

**Handbook:**
The [Sinclair College Student Handbook](#) overrides this handbook in matters of school performance, integrity, and conduct.

**Health and Safety:**
Notify your advisor or instructor immediately if you have been injured while at school or at a clinical site. Notify your advisor or instructor immediately if you have safety concerns while at your instructional or clinical site.
If you have a disability which you think may require a modification in the physical or other requirements for this program, contact Sinclair’s Accessibility Services office.

If you are pregnant or planning on becoming pregnant during your time in this program, notify the department as soon as possible so that we can work with your doctor on designing specific safety protocols for you. If you are pregnant, you cannot operate radiographic equipment or restrain a pet during a radiographic session.

**Honesty:**
We require complete honesty and the utmost integrity in our students. 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.

**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, in particular 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 to the program’s policy on absences.

**Instructors:**
Carolyn Reno, DVM and Natalie Fleck, RVT will be your primary instructors during the program. Lacey Sharp, DVM is your large animal instructor, Lorie Cassity, RVT is an additional adjunct faculty member. You will also be expected to learn from your clinical mentors as well – and treat them with the respect and professionalism expected in the classroom environment.

**Learning Contract:**
You are required to take an online quiz in eLearn acknowledging that you have received and read this handbook. This handbook, is part of your learning contract with Sinclair.

**Liability Insurance:**
You encouraged to purchase liability insurance for the duration of the program.

Unless otherwise agreed in writing by the Facility and the School, the Facility and the School shall each maintain liability insurance policies insuring against professional liability arising from acts and omissions of their respective employees, and the School shall maintain similar insurance insuring against the action of its students. The limits of such policies shall not be less than $1,000,000 per person per occurrence and $3,000,000 total limit. Both the Facility and the School shall furnish the other with proof of certificates of insurance upon execution of this Agreement and on each anniversary date thereafter.

In addition to the liability insurance policies set forth in (a) above, the School shall maintain additional 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. Facility shall be responsible for any action taken or omitted by it or its agents or employees, and shall be liable to School, and its faculty and students, to the extent of any damages, losses and costs arising from or proximately caused by the negligence or willful misconduct of Facility.

**Licensing:**
You will be eligible for licensure once you have completed a degree in an accredited program and have passed the Veterinary Technician National Examination. This examination consists of 150 questions and requires a score of 75% or above to pass. Once you pass the exam, it is your responsibility to contact the Ohio Veterinary Medical Licensing Board to fulfill the process of licensure.

**Medical Insurance:**
You are 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.

Ask your clinical mentors where you should park when you are at their location.

**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 your pregnancy is voluntary. Veterinary medicine has many inherent dangers for the developing fetus. 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 polices 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 at the earliest possible date 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 2.5 (2.7 from FA 2018 forward) overall GPA and a grade of “C” (typically 70%) or better in all prerequisites. In the Intro to Vet Tech course(s) a grade of “C” is 80% or better.

Rabies Vaccination
Rabies is a deadly virus that can be transmitted through a bite wound or infected saliva into a wound. Working with any mammal puts a person at risk for contracting this disease. Although the disease is not prevalent in this area, there have been two confirmed cases of domestic animals with rabies in the last year. Other areas of Ohio and the country have increased prevalence. Because of the untreatable nature of this disease, we highly recommend that you protect yourself with a prophylactic series of injections prior to entrance into the Vet Tech program. The cost of this series varies, and can range from $850-$1,000. You are responsible for this cost. Your personal medical insurance may provide coverage for this vaccine. The Taylor Access Grant may provide funds toward the cost of this vaccine: to be eligible for this grant you must have a GPA of 2.25 or above, have taken at least 12 credits previously, and be enrolled in at least 6 credits for the semester. Contact Sinclair’s Office of Financial Aid and Scholarships for information about how to apply.

Reflective Journals:
Reflective journals will be used to help you 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 to your growth over time as you record descriptions, interpretations, and application of what you have learned and how you can use what you have learned to become a better Veterinary Technician. This is an important part of your grade, and will be turned in every week while you are in a clinic.

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

Service Learning:
Service learning is an important part of the program. You are required to volunteer at least 4 hours of your time each semester to a nonprofit organization or a Sinclair outreach opportunities. 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. You should plan on volunteering 2-4 hours of your time/semester for these great ways to connect with the community

Social Media:
Increasingly, social media sites are becoming platforms for disseminating information, some of which is 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, you should consider carefully the content of anything you post on social media and the impact it may have on your future employment opportunities.
You may not post any videos or photographs of yourself 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, you 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. You will 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 employee and agents for any claims arising out of your participation in travel and off campus activities.

**Technical Practicum and Preceptorship:**
You will be given opportunities to shadow and observe in a variety of practices and facilities during the introductory classes. Throughout the 2nd year, you will be placed in at least 4 hospitals for the technical practicum (4-8 weeks, 14 hours/week), then paired with a hospital for their 8-week, 25 hours/week preceptorship. 3 hours a week during this term will be devoted to the student’s capstone project. The preceptor site will be chosen by the instructors, with some student input. This is an unpaid internship experience that cannot be done in your current place of employment. Tasks and Skills will be taught in the core curriculum, and applied in the technical practicums and preceptorships. Completion of the Skills Checklist is your responsibility, and must be scheduled appropriately with Sinclair College Vet Tech Faculty.

Every effort will be made to place you within a 20-mile radius of your 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. You must give at least 24 hours’ advance notice to a clinical site if you 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.

**X-Ray Badges:** Dosimeter badges will be provided to you at no cost for the duration of your participation in the program. You are responsible for keeping this badge on your person at all times when in the clinic or laboratory involving radiation. You must keep this badge out of warm environments (i.e. the washing machine or car) in order to prevent a false elevated reading. If you lose this badge, you will be responsible for the replacement fee ($37) You must return the badge to the faculty in charge of collecting them within a week of the request (this will happen every 90 days and at the end of the program.) If you do not return the badge within one week of the request, you will be responsible for a $20 late fee that is charged to the program for each badge that is late.
ADDENDA
Drug Testing Policy

Sinclair 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.

Veterinary Technology students are subject to drug screening as follows:

Pre-Program Screening:

1. Prior to entry into the first limited enrollment Veterinary Technology course, a student must provide documentation of meeting health requirements as specified in the Veterinary Student Handbook. A 10 panel chain of custody urine drug screen testing is part of the mandatory health requirements.

2. The drug screen must be completed at the location designated by the Veterinary Technology Department. The current locations are Concentra Urgent Care, 1435 Cincinnati St., Dayton, Ohio 45417, Phone: (937) 449-0810 and Concentra Urgent Care North, 10871 Engle Road, Vandalia, Ohio 45377, Phone: (937) 264-0400.

3. The drug screen must be completed as designated by the Veterinary Technology Department.

4. The student is responsible for the cost of the drug screen.

5. Results of the drug screen will be sent directly to the Veterinary Technology Department.

6. Dilute or inconclusive results will require the student to retest within 24 hours of notification. The student is responsible for the cost of rescreening.

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 Administrator, Associate Program Administrator (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. Sinclair College will pay for the cost of reasonable suspicion screening.
6. 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.
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.
c. Using pressure to persuade a fellow student to date you.
d. Encouraging owners to stop giving medication ordered by their doctor.
e. Taking on a task which is clearly beyond your level of competence.
f. Carrying a weapon or threatening to use force.
g. Coming to class or practicum with a hangover or under the influence of drugs or alcohol.
h. Getting insufficient sleep to be alert.
i. Using aggressive gestures; pointing at someone, pounding your fist on a table, invading people’s personal space with gestures.
j. Failing to report inadequate supervision at practicum site.
k. 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:

- Using active listening skills to understand what is being said to you.
- Using “I” statements and taking responsibility for your own thoughts, feelings and behaviors.
- 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.
- 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:

- Becoming immediately defensive or offensive about feedback from staff, peers, and clinical personnel.
- Not examining or evaluating the feedback you receive.
- When receiving feedback, changing the focus of feedback, i.e., deflecting.
- 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 life-style, 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.

Minimal Behavioral Expectations for VET Students_Rev.05/16
CORRECTIVE ACTION PLAN (CAP)

STUDENT:    DATE:

FUNCTION:

DEFICIENCY:

CAP:

DESIRED OUTCOMES:

COMPLETION DATE:

STUDENT SIGNATURE:  _______________________________________

FACULTY SIGNATURE:  _______________________________________

CLINIC COORDINATOR SIGNATURE:  ______________________________

cc: Faculty
    Student File

Revised 3/12
MEMORANDUM

To: Incoming Veterinary Technology Students
Date: 05/15/17
From: Carolyn Reno, Chair
Subject: Rabies Pre-Exposure Vaccination

Dear Cohort Students:

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.

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 sign a declination form refusing the vaccination against advice of the program.

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 refuse the rabies pre-exposure vaccination:**
- Rabies Vaccination Declination Form
- Verification of receipt of Rabies Policy

**If you elect to receive the Rabies pre-exposure vaccination:**
- Vaccination Verification Form
- Verification of receipt of Rabies Policy
Veterinary Technology Program
Pre-Exposure Vaccination Information
Rabies

Sinclair College's Veterinary Technology Program is requiring the Rabies Pre-Exposure Vaccination or signature of the student on a Vaccination Declination Form.

For more information concerning rabies, refer to your Veterinary Technology Student Handbook, the information handed out with this paper, or the National Institutes of Health website at www.niaid.nih.gov.

Note: The Rabies Pre-Exposure Vaccination is a series of three (3) shots administered over 28 days, after which you must receive a titer every three years to monitor effectiveness of the vaccination.

The following medical practice has confirmed that they will provide the Rabies Pre-Exposure Vaccination:

Public Health Department
Dayton and Montgomery County
117 S. Main Street
Dayton, OH 45402
(937) 225-4550

Other places to contact for rabies inoculations:
Your individual general practitioner
Travel and Immigration Clinics

The cost is $295 per dose plus a $16 office fee per visit. (This fee may be waived based on income.) If you wish to use financial aid money for the purchase of these vaccines, the Sinclair bookstore will provide vouchers for each dose at a cost which is determined periodically.

If you have financial concerns, Novartis has a program that helps persons with financial difficulties to obtain the appropriate pre-exposure doses of rabies. You must fill out a form and provide appropriate documentation of your need. The application and further information can be found at: https://www.rxhope.com/pap/pdf/chiron.pdf
Rabies Pre-Exposure Vaccination Policy

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 sign a declination form refusing the vaccination against advice of the program.


The Rabies Pre-Exposure Declination form will be given to you separately.