DOUGLAS COLLEGE

Faculty of Science and Technology

VETERINARY TECHNOLOGY DIPLOMA PROGRAM
(VTEC)

STUDENT REQUIREMENTS

Revised: October 2017

Contents

DOUGLAS COLLEGE FACULTY OF SCIENCE AND TECHNOLOGY

VETERINARY TECHNOLOGY PROGRAM

STUDENT REQUIREMENTS

Originator: Faculty of Science and Technology Dean: Brian Chapell

Signed:

_____

Effective Date: September 2017 New: _____ Revision: ____X___

Introduction:

Requirements are guidelines which facilitate decision-making in a fair and consistent manner.

The Veterinary Technology Program Requirements are a subset of Douglas College Policies. Douglas College Policies apply to the institution as a whole. The VTEC Program Student Requirements pertain specifically to all courses within the VTEC Program. Douglas College Policies that are of particular interest to VTEC students and that are not referred to in the calendar are included in this document. In addition, classroom contracts may be used for some courses. Classroom contracts outline requirements for selected courses within the general VTEC program.

VTEC students are expected to understand and adhere to all requirements. Failure to adhere to requirements will result in a review of progress within the program and may result in withdrawal from the program.

Applicant Requirements:

(1) Criminal Record Check (Police Information Check)
I have been informed that a Police Information Check may be required before participating in Douglas College VTEC practicums or as a condition of registration in the BC Veterinary Technology Association.

(2) Financial Capability
I understand that the Douglas College VTEC Program is an intense and rigorous diploma program requiring sufficient time and financial resources that may not allow employment during the school year. However, I will endeavor to obtain veterinary clinical experience during the summer semester. I certify that I will have adequate financial capability to complete the VTEC Program.

(3) Own Transportation
I understand that as part of the VTEC Program, I will be required to travel to various off site labs conducted throughout the Lower Mainland and Fraser Valley (North Shore, Tsawwassen, Mission, Chilliwack) during regular hours, evenings, weekends, Spring

and Summer Break. I understand that many of these sites are not on transit routes and that carpooling is not always possible. I certify that I will be responsible for my own transportation needs while in the VTEC program.

(4) Fit and Physically Able

I understand that the VTEC Program is physically, mentally and emotionally demanding necessitating long and irregular hours. The program requires the handling and care of a variety of animal species, including small, exotic, avian and large animals. I certify that I am fit and physically able to fully participate in the VTEC Program and complete all course requirements.

(5) Complete and Truthful Information

I declare that all information provided, including accompanying documents, for my application for entry into the VTEC program, is complete and true in every respect. I understand that any failure to completely and truthfully answer questions or provide information, will result in denial of entry or removal from the VTEC program.

Requirement Statement:

These are standards of academic performance and conduct for members of the Veterinary Technology profession. These standards must be met in order for students to progress in the VTEC Program.

Mission Statement:

The Douglas College Veterinary Technology program seeks to graduate students competent in all aspects of Veterinary Technology, by providing a progressive education, with emphasis on benefitting the veterinary community.

Goals and Strategic Plan:

1. To graduate students competent in all aspects of Veterinary Technology:

    i) by adjusting the curriculum to reflect current practices and rising standards
    ii) by providing students with increased opportunities for practical experiences
    iii) by continuing to deliver excellent VTNE outcomes in all subject areas

2. To provide students with a progressive education:

    i) by adjusting the curriculum to reflect current practices and rising standards
    ii) by encouraging instructors to maintain currency in their fields by extensive research into subject areas, and professional development through courses and conference attendance
    iii) by supporting concurrent faculty (licensed veterinarians) and staff (Registered VTs) employment in the veterinary community
    iv) by offering the expertise of veterinary specialists on faculty and as consultants

3. To enable graduates to raise practice standards in the veterinary community:

i) by the exclusive involvement of patients from local animal shelters and rescue organizations
ii) by performance of medically indicated procedures only on the above patients to increase adoptability
iii) by supplying competent graduates to a Veterinary community with a shortage of Registered VTs

Procedure/Rule Statements:

I. ACADEMIC PROGRESS WITHIN THE VTEC PROGRAM

PLEASE NOTE: Students entering the VTEC program at semester one, will have four (4) years to complete the program.

A. Academic Performance

(1) Students will study and prepare for courses as indicated in learning activities.

(2) Students will utilize classes as opportunities to enhance learning and to contribute to the learning of others. This requires active participation in class learning activities.

(3) Students will adhere to the Douglas College Academic Integrity Policy.

B. Maintaining Passing Grade

Students must maintain a passing grade of 60 percent in all courses in order to continue in the program.

C. Evaluation Requirements

(1) Continuance: Evaluations and Grading

(a) The Veterinary Technology Student will achieve 60% or greater in all required VTEC courses and 60% or greater in all support courses in order to progress in the program.

(b) Students who do not achieve 60% or greater in all required VTEC courses (a grade of “F”), will need to repeat the “failed” course when it is next offered (usually the following year). To re-enter the program, the student has the following options:

i. For semester one, the student will repeat a minimum of three VTEC (1101, 1102, 1103) or MATH (1183) courses, in which their final grade is less than 75% OR choose to be placed on a waitlist (see below)

ii. For semester two, three and four, the student will be placed on a waitlist, with re-entry priority based on GPA, until a seat becomes available (maximum 30 seats per year) in the applicable semester they wish to re-enter.

(c) Students who miss labs will receive a ZERO for that lab, as a make-up lab will not be provided. There is NO opportunity for extra credit. Since final grades are based on a number of evaluations; exams and assignments may not be rewritten. If a student misses, three or more labs, then a failing grade will be given for that course. See PPA for details.

(d) Students can only register into each required program course a maximum of twice (this includes withdrawals ("W") that appear on a student's transcript.) ***Program completion is expected within 2 consecutive years following entry.***

Failure to compete all course components as described by the individual course outline will result in an "I" or an "F" at the discretion of the individual instructor.

(2) <u>Professionalism: [preparedness, participation and attendance (PPA)]:</u>

(a) We expect VTEC students to attend all classes on time and be prepared to participate in all learning experiences within the VTEC program including labs, lecture and assigned duties. Part of your VTEC education is to learn what professionalism is, including preparedness for classes and labs, participation and attendance and respectful behavior in class. Therefore, professionalism is assessed as part of your final grade for every VTEC course and *marks will be deducted for failure to comply with the above expectations*.

PPA mark deductions (per course):

(b) We expect VTEC students to attend all classes on time and be prepared to participate in all learning experiences within the VTEC program including labs, lecture and assigned duties. Part of your VTEC education is to learn what professionalism is, including preparedness for classes and labs, participation and attendance and respectful behavior in class. Therefore, professionalism is assessed as part of your final grade for every VTEC course and *marks will be deducted for failure to comply with the above expectations*.

PPA mark deductions (per course):

Missed lecture (assuming 1 lecture per week): 3-4 (-2.5%), 5 or more (-5%)
Missed lab (assuming 1 per week): 1 (5.0%), 2 (7.5%), 3 (Fail)
More than 35 minutes late for class counts as missed lecture/lab

Missed duties assignment (reception, lab, ward and farm animal duties): 1 (7.5%), 2 (Fail)

More than 5 minutes late for class on more than two occasions (-2%)

More than 5 minutes late for any midterm or final exam (-2%)

Texting, using a cell phone in class or other disruptive or unprofessional behavior (-2%)

Arriving improperly dressed or ill-equipped on more than 1 occasion (-2%)

At the discretion of the instructor these penalties may be waived if there are significant extenuating circumstances. For physical or mental illness a doctor's note will be required.

(3) <u>Laboratory Expectations:</u>

Failure to adhere to these expectations may result in students being asked to leave the lab/classroom with no makeup lab provided.

(a) Students are expected to **be on time**. Late-comers may not be permitted into the lab.

(b) Students are expected to **be prepared**. This means you have read the materials and understand what the lab procedure will entail. If you do not understand, be sure to clarify with one of the instructors PRIOR to the day of the lab. If knowledge of particular anatomy, medications or equipment is necessary, be sure to review this information PRIOR to the day of the lab.

(c) Students are expected to **dress appropriately** for the lab. This means: clean scrubs, lab coat, closed-toed shoes and long hair must be tied back. Scrubs and lab coats are not to be worn outside of the VTEC facility (ie: cafeteria), therefore a change of clothing is required for all common areas within the College. A stethoscope, watch and a calculator are also mandatory for all live animal labs. **Competency booklets** must be brought to ALL labs.

(d) Coveralls and steel-toed rubber boots are required for all farm visits / labs.

(e) Students are expected to wear **nametags** for all labs, including off-campus labs. This is for security as well as professionalism.

(f) **For safety reasons**, no bags or backpacks, jackets or other personal effects will be allowed in the lab <u>at any time</u>. Please keep these items in your locker.

(g) **No food or drink** is permitted in the lab at any time; this includes the ward area. The microwave in the ward room is NOT for personal use. There is a microwave in the cafeteria.

(h) Students will **clean up** after themselves and will return all equipment to its place. If a piece of equipment needs to be charged, ensure it is plugged in when you are finished.

II. STANDARDS OF CONDUCT

A. Attendance (see College Calendar)

(1) Program courses are experiential and require a high degree of commitment to collaborative learning. Attendance is essential.

B. Confidentiality and Social Media Policy

(1) Students are responsible for complying with the Freedom of Information and Protection of Privacy Act (see Appendix C). Should there be any situation in which they are uncertain about the rights of others or their own responsibilities, students will consult with their Instructor, Coordinator or designate.

(2) The Veterinary Technology program's social media presence is regulated by Douglas College. Individual students are entitled to maintain their own social media presence using the website of their choice; however they must not appear to be a representative of Douglas College or the VTEC program. When engaged in VTEC program activities students should only take photographs or videos (or use any recording device) with the express prior permission of their VTEC instructor or coordinator. No photographs or comments posted online regarding specific animals or procedures should identify the Douglas College VTEC program, client or animal details or location of those activities, whether on or off campus.

Students' use of personal social networking websites should only occur during personal time. Students who are in violation of this policy will face disciplinary action and may be required to exit the program.

C. Adherence to Professional Standards

(1) Student conduct will be congruent with the Code of Ethics for the BC Veterinary Technology Association.

(2) Students who are dishonest or who display unsafe and/or unprofessional behavior while enrolled in the VTEC program may be asked to leave the learning environment. Progress in the course/program may be affected. Students will make an appointment with the Instructor and/or Coordinator to discuss their behavior.

D. VTEC Practice Experience Protocols

(1) VTEC practice experience includes: visits to veterinary practices, university facilities, private and public laboratories, privately or publicly owned farms and any other off-campus practical experience.

(2) Each of the agencies where students receive VTEC practice experience will have their own policies, some of which may apply to student participation in that agency. Students are responsible for knowing and adhering to the policies of these agencies.

(3) Students are required to maintain full confidentiality of business, client and patient records at any and all of the facilities where they receive practical experience. It is also required that students maintain confidentiality within the college laboratory and teaching environment as would be an expected practice within the profession.

(4) When students will be absent or late for VTEC practice experience, the clinic and Instructor will be notified at least one hour prior to the onset of the learning experience. If the Instructor is unavailable, students will notify the VTEC practice Coordinator's office and leave a phone number where they can be reached.

(5) In all VTEC practice experiences, students will maintain a professional appearance that addresses safety, comfort, and respect for the profession. Upper body, abdomen and thighs must be covered. Students must also conform to Worker's Compensation Board and infection control requirements. This includes the requirement to wear shoes with closed heels and toes and with leather uppers and rubber soles.
VTEC students will wear a clean white lab coat, clean surgical scrubs or clean coveralls and rubber boots as deemed appropriate.

(6) Students who are employed in a veterinary clinic or have a vested interest in an animal care facility (e.g. relative working in or owning a veterinary clinic used for a student placement) must inform the Coordinator in writing. The VTEC Department makes every attempt, wherever possible, to ensure that students are not placed in the same veterinary clinic where they are employed or have a vested interest.

(7) When students engage with agencies in roles other than as a student technician, e.g. as an employee or volunteer, the change in role must be made using agency protocol. Students have the responsibility of ensuring that all those involved are aware of the change in role.

III. REQUIREMENTS THAT PERTAIN TO OTHER ISSUES

A. Student Health and Safety

(1) Students will maintain a level of physical and psychological health to allow them to actively participate in class, seminar, lab, and VTEC practice

experiences. A re-assessment of health may be requested during the course of the program.

(2) Students who show any signs of use/misuse of substances (such as alcohol, prescribed/non-prescribed medications) that interfere with their fitness to participate in a safe, competent and professional capacity will be asked to leave the learning environment. The student must meet with the Instructor and/or Student Coordinator or designate regarding their suitability to continue in the VTEC program.

(3) Students will maintain their own personal medical and hospital insurance.

(4) Students will inform the VTEC office of any change in their address, phone number, doctor, contact person or contact person's phone number.

(5) Students will inform Instructors of any health problem or disability that could interfere with their progress or completion of a course or could interfere with client safety.

(6) In the event of injury in a required VTEC practice experience, students are covered by Worker's Compensation. The student and Instructor must complete all relevant documents and submit them to Employee Relations.

(7) Students will not participate in any procedure invasive or otherwise in the VTEC laboratory without supervision and the permission of the Coordinator.

(8) Needlestick Injury Requirement (see Appendix D).

(9) Students who are pregnant should:

(a) Inform their VTEC Instructor and the Coordinator (as soon as possible) of their pregnancy and estimated date of delivery.

(b) Sign the Pregnancy Waiver and Indemnity Agreement.

(c) Have the Douglas College medical form for pregnant students completed by the attending physician and returned to the Coordinator. Upon request, the health assessment will be updated by the physician. (See Appendix E)

(d) Make sure that all of the agreements and forms are easily accessible.

(10) Latex Allergies
Students who have or develop Latex allergies while in the VTEC program are required to inform the Coordinator.

(11) Most communications within the program will be done via the VTEC Program Blackboard / WebCT site. Students are responsible for ensuring they know how to use this site and to check it on a daily basis.

B. Student/Faculty/Coordinator Meetings

(1) A student representative / advocate is required on the following committees:
   (a) DCACC (Douglas College Animal Care Committee)
   (b) Douglas College VTEC PAC (Program Advisory Committee)

(2) The role of the student representative / advocate is to provide support and input (student perspective) during these committee meeting.

C. Program Re-Entry/ Unsuccessful Course Completion

1. Students wishing to re-enter the VTEC program may be required to remediate prior to program re-entry.

2. Students may be required to audit previously completed courses to ensure readiness to continue in the program.

Re-entry into the VTEC program depends on availability of course offerings and seats.
There is no guarantee that a seat will be available when the student requires it.

D. Program Transfer

(1) Transfer of students into the VTEC Program is dependent on availability of seats in the program. Please contact the VTEC Coordinator.

(2) Information about transfer applicants' progress will be required from a representative of the program from which the applicant is transferring.

(3) Transfer applicants will meet all admission criteria and policies for Douglas College and requirements of the VTEC program.

E. Graduation

(1) Students will meet all program requirements in order to graduate.

(2) Students will complete formal course transfer documentation at least 4 months prior to the expected date of program completion.

(3) Students must apply for graduation to receive their Diploma in Veterinary Technology (see College Calendar).

(4) Students must meet all graduation requirements in order to be eligible to write the Veterinary Technician National Exam (VTNE).

APPENDIX A

Academic Integrity

Refer to:

http://www.douglascollege.ca/about-douglas/governance/policies/educational

APPENDIX B

College Use of Copyrighted Works

Refer to:

http://www.douglascollege.ca/-/media/AEF788690FFE40AEA9117201B770034C.ashx

APPENDIX C

Freedom of Information and Protection of Privacy Act

Refer to:

http://library.douglascollege.ca/-/media/BCC9FE4C976C4597932B34EAA5F4B86F.ashx?la=en

APPENDIX D

Needlestick Injury

DOUGLAS COLLEGE FACULTY OF SCIENCE AND TECHNOLOGY
DIPLOMA IN VETERINARY TECHNOLOGY PROGRAM
STUDENT REQUIREMENT

TOPIC: Needlestick Injuries

PURPOSE: To ensure student safety in case of potential contamination by blood and/or body fluids through needlestick puncture wounds.

PROCEDURE

1. Cleanse the area immediately with soap and copious amounts of water.

2. Report injury immediately to the instructor.

3. If the needle is sterile, contaminated (by blood or body fluid) or if the student is uncertain, complete the WBC form and forward to Employee Relations, Douglas College within 24 hours.

4. For contaminated or uncertain needlestick injuries in the veterinary facility or field placement, follow the facility's protocol. If no requirement is available, or does not include students, the student should be assessed in the Emergency or by their personal physician as a patient immediately.

5. For contaminated or uncertain needlestick injuries in the College or any other agency, the student is to see their personal physician immediately or report to a hospital Emergency Department for lab work and follow up such as tetanus and hepatitis.

ASSUMPTIONS

1. Students follow established skill procedures associated with the use of needles.

2. If students are uncertain about needle-related procedures and protocols associated with contamination, they will ask for assistance.

3. Students are responsible for maintaining their own health. Hepatitis and tetanus vaccination status are assessed before entry into the program to help minimize students' risk.

4. Counselling regarding the risks of tetanus and hepatitis from needlestick injuries are available from the physician ordering bloodwork.

Reviewed and approved by College Health and Safety Committee.
June 1994.

APPENDIX E

Pregnancy Waiver, Pregnancy Medical Form and Guidelines for Pregnant Woman in the Douglas College VTEC Program

DOUGLAS COLLEGE
VETERINARY TECHNOLOGY PROGRAM
PREGNANCY WAIVER

REQUIREMENT ON PREGNANCY: Revised February 19, 2014

Students who are, or become, pregnant should notify the program director. The choice to declare your pregnancy is voluntary. Veterinary medicine has with it many inherent dangers for the developing fetus. Hazards such as inhalation of anesthetic gases, exposure to radiation, toxic chemicals, exposure to chemotherapeutic agents, 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 VTEC Program at Douglas College. Any vaccinations (e.g. Rabies) recommended by the VTEC Program will be completed as soon as is medically possible.

Upon notification of pregnancy by the student, the following guidelines will be followed:

1. Upon declaration of pregnancy by the student, general program requirements will be reviewed in detail in order to provide the student with a complete understanding of her status in the program, whether she is able to complete the program during her pregnancy or after pregnancy leave
2. The pregnant student must follow the established program requirements and meet the same clinical and educational criteria as all other students before graduation and recommendation for the Veterinary Registration examinations (VTNE).
3. If the student chooses to leave the program during her pregnancy, she will be eligible for reinstatement into 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 termination of the pregnancy leave, she will have to apply for the program under the standard of application procedure, should she wish to enter the program at a later date.

I have read and fully understand the above requirement and realize that enrollment in the Veterinary Technology courses such as Laboratory Procedures, Radiology, Anesthesia and Surgical Assistance could carry risks such as premature delivery or birth defects to the unborn fetus. If I elect to stay in this course at Douglas College I accept full responsibility for my actions and relieve Douglas College, its faculty, and veterinary clinical/practicum affiliates of any responsibilities in case of adverse effects.

Signed this day _____, 20_____

Student name (print): _____ Student #: _____

_____ _____
Student VTEC Program Coordinator

Pregnancy Waiver – signed and on file _____

Pregnancy Medical Form – signed and on file _____

Guidelines for the Pregnant Woman in a Veterinary Facility – copy provided _____

DOUGLAS COLLEGE
VETERINARY TECHNOLOGY PROGRAM
PREGNANCY MEDICAL FORM

PREGNANCY MEDICAL FORM: Revised February 19, 2014

Date:
_____

Name:
_____

Emergency Contact name & information:
_____
_____
_____

Expected date of exit from VTEC Program:
_____

Expected date of re-entry to VTEC Program:
_____
(Please notify VTEC Program Coordinator & Registrar at least 75 days prior to expected date of re-entry.)

Please have your physician complete the following.

Physician's name & contact information:
_____
_____
_____

Estimated date of delivery:
_____

Health Assessment & Comments:
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

_____ _____
Physician's Signature Date

GUIDELINES
for the
Pregnant Woman in a Veterinary Facility

Dr. John Brocklebank

May 10, 2005

Guidelines
for the
Pregnant Woman in a Veterinary Facility

Female veterinarians and staff, who continue to work in a veterinary facility while pregnant, *must* be cognizant about the potential for exposure to occupational hazards that may affect the mother or the fetus (*BCVMA Bylaws, Facility Practice Standards, Section 3 Facility General, Standard 2, Guideline h-iii*,). Before a woman may realize she is pregnant, the potential exists for the embryo to have already been adversely affected by a harmful or noxious agent. The greatest risk to the fetus is in the first trimester. Therefore, it is impossible to totally eliminate every risk while working. However, it is recognized that many women work in veterinary facilities throughout pregnancy and deliver healthy, normal babies. To maximize the chances of this outcome, it is important that everyone involved take a preventative approach to workplace safety issues.

It is the responsibility of all workers to be aware of their own fertility status and to be fully informed about the risks in the work area. It is also the responsibility of a worker to follow all safety procedures and use or wear the protective equipment that is required.

The Designated Member (DM) is responsible for advising all workers, including students and volunteers, of any potential or actual hazard to health or safety. The DM *must* ensure that measures are in place that encourage all workers (including breast feeding women) to discuss their pregnancies and planned pregnancies with the DM, or another designated person employed at the facility to which this duty is delegated, to ensure that potential workplace risks to the unborn child are reviewed and accommodations are discussed. In addition, the DM *must* be cognizant of exposure issues affecting other person who come into contact with the practice, including clients or sales representatives, who may not know or have intended to make known to the DM, that they are pregnant.

The DM and the pregnant woman *must* carefully weigh the risks against the benefits of performing every specific job duty in a veterinary facility. The DM *must* provide and review special written safety instructions for specific or unique procedures. The risk is reduced and the chance for having a healthy baby is improved, if the pregnant woman exercises caution and judgment in the following occupational areas.

1. Lifting heavy objects and performing arduous physical exertion

Avoid slips, falls, the lifting of heavy objects such as medium to large sized dogs, and overt physical exertion that may occur when working with large animals (e.g:, internal surgery or manipulation, foot examination, etc) as it may increase the risk of spontaneous abortion (see the American Medical

Association's *"Guidelines for the Continuation of Various Tasks During Normal Pregnancy up to the listed Weeks of Gestation"* attached as Appendix I).

2. Anaesthetic gases

Waste anaesthetic gases are potentially hazardous to everyone in the facility. Some studies have shown an increase in the incidence of congenital abnormalities and miscarriage after pregnant women are exposed to waste anaesthetic gases in the surgical environment. Workers should avoid exposure to waste anaesthetic gases by doing the following:

a) Ensure the anaesthetic machine and ancillary equipment is properly serviced and maintained within the previous 24 months;
b) Have vaporizers filled and emptied by non-pregnant staff at the end of the workday when personnel are leaving. If a spill occurs, the pregnant employee *should* not clean it up. Ensure all staff are informed of the spill, the room is closed to unnecessary entry until the gas has been properly vented by opening the window and circulate the air with fans;
c) Employ good anaesthetic technique (i.e., proper intubation with appropriately sized, cuffed endotracheal tubes; appropriate breathing system for the size of animal; avoid the use of masks and induction chambers; do not turn "on" the vaporizer before connecting the animal to the anaesthetic machine; and, leave the patient attached to the breathing system until extubation then express the reservoir bag and flush with oxygen into the scavenging system before disconnecting);
d) Immediately correct an anaesthetic leak before continuing with surgery;
e) Use only equipment that has an effective scavenging system, whereby waste gas is vented outside the facility. The absence of the characteristic anaesthetic gas odor is no guarantee that safe levels are present. This requirement applies equally to fumes associated with chemical contaminants from X-rays, tissue preservatives, concentrated cleaners and solvents, and exhaust;
f) Ensure that any pregnant woman <u>is not</u> in the same room as the anaesthetic machine when it is in use if the scavenging system is not in operation;
g) Ensure that any pregnant woman <u>is not</u> in the recovery room until the animal is awake and the room has been vented (ie., once the procedure is over, the anaesthetic machine vaporizer is turned "off" and the animal is maintained on oxygen to speed up recovery. When the animal has gained the swallowing reflex, the animal is disconnected from the scavenging system. At this point there may still be anaesthetic gas in the lung that is being exhaled into the environment but it is not being vented outside the facility. Anyone in the same room will be breathing in some quantity of anaesthetic gas.]

3. Chemicals and Biologicals

The pregnant women *should* avoid handling or handle with extreme care (i.e., wear gloves), to avoid skin contact, with the following:

a) ethylene oxide (Anprolene);
b) hexachlorophene soaps;
c) pesticides, especially in concentrated dips;
d) solvents such as toluidine, ether, chloroform; alcohol, methylated alcohol; and,
e) preservatives such as formalin, formaldehyde, and Bouin's solution.

The pregnant employee *should* avoid ingestion through drinking and eating while handling these same chemicals.

The pregnant employee *should* also avoid the handling of biological and chemical waste and disposal of sharps. The storage of biologicals and chemicals *must* be provided separately from areas normally used by staff (e.g.; refrigerator).

The Vancouver Island Health Authority, Prevention Services, has a pamphlet *entitled "Inhalant and Solvent Use During Pregnancy: Effects on Mother and Baby"* (k:allshare\emd\handouts\Inhalant&solventuseinpregnancy). This pamphlet advises that common household or industrial product chemicals such as solvents (glue, gasoline, paint thinner, cleaning fluids), and aerosols (hair and paint spray), that if inhaled or sniffed, may result in feelings similar to alcohol intoxication to the pregnant women and symptoms of alcohol-like withdrawal in newborn babies ("*Toluene Embryopathy Syndrome*") with lasting physical, mental, and behavioural problems. Because there is little information available on inhalant and solvent use while breastfeeding, the general recommendation contained in this pamphlet is to "*cut back or stop using inhalants and solvents at any point during pregnancy and breastfeeding*".

<u>WHMIS</u>

The *Workplace Hazardous Materials Information System (WHMIS*) is a regulation that helps keep supervisors, workers and students informed about workplace risks. WHMIS is a system that includes hazardous product warning labels, an inventory of all hazardous substances in the area, and a *Material Safety Data Sheet* (*MSDS*) for each type of hazardous product. The WHMIS label will contain: (1) product identifier, (2) hazard symbol, (3) risk phrases (to alert workers on specific hazards of the product), (4) precautionary statements, (5) first aid measures, (6) supplier identification, (7) and reference to the lengthier *MSDS*. All staff *must* pay attention to the *WHMIS* label on the product. All staff *must* receive education on *WHMIS* as well as precautions to take specific to the chemical, first aid in the event of exposure, and incident

reporting. Regular meetings with all workers *must* be held to review the inventory, labels and *MSDS*. The minutes of these meetings should be maintained in a binder for all workers and Inspectors (BCVMA, WCB) for review.

The pregnant employee *should* read, in addition to the *WHMIS* label, the product *MSDS* because it may contain information on teratogenicity; an agent capable of causing birth defects and spontaneous abortions. The *MSDS* is provided by the supplier and usually accompanies the chemical. The purpose of an *MSDS* is to provide health and safety information about a hazardous substance to enable a person to make informed decisions about the use of a hazardous product and how to protect against possible exposure. Some of the information includes toxicity of the substance, health and reproductive effects, spill response procedure, and protective equipment. Note: products regulated as drugs or pesticides (e.g. disinfectant) are not regulated under *WHMIS*. Detailed information may be found on product labels. All veterinary facilities *must* maintain a binder with the *MSDS* for every product in the facility.

4. Pharmaceuticals

Pregnant, breastfeeding or attempting to reproduce employees *should* avoid or handle with care the following:

a) cytotoxic agents for cancer therapy; and,
b) contraceptive products, such as prostaglandins.

A pregnant woman must not contact the gel in the Fentanyl/ Duragesic Patch, and other substances such as dimethyl sulfoxide, that act to facilitate the systemic absorbtion of other topically applied drugs.

A pregnant woman *should* avoid being in the same room when mugwort (Ai ye), the herb used in the preparation of moxa, is burned. The room should not be entered until properly ventilated. Infusions and decoctions have been reported to cause strong uterine contractions in rabbits and calves. This recommendation is based on anecdotal information from the *Veterinary Information Network*: (www.VIN.org/members/searchDB/boards/B0135000/B0133429).

5. Zoonotic diseases

Small Animals

i. Toxoplasmosis (caused by ***Toxoplasma gondii***) is a primary zoonotic concern to a pregnant woman because this parasite can cause serious miscarriage, early delivery or stillbirth, birth defects or poor growth *(BC*

HealthFiles, No. 43, April 1995). Mothers can avoid exposing the fetus to the infective oocyst by:

a) thorough washing of hands after handling each cat;
b) refraining from handling cat feces or cleaning litter boxes;
c) have a non-pregnant person change the litter box every day; and,
d) refrain from handling stray cats; cats are most commonly exposed to toxoplasmosis when young, outdoors, and actively hunting.

Ingestion of raw or under-cooked meat is the most common method of human toxoplasmosis infection.

Women who wish to determine their susceptibility to toxoplasmosis can have their antibody titer assayed, and they *should* discuss the results with their medical doctor.

ii. "Cat scratch fever" is caused by the bacteria ***Bartonella henselae*** and has been reported to cause abortion in humans.

iii. Lyme disease is caused by the spirochaete bacteria, Borrelia burgdorferi (www.lyme.org/lymedisease&pets), which is transmitted by a bite from an infected tick (arthropod insect) to humans and dogs. Other animal species that have been reported to have been infected with the bacteria include cats, horses, cattle, and small ruminants such as goat and sheep.

Casual human contact with an infected animal posses no risk of infection. The risk to humans for acquiring infection from blood sucking insects such as deerflies, horseflies, and fleas is very unlikely. The bacteria has been found in high concentrations in animal urine, unpasteurized milk, raw meat, and in the blood for unspecified periods of time.

Lyme disease can infect the fetus of a pregnant woman by transplacental transmission that may result in various medical problems including fetal death, hydrocephalus, cardiovascular anomalies, neonatal respiratory distress, hyperbilirubinemia, intrauterine growth retardation, cortical blindness, sudden infant death syndrome, and maternal toxemia of pregnancy.

A pregnant woman, veterinary staff, and the public in general can prevent the acquisition of infection from a tick at the time of its removal from an animal by:

a) using thin-tipped tweezers with a gloved hand to grasp the tick;
b) do not crush the tick (or flea) between the fingers of an ungloved hand;
c) do not allow blood from the tick or from the site of removal from the animal's skin to contact human skin;
d) disinfecting the animal's bite site with an appropriate antiseptic; and,

e) wearing light-colored, long-sleeved clothing to handle animals in the spring and summer to more easily spot and remove ticks before becoming attached (note: the numbers of nymphal ticks that feed increases in the spring and summer).

Pocket Pets

Lymphocytic choriomeningitis virus (LCMV) is an arenavirus found in the urine, feces, and saliva of infected rodents such as the common house mouse, and pet mice, hamsters and guinea pigs. Aerosolization and subsequent inhalation of infectious droplets, ingestion of food contaminated with virus, contamination of mucous membranes such as the mouth with infected body fluids, or by directly exposing cuts or other open wounds to virus-infected rodent blood may result in human infection. The consequence of infection in a pregnant woman may include abortion, congenital hydrocephalus and chorioretinitis, and postnatal infection (mental retardation) (www.cdc.gov/ncidod/dvrd.spb/mnpages/dispages/lcmv.htm).

A pregnant woman and other staff that develop fever, malaise, anorexia, muscle aches, nausea, vomiting within 8 to 14 days of exposure to handling of rodents should consult their physician.

A pregnant woman, as well as other workers, at a veterinary facility, laboratory, or at home, and the public in general, can prevent infection by:

a) avoiding or minimizing direct physical contact with rodents or exposure to their excreta;
b) ensuring adequate ventilation is provided to any heavily infested, previously unventilated enclosed room prior to cleanup;
c) applying diluted household bleach solution to visible rodent droppings and their immediate surroundings;
d) wearing gloves when cleaning animal cages and water and feed containers; and,
e) wearing a mask during the removal of cage litter and feces, and minimally disturbing the litter in order to prevent aerosolization.

Birds

Chlamydophilia psittaci is a bacterium that can be transmitted from birds to humans; the resulting human infection is referred to as psittacosis ('**parrot fever**' or '**ornithosis**'). Commonly infected caged birds include: psittacine (parrot type) such as cockatiels (parakeets) and budgeriars (budgies); and, non-psittacine such as doves and pigeons. It is less frequently diagnosed in canaries and finches.

Most human cases are associated with exposure to pet caged birds; however, poultry and free-ranging birds, birds of prey and shore birds can also transmit the disease. Typically, psittacosis causes influenza-like symptoms and can lead to severe pneumonia and nonrespiratory health problems. Severe illness with respiratory failure, thrombocytopenia, hepatitis, and fetal death has been reported among pregnant women. Persons exposed to infected birds *should* consult a physician if they develop these clinical symptoms.

Exposure by the pregnant woman to the infective bacteria can be avoided or reduced by:

a) identifying infected birds to all persons who may come in contact with the birds or with contaminated materials and informing them about the nature of the disease;
b) isolating ill or exposed birds (*Bylaws Facility Practice Standards, Section 3-Facility General, Standard 9, Guideline g*) in a room where the air is exhausted directly (i.e., no recirculation);
c) implementing appropriate disease control procedures (i.e., cleaning followed by disinfection), preventative husbandry practices (appropriate cages and usage), and treatment;
d) wearing protective clothing, gloves, disposable surgical cap, and as well an appropriately fitted respirator (N95 or higher rating) when cleaning cages, handling infected birds, and performing a necropsy, as surgical masks may not be effective; and,
e) when performing necropsies ensuring that the carcasses have first been wetted with detergent and water to prevent aerosolization of infectious particles.

Food Animals

i. "Q fever" is a zoonotic disease caused by ***Coxiella burnetii***; a microbe that can live for years in dust, soil, and the droppings of infected insects and spiders. Goats, sheep and cattle can carry the microbe in their flesh and body fluids (i.e., milk) with the highest levels occurring in the uterus, placenta, and birth fluids. Infection of small ruminants such as sheep and goats is considered enzootic within select herds of the Fraser Valley and regions of Vancouver Island; it is not necessarily widespread throughout the small ruminant farming community. Human infection may result in symptoms of an acute viral illness that typically lasts less than two weeks.

A pregnant women, if possible, should not participate in the birthing of livestock or the disposal (by incineration or burial, as permitted) of any birthing product, including placentas, fetal membranes, and aborted fetuses. If she must assist, she should wear protective clothing, gloves and masks while working with the animal(s) (especially pregnant ones) and their reproductive products or secretions. Immediately afterwards, she should use an appropriate disinfectant on all contaminated surfaces. She should restrict

her access to barns and laboratories used in housing potentially infected animals and utilize equipment such as masks to prevent infection from the airborne route in the facility.

ii. *Listeria monocytogenes* is a bacterium found in soil, water and asymptomatically infected animals such as cattle and sheep. Raw milk and foods made from unpasteurized milk, as well as raw and smoked fish, may contain *Listeria*. Pregnant women are about 20 times more likely than other healthy adults to contract listeriosis and develop symptoms. About one-third of human listeriosis cases happen during pregnancy. Infected pregnant women may experience only a mild, flu-like illness; however, infection during pregnancy can lead to premature delivery, illness in the newborn, or stillbirth.

A pregnant woman can minimize her risk of acquiring infection by ingestion by wearing protective equipment and gloves when handling livestock and washing hands with an appropriate disinfectant after contact with soil or raw tissue. Additional information on *Listeria* and Listeriosis can be obtained from the Canadian Food Inspection Agency (CFIA) has a fact sheet at (http://www.inspection.gc.ca/english/corpaffr/foodfacts/listeriae.shtml).

iii. *Chlamydophylia abortus* is a bacterial infection of ewes that can result in abortion (EAE). It can be transmitted to humans by contact with fetal fluids and handling of aborted, stillborn and newborn lambs. A pregnant woman should follow the advice listed for Q-fever.

6. Radiation

X-irradiation or X-ray is the most common source of radiation exposure. X-ray equipment in veterinary facilities includes fixed (= stationary), mobile (= portable) and dental. Although the radiation doses may be small and appear to cause no observable damage, the probability of chromosomal damage in the germ cells with the consequence of mutations does exist. These mutations may give rise to genetic defects, which may be passed on to the children of radiation workers.

The Workers Compensation Board (WCB), Occupational Health and Safety (OH&S), Part 7 (*Noise, Vibration, Radiation and Temperature*), section 7.21 (Reproductive Hazards) states:

> *(1) The employer must ensure that every worker who exceeds, or may exceed, the action level, ionizing radiation is fully informed of any potential reproductive hazards associated with exposure to ionizing radiation; and,*
> *(2) When requested by a pregnant worker or by a worker intending to conceive a child, the employer must make counselling available with respect to the reproductive hazards associated with exposure to*

ionizing radiation. [enacted by B.C. Reg. 382/2004, effective January 1, 2005.]

Minimizing exposure to radiation from X-ray equipment is addressed in the BCVMA "*Radiation Safety Manual: Quality Management Plan*". The following excerpt is provided:

"a female operator *must* be encouraged to notify her employer if she believes herself pregnant. A female operator *should* immediately notify her employer upon knowledge that she is pregnant, in order that appropriate steps may be taken to ensure that her work duties during the remainder of the pregnancy are compatible with the recommended dose limits as stated in Appendix II. In general, there is no reason to remove pregnant operators, or other pregnant staff members, from their duties of operating X-ray equipment. If a worker declares her pregnancy to the employer, her effective dose of ionizing radiation from an X-ray machine for the remainder of the pregnancy from external and internal sources *must* be limited by the employer to the lesser of 4 mSv, or the dose limit specified for pregnant workers under the Nuclear Safety and Control Act (see WCB, OH&S, Part 7 (Noise, Vibration, Radiation and Temperature), section 7.19, Exposure Limits). The pregnant woman *must* not receive more than 1 mSv in the period from 8 to 15 weeks after conception. The external dose shall be measured at the abdomen, by wearing the radiation badge on the waistline **under** the lead apron. If before becoming pregnant, the average exposure of this worker is close to 4 mSv/year based on previous exposure histories, shorter wearing periods of the radiation badge than quarterly may be required to ensure that the dose limit is not exceeded."

The National Dosimetry Service has a pregnancy information service: (http://www.hc-sc.gc.ca/hecs-sesc/nds/faq_enrollment.htm#Pregnancy).

Note that the Nuclear Safety Commission requirements, contained in the *Nuclear Safety and Control Act (Canada)*, apply to exposure by a pregnant woman from a nuclear substance.

Reference Material

1. Health Hazard in the Veterinary Practice, 3rd Edition, 1995.
2. Ontario Veterinary Medical Association (OVMA), Safety Handbook for Veterinary Hospitals, Dr. Diane McKelvey, 1997.

Acknowledgement

The Deputy Registrar would like to thank Drs. S. Raverty and J. Pritchard (BCMAFF), the BCVMA Registrar and Chairs for the CRC and the PAC, The University of Guelph, and Dr. Emmy Duran of the BCCDC for their contribution to this document.

Living document
This document will be reviewed and amended on a regular basis'. Members are encouraged to send in their comments and advice.

APPENDIX I

Continuation of Various Tasks During Normal Pregnancy up to the listed Weeks of Gestation*

JOB TASK	GESTATION
SITTING & LIGHT TASKS	
Prolonged more than 4 hours	**40**
Intermittent	**40**
STANDING	
Prolonged more than 4 hours	**24**
Intermittent at more than 30 minutes per hour	**32**
Intermittent at less than 30 minutes per hour	**40**
STOOPING & BENDING BELOW KNEE LEVEL	
Repetitive at more than 10 times per hour	**20**
Intermittent at 20-22 times per hour	**28**
Intermittent at less than 2 times per hours	**40**
STAIRS	
Repetitive at 4 or more times per 8 hour shift	**28**
Intermittent at less than 4 times per 8 hour shift	**40**
LIFTING	
Repetitive at less than 11 kg (25 pounds)	**40**
Repetitive at 11 to 23 kg (25 to 50 pounds)	**24**
Repetitive at more than 23 kg (50 pounds)	**20**
Intermittent at less than 11 kg (25 pounds)	**40**
Intermittent at 11 kg to 23 kg (25 to 50 pounds)	**40**
Intermittent more than 23 kg (50 pounds)	**30**

* Guidelines adapted from the American Medical Association on Scientific Affairs of pregnancy and work performance

APPENDIX F

Rabies Vaccination Waiver

DOUGLAS COLLEGE
VETERINARY TECHNOLOGY PROGRAM
RABIES VACCINATION WAIVER

POLICY ON RABIES VACCINATION: Revised January 2012

Upon admission to the Douglas College VTEC Program, students are required to undergo prophylaxis Rabies vaccinations or produce evidence of adequate Rabies titre. Students will obtain permission to take the Rabies (re-) vaccination series from their physician prior to entering the program. The VTEC Coordinator and designates will arrange for the Rabies vaccine to be purchased and given at an on campus vaccine clinic to the first year students as early as possible. This is done at Douglas College, by licensed community RN's at a greatly reduced cost to students, through subsidy by the Provincial Government of BC (actual current fee $800; fee to students $50).

RABIES VACCINATION REFUSAL & ASSUMPTION OF RISK

Should a student choose to violate the above policy, the following must be declared:

I, _____(print name), a student enrolled in the Douglas College VTEC program, acknowledge, declare and agree as follows:

1. I understand that due to my exposure to animals or other potentially infectious materials as a result of my study in the Douglas College VTEC program, I may be at risk of acquiring Rabies infection. I have been advised to be vaccinated with Rabies vaccine; however, I decline Rabies vaccine at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Rabies, a serious disease. If I have declined due to a medical reason, a medical note is attached. I also understand that I am required to fully participate in all aspects of the VTEC program.

2. Therefore, I do for myself, my heirs and personal representatives, defend, hold harmless, indemnify, and release Douglas College, and all of its officers, agents, and employees from and against all claims, demands, actions, or causes of actions resulting from the contraction of Rabies which may result from my participation in the VTEC Program.

3. This assumption of Risk and Release shall remain in effect from the date hereof and every day thereafter that I participate in the VTEC program.

4. If in the future I continue to have occupational exposure to potentially infectious diseases or animals and I want to be vaccinated, I can receive the Rabies vaccine at my own expense.

Signed this day _____, 20_____

_____ _____
Student (and guardian if under 18) Witness

APPENDIX G

Student Exit/Re-Entry Protocol

DOUGLAS COLLEGE FACULTY OF SCIENCE AND TECHNOLOGY
DIPLOMA IN VETERINARY TECHNOLOGY PROGRAM
STUDENT EXIT/RE-ENTRY PROTOCOL

Student's Role - Course/Program Exit:

☐ 1. Review the *"Diploma in Veterinary Technology Student Requirements"* sections regarding course failure/withdrawals. If you are unsure of the implications of your course failure/withdrawal, contact the Program Coordinator as soon as possible to discuss your situation.

☐ 2. Seek academic/personal counselling services, as needed, prior to meeting with the course Instructor. Students may bring or be requested to bring a Counsellor or the Student Ombudsperson to their exit interview or any other meeting with a course Instructor.
*__No other individuals (ie: family, peers, friends, lawyers etc.) are permitted to be in attendance.__

☐ 3. Initiate a meeting with the course Instructor(s) when you are at risk for failing or if you are planning to withdraw.

☐ 4. Complete the *"Course/Program Exit Form"* with the Instructor during your interview. Ensure you understand why you were at risk for failing or why you did fail.
***If you are not eligible to return to the program, no re-entry recommendations will be identified. (New Form: Course/Program Exit Form)**

☐ 5. De-register from your VTEC courses as appropriate via the Registration System on-line.

Student's Role - Re-Entry:

☐ 6. If eligible to re-enter the program**,** complete the top portion of the *"Request for Re-Entry Form"* (copies can be obtained at the VTEC Office) and submit to the Program Coordinator as soon as possible. Keep a copy for your records. (New Form: Program Re-Entry Form)

Refer to the Diploma in Veterinary Technology Student Requirements related to Program Re-Entry. The deadline for re-entry applications is sixteen (16) weeks prior to the start of the requested semester.

☐ 7. Make an appointment with the Student Coordinator **at least sixteen (16) weeks** prior to the beginning of the semester you wish to enter. You will need to provide evidence of your readiness to return based on the re-entry requirements and recommendations from the exit form.

☐ 8. If you have been approved for re-entry but are unable to re-enter the program within six (6) months (e.g. no seat available), you are required to contact the

Student Coordinator to review your status. Additional re-entry requirements or changes to your re-entry requirements will be identified to ensure mastery of previous courses is maintained.

DOUGLAS COLLEGE FACULTY OF SCIENCE AND TECHNOLOGY
DIPLOMA IN VETERINARY TECHNOLOGY PROGRAM
STUDENT EXIT/RE-ENTRY PROTOCOL

Instructor's Role - Course:

☐ 1. Prior to interviewing the student, discuss the exiting student's situation with the Program Coordinator.

☐ 2. During the interview, make sure you have the following:
   a) *"Course/Program Exit Form"* (see Program Coordinator if unsure how to complete)
   b) student's file; if there is no transcript in the student's file, ask the office staff to obtain one for you
   c) *"Re-entry Form"*, **only if the student is eligible to return to the program** (see Student Coordinator if you are unsure as to whether or not the student is eligible to return).
   d) direct the student to the appropriate sections in the Diploma in Veterinary Technology Student Requirements related to student exit and re-entry or provide the student with a copy of the *"Student Exit/Re-entry Protocol* (Appendix in the Diploma in Veterinary Technology Student Requirements).

☐ 3. Interview the student who is failing, has failed or wants to withdraw. Assist the student to
understand why he/she is failing or has failed. In situations with more than one course failure or more than one course withdrawal, the Program Coordinator will arrange the exit interview.

☐ 4. Complete the *"Course/Program Exit Form"*
***If the student is not planning to return to the program or is not eligible to return to the program, then it is a program exit and it is not necessary to identify any requirements or recommendations for re-entry.**

☐ 5. If additional information is required then document these comments on a separate form and attach it to the exit form.
Documentation is required when:
   a) students are exiting from a VTEC course involving practicums
   b) there is a disagreement between the course Instructor and the student
   c) Requirement violations

☐ 6. Remind the student to de-register/withdraw from the course.

☐ 7. If the student is eligible to re-enter the program then:

a) provide a re-entry form and inform the student s/he needs to complete the top part and submit to the Program Coordinator as soon as possible. *The deadline for applying for re-entry is sixteen (16) weeks prior to the start of the requested re-entry semester**.**

b) inform the student that s/he needs to make an appointment with the Student Coordinator regarding re-entry.
***If the student is not eligible to re-enter the program and wants to re-enter, refer him/her to Counselling.**

a) have the student sign the exit form (if the student does not want to sign the exit form write a statement indicating this).

b) provide the student with a copy of the completed *"Course/Program Exit Form".*

☐ 8. Forward the completed *"Course/Program Exit Form"* to the Student Coordinator.

DOUGLAS COLLEGE FACULTY OF SCIENCE AND TECHNOLOGY
DIPLOMA IN VETERINARY TECHNOLOGY PROGRAM
STUDENT EXIT/RE-ENTRY PROTOCOL

VTEC Coordinator's Role - Student Re-Entry:
*Applications must be received sixteen (16) weeks prior to the start of the requested re-entry semester.

☐ 1. Assist student and Instructor with *"Course/program Exit Form".* Meet with Instructor and/or student as needed.

☐ 2. Review the exiting student's file and completed *"Course/Program Exit Form"* to validate eligibility for re-entry.

☐ 3. Sign completed *"Course/Program Exit Form."*

☐ 4. Place copy of *"Course/Program Exit Form"* in the student file.

☐ 5. If eligible, place student's name on the appropriate course/semester waitlist.

☐ 6. Interview the student for re-entry as needed.
   a) review the student's readiness to return (see exit requirements and recommendations).
   b) complete part B and the remainder of the *"Student Request for Re-Entry Form".*

☐ 7. If student is approved for re-entry and a seat is available then assist with registration:
   a) inform student to register via web prior to the beginning of the semester.
   b) sign a change in course form (course add) within the first two (2) weeks of class and advise student to register in person.
   c) provide the student with a memo/letter to the Registrar's office indicating the student is re-admitted to VTEC and is eligible to register for the listed courses (complete the course/add form also).

☐ 8. Inform appropriate Course Instructor(s) regarding student eligibility and registration.

☐ 9. If student is approved for re-entry and no seat is available, inform the student he/she is on the waiting list.

☐ 10. If student is not approved to re-enter, then written reasons are required. Refer the student to Counselling Services.

☐ 11. Students who are approved to re-enter the program, but are unable to re-enter within six (6) months (due to no seat available) will be required to meet with the Student Coordinator to discuss additional re-entry requirements or changes to the re-entry requirements.

DOUGLAS COLLEGE FACULTY OF SCIENCE AND TECHNOLOGY
DIPLOMA IN VETERINARY TECHNOLOGY PROGRAM
COURSE/PROGRAM EXIT FORM

DATE: _____ COURSE EXIT # _____ OR PROGRAM EXIT _____

Student Name: _____ Student Number: _____

Address: _____ Phone Number: _____

Date of Exit: _____ VTEC Semester Exiting: _____

NAME OF COURSE(S) DROPPED/FAILED	**COURSES ON-GOING**
1.	1.
2.	2.
3.	3.
4.	4.
Reason(s) for Course Withdrawal ***Complete if student is eligible to return**	**Reason(s) for Program Exit** ***Complete if student is not interested in returning or is not eligible to return**
Failure ☐ Potential Failure ☐ Health ☐ Family ☐ Financial ☐ Other ☐	Health ☐ Financial ☐ Wrong Career ☐ Two VTEC Course Failures/Withdrawal ☐ One Course Failed/Withdrawn Maximum Number ☐ Exceeded Time Limit ☐ Other ☐
Student Informed: Support Resources ☐ Request for Re-Entry ☐ Lab Equipment Returned ☐ De-Register ☐	

Requirements for Re-Entry: ***Only for students who are eligible to return**

1. Contact Coordinator **(all students)** ☐
2. Seat availability **(all students, no guarantee a seat will be available)** ☐
3. Audit previous courses: #1 _____ 2# _____ 3# _____ 4# _____ ☐
4. Physician's Certificate ☐
5. Other _____ ☐

****

Recommendation for Re-Entry: ***Only for students who are eligible to return**

1. Personal Counselling ☐ Career Counselling ☐ Referral to Learning Centre for _____ ☐
2. Audit previous courses: #1 _____ 2# _____ 3# _____ 4# _____ ☐
3. VTEC Practice Experience ☐
4. Physician's Certificate ☐
5. Other: _____ ☐

Student: _____ Instructor:

_____

Program Coordinator: _____Additional Documentation Attached: Yes ☐ No☐

Copies: Student, Student File, Program Coordinator

APPENDIX H

Veterinary Technology Grading System

VETERINARY TECHNOLOGY
GRADING SYSTEM

***The Diploma in Veterinary Technology program uses the following grading system. Students must achieve a minimum grade of 60% in order to progress and/or graduate from the program.**

Letter Grade:	Percentage:	Grade Points:
A+	95-100%	4.33
A	90-94%	4.00
A-	85-89%	3.67
B+	80-84%	3.33
B	75-79%	3.00
B-	70-74%	2.67
C+	65-69%	2.33
C	60-64%	2.00
F	Less than 60%	No Credit

APPENDIX I

Standards of Student/User Conduct

Refer to:

http://www.douglascollege.ca/about-douglas/governance/policies/educational

APPENDIX J

Sexual Harassment and Personal Discrimination

Refer to:

https://www.douglascollege.ca/~/media/8869745FF92348C79B0753C6D63BECAD.ashx

APPENDIX K

Student Appeals

Refer to:

http://www.douglascollege.ca/about-douglas/governance/policies/educational