



**DOUGLAS COLLEGE**

**VETERINARY TECHNOLOGY  
DIPLOMA PROGRAM  
INFORMATION BOOKLET**



Revised: October 2021 (H: AA05/Information Booklet/2021)

# Contents

UNIQUE AND SPECIALIZED TRAINING.....	3
JOB RESPONSIBILITIES.....	3
CAREER OPPORTUNITIES .....	3
STEPS TO APPLY FOR AND BE OFFERED A SEAT IN THE VTEC PROGRAM .....	3
CHARACTERISTICS REQUIRED FOR SUCCESS IN THE VTEC DIPLOMA PROGRAM.....	4
INTAKE DATE/APPLICATION DEADLINE .....	5
Program Requirements Specific to VTEC.....	5
EARLY ADMISSION .....	<b>Error! Bookmark not defined.</b>
CURRICULUM .....	5
CLOTHING/EQUIPMENT REQUIREMENTS.....	<b>Error! Bookmark not defined.</b>
APPENDIX I .....	7
Frequently Asked Questions.....	7
APPENDIX II .....	9
Standards of Behaviour.....	9
APPENDIX III .....	11

# VETERINARY TECHNOLOGY (VTEC) DIPLOMA PROGRAM

## UNIQUE AND SPECIALIZED TRAINING

Offering the only on-campus program of its kind in Greater Vancouver, Douglas College VTEC students study at the David Lam Campus in Coquitlam. This two-year diploma program includes both theoretical and practical aspects of providing small and large animal nursing, assisting veterinarians and performing laboratory, radiology and anesthesia procedures. The program is ideal whether you're new to the field or someone with experience who wants a credential to upgrade their career options.

As the program is accredited by the CVMA and CCAC, graduates are eligible to write the Veterinary Technician National Examination (VTNE) and thus qualify for registration in Canada and in many parts of the USA as Registered Veterinary Technologists (RVTs).

## JOB RESPONSIBILITIES

The Veterinary Technologist (VT) is an integral member of the veterinary health care team enjoying a wide range of job responsibilities. The VT's responsibilities include: animal handling, restraint and examination, vaccinations, injections, dispensing of medications, maintenance of clinic and owner records, client education, exposing and developing radiographs, dental prophylaxis, application of casts and splints, first aid and emergency procedures, IV catheterization, fluid administration, obtaining blood samples through venipuncture, clinical laboratory testing, identification of internal and external parasites, surgical preparation and assisting, suturing, administration and monitoring anesthetics, and preoperative and postoperative care.

## CAREER OPPORTUNITIES

Many exciting job opportunities are available due to the diverse growth in the veterinary field and the shortage of professionally trained technicians here in British Columbia. Most VT's are employed in private veterinary hospitals, but graduates may also work in animal shelters and rescue organizations, research and government agencies, zoological parks, wildlife rehabilitation facilities, aquariums, specialty veterinary practices, industry related pharmaceutical and pet nutrition companies and large farms or ranches.

## STEPS TO APPLY FOR AND BE OFFERED A SEAT IN THE VTEC PROGRAM

- NOT EVERYONE WHO APPLIES WILL BE ACCEPTED!
- Speak with AHT/VT (Animal Health/Veterinary Technology) graduates and veterinarians to ensure this is the right field for you
- Attend an **INFORMATION SESSION:** [www.douglascollege.ca](http://www.douglascollege.ca) > choose date > Science & Technology > Veterinary Technology
- Visit the VTEC website and read online Information Booklet  
<https://www.douglascollege.ca/programs-courses/faculties/science-technology/veterinary-technology>
- Apply online ([www.educationplannerbc.ca](http://www.educationplannerbc.ca)) starting in October and obtain student number, which needs to be included on all application documents.
- FORMS are available to download from the VTEC website:

- **TASK OBSERVATION FORM**
  - **STRUCTURED REFERENCE LETTERS**
  - **PROGRAM ENTRANCE QUESTIONNAIRE**
- 
- These are needed to complete the admissions process but they will need to be submitted by the application deadline to VTEC Admissions, by e-mail [admissions@douglascollege.ca](mailto:admissions@douglascollege.ca)
  - Submit official transcripts for ALL academic requirements (prerequisites), and any post-secondary education or training (which will be considered in the admissions process).
  - Obtain a **minimum** of 80 hours of work or volunteer/work or observation experience in the veterinary field, with a variety of species, both small and large. Work or co-op experience, or practicum experience, in a veterinary setting will be accepted. MORE IS BETTER –to ensure that we know about **all** hours, record them all and have a veterinarian, technician or qualified supervisor complete one or more **TASK OBSERVATION FORMS**
  - Submit two **STRUCTURED REFERENCE LETTERS**, one or both animal (and non-family) related
  - Complete the **PROGRAM ENTRANCE QUESTIONNAIRE**
  - Submit all application requirements, including completed FORMS, to VTEC Admissions, Registrar's Office before the deadline
  - If invited, successfully complete an interview
  - Reach the age of **18 years** by the end of the year of acceptance (e.g. December 31)

## **CHARACTERISTICS REQUIRED FOR SUCCESS IN THE VTEC DIPLOMA PROGRAM**

The successful VTEC student:

- is a team player, flexible, mature, and emotionally stable
- is able to withstand strenuous physical activity
- is a lifelong learner, capable of self-motivated study
- is highly motivated and dedicated to his/her work
- is able to communicate tactfully with a diverse population of individuals
- is able to carefully follow verbal and written instruction; can think on his/her feet
- possesses good common sense
- possesses some animal experience
- is able to accept constructive criticism and perform self-evaluation activities which result in personal and professional growth
- has access to reliable transportation (some practicum sites are not accessible by bus)

The following causes are identified as some of the reasons for students having difficulty in the VTEC program:

- Lack of familiarity or knowledge of the veterinary field; many students have no idea of what they will be involved in.
- Lack of ability in basic sciences or mathematics. Good study habits and organization are necessary to manage the heavy course load.
- Students who have not taken higher level courses in secondary school tend to have more difficulty with the program.

## INTAKE DATE/APPLICATION DEADLINE

There is one intake each year, in September. Completed applications with ALL required documents must be submitted to the Registrar's Office by the application deadline (see VTEC website).

## Program Requirements Specific to VTEC

- a) Must attend a VTEC information session.
- b) Submit PROGRAM ENTRANCE QUESTIONNAIRE
- c) Submit two STRUCTURED REFERENCE LETTERS from non-family sources, at least one or both of which are veterinary or animal-related.
- d) Gain a minimum 80 hours of veterinary-related volunteer or work experience (please provide details). A TASK OBSERVATION FORM(S) should be used to record and have a qualified supervisor verify the tasks and hours. *(If you are already logging volunteer hours, a printed copy of the sample Task Observation Form may be used).*
- e) Applicant must be 18 years of age by the end of the year of acceptance (e.g. December 31)
- f) **Completion of the following documents will be requested only after the student is offered and accepts a seat in the program:**
  - i) MEDICAL FORM HEALTH RECORD completed by a physician;
  - ii) VACCINATION RECORD
  - iii) DOCTOR'S PERMISSION TO HAVE RABIES VACCINE. This series **may be available** to Year One students during the 1<sup>st</sup> semester at nominal cost;
  - iv) Tuition deposit to confirm offer acceptance.
  - v) Vaccination fee for Rabies vaccine will be required unless the student undergoes the preventative rabies vaccine series outside of the VTEC program, or has an adequate rabies titre, in which case the fee can be waived or refunded.

## EARLY ADMISSION IS NOT OFFERED

## CURRICULUM

The Veterinary Technology Diploma program is an intensive, full-time program that will require students to complete over 30 hours of classroom and laboratory work per week and a total of 22 courses over two years. In addition, it is intended that two summer terms of externship or Cooperative Education will be recommended to students. Practical courses utilize "Workplace Based Training" in which the college laboratory setting, public and private practices provide the environments for students to develop skills needed by a variety of veterinary employers. In this respect, the program has received the enthusiastic endorsement of both practicing veterinarians and registered AHT's & VT's.

### **CLOTHING/EQUIPMENT REQUIREMENTS**

The following list is for information only. Please wait to purchase these items until directed to do so during your first year orientation. These items are not to be worn outside clinics, labs or hospitals.

#### **1. Lab coats:**

- a) one clean, white, professional lab coat for clinics (Vet Nursing, Vet Clinics, rotations in vet hospitals) or to cover surgical scrubs
- b) one lab coat (used is fine, any colour) protective for “dirty labs” (Anatomy, Lab Procedures)
- c) one lab coat (used is fine, any colour) protective for Microbiology labs only, to be laundered separately

#### **2. Shoes:**

- a) one pair clean (and easy to clean), professional, closed-toed as a) above
- b) one pair (used, any colour), closed-toed as b) & c) above

#### **3. Surgical scrubs:**

- a) one pair reserved for surgery only
- b) one to two other pairs for clinics or labs

4. **Coveralls** – protective, for large animal rotations

5. **Rubber Boots** – protective, steel-toed, for large animal rotations

6. **Equipment:** Stethoscope (high quality e.g. Littman cardiac-type or Classic II), watch with second hand, penlight, basic calculator (not cell phone) – see individual course outlines after orientation

## APPENDIX I

### VETERINARY TECHNOLOGY (VTEC) DIPLOMA PROGRAM

#### Frequently Asked Questions

- Q:** I have worked in a vet hospital for a number of years but I never took chemistry, biology or math in high school. Do I really have to take this to be admitted?
- A:** Yes you do. The prerequisite courses are in place to ensure you can be successful in the program as well as write the VTNE (veterinary technician national board exam). There is a lot of theory that requires some basic background in the sciences, including Math to calculate dosages, etc.
- Q:** I missed the deadline for application submission or I am still upgrading my courses. Can I still be offered one of 30 seats for this September?
- A:** No, only completed applications with all documentation submitted by the deadline will be considered. You can apply for the following year using the same documents, but you must let the VTEC Admissions know that you intend to do this. Exception for high school students graduating in June in the year of admission, when interim grades will be considered.
- Q:** I have some volunteer experience and I am wondering if it is acceptable for the minimum 80 hours of veterinary volunteer/work experience that is required for admission?
- A:** The primary purpose of these hours is for the applicant to get a sense for the field of Animal Health or Veterinary Technology specifically and veterinary medicine in general. Thus, ideally, the hours will be spent in a veterinary facility, observing or working with an RAHT/RVT, or at least a veterinarian. Work or co-op experience, or practicum experience, in a veterinary setting will be accepted. Hours in large or small animal medicine are fine, but must be signed off by a supervisor who is ideally a veterinarian, RAHT/RVT or vet tech, or even qualified veterinary assistant.
- Q:** What are my chances of being accepted into the program? Is it “first come, first served”?
- A:** We use a “Preferential Admissions” process which means we don’t take the first 30 students that apply, but look at all the applicants that register and submit their completed applications before the application deadline. We then “score” all of the components of the application and offer seats to the top 30 candidates based on those scores.
- Q:** What do you look at for the Preferential Admissions process? How can I ensure that I am selected?
- A:** We have tried to look at a number of factors that contribute to success as a Veterinary Technologist. All of the components of the application that are listed: the required courses and grades, additional post-secondary courses or degrees, the short answer questionnaire, hours spent in the veterinary setting (volunteer, paid or observational), the reference letters, volunteer and other animal or life experience. These are then scored and added. The top 60 applicants may be offered interviews, and this score may be added to the other components of the applicant’s

*admission score. We do look at extra educational experiences as well, and the applicant's knowledge of the VTEC's role. The top 30 scores are made offers, and a waiting list of "alternates" consisting of the next highest qualified applicants is kept, in case someone cannot accept their seat. Each year, many "waitlisted" applicants are offered seats in the program. We developed this process to ensure that a good cross section of talented potential students can gain admission.*

*To ensure that you are selected, please try and gain as much veterinary or animal experience as you can (the more hours, the better); get better than the minimum grades required wherever possible, and ensure that you have asked for references from the veterinary field that know you.*

*Appointments with Academic advisors are available to review your application and ensure that you have all components ready and "optimized" as well.*

**Q: What is the salary range for VTs?**

*Starting salary \$18- \$25/hour ongoing but will vary regionally depending on local demand. Specialty practice, research laboratory, or veterinary industry RVTs can make considerably more.*



## APPENDIX II

### VETERINARY TECHNOLOGY (VTEC) DIPLOMA PROGRAM

#### Standards of Behaviour

While attending courses, including negotiated fieldwork, students are expected to:

1. Attend classes and discussion groups as scheduled, regularly and on time.
  - a) notify instructors regarding any issue that might interfere with your capacity to function as a student;
  - b) acquire any notes/materials missed due to absence before the next scheduled class.
2. Make arrangements to undertake the rigors of working as a student (daycare, emergency backup, financial assistance, necessary materials).
3. Complete assignments on or before due dates.
  - a) strive for high quality, consistent effort, and pride in presentation (neatness, spelling).
4. Adhere to the ethical standards of the program with respect to classroom behavior, field related activity, interactions with student and instructor colleagues including, but not restricted to the following:
  - a) recognizing and accepting the limits of one's competence and role as defined by the practicum setting;
  - b) respecting confidentiality of patients; following the NAVT Code of Ethics.
5. Work independently or collaboratively with other students.
  - a) communicate with others in a respectful manner;
  - b) take self-responsibility for behaviour.
6. Study and prepare for class including:
  - a) pre-reading;
  - b) arranging to meet with student colleagues and/or instructors for help as necessary;
  - c) reviewing;
  - d) making an ongoing commitment to expand knowledge base including keeping abreast of current political and social affairs.
7. While on field placement:
  - a) work within the personnel policies of the practicum site;
  - b) while on practicum work treat any relationship as privileged;
  - c) use supervision as a tool for skill development;
  - d) maintain separation between personal and work life by arriving each day prepared to work;
  - e) utilize supervision as a tool for skill development by seeking out feedback, and providing supervisor with specific examples of attempts to utilize classroom concepts in practice;
  - f) notify the practicum site and the college of any intended absence.
9. Complete self-evaluation exercises and documents as required.

10. Utilize the classroom as an opportunity to enhance learning and to contribute to the learning of colleagues by:
  - a) actively participating in discussions;
  - b) creating conditions conducive for colleagues to offer feedback;
  - c) providing constructive feedback to others;
  - d) maintaining interest, energy level and positive commitment to task and process.
  
11. While attending classes or involved in fieldwork, it is inappropriate to use alcohol or other drugs during working hours or to report for practicum or classes while under the influence. The following is unacceptable:
  - a) observable impairment of psycho-motor behavior, judgment or speech, as a result of using non-medically prescribed drugs;
  - b) the smell of alcohol or other drugs on the breath or person.
  
12. Students are advised that personnel in the Faculty may share information in a confidential manner with each other regarding student performance or behavior that has implications for program and academic success.



### APPENDIX III

#### VETERINARY TECHNOLOGY PROGRAM (VTEC) Faculty of Science & Technology Contact Information

**Mailing Address:**

**NEW WESTMINSTER CAMPUS**

Douglas College  
Registrar's Office  
PO Box 2503  
New Westminster, BC V3L 5B2  
Attention: VTEC Admissions  
[admissions@douglascollege.ca](mailto:admissions@douglascollege.ca)

**Street Address:**

**COQUITLAM CAMPUS**

Douglas College  
Registrar's Office  
1250 Pinetree Way  
Coquitlam, BC V3B 7X3

**Street Address:**

Douglas College  
700 Royal Avenue  
New Westminster, BC V3M 5Z5

**For further information about the Veterinary Technology (VTEC) program, please e-mail**  
[\*\*vtec@douglascollege.ca\*\*](mailto:vtec@douglascollege.ca)