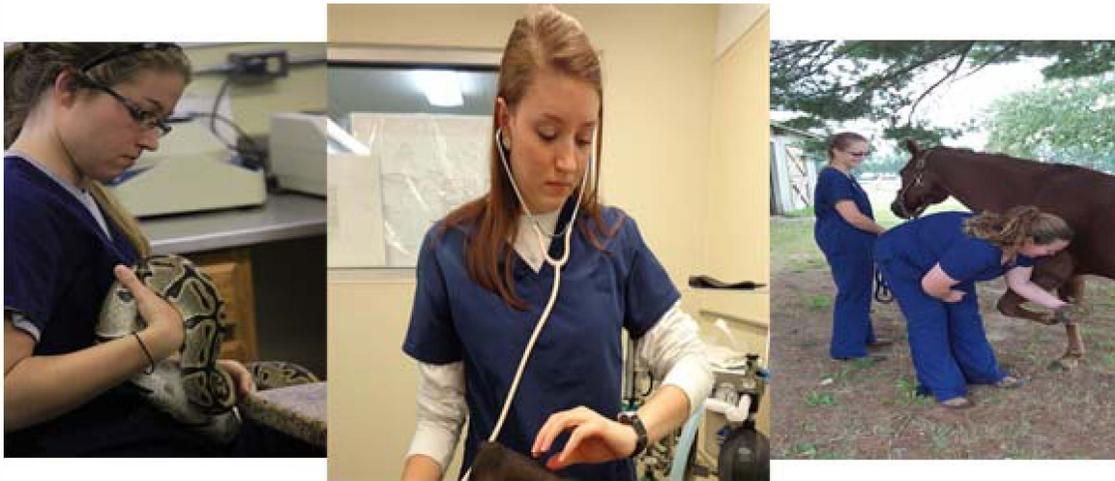


The University of Tennessee at Martin



Veterinary Health Technology Student Handbook

University of Tennessee Martin Veterinary Health Technology

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Message from the Veterinary Health Technology Administration

The goal of the Veterinary Health Technology program and courses is to help students obtain knowledge and develop hands on skills needed as a professional in the various areas in the field of veterinary health technology. We are pleased to be one of a few schools offering a Bachelor of Science degree in Agriculture with a concentration in Animal Science and an option in Veterinary Health Technology.

UTM is proud to offer students a learning environment abundant in experiential learning opportunities. Students will have many opportunities to take full advantage of UTM's 640-acre teaching farm that is home to beef cattle, horses, swine, sheep, and goats. Additionally, a fully functional companion animal laboratory, veterinary surgical suite, and diagnostic laboratory will be integral to the hands on learning process. The experiences and skills students will gain throughout the course of their VHT education will enhance the veterinary technologist's performance upon graduation and prepare them for success in the workplace.

As VHT students, it is imperative that students adhere to the rules and regulations of the Veterinary Health Technology Program conveyed in this handbook as well as policies and procedures of UTM as outlined in the student handbook and course catalog. If you have any questions or concerns, the VHT faculty and staff will be glad to assist you. Best of luck with your veterinary health technology educational experience at UTM as well as with any future endeavors you may pursue.

Accreditation

Full accreditation was granted by AVMA in February 2019.

For more information please visit:

<https://www.avma.org/ProfessionalDevelopment/Education/Accreditation/Programs/Pages/vettech-programs-all-programs-list.aspx>

Admission to Veterinary Health Technology Program

To qualify for admission:

- Completion of a minimum of 45 hours of undergraduate coursework
- A minimum cumulative GPA of 2.8
- 12 hours of the following courses: Chemistry 111 or 121, Chemistry 112 or 122, Biology 130 & 140 and Microbiology 251
- All Animal Science and Veterinary Technology courses and courses which transfer for ANSC or VET courses must be completed with a grade of C or better for successful completion of program.
- Minimum of 40 hours career experience with a veterinarian or veterinary technician.

Applications for admission to the Veterinary Health Technology program can be found at this website:

<https://www.utm.edu/departments/agnr/VetTech/packet.php>

VHT Contact Information

Director: Dr. Jason Roberts, D.V.M.
jrober29@utm.edu
(731) 881-7952

Dr. Clint Ary, D.V.M.
cary1@vols.utk.edu
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BeLynda Jones, Administrative Assistant
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Mailing Address:

Veterinary Health Technology Option
256 Brehm Hall
Martin, TN 38237

Webpage:

<http://www.utm.edu/departments/agnr/VetTech.php>

Student Policies and Procedures

*** All VHT students are responsible to adhere to all policies and procedures contained in the Veterinary Health Technology Student Policies and Procedures Handbook. It is imperative that UTM policies and procedures are followed as well. The following additional resources are provided below:

UTM College of Ag and Applied Sciences: <http://www.utm.edu/departments/caas/>

UTM Catalog: <http://www.utm.edu/catalog.php>

UTM Student Handbook: <http://www.utm.edu/studenthandbookstuhandbook0809.pdf>

Students should be aware that practicing venipuncture on each other is prohibited. Students should be aware that Hepatitis, AIDS, and other diseases can be transmitted by contact with infected blood. Students should handle and dispose of all venipuncture supplies and sharps in an appropriate manner. Students should also be aware of the risks of blood-borne diseases when aiding another injured student.

Mission Statement

The mission of the Veterinary Health Technology Program is to provide the environment and resources necessary for veterinary technology students to gain knowledge and skills that will prepare students for careers in the field of veterinary health technology and instill students with the desire for lifelong learning to enhance their careers.

Program Objectives

- Train veterinary technology students to perform essential tasks in veterinary facilities, such as clinics and hospitals (e.g., administer anesthesia, take and develop radiographs, assist with surgical procedures, provide client education, perform lab tests, and dispense medication)
- Allow students to obtain industry-recognized credentials that will allow them to obtain employment in veterinary facilities throughout the United States.
- Meet the current and anticipated workforce needs in Tennessee and surrounding areas. There are currently no training opportunities available in West Tennessee for students wishing to become credentialed veterinary technologists.

Goals

The VHT Program objectives are to provide students with a:

- Relevant, practical, and quality curriculum
- Hands on educational experience to equip students with technical skills expected by entry level technologists
- Foundation that lends itself to a passion for lifelong learning
- Technical knowledge that parallels the educational standards of Committee on Veterinary Technology Education and Activities (CVTEA)
- Bachelor's degree that can be used to satisfy the AAVSB requirements for national credentialing as a veterinary technologist

Standards of Conduct

When persons enroll in The University of Tennessee at Martin, they retain the rights and duties of a citizen. Additionally, they must assume the duties and observe the regulations imposed by the University community.

Failure or refusal to comply with the rules and policies established by the University may subject the offender to disciplinary action up to and including permanent dismissal from the University.

The University requires (2) two requisites in order for students to retain compliance for continued enrollment. These requirements are both: good academic and disciplinary standings.

The policies and procedures described have been established to insure the rights and privileges of all members of the University community, to communicate the expectations of the community to its members, and to provide a basis for orderly conduct of the University.

It is therefore acknowledged that all students are subject to be held accountable for their knowledge, participation, or presence of alleged misconduct whether on or off campus while actively enrolled at the University.

***For a full list and explanations of UTM Standards of Conducts as well as policies regarding disciplinary actions and penalties, please refer to UTM Student Handbook at <http://www.utm.edu/studenthandbook/stuhandbook0809.pdf>

Professional Conduct

Veterinary technology students should be responsible for maintaining an individual professional demeanor and a manner of ethical conduct. The purpose of the code of professional conduct is to regulate student actions only when individual behavior goes amiss. Students found engaging in professional misconduct may be subject to disciplinary review at the discretion of university and program policies and VHT program administration. Students are referred to the policies found in this VHT program handbook as well as university guidelines found in the UTM Student Handbook.

Additional examples of professional misconduct include, but are not limited to:

- Retaining copies of exams or quizzes without permission of the instructor. This includes saving web-based assignments on an individual computer for sharing purposes. This also includes taking pictures of or recording test, exams, or assignments.
- Failing to report persons in violation of academic dishonesty or situations that may lead to academic dishonesty.
- Discussing patient care and client records with persons other than VHT faculty or other students assigned to the case.

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- Using profanity or vulgar language.
- Acting in a disrespectful manner towards UTM faculty, staff, or fellow students.
- Posting malicious or degrading comments about the VHT program, faculty, staff, or students on social media sites and online bulletin boards. The intent of this policy is to foster an atmosphere of mutual respect and professionalism.
- Sending mass emails or other communications such as social media to faculty/staff/students which air grievances with classmates, faculty, or administration. Students should follow appropriate avenues for pursuit of grievances and should avoid involving those not directly associated with the complaint. Furthermore, students should not discuss issues surrounding interpersonal conflicts or professional/academic misconduct with other students, faculty, or staff unless directly involved in the issue.
- Taking photographs, videos, or recordings of patients, laboratory animals, clients, VHT faculty and staff, or other students without express permission from program administration.
- Arriving to VHT facilities, classes, laboratories or other university or program sponsored activities under the influence of alcohol or any drug which impairs judgment.
- Failure to attend scheduled events, including but not limited to classes and laboratories.
- Abuse or neglect of animals will not be tolerated and will result in immediate disciplinary action.

Laboratory Rules

- 1) Student must be familiar with all lab safety procedures
- 2) Each student is responsible for knowing the general location of materials used in lab, including safety equipment such as fire extinguishers, eye wash stations, and MSDS book
- 3) Each student is required to exhibit professional behavior in the lab
- 4) Each student will be dressed appropriately as discussed in class or in syllabus
- 5) Students with long hair must have it tied back
- 6) No hats allowed in the lab
- 7) Jewelry will be limited to watches and wedding bands
- 8) No tobacco products in the lab
- 9) No food or drinks in the lab
- 10) Students should be prepared for each lab. They should check Canvas for any material to print out. If there is no material it will be provided upon arrival to class
- 11) Students should have a Number 2 pencil, blue ink pen, black sharpie, calculator, notes and lab books when working in the lab
- 12) Students should refrain from bringing excess materials to the lab area. Excess clutter will be kept to a minimum
- 13) Cell phones will not be permitted in the lab! They must be turned off or on silent
- 14) All students are expected to respect themselves, other students, the instructors, and other faculty members
- 15) All students will treat all animals with respect and use proper restraint techniques. Any form of animal mistreatment will not be tolerated
- 16) It is the student's responsibility to clean and put away materials at the end of the lab. Work areas need to be disinfected, floors swept, and chairs put away. Students should practice good hygiene by washing hands after the lab
- 17) All materials contaminated with animal residue should be placed in the biohazard trash bins. All sharp objects should be placed in the sharps container.
- 18) Each student is responsible for learning the correct procedures for each laboratory instrument
- 19) Grades will be based on participation, organization, teamwork, progression in knowledge of skills and class assignments
- 20) No late assignments will be accepted
- 21) Each student is responsible for keeping their lab notebooks up to date
- 22) Students will be responsible for maintaining animal health records.
- 23) Students will be responsible for keeping animals on a leash and to clean any soiled areas. Please clean the soiled areas with proper disinfectant and remove any feces or urine to an outside dumpster.

Breaking rules can range from dropping letter grades to dismissal from the class with a final grade of "F"

The University of Tennessee at Martin Institutional Animal Care and Use Committee

IACUC Policy: UTM Whistle Blower Policy

1) Procedure for Reporting Misuse, Mistreatment, or Non-Compliance of the Care and Use of Animals in Research, Teaching and Testing

- A. The University is committed to the ethical and compliant care and use of animals in research, teaching, and testing. If anyone is aware of potential violations to existing animal care and use regulations or observes misuse or mistreatment of animals, they are strongly encouraged to report their concerns.
- B. The university will not tolerate retaliation toward or harassment of employees/students who report actual or possible violations and will undertake diligent efforts to protect the positions and reputations of those persons who, in good faith, make allegations of animal welfare violations. Investigations will be conducted carefully and discreetly, with all reasonable precautions, consistent with the need for a complete and comprehensive review of the case to maintain confidentiality to the extent permissible under federal and state laws, and to protect the rights and legitimate interests of both the person making the disclosure of violation and the subject(s) of the investigation.

Reporting Violations:

To report violations you can call, e-mail or speak to the IACUC chair, or any member of the UTM IACUC.

You can also leave an anonymous voice mail message or written complaint with any IACUC member. Anonymous reports will be handled in the same fashion as other reports, although the outcome of the investigation may not be reported directly to the complainant. The IACUC's actions will be reported in the minutes of its meetings.

A list of IACUC members can be found at:

<http://www.utm.edu/departments/rgc/animalcarecommittee.php>

Licensure

Commission of a felony may prevent you from obtaining license as a veterinary technician in the state of Tennessee. The State Board of Veterinary Medical Examiners shall have the authority to refuse to grant, to revoke, or to discipline the registrations of any veterinary medical technician if such person has any of the following:

- A felony conviction
- A conviction of any criminal law violation of any country, state, or municipality, except for minor traffic violations.
- An arrest, charge, or sentence for any felony or crime involving turpitude

A felony includes any offense which, if committed in the state of Tennessee would be deemed a felony. A conviction includes either a verdict of guilty or a plea of guilty.

If a student has been convicted of a felony or any other serious crime, they should discuss it with the VHT director.

Veterinary Technician Code of Ethics

Preamble

The Code of Ethics is based on the supposition that the honor or dignity of the profession of veterinary technology lies in a just and reasonable code of ethics. Veterinary technicians promote and maintain good health in animals; care for diseased and injured animals; and assist in the control of diseases transmissible from animals to human. The purpose of this Code of Ethics is to provide guidance to the veterinary technician for carrying out professional responsibilities so as to meet the ethical obligations of the profession.

Code of Ethics

1. Veterinary technicians shall aid society and animals by providing excellent care and services for animals.
2. Veterinary technicians shall prevent and relieve the suffering of animals with competence and compassion.
3. Veterinary technicians shall remain competent through commitment to life-long learning.
4. Veterinary technicians shall promote public health by assisting with the control of zoonotic diseases and educating the public about these diseases.
5. Veterinary technicians shall collaborate with other members of the veterinary medical profession in efforts to ensure quality health services for all animals.
6. Veterinary technicians shall protect confidential information provided by clients, unless required by law or to protect public health.
7. Veterinary technicians shall assume accountability for individual professional actions and judgments.
8. Veterinary technicians shall safeguard the public and the profession against individuals deficient in professional competence or ethics.
9. Veterinary technicians shall assist with efforts to ensure conditions of employment consistent with excellent care for animals.
10. Veterinary technicians shall uphold the laws/regulations that apply to the technician's responsibilities as a member of the animal health care team.
11. Veterinary technicians shall represent their credentials or identify themselves with specialty organizations only if the designation has been awarded or earned.

Ideals

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

- Veterinary technicians shall strive to participate in defining, upholding, and improving standards of professional practices, legislation, and education.
- Veterinary technicians shall strive to contribute to the profession's body of knowledge.
- Veterinary technicians shall strive to understand, support, and promote the human-animal bond.

This Code has been developed by the NAVTE Ethics Committee. No part of it may be reproduced without the written permission of NAVTA.

Health Policy for Veterinary Health Technology (VHT) Students

Students in the Veterinary Health Technology (VHT) option are exposed to health risks not experienced by other UT Martin students and employees. For most, these risks are negligible, but they may be greater if the VHT student has physical conditions such as, but not limited to: immuno-suppression, pregnancy, asthma, allergies, and heart problems. It is important that each VHT student enrolled in VHT-specific courses:

1. Be aware of the potential health risks associated with working in a veterinary clinical environment (on-campus activities and those that are part of a VHT internship experience).
2. Take required and recommended steps to ensure risks are minimized (as instructed in each laboratory).
3. Seek the on-going advice and guidance of a physician in the event the VHT student or employee has physical conditions that make him or her more susceptible to risks associated with veterinary clinical practice.
4. Notify the VHT Program Director or a VHT Lab Instructor immediately of any health issues as outlined in the VHT Health Protocol.

Examples of Risks in Clinical Laboratories associated with the VHT Option

Zoonotic Infections

A wide range of diseases may be spread from animals to humans. These diseases include, but are not limited to: salmonellosis, brucellosis, leptospirosis, rabies, toxoplasmosis, dermatophytosis, viral conjunctivitis, cat scratch fever, psittacosis, and tuberculosis. Students who, for whatever reason, are immuno-suppressed are particularly vulnerable to contracting an illness spread from an animal. They may also be more likely to contract illness from classmates. The unborn fetus may be vulnerable to exposure to toxoplasmosis.

Trauma

VHT students can be bitten, scratched, stepped on, kicked, and shoved by animals. They are also susceptible to back and other related injuries when proper procedures for lifting and restraining uncooperative animals are not followed.

Anesthetic Gases

Exposure to anesthetic gases will occur during the on-campus surgery and anesthesiology laboratory and during the off-campus clinical internships. Exposure to anesthetic gasses can cause short-term and long-term effects. Some of the short-term effects are headache and nausea; these tend to resolve

quickly when the affected person leaves the area. Long-term effects can cause reproductive disorders, but current evidence indicates risk of long-term effects is low in normal veterinary clinical situations.

Teratogens

Cytotoxic compounds, sterilizing, cleaning, preserving and fixing agents, and infectious microbes such as toxoplasmosis are all examples of substances that can cause birth defects in the unborn human fetus. These are present in the clinical veterinary environment.

Hormones and Drugs

Contact with hormones such as prostaglandins and progesterones can have harmful effects on the normal reproductive cycle of women. Contact with drugs such as chloramphenicol is linked with aplastic anemia in humans.

Ionizing radiation and other sources of radioactive material

VHT students will be exposed to x-rays and radioactive markers used in scintigraphy and other special imaging. They may also be exposed to fluoroscopy and CT imaging during VHT laboratories on campus (or during VHT internships off campus).

VHT Health Risk Protocol:

1. VHT students who become pregnant, immuno-suppressed, or have health conditions that predispose them to risk during any part of their involvement in the Veterinary Health Technology Option are strongly encouraged to notify¹ the VHT Program Director or a VHT Lab Instructor.
2. Students should make an appointment with the VHT Program Director or a VHT Lab instructor to discuss¹ health conditions that place them at risks so an effective VHT option completion plan can be determined.
3. A Pregnancy and Health Risk Notification and Release form must be completed by each VHT student that documents the VHT student is cognizant of the hazards associated with involvement in the Veterinary Health Technology option and has made an informed decision in conjunction with the advice and guidance of his or her physician.
4. Pregnant students must be under the care of a physician in order to remain active in VHT courses/labs that pose a health risk.
5. VHT students are responsible for keeping the VHT Program Director or VHT Lab Instructor informed¹ of relevant changes in their health status.
6. VHT students accept responsibility for using appropriate safety measures to protect their own health (and that of the fetus, if pregnant).

For more information on risks for pregnant workers please visit the AVMA website at: www.avma.org/issues/policy/pregnant_workers.asp

¹ Health-related information shared with the VHT Program Director or a VHT Lab Instructor will follow HIPAA privacy guidelines.

University of Tennessee at Martin – Veterinary Health Technology Standard Operating Procedure for Animal Bites and Scratches and Other Animal-Related Injuries

The intent of this standard operating procedure (SOP) is to describe how to treat animal related injuries. This SOP is intended for use by all personnel who handle animals.

An animal bite or exposure is defined as having one's skin pierced or abraded by animal's teeth or claws, or by animal saliva or tissue coming in contact with abraded skin, eyes, or mucus membranes. Bites and scratches are not merely a concern of physical injury, but there is also the potential of contracting zoonotic disease or allergic reactions.

Bite and Scratch Prevention

- Species-specific animal handling techniques are taught by the laboratory instructors, veterinary staff and the animal facility management staff.
- If possible, direct handling of wild animals or any animals suspected of being infected should be avoided by using tongs, bite gloves, squeeze cages, shields, or other protective equipment.

Bite and Scratch Treatment

- A First-Aid kit must be located in an obvious, readily available location in all work areas
- The facility manager or their designee is responsible for maintaining the first-aid kit and checking the contents expiration dates.
- Contents must include:
 - Surgical scrubs impregnated with antiseptic soap
 - Sterile gauze pads
 - Adhesive tape
 - Band-aids
 - Topical antibiotic ointment

For minor injuries involving rodent bites:

- Let the wound slightly bleed under running water and gently scrub with a surgical sponge and antiseptic soap. Wash the wound until visible dirt and debris are gone.
- Apply gauze and firm pressure to control bleeding. Apply a band-aid if the wound is superficial and not bleeding.

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- Thoroughly rinse exposed mucous membranes under running water or by using the eye wash station
- Notify your supervisor so he/she can assess the wound and determine if a physician should be consulted
- If necessary, report to:
*Office of Student Health and
Counseling Services
609 Lee Street
University of TN at Martin
Martin, TN 38238
Phone: (731) 881-7750
Fax: (731) 881-7752
Director: Shannon Deal
shcs@utm.edu*

For dog and cat bites and scratches:

- If you are bitten or scratched by a dog or cat, clean the wound under running water and gently scrub with a surgical sponge and antiseptic soap for at least 15 minutes. Wash the wound until visible dirt and debris are gone
- Immediately notify your supervisor and report in person to the Office of Student Health and Counseling Services to be examined and treated by a physician
- University Health Services will notify the Department of Health, when appropriate, of the dog or cat bite and that department will examine the incident and the dog or cat's health history and determine the required action.

Policy for Aggressive Animals

Any animal showing signs of aggression will not be used for teaching purposes. These animals will only be handled by UTM VHT faculty members. These animals will be returned to the facility where they came from as soon as transportation is available. Signage will be posted to alert all students to avoid the animal.

All aggressive dogs have one body language characteristic in common: the "frozen" or "statue" posture. When a dog freezes, it may attack without any other sign. Watch for the tell-tale frozen posture, then back off and call for help.

Veterinary Technician's Oath

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

*I accept my obligations to practice
my profession conscientiously
and with sensitivity, adhering to
the profession's Code of Ethics,
and furthering my knowledge
and competence through a
commitment to lifelong learning.*

UT Martin Veterinary Health Technology Option – Program Curriculum with sample course sequence

Fall 1		Spring 1	
General Studies 101	2	English 112	3
English 111	3	Math 210	3
Math 140	3	Biology 140	4
Biology 130	4	Animal Sc 110	3
Ag Economics 110	3	Animal Sc 119	1
	15		14
Fall 2		Spring 2	
Communications 230	3	Chemistry 122	4
Chemistry 121	4	Animal Sc 260 or 270	3
Humanities elective	3	VET 200 or VET 300	2
VET 200 or VET 300	2	Fine Arts elective	3
Social Science elective	3	Social Science elective	3
	15		15
Fall 3		Spring 3	
Humanities elective	3	Animal Sc 210/211	4
Animal Sc 320	3	Animal Sc 350 or ANSC 372	3
Animal Sc 371 or Zoo 251	4	Vet 350	3
Animal Sc 350 or ANSC 372	3	Vet 310	3
Microbiology 251	4	Animal Sc 230 or ANSC 231	4
	17		17
Fall 4		Spring 4	
Vet 330	3	Vet 410	3
Vet 340	3	Vet 420	4
Vet 400	4	Vet 480	3
Vet 320	3	Humanities elective	3
	13		13

Summer 4 – Vet Tech 490 - 3

Books and Supplies

Books are identified and selected based upon the reference list used for the Veterinary Technician National Examination (VTNE). Many of the referenced books will be available for students to use. Books that are required will be listed in each course syllabus.

Supplies will depend on types of lab and will be required at the instructor's discretion.

Graduating seniors will be expected to pay a fee for liability insurance before starting their internships.

Method of Instruction

The methods of instruction for courses include, but are not limited to, the following: lecture, discussion, group activities, student reports (oral and written), research and reading assignments, presentations, case studies, field trips, videos, guest lectures, outside assignments, and clinical training and/or clinical experiences.

Medical Restrictions and Physical or Mental Disabilities

It is the policy of UT Martin to provide reasonable accommodations (academic adjustments and auxiliary aids) to assist students with disabilities in negotiating the university system. Individuals requesting accommodations must self-identify and provide current documentation to the Disability Student Services office located in the Student Success Center. For additional information, students should refer to the UTM Disability Services Policy available online at <http://www.utm.edu/departments/success/pdfs/UTMDisabilityServicesPolicy01-30-2008.pdf>

Guidelines for Pregnant or Temporarily Disabled Students

The potential risk for human injury is ubiquitous in the practice of veterinary medicine, and the risk increases whenever an involved person is pregnant or temporarily disabled for any reason, e.g. broken leg, disease, etc.

The greatest hazards are accidents which can occur when working with animal patients or equipment that result in injury to the student and/or her unborn child. Additional hazards in some courses may include exposure to toxic drugs, infectious agents, inhalation anesthetics, radiation, and other agents.

The pregnant/temporarily disabled student should:

1. Contact his or her physician immediately to obtain recommendations to minimize exposure to the hazards associated with a VHT student's assignments or coursework.
2. Provide VHT Administration a signed physician's statement that defines permitted limits of exposure to potential hazards during pregnancy or period of temporary disability.
3. It is imperative that the student notify VHT program director as early as possible so that measures may be taken to conform to the plan developed by the student's physician and to take full advantage of any available options.

Available Options:

1. Withdrawal as a student. In order to minimize the potential for injury, it is strongly recommended that the student withdraw from the program until completion of the pregnancy or resolution of the temporary disability.
2. Continuation as a regular student with some schedule and assignment changes. This option still carries some risk and may delay the student's time of graduation. This option is dependent on:
 - a. Changes in an individual's schedule of assignments prepared in advance.
 - b. Permission of the VHT faculty to change the individual's assignments.
 - c. Willingness of classmate's to exchange assignments and duties.
 - d. Written documentation by an attending physician of any constraints and the individual's physical ability to continue full participation in all aspects of the VHT educational program.
 - e. A written "hold harmless" agreement signed by the student and the student's spouse/child's father.

Rights and Responsibilities

1. The pregnant/temporarily disabled student has rights and responsibilities for decisions concerning his or her condition based on the assessment and recommendations of his or her physician.

2. In order to successfully complete the UTM-VHT Program, the affected student must complete each and every requirement set forth in the program curriculum. The student may complete these requirements by a schedule or plan based on when risks are deemed assumable by the student's attending physician.
3. A faculty member may refuse to allow a pregnant or temporarily disabled student the opportunity to participate in certain assignments or activities whenever, in the faculty member's judgment, there exists a high potential for accidents or exposure to hazards. Furthermore, the faculty member may insist that a physician inform the pregnant or temporarily disabled student of the potential risks.
4. Copies of all documents pertaining to a pregnant or temporarily disabled student's assignment must be maintained in the student's file.

Computer and Technology Resources

Information technology resources are valuable assets provided to enhance the core functions of the University of Tennessee. The use of the university's information technology resources is a privilege extended to authorized users for education, research, service, and administration. This **ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES POLICY (AUP)** governs the use of the university's information technology resources in an atmosphere that encourages free exchange of ideas and an unwavering commitment to academic freedom. The university community is based on principles of honesty, academic integrity, respect for others, and respect for others' privacy and property.

This policy applies to all students, staff, and others, referred to as users throughout this policy, while accessing, using, or handling the University of Tennessee's information technology resources. In this policy, "users" include but are not limited to subcontractors, visitors, visiting scholars, potential students, research associates, grant and contract support personnel, media representatives, guest speakers, and non-university entities granted access. All "users" are required to be familiar with and comply with this policy.

The full text of the UT system's Acceptable Use Policy can be accessed online at https://my.tennessee.edu/portal/page?_pageid=34,140536&_dad=portal&_schema=PORTAL&p_policy=IT0110

Drug and Alcohol Policy

The possession of and/or being under the influence of drugs and/or alcohol is prohibited on university owned or controlled property including student auxiliary affiliations. If students are found possessing drugs and/or alcohol will be documented and referred to the Office of Student Affairs for disciplinary action.

University policy prohibits any student and/or student organization from serving or permitting the consumption, possession or display of any alcoholic beverage or containers at any time, or by anyone on university premises. Student organization officers are responsible for initiating risk management procedures and refusing admission to their social gatherings of persons under the influence of alcoholic beverages. Student organizations sponsoring any social affairs are responsible for the general decorum of the event. Any student and/or organization can be sanctioned for any UTM Standards of Conduct violations whether on or off campus if the Office of Student Affairs is notified or contacted.

Students who report to class/labs/clinical experiences or other sanctioned events while under the influence of illegal drugs and/or alcohol are in violation of this policy. If a student's performance and/or behavior indicate possible drug/alcohol use or abuse, the student will be immediately referred to administration. Violation of this policy shall result in mandatory evaluation or treatment for substance use/abuse or disciplinary action, up to and including dismissal.

Photograph Policy

No pictures are to be made in the lab or classes unless directed to do so by a VHT instructor. Pictures taken in the lab can lead to dismissal. Any pictures taken in the lab without authorization that are published on a social media site such as Facebook can lead to dismissal.

Cellular Phone Policy

Cellular phones should be turned off prior to the start of any curricular activity, and the use of cell phones, including for text messaging, is prohibited during all curricular activities. Violation of this policy may result in dismissal from the activity and referral to program administration for further disciplinary action.

Use of Computers in the Curriculum

The use or nonuse of computers during curricular activities will be left to the instructor's discretion. Instructor's policies regarding computer usage will be specified in his or her course syllabi.

Rabies Prophylaxis Policy

The Centers for Disease Control and Prevention is the premier public health agency of the United States. Under the auspices of the CDC, the Advisory Committee on Immunization Practices periodically reviews the status of selected infectious diseases, including rabies, and issues national recommendations. A recent guidance on rabies prevention was issued and is titled ***Human Rabies Prevention --- United States, 2008: Recommendations of the Advisory Committee on Immunization Practices.*** (available at <http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5703a1.htm>), These recommendations reflect the status of rabies and antirabies biologics in the United States and provide guidance on level of risk. In this document, veterinary personnel are considered at risk of exposure to an extent greater than the population at large (Table 6). Further, rabies is enzootic in Tennessee. Therefore, the University of Tennessee at Martin Veterinary Technology Program accepts these national recommendations and considers rabies exposure a risk to our students and staff.

Based on Center for Disease Control (CDC) recommendations, administrators of The University of Tennessee at Martin Veterinary Technology Program are requiring each student who enters the program to provide proof of pre-exposure rabies vaccination or a protective rabies serum titer prior to entering the program. Students should contact their personal physician or local health department to receive the pre-exposure vaccination series. The vaccination series costs on average about \$200 per injection, plus charges for an office call and injection. Students should check with their health insurance provider to see if the rabies vaccine is covered.

Professional Dress Code

The professional dress code for this program includes:

- Navy blue scrubs-clean and wrinkle free
- White lab coat-clean and wrinkle free
- Nametags
- Closed toe, no slip shoes-tennis shoes should be worn in lab and boots may be worn in a large animal lab
- Hair must be tied back neatly and out of face
- Jewelry is limited to a watch, wedding band, stud earrings and medical ID bracelets

Professional dress will be required for all labs, tours and at the discretion of instructors for any other class activities.

Professional dress for internships will be determined by the owner/practice manager of the facility in which you complete the required internship.

Attendance Policy

See syllabus for each class's attendance policy.

VHT is a professional program and attendance is required in all lectures, labs, and course related meetings. If a student must miss class, permission from the instructor must be requested and considered. Excused absences include medical/health problems, family emergencies, or extreme extenuating circumstances. If an emergency situation arises, the instructor should be informed as soon as possible.

Patient Neglect Policy

Due to the nature of the role of the veterinary health technologist and the use of live animals in the VHTP, it is essential for the student to be conscientious of the fact that doctors, patients, clients, VHT staff, and other students are counting on his/her availability. Any instance of neglect will be documented and submitted to VHTP Administration. The following are categorized as instances of patient neglect.

- Inappropriate use of restraint devices
- Abuse in the form of
 - Physically striking an animal
 - Roughly handling an animal
 - Tormenting a caged animal
- Failure to provide animal's basic daily needs
- Failure to report a sick animal to instructor or supervisor

Neglect of animals can lead to dismissal from the program.

Academic Information

Mechanism of Evaluation

Instructors establish evaluation methods based upon objectives set forth in their course syllabi. Requirements for successful completion of a course will be clearly stated in the syllabus or otherwise communicated to the students by the course instructor. Similarly, grading scales will be clearly outlined in the course syllabus. At the end of each course, students will be asked to complete an instructor/course evaluation that will be administered by the AGN department.

Minimum Grade Requirements

To remain in good standing you must maintain a minimum cumulative 2.6 GPA and a minimum grade of C in all ANSC and VET courses. After entry, if deficiencies occur, there will be a one year grace period to correct the deficiency. If after one year the deficiencies are not brought to minimum requirements, the student will be removed from the program.

Registration

It is the responsibility of the student to register for classes each semester. Students will be permitted to register based on the number of hours they have earned, per UTM policy. Furthermore, it is the responsibility of the student to schedule an appointment with his or her assigned academic advisor prior to registration in order to avoid having an advisor hold placed on his or her university account.

Classrooms & Laboratories

Several different classrooms on the UTM campus will be used in VHT education courses; however, the home base for most laboratories will be the Veterinary Science Laboratory located in Henderson Headquarters. This center is designed for maximum efficiency and flexibility, and it will be used for a variety of purposes. Students are expected to maintain the classrooms and laboratories in a clean, neat, and professional manner at all times.

There will also be times where you will be required to meet outside of class.

Biosecurity, Biosafety, and Infection Control

The purpose of the following set of guidelines is to provide a common sense approach for maintaining biosecurity and biosafety on the UTM Teaching Farm and other facilities associated with the VHTP. The goal is to protect the health and safety of all personnel, students, and visitors, therefore, everyone on the premises is expected to abide by UTM's biosecurity policies. The following list is not all-inclusive and more specific guidelines may be imposed in specific areas.

- Food, drink, cosmetics, and tobacco products are not permitted in laboratories, animal holding areas, and animal treatment areas.
- Laboratory attire appropriate for the specific learning activity should be worn at all times. Students should refer to the professional dress code policy provided in this handbook for further guidelines regarding appropriate apparel.
- Hand washing is mandatory after removing protective gloves, using the rest room, or handling animals.
- Personal items such as coats, hats, umbrellas, and purses must be stored only in designated areas.
- Desk tops and laboratory benches must be kept clean and disinfected according to laboratory regulations and instructions.
- Visitors are restricted unless approved by VHT administration.
- Animal handling and restraint must be in accordance with IACUC and VHT guidelines.
- Gas cylinders must be firmly secured at all times.
- Relevant Material Safety Data Sheets (MSDS) should be readily accessible.
- All chemical and biological storage containers should be clearly labeled and stored appropriately.
- Testing of samples or chemicals by taste is prohibited.
- Biohazard areas must be clearly identified, and appropriate warning signs must be used when hazardous conditions are present.
- Potential hazards should be reported to the lab coordinator or instructor immediately.
- Accident or incident reports are required for all students when there is an injury or potential injury.

Animal Use

The University of Tennessee Martin uses vertebrate animals in teaching and research. This institution adheres to Public Health Service and United States Department of Agriculture policies and regulations regarding animal care and use. All animal use has been approved by the Institutional Animal Care and Use Committee (IACUC), and students are expected to adhere to all IACUC guidelines when dealing with animals.