



Veterinary Technology Program Clinical Site Information and Agreement Packet



jeffstateonline.com

2601 Carson Road – Birmingham, Alabama 35215

Phone (205) 856-7848 Fax (205) 856-8518 or 856-7986

Center for Professional, Career, and Technical Education

Dear Doctor and/or Clinical Site Supervisor,

Thank you for your interest in becoming an off-campus clinical instruction site for the Jefferson State Community College Veterinary Technology Program. As a clinical site, your facility, along with you and your staff, are a vital part of our reaching and maintaining the standards of excellence necessary for our program to be accredited by the AVMA. With your help, we will produce highly educated and skilled licensed veterinary technicians for the veterinary profession.

In order to meet AVMA accreditation requirements regarding practice quality, staff, and equipment, we have enclosed the following forms:

- 1) Facility Questionnaire
- 2) Equipment and Species Lists
- 3) Instructional Site Agreement Form

Please fill out and return forms 1, 2, and 3. The completed forms, along with additional forms if necessary, will be kept in a bound notebook for future reference and accreditation policy fulfillment. Students are supplied with clinical task books. If you do not have access to all of the needed supplies, there are some supplies available through the program or students can make alternate arrangements to complete certain tasks.

If you have any questions concerning this or any other procedures regarding the veterinary technology program, please do not hesitate to contact us at 205-856-8519 or 856-8551. We approach this endeavor with a spirit of team work and open communication and are happy to answer any questions you may have.

Sincerely,

Jodi D. Turner Bloch, D.V.M.
Director

Please return forms 1, 2, and 3 to:
 Jefferson State Community College
 Center for Professional, Career, and Technical Education
 Veterinary Technology Program
 2601 Carson Road
 Birmingham, AL 35215

**VETERINARY TECHNOLOGY PROGRAM
 OFF CAMPUS CLINICAL FACILITY
 QUESTIONNAIRE**

1. Name of Veterinary Hospital or Clinic _____
 Address _____
 City, State, Zip Code _____
 Telephone _____ Fax _____ E-mail _____

2. Is the clinic/hospital AAHA accredited? _____yes _____no
 Is the clinic/hospital State approved? _____yes _____no Permit # _____

3. Names of veterinarians in practice	Owner	Associate	ALVMA Member
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Does the practice specialize in any areas? If so, please list them:

5. Do any of the veterinarians have specialty or board certified degrees? If so please give their name(s) and specialty or board certification.

6. If the practice employees are licensed veterinary technicians, please name them.
 ALVTA Member

7. Please list the names of other staff and their positions.

8. Please provide us with a copy of your veterinary license. If you have licensed technicians we need a copy of their license also. This is to verify to the AVMA that our clinical site supervisors are indeed licensed veterinarians or licensed veterinary technicians.

**JEFFERSON STATE VETERINARY TECHNOLOGY PROGRAM
EQUIPMENT AND INSTRUCTIONAL RESOURCES LIST**

This AVMA checklist is designed to monitor resources used in educating veterinary technicians. Additional inventory items should be attached to this checklist. Show numbers of each item when applicable.

<i>*Items preceded by an asterisk are required by AVMA. All others are recommended</i>	<i>OWNED BY CLINICAL SITE</i>	<i>ROUTINELY USED</i>
<i>INSTRUCTIONAL EQUIPMENT</i>		
*Camera		
*Computer	Student Requirement	
AUDIOVISUAL	**	
*LCD projector/power point	**	
*Television/Monitor	**	
Video camera		
*Video recorder/player	**	
Other (specify)		
<i>SPECIMENS, MODELS</i>		
*Large animal skeleton/limbs	**	
*Small animal skeleton	**	
Other specimens/models (specify)		
<i>CLINICAL EQUIPMENT</i>		
Anesthesia machine – large animal		
*Anesthesia machine – small animal		
Halothane (Fluothane)		
*Isoflurane		
Sevoflurane		
*Non-rebreathing system		
*Waste anesthetic gas exhaust system (passive or active)		
Animal gurney or stretcher		
*Autoclave		
*Bandaging/casting material		

**These items will be used in the lecture portion of this program. It is not necessary that they be available at the clinical site.

<i>*Items preceded by an asterisk are required by AVMA. All others are recommended</i>	<i>OWNED BY CLINICAL SITE</i>	<i>ROUTINELY USED</i>
*Bathing Equipment		
*Blood pressure monitoring equipment		
*Cages complying with federal regulations		
*Cardiac monitor		
*Controlled drug cabinet		
Defibrillator		
*Dehorers		
*Dental instruments – large animal – dental floats		
*Dental instruments – small animal – ultrasonic scaler and polisher		
*Electric clippers		
Electrocardiograph		
Electrosurgical equipment		
*Emasculator		
*Emergency crash kit with drugs and materials for emergency intervention		
*Endotracheal tubes		
*Esophageal stethoscope		
*Examination tables		
Fiberoptic endoscope		
Gas sterilizer		
*Hoof trimmers and picks		
*Nail trimmers		
Obstetrical instruments – large animal		
*Ophthalmoscope		
*Oral dosing equipment		
*Laboratory Animal	**	
*Large animal		
*Small animal		

**Will be provided in a lab session when needed

<i>*Items preceded by an asterisk are required by AVMA. All others are recommended</i>	<i>OWNED BY CLINICAL SITE</i>	<i>ROUTINELY USED</i>
Oral speculum – large and small animal		
*Orthopedic equipment		
*Otoscope		
*Oximeter/capnograph		
*Scales, animal		
*Stethoscope		
*Surgical instruments, basic		
*Surgical lights		
Surgical suction		
*Surgical tables		
*Syringes, multiple dose		
*Tourniquet		
*Tubes – feeding and gavage		
Ultrasound machine		
*Vaginal speculum		
Ventilator		
*Warming pad/blanket		
Other (specify)		
<i>RESTRAINT EQUIPMENT</i>		
*Laboratory Animal		
*rodent	**	
*rabbit	**	
Large Animal		
*Cattle chute		
*Twitch		
Nose tongs		
*Ropes		
Hog snare		

**Will be provided in a lab session when needed

<i>*Items preceded by an asterisk are required by AVMA. All others are recommended</i>	<i>OWNED BY CLINICAL SITE</i>	<i>ROUTINELY USED</i>
Small animal		
*Elizabethan collar		
*Restraint pole		
*Muzzle		
<i>LABORATORY EQUIPMENT</i>		
Autoanalyzer		
Automated diluter		
*Blood mixer/rocker		
*Centrifuge		
*Clinical chemistry analyzer		
*Manual Differential) blood cell counter		
*Electronic blood cell counter		
*Hand tally cell counter		
Hemocytometer		
*Incubator		
McMaster method slide		
*Microhemotocrit centrifuge		
*Microscopes		
*Refractometer		
Scales, laboratory		
<i>RADIOGRAPHIC, IMAGING EQUIPMENT</i>		
*Aprons & gloves, protective		
*Automatic film processor		
*Calipers		
*Cassette holders		
Digital film processor		
*Film		
*Film identification markers		
Hand dark room and developing equipment		

<i>*Items preceded by an asterisk are required by AVMA. All others are recommended</i>	<i>OWNED BY CLINICAL SITE</i>	<i>ROUTINELY USED</i>
*High speed/rare earth screens		
Lead eyeglasses (*if required by state law)		
*Protective thyroid collar		
*Radiation safety badges		
*Storage racks for gloves and aprons		
*Radiographic machine – fixed		
*Radiographic machine – portable		
*Radiographic viewer		
Radiographic machine - dental		
Radiographic machine - digital		

SPECIES LIST

<i>*Species preceded by an asterisk are required by AVMA. All others are recommended</i>	<i>APPROXIMATE NUMBER SEEN DAILY</i>	<i>AVAILABLE</i>
COMPANION ANIMALS		
*Cats		
*Dogs		
*Horses/ponies	**	
FOOD ANIMALS		
*Cattle	**	
Goats		
Poultry		
Sheep		
Swine		
LABORATORY & EXOTIC ANIMALS		
Gerbils		
Guinea pigs		
Hamsters		
*Mice	**	
Non-human primates		
*Rabbits	**	
*Rats	**	
Caged Birds		
Fish		
Reptiles		
Other – please specify		

**Will be provided in a lab session when needed



STATE OF ALABAMA
JEFFERSON COUNTY

Veterinary Technology Distance Education Program

MEMORANDUM OF AGREEMENT
FOR
CLINICAL EDUCATION AFFILIATION

WHEREAS, Jefferson State Community College (the "College") and _____

_____ (the "Clinical Site") (collectively, the "Parties"), desiring to set out in writing the terms and respective responsibilities in regard to a Veterinary Technology Distance Education Program (off- campus clinical instruction and preceptorship site) in which both institutions participate, do hereby mutually agree on the following terms:

CLINICAL SITE RESPONSIBILITIES

1. The Clinical Site agrees that students enrolled in the Veterinary Technology Program at the College may utilize the appropriate clinical facilities, equipment, and supplies of the Clinical Site for related training and learning experiences during the days and hours agreed upon by the Parties. Students will be allowed to work or volunteer at the Clinical Site a minimum of 20 hours per week.
2. The Clinical Site will allow students to travel to other sites as needed to obtain skills that may not otherwise be available at the assigned site, and to take written or clinical exams as necessary.
3. The Clinical Site will provide opportunities for the appropriate staff members to meet with the program faculty and/or director for the purpose of matching educational objectives with learning opportunities and for mutually agreeing upon policies and guidelines for the clinical practicum and/or preceptorship. Program faculty and/or director shall be allowed to conduct site visits as necessary.
4. The Clinical Site shall provide data and other information as might be necessary in accreditation studies for the Program or College.
5. The learning activities of the students shall fit into and complement the service activities of the Clinical Site; provided, however, that students will not be used in lieu of regular employees and will not work without proper supervision by appropriately certified personnel.
6. The Clinical Site will provide the College with a copy of its licensed Veterinarians and Veterinary Technicians employed at its location. This information is needed for accreditation purposes.
7. The Clinical Site shall designate a Clinical Instructor or Associate (must be a licensed Veterinary Technician or Veterinarian) who will act as intermediary between the Clinical Site and College and will assume the responsibility of coordinating and supervising the in-house learning activities of students as planned with the Program's faculty and/or director from the College, and verifying skills and tasks using specific criteria provided by the Veterinary Technology program.
8. The Clinical Site and Instructor or Associate shall be operating within any guidelines or laws set forth by the Animal Welfare Act, American Veterinary Medical Association or any state laws governing the practice of veterinary medicine.

9. The Clinical Instructor or Associate shall ensure that all student orientation, instruction, supervision and evaluation are provided by employees who have the professional qualifications and experience to serve as Clinical Associates. Student progress may only be evaluated by a licensed veterinarian or a licensed veterinary technician.
10. The Clinical Instructor or Associate shall provide assistance as needed in monitoring written tests, maintaining written records and evaluations on each student, and providing appropriate information to the Program's faculty and/or director at times mutually agreed upon by both parties.
11. The Clinical Site may require the College to remove any student from the clinical rotation whose conduct or performance does not meet Clinical Site expectations. The Program's faculty and/or director, or the College will otherwise be responsible for any disciplinary actions taken against students.
12. The Clinical Site shall have written policies on safety as required by the Occupational Safety and Health Act which includes information on required/recommended immunizations, potential zoonotic diseases, pregnancy, and personal protective equipment. The Clinical Site shall adhere to the AVMA Policies and Procedures on Guidelines for Hazards in the Workplace. The clinical Site shall develop a disaster preparedness plan if one is not already in place. As available, the Clinical Site shall provide first aid for accidents occurring to students while on the premises. The Clinical Site assumes no other responsibility for the health care of students.
13. The clinical supervisor will inform the Program's director if a student is not fulfilling the minimum requirement of 20 hours per week or if a student decides to change clinical sites.

COLLEGE RESPONSIBILITIES

1. The College shall seek accreditation of the program and provide data as might be necessary in accreditation studies of the Clinical Site.
2. The Program's faculty and/or director shall make regular on-site clinical visits for the purposes of communication and for review of clinical education effectiveness.
3. The College shall send to the Clinical Site only students who have qualified for clinical rotations and preceptorship, by successfully completing required courses and any other requirements of the program and its curriculum.
4. The College shall send to the Clinical Site the number of students mutually agreed upon by the Parties.
5. The College shall require students to meet the same dress code, punctuality, and other professional expectations of employees, and shall notify students that they may be subject to discipline by the Program for violations of such Clinical Site regulations.
6. The College shall inform students of their responsibility to maintain confidentiality with respect to all Clinical Site affairs, records, and patient data.
7. The College shall inform students that prior written approval from both the Clinical Site and the College must be obtained before publishing any material relative to the clinical rotations, and preceptorship.
8. The College shall require students to purchase personal liability insurance and to show proof of medical insurance. Students may purchase liability insurance through the College. No other liability is assumed for the student by either the Clinical Site or the College.

9. The College shall recommend that Veterinary Technology students be immunized against tetanus and rabies. It shall also require that any student who may become pregnant while enrolled in the program inform the program instructor and/or director immediately.
10. The College shall require students to have a current in force hospitalization/surgical insurance policy, unless they otherwise qualify for indigent care under the appropriate guidelines.

NONDISCRIMINATION PROVISION

The Parties agree that there shall be no discrimination on the basis of race, sex, age, color, creed, national origin, or disability in the assignment, acceptance, and activities of students in the program established by this agreement.

INDEPENDENT CONTRACTOR STATUS

It is understood and agreed that this Memorandum of Agreement is intended solely for the purpose of student clinical education and preceptorship experiences. It is not intended and shall not be construed to create an employment relationship between the College's employees, agents, or students and the Clinical Site. The Clinical Site and the College are at all times acting and performing as independent contractors. Students participating in clinical experiences and preceptorship will not receive compensation for participation as a student in the clinical/course experiences from the College. It is the sole discretion of the Clinical Site as to whether or not it will compensate students for clinical and preceptorship experiences.

TERMS OF THIS AGREEMENT

This agreement shall become effective for one year immediately upon being signed by the designated assignees of both the Clinical site and the College. This agreement shall be reviewed annually by appropriate representatives of both institutions and shall automatically renew itself for a period of one (1) year unless either party shall notify the other in writing ninety (90) days prior to the expiration of the terms herein. If notice of cancellation is necessary, it is understood that those students already assigned to the Clinical Site will be allowed to finish their clinical requirements, if no disciplinary actions were involved.

If either party fails to fulfill the obligations assumed hereunder, the other party must give written notice of such default. If the default is not remedied within thirty (30) days after notice, the agreement may be terminated forthwith by such party. If either party's accreditation status changes, immediate notice must be given to the other party.

It is further understood that the parties hereto may revise or modify this agreement by written amendments whenever the same shall be agreed upon.

By signing this contract, the contracting parties affirm, for the duration of the Agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

Jefferson State Community College
2601 Carson Road
Birmingham, AL 35215

Clinical Site: _____

Address: _____

By: _____
Keith A. Brown, President

Date: _____

By: _____
Print Name

Signature

Title: _____

Date: _____