



Veterinary Technology Program Clinical Site Information and Agreement Packet



jeffstateonline.com

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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:

Program Director – Kristi Healy, LVT

krodas@jeffersonstate.edu

Program Instructor – Michelle (Mikky) Campbell, LVT

mcampbell@jeffersonstate.edu

Program Clinical Site Coordinator – Vicki Deason, LVT

vrich1@jeffersonstate.edu

Sincerely,
Program Faculty

VETERINARY TECHNOLOGY PROGRAM OFF CAMPUS CLINICAL FACILITY QUESTIONNAIRE

1. Name of Veterinary Hospital or Clinic _____
 Address _____
 City, State, Zip Code _____
 Telephone _____ E-mail _____ Practice Type _____
(C/A, F/A, Mixed, Exotics, etc.)
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.

AVTA Member #

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

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

VETERINARY TECHNOLOGY PROGRAM EQUIPMENT AND INSTRUCTIONAL RESOURCES LIST

This AVM/CVTEA checklist is designed to monitor resources used in educating our veterinary technician students. **All clinical facilities must emulate contemporary veterinary facilities.** Show numbers of each item when applicable. ***Indicates REQUIRED AVMA/CVTEA Required Equipment for instructional facilities.**

<i>*Items preceded by an asterisk are required by AVMA/CVTEA. All others are recommended</i>	OWNED BY CLINICAL SITE	ROUTINELY USED
CLINICAL EQUIPMENT		
*Anesthesia machines		
*Isoflurane		
Sevoflurane		
*Non-rebreathing system		
*Waste anesthetic gas exhaust system (passive or active)		
*All Anesthesia machines must have Maintenance/Calibration Inspection sticker dated within 3 years		
*Autoclave		
*Bandaging/casting material		
*Bathing Equipment		
*Blood pressure monitoring equipment		
*Cages & Kennels - Complying with federal regulations. Not cluttered on top. No rust present.		
*Cardiac monitor		
*Controlled drug storage – Drugs are kept in stationary locked container and behind an additional lock system.		
*Controlled Drug Log – Open Container and Closed Container, with bottle identifier utilized		
*Dental Equipment – Ultrasonic scaler AND Polisher		
*Digital Dental Radiography		
*Digital Radiography Machine (full compliance by 8/2024)		
*Electric clippers		
*Electrocardiograph		
*Emergency crash kit – Drugs in date, E.T. tubes (variety of sizes) and materials for emergency intervention		
*Endotracheal tubes of various sizes		
*Esophageal stethoscope		
*Examination tables – Stainless steel		

*End Tidal CO2 monitor/Capnograph		
Fiberoptic endoscope		
Gas sterilizer		
*Nail trimmers of various sizes		
*Ophthalmoscope		
*Oral dosing equipment		
Oral speculum		
*Otoscope		
*Oximeter		
*Radiology room (separate room)		
*Scales - veterinary		
*Stethoscope		
*Surgery Suite – Separate from surgical prep area. Only containing equipment and supplies necessary for surgery. Organized and not cluttered. Must have a door. Must be well lit. No open shelving. Not used for storage of extra equipment. No sink present. Everything contained within the suite must be able to be sterilized (No cardboard, cloth or other permeable materials present)		
*Surgical instruments, basic		
*Surgical lights		
*Surgical suction		
*Surgical tables		
*Syringes, various sizes		
*Tourniquet		
*Tubes – feeding tubes		
Ultrasound machine		
*Vaginal speculum		
Ventilator		
*Warming pad/blanket		
Other (specify)		
<i>RESTRAINT EQUIPMENT</i>		
Food Animal		
*Cattle chute		
*Twitch		

*Ropes		
Companion Animal		
*Elizabethan collar		
*Restraint pole (rabies pole)		
*Muzzles of various sizes, for various species		
LABORATORY EQUIPMENT		
Autoanalyzer		
*Blood mixer/rocker		
*Centrifuge		
*Clinical chemistry analyzer		
*Differential blood cell counter		
*Electronic blood cell counter		
*Hand tally cell counter		
*Microhematocrit centrifuge		
*Microscopes		
*Refractometer		
*Scales - laboratory		
Other (specify)		
RADIOGRAPHIC, IMAGING EQUIPMENT		
*Aprons & gloves - Lead lined		
Automatic film processor		
*Calipers		
Darkroom – Clean, Organized, and Lightproof		
*Dosimetry Badges – Student specific and other employees <u>kept outside of radiology room</u>		
*Digital Dental Radiography Machine		
*Digital Radiography Machine (full compliance by 8/2024)		
*Separate radiology room with lead lined walls		
*Storage racks for lead gloves and aprons		
*Thyroid collar – Lead lined (may be attached to lead apron)		
*View box or digital screen for viewing radiographs		

SPECIES LIST

<i>*Species preceded by an asterisk are required by AVMA/CVTEA. All others are recommended</i>	<i>APPROXIMATE NUMBER SEEN DAILY</i>	<i>AVAILABLE</i>
COMPANION ANIMALS		
*Cats		
*Dogs		
*Horses/ponies/donkey		
FOOD ANIMALS		
*Cattle		
*Goats		
*Poultry		
LABORATORY & EXOTIC ANIMALS		
*Mice		
*Rabbits		
*Rats		
*Birds		
Other – please specify		
<i>*Item preceded by an asterisk are required by AVMA/CVTEA. All others are recommended</i>	<i>APPROXIMATE NUMBER SEEN DAILY</i>	<i>AVAILABLE</i>
OSHA COMPLIANCE		
*OSHA Pictogram Secondary Labels – All secondary containers		
*Hospital void of tripping hazards		
*Multiple eye wash stations in various locations		
*No rust present or exposed wood for cages or kennels (cannot be cleaned properly)		
*No cracks or breaks in flooring present (contamination and tripping hazard)		
*Refrigerator for ONLY Medical Usage – i.e. vaccines, medical reagents, blood products, etc. (no human food). Organized		
*Separate Radiology room with lead lined walls		
*Soda-lime Usage Tracking utilized for all anesthesia machines		
*F-Air Canisters weighed prior to use, logged usage hours, and weighed after each use.		
*Dosimetry reports available upon request with student name visible		

MORANDUM 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.

DVM Owner Initials

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.

DVM Owner Initials

9. The College shall require that Veterinary Technology students be immunized against tetanus and rabies. Any student who does not receive the rabies vaccine shall not be allowed to touch any animal with unknown vaccine status (Including but not limited to puppies, kittens (who are too young to be vaccinated) and wildlife). If a student is possibly exposed to rabies or an unvaccinated animal the clinic shall immediately contact the Program and hold said animal for a minimum of 10 days for observation; and seek medical attention for the student. It shall also require that any student who becomes 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.

DVM Owner Initials

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

By: _____

DVM Owner Name - PRINT

Date: _____

DVM Owner Signature

Title: _____

Date: _____