

CAVIT Veterinary Assistant Program Syllabus

Jennifer Schwartz, BS, CVT- (520) 423-2999 - jschwartz@cavitschools.org

Ashley Williams, BS, CVT – (520) 423-2991 – awilliams@cavitschools.org

2014-2015 School Year

Course Description

Veterinary Assistant I provides students the opportunity to gain the knowledge, basic skills and abilities necessary to perform in an environment that maximizes the health care of animals. The curriculum prepares students for postsecondary Veterinary Technician education or entering the work force as a veterinary assistant in a multitude of veterinary medical professions. This course is the first year of a two-year program culminating in the presentation of a CAVIT certificate for completion for those successfully completing the two-year sequence.

Organization

This course is presented through demonstration, PowerPoint lecture, audiovisual presentation, group sessions, hands-on-training, laboratory work, off-campus field trips and practical experience in the school's student-run animal clinic. Students will be presented with information in the form of lectures, written materials, and instructor demonstrations. Students will participate in hands-on labs to utilize the practical application of the lectures. After demonstrated competency, students will be put in a chaperoned clinic environment to hone their skills.

Program Standards

1. Veterinary Office and Hospital Procedures
2. Communication and Client Relations
3. Examination and Clinical Procedures
4. Veterinary Assisting Skills and Procedures
5. Laboratory Procedures
6. Radiology and Imaging Skills
7. Pharmacy and Pharmacology
8. Surgical Preparation and Assisting
9. Community Service

Program Units of Instruction

First Year

- Veterinary Office Procedures
- Medical Terminology
- Animal Breeds and Husbandry
- Veterinary Anatomy and Physiology
- Veterinary Diseases
- Small and Large Animal Nursing

Second Year

- Small and Large Animal Nursing
- Laboratory Procedures
- Radiology and Imaging
- Pharmacology
- Surgical Procedures
- Community Service

Textbooks

Veterinary Assisting Fundamentals and Applications, 1st ED. R. Clark, B. Vanhorn

Grading Plan

- Participation (present, on time, in uniform and involved, classroom work)– 30%
- Exams (Written and Practical) and Quizzes– 40%
- Projects – 20%
- Homework -10%

Classroom Rules of Conduct

CAVIT has a genuine concern for the integrity of all students enrolled. Students are required to conduct themselves in a mature and responsible manner. Any act, comment, or behavior which is of an inappropriate or harassing nature and which in any way interferes with a student's performance or creates an intimidating, hostile or offensive environment is prohibited. All students will be expected to respect one another, staff members, all equipment and the schools' and program's mission statements. In addition to the veterinary assistant classroom rules, all students must comply with any and all rules in the CAVIT district student handbook.

Uniform:

As part of the participation grade, students will be expected to dress out upon arrival to CAVIT every day. The veterinary assistant uniform includes all of the following items:

- CAVIT provided scrubs
- Wrist Watch with a seconds hand (waterproof preferred as it may get wet)
- Black or blue ink pen
- Closed Toed, white, non slip shoes (tennis shoes preferred, no Crocs)
- There will be occasions when students will be asked to wear professional dress.

Professional Appearance:

The veterinary assistant program at CAVIT believes in preparing students for post secondary education and the workforce. Presenting oneself in a professional manner is of the utmost importance. Students shall comply with the following rules everyday:

1. Uniforms should be clean and well kept. If a student's uniform becomes soiled a donated pair of scrubs will be available to them for the remainder of that class period.
2. Jewelry is not recommended as it may get lost or damaged during the handling of animals. Earrings shall not hang lower than the student's earlobe, and no facial piercings will be allowed. Necklaces should be worn under the student's uniform top.
3. Hair shall be worn in a neat and professional manner. Long hair and bangs should be pulled back off of the face or put completely up. Facial hair should be kept neat and trimmed.
4. Nails should be a clean and manageable length. Very long nails are not allowed. Fake nails are prohibited as they can harbor infectious agents students may encounter when handling animals.
5. No hats will be worn in the classroom.

Professional Conduct:

Students are expected to behave in a manner becoming of a professional. Students are expected to treat all CAVIT personnel, patrons, patients, and equipment with respect and dignity. Students are expected to perform their own duties inside and outside of the classroom. Inappropriate behavior will result in disciplinary action for any and all students involved.

Required Supplies List:

- White leather tennis shoes
- Watch with second hand
- Blue or black ink pen
- 2 or 3-inch binder
- Binder paper
- Spiral notebook
- Index (note) cards

Please detach and return this page to instructor.

I have read the above Veterinary Assistant Course Syllabus and agree to the statements therein.

Student Signature _____

Parent Signature _____