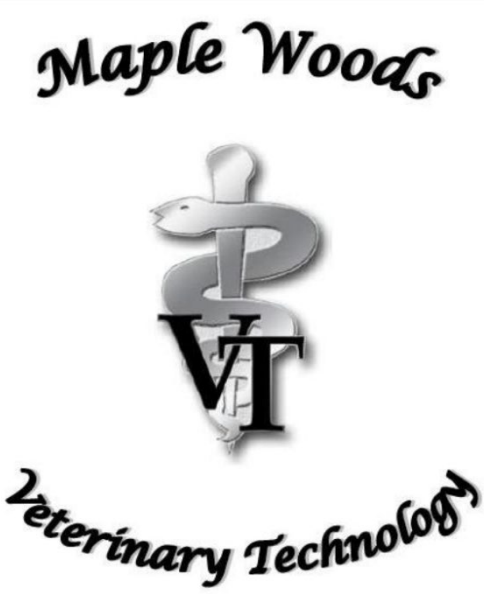
2026-27 VETT Program Handbook

Table of Contents

1. Introduction and Program Overview 4
1.1 Message from the Program Director 4
1.2 Purpose of the Handbook 4
1.3 Program Accreditation Information 5
1.4 Description of the Program and Areas of Study 5
1.5 Program Learning Outcomes 5
1.6 Career Pathways 6
2. Admission and Enrollment 6
2.1 Program Eligibility Requirements 6
2.2 Program Application Process 7
3. Faculty and Staff Directory and other Key Offices 7
3.3 Contact Information for Key Offices 7
4. Student Support Services 7
4.1 Advising 7
4.2 Career Services 7
4.3 Counseling Services 8
4.4 Tutoring and Academic Support 8
4.5 Financial Aid and Scholarship Opportunities 8
5. Academic Policies and Expectations 8
5.1 Academic Integrity and Code of Conduct 8
5.2 AI Usage 9
5.3 Student Attendance and Participation Expectations 10
5.4 Student Complaint and Grievance Procedures 10
5.5 Grading Policies and Standards 11
5.6 Non-Discrimination and Accessibility Policies 11
6. Curriculum and Course Descriptions 12
6.1 Program and Course Requirements and Credit Hours 12
6.2 Pre-requisite Courses 12
6.3 Required Core Courses 12

6.4 Elective Options....12
7. Work-Based Learning Requirements....12
7.1 Work-Based Learning (i.e., Internships, Clinical Experiences, Apprenticeships, Co-op Programs)....12
7.2 Eligibility and Application Process....12
7.3 Expectations and Responsibilities of Students....12
7.4 Evaluation Process of Work-Based Learning Sites....14
8. Industry Specific Expectations....14
8.1 Rules and Ethics....14
8.2 HIPAA Confidentiality....16
8.4 Legal Standards....16
8.5 Professional Standards....16
9. Facilities, Equipment, and Safety Guidelines....16
9.1 Lab and Classroom Expectations....16
9.2 Equipment Usage and Maintenance....17
9.3 Safety Policies and Emergency Procedures....17
10. Industry Certifications and Licensure....25
10.1 Available Certifications through the Program....25
10.2 State and National Licensing Requirements....25
10.3 Certification Exam Preparation Resources....25
11. Graduation and Program Completion Requirements....25
11.1 Graduation Checklist....25
11.2 Capstone Projects or Final Assessments....25
12. Appendix & Additional Resources....25
12.1 Forms and Templates....25
12.2 Academic Calendars....28
12.3 Frequently Asked Questions (FAQs)....28
12.4 Note Pages....28



Veterinary Technology Student Handbook

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1. Introduction and Program Overview

1.1 Message from the Program Director

Welcome to the Veterinary Technology program at MCC-Maple Woods (MWVT). You are now a member of an active and dedicated team of technicians and veterinarians. Our goal is to provide you with a positive learning experience through immersive, hands-on training in a state-of-the-art facility using progressive medical equipment. The MWVT instructional team, with 50+ years of combined clinical experience, offers you the opportunity to become an exemplary veterinary technician. Although MWVT has a history of producing top-notch veterinary technicians, we cannot do it alone. We need you to engage in the process. We need you to take responsibility for your success. We invest in you, so invest in yourself. Become the best veterinary technician possible.

1.2 Purpose of the Handbook

This manual will acquaint you with program policies and procedures. These policies and procedures ensure high-level training while keeping students, instructors, and animals safe. Adherence to policies and procedures is non-negotiable. The program coordinator reserves the right to change any policy at any time for the health and safety of everyone.

1.3 Program Accreditation Information

The Veterinary Technology Program has been awarded Full Accreditation by the American Veterinary Medical Association's Committee on Veterinary Technician Education and Activities (AVMA CVTEA). The Veterinary Technology program has maintained Full Accreditation status since 1975.

Link: VETT Accreditation

1.4 Description of the Program and Areas of Study

Since 1973, MCC has been providing quality education at an affordable price for the veterinary profession and animal health industry. Our students have a passion to work with animals as valued members of a veterinary healthcare team.

The Veterinary Technology program is a two-year, 76-78-credit-hour degree. Students graduate with an AAS in Veterinary Technology. This degree qualifies/allows/affords students the opportunity to take the Veterinary Technician National Examination (VTNE). Passing the VTNE and applicable State Board exam are necessary steps in the professional credentialing process.

Emphasis of the course curriculum/work centers on the necessary skills and didactic knowledge needed to develop well-rounded, competent veterinary technicians. Although much of the curriculum is companion-animal-focused, students will gain education/experience with 12 different species on campus. Lecture courses are geared toward anatomy, physiology, and diagnostic theory and practice. During clinical laboratory rotations, students put the classroom knowledge into action through assessment and treatment.

MWVT maintains a live animal colony on campus. This affords students the unique opportunity to practice and perfect clinical skills in a safe, controlled environment under the supervision and guidance of instructors.

1.5 Program Learning Outcomes

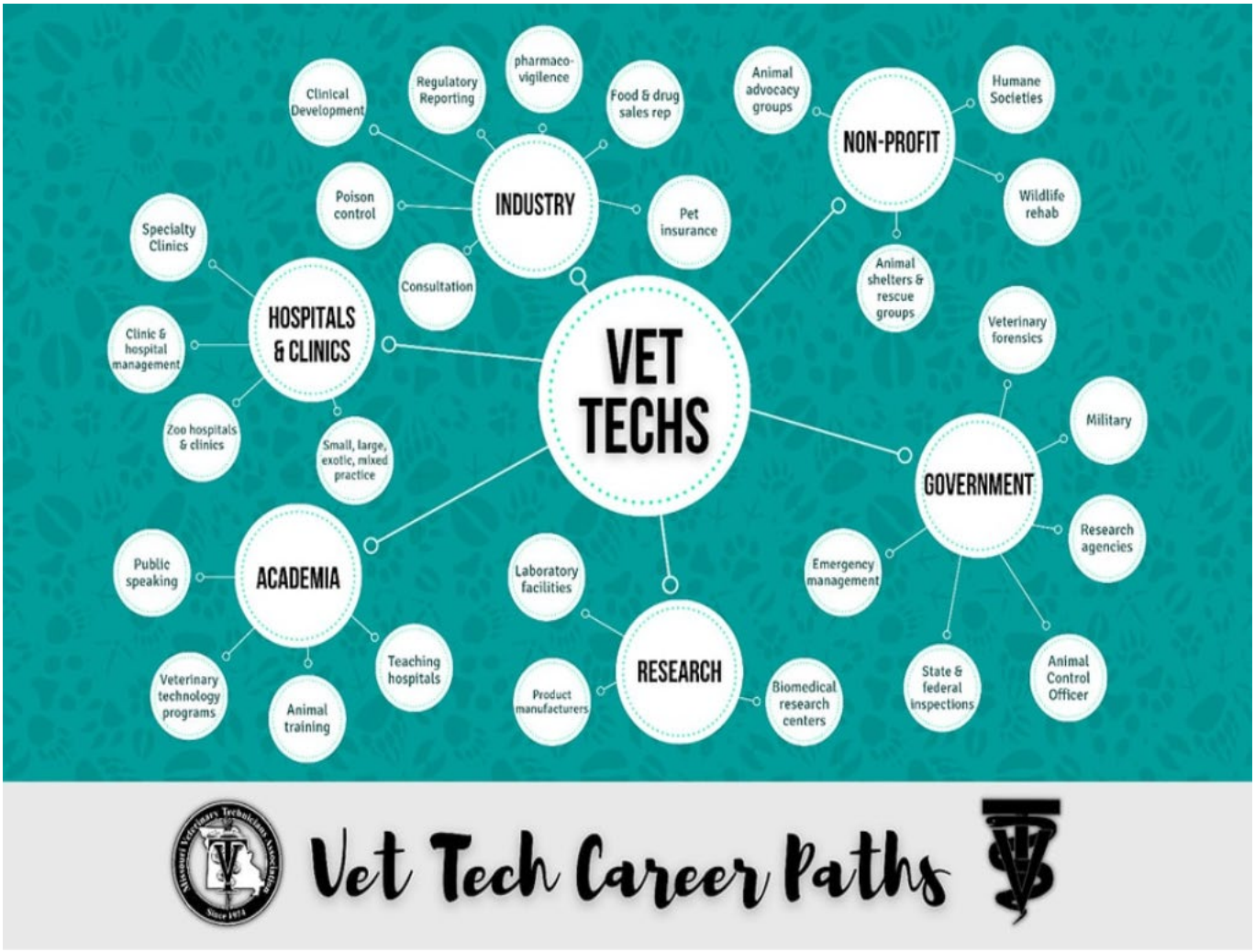
Link: VETT 2025-2026 Course Catalog

Students completing the Veterinary Technology program at MCC-Maple Woods will demonstrate:

1. The ability to self-assess and self-advocate.
2. The ability to communicate effectively and clearly with instructors regarding the treatment and care of animals.
3. Knowledge of the history of veterinary technology and the Veterinary Code of Ethics and Standards of Practice for Veterinary Technicians.

4. The ability to carry out the role and function of a veterinary technician.
5. An understanding of the business role that technicians play in a veterinary hospital.

1.6 Career Pathways



2. Admission and Enrollment

2.1 Program Eligibility Requirements

- **Link:** VETT Program Requirements
- Complete (7) hours of observation of a registered veterinary technician in a veterinary hospital if not currently employed in a veterinary facility.
- Cumulative college GPA of 2.5
- 6.10013 DP Transfer Credit
- 6.10014 DP Academic Forgiveness

- 6.10015 DP Credit for Prior Learning

2.2 Program Application Process

Applications are due April 1 each year. The top fifty (50) applicants will be invited to an interview with the selection committee. Interviews will be conducted in May.

Link: Veterinary Technology Application PDF

3. Faculty and Staff Directory and other Key Offices

3.1 Instructor Contact Information, Office Hours, and Availability

3.2 Staff Contact Information
MCC-Maple Woods
Vet Tech Department
816.604.3235

Joan Gorman, RVT
816.604.3266
joan.gorman@mcckc.edu

Natalie Short, RVT
816.604.3237
natalie.short@mcckc.edu

3.3 Contact Information for Key Offices

- **Link: MCC-Maple Woods Map Download**
- **Link: Student Resource Directory**

4. Student Support Services

4.1 Advising

- **Link: MCC Advising**

4.2 Career Services

- **Link: MCC Career Services Information**
- **Link: MCC Library Services**

4.3 Counseling Services

- **Link: MCC Counseling**

4.4 Tutoring and Academic Support

- **Link: MCC Tutoring**
- 7.40020 DR Academic Intervention

4.5 Financial Aid and Scholarship Opportunities

- **Link: MCC Financial Aid**
- **Link: MCC VETT Scholarships**

Membership in Professional Associations:

- All students are eligible to join the Student Chapter of the National Association of Veterinary Technicians in America (SCNAVTA) and the Missouri Veterinary Technicians Association (MoVTA). Membership in NAVTA and MoVTA provide you with scholarships and continuing education opportunities.
- 7.25020 BP Satisfactory Academic Progress of Financial Aid Recipients
- 7.25020 DP Satisfactory Academic Progress of Financial Aid Recipients
- 7.25050 DP Satisfactory Academic Progress of Veterans Benefits Recipients
- 7.30000 BP Student Financial Aid

5. Academic Policies and Expectations

5.1 Academic Integrity and Code of Conduct

As a student at MCC, you are part of a larger community. To ensure the success of all students, MCC requires its students to be responsible citizens. The Student Handbook is the best resource for information on college expectations, student responsibilities, the code of conduct, and procedural information.

The MCC Student Handbook may be found at:
https://mcckc.edu/student-handbook/index.aspx

Additionally, reading syllabi for every class is required. Syllabi contain important information that will guide you throughout the semester and answer many course-related questions.

- 6.10010 BP Academic Standards
- 6.10011 DP Grading Standards, Coursework and Final Examination
- 6.10012 DP Grade Change
- 6.10014 DP Academic Forgiveness

- 7.20000 BP Student Rights and Responsibilities
- 7.35010 BP Code of Student Conduct
- 7.35010 DP Code of Student Conduct
- 7.40010 BP Freedom Due Process and Disciplinary Action

5.2 AI Usage

Unless specifically noted in an assignment, use of AI software, such as, but not limited to Chat-GPT, Gemini, Bard, Quillbot, or Grammarly is a violation of this policy**.** Language translation tools are also forms of AI, so use of these to complete assignments is a violation of the academic honesty policy. Electronic devices, including cell phones, are not allowed during completion of in-class writing assignments. Canvas **a**ssignment submissions are run through a plagiarism/AI detector, and if use of AI is detected, will receive a 0. Any form of academic dishonesty, even unintentional is subject to punishment. Depending on the severity of the offense, this may include a failing grade on the assignment, a failing grade in the class, or expulsion from the College. Submitting an assignment that is not your own work will result in an F on the assignment and/or an F in the course. Forms of academic dishonesty include:

1. Plagiarism – the intentional use of the ideas or words of another (including those generated by an AI and language translation tool) as one's own in a paper or other academic assignment.
2. Cheating during examinations, whether by copying from a fellow student or by using information in the form of unauthorized aids brought to the examination.
3. The submission of work for any assignment that has been prepared by another student.
4. Submission of a single paper to fulfill requirements in two courses without prior approval of the instructors of both courses.
5. Using a false name or signing the name of another individual without proper authorization in connection with any course work.

If objective evidence exists, including a Turnitin report saying a paper has AI- generated content, indicating that a student has practiced academic dishonesty, the following may occur:

1. If objective evidence for academic dishonesty exists, the instructor may require the paper, assignment or examination be repeated; lower the grade for this work; assign a grade of F to this work, or assign a grade of F for the course. If the instructor requires the paper/assignment/examination be repeated, this must be completed within ONE week of the meeting with the student; otherwise, the paper/assignment/exam will receive a 0.
2. The instructor will notify the student of a meeting to discuss the alleged academic dishonesty, the proposed penalty and the failure to respond to this notification will make the instructor's decision final.

3. If a grade of F is assigned for the course, the instructor will notify the dean responsible for instructional services and the division chair, in writing, within two (2) business days after the scheduled meeting with the student.
4. If, in the opinion of the instructor, the alleged academic dishonesty supports disciplinary options, other than a grade of F, the instructor will report the incident to the dean responsible for instructional services within five (5) business days after the meeting with the student. The Dean of Instruction will ensure that the Dean of Students is notified of the instructor's concerns.

- Policy in process

5.3 Student Attendance and Participation Expectations

Attendance and punctuality are crucial to your success in both the program and in the veterinary profession. Tardiness is disrespectful to instructors and classmates. If you are going to be absent, please notify your instructors in advance.

- 6.10017 DP Withdrawal and Audit Enrollment Status
- 7.30050 DP Medical Discretionary Withdrawal
- 7.35020 DR Student Attendance

5.4 Student Complaint and Grievance Procedures

Joan Gorman, RVT, is the program coordinator who oversees all program-related functions and activities. Natalie Short, RVT and Joan Gorman, RVT are the full-time technicians for the program. They manage all scheduling, medical, behavioral, and surgical components.

Steps to address concern:

1. If the concern relates to coursework, discuss it with the course instructor.
2. If concern is unrelated to coursework, meet with program coordinator (Joan)
3. If no resolution is reached, meet with program coordinator (Joan)
4. If no resolution is reached, meet with SSB Division Chair
5. If no resolution, meet with campus Dean of Instruction

For campus level questions or concerns, please contact the Dean of Student Development and Engagement

- 7.20300 DR Student Complaints
- 7.20300 OP Student Complaints
- 7.20400 DR Student Rights and Privacy
- 7.20400 OP Student Rights and Privacy
- 7.40030 BP Status of Suspended or Expelled Student

5.5 Grading Policies and Standards

Students are required to have a minimum grade point average (GPA) of 2.0 to graduate from the Veterinary Technology program. This GPA is calculated from MCC classes only. Courses taken at other accredited institutions will transfer for credit but will not be included in the GPA calculation for graduation.

You must complete all Veterinary Technology lab and lecture courses with a passing grade. If you receive a failing grade (F) in any Veterinary Technology lab or lecture section, you will be removed from the program. If you fail out of the program, you will not be readmitted into the program without reapplication.

If a student earns a D in any Veterinary Technology lab or lecture section, you will be placed on academic probation. Academic probation requires meeting with program coordinator and developing an improvement plan. If a student earns a D in two lab or lecture sections in the same semester, the student will be removed from the program. Students removed from the program due to grades will not be readmitted without reapplication.

The probation period is defined as the next consecutive 16-week semester.

If, while on academic probation, a student earns a second D in any Veterinary Technology lab or lecture section, the student will be removed from the program. Students removed from the program due to grades will not be readmitted without reapplication.

If, while on academic probation, a student shows progress by not earning a D in any lab or lecture section, academic probation will be terminated.

- 6.10012 DP Grade Change

5.6 Non-Discrimination and Accessibility Policies

- 7.30020 BP Non-Discrimination
- 7.30030 BP Non-Discrimination and Harassment Student
- 7.30030 DP Non-Discrimination and Harassment Student
- 7.30035 BP Sex Discrimination and Sexual Harassment Student
- 7.30035 DP Sex Discrimination and Sexual Harassment Student
- 7.20100 DR Disability Support Services
- 7.20100 OP Disability Support Services
- 7.20200 DR Service Animals and Emotional Support Animals
- 7.20200 OP Service Animals and Emotional Support Animals

6. Curriculum and Course Descriptions

6.1 Program and Course Requirements and Credit Hours

- **Link: VETT Elumen**

6.2 Pre-requisite Courses

- **Link: VETT Elumen**
- Pre-requisite courses are as follows: BIO, CHEM, ENGL.

6.3 Required Core Courses

N/A

6.4 Elective Options

N/A

7. Work-Based Learning Requirements

7.1 Work-Based Learning (i.e., Internships, Clinical Experiences, Apprenticeships, Co-op Programs)

7.2 Eligibility and Application Process

VETT 214: students that have completed the first year of study in the MWVT program will be enrolled in the Veterinary Technician Preceptor course, scheduled the summer between Year 1 and Year 2 of the program.

Students will work under the supervision of a veterinarian and credentialed veterinary technician to complete 400 hours of clinical experience. Course evaluation is comprised of the following components: weekly Canvas assignments, maintaining a time log and work experience journal, employer assessment, and program coordinator site visit.

7.3 Expectations and Responsibilities of Students

We appreciate the opportunity you are providing for a Maple Woods Veterinary Technology student preceptor to improve clinical skills and knowledge while working in your practice this summer. The preceptor experience is a vital piece of the educational puzzle.

Maple Woods Veterinary Technology students are highly motivated and eager to learn. Throughout the first year of the program, they have had exposure to many of the basic techniques and principles of veterinary science and animal care

The student preceptor will require assistance with some clinical tasks. As noted previously, the educational emphasis during the first year is baseline knowledge of companion animal physiology. Connecting the dots between didactic information and introduction of clinical skills is foundational to the preceptor experience in practice. During the second year of the program, the focus is on small-animal anesthesia, surgical assistance, radiology, large-animal, equine, and laboratory-animal clinical procedures.

A preceptor evaluation form is included to use for grading the student on their performance. This evaluation is factored into assigning the student a semester grade at the completion of their 400 hours of work. A short site visit, lasting approximately 15 minutes, will be scheduled in July or August. Any feedback you and your medical team can provide is valued.

If you have any questions or concerns about the student, please contact me.

We appreciate your participation in the student's educational experience. Practical experience is one of the best educational tools we have. I hope that the preceptorship will be a rewarding experience for both you and your student preceptor.

This Veterinary Technology Preceptorship Plan briefly describes the responsibilities of the student employee and the relationship between the employer and student employee.

The student is expected to observe the same regulations that apply to other employees of the firm. The student agrees to improve clinical skills, knowledge, and interpersonal communication. The student agrees to be motivated and industrious while working for their employer in developing additional skills.

The educational instruction the student received in the first year of the curriculum should correlate well with the clinical experience. Topics not introduced in the first year curriculum will be covered in the second year of the program.

The employer recognizes that the preceptorship further prepares the student for careers in the field of veterinary medicine, and the employer agrees to provide as broad a clinical experience as possible for the student employee

The program coordinator will cooperate with the employer in an effort to evaluate the student employee and preceptor experience will be available for consultation at the request of either the veterinary practice or student. Both the student and the veterinarian understand that the preceptorship requirement includes 400 hours of clinical experience under the supervision of a licensed veterinarian.

7.4 Evaluation Process of Work-Based Learning Sites

Grades: Points will come from completion and submission of online assignments (50%), journal of clinical experience (25%), and evaluator assessment (25%).

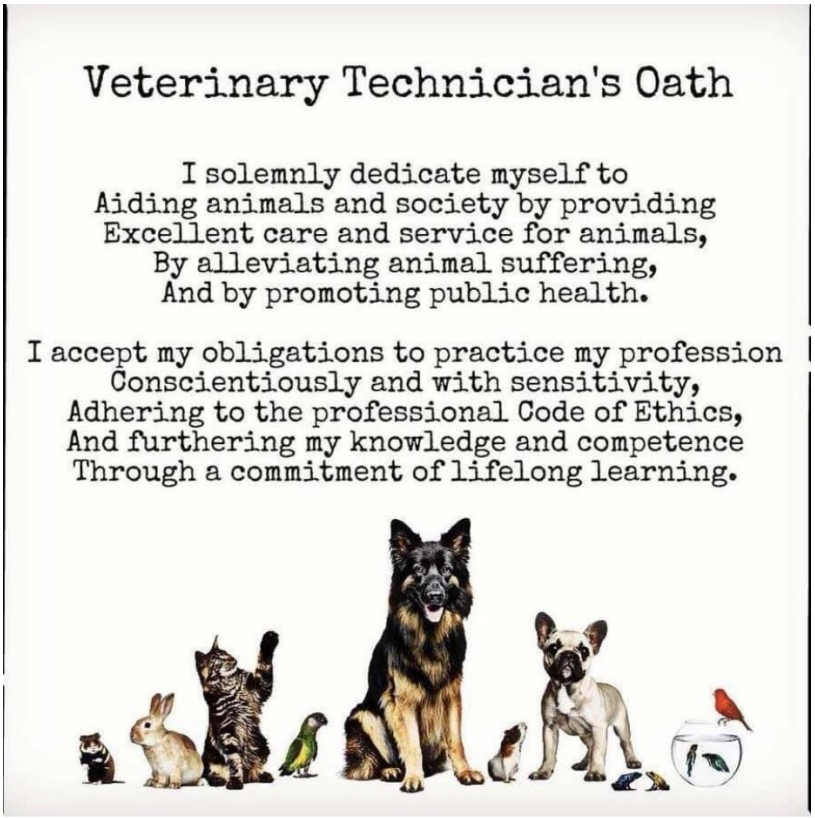
90-100% = A 80-89.9% = B 70-79.9%= C 60-69.9% = D <60% = F

Due to the academic calendar requiring grade input by August 4th, each student will be issued a grade of "B" until their final assignment and site visit evaluations are completed. The student's grade will be changed to the final grade the first week of fall classes when everything will be completed and turned in.

My recommendation for you during the summer: Study first year lecture and lab materials and AVMA essential skills for Veterinary Technician III course so you are prepared for courses this fall. VT III AVMA sign-off sheets may be found in the Resource Documents Module.

8. Industry Specific Expectations

8.1 Rules and Ethics



Each member of the veterinary technology profession has the obligation to uphold the trust invested in the profession by adhering to the profession's code of ethics. No code can provide the answer to every ethical question faced by members of the profession. They shall continue to bear their responsibility for reasoned and conscientious interpretation and application of the basic ethical principles embodied in the Code to individual cases.

A veterinary technician shall uphold the laws/regulations of his/her state or province that apply to the technician's responsibilities as a member of the veterinary medical health care team. The Code of Ethics shall be subject to review and timely revision by the Association.

Preamble
The Code of Ethics is based on the supposition that the honor and dignity of the professional of veterinary technology lies in the just and reasonable code of ethics. Veterinary technology includes the promotion and maintenance of good health in animals, the care of diseased and injured animals, and the control of diseases transmissible from animals to man. The purpose of the 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

- Veterinary technicians shall aid society and animals through providing excellent care and services for animals.
- Veterinary technicians shall prevent and relieve the suffering of animals.
- Veterinary technicians shall promote public health by assisting with the control of zoonotic diseases and informing the public about these diseases.
- Veterinary technicians shall assume accountability for individual professional actions and judgments.
- Veterinary technicians shall protect confidential information provided by clients.
- Veterinary technicians shall safeguard the public and the profession against individuals deficient in professional competence or ethics.
- Veterinary technicians shall assist with efforts to ensure conditions of employment consistent with the excellent care for animals.
- Veterinary technicians shall remain competent in veterinary technology through commitment to life-long learning.
- Veterinary technicians shall collaborate with members of the veterinary medical profession in efforts to ensure quality health care services for all animals.

Ideals

In addition to adhering to the standards listed in the Code of Ethics, veterinary technicians may 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 practice, legislation and education.
- Veterinary technicians shall strive to contribute to the profession's body of knowledge.

- Veterinary technicians shall strive to understand and support the attachment between a person and his/her companion animal.

8.2 HIPAA Confidentiality

N/A

8.4 Legal Standards

The practice of veterinary technology is regulated by state veterinary boards. The statutes and regulations governing Missouri and Kansas may be found at the respective state veterinary board websites.

- Missouri Veterinary Medical Board
- Kansas Board of Veterinary Examiners

8.5 Professional Standards

Refer to section 8.1.

9. Facilities, Equipment, and Safety Guidelines

9.1 Lab and Classroom Expectations

As a student in the MWVT program, you commit to the following statements:

1. I strive to develop a trusting relationship with my classmates.
2. I am here because I choose to be. This is my choice and I accept the responsibility of that choice.
3. I am responsible for valuing myself.
4. I agree to support my classmates.
5. I agree to be on time and on schedule.
6. I agree that I am my greatest obstacle.
7. I grow only if I open my mind to new experiences and ideas.
8. I agree to do all the work assigned.
9. I agree to take an active participation in class.
10. I will support class decisions, realizing that I have the opportunity to use my voice.
11. I agree to handle any complaints by communicating with someone who can offer solutions and/or resolutions.
12. I will arrive for class in a positive frame of mind.
13. I will encourage positive thinking in other students throughout the day.

14. I will not allow my negative thoughts to affect those around me.
15. I welcome this opportunity to improve my future and myself.
16. I will succeed only if I leverage this opportunity.

9.2 Equipment Usage and Maintenance

As a student in the MWVT program, frequent use of medical equipment is required. Read the laminated instructions, available for all individual pieces of equipment, before using.

If you encounter problems or suspect malfunction, please notify an instructor immediately.

9.3 Safety Policies and Emergency Procedures

MCC – Maple Woods Veterinary Technology Contingency Plan

I. Purpose, Goals, Scope

A. Purpose: This document provides an overall plan of action for responding to emergencies that may impact the animals housed for instructional use at MCC-Maple Woods Veterinary Technology.

B. Goal: To provide a plan for humane handling, treatment, transportation, housing and care of the animals during a disaster to ensure:

- Employee safety, health and welfare
- Student safety, health and welfare
- Animal safety, health and welfare
- Continuity of care

C. Scope: This plan covers all animal species housed at MCC-Maple Woods Veterinary Technology with oversight from the IACUC.

II. Chain of Command

A. This plan is coordinated by *Joan Gorman*, RVT / IACUC Chair. The Plan Coordinator has responsibility for determining and communicating to the MCC-Maple Woods community all response actions during a disaster.

B. The Plan Coordinator will also be responsible for oversight and review of this plan and for notifying the IACUC and relevant regulatory agencies in the event an emergency occurs.

C. Upon notification by the Plan Coordinator, program personnel will be responsible for activating the applicable site-specific plan with regard to the animals under their care.

D. The plan has been approved by the Institutional Animal Care and Use Committee (IACUC). The Institutional Official (IO), campus police and facilities personnel have been consulted where necessary and have access to this plan.

III. Emergency Plan Activation Criteria

A. Potential events that would initiate the Contingency Plan:

1. Sustained power outage
2. Loss of water or food supply
3. Sustained ventilation failure
4. Fire
5. Flood
6. Tornado
7. Excessive snow or ice accumulation
8. Animal rights incursion
9. Civil disturbance
10. Animal escape

B. The disaster plan will be activated by the Plan Coordinator or other authorized program or college personnel. The activation of the plan will be communicated via verbal or written direction to the appropriate responsible personnel.

IV. Action Plan

A. Communication/Contact Methods and Plans to Activate

i. Each animal housing facility has a prominent sign labeled with contact information for critical personnel (staff DVM, staff RVT, campus police) and associated emergency phone numbers.

ii. MCC-Maple Woods has a building emergency plan for every building on campus. These plans include site specific information on evacuation plans and the location of emergency equipment.

iii. Each campus building is equipped with an emergency notification system

1. Fire Alarm
2. Severe Weather Notification
3. Intruder Alert
4. This notification system can be activated from 2 locations within the building
    a. North entrance
    b. South entrance

B. Triage (*Joan Gorman, MWVT program personnel*)

i. Never endanger personal safety

ii. Evaluate overall situation

iii. If advance notice of impending emergency has been given, initiate assessment of supply needs

iv. Assess structure (*Campus Police, Facilities Personnel*)

v. Entry safe?
vi. If downtime is minimal (less than 48 hours), shelter-in-place of the animals will be the standard approach
vii. If downtime is such that the availability to provide on-site care is significantly impaired, animals should be evacuated and/or euthanized depending on assessment of the situation and the probable timing of return to normal

C. Care and Maintenance of the Animals (*Natalie Short, MWVT program personnel*) (prior to personnel evacuation or after building entry is allowed)
   i. Fill all food containers
   ii. Fill all water receptacles
   iii. Power failure
      1. Open animal room doors to aid in ventilation

D. Animal Evacuation Plan (*Joan Gorman, MWVT program personnel*)
   i. Small scale incident (involving 1 to 3 animal housing rooms)
      1. Animals may be relocated to nearby rooms or facilities with the goal of continuing routine animal care procedures
   ii. Medium scale incident (large segments of a facility or building affected)
      1. Animals may be relocated (cages, cage racks, transport cages) to essentially open space (hallways, etc.). These spaces would be temporary. The goal of this evacuation would be to save animal lives when no alternative is available or as a temporary solution prior to relocation.
   iii. Large scale incident (whole building)
      1. Relocation of animals to a different building as transportation is available. The goal of this approach is to get the animals to a new location in which basic animal care procedures can be performed.
         a. Other buildings on campus if unaffected
   iv. FEMA building on campus has a back-up generator and would be suitable for short term housing of animals
   v. Campus and program personnel vehicles to be used for transport
      1. Fostered with program personnel
      2. Fostered with program students
      3. Returned to donors (large animal and equine species)
      4. Transported for temporary care at Gladstone Animal Shelter
         a. Program personnel vehicles or Gladstone Animal Shelter truck to be used for transport
   vi. Immediate evacuation (i.e. fire)
      1. Personnel safety risk evaluated
      2. Cage banks or racks moved to south drive/grass area

a. Gathering location for building fire evacuation
3. Dogs placed in outdoor runs and pass-through doors shut until they can be safely relocated

E. Animal Euthanasia (*Joan Gorman, Stacy Schaeffer*)
   i. In the event that all other options have been exhausted, the AV can give the order that the animals should be humanely euthanized in accordance with the AVMA Guidelines on Euthanasia. Any licensed veterinarian can make a euthanasia determination about specific animals based on their health and welfare but only the AV can make the determination that all animals will be euthanized.

F. Record Keeping (*Joan Gorman, Natalie Short*)
   i. Individual animal identification
      1. Dogs and cats – USDA tag on collar
      2. Laboratory animal species – identification on cage card
      3. Food animal species – numbered ear tags, colored collars or signalment and markings
      4. Equine – signalment, markings, freeze brands
   ii. Animal Census
      1. Program staff technicians (*Joan Gorman, Natalie Short*) will be responsible for conducting an animal census
      2. Census is to be performed as soon as possible after the emergency has been assessed and necessary action has been taken to ensure personnel and animal safety
   iii. Animal Records (*Natalie Short*)
      1. Periodically entered into each individual's computerized veterinary record.
      2. Computerized records are stored in the cloud associated with the contracted veterinary software company
      3. Medical records will be kept as outlined in program policies and entered into computerized files as available
      4. If animal ownership is transferred from the registered facility, disposition paperwork will be completed as required under the Animal Welfare Act (AWA)

G. Materials and Resources
   i. Store a supply of food, water, cage substrate (*Joan Gorman*)
   ii. Back up suppliers include Gladstone Animal Clinic and Ark Animal Hospital
   iii. Campus facilities department has a water reservoir truck that may be utilized as a source of fresh, uncontaminated water

iv. Ensure adequate euthanasia and basic medical supplies for all animals on census (*Natalie Short*)
v. Back up suppliers include Gladstone Animal Clinic and Ark Animal Hospital
vi. Generators (shelter in place)
vii. Campus facilities department – 1 available
viii. Program personnel – 1 available

H. Heating / Cooling
   i. Campus facilities department – portable heating unit and fans
   ii. Program personnel – portable cooling unit and fans
   iii. Store the following supplies
      1. Flashlights
      2. Batteries
      3. First-aid kit

I. Ensure essential personnel have necessary access (*Joan Gorman, Campus Police*)
   1. Prox cards
   2. Keys to supply areas

J. Maintain census information of animals, animal numbers, housing rooms, personnel contacts (*Joan Gorman*)

V. Training (*Joan Gorman*)

A. Provide and maintain documentation of participation in and completion of training of all current staff, all new staff within 30 days of hire and all staff on changes within 30 days of revision
B. Read, learn and know the plan
C. Review contact information for emergency responders
D. The plan will be updated at least annually. Evacuation drills may be conducted as necessary

VI. External Coordination

A. MCC-Maple Woods campus police will contact external resources as needed for emergencies
B. The AV or IACUC Chair will contact the USDA Veterinary Medical Officer (VMO) in the event that animal care significantly deviates from IACUC protocols

VII. Response and Recovery

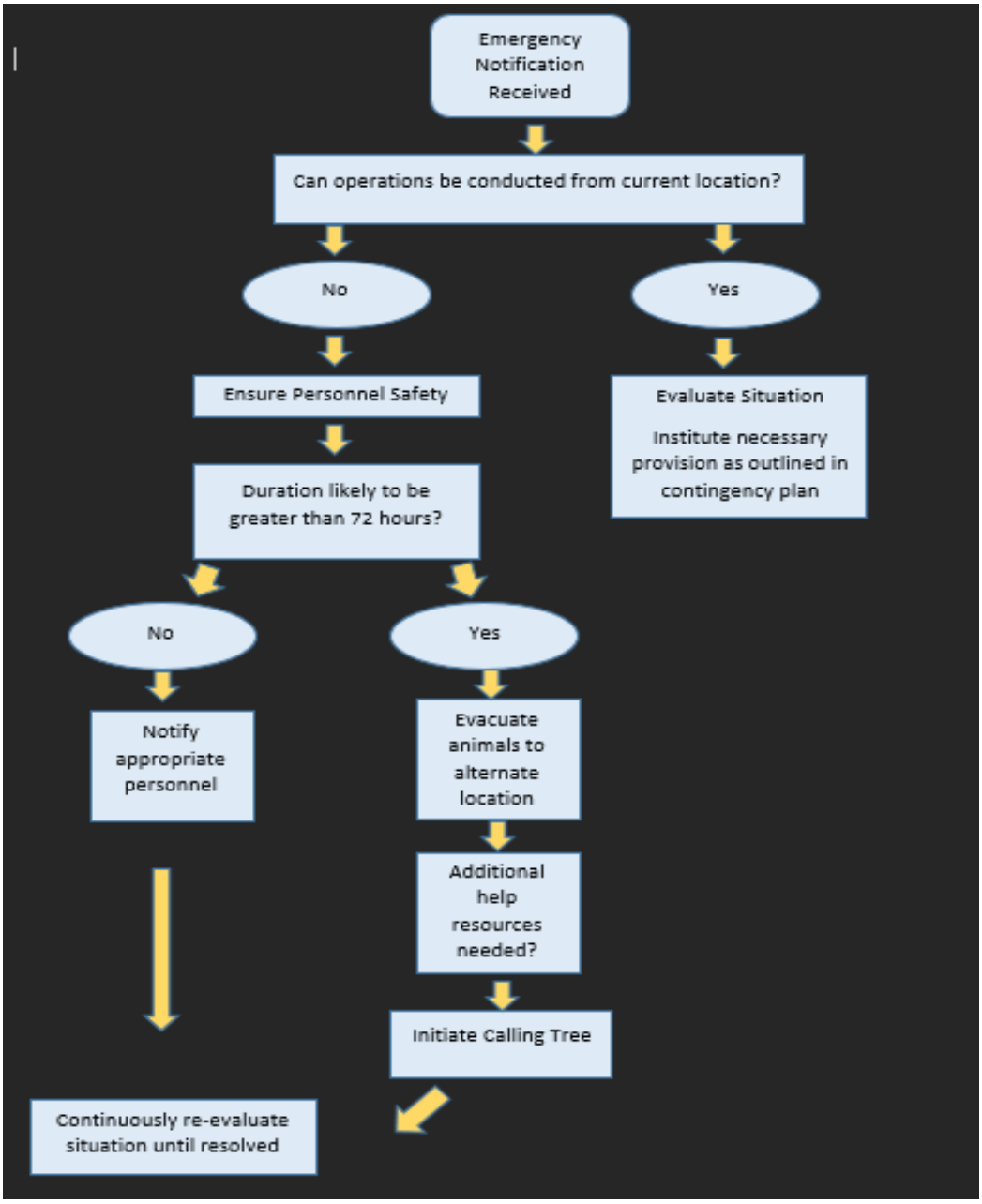
A. Once access is granted back into the facility, the environmental conditions must be assess and recommendations communicated if conditions need to be improved. (*Joan Gorman, AV, Stacy Schaeffer*)

B. Animal health assessments should be completed in order to provide critical care and maintain biosecurity. Triage all animal survivors and classify them into categories of health and exposure to environmental conditions outside of the cage (*Stacy Schaeffer, Natalie Short, Joan Gorman*). Remove all carcasses and store for disposal.
C. Conduct animal inventory to assess for escapes or unaccounted for animals (*Joan Gorman, Natalie Short*)
    i. Animal Escapes
        1. Situation evaluated
        2. Appropriate recovery action initiated based on emergency and species
        3. Entities to be contacted
            a. Campus police
            b. Campus facilities department
            c. Local animal control agencies
        4. Once animal is recovered it will be transported to appropriate housing based on emergency and evacuation procedures
D. Provide animal enclosure cleaning as necessary to minimize animals being in wet or dirty housing (*Joan Gorman, Natalie Short*). If equipment or power failure still exists, hand sanitization of caging or other equipment with a diluted bleach solution and rinse may be necessary.
E. Euthanasia determining factors (*Stacy Schaeffer, Joan Gorman, Natalie Short*)
    i. Pain or distress beyond rescue
    ii. Availability of feed, caging, rooms, environment, species requirement
    iii. Loose, unidentified animals
    iv. Euthanasia should only be completed by a trained individual

Calling Tree Contact Numbers:

Name	Position	Cell	Office
Nathan Culley	AV	913-486-6399	
Joan Gorman	IACUC Chair, RVT	816-456-8668	816-604-3266
Natalie Short	Instructor, RVT	816-804-5625	816-604-3237
Stacy Schaeffer	Instructor, DVM	816-812-9977	816-604-3236
Pete Oulman	MW Police Captain	816-604-3340	816-604-1111 (dispatch)
Ellen Crowe	Institutional Official	832-875-6766	816-604-3108

Chris Parrett	MW Facilities Super		816-604-3063
Heather Smith	Gladstone ACO	816-729-1209	816-436-1810
Chris Morrow	Ark Animal Hospital	816-797-2814	816-781-4595
Clay County Public Health			800-392-0272
Amanda Owens	USDA VMO	314-452-8636	
Bill Janecke	USDA VMO	515-664-8345	970-494-7478
USDA Western Regional		970-494-7478	



MWVT Safety Manual, OSHA Hazard Communication Plan and SDS Library are maintained in the student computer room.

10. Industry Certifications and Licensure

10.1 Available Certifications through the Program

In Kansas and Missouri, the credential is a Registered Veterinary Technician (RVT). Certification requires graduation from an AVMA accredited vet tech program and passing both the Veterinary Technician National Exam (VTNE) and a state board examination.

- Missouri Veterinary Medical Board
- Kansas Board of Veterinary Examiners

10.2 State and National Licensing Requirements

- Missouri Veterinary Practice Act
- Kansas Veterinary Practice Act

10.3 Certification Exam Preparation Resources

- AAVSB resources: https://www.aavsb.org/students-exams/veterinary-technician-national-exam/schedule-and-take-the-vtne/study-for-the-vtne/
- As AAVSB develops the exam, MWVT program coordinator strongly recommends utilizing AAVSB resources for exam preparation.
- Various apps, review books, and tutors are also available for purchase.

11. Graduation and Program Completion Requirements

11.1 Graduation Checklist

MCC Graduation Requirements: https://mcckc.edu/commencement/requirements.aspx

11.2 Capstone Projects or Final Assessments

N/A

12. Appendix & Additional Resources

12.1 Forms and Templates

Rabies Risk Acknowledgement

The following information has been obtained from the Center for Disease Control (CDC) website.

Rabies is a fatal but preventable viral disease. It can spread to people and pets if they are bitten or scratched by a rabid animal. In the United States, rabies is mostly found in wild animals like bats, raccoons, skunks, and foxes. However, in many other countries dogs still carry rabies, and most rabies deaths in people around the world are caused by dog bites.

The rabies virus infects the central nervous system. If a person does not receive the appropriate medical care after a potential rabies exposure, the virus can cause disease in the brain, ultimately resulting in death. Rabies can be prevented by vaccinating pets, staying away from wildlife, and seeking medical care after potential exposures before symptoms start.

If you've been in contact with any wildlife or unfamiliar animals, particularly if you've been bitten or scratched, you should talk with a healthcare or public health professional to determine your risk for rabies or other illnesses. Wash any wounds immediately with soap and water and then plan to see a healthcare provider.

Understanding your rabies risk and knowing what to do after contact with animals can save lives. The best way to avoid rabies in the U.S. is to stay away from wildlife. If you do come into contact with a rabid animal, rabies in humans is 100% preventable through prompt appropriate medical care. If you are bitten, scratched, or unsure, talk to a healthcare provider about whether you need PEP.

Post-exposure prophylaxis (PEP) consists of a dose of human rabies immune globulin (HRIG) and rabies vaccine given on the day of the rabies exposure, and then a dose of vaccine given again on days 3, 7, and 14. For people who have never been vaccinated against rabies previously, post-exposure prophylaxis (PEP) should always include administration of both HRIG and rabies vaccine. The combination of HRIG and vaccine is recommended for both bite and non-bite exposures, regardless of the interval between exposure and initiation of treatment.

The majority of people in the United States have a low risk of coming in contact with the rabies virus. However, a small subset has a higher level of risk, such as those who work directly with animals that could have rabies. These people should receive rabies pre-exposure prophylaxis (PrEP), a series of rabies vaccine doses given before coming into contact with the rabies virus.

Updates to the ACIP recommendations to prevent human rabies, 2022

- A 2-dose PrEP schedule has replaced the 3-dose PrEP schedule to protect for up to 3 years. Options for maintaining protection beyond 3 years are also described.
- Risk categories have been redefined into 5 risk groups.
- The minimum acceptable laboratory value (antibody titer) used to determine whether rabies vaccine booster doses are needed was revised and standardized.
- Many people for whom serial titers were recommended every 2 years now require only a one-time titer (and booster if below a certain level) OR a one-time booster.

- Clinical guidance for administering PrEP to people with weakened immune systems has been outlined and includes recommendations to confirm that the vaccine was effective.

Risk category 3

People who interact with, or are at higher risk to interact, with mammals other than bats that could be rabid, for a period longer than three years after they receive PrEP.

This group includes:

- Most veterinarians, veterinary technicians, animal control officers, wildlife biologists, rehabilitators, trappers, and spelunkers (cave explorers)
- Certain travelers to regions outside of the United States where rabies in dogs is commonly found

Vaccination Recommendation:

- 2 doses, days 0 and 7, plus
- Either a one-time titer check after 1 year and up to 3 years following the first 2-dose vaccination

OR

- 1-dose booster between 3 weeks and 3 years following the first vaccine in the 2-dose vaccination

The Committee on Veterinary Technician Education and Activities (CVTEA) requires all students in accredited programs be “educated on rabies risk prior to working with live animals. Additionally, prior to live animal use, students must be vaccinated against rabies or the program must implement a comprehensive rabies mitigation protocol”. MCC-Maple Woods Veterinary Technology program is requiring all students be vaccinated with the 2-dose PrEP.

Rabies Risk Acknowledgement

I have read the material provided and understand that due to my occupational exposure to animals, I may be at risk of exposure to rabies infection. I also understand that to work with program animals, I must be vaccinated with rabies pre-exposure prophylaxis and will present proof of vaccination on or before the first day of class.

_____ _____

Student Signature Date

_____

Printed Name

12.2 Academic Calendars

- MCC Academic Calendar: https://mcckc.edu/calendar/academic.aspx

12.3 Frequently Asked Questions (FAQs)

- VETT FAQ's: https://www.mcckc.edu/programs/veterinary-technology/veterinary-technicians.aspx

12.4 Note Pages