

**LINCOLN MEMORIAL UNIVERSITY**  
***Harrogate, Tennessee***

**LMU**

Lincoln Memorial University

HARROGATE, TENNESSEE

*Veterinary Medical Technology*

**VETERINARY MEDICAL TECHNOLOGY**  
**STUDENT HANDBOOK**  
**2019 – 2020**

Date of Revision: June 2018

This handbook is designed to serve as a guide to the rules, policies, and services of the University; therefore, it is not intended to establish a contract and the University reserves the right to amend, modify, or change regulations, policies, and financial charges stated in this handbook throughout the year. In such a case, the University will make reasonable efforts to notify the University community, in a timely manner, of any changes in policies and regulations. Notification shall be made via MyLMU, the University website, or to University issued e-mail accounts as deemed appropriate.

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## ***I. Missions, Goals, and Philosophy Statements***

### **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 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." (Adopted by NAVTA Membership – 1989)

### **MISSION STATEMENT OF LINCOLN MEMORIAL UNIVERSITY**

Lincoln Memorial University is a comprehensive values-based learning community dedicated to providing educational experiences at the undergraduate, graduate, and professional levels. The University strives to give students a foundation for a more productive life by upholding the principles of Abraham Lincoln's life: a dedication to individual liberty, responsibility, and improvement; a respect for citizenship; recognition of the intrinsic value of high moral and ethical standards; and a belief in a personal God.

While primarily committed to teaching, the University supports research and service. The University's curriculum and commitment to quality instruction at every level are based on the beliefs that graduates must be able to communicate clearly and effectively in an era of rapidly and continuously expanding communication technology, must have an appreciable depth of learning in a field of knowledge, must appreciate and understand the various ways by which we come to know ourselves and the world around us, and must be able to exercise informed judgments.

The University believes that one of the major cornerstones of meaningful existence is service to humanity. By making educational, service, and research opportunities available to students, Lincoln Memorial University seeks to improve life for the students it serves. While serving students throughout the state, nation, and many other countries, the University retains a commitment to enrich the lives of people and communities in the Appalachian region.

***Approved by Board of Trustees, November 10, 2017***

### **MISSION STATEMENT OF THE SCHOOL OF ALLIED HEALTH SCIENCES**

The School of Allied Health Sciences is committed to providing a values-based quality educational experience for skilled, entry-level health professionals in athletic training, medical laboratory science, and veterinary medical technology. Our graduates will be eligible for licensure, certification, and advanced education. They are aptly prepared to enter the health professions workforce. The school strives to fulfill the principles of Abraham Lincoln's life through one school, one health, and one community.

### **MISSION STATEMENT OF THE VETERINARY HEALTH SCIENCE & TECHNOLOGY DEPARTMENT**

The Veterinary Health Science & Technology Department offers programs to students that wish to enter the veterinary profession upon graduation. The mission of the department is three fold;

1. Provide quality education to prepare entry level veterinary technicians in patient assessment, evaluation, client communication, and clinical nursing skill development in preparation for passing the VTNE licensing exam and obtaining entry level positions as a veterinary technician.
2. Provide veterinary technologists with advanced technician courses that will
  - a. enhance the associate level educational foundation to foster quality clinical skill development
  - b. provide an advanced level of education to obtain positions in veterinary technology education, business management, and industry positions that require a bachelor's degree to apply
  - c. benefit those that desire to pursue specialization as a credential technician
3. Provide a quality education for those that wish to apply to veterinary college, advance studies at the graduate level, and/or prepare graduates to work in the industry of veterinary medicine.

**GOALS OF THE VETERINARY MEDICAL TECHNOLOGY DEPARTMENT ASSOCIATE OF SCIENCE PROGRAM**

As a member of Allied Health Sciences, the Veterinary Medical Technology Program seeks to fulfill the following goals:

1. Provide an Associate of Science Degree in Veterinary Medical Technology that meets the academic standards of the American Veterinary Medical Association, the State of Tennessee, and Lincoln Memorial University.
2. Provide conscientious, caring, and highly skilled veterinary technicians who are equipped with critical thinking and clinical skills to practice the science of veterinary technology within the veterinary profession.
3. Provide an educational background that enables graduates to become integral members of the veterinary health-care team.

## ***II. The Veterinary Medical Technology Program***

### **CULMINATION OF THE ASSOCIATE OF SCIENCE DEGREE IN VETERINARY MEDICAL TECHNOLOGY**

The Veterinary Medical Technology (VMT) Program culminates in the award of the Associate of Science Degree in Veterinary Medical Technology by Lincoln Memorial University. Granting of the degree is not contingent upon the student passing any external certification or licensure examination. Upon successful completion of the Associate of Science Degree in Veterinary Medical Technology, students are eligible to take the Veterinary Technician National Examination (VTNE).

### **GRADUATION REQUIREMENTS FOR THE AS VMT DEGREE**

Graduation requirements for the Associate of Science Degree in Veterinary Medical Technology include all general studies requirements of the University (as listed in the *Lincoln Memorial University Undergraduate Catalog*); as well as all Academic Requirements of the Veterinary Medical Technology Program, with an intense concentration of professional Veterinary Medical Technology courses and clinical practicums. All students must accurately document completion of all AVMA CVTEA tasks and skills using E-value®. **Failure to accurately document completion of all AVMA CVTEA tasks and skills may result in earning a grade of Incomplete (I) for the course.**

### **ACCREDITATION OF THE LMU VETERINARY MEDICAL TECHNOLOGY PROGRAM**

Accreditation is the voluntary process by which educational institutions are evaluated for quality based on conformity with established standards. Accreditation serves to enhance the profession and to protect the public by identifying educational and facility goals and assisting institutions in achieving these goals. Lincoln Memorial University maintains accreditation by the Southern Association of Colleges and Schools (SACS). In addition, The Associate of Science (AS) in Veterinary Medical Technology is fully accredited by the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA). The program is designed to develop the knowledge, understanding, critical thinking skills, and technical abilities required of credentialed veterinary technicians working as members of veterinary health care teams. Veterinary technicians work in clinical practice, biological research, educational facilities, zoos, diagnostic laboratories, pharmaceutical companies, and government agencies such as the USDA and APHIS. Careers of the veterinary technician parallel those of veterinarians. Address and telephone number of the AVMA are given below:

American Veterinary Medical Association  
1931 North Meacham Road, Suite 100<sup>(SEP)</sup>  
Schaumburg, IL 60173-4360<sup>(SEP)</sup>  
Phone: 800.248.2862<sup>(SEP)</sup> Fax: 847.925.1329  
<https://www.avma.org>

### **ADMISSION PROCEDURE FOR THE LMU VMT PROGRAM**

Students must first be admitted to the University before formally applying for admission to the Veterinary Medical Technology (VMT) Program. Admission to the University, however, does not guarantee admission to the VMT program.

The VMT Admissions Committee is comprised of Veterinary Medical Technology Program faculty and staff members. The Committee will review all applicants' materials and will make the admission recommendations to the Program Director, who will then in turn notify each applicant of their admission status. It should be noted that any omission, false or misleading information in the application process will delay or preclude the student from being considered for admission and will result in a previously admitted student being dismissed from the VMT program.

### **ADMISSION APPLICATION REQUIREMENTS FOR THE LMU VMT PROGRAM**

1. Admission to the University
2. Completed VMT Program application
3. Completion of 20 clinical observation hours and submission of clinical observation hours form

4. Submission of 2 confidential evaluator forms (1 veterinary professional, 1 non-veterinary professional)
5. Submission of personal statement of professional goals
6. ACT composite score of 18 with a math score of 19\* **OR**  
SAT critical reading & math composite score of 870 or SAT critical reading, math & writing composite score of 1290 \*
7. HS GPA of 3.0, transfer GPA of 2.0

\*Students that do not meet all academic admission requirements may be admitted into the Program in a three-year plan of study.

**GRADING SCALE OF THE LMU VMT PROGRAM**

All VMT prefixed courses will adhere to the following grading scale:

<b><u>Letter Grade:</u></b>	<b><u>Final Grade %</u></b>
A	94-100
A-	90-93.99
B+	87-89.99
B	84-86.99
B-	80-83.99
C+	77-79.99
C	74-76.99
C-	70-73.99
D+	67-69.99
D	64-66.99
D-	60-63.99
F	Below 60

It should be noted that all VMT students must earn a letter grade of "B-" or higher in order to be considered as being successful in that course. A student may earn one course grade of 70-79 (C- to C+). Refer to Progression Policies of the Veterinary Medical Technology Program (p. 10) for additional detail.

**ACADEMIC REQUIREMENTS OF THE VMT PROGRAM**

1. The minimum grade of B- (80%) is required to pass each VMT course. Refer to Progression Policies of the Veterinary Medical Technology Program (p. 10) for additional detail.
2. Veterinary Medical Technology students must meet University requirements for the associate degree in veterinary medical technology, which consists of a minimum of 72-semester hours of general education, collateral math and science, and VMT courses.
3. Extensive reading outside of class is required in Veterinary Medical Technology courses. As with any professional program, there is much information to assimilate in a limited amount of time. Therefore, students are responsible for promptly completing all reading assignments.

**CURRICULUM PLAN FOR VETERINARY MEDICAL TECHNOLOGY ASSOCIATE OF SCIENCE COURSES - Two Year Plan**

The following is a two-year plan of study for freshmen entering LMU during the 2018 academic year. This plan is to be used in conjunction with the university catalog and advice of faculty advisors. This plan meets LMU's Lincoln Liberal Arts Common Core requirements and major requirements. Admission requirements for the two-year plan are: composite ACT 18 (19 in Math) and high school GPA of 3.0. Required transfer GPA is 2.0.

**Freshman Year**

UACT 100 Strategies for College Success	2	COMM 200 Fund. of Speech	3
Math Requirement	3	Ethics/FA/ History/ Humanities	3
LNCN 100 Lincoln's Life & Legacy	1	VMT 112/L Animal A&P II	4
ENGL 101 Composition I	3	VMT 210/L SA Clinical Procedures	3
VMT 100 Intro to Vet. Tech.	1	VMT 241 Pharmacology I	2
VMT 111/L Animal A&P I	4	VMT 270/L Imaging/Radiology	<u>2</u>
VMT 120/L Husb/Nutr/Breeds	<u>3</u>		17
	17		

**Sophomore Year**

Social/Behavior Science	3	BIOL 230/L General Microbiology	4
VMT 220/L LA Clin. Procedures	3	VMT 232/L Diag. Lab Procedures II	2
VMT 231/L Diag. Lab Procedures I	2	VMT 242 Pharmacology II	2
VMT 180/L Laboratory & Zoo	2	VMT 252/L Surgical Nursing/Anes. II	3
VMT 230 Dental Procedures	2	VMT 260 Animal Disease/Zoonoses	3
VMT 240 ECC Procedures	2	VMT 297 Veterinary Clinical Review	1
VMT 251/L Surgical Nursing/Anes. I	<u>3</u>	ISYS 100 Computer Literacy	<u>2</u>
	17		17

**Summer**

VMT 291 Vet. Tech. Practicum I	3
VMT 292 Vet Tech. Practicum II	<u>3</u>
	6

Total Hours: 72

**\*\*VMT 241 NOTE: Student must have successfully completed a minimum of MATH 105 with a C- or better to register for VMT 241 – please be sure to advise students in the FALL semester accordingly**

**CURRICULUM PLAN FOR VETERINARY MEDICAL TECHNOLOGY ASSOCIATE OF SCIENCE COURSES – Three Year Plan**

The following is a three-year plan of study for freshmen entering LMU during the 2018 academic year. This plan is to be used in conjunction with the university catalog and advice of faculty advisors. All students that do not meet acceptance requirements for 2-year plan of study will be placed on a 3-year plan of study. Students accepted at LMU with English ACT <18 and/or Math ACT <18 will be placed on a 3-year plan of study involving developmental courses. This plan meets LMU’s Lincoln Liberal Arts Common Core requirements and major requirements.

**Freshman Year**

MATH 099 Requirement			
OR			
ENGL 099 Requirement	3	ENGL 101 Composition I	3
LNCN 100 Lincoln’s Life & Legacy	1	MATH Requirement	3
Social/Behavior Science	3	Ethics/FA/ History/ Humanities	3
UACT 100	2	COMM 200 Fund. of Speech	<u>3</u>
VMT 100 Intro to Vet. Tech.	<u>1</u>		12
	10-13		

**Sophomore Year**

ISYS 100 Computer Literacy	2	BIOL 230/L General Microbiology	4
VMT 111/L Animal A&P I	4	VMT 112/L Animal A&P II	4
VMT 120/L Husb/Nutr/Breeds	3	VMT 210/L SA Clinical Procedures	3
VMT 220/L LA Clin. Procedures	<u>3</u>	VMT 241 Pharmacology I	2
	12	VMT 270/L Imaging/Radiology	<u>2</u>
			15

**Junior Year**

VMT 180/L Lab and Zoo Anim.	2	VMT 242 Pharmacology II	2
VMT 251/L Surgical Nursing/Anes. 1	3	VMT 232/L Diag. Lab Procedures II	2
VMT 230 Dental Procedures	2	VMT 252/L Surgical Nursing/Anes. II	3
VMT 231/L Diag. Lab Procedures I	2	VMT 260 Animal Disease/Zoonoses	3
VMT 240 ECC Procedures	<u>2</u>	VMT 297 Veterinary Clinical Review	<u>1</u>
	11		11

**Summer**

VMT 291 Vet. Tech. Practicum I	3
VMT 292 Vet Tech. Practicum II	<u>3</u>
	6

Total Hours: 77-79

Math ACT <19 = MATH 099 Intro to Algebra  
 Math ACT 19-20 = MATH 105 Transitional Mathematics  
 English ACT <18 = ENGL 099 Reading Comprehension  
 English ACT ≥18 = ENGL 101 Freshman Composition

**\*\*VMT 241 NOTE: Student must have successfully completed a minimum of MATH 105 with a C- or better to register for VMT 241 – please be sure to advise students in previous semesters accordingly**

**ESSENTIAL FUNCTIONS OF A VETERINARY MEDICAL TECHNICIAN**

Applicants must be physically able to accomplish certain functions that are essential for Veterinary Medical Technology training. Technical standards are necessary to protect the technician/technologist, doctor, client, patient, as well as other members of the veterinary health care team. Examples of these technical standards include the ability to (a) see through a microscope and discern colors, (b) stand, walk, and carry small objects, (c) demonstrate manual dexterity, and (d) communicate with patients and other medical staff. For optimum achievement in this program, applicants should be able to read, write, and comprehend the English language at the college level. LMU's Technical Standards are outlined in the Appendix of this student handbook. After reading the standards, each student must sign and return the attached document to the Office of Allied Health. This acknowledgement shall indicate that the student has read, understands, and meets the technical standards required of Veterinary Medical Technology students.

**ENTRY-LEVEL COMPETENCIES OF A VETERINARY MEDICAL TECHNICIAN (PROGRAM OBJECTIVES)**

The goal of the LMU Veterinary Medical Technology Program is that graduates will demonstrate entry-level competency in the following areas of professional practice:

1. Properly assess and evaluate needs of patients as they relate to pathophysiology of disease and disease prevention. (Advance Medical Knowledge)
2. Administer quality medical care involving companion, food and laboratory animals. (Advanced Medical Knowledge)
3. Demonstrate and apply laboratory procedures essential to diagnostic veterinary medicine. (Advanced Medical Knowledge)
4. Demonstrate understanding of disease processes and subsequent therapeutic procedures. (Promote Public Health)
5. Demonstrate therapeutic interpersonal communication skills in the client-technician-doctor relationship. (Service to Humanity)
6. Understand the human-animal bond and how the bond impacts society. (Promote Animal Welfare)

### ***III. Policies & Procedures of the Veterinary Medical Technology Program***

#### **NONDISCRIMINATORY POLICY OF LINCOLN MEMORIAL UNIVERSITY**

In support of the Mission Statement and the principles on which it is based, Lincoln Memorial University is committed to equal opportunity for all students, staff, and faculty and to nondiscrimination in the recruitment, admission, and retention of students and the recruitment, hiring, promotion, and retention of faculty and staff. Lincoln Memorial University reaffirms its commitment to personnel and educational policies that comply with the requirement applicable to equal opportunity/affirmative action laws, directives, executive orders, and regulations to the effect that no person at Lincoln Memorial University shall, on the basis of age, color, creed, disability, ethnic/national origin, gender, military status, pregnancy, race, religion, sexual orientation, genetic information, or any other class protected by applicable law, be excluded from participating in, or be denied benefits of, any employment or educational opportunity.

All personnel and educational activities conducted by Lincoln Memorial University are subject to the equal opportunity, affirmative action, and nondiscrimination provisions of the Equal Pay Act of 1963; Title VII of the Civil Rights Act of 1964, as amended by H.R. 1746; the Civil Rights Act of 1991; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended by U.S.C. Title 41, Chapter 60; the Age Discrimination Act of 1967, as amended in 1974 and 1982; Executive Order 11246 (1965), amended by Executive Order 11375 (1968); the Americans With Disabilities Act of 1990 (PL101-336), as amended, and Section 402 of the Vietnam-Era Veterans Readjustment Assistance Act of 1972, amended in 1974.

All members of the University community bear responsibility for compliance with the equal opportunity, affirmative action, and nondiscrimination policies disseminated through the current University publications, including, but not limited to the *LMU Student Handbook* (ONLINE), the *Lincoln Memorial University Catalog*, *other program catalogs and handbooks*, and the *Lincoln Memorial University Faculty/Staff Policy Manual*. Compliance is monitored and reported annually through the offices of the Vice President for Academic Affairs, the Vice President for Enrollment Management and Student Services, and the Office of Human Resources.

#### **PROGRESSION POLICIES OF THE VETERINARY MEDICAL TECHNOLOGY (VMT) PROGRAM**

1. A student must complete all VMT prefixed courses with a grade of 80 (B-) or better.
2. A student may earn one course grade of 70-79 (C- to C+) in a VMT prefixed course at any time in the VMT program. A student that earns one grade of 70-79 (C- to C+) will be placed on VMT academic probation.
3. If a student earns a second course grade of 70-79 (C- to C+) in a VMT prefixed course, the student will be automatically academically dismissed from the VMT program. The student may reapply for admission into the program but it is clearly understood that readmission is not guaranteed. If readmitted, the student must repeat the entire academic year from which he/she was dismissed, beginning with the fall semester. If the student fails to earn a minimum grade of 80 (B-) or better in any VMT prefixed course following readmission, he/she will be dismissed from the program and is not eligible for readmission.
4. Any student who fails to earn the minimum grade of "B-" in **two** or more VMT prefixed courses during the first semester will be dismissed and is not eligible for readmission to the Veterinary Medical Technology Program.
5. Any student who earns any grade below a 70 (D-, D, D+, F) in a VMT prefixed course at any point in the curriculum will be dismissed and is not eligible for readmission to the VMT Program.
6. No student will be readmitted into the VMT Program more than once.
7. In order to progress in the program, students must successfully complete the Veterinary Medical Technology courses in sequence as specified in the program handbook.

8. If the student chooses to interrupt his/her VMT course sequence for any reason (withdrawal from any VMT course, withdrawal from LMU, failure to enroll in the next VMT course sequence, etc.), the student may be readmitted to the program at the point in which he/she withdrew. In this case, the student must be in good academic standing with the VMT program and the University.
9. Any student with an incomplete "I" in any VMT prefixed course(s) will not be allowed to enroll in subsequent VMT courses until the "I" has been removed from the student's transcript. If a student receives an incomplete, all of the required course work must be completed no later than 30 days after the conclusion of the current academic term. If the student fails to complete the requirements of the particular course, the student will receive zeros on all missed assignments and the final grade will be calculated accordingly.

**NOTE: EACH STUDENT IS RESPONSIBLE FOR RECORDING in E-Value® ESSENTIAL SKILLS, AS THEY ARE COMPLETED FOR EACH VETERINARY MEDICAL TECHNOLOGY COURSE THROUGHOUT THE ENTIRE ASSOCIATE DEGREE PROGRAM.**

#### **READMISSION POLICY OF THE VMT PROGRAM**

Consideration for readmission to the VMT program is given on an individual, space-available basis. It should be noted that no student will be readmitted more than once and that all new, first time applicants will be given priority in terms of admission consideration over readmission applications. Students that are readmitted to the VMT program will be placed under academic probation.

All readmission applicants must do the following:

1. Complete the required *LMU VMT Application for Readmission* form.
2. Provide evidence of extenuating circumstances at the time of dismissal from the VMT Program. Applicants must prepare a letter detailing the extenuating circumstances and make themselves available for a scheduled interview with the LMU VMT Admission Committee, composed of faculty and staff members of the LMU VMT Program.
3. Provide evidence of academic success, i.e., improved GPA and/or in the interim between the last semester of enrollment in the VMT Program and the semester that they are seeking to be readmitted.

#### **CRIMINAL BACKGROUND RECORD CHECK POLICY**

If a student is assigned for clinical experiences/practicum at a clinical affiliate, other affiliate agency, organization, or school requiring a criminal background check, the student will be required to provide the requested information. Students are allowed in the facility at the clinical affiliates, other affiliate agency, organization, or school's discretion. If the agency denies the student's acceptance into the facility, the student will not be able to complete the clinical/practicum/field experience and will be withdrawn from the program. In certain situations, investigative background reports are ongoing and may be conducted at any time. Access to the program may be denied at any time by Lincoln Memorial University.

#### **ACADEMIC INTEGRITY POLICY**

All students enrolled in the VMT program will abide by the academic integrity policy of Lincoln Memorial University. This policy can be accessed by utilizing the following links:

Course catalog: <https://www.lmunet.edu/academics/catalogs>

Handbook: <http://www.lmunet.edu/student-life/handbooks>

**School of Allied Health Sciences Academic Integrity Policy:** In accordance with the LMU Student Handbook, the School of Allied Health Sciences prohibits academic dishonesty of any kind on examinations or assignments. Acts of dishonesty include, but are not limited to, plagiarism, unauthorized possession of examination questions, the use of unauthorized notes during an examination, obtaining information during an examination from another student, assisting others to cheat, altering grade records, or entering any campus office without permission.

Plagiarism is presenting the work of other's as one's own. Failure to give proper acknowledgement/citation to the original author of a statement or statements is the most common form of plagiarism. Plagiarism also includes presenting work completed and submitted previously by the same author(s) as new original work. The University regards plagiarism as a very serious offense. Any student who fails to give credit for quotations or essentially identical material taken from books, magazines, encyclopedias, web sources, or other reference work, or from the essays, research papers, or other writing of a fellow student has committed plagiarism.

Instances of **proven** acts of academic dishonesty/plagiarism on any assignment in this course shall be addressed in the following manner:

- First offense in any VMT or VHS prefixed course will result in a grade of 0 for the assignment in question and notification of the Department Chair and Dean of Allied Health Sciences
- Subsequent offenses (in the same course or any other VMT or VHS prefixed course) may result in failure of the course, academic probation, or academic suspension
  - For example:

If a student violates the policy in the fall semester in a VMT or VHS course, a second violation in the same course or a different course in the same semester may result failure of the course, academic probation, or academic suspension

*ALSO*

If a student violates the policy in the fall semester in a VMT or VHS course, a second violation in the spring semester in a separate VMT or VHS course may result failure of the course, academic probation, or academic suspension

**Examination Policy:** The following policy will be strictly enforced in all VHS and VMT courses during examinations:

- Backpacks, purses, and other bags must be placed in a designated spot in the classroom at the discretion of the instructor. Students may not keep bags at their side during the test.
- Students should only have a pen or pencil and calculator, when applicable, during the examination. Instructors may grant permission for the student to possess water or another beverage during the examination.
- Cell phones are to be **turned OFF** and placed in backpack or purse prior to the examination. Cell phone calculators are not permissible on examinations requiring mathematical calculations.
- Bluetooth connected accessories, such as Apple watches, must be placed in backpack or purse prior to the examination.

#### **LECTURE ATTENDANCE POLICY**

The Veterinary Medical Technology Program adheres to LMU's undergraduate attendance policy:

To maximize the learning experience at Lincoln Memorial University, students are expected to attend all classes. It is the student's responsibility to complete all course requirements even if a class is missed. The University understands that certain absences are unavoidable and recognizes the following as excused absences:

- Personal illness – health care provider validation typically required; chronic illnesses which may cause absences should be disclosed to the instructor (see course syllabus for specific guidelines)
- Death or critical illness in the family as defined in LMU Student Handbook (see Bereavement Policy)
- Jury duty
- Military duties
- Religious observances of a student's faith
- Participation in a university-sponsored activity – with official notification from University personnel

Faculty may require documentation for excused absences. Additional excused absences are determined at the discretion of the faculty member. Faculty members must allow each student who is absent due to a reason recognized as an “excused absence” the opportunity to make up work missed without any reduction in the student’s final course grade. The make-up work should be done in a timely manner which is determined at the discretion of the faculty member as outlined in the course syllabus. Responsibility for materials presented in, assignments made for, and tests/quizzes given in regularly scheduled classes, lies solely with the student. In the case of foreseeable absences, students are responsible for notifying the faculty member in advance of the absence. The desired notification method is determined by the faculty member and is outlined in the course syllabus. Failure of the student to notify faculty of an excused absence may result in the absence being considered unexcused, in which case the opportunity for make-up work could be lost. Neither the absence, nor the notification of the absence, relieves the student from course requirements. Misrepresenting the reason for a class absence to a faculty member is a violation of the University’s academic integrity policy (which can be found in the LMU Undergraduate Catalog <https://www.lmunet.edu/academics/catalogs>).

The LMU Athletics Division will provide official notification of excused absences directly to the instructor. It is also the student athlete’s responsibility to notify the instructor of any absence PRIOR to the absence. For examinations (tests or quizzes) which conflict with excused athletic absences, the student athlete must notify the instructor BEFORE the absence and reach an exact agreement on the time and date of the make-up exam/quiz. Major projects/papers/presentations affected by excused absences must also follow the make-up process as outlined above.

Online Classes – In the instance of a foreseeable absence that could impact online learning, students should make every effort to complete online assignments as regularly scheduled. If a circumstance arises that prevents a student from having online access during the absence, the student must communicate with the faculty member regarding the reason for the absence, lack of online access, and possible make-up options.

*Approved at Academic Council October 18, 2018*

#### **LAB ATTENDANCE POLICY**

The Veterinary Medical Technology Program is a professional program and regular, punctual lab attendance is expected and this responsibility rests upon the individual student. In the event that a student is not able to attend a lab, the student is responsible to notify the instructor ahead of time. Accumulation of three (3) or more lab absences may result in failure of the course. Absence from a lab covering an AVMA CVTEA essential task or skill may result in failure of the course.

#### **QUIZ / EXAM ATTENDANCE POLICY**

Exams must be taken as scheduled. A valid written excuse (such as a physician's note) is required if a quiz or exam is missed. It is the responsibility of the student to make arrangements to take an alternate makeup exam as soon as possible. The format of the makeup exam is at the instructor’s discretion and may differ significantly from the format of the original exam. For example, if the original exam was in “multiple-choice” format, the make-up may be in an essay format.

#### **CELL PHONE USAGE POLICY**

The use of cell phones or blue tooth connected devices (talking, texting, etc.) during any VMT class or laboratory period or during a clinical experience is strictly prohibited. Students caught violating this policy will be immediately dismissed from the classroom and/or clinical affiliate. The use of a cell phone or other electronic device during any exam or other in class assignment in any VMT course will be considered as an act of cheating and a violation of the Academic Integrity Policy and may be grounds for immediate dismissal from the program.

#### **PHOTOGRAPHY POLICY**

Photography of patients/animals in the VMT Program housing facilities, during laboratory activities, and at clinical sites is **strictly prohibited**. Photography of VMT Program teaching and housing facilities is also strictly prohibited. Respect for client/patient interaction and confidentiality is of paramount importance in health care settings. First time violation of the photography policy will result in written warning to the student (s); a repeat violation will be grounds for dismissal from the program. The photography policy can be found in section IV of this handbook.

### **ANIMAL NEGLECT POLICY**

The faculty of the LMU Veterinary Medical Technology program work hard to ensure ample hands on experience for students using live animals. Students have a responsibility to ensure the optimal respect, care, and health of these animals. Consequently, if a student is found to abuse an animal in anyway, the student will be issued an **Animal Neglect Notice** and may be dismissed from the program immediately. Any student absent from or tardy to a live animal husbandry shift will receive an Animal Neglect Notice. Any student receiving an Animal Neglect Notice will be required to meet with the Program Director and the Animal Care Supervisor

The LMU VMT program Animal Neglect Policy can be found in section IV of this handbook.

### **USE OF EQUIPMENT AND SUPPLIES**

Students should understand and acknowledge that the use of all equipment located within the laboratories and classrooms of LMU and its off-campus teaching sites is a privilege. As part of a professional veterinary healthcare team, they are held responsible for the proper operation and care of said equipment. Whether a student has had previous experience with any or all of the various machines used for examination of blood, urine or tissue samples, each student must recognize that all of this equipment, including and not limited to microscopes, dissecting tools, CBC/chemistry machines, radiology, surgery and electronic record-keeping devices are not to be defaced, damaged, tampered with or otherwise exposed to destructive actions.

In addition to the above willful and deliberate behaviors, each student should recognize that, until s/he is enrolled in the specific course for which each device is designed and in place to support, the student should not attempt to repair, replace or otherwise interfere with the proper working order of said machinery. If a student is found or reported to have been responsible for the unsuspected or intentional damage or destruction to any equipment, the faculty will investigate the matter and take appropriate action. Besides the student being held liable for cost of repair or replacement of said machinery, a calculated act of vandalism can be just cause for failure of a course or rotation. If neglectful or destructive actions within the laboratory or classroom are repeated, the student can be dismissed from the VMT program without the option of reinstatement.

### **PROFESSIONAL DRESS POLICY (DRESS CODE)**

Students are expected to keep a professional appearance in class as well as in laboratory and clinical settings. The dress policy is designed to maintain a level of professionalism and safety while students are engaged in animal care and laboratory settings.

1. Name tag or LMU ID badge must be worn at all times while on campus or when attending off campus labs, school functions, etc.
2. The professional atmosphere of a hospital is to be maintained by all students while present on the Harrogate campus or at off campus locations at all times. Students are expected to dress according to the dress code, to be well groomed, and to maintain their clothing in a clean state.
3. LMU Vet Med Tech scrubs (navy blue) and white Lab coats must be worn during each clinical laboratory session or clinical setting. These will be available for purchase in the LMU bookstore. Professional appearance of these uniforms is of utmost importance; scrubs and lab coats must be clean and neatly pressed, not wrinkled. LMU ID badge must be worn on lab coat at all times. Students may wear LMU Vet Med Tech scrubs or business casual apparel to lecture sessions.
4. During clinical labs, students are required to wear clothing that covers and protects the chest, stomach, sides, back, shoulders and upper arms. Suggestion: wear clothing, such as pants, long skirt or dress that covers and protects one's body from the waist all the way to and including ones ankles. Clothing must be worn to ensure that cleavage, abdomen, thighs and lumbar area remain

- covered by clothing when one bends to pick up an animal. If standing while arms raised above one's head, the top must cover the entirety of student's back, sides, and abdomen.
5. During clinical labs, students are required to wear clean shoes that cover and protect the student's feet completely. No sandals, flip-flops, open-toed shoes, slippers or shoes with open sides or heels are allowed in the laboratories.
  6. During clinical labs, remove valuable jewelry. Chemicals are capable of damaging jewelry. Take off jewelry and store it in a purse or book bag before beginning any procedure. Exam gloves are available for use if one chooses not to remove rings. Due to the sterile nature of surgical labs, no jewelry will be allowed in the surgical suite. Students may wear a watch with a second hand if assigned as the anesthetist monitoring patients.
  7. While in lab or clinical settings that have general public attendees, student will have all tattoos covered and facial jewelry limited to one pair of stud earrings.
  8. While in a clinical setting and dealing with the public on or off campus, students are required to have "natural" hair color (no pink, blue, etc.). Hair must be pulled up in a ponytail or other up do, away from face/eyes in all laboratory sessions.

### **CONDUCT AND PROFESSIONAL BEHAVIOR POLICY**

Students in the VMT Program work among the veterinary health care teams (technicians, doctors, the general public, and veterinary students) to provide quality care and nursing assessment of patients. Showing respect and professional courtesy to those on the team is mandatory. When students address instructors/technicians/supervisors, they are to use his/her professional title. **NO FIRST NAMES PLEASE** Students are expected to demonstrate the following interpersonal skills in the classroom, laboratory, and clinical settings:

1. Conflict and crisis resolution without emotional outburst
2. Maintain a positive attitude in communicating with fellow students, as well as LMU faculty and staff, and staff in clinical settings
3. Courtesy and concern for fellow students, staff, patients and clients
4. Promotion of common goals and avoidance of disruptive behavior
5. Demonstration of initiative and assumption of responsibility for completion of routine tasks
6. Acceptance of constructive criticism
7. Students should avoid being argumentative. For complaint purposes, please see the Academic Appeal Procedure and Academic Grievance Policy and Procedure

Professional behavior includes, but is not limited to:

1. Attention to personal appearance
2. Attention to cleanliness
3. Support and loyalty of veterinary technology as a profession
4. Support of University, school, departmental, and clinical policies
5. Cooperation with fellow students and faculty
6. Maintaining composure, and avoiding emotional outbursts
7. Maintain a positive attitude and courteous behavior with instructors
8. Students involved in LMU VMT fundraising activities must not have direct or indirect profit from these activities
9. Facebook conversations between students or other individuals associated with the Veterinary Medical Technology Program must meet the guidelines outlined by the professional behavior policy
10. Be pleasant and polite
11. Don't use offensive language, and don't be confrontational for the sake of confrontation

### **PREVENTATIVE HEALTH MEASURES**

1. Vaccination for rabies is mandatory. Students requiring medical exemption from rabies vaccination must provide written documentation of medical necessity from a licensed physician or medical provider. Students enrolled in VMT 120 must pay a \$1,000.00 course fee to cover cost of

purchase and administration of rabies vaccine. The vaccine will be administered by University Medical Clinic personnel during the initial few weeks of the fall semester.

2. Students that provide written documentation of rabies vaccination prior to entry into the program will have the \$1,000.00 course fee waived.
3. All students must provide written documentation of current tetanus vaccination (within the previous 5 years).\*
4. Female veterinary medical technology students should sign a pregnancy declaration form to be exempt from participation in some courses such as anesthesia, parasitology and diagnostic imaging where participation could put the unborn fetus at risk.\*
5. Students are encouraged to obtain health insurance.

\* Acknowledgement forms are found in the Appendix at the end of this Handbook. Forms must be submitted to the Administrative Assistant to the Dean for Allied Health Sciences no later than the day of orientation. If forms are not submitted on time, entry into classes and labs is prohibited.

#### **CLINICAL TRAVEL POLICY**

Transportation to and from clinical and laboratory sites is at the expense of the student. Car-pooling is encouraged. Parking fees, when applicable, are also at the expense of the student.

#### **ACADEMIC APPEAL PROCEDURE**

If a problem arises involving any Veterinary Medical Technology course (VMT), the student should initially consult the faculty member involved. If the problem is not resolved, the student should contact the Program Director of the Veterinary Medical Technology Program, followed by the Chair of the Department of Veterinary Health Science and Technology, then the Dean of the School of Allied Health Sciences, and finally the Vice President for Academic Affairs. Any complaint that is submitted in writing will be investigated and resolution will be attempted. Please see the academic grievance policy and procedure for further details.

#### **ACADEMIC GRIEVANCE POLICY AND PROCEDURE**

All academic grievances should first be taken to the instructor of the course in question. If the student feels that the situation has not been adequately resolved, the Program Director should be consulted. All grievances should be addressed no later than two weeks following the initial concern.

The next appeal source is the Chair of the Department of Veterinary Health Science and Technology, then the Dean of the School of Allied Health Sciences. If necessary, a final decision may be rendered by the Vice President for Academic Affairs. All academic and grade appeals must be submitted in writing. The organizational chart of the School of Allied Health Sciences is provided below.

ORGANIZATIONAL CHART



**SICK LEAVE POLICY**

If a student becomes ill during the course of the semester to such a degree that a significant amount of lecture and clinical experience time has been missed, the Program Director will evaluate the situation in a case-by- case manner and will do one of the following:

1. If the student has recovered in a timely manner so that make-up work is possible within the given semester, the Program Director will coordinate with the assigned clinical affiliate so that all academic work and clinical experience will be completed in a time so that the final grade can be issued to the student as scheduled by the university's academic calendar.

2. If the student has not recovered in a timely manner so that make-up work is not possible, the Program Director will contact the Student Services department to arrange an academic leave for the student.

## **IV. Student Information**

### **COUNSELING AND TUTORING SERVICES**

Free counseling and tutoring services are available upon request through the Office of Student Services and the Tagge Center for Academic Excellence.

### **EXPENSES\***

Scrub top, pants (New navy)	\$25
Lab Coat (white)	\$35
Coveralls (optional)	\$20
Plastic/Rubber Boots (required)	\$20-30
School Pin (graduates)	\$35 - \$100
Stethoscope	\$25- \$150
Rabies Vaccination	\$1,000

Travel (transportation to and from clinical facilities is the sole responsibility of the student).

\*Above expenses are approximate and are subject to change without prior notification. All expenses are required unless marked optional.

### **LMU VETERINARY MEDICAL TECHNOLOGY STUDENT CODE OF ETHICS**

Every veterinary technician has the obligation to uphold the trust invested in the profession by adhering to the profession's Code of Ethics. A code of ethics is an essential characteristic of a profession and serves three main functions:

1. A code communicates to the public and to the members of the profession the ideals of the profession.
2. A code is a general guide for professional ethical conduct.
3. A code of ethics provides standards of acceptable conduct that allow the profession to implement disciplinary procedures against those who fall below the standards.

No code can provide the answer to every ethical question faced by members of the profession. They shall continue to bear responsibility for reasoned and conscientious interpretation and application of the basic ethical principles embodied in the Code to individual cases.

Ethical standards are never less than those required by law; frequently they are more stringent.

#### **Preamble**

The Code of Ethics is based on the supposition that the honor and dignity of the profession of veterinary technology lays 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 care 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 the 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:

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

*This Code has been developed by the NAVTA Ethics Committee. No part of it may be reproduced without the written permission of NAVTA. Copyright 2007 NAVTA, Inc. All rights reserved.*

### **Photography Policy**

Photography or any use of recording devices (e.g., film or digital cameras, camera phones, sound recorders) is strictly prohibited in animal use areas, unless specifically approved in writing by the LMU IACUC and the Institutional Officer.

#### Exceptions:

1. When performed by government inspectors (e.g. USDA Veterinary Medical Officer).
2. When required by personnel authorized by the Institutional Officer to assist in clinical diagnosis of disease.
3. When the Institutional Officer has requested to document conditions of animal facilities.

**STUDENT CONSENT FORMS**

**I. RECEIPT OF THE CURRENT EDITION OF THE LMU VMT STUDENT HANDBOOK.**

I hereby certify that I have received the current edition of the *LMU Veterinary Medical Technology Student Handbook* and I have read every page thoroughly. I indicate by my signature below that I understand the contents of this handbook, and I agree to abide by all of the rules and regulations contained therein.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**II. PERMISSION TO RELEASE INFORMATION**

I hereby grant permission to release:

- A. Information to prospective employers about my work habits, attendance, and performance in the Veterinary Medical Technology Program.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**PROGRAM DIRECTOR'S REVIEW**

As of the indicated date below, this form was reviewed by the Program Director and was placed into the student's permanent file.

\_\_\_\_\_  
Program Director of Veterinary Medical Technology

\_\_\_\_\_  
Date



Lincoln Memorial University

HARROGATE, TENNESSEE

Veterinary Medical Technology Program

**IMMUNIZATION FORM**

Please complete this form together with your physician, and return it to:

Jennifer Thomas

Administrative Assistant, School of Allied Health Sciences

Schenck Center for Health Sciences, Room 104

Lincoln Memorial University

6965 Cumberland Gap Parkway

Harrogate, TN 37752

**DO NOT** RETURN THIS FORM TO THE ADMISSIONS OFFICE

All students admitted to the LMU Veterinary Medical Technology Program **must** be immunized against Rabies and Tetanus (or be exempted by a physician). This form must be completed by the attending physician as verification of coverage. Students will not be permitted to take any courses that require hands-on training with animals until this form is completed and returned to the Veterinary Medical Technology Program. Students should make a copy of this form when completed, for their own records.

Student's Full Name and Address:

Date: \_\_\_\_\_

\_\_\_\_\_  
(last name)

\_\_\_\_\_  
(first name)

\_\_\_\_\_  
(middle initial)

\_\_\_\_\_  
(street)

\_\_\_\_\_  
(apartment number)

\_\_\_\_\_  
(city)

\_\_\_\_\_  
(state)

\_\_\_\_\_  
(zip code)

\_\_\_\_\_  
(phone number)

\_\_\_\_\_  
(e-mail address)



Lincoln Memorial University  
HARROGATE, TENNESSEE  
Veterinary Medical Technology Program

## Imovax Rabies Pre-exposure Rabies Prophylaxis

It is recommended that rabies immunizations be given by the Environmental Health Department of a local or regional hospital. Students should allow 4 weeks for the completion of the rabies series. Rabies vaccination is **mandatory** for all students enrolled in VMT 120.

Either a 3-Dose ID Series OR a 2-dose IM Series is acceptable.

1. Day 0: \_\_\_\_\_  
Date Given
2. Day 7: \_\_\_\_\_  
Date Given
3. Day 21 or 28: \_\_\_\_\_  
Date Given

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date

### Exemption

The administration of rabies pre-exposure prophylaxis may be contraindicated in students with some medical conditions. If the student is exempt from receiving these immunizations, the physician must sign below.

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date

Reason for exemption:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



Lincoln Memorial University  
HARROGATE, TENNESSEE  
Veterinary Medical Technology Program

## Tetanus Toxoid

**Tetanus boosters, if required, may also be given on one of the three days when rabies is administered. Incurred costs are the responsibility of the student or his/her private insurance carrier.**

Every student must be protected against tetanus. Please confirm with the physician that the student is protected against tetanus. If a booster is required, one must have the immunization administered prior to October 1, 2019.

\_\_\_\_\_  
Date of last tetanus immunization

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date

### **Exemption**

The administration of tetanus toxoid may be contraindicated in students with some medical conditions. If the student is exempt from receiving these immunizations, the physician must sign below.

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date

Reason for exemption:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date



## Lincoln Memorial University

HARROGATE, TENNESSEE

### Veterinary Medical Technology Program

The Veterinary Medical Technology Program (VMTP) in the School of Allied Health at Lincoln Memorial believes that the welfare of animals is very important. Some technology programs do not have access to animals on campus which may hinder their clinical skill and critical thinking skill development. Therefore, LMU has chosen to provide live animal access to students within the VMTP.

To have access to animals housed on campus is a privilege and honor. Students will be routinely assigned animal care duty, treatment, clinical procedures, and other educational tasks. When students are assigned to animal care duty, treatment, labs with the use of animals, and any other animal related educational experience, **students will:**

- arrive on time
- be dressed appropriately
- handle animals according to guidelines provided by instructor/technician supervisors
- offer humane treatment as required by the Animal Welfare Act
- adhere to all IACUC protocols for the University
- follow all operating procedures as directed by instructor/technician supervisors
- comply with all safety regulations
- work effectively within the team

If any of these areas are neglected, the welfare of the animal may be in jeopardy. Students will respect the animals as an educational tool as well as a living, breathing being.

**Animal Care:** Students are responsible for the daily care of all animals housed in VMTP animal care facilities. This may include client owned animals (student, faculty or staff), shelter owned animals and in residence colonies.

**VMTP Animal Care Facilities:** Sites included are the Phillips Animal Care Facility and Diagnostic Lab building, Schenck Center for Allied Health Sciences and the VMTP Transport Van.

**Duties include:** When reporting to any VMTP animal care facilities, a list of duties and responsibilities will be provided. Duties may include, but are not limited to the following:

- Fresh feeding and watering daily
- Grooming as needed or requested
- Providing daily exercise and enrichment
- Daily cleaning of exercise yard
- Cleaning and disinfecting of all animal wards, cages, totes, and runs
- Pre- and post-surgical care when applicable
- Reporting any illness, injury or unusual behavior to the Attending Veterinarian or technician supervisor
- Performing requested or required diagnostic testing in a timely manner
- Providing requested or required treatments in a timely manner

If a student does not adhere to the above items listed, the student will receive a written Animal Neglect violation notice and it will be placed in the student's file.

**Level 1 Animal Neglect:**

- Student is absent or late for animal care shift and fails to notify the Animal Care Supervisor beforehand. Notification to another animal care team member does not replace notification to the Animal Care Supervisor.
- Student does not work cooperatively as a team member; members of animal care team are not able to achieve an amicable working relationship and the Animal Care Supervisor is involved.
- Student receives an average peer evaluation of  $\leq 18$  for the week.

If the student obtains 4 of the Level 1 Animal Neglect violations the student will be dismissed from the Veterinary Medical Technology Program.

**Level 2 Animal Neglect:**

- Inappropriate use of mechanical restraint devices (rabies pole, cat grasper, snappy snare, etc.).
- Physically striking, rough handling of an animal or tormenting the caged animal from outside the cage.
- Failure to provide basic daily needs of an animal as defined under animal care section.
- Failure to report a sick or injured animal as defined under animal care section.
- No call/no show: failure to contact Animal Care Supervisor or another team member/failure to report to scheduled animal care shift
- Failure to complete peer evaluation by the date/time mandated by the Animal Care Supervisor

If the student obtains 2 of the Level 2 Animal Neglect violations, the student will be dismissed from the Veterinary Medical Technology Program.

All Animal Neglect violations will be documented in writing. The student will be required to meet with the Animal Care Supervisor, the instructor of the course pertaining to the animal care duties, the Program Director and, if needed, the Dean.

**Note: If a student is seen to abuse an animal in any way or perform an act that endangers the animal's life, the student will be automatically dismissed form the VMT Program immediately.**

I have read the above information and understand Animal Neglect violations and the impact such violations have on my educational career.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



Lincoln Memorial University  
HARROGATE, TENNESSEE  
Lincoln Memorial University  
Veterinary Medical Technology Program  
Animal Neglect Notice

Student Name: \_\_\_\_\_

Occurrence Date: \_\_\_\_\_

# of Occurrences: \_\_\_\_\_

Level 1 Occurrence

Level 2 Occurrence

Description of Offense:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand I have been assessed an Animal Neglect Notice. I, the undersigned, understand that either four documented Level 1 Occurrences or two documented Level 2 Occurrences will result in my immediate termination from the Veterinary Medical Technology Program at Lincoln Memorial University.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Incident Witness Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Program Director Signature \_\_\_\_\_ Date \_\_\_\_\_



Lincoln Memorial University  
HARROGATE, TENNESSEE  
Veterinary Medical Technology Program

## **POLICY ON PREGNANCY**

Students who are, or become, pregnant are encouraged to notify the program director. The choice to declare ones pregnancy is voluntary. Veterinary medicine has with it many inherent dangers for the developing fetus. Hazards such as inhalation of anesthetic gases, exposure to radiation, toxic chemicals, exposure to chemotherapeutic agents, trauma by a horse or cow or an animal bite or scratch are just a few of the hazards inherently dangerous to the pregnant individual and her fetus. The pregnant student is advised to seek advice and counsel from her attending physician concerning her continuation in the LMU Veterinary Medical Technology Program.

Upon notification of pregnancy by the student, the following guidelines will be followed:

1. Upon declaration of pregnancy by the student, general program polices will be reviewed in detail in order to provide the student with a complete understanding of her status in the program, whether she is able to complete the program during her pregnancy or after pregnancy leave
2. The pregnant student must follow the established program policies and meet the same clinical and educational criteria as all other students before graduation and recommendation for the veterinary technician examinations.
3. If the student chooses to leave the program during her pregnancy, she will be eligible for reinstatement into the program upon completion of her pregnancy leave, provided that her academic status is in good standing at the time of her leave-taking. The student must re-enroll in the courses from which she withdrew due to her pregnancy leave. If the student does not re-enter the program at the earliest possible date after termination of the pregnancy leave, she will have to apply for the program under the standard of application procedure should she wish to enter the program at a later date.

I have read and fully understand the above policy and realize that enrollment in veterinary medical technology courses such as anesthesia and surgical prep; parasitology; and veterinary imaging could carry risks such as premature delivery or birth defects to the unborn fetus. If I elect to stay in this course at Lincoln Memorial University, I accept full responsibility for my actions and relieve Lincoln Memorial University, its faculty and staff, and veterinary clinical/practicum affiliates of any responsibilities in case of adverse effects.

Signed this day \_\_\_\_\_ 2018.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Printed Name



Lincoln Memorial University

HARROGATE, TENNESSEE

Veterinary Medical Technology Program

## **Technical Standards for Student Participation in Veterinary Medical Education and Technology Programs**

The purpose of this document is to establish technical standards for enrollment and participation in the veterinary medical education and technology programs of the Lincoln Memorial University School of Allied Health Sciences (LMU-SAHS). The LMU-SAHS, has established these technical standards to provide a framework for accommodating the following issues:

1. The rights of applicants and students
2. The safety of students, their co-workers, and veterinary patients
3. The significant clinical training component of the veterinary medical education and technology curriculum
4. The requirements for accreditation by the American Veterinary Medical Association
5. The conditions for licensure of the LMU graduates in veterinary technology and veterinary medicine.

It is the intent of LMU to make sure that students enrolling in the veterinary medical technology program are aware and understand the physical demands needed to successfully complete the courses, laboratories, and clinical rotations.

The technical standards described in this document are the minimum standards that allow an individual to perform at the lowest acceptable level in the required activity having the highest, greatest, or most complex requirement for the designated sense, function or characteristic. Students must be able to satisfy, with or without the use of appropriate auxiliary aids (including prosthetic devices), the following technical standards which relate to physical abilities. If one aid or prosthetic device interferes with a second aid or prosthetic device needed to carry out a single act, then the individual may be restricted in meeting the technical standard. A student who is a qualified individual with a disability must be able to satisfactorily perform each of the technical standards listed below with or without an accommodation.

### **I. Body Senses:**

#### **A. Vision**

1. An individual must be able to observe movement at a distance ranging from 30-45 centimeters to 15-20 meters at a discrimination level that permits detection of subtle differences in movement of the limbs in animals. Application: Detect and describe a change in color of hair coat caused by licking or trauma; detect abnormal head posture in a parakeet; monitoring respiratory rate during anesthesia; ability to read anesthesia monitoring equipment.
2. An individual must be able to discriminate shades of black and white patterns in which the band is not more than 0.5 mm in width. Application: Bacterial hemolysis on a blood agar plate; density patterns on a radiograph; ability to see ECG tracing; reading and evaluation of histology/cytology slides.
3. Depth perception must allow detection of a 0.5 cm elevation which is no more than 1 cm in diameter on a slightly curved surface having a slightly irregular surface. Application: Detection of tissue swelling on the hip on a smooth-haired dog; determining presence of reaction to skin testing for allergies.

#### **B. Hearing**

1. An individual must be able to perceive the natural or amplified human voice without lip reading. Application: Oral communication in a surgery room with all occupants wearing surgical masks.

2. An individual must be able to perceive the origin of sound. Application: Movement of large animals in a pen or corral; monitoring multiple patients in an ICU.
- C. Proprioception
1. An individual must be able to determine the position of one hand extended from the body within  $\pm 10^\circ$  when the arm is extended in any direction, the eyes are closed, and the individual is standing. Application: endotracheal intubation; intravenous injection.
  2. An individual must be able to differentiate between four round semisolid objects having diameters of 0.5, 1, 1.5, and 2 cm and judge the shape and consistency of objects when the arm is extended and the eyes are closed. Application: assisting in surgery; lymph node palpation; palpation of trachea to determine proper endotracheal tube size.
- II. Body function:
- A. Speech
1. An individual must be able to speak English and be understood by others who cannot see the lips or facial expressions of the individual. Application: Oral communications in a surgery room where all occupants are wearing surgical masks; managing a patient with cardiac arrest.
- B. Coordinated movement
1. An individual must be able, when communicating with other individuals by speech, either in person or by telephone, to make legible written notes in English within the margins and space provided on the appropriate forms. Application: Completing medical records and charts; anesthesia records.
  2. An individual must be able to hold surgical instruments in one hand and perform fine movements with such instruments. Application: assist in holding of hemostats or other instruments while assisting in surgery; induce and monitor general anesthesia in an animal patient; place intravenous catheters; properly tie a square knot with 6-0 suture using instruments.
  3. An individual must be able to hold, manipulate, or tie materials ranging from a cloth patch to a very fine string. Application: Hold and manipulate a surgical sponge; properly tie a square knot with 6-0 suture by hand; endotracheal intubation; intravenous injection; catheterize animals to obtain sample of urine; apply bandages; intravenous catheterization of domestic and companion animal species (dogs, cats, rabbits, rats, etc.), and wild/ non-domesticated animal species (rabbits, raccoons, opossum, etc.).
  4. An individual must be able to move his/her entire body a distance of no less than three meters within two seconds of a signal to do so. Application: Movement from danger while handling animals in confined spaces.
- C. Physical Stamina
1. An individual must be able to lift objects and/or animals weighing 0-5 pounds constantly; 5-20 pounds frequently; 20-50 pounds occasionally. An individual must be able to lift all of the above to a height of one meter and carry the object or animal for a distance of two meters. Application: Placing a dog on a surgery table; lifting and carrying a bag weighing approximately 35 pounds of drugs, equipment and supplies from an ambulatory service vehicle to an animal patient in a nearby barn or lot; restrain a small animal patient for a medical procedure; restrain horses and cattle by halter, twitch, nose tongs and other techniques; administer oral medication to ruminants by balling gun or dose syringe.
- D. Allergy and/or fear
1. An individual must be able to have sustained contact with multiple species of animals and the environments in which they are housed and treated. During such contact, the individual must be able to carry out routine medical care on such animals irrespective of physical discomfort resulting from allergic reactions with hair, dander, skin, or bodily fluids. Fearful behavior on the part of an injured or distressed animal receiving veterinary care is a common occurrence in a clinical setting. It is likewise understandable that veterinary healthcare professionals should be fearful for their wellbeing when attempting to restrain and examine an injured animal patient. It is important that individuals be responsible for performing veterinary medical procedures to be able to do so in an efficient and expedient manner that mitigates the risk of personal injury to them and further exacerbates the injury to their patients.



Lincoln Memorial University  
HARROGATE, TENNESSEE

Veterinary Medical Technology Program

## **Technical Standards Acknowledgement**

I have read, understand, and meet the Technical Standards required by students of the Veterinary Medical Technology Program. I understand that if I cannot meet these standards, I will need to dismiss myself from the program. If I am found to not meet a standard, I may be asked to be tested on this standard. If I cannot meet the standard, I will be dismissed from the program.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name