



*Program Handbook:  
Veterinary Assistant  
Technology*

*Parkway West School  
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## **Table of Contents**

<b>Welcome/Introduction/Program Overview</b>	<b>1</b>
<b>Regulatory Agencies</b>	<b>2</b>
<b>Articulation Agreements</b>	<b>2</b>
<b>Student Requirements</b>	<b>3</b>
<b>Dress Code</b>	<b>3</b>
<b>Required Supplies/Shop Equipment</b>	<b>4</b>
<b>Classroom Rules, Rewards, and Consequences</b>	<b>4</b>
<b>Grading Procedures and Policies</b>	<b>9</b>
<b>Safety</b>	<b>11</b>
<b>Cleanup</b>	<b>11</b>
<b>Criteria for Program Completion</b>	<b>12</b>
<b>Miscellaneous Information</b>	<b>13</b>

<b>Parkway West School</b>	Page 1 of 13
<b>Program Handbook: Veterinary Assistant Technology</b>	2023-2024 School Year
<b>Instructor: Ms. Ezzo/Mrs. Milharcic/Mrs. Ulanowicz</b>	<b>Revision Date: April 2022</b>

## 1 **Welcome/Introduction/Program Overview**

The objective of this program is to introduce students to the rules and responsibilities of a veterinary assistant. At the conclusion of this program, the student will be able to work in a veterinary setting in a support position aiding Veterinarians, Technicians, and Receptionists. This program includes but is not limited to:

- Behavior/Handling/Dog Breeds/Work Place Safety
- Medical Math/Terminology/Record Keeping
- \*See Outline: Sections I, II, and IV
- Nutrition/Parasitology/Cat Breeds
- Pharmacology/Exam and Lab Procedures/Diseases
- \*See Outline: Sections V, VII, VIII, with review of Sections I, II, and IV
- Hematology/Microbiology/Exotics
- Large Animal/Small Animal Nursing/Large Animal Breeds
- \*See Outline: Sections III, VI, with review of all other sections.
- Anatomy/Physiology/Radiology
- Surgical Assisting/Instruments/Ex Review/Co-op
- \*See Outline: Sections III, VI, with review of all other sections.

\*See Outline: Please see the aforementioned document: Essential Skills for Assistant Training (Effective July 2018) published by NAVTA.

[https://navta.net/page/vet\\_asst\\_program](https://navta.net/page/vet_asst_program)

## **Public Services and Animal Usage Policy**

Students will have access to dogs every year that they participate in the Program.

Veterinary Assistant students will participate in weekly skills. These will consist of either performing a physical exam or another state-required task. Tasks may or may not utilize a live specimen.

Students will not participate in daycare or grooming services. The curriculum has been developed to ensure that a student has a strong foundation in the field. It is a disservice to the client, the animal, and the student to participate in our Public Services prior to having the essential knowledge and safety practices delivered at the start of the Program.

<b>Parkway West School</b>	Page 2 of 13
<b>Program Handbook: Veterinary Assistant Technology</b>	2023-2024 School Year
<b>Instructor: Ms. Ezzo/Mrs. Milharcic/Mrs. Ulanowicz</b>	<b>Revision Date: April 2022</b>

Certain students will be responsible for all aspects of the program’s doggie daycare business. The instructor’s role is to assist with problem solving and ensure safety. The students will take the daycare exam prior to the opening of our business. The material for the exam will be available the first week of school. Students are encouraged to study as there are no adaptations for this exam. Students who pass the exam with a 75% or higher and have good hands-on skills will be a student with the most responsibility in the daycare area. Students who do not pass the exam but understand canine body language will participate in the area under the supervision of the instructor. They will have an opportunity to retake the test at a later date. Students who pass the exam with an 80% or higher but does not understand canine postures and potential play hazards will remain in the classroom and strive for mastery of these essential skills to optimize dog and human safety.

Certain students will be responsible for all aspects of the program’s pocket pet room. The instructor’s role is to advise and ensure safety. Students must take and pass a pocket pet room test with a 75% or better. Study materials will be provided, however, there are no adaptations for this test.

In addition to the above, the following criteria must be met by the student for the pocket pet room and daycare:

- a) Maintain a 75% or better grade in the program and academics
- b) Cannot exceed 10 days of absence without a doctor’s excuse for the school year
- c) Have zero disciplinary infractions for the entire school year.

## **2 Regulatory Agencies**

Pennsylvania State Board of Veterinary Medicine, PA Department of Agriculture (Kennel license), and NAVTA

## **3 Articulation Agreements**

Harcum College, Bryn Mawr, PA

California University of Pennsylvania, California, PA

Wilson College, Chambersburg, PA

## **4 Student requirements**

All students must meet the admission requirements of Parkway West CTC through one of the twelve sending districts.

<b>Parkway West School</b>	Page 3 of 13
<b>Program Handbook: Veterinary Assistant Technology</b>	2023-2024 School Year
<b>Instructor: Ms. Ezzo/Mrs. Milharcic/Mrs. Ulanowicz</b>	<b>Revision Date: April 2022</b>

The Veterinary Assistant Technology (Vet Assistant) Program at Parkway West Career & Technology Center (PWCTC) is accredited by the National Association of Veterinary Technicians in America (NAVTA). NAVTA is the National Certification for Veterinary Technicians and Veterinary Assistants. NAVTA will require students to obtain a minimum of 30 hours of externship/clinical experience within a veterinary clinic, shelter, grooming facility, daycare or hospital practicing Veterinary Assistant skills under the direction of an extern/clinical site supervisor. Students are required to complete the hours from at least 2 different sites with one being a veterinary hospital. The hospital hours will have a five-hour minimum commitment. The NAVTA requirement also mandates that the student maintains a 75% grade average and 75% on a practice exam throughout the program to achieve eligibility for PWCTC to pay for the exam.

Parkway West will work collaboratively with parents and students to assist with securing externship/clinical sites. However, it is the student's responsibility to complete the required hours in order to be eligible to test for the NAVTA Veterinary Certification. Students who do not complete the NAVTA required externship/clinical hours will still have the opportunity to earn a certificate of completion from Parkway West CTC, but not the National Veterinary Assistant Certification.

Student/parent requirements also include signing all program documentation involving animal(s) and personal safety. These are distributed at the beginning of each school year.

Students must finish the year with a 60% cumulative grade to continue to the next year curriculum. A student with a final grade lower than a 60% will be removed from the Veterinary Assistant Program but can return to PWCTC in another program.

## 5 Dress Code

Safety and infection control concerns exist in all clinical situations therefore, the following dress code is in place:

ALL Veterinary Technology students will be required to order medical scrubs from our Parkway West CTC uniform store. You can access the Parkway West uniform store by searching the Parkway West website at [www.parkwaywest.org](http://www.parkwaywest.org). Once logged onto our website, please access the Parkway West CTC uniform store by clicking on the web store icon under links and portals. After accessing the store, select the Veterinary Technology Program to begin your order. Medical scrubs are to be worn at all times. If the weather is cold, a long

<b>Parkway West School</b>	Page 4 of 13
<b>Program Handbook: Veterinary Assistant Technology</b>	2023-2024 School Year
<b>Instructor: Ms. Ezzo/Mrs. Milharcic/Mrs. Ulanowicz</b>	Revision Date: April 2022

sleeve shirt or hooded sweatshirt may be worn **UNDER** the scrubs. **ONLY** approved program sweatshirts can be worn on top of the scrubs.

For reasons of personal safety, no necklaces, dangling earrings, or loose bracelets should be worn. Jewelry is limited to a watch.

- Any student with long hair must have it pulled back when working with an animal.
- Tongue, lip, and nose piercing are not encouraged by most clinical sites.
- Tennis shoes and socks must be worn at all times.
- It is important to look neat and clean, as the student will be working closely with other veterinary professionals.

## 6 Required Supplies/Shop Equipment

### Required Items:

- Two #2-Piece Scrub Uniform – ordered from the Parkway West uniform store.
- Tennis shoes and socks (**No crocks, slippers, or open-toes shoes or shoes without a back**)
- Pencil and blue/black ink pens
- Notebook
- Timing Device
- Three-ring binder
- Notecards
- Highlighters

### Optional Items:

- Veterinary Assistant Hooded-Sweatshirt – Ordered from the Parkway West uniform store.
- Stethoscope

## 7 Classroom Rules, Rewards and Consequences

### Misconduct and Academic Dishonesty:

Academic dishonesty, unprofessional and/or unsafe behavior will not be tolerated. Violations will result in disciplinary action which may include dismissal from the program. Suspected incidents of verbal and/or physical abuse of an animal and/or misappropriation of facility property will be investigated and could result in immediate dismissal from the Program.

<b>Parkway West School</b>	<b>Page 5 of 13</b>
<b>Program Handbook: Veterinary Assistant Technology</b>	<b>2023-2024 School Year</b>
<b>Instructor: Ms. Ezzo/Mrs. Milharcic/Mrs. Ulanowicz</b>	<b>Revision Date: April 2022</b>

### Veterinary Assistant Program Safety Rules (Including play yard)

1. **NO** cell phones or electronic devices are permitted in the lab.
2. No Food or drink is permitted in the lab areas or daycare.
3. Wash hands correctly and often.
4. Proper dress is required for participation in the lab. See Rule #2 in Classroom Rules.
  - a. Hair must be tied back.
  - b. Fingernail length must not interfere with practical performance. **No artificial nails are allowed.**
  - c. Appropriate shoes. See required items previously mentioned.
5. Report all injuries, damaged equipment, and unsafe practices to the instructor immediately.
6. Always use proper body mechanics when lifting heavy objects greater than 40 lbs. or animals.
  - a. Use more than one person
  - b. Bend at the knees while keeping your back straight.
7. Keep your work area neat and clean to avoid accidents. Use the wet floor sign when needed.
8. Observe all safety precautions for the skill that you are performing.
  - a. Keep your face away from a dog's face.
  - b. Keep above the dog's level by standing.
9. Professional behavior is expected at all times while working in the lab.
  - a. Work as a team.
  - b. Remain quiet and calm at all times around the animals.
10. PPE must be worn when needed.
  - a. Exam gloves – chemicals, body fluids, infectious or hazardous materials
  - b. Goggles – mixing chemicals or if a splash is likely to occur.
11. Dogs must be **DOUBLE** leashed when transporting.
12. Keep lab doors closed at all times when an animal is present.
13. Animals are not permitted to interact unless an instructor or an authorized day care leader attendant is present.

### Veterinary Assistant Program Rules

1. Treat everyone (teachers, classmates, and yourself) with respect.
2. Students may not wear fishnet stockings, bare midriff halter tops, ski masks, or hats/hoods.

<b>Parkway West School</b>	<b>Page 6 of 13</b>
<b>Program Handbook: Veterinary Assistant Technology</b>	<b>2023-2024 School Year</b>
<b>Instructor: Ms. Ezzo/Mrs. Milharcic/Mrs. Ulanowicz</b>	<b>Revision Date: April 2022</b>

3. Personal scrubs (tops and pants or PWCTC hoodie) and closed toed shoes (no crocs, slippers, or open-toed shoes or shoes without backs) must be worn at all times. No artificial nails. If you do not have your scrubs, shoes, and/or have artificial nails:
  - Day 1 – Work Ethics Points deducted, verbal warning
  - Day 2 – Work Ethics Points deducted, telephone call home
  - Day 3 – Every day thereafter – Work Ethics Pointed deducted, disciplinary action taken (written up)
4. Hair should be off the collar and limit jewelry when working with animals.
5. Upon arrival, report to your classroom on time, not the bathroom.
6. One student in the bathroom at a time even during break.
7. Use appropriate language at all times.
8. No cell phones or personal electronics (including ear phones/ear buds).
9. Do not leave the classroom without permission.
10. Students should wait and board the bus at the Garlick Building.
11. Scrub changing times will be designated by the instructor.
12. Academic dishonesty and unprofessional and/or unsafe behavior will not be tolerated. Students must conduct themselves in a professional manner while on the premises.
13. Destroying or defacing equipment/property will not be tolerated.
14. Follow the instructor’s instructions and stay on task.
15. Lockers are issued by the school for personal items and should be locked at all times. Locks must be purchased from the Parkway West Business Office.
16. Students must be accompanied by an instructor to visit the breakroom.
17. Late assignments will be subject to the posted late assignment policy. No assignment will be accepted 3 days after the due date.
  - 1 Day late = 25% off
  - 2 Days Late = 50% off
  - 3 Days Late = 75% off
  - 4 Days Late = Zero points

Grievance Procedure:

Should a student be dissatisfied with the implementation of any part of the program, the student may appeal that issue to a higher authority through the Grievance Procedure as outlined in the Student Handbook.



<b>Parkway West School</b>	<b>Page 7 of 13</b>
<b>Program Handbook: Veterinary Assistant Technology</b>	<b>2023-2024 School Year</b>
<b>Instructor: Ms. Ezzo/Mrs. Milharcic/Mrs. Ulanowicz</b>	<b>Revision Date: April 2022</b>

### Teaching Method

The Veterinary Assistant Program is designed to give everyone an opportunity to succeed at some level in the veterinary field. Several different teaching methods and experiences are used:

1. Lecture/Theory, Testing
2. Skills and demonstration
3. Independent work, time management, and study skills
4. Field trips
5. Guest Speakers
6. Role play of technical tasks and soft skills
7. Videos

### Field Trips

Students must maintain a 75% or higher grade average, have 10 or fewer unexcused absences, and no disciplinary incidents to attend any field trips.

### Whiteboard/Front Desk

Daily assignments will be posted on the whiteboard. **Students should check daily for the class schedule, handouts, assignments, question of the day, and test or quiz dates.** This information will be available to students when returning from an absence.

### Lecture/Theory

Students are required to take notes during lectures. Students should get notes from any missed lectures as soon as possible.

### Skills

Skills will be reviewed and demonstrated. Students will then be given an opportunity to practice the skills for a time period determined by the instructor. (For example: one class period is more than enough time for hand washing, but vital signs may take two or three classes).

Students will then be tested on these skills. This involves each student doing a return demonstration with explanation to the instructor, without using the skills sheet or prompting from the instructor. Skills are graded via a rubric and second chance grading is available.

<b>Parkway West School</b>	<b>Page 8 of 13</b>
<b>Program Handbook: Veterinary Assistant Technology</b>	<b>2023-2024 School Year</b>
<b>Instructor: Ms. Ezzo/Mrs. Milharcic/Mrs. Ulanowicz</b>	<b>Revision Date: April 2022</b>

### Assignments

All assignments must be labeled with name, date, and class session (AM or PM). If a student needs help with an assignment, notify the instructor or paraprofessional immediately.

**Anyone caught copying another student's work will receive a zero as well as the person that permitted the copying.**

### Tests

Tests will be based on lecture material, lab skills, and assigned materials. The most common test method is multiple choice to mimic standardized tests (NAVTA and NOCTI). Grading will be based on the CTC grading scale.

1. Excused absences may be permitted for any of the following reasons. The instructor will require the student to provide verification of such absences:
  - Illness or death in the immediate family, (spouse, child, sibling, parent, or grandparent).
  - Personal illness (requirement is a certification from a health care provider that the student is free from communicable or infectious disease).
  - Jury duty or court summons.
  - Hazardous road conditions.
  - Military duty
  - Home-school excused.
2. It is the student's responsibility to get any and all work missed regardless of the reason for the absence. The late policy applies.
3. Any tests/assignments missed are due the day after your return. For example, if you miss Tuesday, return Wednesday, the work and/or test is due Thursday at the start of class, along with Wednesday's assignment.
4. It is the student's responsibility to ask the instructor for help or clarification of class topics. We cannot help you, if you do not let us know you are having a problem.

### Program Evaluation

Bi-annually conducted Advisory Committee Meetings are part of the internal evaluation process. The Committee members are from the local veterinary institutions and schools. The Advisory Committee receives a copy of the curriculum for their review and suggestions. The Committee is also available throughout the year if questions or problems arise.

<b>Parkway West School</b>	<b>Page 9 of 13</b>
<b>Program Handbook: Veterinary Assistant Technology</b>	<b>2023-2024 School Year</b>
<b>Instructor: Ms. Ezzo/Mrs. Milharcic/Mrs. Ulanowicz</b>	<b>Revision Date: April 2022</b>

## **8 Grading Procedures and Policies**

Grading Scale for Veterinary Assistant:

Knowledge/Skills 80%

Work Ethic Grade 20% (See Work Ethic Evaluation Form)

### GRADE SCALE

A 90-100

B 80-89

C 70-79

D 60-69

F Below 59

<b>Parkway West School</b>	<b>Page 10 of 13</b>
<b>Program Handbook: Veterinary Assistant Technology</b>	<b>2023-2024 School Year</b>
<b>Instructor: Ms. Ezzo/Mrs. Milharcic/Mrs. Ulanowicz</b>	<b>Revision Date: April 2022</b>

## Work Ethics Evaluation Form

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

<i>Work Ethic Characteristic</i>	<i>M</i>	<i>T</i>	<i>W</i>	<i>Th</i>	<i>F</i>
<i>Attendance/Punctuality (AP)</i> Attends class on time					
<i>Behavior/Language/Safety (B)</i> Displays behavior & work ethic as would be expected in professional field Uses appropriate language Follows rules regarding cell phones, electronics, horseplay, etc. Follows individual program handbook rules Wears proper safety gear (safety glasses, boots, etc.) Demonstrates safety in classroom and shop areas.					
<i>Cleanup/Tools/Prepared for Class (C)</i> Keeps work area neat, uses lockers provided Returns clean tools to appropriate area Returns supplies to appropriate area Brings necessary materials and supplies to class (pencil, notebook, etc.)					
<i>Dress Code (D)</i> Dresses in appropriate uniform for program area Uses proper grooming and personal hygiene Follows school dress code policy					
<i>Participation (P)</i> Participates in class discussion and exercises Completes required projects Demonstrates a positive attitude					

**Meets Expectations (2)** All work ethics standards are met.

The quality of student's work ethics performance is that of a good employee in the normal work environment.

**Needs Improvement (1)** Some work ethics standards were not met.

Additional training in employability skills is recommended.

**Unacceptable (0)** Work ethics performance was below average.

Additional training in employability skills is a must if the student is to survive in the work environment.

<b>Parkway West School</b>	Page 11 of 13
Program Handbook: Veterinary Assistant Technology	2023-2024 School Year
Instructor: Ms. Ezzo/Mrs. Milharcic/Mrs. Ulanowicz	Revision Date: April 2022

## 9 **Safety**

Refer to Student Handbook.

## 10 **Lab Clean Up Procedures**

- All equipment/materials/supplies should be cleaned, disinfected, and put away after use.
- Cages must be cleaned and disinfected after each use.
- All surfaces must be cleaned and disinfected.
- Floors are to be swept and mopped twice daily.
- Laundry must be washed, dried, and put away as needed.

<b>Parkway West School</b>	Page 12 of 13
Program Handbook: Veterinary Assistant Technology	2023-2024 School Year
Instructor: Ms. Ezzo/Mrs. Milharcic/Mrs. Ulanowicz	Revision Date: April 2022

## 10 Criteria for Program Completion

Certificates of Completion are issued only at the end of each school year. All students who successfully complete the requirement outlined below will receive a Certificate of Completion.

### CRITERIA FOR COMPLETERS

	NON-COMPLETERS	BASIC COMPLETERS	ADVANCE COMPLETERS
PROGRAM CURRICULUM	Student has <b>not</b> completed at least 74 % of program competencies.	Student has completed at least 75% of program competencies.	Student has completed at least 90% of program competencies. Student must attain a final course grade of 85% or better.
END OF PROJECT ASSESSMENT	Earned Basic score on NOCTI or did not make an attempt to pass.	Earned Competent score on NOCTI.	Earned Advanced score on NOCTI.
ATTENDANCE	Student is absent 30 days or more in any one school year.	N/A	Student must meet No Child Left Behind target of 90% cumulative attendance.
HIGH SCHOOL DIPLOMA OR EQUIVALENT	Student has not attained a high school diploma or equivalent.	Earned high school diploma or equivalent.	Earned high school diploma or equivalent.
PORTFOLIO	Incomplete Portfolio.	Completed Portfolio.	Completed Portfolio.

Any student identified as a non-completer will not be eligible to obtain a certificate of completion. Completers will ONLY have the ability to take the NAVTA exam if they have a 75% yearly average for each year in the Program. In addition, seniors must also achieve a 75% on a practice exam and complete 30 hours of clinical experience/observation at a minimum of 2 facilities. A student who completes the 30 hours but does not meet other mentioned requirements can take the exam if they cover the exam payment themselves. Finally, all hours need to be completed by March 1<sup>st</sup> of the student's final year.

<b>Parkway West School</b>	Page 13 of 13
Program Handbook: Veterinary Assistant Technology	2023-2024 School Year
Instructor: Ms. Ezzo/Mrs. Milharcic/Mrs. Ulanowicz	Revision Date: April 2022

## 11 Miscellaneous Information

Parkway West CTC in compliance with federal law is committed to the policy that Vet Tech students shall not be utilized to provide services for which they have not been supervised and passed as competent to perform.

### Electronic Documents and Parental/Guardian Electronic Signature Policy

Whenever possible, Parkway West CTC will make every effort to be environmentally friendly and lessen its carbon footprint by utilizing documents electronically. In the event a document is electronic and requires a parent/guardian signature, the following policy will take effect:

#### Parent/Guardian Signature

I affirm that I am the parent/legal guardian of the student identified on this form and that the information on this form is true and correct. I understand that by typing my name below, I am electronically signing this form. Submitting my typed name constitutes a legal signature. Submission of false information is subject to penalties for unsworn falsification to authorities. 18 Pa.C.S 49011

#### Public Notice of Non-Discrimination

It is the policy of the Parkway West Career and Technology Center not to discriminate on the basis of race, sex, religion, color, national origin, handicap, or limited English proficiency in its educational programs, activities, or employment policies as required by Title IX of the 1971 Educational Amendments, Title VI of the Civil Rights Act of 1964, Section 504 Regulations of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. For information regarding services, activities, programs, and facilities that are accessible to and usable by handicapped persons, or for inquirers regarding compliance with the above nondiscriminatory policies, contact the Director, Parkway West Career and Technology Center, 7101 Steubenville Pike, Oakdale, PA 15071, 412.923.1772; or write to the Director of the Office of Civil Rights, Department of Health, Education, and Welfare, Washington, D.C.

The Quality Policy of Parkway West School is to deliver Quality instruction to students in career, academic and technical programs and to continually improve the Quality of the service.