

Table of Contents

Introduction	3
Philosophy of the Veterinary Nursing Program	4
Performance Standards for Veterinary Nursing Students	6
Faculty & Staff	9
Graduation Advisory List	10
Veterinary Nursing General Guidelines	11
Commitment to the Veterinary Nursing Program	11
Professionalism	11
Veterinary Nursing Dress Code	11
Personal Grooming	11
Professional Appearance	11
Casual Dress	12
Official Dress	12
Action Plan for Non-compliance	12
Attendance & Tardiness	12
Grading	13
Hospital Rounds	13
Skills Lab	13
Continuing Education, Service Learning and Career Exploration Trips	14
Externship	14
State and National Board Exams	15
Student Organizations	15
Veterinary Services	15
Parking/Vehicles	15
General Information	15
Proper Communication Channels	16
Tutoring	16
Computer Use	16
Cell Phone Use	16
Copies	16
Wi-Fi	16

Food and Drink	16
Tobacco Use	17
Building Access	17
Dismissal from the Program	17
Readmission to the Program	18
Appeal of Course Grade and Grievance Procedure	19
Student Health and Safety	19
Aggressive Animal Policy	19
Animal Bites and Scratches Policy	20
Animal Care and Use Concern Policy	20
Zoonotic Concerns	21
Pregnancy Concerns	21
Safety/Injury Concerns	21
Health Care/Illness/Injury	21
Evacuation Plan	21
Drug Testing	21
Oklahoma Board of Veterinary Examiners-Veterinary Practice Act 775:10-7-10.	22
Denial, suspension or revocation of a veterinary technician certificate.	22
Public Health Concerns of Veterinary Nursing Personnel	22
References:	26
Pregnancy Policy	27
If Pregnant Student Must Complete - Physician Visit Checklist for Pregnancy	28
If the student obtains an Injury or is Pregnant they must have this form completed upon return to school:	29
Health Status Release Form	29
Graded Papers Release Form	30
Media Consent & Release Form	31
Murray State College Veterinary Nursing Release, Hold Harmless and Indemnification Agreement	32
Murray State College Veterinary Nursing Rabies Information & Vaccination Form	33
Murray State College Veterinary Nursing Rabies Vaccination Form	34
Veterinary Nursing Program Student Handbook Student Understanding Form	35
Murray State College Veterinary Nursing Student Agreement Form	38

Introduction

This handbook is to assist the student with common protocols within the Veterinary Nursing Program. It does not replace or supersede the Murray State College Student Handbook but is in addition to.

The Murray State College Veterinary Nursing curriculum is fast-paced and highly integrated. For this reason, a specific course sequence for completion of the program has been designed to insure each student acquires the skills needed to be successful in this career in a timely fashion. To successfully complete the program objectives, a full-time academic commitment is necessary.

To be successful in the program, students must learn ***time management*** skills beginning the first week of classes. In general, students should schedule three hours of preparation, study and review time for every one hour of lecture instruction and one hour of preparation, study and review time for every one hour of laboratory instruction. This may seem difficult to do at first, but it is necessary for the highest level of success in the program.

Students in the program should take advantage of the many services available on the Murray State College campus. Your classmates and, students in the class ahead of you are available to help you be successful in your studies. Finally, do not hesitate to seek assistance from our program faculty...view your instructors as a resource and be aware that they “stand ready” to assist you. The veterinary Nursing instructors believe that the student is the reason we are here. Never forget, however, that you play a very important part in your own success. **Learning is an active process, in which the learner must do the learning.**

Program success is all about preparation, dedication, and commitment. But ***attitude*** is just as important as skill acquisition. Without kindness and caring, you may be an excellent healthcare provider, but not an excellent veterinary technician. The animal needs you, the owner needs you, and your colleagues need you to be a team player and pursue the best in all you do. So do your best to be professionally courteous at all times, feel good about yourself and what you have accomplished as you end each day and embrace the new challenges tomorrow will bring.

Hands-on animal experience is obtained through local animal shelters, college farm, private farms and employees of Murray State College. All students are expected to participate in the care, handling and nursing management of a wide variety of species including small, large, exotic, and laboratory animal species. Cadavers, preserved, and unpreserved animals and animal tissues will be used for training purposes. Though it is rare, in some instances animals may be euthanized during teaching laboratories, however, the program adheres to the policies and procedures outlined in the Animal Welfare Act at all times when using animals for training purposes.

Philosophy of the Veterinary Nursing Program

The mission of the Murray State College Veterinary Nursing program is to produce graduates who will be credentialed professional members of the Veterinary Medical Team. Successful Veterinary Nursing students will meet the educational goals of the program by demonstrating:

- ❖ Communicate effectively with both professional staff and clients concerning veterinary patient care.
- ❖ Provide and document veterinary patient nursing care and treatment.
- ❖ Proficient in the skills required of entry-level degreed veterinary nurse/technicians.
- ❖ Functions as a self-directing, accountable member of the veterinary profession.
- ❖ Practices within the ethical and legal framework of veterinary nurse/technician.
- ❖ Successful completion of Veterinary State Board Exam and the Veterinary Technician National Examination.

Successful graduates will become excellent providers of quality health care for animals and outstanding members of society.

Murray State College offers four semesters plus one summer session in the Veterinary Nursing program that leads to an Associate of Applied Science degree. The program has full accreditation by the American Veterinary Medical Association. Graduates are eligible to sit for state and national board examinations.

Associate Degree Veterinary Nursing Programs:

1. Require two years to complete.
2. Combine Veterinary Nursing theory and skills with college level general education courses in the arts and sciences.
3. Produce graduates that are well-rounded individuals.
4. Are conducted by institutions of higher education.

The mission of Murray State College is to provide opportunities for student learning, personal growth, professional success, and community enhancement. The Veterinary Nursing Program is an integral part of Murray State College; therefore, it functions within the philosophy and purposes of the college.

Employment opportunities for Veterinary Technicians are numerous, varied, and may include:

1. Providing professional assistance to veterinarians, biological researchers, scientists, animal control and humane organizations.
2. Duties accomplished in compliance with federal, state, and local laws. These duties shall not include diagnosing, prescribing, or performing surgery.

3. The care and handling of animals, knowledge of their normal and abnormal life processes, medical and surgical nursing, anesthesiology, radiography, and clinical laboratory procedures.

Students should be aware that employment opportunities and compensation vary widely and are influenced by geographic location and type of employer.

We welcome you to the Veterinary Nursing Program and look forward to guiding your educational journey over the next two years!

Performance Standards for Veterinary Nursing Students

Essential Functions for Veterinary Nursing

The field of Veterinary Nursing is both intellectually and physically challenging. All students must meet the following performance standards in order to successfully complete courses in the Veterinary Nursing Program (VNP) and Veterinary Nursing Distant Learning Program (VNDLP). These standards are necessary in order to protect the students, other veterinary personnel, as well as the patients. They include performing essential skills set forth by the AVMA-CVTEA accrediting body as well as technical standards required by the Veterinary Nursing program (VTP) and the veterinary profession. Murray State College abides by all state and federal nondiscrimination and equal opportunity requirements.

General Physical Requirements

- With or without accommodations, students must independently:
- Walk and stand for at least ten minutes at a time, multiple times per hour.
- Lift and/or carry up to 50 pounds from floor to waist level or higher at least several times per day.
- Lift objects weighing up to 50 pounds to a height of one meter or higher and carry the object or animal for a distance of two meters.
- Handle, install, position and move materials, equipment, and supplies.
- Handle, position, and restrain live animals of small and large animal species.
- Have sustained contact with multiple species of animals and learn the safe handling, restraining, and working with these animals.
- An individual should not be allergic to any species of animals to the extent that would prohibit working in a facility that has them.

Cognitive Ability

With or without accommodations, students must independently:

- Function in a structured environment within significant time constraints, make rapid decisions in urgent situations, and meet deadlines.
- Demonstrate a willingness to assist with and perform a wide variety of routine medical, surgical, and diagnostic procedures common to the veterinary setting; including humane euthanasia and handling of sick, injured, fractious, or aggressive animals without fear.
- Complete required tasks/functions under stressful and/or unpredictable conditions, including emergency situations.
- Access information from books, reference manuals, computers, and paper and electronic medical documents to perform duties and safely use equipment.
- Prioritize, organize, and utilize time-management skills to perform tasks.
- Evaluate, synthesize and communicate diagnostic information to the attending veterinarian and/or staff.
- Demonstrate the need for minimal supervision as they advance through the program.

Communication Skills

With or without accommodations, students must independently:

- Communicate accurately and effectively in English.
- Comprehend and carry out complex written and oral instructions given in English.
- Make legible and coherent notes in English within the margins and space provided on the appropriate forms.

Professionalism and Interpersonal Skills

With or without accommodations, students must independently:

- Demonstrate professional and socially appropriate behavior; maintain cleanliness and personal grooming consistent with close human and animal contact.
- Interact appropriately with clients and all members of the veterinary healthcare team.
- Demonstrate good judgment and make appropriate professional and procedural judgment decisions under stressful and/or emergency conditions (i.e. unstable patient condition), emergent demands (i.e. stat test orders), and distracting environments (i.e., high noise levels, complex visual stimuli, aggressive animals).

Manual Dexterity and Mobility

With or without accommodations, students must independently:

- Move his/her entire body a distance of no less than three meters within two seconds of a signal to do so, to move rapidly from danger while handling animals in confined spaces.
- Perform the essential functions of the profession. This includes manipulating small equipment, adjusting resistance on equipment, holding hooves while cleaning and evaluating, managing syringes, catheters, and common surgical instruments.
- Complete physical assessment and perform nursing duties in a timely manner. This includes performing palpation during physical exams, administering oral, intramuscular, subcutaneous, and intravenous medication, inserting and removing tubes, collecting organic samples from live animals, and performing wound care.
- Palpate and interpret findings, i.e. palpation of pulses, lymph nodes or trachea to determine proper endotracheal tube size.
- Operate surgical instruments. This includes assisting with hemostats or other instruments while assisting in surgery; inducing and monitoring general anesthesia in an animal patient; placing intravenous and urinary catheters.
- Hold, manipulate, or tie materials ranging from a cloth patch to a very fine string. This includes using a surgical sponge; tying a 00-silk suture; endotracheal intubation; intravenous injection; catheterizing animals to obtain sample of urine and/or other body fluids; applying bandages.

Auditory, Olfactory, and Visual Skills

Veterinary technicians must safely and correctly assess patients and interpret and record data. With or without accommodations, students must independently:

- Determine minute areas of detail, very small variations in color and adequate depth perception (size, shape and texture), including differentiation of details as viewed through a microscope. This includes characterizing and interpreting the color, odor, clarity, and viscosity of body structures and fluids, observing variations in skin and mucus membrane color, integrity, pulsations, tissue swelling, etc.

- Observe and assess as necessary in nursing care both from a distance and close by in order to recognize physical status and non-verbal responses including behaviors.
- Monitor and assess health status, including auscultation of heart and lungs, and respond to equipment alarms and warning sounds from animals, humans, and/or equipment of impending danger or injury.
- Recognize and respond appropriately to distress sounds from animal and alarms/warning signals on animal- monitoring equipment directly and through intercommunication systems to ensure patient safety.
- Detect and respond appropriately to odors in order to maintain environmental safety and patient needs.
- Use a compound microscope to identify cells and organisms and be able to differentiate colors of stained objects.
- 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. This includes detecting and describing a change in color of hair coat caused by licking or trauma; detecting abnormal head posture in a parakeet; monitoring respiratory rate during anesthesia; reading anesthesia monitoring equipment.
- Discriminate shades of black and white patterns in which the band is not more than 0.5 mm in width. This includes characterizing bacterial hemolysis on a blood agar plate; density patterns on a radiograph; and trace ECG.
- Demonstrate adequate depth perception to allow detection of a 0.5 cm elevation, which is no more than 1cm in diameter on a slightly curved surface having a slightly irregular surface. This includes detection of tissue swelling on the hip on a smooth-haired dog; determining presence of reaction to skin testing for allergies.
- Communicate in a surgery room while all occupants wear surgical masks.
- Detect movement of large animals in a pen or corral.
- Monitor multiple patients in an ICU.

Request for Accommodations

Students seeking accommodations must self-disclose to the Disability Services Office to determine eligibility. Accommodations specific to core program requirements will be at least equivalent to those approved by the licensing body.

To ascertain appropriate accommodations, the Disability Services Office may request assistance from appropriate veterinary medicine and technical specialists: Disability Services Office, Advising & Counseling Center, 222.819.000.

MSC Student Support Concerning ADA Needs

Murray State College is committed to providing equal access to College programs and services for all students. Under College policy and federal and state laws, students with documented disabilities are entitled to reasonable accommodation to ensure the student has an equal opportunity to perform in class. If any member of the class has such a disability and needs special academic accommodation, please report to the Testing Centers as soon as possible. On the Tishomingo Campus, contact the Testing Center at (580)387-7304 located in LS119. On the Ardmore campus, contact the Testing Center at 580/319-

0371 located in the UCSO main building. Reasonable accommodation may be arranged after verification of ADA needs. Do not hesitate to contact the instructor if any assistance is needed in this process.

Faculty & Staff

Laura Pearce-Sandmann BS, RVT
Program Director
Assistant Professor
Coalgate, OK 74538
580-387-7522 (work)
580-927-5309 (cell)
lsandmann@mscok.edu

Erika Hanna, D.V.M
College Veterinarian/Faculty
Atoka, OK 74525
580-387-7523 (work)
ehanna@mscok.edu

Katie Tyler D.V.M.
Adjunct Faculty
Ada, OK 74820
ktyler@mscok.edu

Katharine Eckrich, BS, RVT
Faculty
Durant, OK 74701
580-387-7521 (work)
keckrich@mscok.edu

Carola Morrison, RVT
Faculty
Milburn, OK 73450
580-387-7524 (work)
cmorrison@mscok.edu

Sydney Holt, RVT
Clinical Technician
Durant, OK 74701
580-387-7525 (work)
sholt@mscok.edu

Murray State College
Veterinary Nursing
One Murray Campus
Tishomingo, OK 73460
580-387-7520
mscvn@mscok.edu

Graduation Advisory List

Graduation advisors for Veterinary Nursing and Veterinary Assistant students are assigned by student's last name.

A - H = Sydney Holt, RVT
I - Q = Katharine Eckrich, BS, RVT
R - Z = Carola Morrison, RVT

All students who wish to continue their education for Pre-Veterinary Medicine, Dan Moore will be your graduation advisors.

Veterinary Nursing General Guidelines

Commitment to the Veterinary Nursing Program

Veterinary Nursing is a challenging two-year program that requires a **tremendous amount of time** and must be the student's top priority if they are to be successful. Students who cannot devote the required time and effort should consider reapplying to the program at a later date.

Professionalism

Professionalism is a valuable part of your training and you are expected to conduct yourself in a professional manner at all times. Professionalism includes appearance, written and spoken communication, and behavior.

Veterinary Nursing Dress Code

Personal Grooming

- Daily bathing and deodorant use is required and be mindful that perfume/cologne should be applied sparingly.
- Hair should be neat and clean and secured away from the face.
- Neatly trimmed beards or mustaches are acceptable, otherwise, close shaves are expected.

Professional Appearance

- Long dangling earrings and open plugs are dangerous and are not acceptable, nor are other obvious body piercings (while in the Veterinary Nursing building or during Continuing Education, Service Learning, Career Exploration trips and Externship).
- Hair must be of a natural hair color.
- All students are required to wear clean and wrinkle free scrubs with pants of appropriate length (not dragging the ground) at all times while in the Veterinary Nursing building and on externship.
 - You are required to wear under shirts if your scrubs do not cover your body properly.
 - During the winter, shirts may be worn **under** scrubs or a lab coat may be worn **over** scrubs. You **are not to wear** jackets, hoodies, sweatshirts, etc. over your scrubs.
 - All Scrubs MUST BE CHEROKEE BRAND – Any style is acceptable
 - Veterinary Assistant – Pewter
 - Freshmen VT-Burgundy (maroon/wine)
 - Sophomore VT – Hunter (green)
- Lab Coats may be of any color but **NOT white**.
- Name badges are worn on the left side.
- Closed toe/closed heel shoes at all times. Crocks are not acceptable.
- No hats or caps are to be worn during classes.
- Laboratory coats are required in Clinical Pathology I & II.

- Large animal labs require dark blue coveralls or bibs (NO Denim) and boots or rubber boots.

Casual Dress

Fridays are casual days and students may wear any color **scrubs or scrub top/MSCVN Polo shirt and jeans.**

Official Dress

Attire for trips or at other times when requested by faculty, will be a Veterinary Nursing Polo shirt with black slacks (one polo shirt will be provided for each sophomore student; you will need to buy a pair of black slacks). Both shirt and slacks must be clean and pressed, with clean shoes. You are representing not only yourself, but also your classmates and the Murray State College Veterinary Nursing Program.

Action Plan for Non-compliance

- **First offense:** Student will be dismissed from class.
- **Second offense:** Student will be dismissed from classes for the day. Student will attend a meeting with Director of the program and faculty/staff and be placed on probation.
- **Third offense:** Dismissal from the program.

Attendance & Tardiness

Regular attendance is essential to optimum academic achievement. Therefore, students are expected to be on time and to attend every meeting of courses in which he or she is enrolled. Absences in excess of one hour per course hour enrolled are considered sufficient to seriously affect academic achievement in class. Whenever any student's absences are so excessive that, in the judgment of the instructor, a satisfactory degree of progress cannot be expected, the student may be administratively withdrawn from the class. Arriving late to class is disruptive and shows a lack of respect for your classmates and instructors. Habitual tardiness may adversely affect your grade. Doors may be locked at the beginning of class.

Students need to be informed that classroom doors will be locked at the beginning of class. This is for the student's protection against intruders into the classroom and to prevent late student's from entering after class has begun. If a student leaves the classroom during class for any reason they will not be permitted back into that class.

Students involved in school activities may have "excused absences"; however, an absence classified as an "excused absence" does not excuse the student from class work or assignments on those "excused absence" days. In these cases, students are encouraged to make arrangements with their instructor; prior to the day they will be absent to complete any assignment. In some instances, "excused absences" will be excessive enough to prevent reasonable achievement in the Veterinary Nursing Program, in which case it may be advisable for you to plan to reapply to the program at a later time.

Each student should place emphasis on developing a sense of responsibility for his/her education. Students are held accountable for all work covered in the course despite valid reasons for absenteeism. It is the student's responsibility to contact class members to acquire notes, discuss missed material and practice missed lab skills. The faculty member is not responsible for sending any missed assignments, handouts or other course documents.

The development of learning teams is encouraged. Working together in groups is a helpful way of checking your understanding of material as well as providing support if absents are unavoidable. Each student should work on skills of learning and sharing in study groups to enhance their potential for success in the program and their success in the profession.

Please remember that absence from class or not being prepared on the day an assignment is due, does not automatically mean that the work may be made up or handed in late, this is at the discretion of the instructor.

Grading

Veterinary Nursing courses:

A = 90-100
B = 80-89
C = 75-79

Veterinary Assistant courses:

A = 90-100
B = 80-89
C = 70-79
D = 60-69

Grades will not be based on a curve.

A grade below "C" is not passing. You must have a "C" in all Veterinary Nursing courses in order to continue in the program.

Hospital Rounds

All students will be assigned Hospital Rounds which will count toward their grade in several different classes. You will also receive a copy of the Veterinary Nursing Hospital Protocols. Students are expected to complete all duties assigned to them, if an emergency prevents a student from completing their hospital rounds, they should make arrangements with a classmate who can complete the duties for them, and should notify the instructor of the arrangements that have been made. However, students finding themselves in a situation that repeatedly prevents them from completing their assigned duties may be dropped from the program due to excessive absences.

When there are animals in the clinic to be cared for they are the first priority. Animals are to be exercised, fed and watered and treatments administered. There is a zero tolerance policy for students who do not properly care for animals and this will be reflected in the grade you receive for hospital rounds.

Skills Lab

Skills labs are designed to provide students opportunities to practice clinical skills with instructors. This is an extra effort to make sure all students are given every chance to proficiently perform all AVMA essential skills.

Students are assigned specific dates and times to attend skills labs which allows time for every student to have the opportunity to participate. These schedules are strictly enforced.

Continuing Education, Service Learning and Career Exploration Trips

Continuing education is an essential part of the veterinary technician's career and we strongly encourage your participation and commitment to lifelong learning.

Sophomore students are required to attend the Southwest Veterinary Symposium, a service learning trip, held in Texas during the fall semester where they will be. During the spring semester sophomores are required to attend a continuing education trip to the Oklahoma Veterinary Conference in Norman/Moore. There will also be some career exploration trips that will necessitate missing other classes. The Vice-President for Academic Affairs will give you an excused absence from these classes, however, **this does not relieve you of your responsibility to make arrangements with the instructors in advance and comply with all of their make-up policies.** There will be several out of state & overnight trips during the sophomore year. The cost for these trips are included in your class/lab fees; however, you will need personal spending money.

In order for students to attend continuing education symposiums, conventions, service learning and career exploration trips the student must have a passing grade of 75% or above in all courses that a student is enrolled in at that time. If a student has excessive absences/tardiness the student will not be permitted on trips.

These trips are course assignments. If the student does not attend they will receive a zero on those assignments and all fees associated with it will be forfeited.

Alcohol use is not allowed while participating in Veterinary Nursing field trips.

Externship

The externship course (VN 2336) is a 6 credit hour course the summer semester following your sophomore year. You will participate in graduation ceremonies in May prior to your externship but will not receive your diploma until after completion of VN 2336. It is an eight-week occupational experience afforded by cooperative effort between Murray State College and approved veterinary medical or allied establishment. You will be assigned an externship site by the Veterinary Nursing Program Director.

Please remember that this course is a requirement for completion of the Veterinary Nursing Program. Externship sites will not all be within driving distance of your home, so you should start making plans now for family, work and other obligations during the eight-week externship period.

While on externship you will abide by all Murray State College student policies and the individual Veterinary Hospital or allied establishment policies.

The externship is not a job. Some veterinarians choose to designate the Veterinary Technician students as summer employees and to pay them. Others may provide a stipend for food and living expenses, while some do not do either. This is totally at the discretion of the veterinarian. Housing must be provided at the student's expense.

State and National Board Exams

After successfully completing the Veterinary Nursing program and graduating from Murray State College, you must pass both National and State Board Examinations in order to become licensed as a Registered Veterinary Technician. In Oklahoma, the deadline for registration is April 1st of your sophomore year. Currently the cost for the National and State exam in Oklahoma is \$445.00 (\$320.00 to AAVSB and \$130.00 to OBVME).

There are also several on-line review courses available during your sophomore year. An on-line review course will be one of your assignments during your externship (the cost of the course will be included as a lab fee for the externship course).

Student Organizations

Participation in veterinary nursing/technician organizations is strongly encouraged. Students receive membership in the Student Chapter of the National Association of Veterinary Technicians of America while they are attending Murray State College. It is highly recommended students become members of the Oklahoma Veterinary Technician Association (dues are \$5.00 per year).

Veterinary Services

Murray State College Veterinary Nursing provides limited veterinary services for college employees and student owned animals. These services are performed on an appointment basis only. We **are not** able to see emergency calls.

Parking/Vehicles

The designated parking area for Veterinary Nursing students is along the east fence in front of the building and the parking area south of the county fair barn. Student parking is not allowed directly in front of the building, along the driveway or behind the building.

The speed limit on all roads around the Veterinary Nursing building is 10 mph.

General Information

Murray State College is committed to providing equal access to College programs and services for all students. Under College policy and federal and state laws, students with documented disabilities are entitled to reasonable accommodations to ensure the student has an equal opportunity to perform in class. If any member of the class has such a disability and needs special academic accommodation, please report to the Counseling Center, MSC or AHEC, before the end of week one of the semester.

Reasonable accommodation may be arranged after verification of your situation. Do not hesitate to contact the registrar if any assistance is needed in this process.

Proper Communication Channels

Students should follow proper communication channels when they have disagreements or problems related to the Veterinary Nursing Program. The proper order is instructor (or person with whom they have the disagreement), VN program Director (Laura Pearce-Sandmann – 580-387-7522), Department Chair (Dan Moore- 580-387-7505), Dean of Instruction (Ginger Cothran – 580-387-7112), VP of Academic Affairs (Becky Henthorn – 580-387-7181). Unresolved grievance would follow the formal grievance policy (see college catalog). Students may also complete the “Student Issues Concerns Form” and submit through the Office of Student Affairs.

Tutoring

MSC Professional tutoring is available for Math, Science, and English/Writing. Veterinary Nursing course tutoring is available by special arrangement. Students must contact Veterinary Nursing faculty to schedule specific tutoring times.

Computer Use

The computers and printer in the student resource area are available for student use; however, other computers in the Veterinary Nursing building are **not** available for student use. Computers are available in the Library (Library hours are 7:30 am to 8:30 pm Monday through Thursday, 7:30 am to 4:00 pm Friday, and 5:30 pm to 8:30 pm on Sunday). The Computer Lab will also have computers available during most of the same hours that the Library is open; however, Computer Lab hours will be affected by classes scheduled there and by the availability of student workers. Most Veterinary Nursing assignments are required to be typewritten and it is very helpful for students to have a personal computer and printer.

Cell Phone Use

The use of cell phones is prohibited during all lecture and laboratory course.

Copies

There is a printer for student use in the Veterinary Nursing student resource room. This is for minimal use only. If you need copies for a class project, please contact an instructor. Personal copies may be made at the campus copy center and a fee schedule is available there.

Wi-Fi

There is Wi-Fi access in the Veterinary Nursing building and in several places on campus.

Food and Drink

Eating and drinking is not allowed in the laboratories. It is the responsibility of students to keep trash (pop cans, candy wrappers, etc.) picked up in the classrooms.

Tobacco Use

Effective August 6, 2012 (Per Oklahoma Governor's Executive Order 2012-01) the use of tobacco products (tobacco/vapors/e-cigarettes) is prohibited on any property owned, leased or contracted for use by the State of Oklahoma including state owned vehicles. There are no designated smoking or tobacco use areas on our campus including roads and parking lots.

Building Access

Front door keys will be issued to each student and will permit access from 6:00 am to 6:00 pm-Monday through Friday. Students who lose their key will be responsible for purchasing a replacement key at a cost of **\$150.00**.

Building Access after Hours

Due to safety and security concerns only work-study students are allowed to be in the building after hours and on weekends. Non-students are not allowed in the building after hours and on weekends.

Dismissal from the Program

A student may be dismissed from the Veterinary Nursing Program for:

1. Failure to complete any of the Veterinary Nursing courses at a satisfactory level. This includes clinical components and skills performance in those courses that include lab components and skill activities.
2. Violation of the Veterinary Nursing Program Policies as listed in this Student Handbook and also the Murray State College Disciplinary Rules and Regulations (see Student Handbook, Computer Use policy located on the MSC web site).
3. Commission and/or conviction of any infraction that would violate the Oklahoma Veterinary Practice Act or the Rules and Regulations Relating to the practice of Veterinary Nursing in the State of Oklahoma, specifically:
 - a. *Fraud, misrepresentation or deception –cheating on examinations or written work including attempting to gain an advantage by inappropriate means. (See Academic Integrity Policy located in MSC Student Handbook).*
 - b. *Adjudicated to be incompetent.*
 - c. *Use of advertising, or solicitation which is false, misleading or as otherwise deemed unprofessional under the regulations promulgated by the Board.*
 - d. *Conviction of a felony.*
 - e. *Incompetence, gross negligence or other malpractice in the practice of the profession-omission to do something, which the student has been taught to do. Not doing something, which a reasonable and prudent student would do under the same or similar facts and circumstances in the performance of duties within the practice of Veterinary Nursing.*
 - f. *Engaging in conduct likely to deceive, defraud, or harm the public or a demonstration of willful or careless disregard for the health, welfare, or safety of a patient.*
 - g. *Fraud or dishonesty in the application or reporting of any test or disease in animals.*
 - h. *Unprofessional conduct – Unprofessional conduct is behavior (acts, knowledge, and practices)which fails to conform to the accepted standards of the veterinary Nursing profession and which could jeopardize the health and welfare of the owners and patients which shall include but not be limited to the following: inaccurate recording, falsifying or altering medical records, verbally or physical abusing classmates, clients or patients, violating the confidentiality of information or knowledge concerning a patient.*

- i. Representing himself/herself as a doctor of veterinary medicine.*
 - j. Violation of the Oklahoma Veterinary Practice Act as it relates to Veterinary Technicians. (See Section 775:10-7-4 of the Oklahoma Veterinary Practice Act)*
 - k. Conviction of a violation of a Federal or State law regarding dangerous substances as defined by House Bill 1100 of the 1st session of the 33rd Legislature and as hereafter amended.*
4. Failure to demonstrate satisfactory performance of the following skills in both academic and clinical setting;
 - a. Following the policy of the school/clinical facility regarding dress, grooming, and cleanliness. (see dress code)*
 - b. Following the policies of the school/clinical facility regarding attendance and tardiness.*
 - c. Respecting the rights of those in authority to make decisions and complying with those decisions.*
 - d. Managing personal affairs in a manner that does not interfere with professional responsibilities.*
 - e. Respecting time limitations of others by being prepared for discussion, conferences, etc.*
 - f. Demonstrating active listening skills (e.g., seeks clarification and confirmation, maintains eye contact, encourages dialogue, and listens intently)*
 - g. Abiding by established chain of authority (levels of supervision and responsibility).*
 - h. Using tact and consideration with members of the health care team, students, faculty and staff.*
 - i. Using effective non-verbal communication (e.g., posture, gestures, facial expressions, touch and space).*
 - j. Maintaining composure and professional demeanor when interacting with members of the health care team, students, faculty and staff.*
 - k. Adjusting communication as appropriate for different situations.*
 - l. Using discretion regarding questions asked and/or statements made.*
 - m. Motivating others (e.g. using encouragement, praise, support, feedback and/or persuasive information).*
 - n. Setting appropriate limits and maintaining professional authority/control to others behavior.*
5. Failure to participate in the learning process by demonstration of active learning.
 - a. Not being prepared for class and not participating in class.*
 - b. Failure to access and participate in on-line components of each course at a satisfactory level.*
 - c. Failure to follow the MSC computer use policy.*
6. Failure to make satisfactory progression toward entry level in all areas of the Professional Behaviors.

Readmission to the Program

If a student that has been accepted into the Veterinary Nursing Program and approved to be enrolled in the veterinary nursing core courses and for any reason they must discontinue the program, they may be readmitted to the program in accordance with the following:

1. Student will submit a Veterinary Nursing Program Application for the current year.
2. Student will only be readmitted into the Veterinary Nursing Program one time.
3. Student will be required to re-take all Veterinary Nursing Program core courses.

Appeal of Course Grade and Grievance Procedure

Refer to the MSC Student handbook available on-line linked to www.mscol.edu.

Appeal procedures are subject to change in accordance with college policy.

Student Health and Safety

Aggressive Animal Policy

It is the policy of the Veterinary Nursing Program that aggressive animals are prohibited. The faculty and staff take every precaution to screen all animals used in teaching however, the profession of veterinary nursing by nature has inherent risk. When animals are presented with unfamiliar people, places or situations, aggressive behaviors may be elicited. To minimize the likelihood of such problems occurring, the following policies are to be adhered to:

1. All dogs must be on a leash at all times. The only exception is when they are turned out in the exercise pen or when permission has been granted by a veterinary nursing faculty member for a specific purpose. In such circumstances, the dog must be under direct supervision by the faculty member or his/her designee.
2. Before dogs are turned into the exercise pen they will be assessed by a faculty or staff member to determine if they can be turned out together or if they need to be turned out individually. If dogs are allowed to be turned out together a faculty or staff member must be present, the first time they are turned out. Dogs from different households will not be allowed to freely co-mingle at any time.
3. Cats must be in a kennel when entering the teaching hospital.
4. Other than standard husbandry practices, no procedure is to be performed on any animal without veterinary Nursing faculty or staff supervision. The level of supervision necessary will be determined by the individual in charge.
5. In the event of a dog or cat fight students are cautioned not to attempt to break up the fight but rather:
 - Put the safety of personnel first; never risk human injury. Hands, arms and legs should never be used to break up a fight between animals.
 - If a faculty or staff member is immediately present, allow them to manage the situation and remove yourself from harm's way.
 - If a faculty or staff member is not immediately present, obtain the help of a qualified individual; never attempt to break up a fight alone.
6. Dogs or cats exhibiting mild to moderate aggressive behaviors during animal care procedures will be subjected to additional restraint methodologies up to and including the fitting of a muzzle. Dogs or cats exhibiting significant aggressive behaviors will be handled by veterinary Nursing faculty or staff members only.
7. **If an animal exhibits any signs of aggression, kennel or enclosures signs must be placed to indicate type of aggression.**
8. Large animals exhibiting aggressive behaviors during animal care procedures will be handled by veterinary Nursing faculty or staff members only.

Animal Bites and Scratches Policy

It is not uncommon for personal injuries such as animal bites and scratches to occur during the course of performing common veterinary nursing procedures. If a student experiences such an injury during program activities, the student is expected to report the incident immediately to a Veterinary Nursing faculty or staff member, who, with the student, will assess the situation and determine if first aid can be administered, if an off-site doctor's visit is necessary, or an emergency call to 911 should be made. Even when circumstances are such that first aid seems to be appropriate, students are always reminded they should monitor their injury and consult their physician immediately if there is any change. Students are personally responsible for the cost of any injuries incurred in class. All injuries are reported to the Program Director.

Animal Care and Use Concern Policy

The Murray State College Veterinary Nursing Program is committed to the humane care of all of the animals participating in its teaching program and complies with the regulations of the Animal Welfare Act, Guide for the Care and Use of Laboratory Animals and the Guide for the Care and Use of Agriculture Animals in Research and Teaching. Uncaring or cruel behavior toward animals will not be tolerated under any circumstance. If you are concerned that the animals participating in animal care laboratories may be experiencing unnecessary or excessive distress or pain during or after a learning event, you are encouraged to submit your concerns to any of the following individuals:

1. Laura Sandmann: Director Veterinary Nursing Program – IACUC Chair
2. Dr. Erika Hanna: Murray State College Veterinarian- IACUC member
3. Katharine Eckrich: Faculty Veterinary Nursing Program- IACUC member
4. Carola Morrison: Faculty Veterinary Nursing Program- IACUC member
5. Dan Moore: Murray State College - IACUC member
6. Sam Holt: Murray State College - IACUC member
7. Shauni Kimbro: OSU Extension Office in Tishomingo - IACUC member
8. Dr. Tim Falytn: Murray State College President – IACUC Institutional Officer

You will not be reprimanded or discriminated against for reporting or expressing your concerns and you will be protected by applicable whistleblower policies. Your anonymity will be protected to the greatest extent possible should you request it to be held in confidence.

It is best if you first express your concern at the most immediate level, but if the solution or explanation is not satisfactory, then you can and should move “up the ladder” to express your concerns. If at any time you feel you cannot express your concerns at the most immediate level for whatever reason you are welcome to express them to a higher authority. Your concerns will be investigated and a response will be provided by the appropriate authority in a timely fashion.

Zoonotic Concerns

As veterinary medical professionals we are exposed to zoonotic diseases on a daily basis. Some of these diseases are self-limiting and not extremely serious in nature. On the other hand, some zoonotic diseases can be extremely serious to animals, people or both. A list of common zoonotic diseases is included in this handbook under **Public Health Concerns of Veterinary Nursing Personnel**. Pre-exposure rabies immunization will be required before a student can handle any animals. This will occur the third week of the freshman fall semester. Once vaccinated a titer will be required yearly. A current TB test card will be required beginning of the spring semester of the sophomore year due to requirements of some field trips. Students should also be sure they are current on tetanus and any other immunizations recommended by their physician.

Pregnancy Concerns

There are certain hazards common in a veterinary hospital that could cause risks to a developing fetus. A ***Protocol for Student Pregnancy*** is included with this handbook.

- a. *See Attachment - Protocol for Student Pregnancy*
- b. *See Attachment – Physician Visit Checklist for Pregnancy – Only required if you are or become pregnant while attending the Veterinary Nursing Program.*

Safety/Injury Concerns

The Veterinary Nursing Staff will take every precaution to see that students are not placed in situations where injury will occur, however, in the Veterinary Nursing profession there exists the possibility of traumatic injury including, but not limited to bites, kicks, and scratches. If you are unsure about how to handle a particular animal, **STOP**, and ask one of the staff for assistance.

Health Care/Illness/Injury

The Family Health Center of Southern Oklahoma (580-371-2343) will see students (\$25.00/office visit with MSC Student ID). They do not see walk-in patients, however if you will call for an appointment they can generally see you on the same day.

- a. *See Attachment - Health Status Release Form*

Evacuation Plan

Should it be necessary to evacuate animals, they will be moved by MSCVN program personnel in crates or on leashes to Johnston County fair barn located across a parking area from the MSCVN facility. The County facility has both outdoor, covered areas and indoor climate-controlled areas that are available in the event of an emergency at MSCVN. These animals will then be picked up by AAC personnel, should the damage to the MSCVN facility render it unusable. The interior kennel has an exterior door, which opens into the outdoor kennel space, which in turn opens into the outdoor exercise run. Animals can easily be evacuated via the exterior door.

Drug Testing

At the discretion of the instructor or program directors, students may be required to complete drug testing at an approved center at the student's expense.

Oklahoma Board of Veterinary Examiners-Veterinary Practice Act 775:10-7-10.

Denial, suspension or revocation of a veterinary technician certificate.

Upon written complaint under oath by any person and after notice and hearing, as prescribed in the Oklahoma Veterinary Practice Act, the Board may deny, suspend for a definite period or revoke the certificate of a veterinary technician for:

- 1) Fraud, misrepresentation or deception in obtaining a license, certificate or permit.*
- 2) Adjudicated to be incompetent.*
- 3) Use of advertising, or solicitation which is false, misleading or as otherwise deemed unprofessional under the regulations promulgated by the Board.*
- 4) Conviction of a felony.*
- 5) Incompetence, gross negligence or other malpractice in the practice of the profession.*
- 6) Having professional association with any person practicing veterinary medicine unlawfully.*
- 7) Engaging in conduct likely to deceive, defraud, or harm the public or a demonstration of willful or careless disregard for the health, welfare, or safety of a patient.*
- 8) Fraud or dishonesty in the application or reporting of any test or disease in animals.*
- 9) Unprofessional conduct by violation of a regulation promulgated by the Board under the Oklahoma Veterinary Practice Act.*
- 10) Representing himself/herself as a doctor of veterinary medicine.*
- 11) Violation of the Oklahoma Veterinary Technician Act.*
- 12) Conviction of a violation of a Federal or State law regarding dangerous substances as defined by House Bill 1100 of the 1st session of the 33rd Legislature and as hereafter amended.*

Public Health Concerns of Veterinary Nursing Personnel

A disease that is transmitted between animals and people is called a **zoonotic disease**. There are many zoonotic diseases that have been known since ancient times, and more is being learned daily about other zoonotic diseases that have occurred fairly recently, such as Hantavirus, Ebola, Lyme disease and West Nile virus.

As veterinary medical professionals we are exposed to zoonotic diseases on a daily basis. Some of these diseases are self-limiting and are not extremely serious in nature. On the other hand, some zoonotic diseases can be extremely serious to animals, people or both.

The purpose of this list is to provide an outline of information regarding some of the more common zoonotic diseases one may encounter in veterinary medicine and enable the veterinary technician student to assess situations in which these diseases can be avoided or prevented.

Rabies is a deadly viral disease carried in the saliva of an infected animal. Animals become infected by being bitten by a previously infected animal. The rabies virus has an affinity for the central nervous system. Animals with the disease may act differently than normal—a wild animal, for example, may seem tame. Although some animals show a “furious” form of the disease, we may never know if a pet dog is infected with rabies until it’s too late. Animals that have rabies are not infective until the virus replicates, an event that occurs in the salivary glands about 7 days before the death of the animal

(hence, the 10-day quarantine period). But the incubation period for rabies can be extremely long- sometimes up to 6 months. Oklahoma is endemic for rabies; the disease occurs naturally in some wild animal populations in our state. There is no cure for rabies and it is invariably fatal. Humans that are employed in high-risk professions (like veterinarians and veterinary technicians) can receive pre-exposure vaccination for the disease. This is a series of 3 vaccinations that will protect you from contracting rabies for a minimum of two years, after which single boosters may be administered. For people without the pre-exposure vaccinations, preventative post –exposure treatment consists of a series of 5 vaccinations with human diploid cell vaccine.

Tetanus is a deadly disease caused by the bacteria *Clostridium tetani*. This bacterium is able to form spores in the soil and can replicate under anaerobic (without air) conditions. Whenever deep wounds occur, such as bite wounds or other puncture wounds, the bacteria can replicate and can ultimately cause continuous muscular spasms in humans that can terminate as fatal asphyxia. Incubation for tetanus is 3-21 days. Tetanus is easily prevented with tetanus toxoid (vaccine). Tetanus rarely occurs in fully immunized persons within 10 years of their last vaccination.

Leptospirosis is a bacterial disease caused by a spirochete-a corkscrew-shaped organism. While most mammals are susceptible to leptospirosis, our principal concern centers on dogs carrying this disease to humans. Humans usually contract the disease by contact with infected urine. While leptospirosis does not frequently occur, people working with infected animals should wear gloves and goggles when handling animals diagnosed with the disease. There is no human vaccine for this disease.

Tuberculosis can be carried to humans by infected dogs, cats and cattle (although dogs are more frequently infected by human carriers). This is an extremely resistant airborne bacillus that may be fatal particularly in persons with immunodeficiency's (i.e. AIDS or chemotherapy patients). The disease causes lesions in the respiratory tract and other organs, and because it is airborne, protective masks, goggles, and gloves should be worn for prevention of disease spread. In addition, persons working with non-human primates are routinely screened radiographically to prevent spread of the disease. There is no vaccination against tuberculosis for humans in the United States.

Toxoplasmosis is a protozoal disease that normally doesn't cause anything beyond flu-like symptoms in humans who contract it. However, Toxoplasmosis can cause serious birth defects in fetuses of pregnant women exposed to the organism. It can be carried to people by cats infected with the disease; the organism is passed in the animal's feces. Pregnant women are warned to avoid contact with cat feces or soil contaminated with cat feces. There is no vaccination against this disease.

Cat Scratch Disease is another common disease hazard for veterinary health care workers. Cats that carry the organism for this disease usually show no signs of the disease themselves. Humans who contract it (from a cat scratch) may show a pustule at the site of the scratch, however, most cases present as localized swelling of lymph

nodes. A low-grade fever and a feeling of malaise may accompany the swelling; however, this disease is self-limiting. There is no vaccination against Cat Scratch Disease.

Salmonellosis is a disease often associated with poor hygiene; however veterinary health care workers may encounter animals infected from filthy housing or infected food. It causes flu-like symptoms and severe diarrhea in humans. Transmission is fecal-oral so technicians dealing with suspect animals should wear protective clothing to avoid contamination with the bacterium. Suspect animals are also routinely isolated to prevent contamination of the environment and exposure of other animals. There is no routine vaccination against Salmonellosis.

Lyme's Disease is a tick-borne disease that humans share with dogs and horses. Symptoms in humans include rash, muscle ache, swollen lymph nodes, and fever. Veterinary technician students should practice surveillance for ticks on themselves, especially after working with tick-infested animals or hiking through tall weeds. Ideally, ticks should not be removed with bare fingers. There is a vaccination against Lyme disease in dogs.

Psittacosis is commonly known as parrot fever. Humans are infected with the disease by inhaling the causative organism shed from carrier birds. The disease can be life-threatening in the elderly; however, in most people it causes a sudden respiratory disease with fever. Birds with Psittacosis do not always show signs of illness but if they do show signs it will be of pneumonia and diarrhea, often followed by death. There is no human vaccination against Psittacosis.

West Nile Virus in humans can range in severity from subclinical to encephalitis, more severe symptoms generally occur in the elderly. Humans contract the disease by being bitten by an infected mosquito; however, birds are the natural host of West Nile Virus. Humans (and horses) are "dead-end" hosts for West Nile Virus.

Ringworm is a fungal disease that occurs on the skin of animal carriers and humans. It is related to athlete's foot; despite its common name it is not parasitic. Animals may show a circular lesion typical of this disease, but many cats may be carriers and not show any signs at all. There are many treatments for this disease and it is not considered extremely serious.

Intestinal Parasites of dogs and cats may cause disease in humans. Specifically, humans can be infected with the same roundworms, hookworms, and tapeworms that infect dogs and cats. This is prevented by practicing strict hygiene procedures (wearing gloves) when testing animal feces and washing your hands after handling animals.

Scabies is a highly contagious parasitic skin disease caused by the mite *Sarcoptes scabiei*. The disease is also known as itch. It is acquired through close contact with an

infested individual or contaminated clothing and is most prevalent among those living in crowded and unhygienic conditions. The female mite burrows her way into the skin, depositing eggs along the tunnel. The larvae hatch in several days and find their way into the hair follicles. Itching is most intense at night because of the nocturnal activity of the parasites. Aside from the burrows, which are usually clearly visible, there are a variety of skin lesions, many of them brought on by scratching and infection. All clothing and bedding of the victim and his household should be disinfected. Disinfestation of the skin is accomplished by applying creams or ointments containing gamma benzene hexachloride or benzyl benzoate. A variety of *S. scabiei* causes mange in animals. Mite infections on humans are self-limiting (i.e. they go away on their own) as the mite is not able to complete its life cycle on the "wrong" host. The condition is extremely itchy, though, while it lasts. The mites are most active where skin is warm (in bed and where clothing is snug).

References:

AVMA *Statement on Safety*, Appendix A, Accreditation Policies and Procedures of the AVMA Committee on Veterinary Technician Education and Activities (CVTEA), January 2022.

AVMA JAVMA News, “*Study links occupational exposures with risk of miscarriage*”, JAVMA, May 15, 2008.

AVMA *Position on Veterinary Facility Occupational Risks for Pregnant Workers*, November 2004.

Center for Disease Control and Prevention: *cdc.gov*, June 2022.

AVMA Brochure: “*What You Should Know About Toxoplasmosis*”, AVMA, Rev Mar 2008.

Auburn University, *Guidelines for Pregnant or Temporarily Disabled Veterinary Medical Students*, Academic Affairs Student Handbook, 2003-2004. (www.vetmed.auburn.edu)

University of Missouri College of Veterinary Medicine, *Guidelines for Pregnant or Temporarily Disabled Faculty, Staff and Third and Fourth-Year Veterinary Medical Students*.

Compendium of Veterinary Standard Precautions for Zoonotic Disease Prevention in Veterinary Personnel,
<http://www.nasphv.org/Documents/VeterinaryStandardPrecautions.pdf>, 2015.

MURRAY

STATE COLLEGE

From Here... Go Anywhere.

Pregnancy Policy

Murray State College and the Veterinary Nursing Program recognize that decisions about the welfare of future children must be left to the parents who conceive, bear, support, and raise them. It is **highly recommended** that any student who believes she may be pregnant immediately report the pregnancy to a staff member and submit both the *Health Status Release Statement* from her physician and the Physician Visit Checklist for Pregnancy. The first three months (1st trimester) are when the fetus is **most** vulnerable to injury. All efforts will be made to minimize the exposure of any pregnant student to chemical, physical, or infectious agents that may be hazardous to the student and the fetus.

Areas of potential risks and concern for pregnancy include (but not limited to):

Anesthetics (gas inhalation; injectable solutions through skin absorption or needle sticks)

Cats (when possible avoid fecal sample collection, handling, or wear gloves for protection)

Follow all protocols for handling disinfectants, insecticides, and all other chemicals while in clinical areas.

Avoid any heavy lifting (including stall cleaning)

Minimize contact with large animals including working large animal head catch

Avoid any radiological procedures.

Avoid exposure to zoonotic diseases including, but not limited to: leptospirosis, Salmonellosis, toxoplasmosis, brucellosis, cat scratch disease, fungal diseases, psittacosis, rabies, Lyme disease, tuberculosis, and West Nile virus.

Policy on Continuation of the Program:

Disclosure of pregnancy will require a review of the student's status in the Program. The Program Director or designated staff member will discuss the risks and hazards posed by the remaining veterinary Nursing courses to the fetus and mother. If deemed necessary by the student, the student's physician and/or the Program Director, the student may request a *Leave of Absence*. The student may then re-enroll in the next appropriate semester (usually one year later).

If agreed between all parties (student, student's physician and Coordinator) with continuation of the Program, the following guidelines will be followed:

- The pregnant student must follow the established program policies and meet *the same clinical and educational criteria as all other students* before graduation.
- The student will follow all safety precautions as outlined by the Program Director or designate, by the student's physician and instructor in the course.
- Faculty and staff may remove the student from a particular lab or class should they feel participation may endanger the mother or her fetus.

If Pregnant Student Must Complete - Physician Visit Checklist for Pregnancy

(Required form if the student becomes pregnant before or while attending the Veterinary Nursing Program.)

Physician has discussed the following with me concerning potential risks to myself and the fetus:

1. Exposure to anesthetic gases
2. Exposure to teratogens including cytotoxic compounds, chemical agents, sterilizing agents, cleaning agents, preserving agents and fixing agents
3. Exposure to hormones (e.g., prostaglandins and progesterone)
4. Exposure to ionizing radiation and other sources of radioactive materials
5. Exposure to zoonotic diseases including, but not limited to, leptospirosis, salmonellosis, toxoplasmosis, brucellosis, cat scratch disease, fungal diseases, psittacosis, rabies, Lyme disease, tuberculosis, West Nile virus
6. Traumatic injury including, but not limited to, bites, kicks, scratches, possible electrical hazard exposure from equipment

I have discussed with my physician that I understand as a Veterinary Nursing student I have inherent risks in my profession; and I accept the responsibility of understanding precautions necessary to decrease my risk and exposure as I complete my educational process in the Veterinary Nursing Program.

Student Signature: _____ Date: _____

Physician's name (print): _____

Physician's Signature: _____ Date: _____

Hospital, clinic, or address: _____

City, State _____

MURRAY STATE COLLEGE

From Here... Go Anywhere.

If the student obtains an Injury or is Pregnant they must have this form completed upon return to school:

Health Status Release Form

(Required Form to return to Veterinary Nursing Program courses after illness or injury or if the student becomes pregnant before or during Veterinary Nursing Program.)

Release Date: _____

Murray State College Veterinary Nursing
One Murray Campus
Tishomingo, OK 73460

Dear Veterinary Nursing Program Director:

_____ is under my care for the following conditions:

- I have examined and assessed the above individual and do certify that he/she is able to attend/return to class and perform ALL classroom and clinical activities in a manner that will not harm the student nor compromise their safety or the safety of others.

- I have reviewed the Essential Job Requirements and Technical Standards for the Veterinary Technicians (Murray State College Veterinary Nursing Student Handbook Pages 4 & 5) to aid my assessment of the student.

Licensed Health Care Provider:

Signature: _____ Date: _____

Name / Title: _____ Telephone: _____
(Please type or print)

Address: _____

For further information, contact Laura Sandmann, RVT 580-387-7522 –Director of the Veterinary Nursing Program.

MURRAY STATE COLLEGE

From Here... Go Anywhere.

Graded Papers Release Form

The most time efficient way to get graded papers back to you would be to put them in your box. This would be for homework assignments, worksheets and quizzes. All tests will be handed back in class only.

Please check the appropriate box and sign below. We will not violate your privacy. If you do not wish to have graded papers placed in your mailbox we will continue to hand them back to you during class.

- Yes, it is ok to place graded papers other than tests in my box.
- No, I do not want graded papers placed in my box.

Signature

Printed name

Date

MURRAY STATE COLLEGE

From Here... Go Anywhere.

Media Consent & Release Form

For valuable consideration given to me, the receipt and sufficiency of which is hereby acknowledged, I hereby give and grant to Murray State College Veterinary Nursing Program (“Advertiser”), and their respective assignees, licensees, successors in interest, agents, and legal representatives (herein collectively the “Licensed Parties”), the right to use, publish and copyright my name(s), photo(s) or video of me and/or my pet(s), for unlimited worldwide usage in all media and types of advertising and promotion of the Murray State College Veterinary Nursing Program.

- I agree and understand that any photographs or videos I submit to the Licensed Parties hereunder or which are taken of me, and/or my pet(s) by the Licensed Parties shall become the property of the Advertiser and will not be returned to me.
- I agree that no advertisement or other material need be submitted to me for any further approval prior to Licensed Parties’ use.
- Nothing herein will constitute any obligation on the Licensed Parties to make any use of any of the rights set forth herein.
- I hereby release and discharge the Licensed Parties from all claims, demands, actions, judgments, and liabilities whatsoever that I have now or may have in the future arising out of Licensed Parties’ use of rights that are granted hereunder.
- I am of legal age and capacity and have read and understand the content of this Media Consent & Release.

Signature

Printed Name

Street Address

City/State/Zip Code

Date

Witness Signature

Date

MURRAY STATE COLLEGE

From Here... Go Anywhere.

Murray State College Veterinary Nursing Release, Hold Harmless and Indemnification Agreement

1. I, the undersigned student at Murray State College, do hereby release Murray State College, the Board of Regents of Murray State College, its officials, officers, and employees from all claims, demands, damages, actions or causes of action, whether on account of damages to property, bodily injury or death, or from negligence resulting from my participation in learning activities on and off the campus of Murray State College. This includes but is not limited to field trips, professional association meeting trips, externships, and all other learning activities.
2. I, the undersigned student a duly enrolled STUDENT in the Veterinary Nursing program of Murray State College, have been appraised of the risks inherent in exposure to zoonotic diseases including but not limited to, rabies, tetanus, leptospirosis, tuberculosis, toxoplasmosis, brucellosis, cat scratch disease, salmonellosis, Lyme disease, psittacosis, West Nile virus, intestinal parasites, and fungal disease such as ringworm.
3. I have discussed the diseases above with my physician and accept the responsibility of understanding precautions necessary to decrease my risk and exposure as I complete my education process in the Veterinary Nursing Program
4. I further acknowledge that I am solely responsible for following standard precautions and other infection control guidelines in the laboratory and clinical facilities, maintaining safe practice, and providing my own health insurance.
5. I understand that in the Veterinary Nursing profession there exists the possibility of traumatic injury including, but not limited to bites, kicks, scratches, or possible electrical hazard exposure from equipment. I will not hold the Veterinary Nursing Program responsible in the event of such an injury incurred in carrying out functions of my profession. .

Signature

Printed Name

Street Address

City/State/Zip Code

Date

MURRAY STATE COLLEGE

From Here... Go Anywhere.

Murray State College Veterinary Nursing Rabies Information & Vaccination Form

Questions about rabies:

1. *As a veterinary Nursing student at Murray State College, should I be vaccinated for rabies?*

It is **required** that all veterinary Nursing students be vaccinated for rabies. Rabies is endemic in Oklahoma. All dogs and cats in Oklahoma are required by law to be vaccinated for rabies but in reality this does not occur. We can never be absolutely assured that any vaccinated or unvaccinated dog or cat is not carrying rabies and we will not know the history on the animals from the shelter that we work with. The Center for Disease Control considers individuals that work with animals from a rabies endemic region in the "frequent" exposure risk category. The CDC recommends these individuals obtain the primary course of rabies vaccination with serologic monitoring and /or booster vaccination every two years.

2. *If I am exposed to rabies, what is the treatment?*

For **vaccinated individuals**, the wound is immediately and thoroughly cleansed with soap and water. Then 2 doses of rabies vaccine are given, one is given immediately, the other is given three days later.

For **non-vaccinated individuals**, the wound is immediately and thoroughly cleaned with soap and water. The area around the wound is injected with Human Rabies Immune Globulin (HRIG), and then 5 doses of rabies vaccine are given after the exposure on days 0, 3, 7, 14, and 28.

3. *Which regimen is more effective in preventing rabies, pre-exposure vaccination or the full series of post-exposure injections?*

Both approaches are effective in preventing rabies infection. Both require injections after exposure. Pre-exposure vaccination reduces the number of injections the patient would receive after exposure and does help to protect against possible unknown exposure to the rabies virus. The injection of HRIG around the bite wound is painful and can be avoided by having pre-exposure vaccination prophylaxis.

MURRAY STATE COLLEGE

From Here... Go Anywhere.

Murray State College Veterinary Nursing Rabies Vaccination Form

(Rabies vaccination must be completed by the second week of Fall Semester classes when entering the Veterinary Nursing Program)

I have read the material provided and understand that due to my occupational exposure to animals, I may be at risk of exposure to rabies infection. After reading this material and in consultation with my physician:

1. I understand that I am required to have pre-exposure rabies vaccination. The dates the vaccinations were administered were:

_____, _____, and _____.

Please list the name and address of the physician who administered the pre-exposure rabies vaccination.

Name: _____

Address: _____

Phone: _____

Student Signature: _____

Student must submit copy of rabies vaccination from your physician for our records.

MURRAY STATE COLLEGE

From Here... Go Anywhere.

Veterinary Nursing Program Student Handbook **Student Understanding Form**

Read and initial following each statement only after you fully understand each item.

1. I understand this handbook is in addition to the policies and procedures in the Murray State College Student Handbook. ____
2. I understand this program will assist me to think and function as a team member, and as a student; I must share responsibility with the faculty for the learning process. This includes asking questions and communicating concerns and areas of weakness to the instructor. If I do not ask questions and participate actively in the learning process, I will not be successful. ____
3. I understand I must successfully demonstrate skills in front of my classmates and instructors in the laboratory before being allowed to progress to a clinical environment. ____
4. As a student, I am expected to take full advantage of skills lab opportunities and materials in studying and practicing veterinary technician skills, which includes out of class time. ____
5. I understand that I will use proper etiquette when addressing faculty and staff. This includes but not limited to: not interrupting them when they are talking to someone else, knock before entering their offices, make an appointment to meet with them and maintain composure and professional demeanor when interacting with them.

6. I understand that I will respect my classmates and faculty at all times by my behavior. This means I will not use language or act in ways that may be offensive in nature. I will keep noise levels low in areas where other students are working/studying. ____
7. I understand that if I develop an injury or any condition that prevents me from safe participation in each Veterinary Nursing course and/or lab skill my ability to complete the program on time will be impacted. I will not complete the program if I am unable to safely complete all program essential job requirements and technical standards. I have reviewed the Essential Job Requirements and Technical Standards in the Veterinary Nursing Student Handbook. ____
8. I have read and understand the program outcomes and that I must participate in course and overall program evaluation. ____
9. I understand that upon successful completion of the Murray State College Veterinary Nursing program, I will need to apply to the Oklahoma State Board of Veterinary

- Medical Examiners (or the state in which you wish to become credentialed) to sit for the Veterinary Technician exam and I must successfully pass that exam before being credentialed as a Veterinary Technician. ____
10. I understand the general and academic policies for the Veterinary Nursing program as stated in the Veterinary Nursing Student Handbook and I will abide by them. ____
 11. I understand that I must maintain at least a 75% in both lecture and lab for each Veterinary Nursing class in order to continue in the Veterinary Nursing program. ____
 12. I understand policies concerning dismissal from the Veterinary Nursing program and I understand the consequences of failure to follow the policies. ____
 13. I understand that attendance and participation is important to my success in the program and I understand all policies concerning attendance and that each course will have on-line components that I must access through Blackboard. ____
 14. I understand that each course has an on-line component and the use of email and on-line resources are required. If I do not have high-speed access to internet at home, I must access MSC library or other resources to complete the requirements of the Veterinary Nursing program. This includes having daily high-speed access to on-line resources. ____
 15. I understand that it is suggested that I open my Murray State College email account to check for program related communication on a daily basis but at a minimum I am to check my Murray State College student email at least every 48 hours. ____
 16. I understand than when emailing faculty and staff of the Veterinary Nursing program I am to use proper salutations, grammar and spelling. ____
 17. I understand that cell phone use in class is prohibited unless prior arrangements have been made with my instructor and if permission has been granted I must use a non-audible setting and leave the classroom to use the phone for voice or text communication. ____
 18. I understand the policies regarding inclement weather. ____
 19. I understand that policies regarding evaluation will be set out in each course syllabus and may include but not limited to: examinations, quizzes, skill checkoff, role playing, oral presentations, written papers, demonstrations, and participation in continuing education, service learning, career exploration trips and group projects. ____
 20. I understand and will comply with the appropriate dress code for each academic and clinical situation. ____
 21. I will comply with personal hygiene and grooming requirements of this program and recognize that failure to do so could lead to dismissal from the program. ____
 22. I will not use any form of tobacco/vapors/e-cigarettes on MSC campus. ____
 23. I understand the re-admission guidelines to the Veterinary Nursing program. ____
 24. I understand I will may have to provide my own transportation and/or housing during my externship. ____

25. I understand the importance of maintaining confidentiality in all clinical situations and understand that violating confidentiality by discussing any patient information outside clinical setting or with anyone other than my clinical instructor or academic faculty may result in my dismissal from the program. ____
26. I understand the media release form that explains that I will participate in any photo or recorded class, laboratory, and clinical experiences which may be used later for instructional and/or promotional purposes. ____
27. I understand that I must complete the rabies vaccination series by January 1st before the spring semester begins. ____
28. I understand that I must have an acceptable rabies titer test once a year after initial rabies vaccination while in the Veterinary Nursing Program. _____

My initial next to each of the listed statements above indicates that I have read each statement and understand the statement. My signature below indicates that I understand that I can be dismissed from the Veterinary Nursing program for failure to comply with the program's student handbook.

Student Signature: _____ **Date:** _____

Witness Signature _____ **Date:** _____

MURRAY STATE COLLEGE

From Here... Go Anywhere.

Murray State College Veterinary Nursing Student Agreement Form

I acknowledge that I have received a copy of the:

Murray State College Veterinary Nursing Program Student Handbook

By signing below, I agree to the following statements:

- I have reviewed the Essential Job Requirements and Technical Standards for Veterinary Technicians in the MSCVN Student Handbook.
- I have reviewed all of the MSCVN Program Guidelines included in the MSCVN Student Handbook.
- I understand to be successful in the Murray State College Veterinary Nursing program it will require a significant amount of time outside of designated class time.
- I understand the handbook as written, or have sought clarification on any item that I did not understand by speaking directly with the Murray State College Veterinary Nursing Program Chair.
- I hereby agree to abide by the student handbook to the best of my ability.

Name (print legibly)

Date

Signature