JEFFERSON COLLEGE

COURSE SYLLABUS

VAT102

The Veterinary Profession

5 Credit Hours

Prepared by:

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I. CATALOG DESCRIPTION

Prerequisite: none

The Veterinary Profession is designed to provide instruction in the functions of all members of the veterinary health care team and familiarize the student with the legal issues involved in these functions and in the veterinary practice. Also included is information about the serious safety topics facing veterinary professionals. Students are also instructed in basic communication and reception skills that are required in a small animal veterinary practice. A laboratory session provides experience in concepts taught in the classroom.

II. EXPECTED LEARNING OUTCOMES

To provide an orientation to the veterinary health care team concept and allow the student veterinary assistant a sense of professionalism and their place in the team. Legal issues relevant to the veterinary profession are introduced and safety is stressed in handling animals and operating equipment. A basic knowledge of the front desk of a veterinary office is provided with stress on communication and record keeping.

III. COURSE OUTLINE

1. Safety
   A. OSHA
   B. Zoonotic Diseases
   C. Safe use of equipment
   D. Safe use of Chemical reagents and drugs

2. Terminology
   A. Prefixes and suffixes
   B. Anatomical terms of various anomalies
   C. Abbreviations

3. The Veterinary Health Care Team
   A. Veterinarian
   B. Veterinary Technician
   C. Veterinary Assistant
   D. Receptionist
   E. Kennel staff
   F. Groomers
4. Behavior
   A. The Human Animal Bond
   B. Canine
   C. Feline

5. Professionalism and Ethics
   A. Employer Expectations
   B. Professional behavior and appearance
   C. Professional Ethics and common courtesies

6. Legal Issues
   A. Federal, State, and Local laws
   B. Veterinary Liability

7. Communication
   A. Telephone
   B. Colleagues
   C. Clients
   D. Written

8. Reception
   A. Appointments
   B. Patient Admittance
   C. Patient Discharge
   D. Handling payments
   E. Handling difficult clients

9. Records
   A. Medical record assembly
   B. Filing medical records
   C. Record entries
   D. Release of patient information
   E. Rabies and health certificates
   F. Consent forms
IV. UNIT OBJECTIVES

Upon completion of this course the student will:

1. Safety:

Be aware of various diseases humans can contract from animals and especially how to handle animals suspected of carrying rabies; become familiar with equipment and chemicals common to veterinary practices and how to handle them in a safe and effective manner. Learn proper OSHA techniques and safety issues they are facing in the veterinary environment.

2. Terminology:

Be able to understand instructions both oral and written and converse in a professional manner with colleagues and clientele. Become familiar with the specific terms and abbreviations used to communicate in the veterinary practice.

3. The Veterinary Health Care Team:

Recognize the roles and duties of the members of the veterinary health care team and the value of the veterinary assistant within that team.

4. Behavior:

Be able to understand common behaviors of the canine and feline and how to deal with them appropriately. Define the value of pets to their owners and the value of owners to their pets.

5. Professionalism and Ethics:

Learn how to present him/her self in a professional manner with the veterinary staff and with the public. Recognize ethical behavior versus non-ethical behavior in a professional setting.
6. Legal Issues:

Be aware of the federal, state, and local laws affecting veterinary practices and the liability of the veterinarian and staff.

7. Communication:

Be able to effectively communicate orally and in writing with all professional colleagues and with the general public.

8. Reception:

Become familiar with the duties of the veterinary receptionist in all facets of front office functions included in this area.

9. Records:

Handle veterinary records and all related forms in a professional manner.

10. Prescriptions

Learn to accurately fill and label prescription drugs.

V. METHODS OF INSTRUCTION

A. Text
B. Audiovisuals
C. Lecture Materials/handouts provided by instructor
D. Laboratory Exercises

VI. REQUIRED TEXTBOOK(S)

Veterinary Office Practices, edited by Robert Kehn
Learning Veterinary Terminology, second edition, Douglas F. McBride, DVM

VII. REQUIRED MATERIALS

A. Audiovisual Aids
B. Instructional Materials Prepared by Instructor
VIII. SUPPLEMENTAL REFERENCES

Available in Jefferson College Library

IX. METHOD OF EVALUATION

A. Distribution of Final Grade

There are written examinations, homework assignments, attendance, participation, and a comprehensive final examination which will comprise the final grade. Attendance and class participation are expected of the students. The instructor reserves the right to award or detract percentage points based on student class performance and professionalism.

Students are expected to complete the course with at least a grade of C. Students who make a grade below C will be dropped from the program and invited to re-enroll and thus repeat the course the following year.

Any student found in noncompliance with the Jefferson College Honesty Policy as delineated in the Jefferson College and Veterinary Assistant Student Handbooks will receive a grade of F regardless of concurrent academic standing.

B. Assignment of Final Letter Grades

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

XI. ADA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library; phone (636) 797-3000, ext. 169).

XII. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see Jefferson College Website).

http://www.jeffco.edu/jeffco/index.php?option=com_weblinks&catid=26&Itemid=84