JEFFERSON COLLEGE

COURSE SYLLABUS

VAT102

THE VETERINARY PROFESSION

5 Credit Hours

Prepared by:
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Revised Date: 07/12

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I. CATALOGUE DESCRIPTION

A. Prerequisite: Reading Proficiency
   Co requisite: VAT103 Animal Care

B. 5 Semester Hours Credit

C. 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 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. (F)

II. EXPECTED LEARNING OUTCOMES/ASSESSMENT MEASURES

<table>
<thead>
<tr>
<th>Expected Learning Outcomes</th>
<th>Assessment Measures</th>
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<tbody>
<tr>
<td>Students will be introduced to the various diseases humans can contract from animals and</td>
<td>In-class exercises, homework assignments, quizzes, laboratory activities, and final</td>
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<td>how to handle animals suspected of carrying rabies and other contagious diseases. Students</td>
<td>exam</td>
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<td>will be familiarized with equipment and chemicals common to veterinary practices and how to</td>
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<td>handle them in a safe and effective manner. Learn proper OSHA techniques and safety issues</td>
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<td>faced in the veterinary environment</td>
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<td>Students will be able to understand instructions both oral and written and converse in a</td>
<td>In-class exercises, homework assignment, quizzes, exams, final exam, and instructor</td>
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<td>professional manner with colleagues and clientele. Become familiar with the specific terms</td>
<td>observation in laboratory sessions</td>
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<td>and abbreviations used to communicate in the veterinary practice</td>
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<td>Students will recognize the roles and duties of the members of the veterinary health care</td>
<td>In-class exercises, quizzes, instructor observation in laboratory sessions, and final</td>
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<td>team and the value of the veterinary assistant within that team</td>
<td>exam</td>
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<td>Students will be able to understand common behaviors of the canine and feline and how to</td>
<td>In-class exercises, laboratory sessions with instructor observation, exams, and final</td>
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<td>deal with them appropriately, define the value of pets to their owners and the value of</td>
<td>exam</td>
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<td>owners to their pets</td>
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<td>Students will learn how to present him/her in a professional manner with the veterinary</td>
<td>In-class exercises, homework assignments/case studies, exams, and final exam</td>
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<td>staff and with the public and recognize ethical behavior versus unethical behavior in a</td>
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<td>professional setting</td>
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<td>Students will be aware of the federal, state, and local laws affecting veterinary practices</td>
<td>In-class exercises, homework assignments, exams, and final exam</td>
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<td>and the liability of the veterinarian and staff</td>
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Students will be able to effectively communicate orally and in writing with all professional colleagues and with the general public | In-class exercises, homework assignments, instructor observed laboratory activities, exams, and final exam
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Students will become familiar with the duties of the veterinary receptionist in all facets of front office functions included in this area | In-class exercises, homework assignments, instructor observed laboratory activities, exams, and final exam
Students will learn to handle veterinary records and all related forms in a professional and legal manner | In-class exercises, homework assignments, instructor observed laboratory activities, exams, and final exam
Students will learn to accurately fill and label prescription drugs and how to store and identify prescription drugs | In-class exercises, homework assignments, instructor observed laboratory activities, exams, and final exam

### III. OUTLINE OF TOPICS

A. Safety
   1. OSHA
   2. Zoonotic Diseases
   3. Safe use of Chemicals
   4. Safe use of Reagents
   5. Safe Use of Drugs

B. Terminology
   1. Prefixes and Suffixes
   2. Anatomical terms of various anomalies
   3. Abbreviations

C. Veterinary Health Care Team
   1. Veterinarian
   2. Veterinary Technician
   3. Veterinary Assistant
   4. Receptionist
   5. Kennel Staff
   6. Grooming Staff

D. Behavior
   1. Human Animal Bond
   2. Canine
   3. Feline
E. Professionalism and Ethics
   1. Employers expectations
   2. Professional behavior and appearance
   3. Professional ethics and common courtesies

F. Legal Issues
   1. Federal, State, and Local Laws
   2. Veterinary Liability/Missouri Practice Act

G. Communication
   1. Telephone etiquette
   2. Colleagues
   3. Clients
   4. Written

H. Reception
   1. Appointments
   2. Patient admittance/discharge
   3. Handling payments
   4. Difficult clients

I. Records
   1. Medical record assembly
   2. Filing medical records
   3. Record entries
   4. Release of patient information
   5. Rabies and health certificates
   6. Consent forms

J. Prescriptions
   1. OTC preparations
   2. Pharmaceuticals
   3. Controlled substances

IV. METHOD(S) OF INSTRUCTION

A. Lecture

B. Laboratory Sessions

C. Textbooks
D. PowerPoint Presentations
E. Live Animal Models for Laboratory Instruction
F. Handouts Provided by the Instructor

V. REQUIRED TEXTBOOK(S)


VI. REQUIRED MATERIALS

A. Textbooks, Audio-Visual Aids

B. Instructional Materials Prepared by Instructor

VII. SUPPLEMENTAL REFERENCES

Materials for research projects are available in Jefferson College Library and within the Veterinary Technology Department. Journals within the department are kept for student use

VIII. METHOD(S) 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 ALL 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 or better. 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 Academic 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

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\begin{align*}
A &= 90-100 \\
B &= 80-89 \\
C &= 70-79 \\
D &= 60-69 \\
F &= \text{below 60}
\end{align*}
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C. Attendance Policy

Student attendance is mandatory. There are no excused absences. Two lecture classes can be missed with no penalty. Eight or more lecture absences or two or more lab absences result in a grade of an F for the course. Lab Sessions cannot be made up, regardless of the reason for absence.

Students are permitted to miss one exam date with no penalty (this will still count as an unexcused absence). Make up exams are taken in the Testing Center within 3 days of the original exam. For each subsequent exam missed, the student is penalized 10% of the total value of that exam (one letter grade).

Failure in assigned animal care duties or failure in ANY assigned clinical duties results in the loss of one lab grade. (this is any duties involving the care of the animals)

The instructor may make exceptions to this policy in certain cases, i.e., illness requiring hospitalization, death in the family, etc.

IX. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library phone 636-481-3169).

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College website http://www.jeffco.edu).

XI. ATTENDANCE STATEMENT

Regular and punctual attendance is expected of all students. Any one of these four options may result in the student being removed from the class and an administrative withdrawal being processed: (1) Student fails to begin class; (2) Student ceases participation for at least two consecutive weeks; (3) Student misses 15 percent or more of the coursework; and/or (4) Student misses 15 percent or more of the course as defined by the instructor. Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.

XII. OUTSIDE OF CLASS ACADEMICALLY RELATED ACTIVITIES

The U.S. Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically related activities such as reading, studying, and completing assignments. Specifically, time spent on academically related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.