

**MARIAN UNIVERSITY**

**Ancilla College**

**Veterinary Nursing**

**MARIAN UNIVERSITY ANCILLA COLLEGE  
VETERINARY NURSING PROGRAM  
STUDENT HANDBOOK  
2023-2024**

Supplement to the Marian University Catalog 2023-2024 and the Marian University Code of Student  
Rights and Responsibilities  
Effective fall semester, 2022

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## Introduction

The faculty of the Veterinary Nursing Program (VNP) at Marian University Ancilla College welcomes you, the student and wish's success in the educational endeavor of veterinary nursing. The information contained in this handbook identifies the policies, practices, and procedures of the VN Program. The VN Program Director and faculty are resources for any questions and concerns regarding the program.

At the beginning and all throughout the Veterinary Nursing Program, the student is required to sign a receipt, which indicates access to the handbook, and responsibility for the content and any revisions (Appendix A). This handbook is designed for use in conjunction with the current Marian University Ancilla College Course Catalog and the Marian University Ancilla College Code of Student Rights and Responsibilities.

## Contact Information

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<https://www.marian.edu/ancilla/academics/degree-programs/degree-programs-in-vet-nursing>

*The Associate of Applied Science in Veterinary Nursing at Marian University Ancilla College is accredited by the American Veterinary Medical Association and Committee of Veterinary Technician Education and Activities, 1931 North Meacham Road, Suite 100, Schaumburg, IL 60173-4360, (800) 248-2862.*

## Marian University Mission Statement

To be a great Catholic University dedicated to providing students with excellent teaching and learning in the Franciscan and liberal arts tradition.

## History of Veterinary Nursing at Marian University Ancilla College

The Veterinary Nursing Program was established at Ancilla College in July, 2019. The VN Program was granted initial accreditation by the American Veterinary Medical Association (AVMA) and the Committee for Veterinary Technician Education and Activities (CVTEA) on February 18, 2021. The accreditation of the VN Program was transferred to Marian University Ancilla College on July 1, 2021.

**SECTION ONE**

**Veterinary Nursing  
Program**

## Sisters of St. Francis, Oldenburg Franciscan Sponsorship Values

St. Francis and St. Clare's journey to understanding and knowing God was a search and discovery process filled with personal interactions with other individuals. The ministry of St. Francis was also a very personal, human one. Rather than retreat solely to a life of contemplation and prayer like many of his peers, St. Francis combined a life of intense prayer and ministry, traveling on the roads and preaching the gospel to ordinary people, especially the poor. He shared his love of Jesus with them. He also founded a new religious order that is today one of the most popular in the world.

The Sisters of St. Francis, Oldenburg, Indiana are the modern legacies of this 800-year-old tradition of this evangelical (Gospel centered) spirituality. They are part of a worldwide community of over one million vowed and secular Franciscan men and women who live and pray with us and around us. In 1851, they began an educational endeavor—the foundational seed of Marian University—as a way to fulfill the mission and requirement to provide education to the community.

Four of the universal values given to them by their Franciscan heritage are the values that the Marian University community strives to live by each day. These values are grounded in prayer:

- [dignity of the individual](#)
- [peace and justice](#)
- [reconciliation](#)
- [responsible stewardship](#)

We view education as a journey of a lifetime and, in the same way that St. Francis did, we believe it is a personal journey full of human interactions and relationships. We are called to make a difference in our world and to follow Jesus' call to "Rebuild My Church."

For more information about our Franciscan heritage, see the [Franciscan Heritage Booklet](#).

## Veterinary Nursing Program Mission Statement

To provide a learning environment for students to acquire the knowledge, technical skills, and empathy necessary to contribute to a dynamic veterinary field in our global society. Providing the foundation for mentoring, leadership, and life-long learning within the veterinary medical profession. Exhibit professionalism, personal conduct, and autonomy consistent with the standards of the veterinary profession.

## Veterinary Nursing Program Goals

The Veterinary Nursing Program will strive to educate its students with the most updated curriculum and skills that will prepare them for work within the industry as well as sit for their Veterinary Technician National Examination (VTNE) to become a credentialed veterinary technician/nurse. The Program will provide small class sizes, one-on-one interaction with faculty, hands-on animal learning, and community engagement throughout the program.

## Veterinary Nursing Program Outcomes

Upon successful completion of the Veterinary Nursing Program, MUAC Veterinary Nursing students will:

1. Demonstrate effective written and oral communication skills.
2. Demonstrate critical thinking and ethical decision-making skills.
3. Demonstrate the ability to establish a strong work ethic and dedication the industry requires.
4. Share an awareness of current events and issues in veterinary medicine and surgery.
5. Support the development of veterinary nursing/technology students as informed, competent and responsible members of the veterinary profession.

## Technical Standards for Veterinary Nursing Program Students

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 ensure that qualified applicants have the ability to pursue program admission. However, all students must meet the essential skills and technical standards required of the MUAC Veterinary Nursing Program with or without reasonable accommodations for admission and completion of the program to prepare for the profession of study. Each student will be held to the same standards with or without reasonable accommodations. It is our focus and goal for the students to be best prepared for the profession and to enter and complete the program without barriers.

The MUAC Veterinary Nursing Program will make appropriate accommodations to facilitate enrollment and participation of qualified individuals with temporary or permanent disabilities. The following technical standards is to provide framework to balance the rights of students; the safety of students, their co-workers, and veterinary patients; the significant clinical training component of the VNP curriculum; and the requirements imposed upon VNP for accreditation by the American Veterinary Medical Association (AVMA). These competing interests and the nature of veterinary educational activities may prevent some prospective students with disabilities and students with disabilities from qualifying for enrollment or continued enrollment and may limit access to the academic courses of the MUAC Veterinary Nursing Program.

The following technical standards are the minimum standards that allow an individual to perform at the lowest acceptable level in the required activity having the highest, greatest, or most complex requirement for the designated sense, function or characteristic. Applicants and students must be able to satisfy, with or without the use of appropriate auxiliary aids (including prosthetic devices), the following technical standards which relate to physical abilities. If one aid or prosthetic device interferes with a second aid or prosthetic device needed to carry out a single act, then the individual may be restricted in meeting the technical standard.

### **Physical Ability**

Students must:

- Possess the physical ability to:
  - Tolerate walking and standing 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 without assistance.



- Use hands and arms to handle, install, position and move materials, equipment, and supplies without assistance.
- Handle, position, and restrain live animals of small and large animal species.
- Be able to have sustained contact with multiple species of animals and be amenable to learning 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**

Students must:

- Be able to function in a structured environment within significant time constraints and capable of making rapid decisions in urgent situations and meeting deadlines.
- Possess 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.
- Be able to complete required tasks/functions under stressful and/or unpredictable conditions, including emergency situations.
- Be able to access information from books, reference manuals, computers, and paper and electronic medical documents to perform duties and safely use equipment without assistance.
- Be able to prioritize, organize, and utilize time management skills to perform tasks.
- Evaluate, synthesize and communicate diagnostic information to the attending veterinarian and/or staff.
- Be able to progress toward minimal supervision as they advance through the program.

## **Communication Skills**

Students must:

- Read, write, speak and report accurately and effectively in English.
- Comprehend and carry out complex written and oral instructions given in English.
- Be able, when communicating with other individuals by speech, either in person or by telephone, to make legible and coherent written notes in English within the margins and space provided on the appropriate forms.

## **Professional and Interpersonal Skills**

Students must:

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

## **Manual Dexterity and Mobility**

Students must:

- Be able to move his/her entire body a distance of no less than three meters within two seconds of a signal to do so, to move rapidly from danger while handling animals in confined spaces.
- Possess fine motor movements in order to perform the essential functions of the profession. This includes the dexterity to manipulate small equipment, adjust resistance on equipment, hold hooves while cleaning and evaluating, manage syringes, catheters, and common surgical instruments.
- Possess tactile ability necessary for physical assessment and to perform nursing duties in a timely manner. This includes performing palpation during physical exams; administering oral, intramuscular, subcutaneous, and intravenous medication; insert and remove tubes; collect organic samples from live animals and perform wound care.
- Be able to hold, manipulate, or tie materials ranging from a cloth patch to a very fine string. This includes the ability to hold and manipulate a surgical sponge; tie a 00 silk suture; endotracheal intubation; intravenous injection; catheterize animals to obtain sample of urine and/or other body fluids; apply bandages without assistance.

### **Auditory, Olfactory, and Visual Skills**

Veterinary Nurses/Technicians must have functional use of senses to safely and correctly assess patients and interpret and record data.

Students must:

- Possess adequate visual ability, with or without correction, that allows the determination of 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 ability to characterize and interpret the color, odor, clarity, and viscosity of body structures and fluids, observe variations in skin and mucus membrane color, integrity, pulsations, tissue swelling, etc.
- Possess visual ability to allow for observation and assessment as necessary in nursing care both from a distance and close by in order to recognize physical status and non-verbal responses including behaviors.
- Possess auditory ability necessary to monitor and assess health status, including auscultation of heart and lungs, and hear equipment alarms and warning sounds from animals, humans, and/or equipment of impending danger or injury.
- Recognize and respond appropriately to distress sounds from animals 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.
- Be able to use a compound microscope to identify cells and organisms and be able to differentiate colors of stained objects.
- Be able to observe movement at a distance ranging from 30-45 centimeters to 15-20 meters at a discrimination level that permits detection of subtle differences in movement of the limbs in animals. This includes ability to detect and describe a change in color of hair coat caused by licking or trauma; detect abnormal head posture in a parakeet, monitor respiratory rate during anesthesia; ability to read anesthesia monitoring equipment.

- Be able to discriminate shades of black and white patterns in which the band is not more than 0.5 mm in width. This includes ability to characterize bacterial hemolysis on a blood agar plate; density patterns on a radiograph; and ability to see ECG tracing.
- Possess adequate depth perception to allow detection of a 0.5 cm elevation which is no more than 1 cm in diameter on a slightly curved surface having a slightly irregular surface. This includes detection of tissue swelling on the hip on a smooth-haired dog; determining presence of reaction to skin testing for allergies.
- Be able to perceive the natural or amplified human voice without lip reading to permit oral communication in a surgery room with all occupants wearing surgical masks.
- Be able to perceive the origin of sound as needed to detect movement of large animals in a pen or corral; monitoring multiple patients in an ICU.

## Veterinary Nursing Program Code of Conduct:

The student is bound by the Marian University policies for proscribed (inappropriate) conduct as detailed in the Marian University Student Rights and Responsibilities. The VNP has adopted an Integrity Statement to be employed prior to all assignments, quizzes and exams. (See Appendix 'Integrity Statement'). In addition, the Marian University Ancilla College veterinary nursing student is expected to adhere to the following VNP Code of Conduct.

The Marian University Ancilla College Veterinary Nursing student:

1. Shall follow the published rules of the University.
2. Shall follow the published rules of the VN Program.
3. Exhibits courtesy. This courtesy will be evidenced by positive, dignified, sincere, thoughtful consideration for self and others in oral, written, and all forms of electronic communication.
4. Follows rules and regulations of affiliating institutions as well as those of Marian University Ancilla College. The student works within the organizational structure and acts on principles rather than personal opinion.
5. Exemplifies the Franciscan Sponsorship Values as reflected by respect for the university, clinical facility, veterinary nursing program, peers, and all faculty.
6. Reflects self-dignity and respect for others at all times. The student refrains from vulgar or profane language and suggestive or obscene gestures.
7. Students shall provide all personal equipment required for courses (i.e. protective clothing, instruments, etc.)
8. Students shall not engage in any behavior which is fraudulent, dishonest, or deceitful.
9. Students shall not use non-physician prescribed controlled or prescription drugs or chemical substances or be under the influence of alcohol or other drugs of abuse during any time when the student is, or may be, in a work or educational environment. Also, students are advised to avoid drugs that interfere with mental alertness and capacity when in a work or educational environment.
10. Students shall refrain from any act that might be construed as cruelty to an animal unless such an act is in defense of self, another person, or another animal or unless the act is a normal part of the training or discipline of that species or animal, or is clearly accepted by the public as participation in a sporting event such as a rodeo or in other entertainment events such as circuses.
11. Students shall not engage in any action that might be construed as the practice of veterinary medicine except as permitted under the laws of the relevant state.

12. Students shall exercise the self-control to deal with difficult situations and moderate psychological stress without reacting by emotional outbursts and by responding with a reasoned response which addresses the direct problem.
13. Students shall be willing and able to personally provide appropriate care to animals seven days a week, 365 days per year, including any day designated a holiday for any reason whatsoever.
14. Students enrolled in the Veterinary Nursing curricula should be aware of and aspire to uphold the Code of Ethics of the North American Veterinary Technician Association.  
([https://cdn.ymaws.com/www.navta.net/resource/collection/946E408F-F98E-4890-9894-D68ABF7FAAD6/navta\\_vt\\_code\\_of\\_ethics\\_07.pdf](https://cdn.ymaws.com/www.navta.net/resource/collection/946E408F-F98E-4890-9894-D68ABF7FAAD6/navta_vt_code_of_ethics_07.pdf))

**Violation of any Student Code of Conduct may be referred to the Vice President of Student Success and Engagement, Dean of Students and/or Administration of the clinical facility. Violations of any Student Code of Conduct including those received from other areas of campus (Ex. Athletics, Student Life, Residence Halls, Campus Security etc.) may result in dismissal from the Veterinary Nursing Program.**

## NAVTA Code of Ethics

The National Association of Veterinary Technicians in America website

(<https://www.navta.net/general/custom.asp?page=TechnicianOath>) has a link to the Veterinary Technician's Oath, which all credentialed nurses/technicians in the field of veterinary medicine should uphold, as well as the Veterinary Technician Code of Ethics.

## Seven Pillars of Professionalism

I will strive to create awareness and promote a culture of accountability, responsibility, and respect that will develop veterinary nurses/technicians with integrity and honor, worthy of the public's trust.

To this end, I, as a student of the Marian University Ancilla College Veterinary Nursing Program, will uphold the following pillars:

1. Respect
  - I will respect client and patient confidentiality, as well as the use of teaching animals and specimen by not posting pictures of animals, specimens, or procedures associated with the VN Program to the internet, including social media websites.
  - I will respect instructors, colleagues, and myself by arriving to class on time, remaining attentive during class, and being professional and tactful in my interactions with others.
2. Integrity
  - I will consistently represent our University in a positive manner both in the classroom, as well as when I am off campus in both social and professional settings.
3. Honesty
  - I will complete assignments and exams honestly, providing only my own work and using only materials permitted by each course syllabus, so as to become a competent veterinary nurse/technician, capable of providing the best care possible for my future patients and protecting human health.
4. Responsibility
  - I will uphold my responsibility as a student in the VN Program by striving to achieve the learning objectives of the curriculum and by providing the best possible attention to the animals under my care and to their owners.
5. Involvement
  - I will take an active role in our student body as a means of becoming an integrated member of our veterinary profession.
6. Compassion
  - I will treat all clients and patients with the same compassion I would wish for myself and my animals.

## 7. Community

- I will work toward creating an accepting and inclusive environment for all members of our VN Program family.

In consideration of these values, I will abide by these pillars in addition to the established policies of our veterinary nursing program.

<https://www.purdue.edu/vet/student-services/handbook/seven-pillars.php>

## Veterinary Nursing Program Social Media Policy

Social media channels or networks are web-based and mobile platforms that allow the use of online social connections to broadcast communication. With social media, user generated content is highly accessible online, and is also a powerful digital equivalent of “word-of-mouth”. Examples of online social media channels include, but are not limited to, Facebook, Twitter, LinkedIn, Snap Chat, and YouTube.

The Veterinary Nursing Program uses selected social media channels to disseminate messages that consistently communicate the mission and values of the University. With this objective in mind, and the understanding that social media have a substantial effect on the organizational and professional reputation of the University, these guidelines must be followed by employees appointed to broadcast and monitor social media messages on the University’s behalf and by faculty, staff, and students posting in personal social media venues.

- When posting on VNP social media sites students, staff, and faculty should practice good judgment and professionalism when representing VNP through social media channels. Students, staff, and faculty should practice good judgement and professionalism when representing VNP through social media channels when posting on personal social media sites.
- Do not post confidential, health, proprietary or protected information about students, employees, clients, patients or other members of the Marian University Ancilla College community. Personal contact information must be protected from others.
- Monitor comments and discussions, because of the participatory nature of social media, it is extremely important that other user-generated content posted on the site is closely monitored. Watch for off-topic or abusive comments and promptly remove them. If possible, develop a comments policy and encourage respectful use.
- Be professional and think before you post. When your page/group mentions VNP, users who read your posts may perceive that you are representing the University, even if you state that the views are your own and do not represent your affiliation with the University. Therefore, do not post anything that you would not be comfortable saying in a public setting, at a conference, or to a member of the media.
  - If you identify yourself as a VNP faculty, staff, or student online, make a clear statement that the views expressed in your personal site are not those of the institution.
  - Images online are easily appropriated by other users. Photos and videos must comply with VN Program policy on use of photography, videography, and diagnostic images.
  - Other Important Considerations:
    - Do not post material that infringes on the rights of any third party, this includes intellectual property.
    - Do not post material that is unlawful, obscene, defamatory, threatening, harassing, abusive, slanderous and hateful.
    - Do not make negative comments about other schools or programs.
    - Do not post jokes or tag games (very popular in social media).
    - Be accurate.
    - Do not post chain letters or pyramid schemes.
    - Do not impersonate others.

## Veterinary Nursing Program Photo/Video Policy

Policy on Use of Photography, Videography, and Diagnostic Images:

The purpose of this policy is to avoid distribution of digital photographs, videos, and diagnostic images to inappropriate sites or individuals.

1. Photos, videos, or images of University-owned, shelter-owned or client-owned animals or cadavers (entire cadavers or parts thereof) may be made for educational purposes, as long as client confidentiality is protected.
2. The above images must not be posted on social media networks or web sites except for official MUAC Veterinary Nursing business.
3. Contracted animal suppliers, such as humane societies and rescue organizations, will be asked to consent to the following:
  - a. RELEASE AND USE OF IMAGES AND MEDICAL INFORMATION: I do hereby give permission to Marian University Ancilla College, its agents, and others working under its authority, full and free use of photographs and/or video taken of me and/or my animal. I understand these images may be used for promotional, news, educational, and related purposes (i.e. websites, media releases, print and electronic publications, etc.). I hereby release, discharge, and hold harmless the University and its agents and all claims, demands, or causes of action that I may hereafter have by reason of anything contained in the photographs or video. I do further certify that I am either of legal age or possess full legal capacity to execute the foregoing authorization and release.  
\_\_\_\_\_ YES \_\_\_\_\_ NO.
  - b. If permission for photographs or videos was not granted. The medical record and/or the animal must be identified with a warning that is easily seen.
  - c. Animal and owner names and addresses on images or videos of patients or on diagnostic images, such as radiographs, ultrasound, or endoscopy, must be removed prior to use of the images or videos.
  - d. All students of the Veterinary Nursing Program will also be asked to sign a photography/video release form.
4. Visitors are not permitted to take photographs or videos of animals or cadavers in MUAC Veterinary Nursing Program unless administrative approval is obtained by the Program Director.

## Veterinary Nursing Program Dress Code

A key component of your education is the development of a professional identity. A client's first impression of our appearance is a key factor by which our value as a professional is judged. We expect our students to demonstrate professionalism which includes professional attire. When representing themselves as a student of VNP, a student shall be expected to:

- Wear attire which is neat, clean, and professional as illustrated by:
  - Clothing that is free of rips, tears, fading, or patches
  - Stretch pants and leggings shall be covered by a top or dress
  - Footwear which is protective and professional- no flip flops or open toed shoes in the lab/classroom areas.
    - Closed toed shoes are required when working with animals and in all labs.  
(Crocks with holes in the top of the shoe should not be worn)
  - Maintain personal hygiene and be properly groomed including clean and trimmed finger nails.
- The following are prohibited
  - Headwear inside the building unless for religious, cultural, or medical purposes

- Political messages
  - Clothing which exposes undergarments/underwear
  - Gym attire or sleepwear (spandex, gym shorts, yoga pants, etc)
  - Crop tops or any shirts that expose the midriff or stomach
  - Flip flops
  - Strongly scented products (i.e. perfumes, colognes, aftershave, etc) (respecting that some individuals are allergic)
  - For safety reasons: No chokers, long necklaces, bracelets, long/hooped or dangling jewelry will be worn while working with animals or performing technical skills.
  - Visible body piercings are prohibited (nose, tongue, cheek, chin, eyebrow, etc). Earrings and ear piercings are allowed.
- The following attire is required for students of the Veterinary Nursing Program:
    - Cover-up smocks or lab coats are required in all VN Program classes when labs are in sessions. (Sweatshirts are not acceptable).
    - Scrub suits for all VN Program classes in the department approved colors (VNP logo should be on all scrub tops).
    - Closed toe shoes

Faculty and staff have the authority to enforce the dress code. If the standard of dress is deemed unacceptable, the student will be required to change before being allowed to participate further in VNP activities. Dress requirements for specific courses or labs supersede this dress code. In addition, the student must adhere to any dress code, appearance, or uniform standards at any externship site to which the student is assigned. Discussions about adherence to the Dress Code Policy between individual students will be documented; a first warning will be discussed with the student. The student may be asked to leave and return with the appropriate dress and or shoe type, or removal of jewelry on the first infraction. Subsequent infractions will result in the student being asked to leave the class for the day (counting as an absence). Questions regarding the dress code shall be directed to the Program Director.

### Smoking and Eating in the Veterinary Nursing Department

Smoking, vaping, and the use of drugs, alcohol or e-cigarettes is not permitted in any buildings on campus. All local laws must be upheld pertaining to distances away from buildings that smoking is allowed. There will not be any human food or drink allowed in the VN Program classrooms/labs or teaching areas. All drink containers must have a secure lid and be placed out of sight in backpacks or lockers. Students will be asked to step out of the teaching areas to consume any food and beverages. No human food or drinks will be allowed in any refrigerators located in the VN Program teaching areas.

### Utilization of Live Animals

The Veterinary Nursing Program cannot fulfill its teaching mission without utilization of animals. Animals must be legally acquired and properly housed, fed, cleaned, and cared for to insure their comfort and well-being. The requirements as stated in local, state, and federal laws and regulations and current NIH guidelines on animal use and care constitute the minimum basis of care for animals for which the VN Program is responsible. Animals utilized in the VN Program are to be treated with respect and compassion. All procedures utilizing animals should be designed with careful consideration of species of animal and minimum numbers necessary to ensure relevance and safety. Efforts shall be made to prevent

redundancy and to develop the use of alternative methods which can replace the use of animals in teaching and research. The MUAC Institutional Animal Care and Use Committee (IACUC) will monitor these practices. Sedatives, analgesics, or anesthetics shall be used to suppress more than momentary pain or distress. Muscle relaxants, which do not alter pain sensation, will not be used for painful or surgical procedures, unless accompanied by appropriate analgesics and/or anesthetics. Animals shall be euthanized using approved methods, as recommended by the American Veterinary Medical Association. Assurance that application of an approved method of euthanasia has resulted in humane deaths is the responsibility of the faculty member.

## Animal Use IACUC Whistle Blower Information

### **Notice: To All Faculty, Staff, Students, and Members of the Public**

Marian University Ancilla College supports the humane use of animals in research, teaching, and testing. The Institutional Animal Care and Use Committee (IACUC) is responsible for ensuring that all animals used in research, teaching, and testing procedures are treated humanely and in accordance with the Federal Animal Welfare Regulations.

If you witness or suspect any violations of these regulations, or have any questions or concerns about the specific use of animals at or in association with Marian University Ancilla College, you are encouraged to contact:

### **MUAC Institutional Animal Care and Use Committee**

**20097 9B Road**

**Plymouth, IN 46563**

**574-936-8898 ext. 379**

Reports will be handled confidentially and may be submitted anonymously. All reports will be reviewed by the committee. No employee or student of the University will be subject to reprisal for reporting suspected violations.

## Clinical Attendance

1. The student completes all clinical hours, as directed by the didactic faculty of the course. Due to the nature of the program and required skills, it is not possible to make up or reproduce most skill labs within the VN Program. Attendance in all labs is necessary in order to successfully complete the skills, course, and degree program.
2. All absences need to be discussed prior to the skill lab with the faculty instructor and the Program Director. Some skills may not be able to be rescheduled or made up resulting in a failing grade for the course and dismissal from the program.

## Clinical Availability Expectation

**Veterinary Nursing Program students are expected to be available the entire semester for clinical activities on all clinical days scheduled for the course in which they are currently enrolled. Students are expected to be available and participate in Animal Care duties before and after classes.**

## Assumption of Risk

Students will potentially be exposed to chemicals, radiation, zoonotic diseases and aggressive animals. It is the student's responsibility to use any and all personal protective gear required for the task. Failure to follow the VN Program guidelines and protocols can result in bodily injury to the students and their classmates. All students in the Veterinary Nursing Program encounter animals which may cause traumatic injury and/or expose them to infectious agents which cause disease. In accepting admission, students



voluntarily accept these risks and assume the responsibility to act safely and responsibly at all times.

1. The students will complete a Blood Borne Pathogen (BBP) and Needlestick training. This training must be completed successfully prior to entering the core curriculum of the veterinary nursing program. Students will not be permitted in the clinical areas until these health requirements are completed.
2. In the event of an injury, it is the student's responsibility to cover costs associated with care and treatment not included in their insurance policy. The student must notify the clinical instructor and didactic faculty of the incident and provide documentation of the incident.

## Pregnancy Policy

Consistent with legal definitions, the Veterinary Nursing Program does NOT consider pregnancy to be an illness or disability. Pregnancy is a medical condition, for which there are definite health concerns, and it is wise for a pregnant student to obtain additional information from her physician about these risks as soon as possible after the onset of pregnancy. The Veterinary Nursing Program is committed to supporting pregnant students in their academic careers. When pregnancy is identified, students are invited and encouraged to discuss needs for scheduling adjustments with the Program Director. The pregnant student is required to meet all course and externship objectives and expectations, including Minimum Technical Standards. The instructional program will not be significantly modified to accommodate the higher susceptibility of the human fetus to potentially harmful agents. The VN Program Director and faculty will work within reasonable constraints to revise the student's schedule. Items that a pregnant student may come in contact with throughout the course of the program include, but is not limited to, the following:

- Exposure to radiation
- Exposure to waste anesthetic gases
- Exposure to zoonotic diseases, including Toxoplasmosis
- Exposure to accidental injury due to animal bites, falls, sharp instruments, etc.
- Exposure to hazardous chemicals such as formaldehyde, chemotherapeutic agents and certain drugs.
- Necessity to frequently lift and carry up to 40 pounds, as well as to twist, bend, squat and kneel.
- Necessity to stand and walk for long periods of time.

*AVMA Position on Veterinary Facility Occupational Risks for Pregnant Workers:*

<https://www.avma.org/KB/Policies/Pages/Veterinary-Facility-Occupational-Risks-for-Pregnant-Workers.aspx>

## Zoonotic Disease

Students may come into contact with some common zoonotic diseases. It is the student's responsibility to understand the potential diseases they can come in contact with and notify an instructor as soon as they are aware of symptoms in themselves or the animals in the Program. The student should consult the Centers for Disease Control (CDC) to familiarize her/himself with the following diseases:

- Cat Scratch Disease
- Psittacosis
- Tetanus
- Intestinal parasites
- Rabies
- Toxoplasmosis

- Leptospirosis
- Ringworm
- Tuberculosis
- Lyme Disease
- Salmonellosis
- West Nile Virus

## Biosecurity Precautions

The VN Program policy on biosecurity precautions shall be followed by students, faculty, staff, and visitors returning from international travel to prevent introduction of foreign animal diseases.

1. General requirements for all people who have traveled outside of the United States or Canada within the last 5 days (120 hours):
  - Clothing worn overseas should be laundered/dry cleaned prior to leaving the foreign country and immediately upon return to the United States.
  - All dirt and soil should be removed from shoes and personal items (i.e. watches, cameras, laptops, jewelry, and cell phones) by thorough cleaning prior to wiping with cloth dampened with a bleach solution. (5 teaspoons of household bleach in 1 gallon of water, or another approved disinfectant).
  - All animal and plant food products originating outside of the U.S. or Canada must be declared at customs. Uneaten food should not be removed from international aircraft. These food items should absolutely not be brought into the VN Program facility or farms or fed to animals housed within or outside of the VN Program facility or farms.
  - Animal products (tissue, blood, etc.) originating from countries outside of the U.S. and Canada should NOT be brought to the VN Program facility or farms, except under USDA license.
  - Live animals originating from countries outside of the U.S. and Canada should NOT be brought to the VN Program facility or farms, under any conditions.
2. In addition, people who have visited a Biosafety Level 3 or 3+ laboratory (i.e. Plum Island), or have traveled outside of the United States or Canada within the past 5 days (120 hours) AND HAD CONTACT WITH ANIMALS (including livestock, birds, horses, zoo animals, pet store animals, wildlife, and laboratory animals) OR ANIMAL PREMISES (zoo, veterinary hospitals, laboratories, pet livestock-owning homes) while outside the United States or Canada will have the following restrictions:
  - Access to the VN Program facility and farms will be completely restricted for 5 days (120 hours) after contact with animals or animal premises. These people will be restricted from contact with animals and animal premises or VNP equipment (clinical areas, vehicles, dog-walking areas/runs, and isolation, etc.).
3. Some off-site farms may require that no persons that have been out of the country for up to 21 days prior be allowed on the animal premises. These requests must be acknowledged and accepted.

## Rabid Animal Exposure

**ALL STUDENTS AND ALL NEW HIRES WHO WILL HAVE CONTACT WITH ANIMALS WILL BE ADVISED OF THE REQUIREMENT FOR RABIES PROPHYLACTIC VACCINATION.**

**ALL PERSONNEL WHO COME IN CONTACT WITH A POTENTIAL RABIES SUSPECT SHOULD BE ASKED BY THE ATTENDING VETERINARIAN AND OR VN PROGRAM DIRECTOR IF THEY HAVE HAD THE RABIES PROPHYLACTIC SERIES OF VACCINATIONS.**

1. All students, faculty and staff should be advised of the potential for rabies exposure associated with a particular case.
2. Non-vaccinated individuals should be advised that exposure to rabies would require the current CDC post-exposure medical protocol.

3. Students should be advised that they are responsible for all costs incurred for post-exposure treatment regardless of the nature of the exposure.
4. Students, faculty and staff with questions or concerns should be referred to a health care professional.

**IF AN ANIMAL TESTS POSITIVE FOR RABIES, OR IF AN ANIMAL IS SUSPECTED OF HAVING RABIES AND THE ANIMAL BECOMES UNAVAILABLE FOR RABIES TESTING, POTENTIALLY EXPOSED PERSONNEL MUST BE ADVISED OF THEIR RISK.**

1. The attending veterinarian should contact the VN Program Director who will be responsible for identifying all involved individuals and communicating necessary information.
2. All personnel who have come in contact with the animal should immediately be informed of the rabies status of the animal.
3. All potentially exposed personnel should be given a rabies exposure information sheet outlining their potential risk of exposure and appropriate response.
4. All potentially exposed personnel should be counseled to seek the advice of a health care professional if they are concerned that an exposure might have occurred.
5. Post-exposure prophylaxis should be administered by an appropriate health care professional in all cases deemed a likely rabies exposure. This treatment should occur as soon as possible, but not before all information is available for determining whether a rabies exposure occurred.
6. Students should be advised that they are responsible for all costs of treatment regardless of the nature or circumstance of the exposure.

***It is ultimately the responsibility of the exposed individual and the treating health care professional to make the decision as to whether post-exposure prophylaxis is required or desired.***

If an animal tests positive for rabies, or if an animal bites someone and is suspected of having rabies and the animal becomes unavailable for rabies testing, all human and animal health agencies must be advised of potential rabies exposures in accordance with Indiana Law.

## Rabies Prophylaxis Immunization

Of all of the communicable disease to which any veterinary medical professional is exposed as an occupational risk, the contraction of rabies is probably the least likely but yet the deadliest. The student health guidelines regarding rabies prophylaxis are consistent with the Center for Disease Control's guidelines on rabies prophylaxis for persons in the high-risk group. The initial rabies immunization series is **REQUIRED** for all veterinary nursing students, faculty and staff.

### **Best protection from rabies can be by any one of the following methods:**

1. A series of two doses of the human diploid cell rabies vaccine (HDCV) or purified chick embryo cell vaccine (PCECV), **or**
2. An alternate vaccination series with a demonstrated positive rabies titer **or**
3. Previous post-exposure prophylaxis with rabies vaccine and rabies immunoglobulin for a presumed rabies exposure.

*\* The VN Program will follow current CDC Guidelines for Rabies Prophylaxis Immunizations for all students, faculty and staff of the Program. \**

If the student is unsure about the accuracy of timing of previous immunizations, a rabies titer can be performed. If the titer reveals inadequate immunity, a single booster immunization for rabies is recommended by the ACIP (Adult Committee of Immunizations Practices). If the titer reveals adequate immunity, no further immunization is necessary.

Documentation of rabies prophylaxis vaccination series and/or titer is to be provided to the VN Program Director. Students will not be permitted in the clinical labs or to handle animals within the program until proof of vaccination or immunity is provided and verified.

***\*Please see Program Director for additional information regarding rabies vaccination requirements.\****

## Tetanus Immunization

Since students will be working with large animals and learning in an outdoor environment, the students are required to have a current Tetanus toxoid within the last 7 years. If your vaccine expires while in the program, it is the student's responsibility to get a booster to make sure s/he is covered. Most students will have received tetanus vaccination as a child and subsequently received one or more boosters. If the student has never received tetanus vaccination, a series of three tetanus vaccinations must be obtained. If s/he had the initial series, but the last booster was received more than ten years prior to the beginning of the first Spring Semester of the VN Program, an updated tetanus immunization is required. **Immunization with either diphtheria-tetanus toxoid of TdaP (tetanus-diphtheria-pertussis) is acceptable.**

## Tuberculosis Testing

Students who have not had a test for tuberculosis within one year of the beginning of the first Spring Semester of the VN Program will be required to receive a tuberculosis test. Both the PPD skin test and the interferon gamma release assay (blood test) are acceptable. If the test is positive, evaluation by a physician and medical clearance for continued enrollment in the VN Program must be obtained.

## Medical Immunization Exemption

Section VIII of the Indiana State Board of Health Regulation HCD-33, issued May 11 1977, shall apply to the VN Program. It provides that any person may refuse immunization, medical treatment, or hospitalization when they " ... rely in good faith upon spiritual means or prayer to prevent or cure disease of suffering...". Students who rely on spiritual means and who choose not to be vaccinated may sign a waiver. Any person may be quarantined and certain cultures and medical tests may be required to determine eligibility for release from a quarantine.

A medical exemption will be granted upon receipt of a written statement from a healthcare provider indicating the nature and duration of the medical condition which requires the immunization exemption, along with the specific vaccine identified as detrimental to the student's health, or certifying pregnancy or suspected pregnancy. Medical exemptions expire when the medical condition(s) change in a manner which permits immunization.

## **EXEMPTIONS FOR RABIES PROPHYLAXIS VACCINATION REQUIREMENTS WILL NOT BE PROVIDED.**

**Due to the nature of the program, animal sources that are used, and AVMA guidelines, students must be properly vaccinated against rabies prior to the start of the second semester within the program.**

## Cost

The student shall bear all costs incurred for immunizations, tests, and evaluation by a physician.

## Radiation Exposure

Radiation exposure presents a risk to anyone taking radiographic images. The effects of radiation exposure over the career of a Veterinary Nurse/Technician accumulates, so the ALARA (As Low As Reasonably Achievable) policy should be followed. Students are required to wear appropriate personal protective equipment and a dosimeter badge when taking radiographs in laboratory courses and externship sites.

## Aggressive Animal Policy

If for any reason, an animal shows aggression (biting, scratching) or warning signs of aggression (growling, hissing, etc.) toward students, faculty or staff, it will be returned to its cage/carrier.

The following procedures will be followed:

- Mark cage/carrier with a warning sign that reads “Caution! DO not handle-Aggressive Animal”
- Only faculty may handle animal until owner arrives to take pet from facility.
- Cage/carrier should be turned away/located away from high-traffic areas.
- Alternatively, cage/carrier can be covered with a sheet/towel, as long as this does not obscure warning sign.

## Animal Bite Policy

If a student or faculty is bitten by an animal in the Veterinary Nursing Program facility, the following should be followed:

- Call emergency service provider if necessary (911).
- Contact the Program Director immediately.
- Wash wound immediately with soap and water, then bandage lightly.
- Obtain and complete Student Injury Report.
- Visit healthcare provider for determination if additional treatment or medications are indicated.
- Procedures outlined in the “Aggressive Animal Policy” should be followed.

## Student Injury

During student training, accidental injury from animal bites, scratches, stab wounds, needle sticks, animal kicks, etc. may occur.

If a student sustains an injury in the Veterinary Nursing Program facility, the following should be followed:

- Obtain medical care
- Inform the instructor and VN Program Director
- Complete a Student Injury Report with the Program Director and a witness to the injury.

Appropriate medical care can only be obtained from trained medical professionals. Do not expect to receive medical care (except first aid) and/or medical advice from faculty/staff. Even trivial-looking wounds can expose a person to severe infections, including possible rabies exposure. Seek medical care from personal physician or emergency department without delay. Reporting the incident to the instructor will help assure that dangerous conditions are alleviated and that appropriate materials are obtained, which may be needed to follow up on your injury (vaccination records, cultures, tissues for testing, etc.).

Marian University Ancilla College is not responsible for paying medical bills for injuries sustained by students enrolled at MUAC when there is no negligence on the part of the University. The bills for incurred medical costs are the responsibility of the student. Students do not qualify for worker’s compensation.

## SECTION TWO

# ACADEMIC POLICIES

## Declaration of Veterinary Nursing Program and Progression

Once admitted to the Veterinary Nursing Program and acceptance placement occurs, students must attend courses at the Marian University Ancilla College Campus.

If a veterinary nursing student is unsuccessful in a Veterinary Nursing required pre-requisite course, earning a grade less than a C- (70%) and/or withdraws from a required pre-requisite course, they must meet with their Academic Advisor to discuss options.

If a veterinary nursing student is unsuccessful in a Veterinary Nursing course, earning a grade less than a C- (70%) and/or withdraws from a Veterinary Nursing course, they must meet with their Academic Advisor to discuss options. Dismissal from the Veterinary Nursing Program is likely to occur.

Students must adhere to all pre-requisite requirements, as stated in the course catalog, and may not progress unless they meet these requirements. VN core courses must be taken in sequential order throughout the curriculum.

Students must adhere to all vaccination, background check, and drug testing requirements of the VN Program and may not progress unless they meet these requirements.

## Communication Protocol: Channel of Communication

The student is required to follow the appropriate communication tier for issue resolution. The student may not proceed to the next level until meeting with the previous level.

Communication tier:

Clinical Communication

1. Clinical Instructor
2. Didactic Faculty
3. Director of Veterinary Nursing
4. Dean of Academics
5. Assistant Provost

Didactic Communication

1. Didactic Faculty
2. Academic Advisor
3. Director of Veterinary Nursing
4. Dean of Academics
5. Assistant Provost

## Program Progression

### 1. Veterinary Nursing Courses:

A minimum grade of C- (70%) is required for all Veterinary Nursing courses. Veterinary Nursing courses are labeled with the prefix VNP. If a student earns a grade below a C- (70%) in a Veterinary Nursing course, the student will be dismissed from the VN Program.

### 2. Repeating a Course:

Due to the curriculum layout, it is not possible to repeat a Veterinary Nursing course. Students that fail a Veterinary Nursing course will be dismissed from the VN Program and will have to reapply for the next VN Program cohort. Veterinary Nursing courses may not be taken out of sequence.

### 3. Clinical Courses:

Students must earn a satisfactory grade in the clinical component of a Veterinary Nursing course with a C- (70%) or higher, as well as, successfully complete all required didactic and psychomotor skills that are assigned or associated with the course, in order to have successfully completed the course. Failure to complete the Veterinary Nursing course will result in dismissal from the program.

### 4. Academic Dismissals:

Earning a grade lower than a C- (70%) in any Veterinary Nursing course, including a Veterinary Nursing pre-requisite course, results in automatic dismissal from the Veterinary Nursing Program. The student is ineligible for re-admission to the VN Program until the next VN Program cohort. A student in VNP shall be placed on academic probation if his/her fall or spring semester or cumulative GPA at the end of any fall or spring semester is less than a 3.0. A student on academic probation shall be removed from that standing at the end of the first subsequent fall or spring semester in which he/she achieves semester and cumulative GPAs equal to or greater than 3.0. A student may not be on probation for semester and or cumulative GPA for more than 2 consecutive semesters, if this occurs the student will be dropped from the program.

### 5. General Education Classes:

The Veterinary Nursing Program requires Veterinary Nursing students to achieve a grade of "C" or higher in general education courses required for degree completion.

### 6. Academic Requirements for Graduation:

The program requires that all candidates for the Associated of Applied Science degree achieve passing grades or established credit in all courses required for graduation. Achieved a minimum cumulative index of 3.0. Successful completion of all AVMA Required Essential Skills.

## Appeal Process – Course Grade

Refer to the current Marian University Ancilla College Course Catalog.

## Appeal Process – Academic Status

1. When a student is notified of dismissal from the Veterinary Nursing Program, due to unsatisfactory academic standing, the student may appeal the dismissal.
2. If a student plans to appeal through the APG Committee - the student must communicate with an



academic advisor or academic success coach to receive the most up to date information about the appeal process.

3. If the student's appeal is granted, the student will follow the student success plan outlined by the APG Committee.
4. If a student's appeal is denied by the APG Committee, a student may choose to continue their appeal in writing to the Director of Veterinary Nursing.
5. If the student's appeal to the Director of Veterinary Nursing is denied, the student may appeal in writing to the Dean of Academic Affairs.

## Formal Concern/Complaint Procedure

Any student may present a complaint (school issue or concern not related to course grade or progression appeal or Title IX issue) when the issue cannot be resolved. Documentation of date, time, and results of meetings, as well as signatures of student and faculty, are required at each step of the procedure. The student must follow the Communication Protocol (see section B. Communication Protocol: Channel of Communication) when presenting a complaint or the complaint will be invalid.

If the complaint cannot be resolved within the Veterinary Nursing Program, the complaint becomes a formal complaint and the Formal Complaint Form (see appendix) must be filled out in writing. The student must present the form to the Dean of Academic Affairs within one week of the decision of the Director of Veterinary Nursing.

## Course-Specific Progression Policies

Math Assessment:

If a student places below MAT 130 when admitted to the University, the student is required to complete MAT 130 and any developmental courses prior to starting VNP 200.

## Transfer Credits from Other Institutions

Applicants/students wishing to transfer in credits from other institutions must earn the last 30 credits at Marian University. Decisions on transfer of credits are made in cooperation with the Registrar and faculty of the appropriate department. Veterinary Nursing courses generally do not transfer and requests for such transfer must be submitted in writing, along with the course syllabus, to the Veterinary Nursing Program Director.

All Veterinary Nursing Program courses must be taken on the Marian University Ancilla College campus. BIO 214/214L, if possible, should be taken on the MUAC campus, due to skills required for degree completion within the course. If BIO 214/214L or equivalent was taken at another campus or institution, a written request to the Veterinary Nursing Program Director should be made to accept the credits and course completion. If accepted, there will be a lab fee assessed to the student's account for the first semester to cover the cost of supplies to complete the required BIO 214 skills. Arrangements will be made with individual students to complete the skill requirements.

## Drug and Alcohol Policy

**Please note: Clinical facilities supporting Veterinary Nursing education at MUAC may have policies that**

exceed those stated below.

1. Overview:

The Veterinary Nursing Program is committed to assist students in meeting the demands of both academic and clinical pursuits and to help provide a safe and healthy environment for students, patients and others. The improper use of drugs – whether legal or not - can be detrimental, if not dangerous, to the physical and mental well-being of students, and can seriously interfere with the performance of individuals as students and as nurses. Therefore, a mandatory screening policy has been implemented at Marian University Ancilla College.

**The use of drugs, alcohol, vaping, smoking, or e-cigarettes is prohibited around and within the Veterinary Nursing Teaching Facility. Failure to comply will result in removal from the classroom and facility, and may result in automatic dismissal from the VN Program.**

2. Drug Screening:

As a condition of participation in all aspects of the Veterinary Nursing Program at MUAC, all students are required to submit to a drug screening process as a part of program participation.

The Veterinary Nursing Program requires the following:

- a. Each student must have a clear 10-panel drug test completed as part of the application process and annually thereafter.
- b. The VN Program reserves the right to require random 10-panel drug test completion at any time throughout the student's participation in the Program. If asked to complete a random 10-panel drug test, the student is responsible for having it completed by the timeframe provided by the Veterinary Nursing Program Director.
- c. Students must use approved chain of custody sites through American Databank/Complio.
- d. Students are responsible for the cost of all drug tests administered throughout the application process and the student's participation in the Program.
- e. The site must report the results directly to the VN Program Director through American Databank/Complio.
- f. Results of the testing must be uploaded to American Databank/Complio by the deadline.

3. Testing Method:

- a. Test results will only be accepted from agencies authorized by MUAC. These companies provide "chain of custody" procedures to assure accuracy of reporting results. Results from any other agency will not be recognized. A negative urine drug screen is required to begin and remain in the Veterinary Nursing Program.
- b. The student is responsible for all costs associated with the drug screening. The student is aware that any results may be disclosed in accordance with the policies and procedures of Marian University.

4. Frequency of Testing:

- a. As a condition of admission to the VN Program, every applicant must have a negative 10-panel drug screen performed yearly. The 10-panel drug screen must be purchased through

American Databank/Complio.

- b. If the student leaves the VN Program for any reason, a new 10-panel drug screen, purchased through American Databank/Complio may be required by the APG Committee before readmission.
- c. After admission, tests may be administered on a random basis or may be announced in advance. Tests may be administered at any time throughout the year. Further, the VN Program Director, Dean or designee, may request a test be administered to a particular veterinary nursing student at any time.
- d. Failure of the student to submit to a drug test once she/he has been notified will be considered a positive test and all corresponding sanctions will apply. This is grounds for immediate dismissal from the VN Program, and she/he is given an (F) for the course(s).

5. Procedure for Suspected Impairment:

Student impairment may be interpreted as possession, use of, and/or being under the influence of drugs and/or alcohol. The following procedure applies in any and all of these aforementioned scenarios:

- a. Any student suspected of being under the influence of drugs and/or alcohol are required to submit to a blood and/or urine analysis immediately at hers/his own expense. A specific laboratory testing site may be requested by the faculty. The results of the test must be submitted by the laboratory to the VN Program Director or designee within twenty-four hours of receipt.
- b. If the test is positive, the student will remain suspended until such time as she/he can prove to be drug free and enrolled in and attending a rehabilitation program. The student will be referred to an assistance program.
- c. If the student meets the above conditions, faculty determines whether a grade of incomplete can be awarded or withdrawal from the course is needed based on the amount of work the student missed.
- d. If the test is positive and the student does not meet the above conditions, the student receives an (F) for the course(s) and dismissal from the VN Program. The Assistant Provost for Accreditation and Administration and the Dean of Students are notified.
- e. If the student refuses to submit to drug testing, it is grounds for immediate dismissal from the VN Program and she/he is given an (F) for the course(s). The Assistant Provost for Accreditation and Administration and the Dean of Students are notified.
- f. If the student with a positive test holds a professional license, the VN Program Director is required to notify the licensing agency and place of veterinary nursing employment.

6. Remedial Action and Penalties for Positive Test Results:

Students who test positive will be referred to designated sites for counseling and follow-up. The designated staff will assess the student and make treatment recommendations. Costs for assessment and treatment, if any, are the responsibility of the student. Until cleared by the designated staff, the student is not eligible to begin VN Program courses.

7. Alcohol Policy:

Students must abide by the Marian University alcohol policy (See current Marian University Code

of Student Rights and Responsibilities).

## 8. Counseling Resources:

Counseling resources are provided for those students for whom a possible drug problem exists through counseling offered to all students at Marian University. If a student requires treatment beyond those resources, the student is responsible for any related expenses.

### Conduct That May Result in Immediate Dismissal from the Veterinary Nursing Program

1. Proven theft results in immediate dismissal from the VN Program, and the student receives an (F) for the course(s). The Dean of Academic Affairs and Dean of Students are notified.
2. Conviction of a felony results in immediate dismissal from the VN Program, and the student receives an (F) for the course(s). The Assistant Provost for Accreditation and Administration, and the Dean of Students are notified.
3. Performance of unsafe and/or negligent veterinary nursing care may result in dismissal from the VN Program, and the student receives an (F) for the course(s). The Assistant Provost for Accreditation and Administration and Dean of Students are notified.
4. Violation of the Code of Academic Integrity may result in dismissal from the VN Program, and the student receives an (F) for the course(s). (See Marian University Code of Student Rights and Responsibilities)
5. Failure to notify the Director of Veterinary Nursing of a change in criminal status after submission of initial background check may result in dismissal from the VN Program, and the student receives an (F) for the course(s).

### Clinical Conduct

Unprofessional Conduct: A faculty member may dismiss the student from the clinical course for the day if the student displays unprofessional conduct and/or unsafe acts deemed as such by the faculty. Any such occurrence is documented and placed in the student record. Dismissal from the clinical course for unprofessional conduct and/or unsafe acts may result in an unsatisfactory grade for the day, failure (F) for the course, or dismissal from the VN Program. Examples of unprofessional conduct include, but are not limited to:

- Failure to demonstrate adequate preparation for patient care or for medication administration.
- Failure to comply with the Dress Code.
- Failure to apply nursing principles/skills resulting in actual or potential harm to patient(s).
- Any acts of gross negligence on the part of the student.
- Behavior suggestive of being under the influence of intoxicants (drugs, alcohol, medications, etc.)
- Behaviors that put others at risk.
- Behaviors that include vulgar or profane language, suggestive or obscene gestures or any incivility to faculty, other students, staff, patients, or visitors.

### Classroom Conduct/Attendance

1. The Veterinary Nursing Program fosters a positive learning environment as informed by the Franciscan Values. Students are respectful of fellow students, faculty and staff. These expected

behaviors include but are not limited to:

- a. Arriving to class on time.
  - b. Using electronic devices for instructional purposes at the discretion of the faculty.
  - c. Being prepared for the lectures by reading the appropriate text and recording questions.
  - d. Participating in class.
  - e. Demonstrating engaged learning behaviors.
  - f. Displaying courtesy and civility in words and actions.
2. Attendance is expected at all class sessions. Absences from class interfere with the student's ability to meet course objectives. The student is responsible for all course content. The student should refer to course syllabi and other related documents for specific policies related to assignments and course expectations.
  3. No children and/or pets are permitted in the classroom, learning labs, or clinical experiences unless they are part of the educational program.

### Late Assignment Policy

1. Assignments are due as posted by course faculty.
2. Late assignments: 10% will be deducted per day for late assignments.
3. Assignments 72 hours late will not be accepted and a grade of zero (0) will be recorded.
4. There may be assignments that require submission, even if late, in order to fulfill required skill criteria for the course or program. Such assignments may receive a zero in the gradebook but still be required for review and or skill completion.

### Examination Conduct

1. All personal belongings (backpacks, book bags, coats/jackets/sweaters, cell phones, personal watches, etc.) must be stored in a designated area away from the testing area without exception. The faculty/proctor will instruct students where to place personal belongings during the exam.
2. Cell phones and other electronic devices must be silenced and on airplane mode, or turned off completely, and placed with personal property.
3. Cell phone calculators are not permitted. Students are expected to bring a simple four-function calculator. Students may not share calculators.
4. All scratch paper will be provided by the faculty/proctor, and will be turned in at the end of the exam.
5. Student computer stations/testing areas must be clear of all materials except writing instruments, scratch paper and approved calculators.
6. No questions regarding exam content will be allowed/answered during the exam.
7. Hats, shirts/sweatshirts with kangaroo pockets and sunglasses are not permitted during an exam.
8. Students will not be allowed to leave the room during an exam unless documentation is on file from a healthcare provider in the Personalized Learning Center.

- a. The student may be accompanied to the restroom facility.
- b. If a student leaves the room without the required documentation, the exam must be submitted and is considered completed.
9. In the event of electronic testing failure, a paper exam will be the official record. Alternative testing or rescheduling of the exam may occur at the discretion of the faculty.
10. Faculty/proctors have the right to inspect the student's test area/workspace at any time during the exam.
11. Examination time limits will be announced/posted. Students should allow adequate time for completion of the exam.
12. The student will adhere to the policies delineated in the Marian University Code of Student Rights and Responsibilities related to academic integrity.
13. There will be no talking among students during the exam
14. When finished testing, students should remove all personal belongings quietly before exiting the testing area.
15. Upon submission, the computer document, the electronic scoring sheet, or the paper document is the official record of the exam.

#### Additional Rules for Computer Administered Exams:

1. Students may only use approved computers to take a proctored exam.
2. During exam administration, students may not open any additional screens and are strictly prohibited from using lab computers for any purpose other than the completion and submission of an exam.
3. Use of internet search is strictly prohibited during the exam.
4. Students may not open email during the exam or immediately following exam submission.
5. Students may not cut and paste or retype exam questions into an email, word document or any other format during and immediately following submission of an exam.
6. Students will not loiter in front of the classroom/computer lab after completing the exam.
7. Students will not discuss tests with other students waiting to take the exam.
8. Any student arriving late may not be allowed to take the exam on that day. Excessive occurrences will be documented and the student may receive a written performance plan. No extra time will be given.
9. If a faculty/proctor observes a violation of the exam rules as listed above, the exam will be turned off, the student will be requested to leave the exam room. The proctor will notify the faculty of the incident.

#### Missed Examination Policy

A student who must be absent during a scheduled examination must notify the faculty/proctor at least one hour prior to the start of the exam.

1. Failure to notify the faculty/proctor of absence for an examination results in a grade of zero for that exam unless appropriate documentation is provided.
2. Failure to take the makeup exam at the designated time may result in a zero for that exam.
3. Written evidence must be provided within 48 hours of the absence.
4. Excused absence criteria for missing an exam include: death of an immediate family member, same-day documented illness, sanctioned university events, or other extenuating circumstances determined excused by the faculty. Evidence must be provided within 24 hours of absence.
5. The exam retake is the responsibility of the student and will be determined between the faculty and the student. \*Retakes may not be available\*
6. If the student fails to follow up and arrange the retake, or fails to take the test at the designated time, then a grade of zero will be assigned for the exam. \*Retakes may not be available\*

## Grading System for the Veterinary Nursing Program

GRADE	PERCENTAGE
A	Above 93
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+*	67-69
D*	60-66
F*	Below 60
*Failing Grade	

Final course grades will be rounded to the nearest whole number.

Each course syllabus at Marian University Ancilla College will indicate how the university grading system will be applied to that course.

## Student Participation in Veterinary Nursing Program Evaluation

The VN Program faculty value the input and constructive evaluative feedback from students in the Veterinary Nursing Program. During the course of the VN Program, students are involved in a variety of ways through evaluation of clinical agencies, faculty effectiveness, course organization, and curriculum. This data is used for continued VN Program improvement and course refinement. Students will be contacted to provide evaluative feedback within one-year post graduation. Student participation in VN Program evaluation includes:

1. Student Participation in Program Advisory Committee meetings – At least two students (one from

each active cohort) are invited to represent their class on the committee.

2. Students complete anonymous written course and faculty evaluations at the end of each course and externship, the Graduate Exit Survey, and an alumni survey at one-year post graduation. This evaluation feedback is reviewed by faculty and the Dean and is incorporated into course and program improvement.
3. Students may file a written grievance with recommendations for improvement by completing the Student Complaint Form (see Appendix).



## SECTION THREE

### GENERAL INFORMATION

## Health Record

As part of the VN Program, students must complete all required health information and have it submitted appropriately.

Students will not be permitted in the clinical areas without documentation that the health requirements have been met. All requirements must be submitted to the VN Program Director.

Verification of the following is required:

1. Tdap vaccine- documentation of vaccine within the last 7 years; must be kept current. Other vaccines such as Dtap and Td will not be accepted.
2. Negative 10 panel Drug Screen within 4 weeks of the start of the second semester, as well as annually. A drug screen may be required to be repeated as directed by externship sites.
3. PPD- Students must provide written proof of a negative 1-step or 2-step PPD (Quantiferon Gold TB Test (blood test)). Students who have a positive PPD must provide documentation of chest x-ray results and TB Questionnaire. Proof of a negative chest x-ray and a TB Questionnaire must be completed annually.
4. Students are required to have proof of health insurance including proof of start coverage date provided to VN Program Director.

## Professional Liability Insurance

Marian University provides professional liability insurance for students in the Veterinary Nursing Program. This provides coverage for acts of omission and/or commission, which occur during the clinical experience required as part of the educational requirements of the VN Program.

This professional liability coverage does not cover any acts of omissions and/or commission by students which occur outside of the clinical experience.

## Criminal Checks

Students are required to complete a full criminal background check no less than 4 weeks before the 2nd semester and no more than 3 months before. They must also complete the *Release of Information* form within 3 months of the 2<sup>nd</sup> semester, which includes a disclosure statement. The VN Program expects voluntary disclosure of misdemeanors by students. (See Appendix- Clinical Background Check) Applicants that have been through the Criminal Background Check (CBC) process but have deferred to another cohort, must update their *Release of Information* sheet. Applicants will be asked if there are any incidents since going through the CBC process.

Based upon requirements articulated within our affiliation agreements, and other articulation agreements held with agents or external institutions, Marian University may have an obligation to share reports generated by American Databank/Complio with these agents or external institutions. These reports will be shared with agencies and external institutions only for permissible purposes. If adverse actions are taken resulting in the denial of admission to a clinical experience, rotation or program, and the adverse action is made wholly, or in part, on information included within a report, Marian University will provide the impacted students with an oral or written notice of adverse action.

## Clinical Externship Placement/Assignment

Multiple externship placements are assigned and are subject to change based on the availability of clinical sites and clinical supervisors. The VN Program Director reserves the right to decline an externship placement or request site if the site does not or can not meet the requirements of the VN Program.

## University Closing

In the unusual event that inclement weather or adverse campus conditions necessitate the canceling of classes and/or shutting down office operations, please listen to the local TV and radio stations, and MU Campus Shield notifications.

## Confidentiality of Student Information

The Veterinary Nursing Program complies with the Family Educational Rights and Privacy Act (FERPA) regulations.

## Other Health Services

For all injuries and/or illnesses not referenced above, the student will have the same rights and obligations as those of all students at Marian University Ancilla College.

## Electronic Communication

Marian University email is the official source of communication for all students in the VN Program. Professional and respectful communication is expected.

## Eligibility for Licensure

The Marian University Ancilla College Veterinary Nursing Program cannot guarantee that the American Association of Veterinary State Boards will allow the student to sit for the licensure exam. The Marian University Ancilla College Veterinary Nursing Program cannot guarantee passing the licensing examination for credentialing. To find specific requirements for eligibility to take the Veterinary Technician National Examination and licensing requirements for your state of residence or employment please visit <http://www.AAVSB.org>.

## Academic Support

Marian University Ancilla College Veterinary Nursing Program is committed to providing quality advising service to students. Academic Advising serves as a vital element to the education of students in the VN Program. Advisors and/or Success Coaches communicate information regarding degree requirements, courses, and resources that will aid in the student's success. Academic Advisors/Success Coaches also help students to navigate University policies/procedures and expose students to opportunities that may enhance their education and to help students attain their goals.

1. The foundation of the advising process begins with the relationship between advisor and student. The Academic Advisors/Success Coaches in the VN Program use counseling theory to guide their students to be successful in and outside of the classroom by allowing them to:
  - a. Be well informed about policies and procedures, curricular options, and academic program requirements.

- b. Clearly define their educational objectives.
  - c. Plan their academic schedule for personal success and understanding of material.
  - d. Make full use of the facilities and resources available at Marian University Ancilla College.
2. The Center for Academic Success and Engagement (CASE) staff are available for students who need assistance in a variety of areas including academic support for students with disabilities, study skills, and test taking. CASE provides one-on-one and/or group counseling.
  3. The Marian University Writing Center and Speaking Center works with students to develop and improve their academic writing and verbal communication skills.
  4. The Counseling and Consultation Office provides personal counseling while the Exchange offers career counseling for MUAC Students.

## VNP Locker Policy

### 1. Assignment of Lockers

Lockers will be assigned on a first come first serve basis. At no time may a locker be used by anyone other than the student to whom the locker was assigned. Lockers are assigned for use during the academic semester. All students must remove any stored items and vacate their locker assignment at the end of the final day of each semester. Lockers must be cleaned and inspected prior to leaving for the semester.

### 2. Ownership of Lockers and Contents

All lockers within the VN Program teaching facility are the property of Marian University Ancilla College and are subject to applicable University policies. Marian University Ancilla College reserves the right to make changes to the locker policy with appropriate notice. Lockers are assigned without locks. Providing an appropriate padlock is the responsibility of the student. A key or combination to the lock must be given to the VN Program Director when a lock is placed on a locker. All items placed in the locker for storage are the responsibility of the student. Marian University Ancilla College will not take responsibility for lost or stolen items. Students are cautioned against storing valuable or irreplaceable items in the locker. Lockers are only accessible when a faculty member is present within the teaching facility (No evening, weekend, or holiday access).

### 3. Allowable Items

Students are encouraged to use the locker as a convenience for the temporary storage of items such as textbooks, laboratory supplies, jackets and clothing, and other personal items. Storage of items that are of illegal nature, or would cause or likely cause a health hazard, security risk, physical danger, or a nuisance to the Marian University Ancilla College community are strictly prohibited. These items include, but are not limited to, perishable food items, firearms, weapons, flammable material, chemicals, alcoholic beverages, e-cigarettes, vapes, tobacco, and controlled substances.

### 4. Locker Condition

All lockers are being assigned as-is and should be maintained to the same condition in which the student received the locker. Students are prohibited from applying any interior or exterior alterations to the locker. These include, but are not limited to, stickers, paint, markers, adhesives, and labels. When vacating the locker, there should be no more damage to the locker than normal

wear and tear. If the state of the vacated locker requires maintenance or cleaning, Marian University Ancilla College reserves the right to apply billing to that student's University account for the cost of clean-up and/or maintenance repair.

## 5. Right to Cancel Locker Assignment

Marian University Ancilla College reserves the right to cancel the locker assignment of any student who is found to have violated any of the above policies and regulations. The University also reserves the right to cancel the locker assignment of any student who has withdrawn from the University, been dismissed from the University or whose length of locker assignment has expired. In these cases, the University will cut the lock and donate or destroy the stored items inside. The University also reserves the right to conduct a search of the locker without advanced warning if there is a suspicion of unauthorized use, violation of policy, or in an emergency situation.

## SECTION FOUR

### APPENDICES

- A: Glossary of Terms
- B: Student Formal Concern/Complaint Form
- C: Student Handbook Receipt
- D: Photography and Videography Permissions and Use Waiver
- E Criminal Background Checks
- F: Minimal Technical Standards
- G: Integrity Statement
- H: Sharps Policy
- I: Pregnancy Policy
- J: Student Authorization Form
- K: Rabies Vaccine Acknowledgment
- L: Tuberculosis Acknowledgement
- M: Tetanus Acknowledgment

## Appendix A

### Glossary of Terms

**Academic Status Appeal** – Appeal for readmission to the Veterinary Nursing Program after dismissal.

**Course Grade Appeal** – Appeal regarding computation or “fairness” of a final grade for a particular course.

**Concern** – A written statement of a student’s burden or injustice.

**Formal Complaint** – Any appeal, concern, or school issue that cannot be resolved within the Veterinary Nursing Program channel of communication and is appealed to the Dean of Academic Affairs.

**Rounding**-Rounding to the nearest Whole Number, as it applies to final grades. For example, 76.50 becomes 77; 76.46 becomes 76

Delete

**Appendix B**

**Formal Concern/Complaint Form**

The purpose of this form is to provide written documentation of student concern (burden, or injustice).

Student concerns will be presented within the Veterinary Nursing Program's channel of communication. Unresolved concerns will become a formal complaint when the issue cannot be resolved within the VN Program's channel of communication. The unresolved concerns may be appealed in writing to the Dean of Academic Affairs.

Appeals regarding grades or instructors must go through the Appeal Process and should not be included on this form.

Please summarize your concern/complaint:

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

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

Student year: \_\_\_\_\_



**Appendix C**

**Student Handbook Receipt**

Dear Student,

Please sign below to verify that you will read a copy of the Marian University Ancilla College Veterinary Nursing Student Handbook. It is expected that you will read, understand, and comply with the policies contained in the handbook including annual updates and addendums. This receipt needs to be submitted to the Veterinary Nursing Program Director and will be filed with your student records.

I hereby acknowledge that I will read a copy of the Marian University Ancilla College Veterinary Nursing Student Handbook.

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

Print Name \_\_\_\_\_

Date \_\_\_\_\_

**Appendix D**

**Photography and Videography Permission and Use Waiver**

Unless otherwise indicated below, I hereby give Marian University Ancilla College (MUAC) the absolute right and permission, with respect to the photographs and/or videotaped images taken of me or in which I may be included with others, to use such images for educational and/or promotional purposes. Furthermore, MUAC is authorized to use/print my name in conjunction with such images and/or related quotes given by me.

I understand that I will not be compensated for the use of photos or video or my time spent while taking photos or videos. I also acknowledge that there may be no notice given to me regarding when or how MUAC or its designees may use my image or video.

This consent will remain in effect until changed in writing by completing the appropriate opt out form. Please complete this form and return to the Veterinary Nursing Program Director.

**I agree with the release above**

Printed Full Legal Name of Individual \_\_\_\_\_

Signature of Individual \_\_\_\_\_

Date \_\_\_\_\_

**Opt Out Form**

Please complete this form and return to the Veterinary Nursing Program Director if you wish to opt out of this release. Also, even if a student opts out of this release, videos and recordings will still be maintained for educational purposes.

**I wish to withdraw from the consent described in the release above**

Printed Full Legal Name of Individual \_\_\_\_\_

Signature of Individual \_\_\_\_\_

Date \_\_\_\_\_

## Appendix E

### Criminal Background Checks (CBC)

#### Subject: Criminal Background Checks (CBC) of Applicants and Students

#### I. Purpose

- a. Establish applicant and student responsibilities for CBC.
- b. Define a satisfactory and disqualifying CBC.
- c. Establish a process to maintain confidential records of CBC.
- d. Establish roles and responsibility of the Marian University Ancilla College Veterinary Nursing Program and the Dean/Designee for CBC.
- e. Establish a process for the review and determination of unsatisfactory CBC.

#### II. Applicability

- a. All VNP Students.
- b. All personnel delegated specific responsibilities.
- c. All applicants and students of the VNP.

#### III. Definitions

- a. Applicant- A student applying for admission to the VNP.
- b. Student- A student admitted to the VNP.
- c. Criminal Background Check (CBC)
  - i. Satisfactory CBC
    1. A CBC report that does not indicate any criminal history.
    2. A CBC report that indicates a criminal history where, after review, the applicant is deemed eligible for admission.
  - ii. Disqualifying CBC
    1. A CBC report that indicates a criminal history where after review the applicant or student is deemed ineligible by the VNP for admission or progression in the program.
- d. Vendor- A company chosen by the VNP to conduct applicant and student CBC.

#### IV. Policy

Acceptance and progression in the VNP is contingent upon a satisfactory background check. Supplemental or additional background checks may be required during the course of the educational program due to specific requirements of clinical affiliations or a reported change in the student's criminal background.

#### V. Responsibility and Procedure by role

- a. Applicant
  - i. Responsibility
    1. To initiate and complete a CBC.
  - ii. Procedure

1. Applicants receive notification in the printed application material that matriculation into the VNP is conditional based on a satisfactory background check.
  2. Initiate the CBC in an adequate timeframe to be received by the VNP in time for the admission due date. (CBC take at a minimum 2 weeks)
  3. Applicants will engage the VNP designated vendor to complete the CBC.
  4. Applicants are responsible for any cost of the CBC.
  5. If the CBC report does not indicate any criminal history, no further action of the applicant is needed.
  6. If the CBC report indicates a criminal history, it is earmarked by the VN Program Director for review by the Dean or designee.
- b. Student
- i. Responsibility
    1. To maintain a satisfactory CBC while a student at VNP.
    2. To submit a CBC to externship sites upon request of VNP.
  - ii. Procedure
    1. VNP may request a student to conduct an additional CBC if requested by a externship site or reports of arrest and/or conviction of a criminal offense.
    2. The student is responsible for any cost of the CBC.
    3. If a student is arrested for a criminal offense (other than a minor traffic violation) subsequent to the CBC at admission, the student is required to report the violation to the Dean or designee and the Dean of Students.
    4. The student is required to report a conviction of a criminal offense to the Dean or Designee and the Dean of Students.
    5. A disqualifying CBC will result in dismissal from the Veterinary Nursing Program.
    6. If the student fails to report a criminal offense, the student may be dismissed from the Veterinary Nursing Program.
- c. VN Program Director
- i. Responsibility
    1. To review CBC of applicants and students.
    2. To maintain confidentiality of applicant and student CBC.
    3. To earmark applicant CBC reports that indicate a criminal history for review by the Dean or designee.
  - ii. Procedure
    1. The applicant or student CBC documents are delivered to the VN Program Director for review.
    2. Any CBC report that does not indicate any criminal history will be deemed satisfactory on the admission file.
    3. The satisfactory report will be retained separately from the student admission application, where only employees with a need to know can attain access.
    4. Any CBC report that indicates a criminal history will be earmarked for review of the Dean or Designee.

5. The Administrative Assistant will inform the applicant of the finding and the need to meet with the Dean or designee for review.
  6. Once earmarked the report is reviewed by the Dean or designee, the determined satisfactory or disqualifying CBC report will be retained separately from the applicant or student file, where only employees with a need to know can attain access.
  7. The record will be retained for:
    - a. five years from the date of the disqualifying application
    - b. from the time the student does not progress in the program
    - c. until graduation
- d. Dean/Designee
- i. Responsibility
    1. To review earmarked applicant or student CBC reports.
    2. To deem if the offense in question is disqualifying for admission or progression in the program.
    3. To maintain confidentiality of applicant and student CBC.
  - ii. Procedure
    1. The Dean or Designee receives the earmarked CBC report from the Administrative Assistant.
    2. The applicant or student has the right to challenge a report from the vendor that he/she believes to be erroneous. If an error is identified, the vendor must indicate the error and correct the error, and the report will be deemed satisfactory.
    3. If the offense is accurate and severe, the offense will be deemed disqualifying.
      - a. Examples of severe offenses
        - i. rape or any sex crime child molestation,
        - ii. sexual misconduct with a minor,
        - iii. criminal deviate conduct,
        - iv. exploitation of an endangered adult, child or adolescent,
        - v. possession of child pornography,
        - vi. failure to report battery, neglect or exploitation of an endangered adult, child, or adolescent,
        - vii. murder,
        - viii. voluntary manslaughter,
        - ix. conviction of a federally funded program-related crime,
        - x. conviction related to patient abuse,
        - xi. felony conviction related to health care fraud
        - xii. Conviction or admission of identity theft/fraud
    4. If the offense is accurate and within five years from the date of application the offense will be deemed disqualifying.
    5. If the offense is accurate and older than five years, the applicant or student is required to provide an explanation for the event. The Dean or designee, in consultation with the Dean, will determine the offense to be satisfactory or disqualifying based on the severity of the offense and evidence of life changes that have followed the offense.
      - a. Examples of offenses that will be considered if the offense occurred more than five years before the date of application include by are not limited to:

- i. Theft
  - ii. Involuntary manslaughter
  - iii. Felony battery
  - iv. Felony offense related to a controlled substance offense
6. The Dean or designee may need to share the determination of the report with the Dean of Students as it pertains to admission or progression of the student. All parties will be advised that the information is confidential and to be shared only on a need to know basis.
  7. A written report of the determination by the Dean or Designee with consultation with the Dean will be retained with the CBC report.

Appendix F

**Minimum Technical Standards Acknowledgement Form**

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

I acknowledge that I have read the Minimum Technical Standards deemed necessary for the Veterinary Nursing Program curriculum. In order for me to acquire the knowledge and skills to function in a variety of clinical situations and to render a wide spectrum of patient care, I must be able to perform in a reasonably independent manner and exercise independent judgment. I must have abilities and skills in the following areas (described in the Minimum Technical Standards):

- 1) Cognitive Ability
- 2) Communication Skills
- 3) Professional & Interpersonal Skills
- 4) Manual Dexterity and Mobility
- 5) Auditory, Olfactory, and Visual Skills

I know that reasonable accommodations will be considered on a case by case basis for individuals who meet eligibility. If I expect to need accommodations I should request them by contacting the Director of the Personalized Learning Center office as indicated on the Minimum Technical Standards Statement located in this handbook.

Signature: \_\_\_\_\_

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

**Appendix G**

**Integrity Statement**

Marian University Ancilla College students exemplify honesty, honor and a respect for the truth in all of their dealings. Behavior that violates this value includes, but is not limited to:

1. Falsification. Knowingly furnishing or possessing false, falsified or forged materials such as falsification or misuse of documents, accounts, records, identification or financial instruments;
2. Academic Dishonesty. Acts of academic dishonesty as outlined in the Academic Conduct Procedures; and
3. Collusion. Action or inaction with another or others to violate the Marian University Ancilla College Code of Student Rights and Responsibilities.

By signing this document, I affirm and attest that, I have read and understand the Code of Student Rights and Responsibilities and the VNP student handbook. In addition to adhering to the expectations outlined in the aforementioned documents, I guarantee that I will:

1. Submit assignments, quizzes, and exams as my own original work.
2. Employ full engagement in coursework and learning opportunities.
3. Not communicate information in any form regarding assignments, quizzes or exams, or simulations to other current or future students.
4. Properly cite the work of others.
5. Inform faculty of any suspected academic misconduct by my peers.
6. Have not given or received inappropriate aid in the completion of any assignment.

Name:

---

Date:

---

Course:

---

Term – Check One below:

SP \_\_\_\_ SU \_\_\_\_ FA \_\_\_\_



## Appendix H

### Sharps Policy

The use of sharps, and intravenous access needles, is an essential clinical skill for veterinary nursing. The purpose of this policy is to promote safe practice of these devices during student training.

1. The student will adhere to the following safety protocols during supervised practice in the Clinical Skill Lab setting:
  - a. All VNP students must successfully complete the provided needlestick and blood borne pathogen training prior to participating in any Clinical Skill Lab.
  - b. Sharps will only be recapped when utilizing the correct technique and specifically designated per course instruction.
  - c. Unsafe sharp usage during practice or disposal will be documented, and may result in disciplinary action.
  - d. All sharps will be disposed of in a designated sharps disposal container.
  - e. Sharps will not be removed from any Clinical Skill Lab.
2. The Veterinary Nursing Program will provide syringes with needles, syringe needles and intravenous access needles for supervised student practice in the Clinical Skill Lab setting.
3. All sharps will be locked in a secured area and provided during Clinical Skill Lab and supervised practice.
4. All needle stick injuries will be reported utilizing the Veterinary Nursing Program Incident and Injury Form.

## Appendix I

### Pregnancy Policy

Consistent with legal definitions, the Veterinary Nursing Program does NOT consider pregnancy to be an illness or disability. Pregnancy is a medical condition, for which there are definite health concerns, and it is wise for a pregnant student to obtain additional information from her physician about these risks as soon as possible after the onset of pregnancy. The Veterinary Nursing Program is committed to supporting pregnant students in their academic careers. When pregnancy is identified, students are invited and encouraged to discuss needs for scheduling adjustments with the Program Director.

The pregnant student is required to meet all course and externship objectives and expectations, including Minimum Technical Standards. The instructional program will not be significantly modified to accommodate the higher susceptibility of the human fetus to potentially harmful agents. We will work within reasonable constraints to revise the student's schedule. Items that a pregnant student may come in contact with throughout the course of the Program includes but is not limited to the following:

- Exposure to radiation
- Exposure to waste anesthetic gases
- Exposure to zoonotic diseases, including Toxoplasmosis
- Exposure to accidental injury due to animal bites, falls, sharp instruments, etc.
- Exposure to hazardous chemicals such as formaldehyde, chemotherapeutic agents and certain drugs.
- Necessity to frequently lift and carry up to 40 pounds, as well as to twist, bend, squat and kneel.
- Necessity to stand and walk for long periods of time.

AVMA Position on Veterinary Facility Occupational Risks for Pregnant Workers:

<https://www.avma.org/KB/Policies/Pages/Veterinary-Facility-Occupational-Risks-for-Pregnant-Workers.aspx>

## Appendix J

### Marian University Ancilla College Veterinary Nursing Student Authorization

I, \_\_\_\_\_, authorize MUAC Veterinary Nursing Department to provide the following personal information about me, if required, to any clinical facility to which I may be assigned. If required by a clinical facility, MUAC Veterinary Nursing may provide information such as, but not limited to, my full name, email address, as well as the last 4 digits **only** of my social security number. In addition, MUAC Veterinary Nursing may also provide clinical facilities with copies of my vaccination/ medical testing records if necessary. This authorization shall remain in effect for the remainder of my matriculation in the MUAC Veterinary Nursing program.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Appendix K

### Rabies Vaccination Acknowledgment

During the time you are a student in the Veterinary Nursing Program at Marian University Ancilla College, it is possible you will be exposed to the rabies virus through the animals you will contact. Considering this possibility, we **REQUIRE** that you either be inoculated against rabies or if you have previously been inoculated to have your protective rabies titers checked.

By signing this acknowledgement I agree to and understand that the Rabies Prophylaxis (Pre-exposure) Vaccination series is **REQUIRED** by the Marian University Ancilla College Veterinary Nursing Program and that failure to comply with this vaccination requirement will result in my dismissal from the Veterinary Nursing Program. I also understand that I am responsible for all costs associated with obtaining the vaccinations and that I am responsible for submitting required documentation prior to set deadlines in order to continue within the VN Program. I understand that I will not be able to come in contact with any animals used within the VN Program until I have met the rabies vaccine requirements.

**You will receive additional information and guidance on how to obtain your rabies prophylaxis vaccination series from the Veterinary Nursing Program Director. Please do not try to obtain the vaccinations without obtaining this information.**

If you have any questions, please contact the Veterinary Nursing Program Director [mdosmann@marian.edu](mailto:mdosmann@marian.edu) or 574-936-8898 ext. 379

---

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

Signature: \_\_\_\_\_

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

## Appendix L

### TB Test Acknowledgment

I understand that if I have not been tested for tuberculosis within one year of the beginning of the first Spring Semester of the Veterinary Nursing Program, I am required to receive a tuberculosis test. Both the PPD skin test and the interferon gamma release assay (blood test) are acceptable forms. If the test is positive, evaluation by a physician and medical clearance for continued enrollment in the Veterinary Nursing Program must be obtained. Forms to record results of testing is located on the following page.

\_\_\_\_\_  
Student's Printed Name

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

\_\_\_\_\_  
Date

**Two Step Tuberculosis Skin Test Form**

**Step One:**

Patient Name: \_\_\_\_\_

Testing Location: \_\_\_\_\_

Date Placed: \_\_\_\_\_ Time Placed: \_\_\_\_\_

Signature/Initials of person administering test: \_\_\_\_\_

Date Read: \_\_\_\_\_ \*\*Time Read: \_\_\_\_\_

Signature/Initials of person reading test: \_\_\_\_\_

Results: Negative \_\_\_\_ Positive \_\_\_\_

**\*Step Two:**

Patient Name: \_\_\_\_\_

Testing Location: \_\_\_\_\_

Date Placed: \_\_\_\_\_ Time Placed: \_\_\_\_\_

Signature/Initials of person administering test: \_\_\_\_\_

Date Read: \_\_\_\_\_ \*\*Time Read: \_\_\_\_\_

Signature/Initials of person reading test: \_\_\_\_\_

Results: Negative \_\_\_\_ Positive \_\_\_\_

Step two must be given at least 7 days after reading test one.

**\*\*Test must be read between 48 and 72 hours after being administered.**

**Interferon Gamma Release Assay (blood test) Form**

Patient Name: \_\_\_\_\_

Testing Location: \_\_\_\_\_

Date of Test: \_\_\_\_\_ Results: \_\_\_\_\_

## Appendix M

### Tetanus Vaccine Acknowledgment

I understand that all Veterinary Nursing students are required to have a current Tetanus toxoid within the last 7 years. If the student's vaccine expires while in the Veterinary Nursing Program, it is the student's responsibility to get a booster to make sure you are covered. Most students will have received tetanus vaccination as a child and subsequently received one or more boosters. If the student has never received tetanus vaccination, a series of three tetanus vaccinations must be obtained. If s/he had the initial series, but the last booster was received more than ten years prior to the beginning of the First Spring Semester of the VN Program, an updated tetanus immunization is required. **Immunization with either diphtheria-tetanus toxoid of TdaP (tetanus-diphtheria-pertussis) is acceptable.**

\_\_\_\_\_  
Student's Printed Name

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

\_\_\_\_\_  
Date

**Tetanus Vaccine Record**

Patient's Name: \_\_\_\_\_

Facility Administering Vaccine: \_\_\_\_\_

Type of Vaccine Administered: \_\_\_\_\_

Date of Vaccine: \_\_\_\_\_