



**THOMPSON
RIVERS
UNIVERSITY**

Veterinary
Technology

Veterinary Technology Open Learning Diploma Program

Information, Student Application and Clinic Affiliation Form (CAF)

APPLY TO THE VTEC OL PROGRAM ONLINE BY THE APPLICATION DEADLINE OF October 1. Late applications will not be accepted due to the competitive application process for entry into this program.

CONTACT INFORMATION:

- TRU VTEC Open Learning Admissions oladmissions@tru.ca
- RACHELLE CORNWELL & JOLIE CHO - TRU VTEC Program Assistants vettech@tru.ca 250-371-5813 (Rachelle) & 250-377-6104 (Jolie)
- ERICA GRAY-GOWANS, TRU VTEC Program Chair egrav@tru.ca 250-828-5359
- TARA GEIGER, TRU VTEC Program Coordinator tgeiger@tru.ca 250-828-5175

TRU VTEC OPEN LEARNING WEBSITE:

<https://www.tru.ca/distance/programs/veterinary-technology.html>

SUMMARY OF THE PROGRAM

The program is designed to train individuals for employment as professionals in the field of veterinary medicine. The Veterinary Technologist works under the supervision of veterinarians and veterinary scientists in a variety of areas including but not limited to diagnostic testing, diagnostic imaging, dentistry, medical procedures, office protocol, animal nursing, anesthesia, and surgical assistance. Employment opportunities may be found with private veterinary practices, medical research centers, zoological parks, government laboratories, animal shelters, wildlife rehabilitation centers, pharmaceutical companies, teaching institutions and commercial ranches. Graduates can expect a varied and satisfying career.

TRU VTEC OL program is intended to allow qualified individuals to obtain the theoretical portion of their training by virtual education using a combination of electronic and classical hard copy technologies. The clinical, “hands on” training that is vitally important to a competent Registered Veterinary Technologist (RVT) will be provided at their place of work and during the wet lab at TRU during the third year of studies. This program is available to students anywhere in Canada.

This program is designed to be completed in **three years**. There are nine – eleven courses per year with a “week-long” onsite wet lab in the last year of schooling. The student must complete the program within four years of initial enrolment.

Successful completion of year three of the VTEC OL program will result in the student being awarded a **Veterinary Technology Open Learning Diploma**. The student must successfully challenge the Veterinary Technician National Exam (VTNE) and apply for registration with their provincial Veterinary Technology Association to be recognized as a **Registered Veterinary Technologist/Technician (RVT) in Canada**.

The VTEC OL program reserves the right to limit class sizes. If applications are over and above the program’s capacity, applicants will be selected by an Application Committee based on a complete and thorough information package.

Application for entry into the program must be received by October 1 of the year preceding the January start date.

It is a requirement of the VTEC OL Diploma program that the student belongs to their provincial Veterinary Technology Association. Proof of Provincial membership is mandatory and will be requested.

Consult the Open Learning Admissions office oladmissions@tru.ca for course equivalencies from other educational institutions in Canada.

This program qualifies for Canadian Student Loans. Please contact the Open Learning Financial Aid at: OLfinaid@tru.ca

Is This the Right Program for You?

Technology has allowed educators to develop online courses that are equal to on campus courses in many disciplines. However, the student must realize that training virtually does not suit all learning styles and that many individuals do not do well learning in this manner. The virtual learner needs to be someone who does not mind working alone and who is highly organized and self-motivated. In our TRU VTEC OL program, we require that the student be working in a full-service veterinary clinic/hospital (small or mixed practice) during their studies so there are opportunities for discussion and guidance, but it is not the same as learning in a classroom environment surrounded by your peers. In all university courses, timelines and “keeping up with your studies” are important, but they are even more so in online education.

Another myth of online education courses is that they are easier and are less of an academic challenge. All course work is in addition to working (paid employment) a minimum of 260 hours per term/semester in a veterinary clinic.

Please note: We have found to be successful in this program, the student has already been working in a veterinary clinic for an extended period of at least 6 months. It is crucial that you have the support of your clinic and co-workers during your time in this program. Starting this program and a new job does not allow time to build up a rapport with your co-workers which could lead to conflicts and a lack of cooperation.

PROGRAM POLICIES

This is not a continuous entry program.

A minimum of C in all courses and a cumulative GPA of 2.33 or higher is required for promotion between terms and for graduation in the program. Students are required to achieve a minimum of 50% or greater on all final exams in order to pass the course.

A student who receives a failing grade in a course for failure to meet objectives related to essential skills assignments, professional responsibility, professional accountability, or patient safety may be refused re-admission to the program (or another health-related program) at the recommendation of the Program Chairperson and the approval of the Divisional Dean.

Courses are run once per year. Should a student fail or need to leave the program for personal reasons, they will take a year off and come back to repeat the semester *if there is a seat available*.

Students must maintain a minimum of 260 paid working hours per semester to continue in the program.

COURSES TAKEN IN ADVANCE

While waiting to hear if you have been accepted into the TRU Veterinary Technology Program through Open Learning, we highly recommend you take the VTEC 1001 Veterinary Technology Terminology and VTEC 1011 Veterinary Technology Mathematics courses to enhance your educational qualification. These courses are mandatory to complete the first year of the program but are encouraged to be taken in advance.

The course list may be found here:

<https://www.tru.ca/distance/programs/veterinary-technology.html>

PROGRAM REQUIREMENTS

The student must be employed by the Clinic Affiliation Site (CAS) for a minimum of 260 “paid” hours per term/semester (13-week period) as a veterinary assistant for the duration of the term in which the student is currently enrolled. **Volunteering at a clinic does not qualify entry into this program.** This online program will not be effective unless the student is employed in a modern, progressive veterinary clinic for the duration of the course in which they are currently enrolled. Veterinary Technicians are expected to not only understand their field but also be able to perform the tasks that they have learned. This can only be accomplished by physically performing the tasks and repeating them to attain proficiency.

The clinic must provide a TRU VTEC OL program approved CM (either a DVM licensed to practice in Canada or RVT with minimum 2 years post-grad clinical experience) for the student. All CM’s must be identified in the CAF.

The TRU VTEC OL program must have received a CAF with the student application. This agreement details the responsibilities of the clinic and the CM regarding student mentoring. In addition, it will also verify that the clinic meets or exceeds the Provincial regulations and CVMA Practice Standards requirement.

This agreement will be automatically renewed annually for the duration of the student’s participation in the program unless there has been a change in the student’s circumstances.

Qualifications for the CAS

- CVBC/CVMA approved full-service clinic: this means that the clinic must have equipment to perform diagnostic imaging, dentistry’s, lab procedures, surgeries, client communication, pharmaceutical dispensing and more.
- **Small (dog & cat) animal or mixed animal practice**
- **Employ** student for a minimum of 260 “paid” hours per term/semester throughout the 3-year VTEC OL program (volunteering at a clinic does not qualify)

TRU VTEC OL PROGRAM CLINICAL MENTOR (CM) INFORMATION

1. To qualify as a CM, the individual must:

- a. Possess a current DVM degree from a CVMA/AVMA accredited institution and be licensed to practice veterinary medicine in their province (with a minimum of 2 years post-grad clinical experience).
or,
- b. Be a graduate of a CVMA or AVMA accredited program of Animal Health/Veterinary Technology and be licensed as a Registered Veterinary Technologist (RVT) (with a minimum of 2 years post-grad clinical experience).
- c. The Clinical Mentor should NOT be a current instructor at any Veterinary Technology or Animal Health Program in Canada, as this may constitute a conflict of interest.

2. All individuals who volunteer their time to act as a CM must be **included in the CAF**. This document must be submitted to the TRU VTEC OL program office with the student's application to the program. The accepted CAF will be renewed automatically on an annual basis if the student is currently enrolled in the program and there has been no change in the conditions of the agreement. We encourage each student to have multiple CMs for this program.

3. Duties of the CM:

- a. To act as a mentor for the student during their VTEC OL program
- b. To demonstrate the proper performance of essential skills that the student is required to learn and perform.
- c. To sign off on essential skills that the student must complete once the CM is satisfied that the student has mastered the skill.
- d. To help student acquire animals needed to perform & record vet tech skills.

The duties of the CM cannot be delegated to other individuals. The degree of monitoring of the student (direct, indirect, periodic checks etc.) must be adhered to by the CM.

We wish to make this program as student friendly as possible. With this in mind we are asking CM's to include the student in the evaluation and clinic check in process. Any evaluations, comments etc. that are given to the OLFM, or the Coordinator of the TRU VTEC OL program should be discussed with the student first so that the student has an opportunity to contribute to the process.

We are also asking the CM to familiarize themselves with the course that the student is taking and to monitor their progress and required documentation so that they stay on task and on time. It is very easy to fall behind in an OL course and very difficult to catch up. The student is provided with a course guide along with a course calendar and OLFM contact data (email etc.) which the CM can consult to familiarize themselves with the recommended course progress.

4. **Academic Honesty.** The CM is encouraged to help the student by explaining material, demonstrating techniques, giving opinions on veterinary topics and encouraging them in their studies. However, the students must do the assignments themselves with the CM signing off that they supervised the essential skills. Any instance where student academic dishonesty is proven, will result in the student's failure and possible withdrawal from the program.

Cheating

Cheating is an act of deception by which a student misrepresents (or assists another student in misrepresenting) that they have mastered information on an assignment, test, project or other academic exercise that the student has not mastered. Examples:

- a. Copying from another student's test paper or assessment.
- b. Allowing another student to copy from a test paper or assessments.
- c. Using the course textbook, electronic devices, AI, or other material such as a notebook not authorized for use during a test.
- d. Collaborating during a test with any other person by receiving information without instructor approval.
- e. Using exam aids or other non-authorized materials during a test (e.g., notes, formula lists, rubrics, AI etc.).

2. Academic Misconduct

Academic misconduct is the intentional violation of TRU academic procedures by tampering with grades, taking part in obtaining or distributing any part of a test (unadministered or otherwise), or by other means of academic deception not explicitly identified in other sections of this policy. Examples include:

- a. Stealing, buying, or otherwise obtaining all or part of a test, answer key, grade or other document by any means.
- b. Selling or making available to another all or part of a test or assignment, including answers to a test.
- c. Obtaining an un-administered test or any information about the test from another person.
- d. Providing an un-administered test or any information about the test to another person.
- e. Entering a building or office for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade is given.
- f. Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a "change of grade" form, or other official academic records of TRU which relate to grades.
- g. Entering a building or office for the purpose of obtaining or examining a potential test document or assignment that has not been made public.
- h. Impersonating another student, or permitting someone to impersonate you, in any assessment.

3. Fabrication

Fabrication is the intentional use of invented information or the falsification of research or other findings. Examples include:

- a. Listing sources in a bibliography not used in the academic exercise.
- b. Inventing data or source of information for research or other academic exercise.
- c. Submitting as one's own, any academic exercise (e.g., written work, printing, sculpture, etc.) prepared totally or in part by another including AI.
- d. Citing information not taken from the source indicated.

4. Plagiarism

Plagiarism is the inclusion of someone else's words, ideas, images, or data as one's own work. When a student submits work for credit that includes the words, ideas, images or data of others,

the source of that information must be acknowledged through complete, accurate, and specific citations, and, if verbatim statements are included, through quotation marks or block format. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements. Self-plagiarism, which involves handing in all or part of an essay or assignment completed for another course without the consent of the instructor of the second course, is also a form of plagiarism, and an infraction of this Academic Integrity Policy.

A student will avoid plagiarism if there is an acknowledgement of indebtedness:

- a. Whenever the student quotes another person's actual words.
- b. Whenever the student uses another person's idea, opinion, or theory, even if it is completely paraphrased in the student's own words.
- c. Whenever the student cites facts, statistics, or other illustrative materials from a published source or a lecture when that material is not considered common knowledge.
- d. Whenever the student uses images produced by another person.
- e. Citing facts or statistics or using illustrative materials considered to be common knowledge is not considered plagiarism.

Protect Yourself

It is your responsibility as a student to protect yourself as well as learn how to avoid making simple mistakes that could get you into a lot of trouble. In today's age of the Internet, it is even more crucial to avoid any actions that may lead to the end of your academic career at TRU.

This information is based on [Academic Integrity Policy](#) on the TRU website.

Visit TRU's website to understand more about Plagiarism:

<https://libguides.tru.ca/c.php?g=193931>

Learn how to cite your work: <https://libguides.tru.ca/citationguides>

5. **CM Supervision of Student Assignments.** It is critical that the student become proficient in the skills listed in the course. Ensuring that the student achieves proficiency in these skills is the most important function of the CM. The course guide will detail the level of involvement required of the CM for each assignment. We ask that the CM and the student attempt to schedule these supervised sessions during quiet times when interruptions can be kept to a minimum.
6. The CM should attempt to provide a supportive learning experience for the student by using encouragement, positive feedback, and timely criticisms. If conflicts arise between the CM and the student that cannot be resolved on a one-to-one basis, the OLFM and the Program Coordinator should be involved to assist in a resolution of the problem.
7. The CM should feel free to contact the OLFM at any time during the course. The critical time for student success is the first two weeks of the course.

CLINIC AFFILIATION SITE (CAS) INFORMATION

Each clinic affiliation site (CAS) must be approved by the TRU VTEC OL program and must have submitted a Clinic Affiliation Form (CAF). This document will be renewed automatically on an annual basis as long as the student is enrolled in the TRU VTEC OL program and the conditions of the agreement have not changed.

What is expected of myself and my staff if we have a student enrolled in this program?

- You do not have to "handhold" the student:
 - As the student progresses through the program, you will be called on to supervise the student more closely and sign off that they have completed skills to your satisfaction.
 - Your presence will be required when a procedure with the potential to cause damage or pain to an animal is being performed (for example, venipuncture, eye/ear exams or cystocentesis). You may also need to help find and schedule animals for these procedures.
 - For most of the courses, the students will be:
 - Using proper nomenclature
 - Identification of anatomy, parasites, cells etc.
 - Working with microbiology cultures
 - Learning surgical preparation skills
 - Learning common diseases
 - Working on diagnostic imaging skills and many other tasks that do not require your supervision. They do, however, require your permission if the assignment involves anything to do with your clinic or clinic patients.
- The CM should be aware of the progress as well as the required documentation of the student and the courses in which they are currently enrolled. You are not expected to have read all the content, but you should be aware that the student is taking Parasitology this term, for example, and you will probably be dealing with some "bug" questions.

- Student progress will then be reviewed with several clinical check ins between the CM and the VTEC OL OLFM during each term that the student is enrolled.
- The student is instructed to inform you well in advance of the assignments they are expected to do so there are no surprises as well as to assist in scheduling the clinical check ins.
- The CM will be the person that the student comes to if they have a question or do not understand a concept. The CM will directly supervise procedures on living animals if there is the potential to cause physical damage or pain. They are also the person the student comes to obtain permission to do an assignment using the clinic, and clinic or client animals. If the CM is not the ultimate decision maker in the clinic, they, in turn are required to obtain permission.
- The evaluations are the responsibility of the student. They must:
 - Organize any help that they may need (restrainers, camera person)
 - Organize when this can be done. If it is more suitable to do this in the clinic, they need to obtain permission from their CM and negotiate a suitable time when it would create a minimum impact on the flow of the clinic
 - Organize the animal subject and obtain permission to use them. This may be their own animal, a clinic animal, or a client animal.
 - Organizing all this is quite an exercise in logistics, human relations, and time management for the student. After three years of doing assignments in this manner, the student becomes very efficient at skills that are daily requirements in a busy veterinary practice. We have received many comments from instructors and advisors connected to our program on how mature our students seem and how well they communicate.
 - **There are special considerations for invasive procedures. If the assignment involves a living animal, we require that the CM supervise the student. This is also a legal requirement of the provincial associations.**
 - We provide demonstration videos for many assignments to the student. Please be aware that the video shows our method of performing the assigned skill. It may not be the same procedure that you use in your clinic. We do not consider our way to be the only way - an alternate but equivalent technique may also be acceptable. Please speak with OLFM if this is the case.
 - For many invasive procedures we require the student to video themselves using a stuffed animal. This allows us to view the preparation, technique and understanding of the assignment before a live animal is used. This cuts down considerably on the stress on the animal, the student, and the clinic staff.

Should I agree to this?

This program is not for all students or for all clinics.

- The student must be mature, a good time manager and be able to work on their own.
- The student has worked for the practice for no less than 6 months.
- The clinic and the student must have a good working relationship where the management and the rest of the clinic staff are supportive of the student. **The most important aspect to the success of a student in our VTEC OL program is the support of their clinic!**

CLINICAL EQUIPMENT REQUIREMENTS

For some assignments, students are expected to use specific pieces of equipment that most Provincial Regulatory Bodies' Practice Standards state must be available in Canadian hospitals. Please ensure you have the following items in clinic for the student to use, if necessary, order items prior to the start of the semester required. Equipment may be used more than once throughout the duration of the program and not only in the semester indicated.

Semester 1	Video device with a tripod, tonometry equipment, ophthalmoscope, otoscope, swabs, Schirmer's tear test, fluorescein dye stain, stethoscope, and a dissected stifle joint (commonly found through a butcher)
Semester 2	Microscope, slides, necropsy equipment, cytology specimen collection, stomach tube, laryngoscope, shipping, and labelling requirements, necropsy specimen/cadaver
Semester 3	Bandaging supplies, bathing, and grooming equipment
Semester 4	Centrifuge that holds full size tubes and spins microhematocrit tubes, refractometer, microhematocrit tubes and reader, Diff quick stain
Semester 5	Urine Chemistry sticks, male cat catheters, incubator (student will receive directions on making one if necessary) Students MUST obtain the following items independently. Please order well in advance of the semester 5 through Amazon or a veterinary purchasing company: 5 Inoculating Loops and 1 Gram Stain Kit which must include Gram's iodine - crystal violet, safranin, and decolorizer
Semester 6	Gravity displacement autoclave, standard surgical instruments, ultrasonic cleaner for instruments, surgical drapes paper and/or linen, steri peel, microchip scanner and microchip, infusion pump, sterile lube, huck towels, towel clamps, surgical gown, gloves, and caps, surgical prep and scrub solutions, and monitoring equipment (ECG strongly recommended)
Semester 7	Full radiology PPE including gown, thyroid shield, gloves and if possible, eye protection, barium, stomach tube, basic dental hand instruments (explorer & probe, curette, scaler), anesthetic equipment: rebreathing and non-rebreathing systems, monitoring equipment (ECG strongly recommended), ultrasonic scaler, polisher/low speed handpiece, and equipment to take radiographs, including dental rads
Semester 8	Monitoring equipment including doppler, pulse ox and esophageal stethoscope. Stuffy and nerf football to practice CPR
Semester 9	Large animal, lab animal and exotic essential skills and supplies will be covered at the wet lab onsite.

Animal Involvement Permission Information

1. You (the student) need permission from the animal owner to use their pet for ANY procedures you may be doing for your course work. However, if your Doctor of Veterinary Medicine (DVM) is allowing you to do a procedure on an animal UNDER their supervision, they are thus taking the responsibility for this—assuming this would be a procedure that needs to be done. In this case, acquiring a signed consent form is up to the clinic management if THEY feel this is necessary for them.
2. If you are asking a client, on your own initiative, to use an animal for a procedure that doesn't need to be done otherwise—an injection of saline, blood collection, urinary catheterization especially (although this MUST be with DVM supervision anyway)—then you would need written permission that you keep in the clinic for your records. Thompson Rivers University (TRU) does not need a copy of it, but you must keep it on file since any liability will be on the clinic, so they will need this proof of permission.
3. If you are asking permission to use a client's animal post euthanasia, you need written permission for this.
4. It is up to you, the student, to sit down with the hospital manager, the clinical mentor (CM), AND the DVM to ensure you are all on the same page, and to come up with the consent form everyone feels is appropriate for the situation.
5. **Safety is paramount** when working with all animals. This includes safety of the animals and the people working with them. All students must conduct themselves in a mature and professional manner relevant to **the safety and well-being of** animals and personnel present. Any behaviour or conduct that endangers animals or personnel can result, at the discretion of the OLFM, in an **immediate failing grade** on the assignment and may result in the removal of the student from the course and/or expulsion from the VTEC OL Program.
6. No animal should be used for more than 2 assignments per semester.

Example of a Student's Letter of Permission for Pet Owners

Please edit to your clinic's preference:

[Insert HOSPITAL NAME] often mentors' students during their study in the veterinary technology field. Under the guidance and supervision of a veterinarian, students are required to perform the skills they have learned.

We are requesting that technician student, [insert STUDENT NAME], be permitted to perform _____ on your pet, use your pet's medical information to complete course requirements, and/or use a photo of your pet.

Students will only perform tasks within the scope of what a veterinary technologist at our hospital would normally perform. Your pet will not undergo any additional medical treatment other than what you have sought out or consented to. No personal or identifying information about you will be used.

I, _____ grant permission for [insert STUDENT NAME] to perform _____, use my pets' medical information to complete course requirements, and/or use a photo of my pet. This permission encompasses the pet(s) listed below:

Signature: _____ Date: _____

TRU VTEC OL PROGRAM - FREQUENTLY ASKED QUESTIONS

1. How do I obtain Large and Lab Animal Experience?

Attending the VTEC 2345 Large and Lab Animal Onsite Wet Lab at the TRU campus. This short course is delivered over a week. The student will have the opportunity to work with the common farm animal species and lab animals. The student will be responsible for all personal expenses including transportation, accommodation, meals and protective clothing and footwear as well as tuition.

2. Does TRU arrange your Clinic Affiliation Site (CAS)?

No, this is the responsibility of the student. The CAF must be submitted in the student's completed application package. There is always the possibility that the site that you have chosen does not meet the minimum facility standards for a CAS; therefore, you should begin this process well in advance of the program enrollment deadline, especially if an alternative site needs to be located.

3. What if I quit, lose my job, or have to take an extended period of time off from work? – can I still take the course or finish the course that I am currently enrolled in?

Each situation will be evaluated individually. The minimum number of hours spent at a CAS would still have to be met.

4. How do I become a Registered Veterinary Technologist (RVT)?

Graduates of the TRU VTEC OL Diploma Program must successfully complete the Veterinary Technician National Exam (VTNE) and apply to be accepted as a full registrant by their Provincial Veterinary Technologist Association. The TRU VTEC OL program has accreditation with the Canadian Veterinary Medical Association (CVMA) and the Ontario Association of Veterinary Technicians (OAVT). It is recognized by all Canadian Provinces.

5. What if I want to switch into the TRU Onsite program?

The Veterinary Technology onsite and open learning programs are aligned. The option to switch between the two VTEC programs is possible during certain times of your education. *This option is only available if there is a seat open in the cohort you would like to join.*

Open Learning VTEC students may move into the onsite program once they have successfully completed Semester 5. Students would move into Semester 3 in the Onsite program.



THOMPSON RIVERS UNIVERSITY

Veterinary Technology Open Learning (VTEC OL) Diploma Program

Clinical Mentor (CM) Signature Package

Students are NOT limited to ONE CM. In fact, the more CM's and support the better!

If you are not the owner of the practice or DVM responsible for the practice, we also ask that this person sign the document, giving their permission for these tasks to be performed in their clinic.

Your student also needs to review and sign this document at the end. Please ensure the student keeps a copy of the signed documentation.

My signature below indicates that I acknowledge that sufficient opportunity will be given to allow the student to successfully complete their educational requirements.

Clinical Mentor: _____ Signature

I confirm that this applicant is a paid employee at our clinic and the starting date of employment was _____. This student will be a paid employee at our clinic for a minimum of 260 hours each semester for the duration of the program.

I hereby acknowledge I have read this document outlining the details of the VTEC OL Program at Thompson Rivers University. The student working in our facility will be supported to complete educational requirements and be directly supervised when appropriate.

With my signature, I am also verifying that our clinic meets the qualifications for “Clinic Affiliation Site (CAF)” as well as CM’s.

If you have more than one CM, please have the additional mentors sign the attached page (print name, signature, a sample of their initials and indicate if dvm or RVT).

Signed,

CM Signature

Print Name

Sample Initial _____
please circle whether you are a:
DVM or RVT

CM Email Address

Clinic Owner or Head DVM Signature

Print Name (if different from above)

Clinic Name

Clinic Phone Number

Full Clinic Address

Confirmation of Date of Employment: _____

Date: _____

Student Name: _____

Student Signature: _____

Please keep your own copy of this document.

This document is to be included with the applicant’s package for the VTEC Open Learning Program.

Additional Clinical Mentors:

CM Signature

Print Name

Sample Initial _____

please circle whether you are a:
DVM or RVT

CM Email Address

CM Signature

Print Name

Sample Initial _____

please circle whether you are a:
DVM or RVT

CM Email Address

CM Signature

Print Name

Sample Initial _____

please circle whether you are a:
DVM or RVT

CM Email Address

CM Signature

Print Name

Sample Initial _____

please circle whether you are a:
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CM Signature

Print Name

Sample Initial _____

please circle whether you are a:
DVM or RVT

CM Email Address

CM Signature

Print Name

Sample Initial _____

please circle whether you are a:
DVM or RVT

CM Email Address

TRU VTEC OL PROGRAM STUDENT PACKAGE

HEALTH AND SAFETY AWARENESS FORM

The student should be aware that there are inherent Health and Safety conditions that they will be exposed to while working in a veterinary clinic. These conditions can include:

- Zoonotic diseases (diseases transmissible between animals to people).
- Exposure to radiation from radiographic procedures.
- Exposure to harmful chemicals in the form of solids, liquids, and gases.
- The risk of injury from animal interactions including bites and scratches.
- The risk of injury from equipment such as needles and medical instruments.
- The risk of back injury from lifting animate and inanimate objects.
- The risk of developing allergies to animal and chemical irritants.
- The risk of hearing impairment from excessive barking.
- Several conditions that could have a deleterious effect during pregnancy.

Your place of work will be signing a CAF with the VTEC OL program, which includes assurances that they have employee protection policies in place such as Workman's Compensation. However, it is essential that the student take the primary responsibility in assuring their own safety. **Do Not** agree to perform a task or assignment that you consider to be unsafe. **Do** familiarize yourself with your clinic's safety procedures dealing with such things as radiation protection and waste gas exposure. In Canada all workplaces handling potentially dangerous materials must comply with WHMIS standards (Workplace Hazardous Materials Information System). It is up to the employer to inform their employees of workplace hazards using WHMIS labels, training and the use of material safety data sheets (MSDS). The student should ensure that they are informed of the WHMIS standards as it pertains to their workplace and be aware of where the MSDS information is kept and how to use it.

Please sign the following and include with your application package.

I, _____, understand that there are inherent Health and Safety conditions that occur in Veterinary Clinics. While my signature does not absolve my employer and TRU from future liability due to negligence on their part, I will endeavor to make my own health and safety a primary personal responsibility.

Signed:

Date:

Student

Fear Free Certification

Privacy Policy Information and Consent Form

Students will be asked to take an online Fear Free® certification course during their first year of the OL VTEC program. The mission of Fear Free® is to prevent and alleviate fear, anxiety, and stress in pets by inspiring and educating the people who care for them. Fear Free® is offering students enrolled in veterinary technician programs complimentary memberships to their Veterinary Certification programs.

Please refer to the following links to review the Fear Free® Privacy Policy and Fear Free® Terms of Use, and once reviewed, complete the following consent documentation regarding the storage of, and access to, personal information on servers outside Canada, if in agreement.

Terms of use: <https://fearfreepets.com/terms-of-use/>

Privacy Policy: <https://fearfreepets.com/privacy-policy/>

Vaccinations

All TRU Veterinary Technology students are considered health care providers and should be protected against vaccine preventable diseases. You must follow provincial immunization guidelines and policies. Such policies are based on the Communicable Diseases and Immunization Guidelines from the BC Centre for Disease Control and the Canadian Public Health Agency. In Canada, veterinary professionals are to be vaccinated for Rabies as well. TRU does not supply rabies vaccine to open learning students, it is your responsibility to get the vaccine, please speak with your physician.

For your provincial requirements see: <https://www.canada.ca/en/public-health/services/provincial-territorial-immunization-information/routine-vaccination-healthy-previously-immunized-adult.html>

Please submit copies of your vaccination status and rabies vaccination with your application. Some suggestions for acquiring rabies vaccines include: your local travel health clinic, pharmacy, and your local public health clinic.

**** Please note **** TRU does NOT cover the cost of the rabies vaccination, some funding options may be available to you through any extended medical benefits, or we suggest you speak with your veterinary hospital directly.

Consent Form for Online Classroom Activities

Course Name: OL VTEC Program

Course Semester: Jan 20__

Student Name:

Professor/Instructor: Onsite Animal Health Department - Veterinary Technology OL Diploma Program

Under the Freedom of Information and Protection of Privacy Act, Section 33.1(b) “A public body may disclose personal information referred to in section 33 inside or outside Canada as follows: if the individual the information is about has identified the information and consented, in the prescribed manner, to its disclosure inside or outside Canada”

For the purposes of classroom activities, I consent to Thompson Rivers University (TRU) and its service providers, collecting, using and disclosing the following information inside or outside of Canada to the following persons/organizations for the following purposes:

<u>Information</u>	<u>To Whom</u>	<u>Purpose</u>
Students will provide the following personal information required to create an account on the website: Fearfreepets.com • First and last name • Email address • Phone number • Institution student status and anticipated graduation year • 50 to 100 word response to “Why do you want to become Fear Free Certified?” and “How do you plan on applying your Fear Free knowledge to your veterinary career?”	Students provide information to the website Fearfreepets.com	To complete the Fear Free Veterinary Certification Program and obtain the Fear Free Veterinary Certificate

I understand that the party to whom disclosure is made (and not TRU) is responsible for the security arrangements to prevent unauthorized access to my personal information.

I have read the above, understand it, and agree to it.

Date: _____

Your personal information is collected on this form under Section 26© of the FIPPA in order to gain your consent. For further information about this privacy notice and consent please contact your professor/instructor. Alternatively, you may contact the Privacy and Access Office at privacy@tru.ca, or by post: 805 TRU Way, Kamloops, BC V2C 0C8. This form will be kept on file in compliance to TRU’s Records Retention Policy.

This information will be kept on file for a period of one year after course completion (to be kept in department files).



Veterinary Technology Open Learning Diploma Program
Orientation Questionnaire

Be very thorough and detailed in your answers, as this impacts the selection committee's decision making.

NAME OF APPLICANT: _____

Please know that there is no right or wrong answer for these questions, we are asking for your thoughts and opinions. Do not over think these or spend too much time on one question.

1. Have you talked to any Thompson Rivers University (TRU) VTEC OL grads about this program? If so, what suggestions for successful online learning did they give you?
2. VTEC OL students are required to do 260 hours of clinic work each term/semester while taking this program. Considering the heavy workload of this program, homework, video assignments etc, please comment regarding these extra expectations. ie. *What might you expect to gain from this extra work? Do you feel this is a reasonable expectation? Discuss your time management strategies.*
3. Given the heavy course load, how will you prepare yourself and your family for your absence/unavailability over the next 3 years?
4. Registered Veterinary Technicians (RVT's) are becoming more involved in the care of research animals, and it is the focus of one of the VTEC OL program courses. Discuss your thoughts on the use of animals for research.
5. Discuss your views on the use of animal for human consumption or clothing.
6. Your clinic is presented with a dog for euthanasia that the owner has deemed "dangerous". This dog seems fine to you, in fact you are petting him and he is quite friendly towards you. Your DVM is going to euthanize this dog and has asked you to assist. Comment briefly on your response/reaction/feelings.
7. Are there any potential obstacles that may reduce your ability to work and learn in this program or any challenges that may cause you difficulties?
8. Tell us how you would handle these situations:
 - i. You are working in a busy veterinary hospital and are asked to vaccinate a puppy that is being left over the lunch hour. You start your exam and get called away for 20 minutes, when you go back to the puppy you discover he has been sent home. You know that he did not receive his vaccination even though the owners were charged for it. What will you do?
 - ii. One of your coworkers/clinical mentors went to a concert in Vegas for the weekend and ignored her responsibilities to help you with a video assignment. You will receive a zero on the assignment as you cannot complete without a CM being present. How will you handle this situation?
 - iii. In this program, you are evaluated using a variety of methods. Some of this feedback you will be pleased with and at other times, it may indicate that your work or work ethics are unsatisfactory. How will you handle feedback that indicates that you are doing poorly or your were unprofessional?
9. Is there anything else you would like to share with us about why you would like to take the Veterinary Technology OL program? What would make you stand out more than another applicant?

Student Awareness Documents

Please read the following documents:

- 1) **Academic Integrity and Plagiarism**
- 2) **Pregnancy in a Veterinary Facility**

1) **Academic Integrity** - <https://www.tru.ca/academic-integrity.html>

Appropriate academic conduct requires that you complete your assessments independently, honestly, and without misrepresentation or plagiarism. Typically, plagiarism occurs in three forms: when a writer uses someone's exact words or ideas as if they were their own, paraphrases someone's ideas without acknowledgement or identifying the source, or simply does not include the proper citations. Be sure to cite all sources of direct quotations and borrowed ideas. If you do not, you could fail your assignments and, potentially, the course. Each assessment is viewed individually for academic integrity. Please be aware, should you choose to submit multiple assessments at the same time and if an academic integrity violation is discovered in more than one of those assignments, that each assignment submission will be viewed as a separate offence and sanctions will be applied accordingly.

Note: Citing facts, statistics, or other illustrative materials deemed to be common knowledge is not considered to be plagiarism. It is your responsibility to ensure that you are fully familiar with the "Forms of Academic Dishonesty" section of the TRU Student Academic Integrity Policy.

2) **Pregnancy in a Veterinary Facility**

Should a student become pregnant while in the VTEC OL program, potential risks need to be discussed with their personal physician and workplace employer. It is the student's decision to continue on or leave the VTEC program during pregnancy after these discussions.

Please see the Canadian Human Rights Commissions Document at: <https://www.chrc-ccdp.gc.ca/en/resources/policy-pregnancy-human-rights-the-workplace-page-1>

And find the "Pregnancy & Human Rights in the workplace - policy and best practices" here: <https://www.chrc-ccdp.gc.ca/en/resources/publications/pregnancy-human-rights-the-workplace-policy-and-best-practices>

Occupational Radiation Exposure and radiation regulations: <https://www.canada.ca/en/health-canada/services/health-risks-safety/radiation/occupational-exposure-regulations.html>

Some items to note about being pregnant in the veterinary industry:

Employees who continue to work in a veterinary facility while pregnant, must be cognizant about the potential for exposure to occupational hazards that may affect the mother or the fetus (*BC Waste Management Act Bylaws, Facility Practice Standards, Section 3 Facility General, Standard 2, Guideline h-iii*). Before a woman may realize she is pregnant, the potential exists for the embryo to have already been adversely affected by a harmful or noxious agent. The greatest risk to the fetus is in the first trimester. Therefore, it is impossible to eliminate every risk while working. However, it is recognized that many women work in veterinary facilities throughout pregnancy and deliver healthy, normal babies. To maximize the chances of this outcome, it is important that everyone involved take a preventative approach to workplace safety issues. It is the responsibility of all workers to be aware of their own fertility status and to be fully informed about the risks in the work area. It is also the responsibility of a worker to follow all safety procedures and use or wear the protective equipment that is required.

I have read the following documents: **(please initial beside each)**

- Academic Integrity and Plagiarism _____
- Pregnancy in a Veterinary Facility _____

I agree to abide by the information presented in the above documents, during my participation in the Veterinary Technology Open Learning Diploma Program offered by Thompson Rivers University.

Student Name printed

Student Signature

Date