

**ACCREDITATION POLICIES AND PROCEDURES
of the**

**AVMA
COMMITTEE ON VETERINARY TECHNICIAN
EDUCATION AND ACTIVITIES
(CVTEA)[®]**

May 2009



Accreditation of veterinary technology programs is conducted within the Education and Research Division of the AVMA. Accreditation activities take place in the Center for Veterinary Education Accreditation (CVEA). The Council on Education (COE) accredits DVM or equivalent educational programs and the CVTEA accredits veterinary technology programs.

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I. AVMA POLICY ON VETERINARY TECHNOLOGY

Preamble

The AVMA recognizes the value of veterinary technicians as an integral component of veterinary medicine and urges full utilization of veterinary technicians. The veterinary profession is enhanced through efficient utilization of each member of the veterinary health care team by appropriate delegation of tasks and responsibilities to support staff.

Nomenclature

Veterinary technology is the science and art of providing professional support to veterinarians. AVMA accredits programs in veterinary technology that graduate veterinary technicians and/or veterinary technologists.

A veterinary technician is a graduate of an AVMA or Canadian Veterinary Medical Association (CVMA)-accredited program in veterinary technology. In most cases the graduate is granted an associate degree or certificate.

A veterinary technologist is a graduate of an AVMA or CVMA-accredited program in veterinary technology that grants a baccalaureate degree.

Veterinary assistant: The adjectives animal, veterinary, ward, or hospital combined with the nouns attendant, caretaker, or assistant are titles sometimes used for individuals where training, knowledge, and skills are less than that required for identification as a veterinary technician or veterinary technologist.

AVMA will encourage schools, organizations, and regulatory authorities to use the standard terminology described above, but will not attempt to interfere, except through educational efforts, with the actual terminology used.

The Role of Veterinary Technicians

The veterinary technician's role is to provide professional health care in conjunction with the veterinarian.

The duties of veterinary technicians shall be performed under the direction, supervision, and responsibility of veterinarians. These duties shall be accomplished in compliance with federal, state, and local laws. These duties shall not include diagnosing, prescribing, or performing surgery except where explicitly permitted by regulation.

The veterinary technician must be knowledgeable in the care and handling of animals, their normal and abnormal life processes, medical and surgical nursing, anesthesiology, diagnostic imaging, and clinical laboratory procedures.

The Role of the AVMA

The AVMA offers consultation on education of veterinary technicians, their utilization, their regulation, and other related matters.

The AVMA encourages colleges/schools of veterinary medicine to demonstrate proper veterinary technician utilization for the veterinary students, the economic value of such utilization, and the advantages of effective utilization of veterinary technicians in the delivery of quality veterinary care. Cooperation and affiliation between veterinary technology programs and veterinary colleges/schools is encouraged.

The AVMA makes an ongoing effort to determine and address present and future manpower needs in the field of veterinary technology. Placement services for veterinary technicians are available from the AVMA Career Development Center.

The AVMA recognizes the National Association for Veterinary Technicians in America (NAVTA) as the national organization representing veterinary technicians and the Association of Veterinary Technician Educators (AVTE) as the national organization representing veterinary technician educators.

The AVMA welcomes and encourages the participation and support of veterinary technicians in public relations efforts to promote the use of veterinary services including the appropriate utilization of veterinary technicians.

Education

Individuals contemplating a career in veterinary technology should attend an AVMA-accredited program at an institution of higher learning where instruction is conducted in laboratory or clinical settings with the humane use of live animals.

The AVMA Committee on Veterinary Technician Education and Activities (CVTEA) is charged with the responsibility of providing and monitoring AVMA accreditation of programs in veterinary technology. All accredited programs must meet the Standards of Accreditation of the CVTEA to ensure the quality of the educational experience and the assessment of student knowledge and skills.

Continuing Education

CVTEA encourages the development of additional educational and career advancement opportunities for veterinary technicians. Programs are encouraged to partner with national, state, and local groups to provide these opportunities.

Accreditation

Accreditation of post-secondary educational programs in veterinary technology is based on the provisions outlined in the document "Standards of an Acceptable Program for Educating Veterinary Technicians" as authorized by the House of Delegates in July 1983. The education, development, and accreditation procedures are to be determined and administered by the CVTEA. The *Accreditation Policies and Procedures of the AVMA CVTEA* is also available on the AVMA website (www.avma.org) under Educational Resources or by going directly to http://www.avma.org/education/cvtea_policies.pdf.

Accreditation of veterinary medical education programs is conducted within the Education and Research Division of the AVMA. Accreditation activities take place in the Center for Veterinary Education Accreditation (CVEA). The Council on Education (COE) accredits DVM or equivalent educational programs and the Committee on Veterinary Technician Education and Activities (CVTEA) accredits veterinary technology programs.

An institution with a distance learning program associated with a traditional program may request that the distance learning program be accredited separately.

Regulation of Veterinary Technicians

Examination and regulation of veterinary technicians are the responsibilities of state boards of veterinary medicine, veterinary medical examiners, or other authorized state regulatory agencies.

State veterinary practice acts provide for limitations on veterinary activities performed by non-veterinarians. The AVMA Model Practice Act includes provisions to permit veterinary technicians to perform all activities in which they are educated, but does not allow them to diagnose, prescribe, or perform surgery.

Canadian Recognition

At its June 2006 meeting, the AVMA Executive Board approved a recommendation that the AVMA recommends that veterinary technician credentialing (i.e., licensing, registration, or certification) entities in the US recognize graduates of Canadian Veterinary medical Association (CVMA)-accredited veterinary technology programs as eligible for credentialing. In turn, the CVMA recommends that Canadian provincial licensing bodies recognize graduates of AVMA-accredited veterinary technology programs as being eligible for licensure. As always, eligibility for licensure/registration/certification of veterinary technicians is the purview of each state and provincial credentialing agency.

Veterinary Assistant Programs

The AVMA does not accredit veterinary assistant programs. Accredited veterinary technology programs that also offer veterinary assistant programs have an obligation to explain program differences to potential students and the community. Any information publicizing the institution's programs should indicate which programs are accredited by the AVMA.

Because establishment of a veterinary assistant program may dilute the instructional resources available for the accredited veterinary technology program, the CVTEA reserves the right to request information about such a program and its relationship with the accredited program.

II. COMMITTEE ON VETERINARY TECHNICIAN EDUCATION AND ACTIVITIES (CVTEA)

In 1972 the AVMA House of Delegates (HOD) authorized a program of accreditation of training for animal technicians and assigned the responsibility for the program to the Council on Education. At the same time, the HOD authorized the Executive Board to appoint a Committee on Accreditation of Training for Animal Technicians (CATAT) to function under the guidance of the Council on Education to carry out all duties associated with implementation and continuation of this program. The Board made the initial appointments in 1972. In 1974 the charge to the Committee was extended to include all matters pertaining to animal technicians and its title was changed to the Committee on Animal Technician Activities and Training. In 1989 the HOD approved a change in nomenclature substituting the title veterinary technician for animal technician. In 1990 the AVMA Executive Board approved the name change to the Committee on Veterinary Technician Education and Activities (CVTEA).

The intent of the CVTEA is stated in its mission statement developed in 2001: to shape the future of veterinary medicine by promoting veterinary technology and the veterinary professional team through education, quality, integrity, service, leadership, and collegiality.

CVTEA accreditation of educational programs serves to inform the public of those institutions providing quality education for veterinary technicians and to benefit graduates by providing a measure of recognition and enhancing their prospects of employment mobility.

Objectives

1. To accredit veterinary technology programs.
2. To assist in the development and improvement of veterinary technology programs.
3. To study all matters pertaining to the activities of veterinary technicians and to advise the AVMA Executive Board on implementation of AVMA policy concerning such matters.

Membership

The Committee consists of 19 members. The membership includes ten veterinarians—one each from the following categories: AVMA Council on Education, state boards of veterinary medical examiners, private large animal practice, private small animal practice, laboratory animal medicine, regulatory veterinary medicine, industrial veterinary medicine, faculties of colleges of veterinary medicine, educators of veterinary technicians, and at-large. In addition, the Committee includes six veterinary technicians (two of whom must be non-program affiliated, and one who must be an educator in a veterinary technology program), a Canadian member of the Canadian Veterinary Medical Association (CVMA) Animal Health Technologist/Veterinary Technician Program Accreditation Committee (AHTVTPAC) who may be either a veterinarian or a veterinary technician, and two public members who must be engaged in activity other than veterinary medicine or employment as a veterinary technician. All US technician members must be members in good standing of the National Association of Veterinary Technicians in America. Canadian veterinary technician members must be members of the Canadian Association of Animal Health Technicians and Technologists, and Canadian veterinarian members must be members of the CVMA.

Appointment and Tenure

The Executive Board appoints fifteen members; the Council on Education appoints one member from its membership. Public members are appointed by the Committee when a vacancy exists. Canadian members are appointed by the AHTVTPAC. Members serve six-year terms, beginning at the close of the AVMA annual meeting. The COE representative is appointed by the chair of the COE to serve as a voting member for a one-year renewable term. A member shall represent only one area in the context of appointment to the Committee. A member whose area of activity changes during the term of office may complete the term for which he/she was appointed. No member shall serve more than one term. For this purpose, a period less than three years shall not be considered a term.

Meetings

Meetings are held twice each year in Schaumburg, Illinois.

Reports

The Committee reports its activities to the Council on Education twice each year, including evaluations and assignments of accreditation status. The Council on Education refers appropriate sections of the Committee reports to the Council on Veterinary Service for recommendations.

Expenses

The AVMA reimburses committee members for expenses associated with attendance at Committee meetings.

Confidentiality

In accordance with AVMA policy, all information related to the CVTEA accreditation of a veterinary technology program (VTP) is strictly confidential. This includes, but is not limited to, reports of evaluation, letters, self-evaluation and accreditation materials, interim/annual/biennial reports, correspondence, and the content of any discussion related to the VTP and/or its accreditation. All requests for information related to a specific institution and/or VTP must be referred to AVMA staff, or to the respective institution.

Freedom of Information Acts which may be applicable in a given state do not apply to AVMA confidential information related to the accreditation of veterinary technology programs. Information requested through such acts may be obtained through due process from the respective institution or state office.

Statement On Integrity

To foster ongoing confidence in the specialized accreditation process, both the veterinary technology program and the AVMA CVTEA must be assured that functions assigned to each entity are clearly understood. The following are some of the areas where special efforts must be made to assure integrity of the process:

Integrity – Veterinary Technology Program

1. The program must present accurate information to the CVTEA for accreditation evaluation, and must allow access to all parts of the operation during the site visit.
2. The program must refrain from misleading advertisement of the program, and must correct any inaccuracy in a timely manner.
3. The program must make every effort to protect students. The protection must include, but is not limited to, unbiased grading procedures and access to educational opportunity, scholarships, and student services.
4. If a program releases information regarding its accreditation status, the information must be correct. Should misinformation be released, the college must correct the information in a timely manner.

Integrity - CVTEA

1. The CVTEA must conform to the Conflict of Interest Policy.
2. During the evaluation process, the CVTEA must evaluate the program only on the Standards of Accreditation that have been approved by the AVMA Executive Board. Application of the Standards to all programs must be unbiased.
3. The site visit and deliberation toward the assignment of accreditation status must be conducted with the highest ethical standards.
4. All material, discussion, and decision of the CVTEA regarding accreditation must be confidential.
5. The CVTEA must recognize institutional and program diversity when making accreditation decisions.
6. The CVTEA must inform all state, institution, and program officials of matters related to accreditation in a timely manner.
7. No current CVTEA members may serve on a site visit to a program in a state in which they reside.

**III. COMMITTEE ON VETERINARY TECHNICIAN EDUCATION AND ACTIVITIES (CVTEA)
ROSTER JULY 2008-2009**

<i>Representing/Member</i>	<i>City/State</i>	<i>Term</i>
Private Large Animal Practice Dr. Sarah Wagner	Fargo, ND	2007-2013
Private Small Animal Practice Dr. Goeffrey Gardner	Lakeland, FL	2008-2014
Educators of Veterinary Technicians Dr. Mel Chambliss	Alfred Station, NY	Filling unexpired term 2007-2010
Industrial Veterinary Medicine Dr. Anthony "Tony" Rumschlag	Noblesville, IN	2004-2010
Faculties of Colleges of Veterinary Medicine Dr. Helene Pazak	East Lansing, MI	2005-2011
Regulatory Veterinary Medicine Dr. Jacob Casper	Owings Mill, MD	2007-2013
Veterinary Technicians Ms. Rachel Valentine, RVT Ms. Niki Riggleman, LVT Mr. Josh Clark, LVT	Tulsa, OK Seattle, WA West Lafayette, IN	2005-2011 2008-2014 2005-2011
Non-Program Affiliated Veterinary Technicians Ms. Deborah Danforth, LVT Ms. Lynn Reece, RVT Ms. Julie Legred, CVT	Colchester, VT Athens, GA Bricelyn, MN	2006-2012 2006-2012 2005-2011
Laboratory Animal Medicine Dr. Craig Wardrip	Crestwood, IL	2006-2012
Veterinary State Boards Dr. Edward Gordon	Potsdam, NY	2003-2009
Public Ms. Catherine Fitch Mr. John Sherman, JD	Redington Beach, FL Swampscott, MA	2008-2014 2008-2013
Council on Education Dr. Frank Walker	New Rockford, ND	2006-2010
At-Large Dr. Anne Hale	Stockbridge, MI	2006-2012
Canadian Veterinary Medical Association Dr. Glen Jackson	Belle River, Ontario	2007-2008

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IV. ACCREDITATION STANDARDS AND GUIDELINES FOR INTERPRETATION

Accreditation is the voluntary process by which educational institutions are evaluated for quality based on conformity with established standards. Accreditation serves to enhance the profession and to protect the public by identifying goals and assisting institutions in achieving those goals. The following minimum standards have been established by the AVMA through the CVTEA for quality assessment and quality enhancement of accredited veterinary technology programs.

STANDARDS OF ACCREDITATION

1. Institutional Accreditation
2. Finances
3. Organization and Communications
4. Physical Facilities and Equipment
5. Resources for Clinical Instruction
6. Library and Informational Resources
7. Admissions
8. Students
9. Faculty and Staff
10. Curriculum
11. Outcomes Assessment

All accredited programs must substantially meet the Standards of Accreditation. Programs of veterinary technology are evaluated by the CVTEA on the basis of compliance with the Standards. These Standards are intended to assist programs in preparing entry-level veterinary technicians. Standards are written to allow flexibility in the design and implementation of a program. It is recognized that the Standards reflect an evolving process and are subject to change.

The following definitions shall be used in applying the Standards:

- **Must, shall:** Indicates an imperative need, duty or requirement; an essential or indispensable item; mandatory.
- **Should:** Indicates the recommended and highly desirable manner in which to attain the Standard. Compliance is expected unless there are extraordinary and justifiable circumstances that preclude full compliance.
- **May:** Indicates freedom or liberty to follow a suggested alternative.

1) Institutional Accreditation

An accredited veterinary technology program in the United States must be part of an institution of higher education accredited by an agency recognized by the U.S. Department of Education. Non-US programs must be part of an institution of higher learning recognized by the appropriate national, provincial, or regional agency with that authority.

2) Finances

Sustainable financial support must be adequate for the program to attain the educational goals and support its mission.

3) Organization and Communications

3a. The program must develop and follow its mission statement.

3b. Roles of the administrators and the lines of communication between the institution and the program director must be clearly defined.

3c. Program relationships with students, faculty, administrators, and the public must be conducted with integrity. Policies and available educational services for veterinary technology students must be clearly defined.

3d. The CVTEA must be apprised of changes in administration, organization, association with the parent institution, and major changes in the curriculum, faculty, or stated objectives. All changes must be reported to CVTEA within sixty (60) days of implementation with an explanation of how the program will continue to comply with accreditation Standards.

3e. The program must have an advisory committee that meets at least annually to provide counsel regarding equipment, curriculum, demographic trends and other matters pertaining to the veterinary technology profession. Membership must include veterinarians and veterinary technicians with diverse professional interests, and should include veterinary technician students, industry representatives, and public members.

3f. Programs with agreements between two or more institutions are recognized. The institution accredited by CVTEA is declared the parent (home) institution and grants the degree or certificate.

3g. Communication and interactions with veterinary technician educator associations, veterinary medical associations, and veterinary technician associations should be maintained.

4) Physical Facilities and Equipment

4a. All aspects of the physical facilities must provide an environment conducive to learning and the achievement of the educational goals. Classrooms, teaching laboratories, and other teaching spaces shall be clean, maintained in good repair, adequate in number, appropriate in capacity, and provided with sufficient equipment to meet the instructional need and the number of students enrolled.

4b. Clinical facilities must emulate contemporary veterinary facilities. Standard types of laboratory and clinical equipment, consistent with those used in contemporary veterinary facilities, shall be provided and shall comply with the *Equipment and Instructional Resource List*, Appendix H.

4c. Office space must be sufficient for the instructional, advisement, and administrative needs of the faculty, staff, and program.

4d. Animal housing must be consistent with accepted humane standards and federal and state regulations. See 5b.

4e. Safety of students, program personnel, and animals must be of prime consideration. (Refer to *Statement on Safety*, Appendix A).

4f. Drugs, biologics, reagents, and other materials used in conjunction with animal care shall be currently dated and appropriately labeled. Materials used for demonstration purposes must be appropriately identified and stored. Controlled substances shall be stored and logged in accordance with state and federal regulations.

4g. Waste management shall be appropriate for the needs of the program and consistent with regulatory agency requirements.

4h. Storage must be sufficient for program needs.

5) Resources for Clinical Instruction

5a. Animals of various common domestic and laboratory animal species must be available for use in teaching. Adequate numbers of animals are required to provide the necessary quantity and quality of clinical instruction to meet curriculum requirements without overuse of the animals or violation of standards of humane care (see *Guidelines for the Use of Animals in Veterinary Technology Teaching Programs*, Appendix B).

5b. Programs must follow all applicable federal and state regulations and guidelines for the care and use of animals utilized by the program. CVTEA endorses the principles of humane care and use of animals as stated in the Animal

Welfare Act (AWA) and requires programs to apply AWA guidelines to all animal use. All animal activities conducted by a program must be reviewed and approved by an animal care and use committee whose structure and functions are in accordance with AWA requirements.

5c. The use of models and other alternate methods of teaching should be considered, as long as the goals and requirements of the curriculum are met.

5d. Records and logs for animals used by the program must be comprehensive and accurately maintained.

5e. Off-campus providers of instructional support must meet objective requirements set by the program with respect to the physical facilities, staff, and available equipment. A memorandum of understanding or contractual arrangement must be established with all off-campus sites including, but not limited to, externship, preceptorship, and distance learning sites. (See *Guidelines for Off-Campus Clinical Instruction*, Appendix C.)

5f. CVTEA discourages providing clinical veterinary services to the public by programs educating veterinary technicians. If clinical veterinary services are offered, programs must stress that student instruction is the primary purpose of clinical resources and that all animals, regardless of ownership, are used as teaching resources and not primarily for revenue.

6) Library and Informational Resources

6a. Libraries and information retrieval are essential to veterinary technician education and continuing education. Timely access to current information resources germane to veterinary technology through print, electronic media, and/or other means must be available to students, faculty, and staff. Students must have access to a qualified resource specialist.

6b. Knowledge of quality information resources, library use and development and application of information retrieval skills must be included in the educational experience.

7) Admissions

7a. The institution and program admission policies must be well defined and documented.

7b. Applicants must have a high school diploma or its equivalent. Consideration of the qualifications of applicants for admission must include aptitude for, and interest in, a career in veterinary technology.

7c. CVTEA recognizes that some institutions must perform under open admissions policies that prohibit selective entry into veterinary technician education programs. However, the development and consistent application of selective admissions standards may be helpful in admitting more qualified students, reducing attrition, and producing graduates who are most likely to succeed, and therefore should be encouraged.

7d. Catalogs or other official publications must contain the institutional and programmatic purposes and objectives, admission requirements and procedures, academic offerings, degree granted, and program requirements for completion of the degree, including the existence of any technical standards. This information must include the length of time necessary for completion; policies with respect to satisfactory academic progress; tuition, fees, and other program costs; refund policies; and national and state requirements for eligibility for credentialing or entry into the field of veterinary technology.

7e. The institution and program must demonstrate integrity and responsibility in student recruitment practices. Personnel who are knowledgeable about the program and its requirements should conduct student recruitment.

7f. The program director or appointee should participate in the deliberations of the admissions committee and selection of students.

8) Students

8a. The number of students must be consistent with the mission of the program and must not exceed the available resources or the number of faculty and support staff needed to meet the educational goals of the curriculum. An appropriate instructor-to-student ratio must be maintained to ensure adequate delivery of instruction in a variety of teaching environments.

8b. Student support services must be available within the institution for program students. Interactions between students and faculty/staff must be sufficient to communicate expectations for successful academic performance, provide feedback for improvement of skills or knowledge, and encourage professional growth and development.

8c. Throughout the curriculum, students must be exposed to veterinary team concepts and appropriate modeling of ethical and professional behavior.

8d. Students should be encouraged to form a student organization, and this organization should become an affiliate of the National Association of Veterinary Technicians in America (NAVTA) and appropriate state veterinary technology associations. Students should be encouraged to be active in local, state, and national veterinary technician organizations.

9) Faculty and Staff

9a. Faculty and staff numbers must be sufficient to deliver the educational program and meet the instructional goals of the program.

9b. Instructors in the program must have knowledge and expertise in the topics they teach and promote the appropriate role of the veterinary technician in the veterinary health care team. Instructional duties must not violate state laws regarding the practice of veterinary medicine.

9c. The program director must be a licensed veterinarian or a veterinary technician who is a graduate of an AVMA-accredited program and/or is currently credentialed as a veterinary technician with the educational background and occupational experience appropriate to understand and fulfill program goals. The position of the program director should be full time with the institution.

9d. The director must have the responsibility, authority, and support necessary to manage the program successfully. This shall be documented in a written job description that also shall clearly define the position of the director within the institutional hierarchy. The program director's appointment must include sufficient time for administrative and teaching responsibilities as well as opportunities and support for professional development.

9e. Each program must have a minimum equivalent of one full-time licensed veterinarian and a minimum equivalent of one full-time veterinary technician who is a graduate of an AVMA-accredited program and/or is currently credentialed as a veterinary technician.

9f. Academic positions must offer sufficient compensation, incentives, and employment security to attract and retain qualified personnel in order to maintain program stability. Faculty and staff must have sufficient time for development and delivery of instruction, curriculum development, student evaluation, student advisement and counseling, and professional development.

9g. The institution must provide evidence that it evaluates faculty regularly and assists and facilitates professional growth. Faculty members should be participating members of local, state, and national professional associations.

9h. For off-campus clinical experiences, students and faculty should seek progressive contemporary facilities that employ graduates of AVMA-accredited programs in veterinary technology and/or are credentialed as veterinary technicians to act as professional role models and mentors.

10) Curriculum

10a. The curriculum must prepare graduates who will be fully capable of performing in a wide variety of

professional roles within the veterinary field. At the completion of the curriculum, graduates must have attained entry-level skills needed to support companion animal, equine, and food animal practice, biomedical research, and other veterinary medical activities. The curriculum shall provide a foundation in veterinary technology that will inspire the student to continue life-long learning.

10b. The specific courses shall teach basic medical science, communication, critical thinking, decision-making, and clinical application skills. Integration of nursing, technical, and medical skills within the curriculum must use live animals. Whenever possible, animal nursing skills should be developed in a setting and under conditions that are a reflection of the manner in which graduates will use these skills.

10c. The curriculum must include general education and specific veterinary technology course content. Required materials can be offered as complete course offerings or be integrated into courses involving more than one area of recommended material. Course objectives must be clearly communicated to the student through syllabi or other course documents. Course offerings to meet curriculum requirements typically take a minimum of 18 months to 2 years to accomplish.

GENERAL COURSE MATERIAL:

Applied mathematics
Biological science
Communication skills
Fundamentals of chemistry
Liberal arts

SPECIFIC COURSE MATERIAL:

Anesthesia, including induction, monitoring, and instrumentation
Animal husbandry, including restraint, behavior, species and breed identification, reproduction, sex determination, and human-animal bonding
Diseases, preventive medicine (including dentistry), and nursing of companion animals, food-producing animals, horses, exotic species, and laboratory animals
Economics in veterinary practice
Ethics, professionalism, and legal applications in veterinary medicine
Humane animal care and management
Introduction to laboratory animal medicine
Medical terminology
Necropsy techniques
Nutrition and principles of feeding
Orientation to the profession of veterinary technology
Pharmacology for veterinary technicians
Principles of imaging, including radiography and ultrasonography
Value of professional organizations
Life long learning concepts
Safety Issues, consistent with the CVTEA *Statement on Safety* with course work emphasis on zoonoses and occupational safety (see Appendix A).
Surgical nursing and assisting, including instrumentation
Technician utilization and team concepts of health care delivery
Veterinary anatomy and physiology
Veterinary clinical pathology and parasitology
Veterinary microbiology and immunology
Veterinary office management and elementary computer skills

10d. A practical veterinary experience that expands student knowledge and builds proficiency of acquired skills through task-specific exercises is a required portion of the curriculum. These experiences are usually termed

preceptorships, practicums, internships, or externships and are for the purpose of honing skills learned in the more formal instructional settings. These practical experiences must be monitored by the program director or the director's appointee who must be a program faculty or staff member. Prior to the beginning of the practical experience, on-site supervisors must be contacted by the program. During the practical experience, contact must be maintained with students and their on-site supervisors to monitor students' personal and educational experiences. It is highly recommended that such contact take place through personal visits and interviews by the program director or appointee. Specific criteria must be used to assist on-site supervisors in monitoring student progress. The program director or appointee shall review student performance evaluations by on-site supervisors, student evaluation of the experiences, and a final student performance evaluation.

10e. Successful completion of all required skills found in the *Veterinary Technology Student Essential and Recommended Skills List, Appendix I* must be evaluated and documented by program personnel who use standard criteria that reflect contemporary veterinary practice.

10f. CVTEA recognizes that a program may wish to emphasize certain areas within the curriculum to capitalize on regional variation, institutional strengths, and available job markets. This emphasis should be clearly stated in the mission statement/objectives of the program, and the curriculum shall then reflect that emphasis. A choice to emphasize one aspect of the curriculum must not interfere with the acquisition of all skills listed on the *Veterinary Technology Student Essential and Recommended Skills* list (Appendix I).

10g. CVTEA recognizes that academic institutions have the inherent right to accept credits from other colleges, universities, or recognized educational entities. However, if the program accepts veterinary technician-related course credit from institutions not accredited by AVMA, the program must ensure that the rigor of transfer courses meets CVTEA Standards. Documentation of the assurance may be requested for review during the program accreditation process.

10h. At times, accredited programs are requested to give credit for high school courses with titles similar to those required for graduation from a CVTEA-accredited program. If credit is to be given for such courses, the student must first be required to demonstrate to veterinary technology program faculty a level of competency comparable to that of students who complete the required course successfully.

11) Outcomes Assessment

11a. The program shall develop program-specific outcome assessment instruments that assist in determining attainment of the educational goals. Such instruments shall include, but are not limited to attrition rates, Veterinary Technician National Examination (VTNE) and applicable state examination pass rates, and graduate and employer surveys. Outcomes assessment results must be used to improve the program.

11b. CVTEA expects the institution to encourage and support the program review and evaluation process for the outcomes of the educational program.

V. CLASSIFICATION OF ACCREDITATION

The final appraisal of each program is based on review of the total educational program by an evaluation site team visit and accreditation decision by CVTEA, with consideration given to each stated objective and the Standards as listed. Classification of accreditation of a program in veterinary technology shall be in effect from the last day of the site visit until acted upon by CVTEA. The accreditation status of each program will be published semi-annually and made available upon request.

Full Accreditation - Those programs that substantially meet all Standards of Accreditation.

Provisional Accreditation - New programs that have made significant progress towards meeting the Standards of Accreditation. The program will remain on provisional accreditation until achieving full accreditation, or for a period not to exceed five years. Programs with Provisional Accreditation classification may be placed on Probationary Accreditation or Accreditation Withdrawn if the program does not provide continuing evidence of progress toward meeting all Standards, or if it has been on provisional accreditation status for five years. Once graduates have been produced and outcomes have been collected and analyzed, a provisionally accredited program may petition for full accreditation. A special site visit may be required prior to an accreditation decision if major changes have occurred in the program that may impact the program's ability to meet the Standards of Accreditation.

Probationary Accreditation – An accreditation status assigned to a program that has specific deficiencies in one or more Standards that affect student outcomes or safety. The deficiencies are of such a nature that they can be corrected in a reasonable length of time, not to exceed two years. Prior to expiration of this prescribed period, the CVTEA may either review requested reports, request that an institutional representative appear before the CVTEA, or conduct a special site visit to determine if the deficiencies have been corrected.

If at the end of the two-year time period, deficiencies have been corrected and there is evidence to support full compliance, the Program may be granted the appropriate level of accreditation for the remainder of the accreditation cycle, as determined by the CVTEA. A program which has been fully accredited previously may only return to Full Accreditation, while a new program that had been on Provisional Accreditation may be returned to Provisional Accreditation for no longer than the balance of the five year maximal period for Provisional Accreditation. Conversely, if at the end of the two-year time period, the program can provide reasons acceptable to the CVTEA for its inability to comply with all the Standards, the CVTEA may by majority vote extend Probationary Accreditation for good cause for a further period not to exceed one year. Interim measures must be taken to ensure education of technician students. If the reasons for non-compliance do not have merit, the CVTEA must take immediate action to place the Program on Accreditation Withdrawn.

Administrative Probation – An accreditation status assigned by CVTEA administratively for a maximum of ninety (90) days when an institution/program is not in compliance with one (1) or more of the following administrative requirements to maintain accreditation:

- (1) Paying accreditation-related fees and charges within sixty (60) calendar days of the invoice date;
- (2) Submitting reports or other required information;
- (3) Agreeing to a reasonable on-site evaluation visit date at or near the time established by CVTEA

Administrative Probationary Accreditation is an accreditation category and is not subject to appeal. Although the institution/program is recognized and listed as accredited during the period of administrative probation, failure to completely remedy the situation by the date specified in the probationary letter may result in Accreditation Withdrawn. Complete resolution of the situation cited in the administrative probationary letter will satisfy the administrative requirements and result in restoration of the accredited status. Penalty fees may be assessed a program on Administrative Probationary accreditation.

Terminal Accreditation - Terminal accreditation will apply to programs that are voluntarily discontinuing. Students enrolled at the time a program is terminally accredited will be considered graduates of an accredited program when they complete the curriculum.

Accreditation Withdrawn--Previously accredited programs that have had their accreditation withdrawn will be classified as Accreditation Withdrawn. Graduates of the program at the time of withdrawn accreditation will not be considered graduates of an AVMA accredited program.

Graduates of programs classified as Provisional, Probationary, Administrative Probationary, or Terminal Accreditation are all graduates of an AVMA-accredited program in veterinary technology. Graduates of a program classified as Accreditation Withdrawn are not graduates of an AVMA-accredited program.

Procedures for Programs with Classification of Terminal Accreditation

1. Major changes in the program must be reported to CVTEA within thirty days of implementation. This report must document how the program will continue to comply with the accreditation standards.
2. The classification of terminal accreditation is intended to protect enrolled students from the disadvantage of graduating from a non-accredited program and may continue no longer than necessary to protect the educational interests of such students.

Terminal accreditation designates those programs that are voluntarily discontinuing, have met the requirements for Terminal Accreditation as set by CVTEA but are not able to address other essentials that address continuity of a program such as graduate surveys, long term support for the program, etc.

CVTEA may grant terminal accreditation if:

- A) The program or institution notifies CVTEA of its intent to discontinue and requests consideration for Terminal Accreditation status.
- B) An interim report is submitted within 6 weeks of the program's notification of CVTEA of the intent to terminate the program that describes how the academic quality and integrity of the educational program will be maintained, as described by the applicable CVTEA requirements, for the currently enrolled students and the program commits resources adequate to complete the education of currently enrolled students.
- C) No additional students are admitted to the program.

Once Terminal Accreditation is granted:

- A) The institutional president (or chief officer) and program director are notified immediately by the CVTEA in writing of the classification status and the reasons therefore.
- B) The CVTEA will notify appropriate licensing agencies and veterinary medical associations of actions taken.

Terminal Accreditation is maintained provided the program:

- A) Submits an interim report on the progression of the plan for program closure 60 days prior to each CVTEA meeting.
- B) The submitted interim report indicates compliance with applicable CVTEA requirements.
- C) No additional students are admitted to the program.

Terminal Accreditation will be withdrawn if:

- A) The program or institution fails to communicate with CVTEA on the status of the program closure as required.
- B) Applicable CVTEA requirements are not met during closure of the program.
- C) Additional students are enrolled after the announcement of the intent to close the program.

3. During the period of terminal accreditation, a special site visit may be required to determine whether the program is meeting the conditions for terminal accreditation as stated above. The site visit and information furnished in writing by the program will be considered by the CVTEA to determine if terminal accreditation should continue.
4. Following graduation of enrolled students of programs with terminal accreditation, accreditation will be withdrawn.

Procedures for Programs with Classification of Accreditation Withdrawn

1. Major changes in the program must be reported to CVTEA within thirty days of implementation. This report must document how the program will continue to comply with the accreditation standards.
2. The classification of accreditation withdrawn is assigned because enrolled students have not been protected from the disadvantage of graduating from a non-accredited program. Students enrolled in a program with the accreditation withdrawn will not be graduates of an accredited program.

A program will have accreditation withdrawn if:

- A) A Program has been on probationary accreditation for two years with no significant progress to report.
- B) An institution is voluntarily closing its doors and does not meet the requirements for Terminal Accreditation.

When accreditation is withdrawn:

- A) The institutional president (or chief officer) and program director are notified immediately by the CVTEA in writing of the classification status and the reasons therefore. The CVTEA will notify appropriate licensing agencies and veterinary medical associations of actions taken.
- B) Not later than 30 days after the date of the assignment of accreditation withdrawn, the program may initiate appeal proceedings as described in the *Accreditation Policies and Procedures of the AVMA CVTEA*.

If a program wishes to regain accreditation, the program must:

- A) Submit an application for accreditation.
- B) Pay all applicable fees.
- C) Commit resources adequate to complete the education of currently enrolled students.
- D) Undergo a site visit to determine whether the program is meeting the standards of accreditation as stated in the *Policies and Procedures of the AVMA CVTEA*. The site visit and information furnished in writing by the program will be considered by the CVTEA to determine if accreditation can be reinstated.

VI. STANDARD OPERATING PROCEDURE FOR ACCREDITATION OF PROGRAMS EDUCATING VETERINARY TECHNICIANS

The AVMA accreditation of veterinary technology programs is voluntary. Expenses incurred for a site visit are the responsibility of the program. Consultation prior to application is available by contacting the AVMA Division of Education and Research at 800/248-2862 ext. 6624 and the Association of Veterinary Technician Educators (AVTE) at www.avte.org.

1. The program submits an application for initial accreditation or re-accreditation (Appendix E). AVMA will confirm receipt of application and work with the program to schedule a tentative site visit date. Classes must be in session during the site visit evaluation. The initial accreditation site visit is usually conducted when the initial class has completed approximately two-thirds of the curriculum.
2. The program submits copies of a self-evaluation report (Appendix G) (see also format guidelines in Appendix F) and copies of the college catalog to the site team members, and an electronic copy of the self-evaluation report to AVMA. If computer limitations prevent all appendices from being sent electronically, the program should indicate which items have been omitted. Programs applying for re-accreditation must submit their report to the AVMA office 6 weeks prior to the site visit. Programs applying for initial accreditation must submit their report 8 weeks prior to the site visit and an application fee of \$2,500.
3. The self-evaluation report is reviewed by the AVMA for major deficiencies or any other needed clarification. If no major deficiency is apparent, the site visit date is finalized and an agenda is sent to the program.
4. An evaluation team is formed. The evaluation team consists of five members: a CVTEA member who chairs the evaluation team, a veterinarian who is a member of the state veterinary medical association, a veterinary technician, a public member, and an AVMA staff member. AVMA staff is responsible for identifying the CVTEA and state VMA member. The program director is responsible for providing the names, addresses, phone, and email information of the public member and the veterinary technician as follows:
 - a. The name of an individual willing to serve as the public member must be submitted. The public member may not be associated with the College and may not be a veterinarian or a technician or serve on the program's advisory committee. Submitted name should include a brief background.
 - b. The veterinary technician member must be a graduate of an AVMA-accredited veterinary technology program and should be chosen by the state technician association, if at all possible. While preferable that the veterinary technician not be a graduate of the program being evaluated, a graduate may be accepted if graduates of other programs are not available. The technician cannot be a member of the program's advisory committee.
 - c. To ensure that all matters dealing with accreditation of programs of veterinary technology are conducted in an unbiased manner, the CVTEA has adopted the following Conflict of Interest Policy:

The site team member:

- is not currently associated with the program being evaluated.
- is not employed by the program being evaluated.
- is not a member of the advisory council of the program being evaluated.
- will reveal any potential conflict of interest to the site team (including having graduated from the program being evaluated or provided consultation on accreditation matters with the program being evaluated).

Potential conflicts of interest revealed to the entire team may not preclude service on the site team if the team agrees the individual can serve in an unbiased manner.

- d. The program to be evaluated may comment on the membership of the evaluation team after it has been formed and reject site team members. Such rejection must take place early enough for a replacement to be found.

5. AVMA staff will write a first draft report based on the self-evaluation materials and send the draft Report of Evaluation to the evaluation team.
6. The site visit evaluation is conducted. The site visit will be structured to include sites where clinical and/or technical instruction is provided. The evaluation team will:
 - a. Interview the program director.
 - b. Inspect physical facilities, equipment, and library.
 - c. Interview faculty members and staff.
 - d. Review curriculum and course outlines.
 - e. Interview students.
 - f. Consult privately to review findings.
 - g. Report findings to program director.
 - h. Report findings to institutional administration.
 - i. Prepare a written report of site visit.
7. After the site visit, a second draft Report of Evaluation will be distributed to the evaluation team for review and appropriate changes.
8. A third draft Report of Evaluation will be submitted to the program director of the institution for verification and comment.
9. The CVTEA member will present a final draft Report of Evaluation and site visit information to the CVTEA at the earliest possible regular meeting. Reports from site visits conducted less than 60 days prior to a CVTEA meeting may be deferred and considered at the next Committee meeting. AVMA staff will provide information about the specific dates for consideration of a particular report.

Information received subsequent to the evaluation (addendum, update, etc.) will not be considered during the report to the CVTEA. The site visit is a “snap-shot” that verifies the condition of the program at that time. Subsequently submitted information may be considered following the decision on accreditation status.
10. CVTEA will determine the accreditation status of program based on a majority vote of CVTEA members.
11. AVMA staff will notify the program director and chief executive officer of the institution of the program’s assigned status and provide a final Report of Evaluation with recommendations for improvement. Recommendations and final reports of site visits are considered private communication between CVTEA and the institution involved. Release of reports shall be at the discretion of the institution. AVMA will notify the state veterinary medical association of the assigned accreditation status of the program.
12. AVMA staff will add the program to its published list of accredited programs after a 30-day period for potential appeals.
13. The evaluation process is repeated at five year intervals until a program has been fully accredited for two cycles, after which time site visits are conducted at six-year intervals. Major changes or concerns can also precipitate site visits.
14. All site visit participants are required to sign an AVMA CVTEA confidentiality agreement. (Section II, page 2)
15. Programs are responsible for all costs associated with the accreditation process including the site visit.

Subsequent Reporting

Subsequent to receiving initial accreditation, programs are required to submit annual evaluation reports until the program has been accredited for five years. Please refer to Appendix J for the annual/biennial/interim report format. Programs are assigned to either a spring or fall reporting schedule.

CVTEA will review the annual report at its next meeting and vote to continue or change the accreditation status based on the content of the report. Following review, AVMA staff will report its decision to the program director, chief executive officer of the school, and the state VMA.

A program that has been fully accredited for five consecutive years, and has again been granted full accreditation status after a second complete evaluation and site visit, shall be required to submit biennial reports and shall be subject to a complete re-evaluation every six years unless major changes in the program indicate to CVTEA that an earlier site visit may be necessary.

Programs are placed on either a spring or fall annual or biennial reporting schedule. Reports are due for review approximately 60 days prior to the scheduled CVTEA meeting. AVMA staff will announce when reports are due at least six months in advance of the due date. The CVTEA reserves the right to lower the accreditation of a program that, after due notice, fails to submit a self-evaluation, annual, biennial, or interim report. Subsequent accreditation will be considered only after submission of application for accreditation, self-evaluation and other accreditation materials, followed by a site visit to the program. Based on the progress noted in an annual or biennial report, the CVTEA may request an appearance of a program representative at its next regularly scheduled meeting. The cost for such an appearance will be borne by the respective program/parent institution.

Substantive changes in the program must be reported within sixty days of implementation. This report must document how the program will continue to comply with the Standards. Failure to meet this requirement may result in administrative probation or other changes in accreditation status.

Substantive Change

The CVTEA must be notified of any of the following changes in the program:

1. Change in the established mission or objective of the program.
2. Change in the legal status, form of control, or ownership of the parent college.
3. Change in administration (including change of Program Director, primary Program faculty, Dean, and College President), organization, association with the parent institution or Program instructional personnel.
4. Changes in courses that represent a significant departure in either content or method of delivery.
5. Changes in name of degree or addition of any degree or credential level offered .
6. Changes in the clock hours (student contact hours) for completion.
7. Changes in off-campus sites that provide primary instructional support where essential skills are taught and evaluated.
8. Other changes that affect teaching/education of students.
9. Changes in general contact information including email, phone, and name changes.

Approval of substantive changes is at the discretion of the CVTEA based upon the information received and continued compliance with the standards. A site visit may be required to verify the reported substantive changes.

Accreditation may be withdrawn from a program that fails to provide a report of self-evaluation at least 6 weeks before a scheduled site visit; fails to provide an annual, biennial, or requested interim report by the published due date prior to the CVTEA meeting at which the program is to be reviewed; or fails to invite a site visit at the required time.

A program for which accreditation has been withdrawn may apply for accreditation after one year by submitting a report of self-evaluation and other accreditation forms, requesting a site visit, and demonstrating that it meets the Standards of Accreditation.

Initial Accreditation and Adverse Accreditation Decisions

Programs assigned less than full accreditation status shall be immediately notified of the actions necessary to achieve full accreditation. A program that fails to meet the requirements for full accreditation after five consecutive years of provisional accreditation shall be placed on probationary accreditation or have accreditation withdrawn. Programs

may seek full accreditation following the graduation of its first class and collection and analysis of outcomes, at any time during the five-year period by providing evidence in a self-evaluation and re-accreditation report showing that the program has complied with the recommendations related to the program's accreditation status. Those recommendations are contained in the Report of Evaluation. Subsequent to receipt of the report, a site visit by an evaluation team may be required.

Programs with probationary accreditation must show annual progress toward achieving full accreditation and meet the requirements for full accreditation within a two-year period. Full accreditation may be sought at any time by providing evidence in a self-evaluation and re-accreditation report, showing that the program has complied with the recommendations related to the program's accreditation status. Those recommendations are contained in the Report of Evaluation. Subsequent to receipt of the report, a site visit by an evaluation team may be required.

Programs have the right to appeal adverse accreditation decisions. The CVTEA will notify the appropriate credentialing agencies and the public within thirty days of any final adverse accreditation decision. Programs may reapply for accreditation one year after accreditation has been withdrawn. Please refer to the *Procedures for Appeal of Adverse Decisions on Accreditation* (Section IX).

Communication of Accreditation Status

Any reference by an institution or program to CVTEA accreditation may state the following: "[Identification of program] is accredited (or fully accredited) by the AVMA as a program for educating veterinary technicians."

Accreditation Fees

In addition to costs associated with site visits, new programs are assessed an application fee of \$2,500. A \$500 annual accreditation fee is invoiced to all AVMA-accredited programs to cover the costs of maintaining accreditation. This annual accreditation fee will be deferred until the year following the initial accreditation decision. Failure to pay the annual \$500 accreditation fee by July 1 of the assessed calendar year will result in a \$500 penalty fee. Programs with unpaid annual accreditation fees as of October 1 of the year due will result in having their accreditation withheld. Administrative Probational accreditation may result in a penalty fee up to double the annual accreditation fee. Programs are responsible for all costs associated with conducting the site visit.

VII. STANDARD PROTOCOL FOR HANDLING COMPLAINTS DIRECTED AT A VETERINARY TECHNOLOGY PROGRAM

The CVTEA is interested in sustained quality and continued improvement in veterinary technology education programs and will accept complaints directed at a program. To ensure fairness to all parties, the CVTEA will use the following procedures when considering complaints:

1. The AVMA staff will apply these criteria to determine if the complaint is appropriate for review by the Committee on Veterinary Technician Education & Activities (CVTEA):
 - a. The complaint involves an AVMA accredited veterinary technology program or a developing program seeking AVMA accreditation.
 - b. The nature of the complaint, if verified, could potentially jeopardize a Program's ability to meet the Standards for AVMA accreditation.
 - c. The complaint is written and signed by the complainant identifying his/her relationship to the program.
2. AVMA staff will acknowledge receipt of the complaint to the complainant within ten working days. If the complaint meets the preliminary criteria for review by CVTEA, a copy of the complaint procedure will be issued to the complainant.
3. Staff will notify the Program of the content of the complaint, the position of the complainant, and review the complaint procedure. The AVMA CVTEA will take every precaution to protect the name of the complainant from being revealed to the Program; however, the CVTEA cannot guarantee confidentiality of the complainant.
4. Staff will invite the Program to respond to allegations.
5. Staff will gather pertinent facts surrounding the complaint including the program's response to the complaint.
6. If, after the pertinent facts are gathered, AVMA staff, in consultation with the CVTEA chair and/or other members of CVTEA as appropriate, determines that the complaint meets the criteria for review, the original complaint and the facts of the investigation will be forwarded to the CVTEA.
7. The CVTEA will review the complaint and facts at the next regular meeting to determine if action is necessary.
8. Both the program and the complainant will be notified of the CVTEA's decision. If the committee determines that action is necessary, AVMA staff will inform the program of such action.
9. The program or parent institution has the right of appeal the action of CVTEA if the CVTEA decision results in a change of accreditation status for the Program. The appeal process is outlined in the CVTEA Policies and Procedure manual.

The AVMA staff and the CVTEA do not intervene on individual matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

VIII. RECOMMENDATION CATEGORIES

CRITICAL RECOMMENDATION(S)

Critical recommendations apply to situations that clearly result in a program's inability to meet a Standard, and/or subject students, faculty, or others to unacceptable levels of risk. Documentation of significant progress toward compliance with each critical recommendation must be achieved by the time of the program's next report to CVTEA. Lack of compliance may be considered cause for reduction of the program's accreditation status.

MAJOR RECOMMENDATION(S)

Major recommendations apply to situations that jeopardize the ability of the program to meet a Standard. Progress toward meeting each major recommendation must be demonstrated on an annual or biennial basis. Documentation of steps taken toward compliance with major recommendations is required. Lack of compliance within the assigned five- or six-year period, prior to the next scheduled complete evaluation, may be considered cause for reduction of the program's accreditation status.

MINOR RECOMMENDATION(S)

Minor recommendations are suggestions for program improvement, but have no bearing on the program's accreditation status.

IX. PROCEDURE FOR APPEAL OF ADVERSE DECISIONS ON ACCREDITATION

*Approved by the AVMA House of Delegates
July 10, 1977*

An adverse decision on accreditation is defined as withholding initial or renewed accreditation, denial of a request for change of accreditation status, or the granting of less than full accreditation status.

In the event of an adverse decision by CVTEA, the affected school may petition for review of the decision on the grounds that CVTEA has ruled erroneously by disregarding the established AVMA criteria for accreditation, failing to follow its stated procedures, or failing to consider all the evidence and documentation presented at the time of the evaluation. When a school petitions for review of an adverse decision, the following procedure will apply:

1. Not later than 30 days from the date of the announcement of an adverse decision, the affected school shall notify the chair of the AVMA Council on Education in writing that it intends to petition for review of the decision. Not later than 60 days after the date of the announcement of the adverse decision, the school shall submit documentation supporting its petition. An advance deposit of \$5,000 must accompany the documentation materials and will be applied against the expenses incurred by the hearing panel. Additional necessary expenses shall be paid by the petitioning program, and any surplus of the deposit shall be returned to the program.
2. The chair of the AVMA Council on Education shall appoint a hearing panel comprising five people, none of whom shall be members of CVTEA. The chair of the Council shall designate the chair of the panel.
3. A hearing shall be held at a mutually convenient time and place within six months following receipt of documentation supporting the petition. AVMA staff will schedule and organize the hearing and notify the hearing panel, the school, and CVTEA members by mail.
4. At any hearing the petitioning school and CVTEA have the right to present witnesses, to submit any evidence pertinent to the case, and to question witnesses of others. Witnesses giving oral testimony shall be sworn in by the chair of the hearing panel. Before permitting testimony relating to the character or general reputation of anyone, the panel shall satisfy itself that the testimony has a direct bearing on the case at issue. Although the hearing process does not require legal counsel, the hearing panel and/or the CVTEA may have legal counsel present to advise it with respect to procedure.
5. The hearing panel may either affirm the decision of CVTEA or recommend to CVTEA that it reconsider the decision, giving reasons in either case. The conclusion of the panel shall be produced in writing and become a permanent record.
6. The initial accreditation status of the program involved shall remain unchanged during the review, and there shall be no public notice of an adverse decision until a review is complete and a final decision has been rendered.
7. At the discretion of the hearing panel, or upon the advance request in writing of either the petitioning school or CVTEA, a transcript of the proceedings may be made. The cost of such transcript will be borne by the party requesting it.
8. Travel, meals, and lodging for the hearing panel and witnesses will be at the expense of the institution requesting the hearing. Expenses will be reimbursed by AVMA and charged back to the institution requesting the hearing. Any other costs that may be incurred by petition for review shall be provided for by the institution requesting the hearing.
9. The report of the hearing panel will be considered at the next regular meeting of CVTEA. In the event that the hearing panel has recommended reconsideration of the initial decision of CVTEA, all deliberations of CVTEA, as well as the factors considered prior to a final decision, shall be a matter of record.

10. Not later than 30 days after the announcement of a final decision subsequent to a hearing, either the school or CVTEA may petition for rehearing on the basis of new evidence that could not, with reasonable diligence, have been discovered and produced at the original hearing. The procedure for a rehearing shall be the same as that described in paragraphs three through nine above. No more than one petition for rehearing may be filed by any party in a case.

11. The chief executive officers of the program and the institution will be provided with copies of the decision of the hearing panel, including a statement of specifics.

X. SPECIAL SITE VISIT

If review of information indicates that major changes have occurred in an accredited program that may impact a program's ability to meet the Standards of Accreditation, an on-site evaluation may be requested. A special site visit would then be conducted to determine the program's degree of compliance with the Standards. A special site visit can be either focused or comprehensive, depending on the nature of the concerns. The letter of notification of this action from CVTEA will indicate the scope of the visit and any specific areas of concern.

Special site visits are conducted when it is necessary for the CVTEA to review information about the program that can only be obtained or documented on-site. The CVTEA may also request a special report from the involved program prior to conducting a special site visit. Special site visits are conducted for the following reasons:

- to assess the program's progress in implementing recommendations (previously identified deficiencies) from the most recent site visit report of evaluation
- to assess the impact of major changes (in curriculum, faculty, facilities, etc.) on the program's ability to continue to meet the accreditation standards
- to investigate a complaint raising questions about the program's compliance with the Standards
- to respond to a request from the chief executive officer or program administrator.

Programs are responsible for all costs associated with a special site visit.

Special site visit team composition

Depending on the circumstances prompting the special site visit and on the need for particular expertise, the CVTEA will determine the personnel necessary to conduct the visit. The Committee may appoint any or all of the following: AVMA staff, CVTEA member(s), state veterinary medical association representative, veterinary technician representative, public representative.

APPENDIX A

STATEMENT ON SAFETY

Revised May 2009

1. Veterinary technology programs and their parent institutions must establish policies and procedures that ensure a safe and healthy environment for students, instructors, personnel, and animals involved in the educational program.
2. Student acquisition of safety-related knowledge and skills is an important part of the educational process. The ability to apply these safety-related skills will increase the value of graduate veterinary technicians to the veterinary profession.
3. It is recognized that compliance with Occupational Safety and Health Administration (OSHA) regulations can be subject to variances in interpretation and application. Further, state and/or municipal safety regulations may supersede OSHA regulations. Nevertheless, all programs must comply with all applicable safety standards and monitor and maintain safety. Student understanding of basic OSHA concepts must be instilled through the curriculum.
4. Programs will be evaluated for attention to safety issues in general, with particular emphasis on specific subjects covered under Standards 4 (Physical Facilities and Equipment), 5 (Resources for Clinical Instruction), 8 (Students), and 10 (Curriculum). (See Appendix B.)
5. The following are general safety concerns that CVTEA will review during site visits:
 - a. **Animal Handling** – Because species can inflict personal injury if improperly handled or restrained, understanding and application of proper animal handling procedures must be included in veterinary technology education. In addition, the safety of animals used in program instruction must be considered for all handling procedures. (See Appendix B)
 - b. **Occupational Safety and Health** –While recognizing that health and safety hazards are inherent in veterinary technology education, programs must demonstrate vigilance in taking steps to reduce these risks. All areas in which program student learning takes place must be in compliance with OSHA regulations. In some instances, the CVTEA expectations may expand on OSHA requirements to cover areas not specifically addressed in OSHA regulations. Areas of concern to the CVTEA include, but are not limited to: compressed gas cylinder placement and storage; eye wash, safety shower, and drench hose availability; radiation equipment, logs, use of dosimetry badges, and exposure records; availability of containers for sharps; secondary labeling of repackaged materials; use of personal protective equipment; anesthetic machine maintenance with vaporizer validation and recalibration if indicated; waste anesthetic gases handling; presence of Material Safety Data Sheets (MSDS); program student pregnancy and rabies and/or other zoonotic disease vaccination policies; formaldehyde standards; noise; refrigerator contents; safety signage; and imperviousness of surfaces in laboratories, including seat covers, in which potential pathogens and/or hazardous material are used.
 - c. **Zoonoses** - The potential risks of animals as a source of zoonotic exposure or disease transmission to humans must be taught, and program personnel must model behaviors that minimize such exposure.
 - d. **Personal Safety** - Students and program personnel must be protected from personal harm and injury due to inadequate security. Care must be taken to avoid placing individuals in risk situations as a part of educational activity, eg, if students are responsible for exercising animals, means must be in place to reasonably ensure student safety.
 - e. **Emergency Preparedness** – A plan should be in place to address safety issues in the event of any natural or other disaster.

APPENDIX B

GUIDELINES FOR THE USE OF ANIMALS IN VETERINARY TECHNOLOGY TEACHING PROGRAMS

Revised May 2009

The use of animals in veterinary technology teaching programs is discussed under Standards 4 (Physical Facilities and Equipment), 5 (Resources for Clinical Instruction), and 10 (Curriculum). The following guidelines are provided for clarification of accreditation requirements:

1. CVTEA endorses the principles of humane care and use of animals as stated in the Animal Welfare Act (AWA) and requires programs to apply AWA guidelines to all animal use.
2. The transportation, care, and use of animals in veterinary technology teaching programs must be in accordance with the regulations of the USDA and applicable state and local requirements.
3. Alternative teaching methods should be used for initial training of students in procedures which may cause pain or distress to the animal, ie, parenteral injections, lavage dosing, bladder catheterization, etc.
4. All animal activities conducted by a program must be reviewed and approved by an institutional animal care and use committee (IACUC).
 - a. A written program of veterinary care for animals used in the program must be on file.
 - b. Animal use protocols must contain all information required by AWA guidelines.
 - c. Repeated use of individual animals for teaching laboratories must be specifically reviewed by the IACUC to ensure appropriate conditioning procedures and frequency of use.
 - d. Teaching procedures, which may cause more than momentary pain or distress to the animal, must be performed with appropriate sedation, analgesia, or anesthesia.
 - e. Euthanasia methods must be in accordance with AVMA guidelines.
 - f. Prolonged restraint, multiple major surgical procedures, and food or fluid restriction from animals for teaching purposes must be prohibited. Exceptions must be specifically reviewed by the IACUC.
 - g. Membership of the IACUC must meet AWA guidelines. It is highly recommended that programs consider having more than the minimum number of members, to allow for quorum requirements and conflict of interest on votes.
 - h. Meeting frequency, quorum requirements, as well as IACUC minutes and reports must conform to AWA guidelines.
5. Off campus providers of instructional support must meet objective requirements set by the program regarding the care and use of animals, physical facilities and available equipment.

Additional sources of information:

Animal Welfare Regulations, CFR (Code of Federal Regulations), 2005. Title 9 (Animals and Animal Products), Chapter 1 (Animal and Plant Health Inspection Service, Department of Agriculture), Part 2 (Regulations) http://www.aphis.usda.gov/animal_welfare/awr.shtml.

Animal Welfare Act, United States Code, Title 7 (Agriculture), Chapter 54 (Transportation, Sale and Handling of Certain Animals), http://www.aphis.usda.gov/animal_welfare/awa.shtml.

AVMA (American Veterinary Medical Association). Guidelines on Euthanasia, June 2007, http://www.avma.org/issues/animal_welfare/euthanasia.pdf.

AVMA Position on Animal Welfare. Use of Animals in Research, Testing and Education. Revised November 2007.

Guide for the Care and Use of Laboratory Animals. Institute of Laboratory Animal Resources, Commission on Life Sciences, National Research Council. National Research Council. National Academy Press, Washington, D.C. 1996.

Guide for the Care and Use of Agricultural Animals in Agricultural Research and Teaching, Federation of

Animal Science Societies, www.fass.org.

The IACUC Handbook (2nd Edition) by Jerald Silverman, Mark A. Suckow & Sreekant Murthy. CRC Press, 2000 NW Corporate Blvd, Boca Raton, FL 33431 ISBN 978-0-8493-4010-9. 2007

Animal Care Resource Guide: Research Facility Inspection Guide,
http://www.aphis.usda.gov/animal_welfare/rig.shtml.

APPENDIX C

GUIDELINES FOR OFF-CAMPUS CLINICAL INSTRUCTION

Revised: May 2009

CVTEA believes that off-campus sites may be used to meet some or all of an accredited program's requirements for clinical instruction. The following guidelines are provided for clarification of accreditation requirements:

1. The parent institution must have clearly defined and appropriate educational goals for off-campus clinical instruction the resources and structure necessary to accomplish these objectives and a contingency plan to replace resources that become unavailable.
2. Off-campus instructors must be identified. A licensed veterinarian or a credentialed veterinary technician must supervise the instruction.
3. A course syllabus must be in place, including clearly identified course objectives and an Essential Skills List.
4. Student knowledge and/or skill must be evaluated at the completion of each course by faculty employed by the parent institution.
5. Special emphasis must be placed on outcomes assessment to ensure that students achieve the established educational objectives. Provisions for monitoring student progress must exist.
6. Memoranda of understanding must be established with all clinical sites that provide instruction of required specific skills. Specific criteria must be used to assist site supervisors in appropriately monitoring student progress. Clinical sites must meet objective requirements regarding practice quality, staff, and equipment. Student liability must be formally addressed by the parent institution and a policy implemented. If an off-campus clinical site is a primary source of clinical instruction, the MOU must have appropriate exit strategies and the Program should have a continuity of operations plan.
7. Academic and student support services must be available.
8. Clinical sites must be sufficiently diverse to ensure that students receive the variety of experience necessary to meet the requirements of CVTEA.

APPENDIX D

GUIDELINES FOR BACHELOR OF SCIENCE IN VETERINARY TECHNOLOGY DEGREE *Revised: November 2006*

The CVTEA has developed the following guidelines for evaluation of baccalaureate veterinary technology degrees:

1. The mandate of the CVTEA is to accredit programs in veterinary technology, not individual degrees granted by programs. Accreditation assures that the program meets the AVMA CVTEA Standards of Accreditation.
2. The educational institution must determine the structure and outcomes of the veterinary technology program needed to satisfy the CVTEA Standards of Accreditation. These include courses, program sequence, clinical application, duration and degree, all of which may be determined by internal policies and influenced by external regulatory standards.
3. The CVTEA recommends that accredited programs offering baccalaureate degrees develop curricula that distinguish the program from an associate degree program. While satisfying the AVMA CVTEA standards for veterinary technology education, the baccalaureate degree program may expand veterinary exposure and offer added value options such as:
 - a. Laboratory Animal Medicine
 - b. Practice Management/Business
 - c. Research
 - d. Education
 - e. Emergency/Critical Care
 - f. Anesthesia
 - g. Clinical Laboratory Medicine
 - h. Dentistry
 - i. Internal Medicine
4. Accredited programs expanding degree options to include baccalaureate options must inform CVTEA of this change but an additional level of accreditation will not be granted.

APPENDIX E

**APPLICATION FOR ACCREDITATION OF PROGRAM FOR
EDUCATING VETERINARY TECHNICIANS**

Name of Institution: _____

Address: _____ City: _____ State _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Program Website: _____

Application is hereby made to the American Veterinary Medical Association

for accreditation of, _____
(name of program)

in accordance with the published "Standards of an Acceptable Program for Educating Veterinary Technicians."

Degree(s)/Certificate Granted: _____

Documents submitted by the school and a site visit at the expense of this institution must produce evidence of qualification satisfactory to the AVMA Committee on Veterinary Technician Education and Activities for the program to be classified "Accredited." Programs applying for re-accreditation must submit their self-evaluation report 6 weeks prior to the site visit.

New Programs:

Provide documentation that the institution meets Standard I – Institutional Accreditation. Provide an outline of the program curriculum showing suggested course sequencing. Provide a list of current Program faculty.

Indicate anticipated graduation date of first class: _____
(Site visits are usually conducted once the initial class has completed about 3/4 of the curriculum)

Indicate preference for site visit (month/year): _____

An initial application fee of \$2,500 is due along with the self-evaluation report 8 weeks prior to the site visit.

Print and then Sign Name:
Chief Executive Officer of Institution _____

Print and Sign Name:
Department Head/Division Dean _____

Print and Sign Name:
Director of Program _____

Indicate credentials: _____

Date: _____

Send to:
American Veterinary Medical Association
Education and Research Division
1931 N. Meacham Rd., Suite 100
Schaumburg, IL 60173-4630

APPENDIX F

SELF-STUDY SUBMISSION GUIDELINES

The purpose of the self-study is to:

- a. Provide the program with an opportunity to describe and evaluate its educational process in detail,
- b. Allow the program to take corrective action to improve its organizational efficiency and the quality of the educational services,
- c. Ensure that the program is properly oriented and prepared for a site visit, and
- d. Provide the site team with a complete and accurate description of all facets of the program.

You will need to prepare **five** copies of your Self-Study Report. Please mail one copy of your report, along with a College catalog, to each of the five evaluation team members. AVMA staff will provide the mailing addresses of the team members as they are identified. Please be sure to track your packages and call or email the AVMA office to confirm when the reports have been shipped. In addition, please email a copy of your self-study report (appendices not necessary) to the AVMA office at jhorvath@avma.org.

All Self-Study Reports should be:

1. Authored by the Program Director or Interim Program Director and reviewed and approved by any necessary institutional personnel.
2. Limited to 50 pages for the narrative section and 50 pages for the appendices. Course outlines may be submitted on CD-ROM or as a separate bound booklet.
3. Single-sided, single-spaced.
4. Page numbered (including appendices).
5. Sectioned by Standard, with each section and appendix separated by a tab. Tabs should be numbered to coincide with the Standard.
6. Spiral bound (GBC) with a soft cover. Please, no three-ring binders unless spiral binding is economically not feasible.
7. Concise, yet complete. Please be judicious in the amount of material included in the report. (i.e., CVs of faculty should be brief and feedback questionnaires should be summarized). If you are unsure as to whether or not to include something, please call the AVMA office

The following are examples of information that should be appendices rather than included in the body of the report:

- a. Organizational charts
- b. Advisory committee roster and last meeting minutes
- c. Facility diagrams and pictures
- d. USDA Inspection Reports
- e. IACUC roster and minutes of last two meetings
- f. Student handbooks or orientation materials
- g. Faculty information
- h. Curriculum and course outlines
- i. Sample graduate and employer surveys
- j. Memoranda of understanding with off-campus providers of instructional support

Note: Please do not send listings of veterinary technology-related books, or individual survey responses. Upon review of the self-study, you will be notified if additional information is needed prior to the site visit. All information should be thorough, but as condensed as possible.

APPENDIX G

**SELF-STUDY REPORT
Accreditation Information and Self-Evaluation**

Report of _____

(title of program)

(name of college or school)

(address)

Report by _____
(name) (official position)

Signature of Author: _____

Date _____ Telephone Number _____ Email: _____

To save time for all concerned during the evaluation visit, and to ensure accuracy of the records of AVMA, please see Appendix F for submission guidelines. If an index or table of contents can be provided with the material submitted, it will greatly enhance the review process.

Administration, faculty, and students should be fully involved in the self-study, and any active advisory committees should have an opportunity for input before the final report is sent to CVTEA. Self-evaluation should be an ongoing activity of the program. This form is offered as a general outline for the report. Please discuss each major section in detail in narrative form.

Principal Administrative Officers (if titles are not applicable, please provide appropriate terms)

A. President or Chief Executive _____
Officer of College or School

Signature: _____

B. Dean of Academic Affairs _____

C. Dean of Student Affairs _____

D. Director of Financial Affairs _____

E. Department Head/Division Dean _____

F. Director of Program for _____
Educating Veterinary Technicians

Introduction

- A. Please provide a brief history of the program.
- B. Note the strengths and challenges of the program.
- C. Do any critical, major, or minor recommendations from your last accreditation evaluation remain unmet? If so, please describe.

I. Institutional Accreditation

- A. Which agency recognized by the United States Department of Education accredits the parent institution?

II. Finances

- A. Please fill out the following financial page.

	Two Years Past	Prior Year	Current Year (Budgeted)
TOTAL INSTITUTIONAL OPERATING BUDGET:			
<i>PROGRAM REVENUE:</i>			
State appropriated funds			
Federal funds			
Student tuition and fees			
Grants			
Other (specify)			
Total Revenue of Program			
<i>PROGRAM EXPENDITURES:</i>			
Personnel (include numbers/category)			
Veterinarians ()			
Credentialed Veterinary Technicians ()			
Other Technical Personnel ()			
Other Instructional Personnel ()			
Non-academic Personnel ()			
Benefits on salaries ()			
Equipment			
Supplies			
Other (specify)			
Total Expenditures of Program			
<i>FOR PROPRIETARY SCHOOLS:</i>			
Total Assets of Institution			
Total Liabilities of Institution			

- B. What would be the theoretical total cost for student who is a resident of the state (if applicable) to complete the program, based on current tuition, fees, and equipment, books, and related costs.

- C. Are program-specific scholarships or grants available?
- D. Is the present budget adequate for program needs?
- E. Are changes in the present budget needed? If so, what?
- F. What provisions are made for emergency needs outside the established budget?

III. *Organization and Communications*

- A. What is the primary focus (mission) of the program (companion animals, equine, food-producing animals, laboratory animal medicine)?
- B. Communications
 - 1. Indicate organizational placement of the program within the institution and describe the line of communication between the program and the institution's administration.
 - 2. Provide membership of the advisory committee and copies of the minutes of the last two advisory committee meetings.
 - 3. Are improvements in communications needed? If so, what improvements are planned?

IV. *Physical Facilities and Equipment*

- A. Provide photographic or video picture of your facilities. Give a narrative description of facilities used by the program.
- B. Classrooms, laboratories, animal holding areas, and clinical facilities:
 - 1. Discuss the adequacy of rooms and areas, including adequacy of lighting and ventilation.
 - 2. What changes are needed, if any?
 - 3. Is the program registered with the U.S. Department of Agriculture (USDA)? If so, include a copy of the latest USDA inspection report and responses to deficiencies noted.
- C. Equipment for classrooms, laboratories, and clinics:
 - 1. What required equipment is not available, if any? (refer to Appendix H *Instructional Resources and Equipment List as a guide; do not submit table*)
 - 2. What non-essential equipment is desired?
- D. Office and program storage space:
 - 1. Is office space adequate for needs, including privacy of student counseling?
 - 2. Discuss or describe storage space provided for program.
 - 3. What changes are needed, if any?
- E. Off-campus clinical sites for primary instruction of student skills (other than externships/practicums), if used:
 - 1. List and describe sites used.
 - 2. Are memoranda of understanding in place with off-campus providers of instructional support that clearly indicate the responsibilities of the sites, the program, and program students?
 - 3. How are these sites used in the delivery of instruction?
 - 4. How many students are at each site at a given time?
 - 5. Who is responsible for validating the acquisition of requisite competencies at these sites, and how is that validation verified?
 - 6. How are student learning activities at these sites monitored by program personnel?
- F. Briefly describe any emergency preparedness or disaster plans in place. (Appendix A)

V. Resources for Clinical Instruction

A. List species of animals and numbers of each available for teaching purposes.

**Species preceded by an asterisk are required. All others are recommended.*

	OWNED BY THE PROGRAM	AVAILABLE
COMPANION ANIMALS		
*Cats		
*Dogs		
*Horses/ponies		
FOOD ANIMALS		
*Cattle		
Goats		
Poultry		
Sheep		
Swine		
LABORATORY & EXOTIC ANIMALS		
Gerbils		
Guinea pigs		
Hamsters		
*Mice		
Non-human primates		
*Rabbits		
*Rats		
*Birds		
Fish		
Reptiles		
Other – please specify		

- B. How does the program ensure that adequate numbers of animals are available to provide sufficient hands-on experiences for each student?
- C. What is the student to animal ratio for clinical labs?
- D. From where are animals that are used in the program procured? If using sources such as animal shelters, do you have memoranda of understanding with these sources?
- E. How are animals transported from the sources to the program?
- F. Provide membership of the required institutional animal care and use committee (IACUC) and copies of the minutes of the last two meetings.
- G. Who is in charge of animal care?
- H. How are teaching models used in program instruction?
- I. If clinical services are provided to the public, how are these used to enhance program student educational experiences?

VI. Library and Informational Resources

A. Library operations:

- 1. How many hours per week is the library open? Provide daily hours.
- 2. What is the seating capacity?
- 3. How is the library staffed? What are the credentials of library personnel?
- 4. Where is the library located in relation to the Program facilities?

B. Library veterinary technology-specific holdings:

- 1. How many books specifically relate to veterinary technology?
- 2. How many periodicals specifically relate to veterinary technology?
- 3. What databases are available that pertain to veterinary technology?
- 4. What types of autotutorial and/or other learning resources are available to the veterinary technology students, including space, materials, personnel, computers and other equipment?

- C. How much money is allocated to veterinary technology-related acquisitions?
- D. Evaluation:
 1. Are library facilities adequate?
 2. Are library holdings of reference books and periodicals current and adequate?
 3. What changes in library services would benefit the program?
 4. What methods are used to encourage students to use the library?

VII. Admissions

- A. Maximum number of students to be admitted to program in each enrollment period.
- B. Number of enrollments per year.
- C. Number of qualified applicants for each enrollment period for the current first year of the program.
- D. Number of students entering each enrollment period for the present first-year class.
- E. Describe procedure for selecting first-year students:
 1. Minimal scholastic requirements, tests used, interview system, documentation required, and special provisions for out-of-state students, if applicable.
 2. How are program personnel involved in the admissions process for program students?
 3. What changes in admission requirements would benefit the program?

VIII. Students

- A. Institutional enrollment:
 1. Total head count:
 2. Full-time equivalent:
- B. Number of students presently at each stage of the curriculum: (If the program offers more than one option, provide numbers for each program option separately)
 1. First year:
 2. Second year:
 3. Third Year (if applicable):
 4. Fourth Year (if applicable):
- C. What is the maximum capacity of your program per incoming class?
- D. Do you anticipate this number changing in the next two years? If yes, what is the anticipated maximum number in the next two years?
- E. What percentage of incoming students have previous college experience? Degrees?
- F. If enrollment takes place at more frequent intervals, please show current enrollment in each academic term.
- G. Provide attrition information for current and past two academic years by describing how many students entered the program, how many students were lost within the first year, and how many were lost from enrollment until graduation.
- H. Provide number of graduates for each of the past four years including, the current year to date. (If graduation occurs several times each year, show numbers of graduates in each academic term.) (Provide numbers for each program option separately)
- I. For new programs, when will the first class graduate?
- J. How are safety issues addressed? (see *Statement on Safety*, Appendix A)
 1. Provide program policy for student pregnancy.
 2. Provide program student rabies vaccination policy.
- K. Describe student support services, including academic and personal counseling.
- L. Describe the activities of the student veterinary technician organization.
 1. How do the organization's activities contribute to the quality of the program?
 2. Is the student organization an institutional member of the National Association of Veterinary Technicians in America (NAVTA) and the state veterinary technician organization?
 3. What percentages of students are active in the organization?
- M. Through what channels do students have input to the program's policies and curriculum?

IX. Faculty and Staff

- A. Number of faculty/staff and full-time equivalents (FTE) devoted to the veterinary technology program and

salary information. Only include faculty/staff from other departments who teach core veterinary technology courses to program students:

RANK	HEAD COUNT	FTE	MAXIMUM SALARY	MINIMUM SALARY	AVERAGE PAID CURRENT YEAR	LENGTH OF CONTRACT (9-month, 10-month, 12-month)
Program Director						
Veterinarian Instructor						
Non-Veterinarian Instructor						
Credentialed Veterinary Technician						
Other Program Instructors (specify)						

B. Provide the following information for each faculty/staff member assigned one-quarter time or more to the veterinary technology program:

Name	Credentials and Education, Dates and Degrees	Title or Rank	Date of Original Appointment	Full- or Part-Time or Adjunct	Average Teaching Load Per Semester / Quarter	Professional Association Memberships

- C. Is the program instructional staffing adequate for program needs? If not, what are those needs?
- D. Describe clerical support available to program
- E. Are institutional policies for the following adequate, if not, explain: *(Please do not include the faculty handbook)*
 - 1. Attendance at scientific meetings, explaining financial arrangements
 - 2. Retirement plan
 - 3. Consultation or outside work by faculty
 - 4. College support and requirements for professional education and self-improvement of faculty and staff.
- F. Personnel issues:
 - 1. Are salaries adequate?
 - 2. Discuss faculty and staffing continuity and stability.
 - 3. Describe the policy and financial provision for part-time faculty, the number currently used in the program, and how they are used in the program.
 - 4. Who is responsible for hiring and dismissal of program faculty members and support personnel?
 - 5. How is teaching effectiveness evaluated?
 - 6. Describe any changes needed in personnel policies.

X. Curriculum

- A. Total number of credit hours:
 - a. Based on quarters or semesters?
- B. What degree(s) (or certificate) is/are granted?
- C. Provide the program curriculum showing suggested course sequencing.
- D. Student time involved in classes:
 - 1. Hours per week
 - 2. Weeks per term
 - 3. Terms per year
 - 4. Externship/preceptorship (hours required)
- E. College calendar:
 - 1. Date present academic year began:
 - 2. Date present academic year will end:
- F. Provide a brief catalog-style (outline) description for each core veterinary technology course. (Do not repeat student attendance, honesty, grading, conduct policies).
- G. Provide two examples of standardized criteria used for evaluating student acquisition of skills.
 - 1. Describe how standardized criteria are used to ensure that all students have completed all required tasks and have been assessed using the defined criteria.
 - 2. Who is responsible for evaluating skills acquisition in the program?
- H. Describe off-campus assignments (preceptorships, internships, externships, affiliations, practicums, field trips).
 - 1. Are memoranda of understanding used that delineate the expectations of all parties?
 - 2. Are there criteria in place for onsite supervisors to assess student performances?
 - 3. How are student learning activities at these sites monitored by program personnel?
- I. What changes in the curriculum, if any, are being considered?
- J. Describe use of distance learning (if any) or any anticipated use (if not a DLP). (See *Guidelines for Off-Campus Clinical Instruction*, Appendix C.)
- K. Describe efforts to instill habits of life-long learning, including continuing education offerings.

XI. Outcomes Assessment

- A. Submit copies of summary sheets of VTNE information as provided by PES for the last five years.
- B. If a state veterinary technician examination is used, please report data for the past five years, including current year to date.
- C. Provide summaries of assessments of:
 - 1. Surveys of graduates indicating educational preparedness and employment satisfaction.
 - 2. Surveys of employers of graduates indicating satisfaction with graduates.
 - 3. Evaluation of faculty and staff related to adequacy of clinical resources, facilities and equipment, library resources, and preparedness of graduates.
 - 4. Any other method of assessment used.
- D. Provide numbers of surveys sent out and numbers received.
- E. Please have representative samples of surveys available for site team perusal at the site visit.
- F. How is collected data from graduates and employers used to improve the program?
- G. How is feedback from the advisory committee used for program improvement?
- H. How is data from VTNE results and applicable state examinations used for program improvement?
- I. Are Program graduates prepared with entry-level skills?

APPENDIX H

INSTRUCTIONAL RESOURCES AND EQUIPMENT LIST

This list is designed to monitor resources used in educating veterinary technicians. Items must be owned or available for primary teaching.

<i>*Species preceded by an asterisk are required. All others are recommended.</i>
COMPANION ANIMALS
*Cats
*Dogs
*Horses/ponies
FOOD ANIMALS
*Cattle
Goats
Poultry
Sheep
Swine
LABORATORY & EXOTIC ANIMALS
Gerbils
Guinea pigs
Hamsters
*Mice
Non-human primates
*Rabbits
*Rats
*Birds
Fish
Reptiles

<i>*Items preceded by an asterisk are required. All others are recommended.</i>
INSTRUCTIONAL EQUIPMENT
*Camera
*Computer
AUDIOVISUAL
*LCD projector/power point
*Television/monitor
Video camera
*Video recorder/player
SPECIMENS, MODELS
*Large animal skeleton/limbs
*Small animal skeleton
CLINICAL EQUIPMENT
Anesthesia machine – large animal
*Anesthesia machine – small animal
Halothane (Fluothane)
*Isoflurane
Sevoflurane
*Non-rebreathing system
*Waste anesthetic gas exhaust system

<i>*Items preceded by an asterisk are required. All others are recommended.</i>
Animal gurney or stretcher
*Autoclave
*Bandaging/casting material
*Bathing equipment
*Blood pressure monitoring equipment
*Cages complying with federal regulations
*Cardiac monitor
*Controlled drug cabinet
Defibrillator
*Dehorner
*Dental instruments – large animal—dental floats
*Dental instruments – small animal—ultrasonic scaler and polisher
*Electric clippers
Electrocardiograph
Electrosurgical equipment
*Emasculator
*Emergency crash kit with accessible drugs, supplies and equipment
*Endotracheal tubes
*Esophageal stethoscope
*Examination tables
Fiberoptic endoscope
Gas sterilizer
*Hoof trimmers and picks
*Microchip Scanner
*Nail trimmers
Obstetrical instruments – large animal
*Ophthalmoscope
*Oral dosing equipment
*Laboratory Animal
*Large animal
*Small animal
Oral speculum – large and small animal
*Orthopedic equipment
*Otoscope
*Oximeter/capnograph
*Scales, animal
*Stethoscope
*Surgical instruments, basic
*Surgical lights
Surgical suction
*Surgical tables
*Syringes, multiple dose
*Tonometer
*Tourniquet
*Tubes – feeding and gavage
Ultrasound machine
*Vaginal speculum
Ventilator
*Warming pad/blanket
RESTRAINT EQUIPMENT

<i>*Items preceded by an asterisk are required. All others are recommended.</i>
*Laboratory Animal
*rodent
*rabbit
Large animal
*Cattle chute
*Twitch
Nose tongs
*Ropes
Hog snare
Small animal
*Elizabethan collar
*Restraint pole
*Muzzle
<i>LABORATORY EQUIPMENT</i>
Autoanalyzer
Automated diluter
*Blood mixer/rocker
*Centrifuge
*Clinical chemistry analyzer
*Differential blood cell counter
*Electronic blood cell counter
*Hand tally cell counter
*Hemocytometer
*Incubator
*Microhemotocrit centrifuge
*Microscopes
*Refractometer
*Scales, laboratory
<i>RADIOGRAPHIC, IMAGING EQUIPMENT</i>
*Aprons & gloves, lead lined
*Automatic film processor
*Calipers
*Cassette holders
Digital film processor
*Film
*Film identification markers
Hand dark room and developing equipment
*High speed/rare earth screens
Lead eyeglasses
*Lead thyroid collar
*Radiation safety badges
*Storage racks for gloves and aprons
*X-ray machine – fixed
*X-ray machine – portable
*X-ray viewer

APPENDIX I

VETERINARY TECHNOLOGY STUDENT ESSENTIAL AND RECOMMENDED SKILLS LIST

Updated February 2009

The Essential and Recommended Skills List (Skills List) is a resource for veterinary technology programs to utilize for curriculum development and instruction as well as an accreditation monitoring tool for CVTEA. The Skills List represents the complex role of the veterinary technician and encourages instruction in motor, critical thinking and clinical application skills at the entry veterinary technician level. A veterinary technician student, having completed the curriculum, will have gained the prerequisite knowledge and perspective to enable him/her to carry out the following decision making abilities.

The program must provide documentation of standard criteria for evaluating each student's completion of every essential skill. These criteria must be consistent with standards that reflect contemporary veterinary medicine.

Although the Skills List will serve as a foundation on which to build each program's curriculum, Veterinary Technology instructors are encouraged to expand the list with additional skills representing current trends in veterinary medicine.

Required tasks are denoted by an asterisk (*).

Italicized text denotes hands-on (psychomotor) skills; all other text denotes didactic (knowledge-based) skills.

Skills indicated by the designation [GROUP] may be performed by a group of program students. The appropriate size of the group will be determined by the task being performed taking into account humane treatment of the subject animal. Each member of the group must play an active role in the completion of the task.

Students are expected to physically perform skills that are italicized.

1. OFFICE AND HOSPITAL PROCEDURES, CLIENT RELATIONS, and COMMUNICATION

Management

Skill: Participate in facility management utilizing traditional and electronic media and appropriate veterinary medical terminology and abbreviations.

Tasks:

- Schedule appointments, admit, discharge and triage according to client, patient and facility needs through phone and in-person contact*
 - Recognize and respond to veterinary medical emergencies*
- Create and maintain individual client/patient records, vaccination certificates, and other appropriate forms*:
 - develop computer skills*
 - be able to utilize common management software programs*
 - be familiar with veterinary on-line services*
- Perform basic filing of medical records, radiographs, lab reports, etc.*
- Create and maintain all appropriate facility records and logs in compliance with regulatory guidelines (e.g., x-ray, surgery, anesthesia, laboratory, controlled substance)*
- Manage inventory control*
- Recognize roles of appropriate regulatory agencies*
- Maintain appropriate disposal protocols for hazardous materials*
- Establish and maintain appropriate sanitation and nosocomial protocols for a veterinary facility, including patient and laboratory area*
- Handle routine financial transactions*

Decision-making abilities: Taking into account the characteristics of the facility, patients and clients, the veterinary

(*)

technician will effectively contribute to the professional and efficient operation of the facility in order to provide maximum benefits to clients, patients, and the facility.

Communication

Skill: Communicate in a professional manner in all formats – written, oral, non-verbal, and electronic.

Tasks:

- Apply understanding of interpersonal skills and team dynamics in all aspects of team dynamics*
- Utilize interpersonal and public relations skills*
- Demonstrate telephone etiquette*
- Recognize the legality of the veterinary-client-patient relationship*
- Develop and provide client education in a clear and accurate manner at a level the client understands (i.e., oral and written form, including educational handouts) *
- Apply crisis intervention/grief management skills with clients*

Decision-making abilities: Taking into account the patient, client, staff and circumstances, the veterinary technician will effectively and accurately acquire and convey information utilizing an appropriate communication mode.

Laws and Ethics

Skill: Follow and uphold applicable laws and the veterinary technology profession's ethical codes to provide high quality care to patients.

Tasks:

- Understand and observe legal boundaries of veterinary health care team members*
- Interact professionally with clients and fellow staff members*
- Demonstrate a commitment to high quality patient care*
- Respect and protect the confidentiality of client and patient information*

Decision-making abilities: Given knowledge of legal limitations and applicable ethical standards, the veterinary technician will carry out her/his duties within appropriate legal boundaries and maintain high ethical standards to provide high quality service to clients, patients, employers and the veterinary profession.

2. PHARMACY and PHARMACOLOGY

Administration

Skill: Safely and effectively administer prescribed drugs to patients.

Tasks:

- Prepare medications; label and package dispensed drugs correctly*
- Read and follow veterinarian's pharmacy orders*
- Recognize groups of drugs, their mechanisms, and clinically relevant side effects*
- Recognize the safe and effective manner in which vaccines must be administered; recognize and explain common side effects*
- Accurately perform appropriate calculations; use weights and measures correctly*
- Safely and effectively administer drugs by common parenteral and enteral routes; be able to explain appropriate

(*)

routes and methods and when used*

- Monitor therapeutic responses*
- Demonstrate the ability to accurately record medical information*
- Demonstrate understanding of regulations governing maintenance of controlled substances log book*
- Demonstrate compliance with all federal regulatory guidelines for drug purchase, storage, administration, withdrawal, dispensing, disposal, and inventory control (e.g., biologics and therapeutic agents, pesticides, and hazardous wastes)*

Decision-making abilities: Given the characteristics of the patient, the instructions of the veterinarian and the medication to be used, the veterinary technician will calculate the correct amount of medication in the prescribed form and administer it by the prescribed route to maximize therapeutic benefits and minimize the potential for adverse effects. The veterinary technician shall also be able to differentiate between abnormal and normal responses to medication.

Dispensing

Skill: Accurately dispense and explain prescribed drugs to clients.

Tasks:

- Given a drug order, properly prepare medications for dispensing, including performing accurate calculations*
- Demonstrate compliance with regulations governing prescription drugs versus over-the-counter drugs*
- Demonstrate understanding of regulations governing maintenance of controlled substances log book*
- Demonstrate compliance with all federal regulatory guidelines for drug purchase, storage, administration, withdrawal, dispensing, disposal, and inventory control (e.g., biologics and therapeutic agents, pesticides, and hazardous wastes)*
- Relay drug information to clients (e.g., handling, storage, administration, side-effects, drug interactions, safety, reasons for use of drug) *

Decision-making abilities: Given the characteristics of the patient, the instructions of the veterinarian and the medication to be used, the veterinary technician will (1) accurately calculate and dispense the correct form and dose of medication and (2) communicate necessary client information in order to maximize safety, compliance with prescribed therapy and successful treatment of the patient. The veterinary technician should also be proficient at performing inventory control procedures.

3. NURSING

Patient assessment

Skill: Demonstrate and perform patient assessment techniques in a variety of animal species.

Tasks:

- Recognize common domestic animal species and breeds*
- Describe and use common animal identification methods*
- Demonstrate effective and appropriate restraint techniques for various animal species:
 - *properly restrain dogs and cats for procedures**
 - *encage and remove small animals from cages**
 - *apply dog muzzle safely**
 - *apply Elizabethan collar**
 - *use restraint pole and other restraint aids*[GROUP]*
 - *halter, tie, and lead horses**

Required tasks are denoted by an asterisk

(*)

- *restrain birds**
- *restrain pocket pets and exotics*
- *restrain cattle and horses**
 - ◇ *apply twitch (horses) * [GROUP]*
 - ◇ *apply bovine tail restraint*
 - ◇ *apply bovine halter**
- *restrain sheep and swine*
- *load large animals*
- Obtain a thorough patient history*
- Demonstrate the ability to obtain objective patient data:
 - *temperature (dog, cat, horse, cow)**
 - *pulse (dog, cat, horse, cow)**
 - *respiration (dog, cat, horse, cow)**
 - *auscultate heart/lungs**
 - *assess hydration status*
- Properly collect diagnostic specimens for analysis (ex: urine, blood, feces, specimens for cytology)*
 - Perform venipuncture:
 - *cephalic (dog, cat)**
 - *jugular (dog, cat, horse, ruminant)**
 - *saphenous (dog)**
 - *medial femoral (dog, cat)*
 - *sublingual (dog)*
 - *ear (swine, rabbit)*
 - *coccygeal (cow)*
 - *anterior vena cava (pig)*
 - Collect urine sample:
 - *catheterize male* and female dogs [GROUP]*
 - *catheterize female cat*
 - *catheterize male cat* [GROUP]*
 - *collect voided urine sample (small animal)**
 - *perform cystocentesis (small animal)* [GROUP]*
 - *catheterize large animal*
- Prepare diagnostic specimens for shipment*

Decision-making abilities: Given the characteristics of the patient, the veterinary technician will safely and efficiently obtain subjective and objective patient data that will allow accurate evaluation of the patient's physical status with minimum stress and maximum safety.

Patient care

Skill: Understand and demonstrate husbandry, nutrition, therapeutic and dentistry techniques appropriate to various animal species.

Tasks: Husbandry

- Grooming:
 - Demonstrate understanding of therapeutic bathing, basic grooming, and dipping of small animals*
 - *trim nails (dogs, cats, birds, exotic/special species)**
 - trim hooves (ruminant, horses)
 - *apply equine tail and leg wraps**
 - *express canine anal sacs**

Appendix I

Required tasks are denoted by an asterisk

- (*)
 - *clean and medicate ears (dog, cat)**
 - *clean sheath (horse)*
 - *Perform microchip scanning and implantation*
 - *Environmental conditions: implement sanitation procedures for animal holding and housing areas**
 - *Demonstrate understanding of permanent identification**
 - *Demonstrate understanding of breeding/reproduction techniques**
 - *Demonstrate understanding of care of orphan animals*
 - *Demonstrate understanding of nursing care of newborns**

Decision-making abilities: Given the characteristics of the patient, the veterinary technician will implement appropriate husbandry techniques to enhance wellness and reduce risk of disease, injury and stress.

Tasks: Nutrition

- *Understand life stage energy and nutrient requirements of well animals (dog, cat, horse, cow)**
- *Identify common grains and forages*
- *Understand key nutritional factors in disease conditions**
 - *be familiar with therapeutic foods**
- *Understand current developments in nutritional supplements and additives including benefits and potential toxicities**
- *Understand and identify substances that when ingested result in toxicity:*
 - *identify common poisonous plants**
 - *be familiar with substances (organic and inorganic) that cause toxicity**
- *Develop and communicate hospital nutrition protocols**

Decision-making abilities: Given the characteristics of the patient, the veterinary technician will understand appropriate and inappropriate dietary components for various life stages and therapeutic regimens (e.g., therapeutic foods) in order to promote optimal health, enhance recovery and manage chronic disease conditions. The veterinary technician will also explain nutritional recommendations to clients and reinforce owner compliance.

Tasks: Therapeutics

- *Administer parenteral medications:*
 - *subcutaneous**
 - *intramuscular**
 - *intra dermal*
 - *intraperitoneal*
 - *intramammary (mastitis therapy only)*
 - *intravenous**
- *Administer enteral medications:*
 - *balling gun (ruminant)**
 - *dose syringe (ruminant, horse)**
 - *gastric intubation (small animal)* [GROUP]*
 - *hand pilling (dog, cat)**
 - *gastric lavage (dog)*
 - *dose syringe (pig)*
 - *oral speculum and stomach tube (ruminant)*
 - *nasogastric intubation (small animal, horse)*
- *Administer topical medications (including eye meds)**
- *Perform ocular diagnostic tests (including tonometry, fluorescein staining and Schirmer tear test)**
- *Administer enemas* [GROUP]*
- *Collect/evaluate skin scrapings**

Required tasks are denoted by an asterisk

(*)

- ❑ Fluid therapy:
 - *administer subcutaneous fluids**
 - *place intravenous catheters (cephalic*, saphenous*, jugular)*
 - *maintain and care for catheters**
 - *determine/maintain fluid infusion rate**
 - *monitor patient hydration status**
 - *develop familiarity with fluid delivery systems**
- ❑ *Apply and remove bandages and splints**
- ❑ *Remove casts*
- ❑ *Develop understanding of wound management and abscess care**
- ❑ *Perform physical therapy:*
 - *hydrotherapy*
 - *post-operative*
 - *orthopedic*
 - *neurological*
 - *explain care of recumbent patient**
- ❑ *Perform critical care:*
 - *maintain chest, tracheostomy, pharyngostomy tubes*
 - *collect, crossmatch, and give blood transfusions*
- ❑ *Apply established emergency protocols:*
 - *maintain emergency medical supplies/crash cart**
 - *perform first aid and cardiopulmonary resuscitation (simulation acceptable)**
 - *use ambu bag**
 - *apply emergency splints and bandages**

Decision-making abilities: Given the directions of the veterinarian and the characteristics of the patient, the veterinary technician will carry out appropriate therapeutic techniques in order to achieve maximum health benefits for the patient.

Tasks: Dentistry

- ❑ *Perform routine dental prophylaxis (manual and machine)**
- ❑ *Understand client education regarding home care**
- ❑ *Float teeth*
- ❑ *Clip teeth*

Decision-making abilities: Given the characteristics of the patient, the veterinary technician will recognize a patient's dental health status and perform techniques, as prescribed by a veterinarian, appropriate to the species and its condition in order to promote and maintain dental health.

4. ANESTHESIA

Patient management

Skill: Safely and effectively manage patients in all phases of anesthetic procedures.

Tasks:

- ❑ *Calculate dosages of appropriate anesthetic-related drugs**
- ❑ *Administer anesthetic-related drugs by injection, mask, induction chamber or endotracheal tube**
- ❑ *Place endotracheal tubes in patients when appropriate**
- ❑ *Utilize clinical signs and appropriate equipment to monitor patient status in all stages of anesthetic procedures (e.g., esophageal stethoscope, Doppler, pulse oximeter)**
- ❑ *Evaluate patient and implement and evaluate pain management protocols**

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- ❑ Recognize and respond appropriately to patients in compromised states*
- ❑ Perform appropriate resuscitation procedures as needed (e.g., calculate and administer appropriate anesthetic antagonists and emergency drugs as directed)*
- ❑ Complete controlled drug log

Decision-making abilities: Given the characteristics of the anesthetic patient and the procedure being performed, the veterinary technician will work with the veterinarian to:

1. Assess the patient's risk status and determine appropriate anesthetic and perianesthetic protocols to provide effective pain management and maximum anesthetic safety and effectiveness.
2. Choose and utilize appropriate techniques and equipment to accurately and effectively monitor the patient's ongoing status before, during and after anesthesia to provide for adequate anesthesia, analgesia and a safe recovery.

Equipment/facility management

Skill: Safely and effectively select, utilize and maintain anesthetic delivery and monitoring instruments and equipment.

Tasks:

- ❑ *Maintain and operate anesthetic delivery and monitoring equipment:*
 - *pulse oximeter**
 - *esophageal stethoscope**
 - *electrocardiograph (e.g., recognize abnormal rhythms/audible sounds, properly apply leads)**
 - *anesthetic machines, including rebreathing systems, non-rebreathing systems induction chambers and masks**
 - *endotracheal tubes**
 - *ambu bag**
 - *scavenging systems**
 - *oxygen sources**
 - *respiratory monitors**
 - *blood pressure monitoring devices**
 - *laryngoscopes**
 - *ventilator*
 - *defibrillator*

Decision-making abilities:

1. Given the characteristics of the anesthetic instruments and equipment being used, the veterinary technician will recognize and respond appropriately to equipment malfunctions or inappropriate equipment setup in order to ensure proper function and provide maximum benefit to the patient.
2. Given the requirements of the anesthetic protocol, the veterinary technician will select, evaluate and adjust equipment to ensure proper function and provide maximum benefit to the patient.

5. SURGICAL NURSING

It is essential that technicians have knowledge of routine surgical procedures and related equipment. Direct involvement with all procedures will not be required, but students should have experience with most of those listed. The following procedures are intended to be suggestive of surgical procedures that may be common in a veterinary practice and the technician's education may not necessarily be limited to the items listed:

- ovariohysterectomy – dogs and cats*
- cesarean section – all common species*

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- orthopedic procedures*
- castration – all common species*
- tail docking*
- onychectomy – dogs and cats*
- laparotomies – all common species*
- dystocias in common species*
- dehorning – cattle and goats*
- prolapsed organs – common types, species, and incidence*

Patient management

Skill: Understand and integrate all aspects of patient management for common surgical procedures in a variety of animal species.

Task:

- Properly identify patients and surgical procedures*

Decision-making abilities: Given the characteristics of the patient and the surgical procedure to be performed, the veterinary technician will use medical records and patient identification methods to assure that the patient and scheduled procedures are correct.

Task:

- Patient assessment:
 - organize medical records/consent forms*
 - review pre-operative evaluation*
 - evaluate current patient status*
 - coordinate anesthesia*

Decision-making abilities: Given the characteristics of the patient and the surgical procedure to be performed, the veterinary technician will obtain the patient's vital signs, note any specific physical abnormalities, ensure pre-surgical tests have been completed and report the patient assessment to the veterinarian.

Task:

- Prepare surgical site using aseptic techniques**

Decision-making abilities: Given the characteristics of the patient and the surgical procedure to be performed, the veterinary technician will identify the appropriate area of hair to be removed and select appropriate methods to reduce microbial flora on the skin in the area of surgical site in order to decrease the chance of surgical wound contamination.

Task:

- Position patient for common procedures**

Decision-making abilities: Given the characteristics of the patient and the surgical procedure to be performed, the veterinary technician will position the patient appropriately to provide maximum convenience for the surgeon and maximum safety and benefit for the patient.

Task:

- Provide surgical assistance:
 - *maintain proper operating room conduct and asepsis**
 - *assist with care of exposed tissues and organs**
 - *properly pass instruments and supplies**

Required tasks are denoted by an asterisk

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- operate and maintain suction and cautery machines*
- understand the principles of operation and maintenance of fiber optic equipment*
- *keep operative records**
- *perform basic suturing techniques*

Decision-making abilities: Given the characteristics of the patient and the surgical procedure to be performed, the veterinary technician will understand and utilize appropriate aseptic techniques to assist operative personnel in order to provide maximum safety and benefit to the patient.

Task:

- Coordinate pain management with the anesthesia/surgical team*

Decision-making abilities: Given the characteristics of the patient and the surgical procedure to be performed, the veterinary technician will assure that anesthetic and post-operative pain management protocols are appropriate to provide maximum safety and benefit to the patient.

Task:

- Provide post-operative care:
 - pain management*
 - fluid therapy*
 - adequate nutrition*
 - wound management*
 - bandaging*
 - discharge instructions*
 - *suture removal**

Decision-making abilities: Given the characteristics of the patient and the surgical procedure to be performed, the veterinary technician will understand and administer the appropriate methods of post-operative care to assure maximum safety and benefit to the patient.

Procedural management

Skill: Understand and provide the appropriate instruments, supplies and environment to maintain asepsis during surgical procedures.

Tasks:

- *Prepare surgical instruments and supplies**
- *Prepare gowns, masks, gloves, and drapes**
- *Operate and maintain autoclaves**
- *Sterilize instruments and supplies using appropriate methods**
- Identify and know proper use for instruments*
- Identify common suture materials, types, and sizes*
- *Provide operating room sanitation and care**
- Maintain proper operating room conduct and asepsis*
- *Perform post-surgical clean-up (e.g., equipment, instruments, room, proper disposal of hazardous medical waste)**

Decision-making abilities: Given the characteristics of the patient and the surgical procedure to be performed, the veterinary technician will properly select, wrap and sterilize appropriate instruments and supplies and prepare and maintain the surgical environment to ensure maximum safety and benefit to the patient.

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6. LABORATORY PROCEDURES

Specimen management

Skill: Properly package, handle and store specimens for laboratory analysis.

Tasks:

- Prepare specimens for diagnostic analysis**
- Select and maintain laboratory equipment**
- Implement quality control measures* [GROUP]*
- Ensure safety of patients, clients and staff**

Decision-making abilities:

1. Given the characteristics of the patient and the requested analysis, the veterinary technician will properly prepare, handle and submit appropriate samples for diagnostic analysis in order to ensure maximum accuracy of results.
2. Given the characteristics of laboratory instruments and equipment, the veterinary technician will determine proper maintenance and quality control procedures necessary to ensure accurate results.

Specimen analysis

Skill: Properly carry out analysis of laboratory specimens.

Tasks:

- Perform urinalysis:*
 - determine physical properties (e.g., color, clarity, specific gravity)**
 - test chemical properties**
 - examine and identify sediment**
- Perform CBC:*
 - hemoglobin**
 - packed cell volume**
 - total protein**
 - white cell count**
 - red cell count**
- Perform microscopic exam of blood film:*
 - prepare film and stain using a variety of techniques**
 - perform leukocyte differential – normal vs abnormal**
 - evaluate erythrocyte morphology – normal vs abnormal**
 - estimate platelet numbers**
 - calculate absolute values**
 - correct white blood cell counts for nucleated cells**
- Calculate hematologic indices**
- Perform reticulocyte count**
- Perform platelet count**
- Coagulation tests – perform one of the following*: [GROUP]*
 - buccal mucosal bleeding time*
 - activated clotting time (ACT)*
 - prothrombin time (PT)*

Required tasks are denoted by an asterisk

- (*)
- *understand timing and types of pregnancy testing*
- *assist with artificial insemination*
- Perform necropsy procedures:
 - *perform a postmortem examination or dissection on non-preserved animal** [GROUP]
 - *collect samples, store and ship according to laboratory protocols** [GROUP]
 - *explain how to handle rabies suspects and samples safely**
 - *handle disposal of dead animals*
 - *perform humane euthanasia procedures*

Decision-making abilities:

1. Given the characteristics of the patient, the specimen submitted and the results of the analysis, the veterinary technician will be able to recognize accurate vs. erroneous results in order to provide maximum diagnostic benefit.
2. Given the laboratory specimen collected and characteristics of the patient, the veterinary technician will determine appropriate methodology and carry out analytical procedures necessary to provide accurate and precise diagnostic information.
3. Having determined the accuracy of analytical results, the veterinary technician will work with the veterinarian to determine if a need exists for additional laboratory tests that will provide useful diagnostic information.

7. IMAGING

Skill: Safely and effectively produce diagnostic radiographic and non-radiographic images.

Tasks:

- *Implement and observe recommended radiation safety measures**
- *Implement radiographic quality control measures**
- *Develop and properly utilize radiographic technique charts** [GROUP]
- *Position dogs, cats, horses, and birds for radiographic studies**
- *Demonstrate an understanding of the modifications of diagnostic imaging techniques as they apply to mice, rats, guinea pigs, lizards, and amphibians**
- *Utilize radiographic equipment to expose x-ray film (dental, stationary* and portable units*)*
- *Process exposed films to create diagnostic radiographic images (automatic*, hand, and digital processing)*
- *Label, file, and store film**
- *Complete radiographic logs, reports, files and records**
- *Perform radiographic contrast studies – perform one of the following*:* [GROUP]
 - *GI Series*
 - *Pneumocystogram*
 - *Intravenous urogram*
 - *Other*
- *Perform radiographic techniques utilized in screening for canine hip dysplasia** [GROUP]
- *Demonstrate proper maintenance of radiographic equipment, including recognition of faulty equipment operation**
- *Use ultrasonography equipment*
- *Use endoscopic equipment*

Decision-making abilities:

1. Given the characteristic of the patient and the radiographic study that has been requested, the veterinary technician will properly (1) prepare radiographic and darkroom equipment, (2) measure and position animals using topographic landmarks, (3) choose an appropriate radiographic technique to minimize the need for repeat

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- exposures (4) produce the latent image, (5) process the exposed film, (6) analyze the final radiograph for quality in order to provide maximum diagnostic benefit.
2. Given a radiograph, the veterinary technician will be able to determine if the image is of diagnostic quality. If the image is not diagnostic, the veterinary technician will be able to offer options to correct deficiencies in order to provide maximum diagnostic benefit and minimize personnel radiation exposure from unnecessary repeat exposures.
 3. Given knowledge of the health risks associated with radiographic procedures and effective safety procedures, the veterinary technician will exercise professional judgement to minimize risks to personnel and patients during radiographic procedures to ensure safety.
 4. Given the characteristics of the patient and the non-radiographic imaging study that has been requested, the veterinary technician will properly (1) prepare the imaging site and equipment and (2) position patients appropriately for the study being conducted.

8. LABORATORY ANIMAL PROCEDURES

Skill: Safely and effectively handle common laboratory animals used in animal research.

Tasks: Mice, rats, and rabbits

- Recognize and restrain**
- Determine sex* and understand reproduction*
- Perform and/or supervise basic care procedures:
 - *handling**
 - nutritional needs/diet*
 - *watering**
 - *feeding**
 - identification*
- Administer drugs or medications using appropriate sites and routes (all common species)**
- Perform methods of injection:*
 - *subcutaneous**
 - *intramuscular*
 - *intra-dermal*
 - *intra-peritoneal(rats,mice)**
 - *intravenous*
 - *retro-orbital*
- Collect blood samples** [GROUP]
- Perform oral dosing** [GROUP]
- Have working knowledge of anesthetic and recovery procedures*
- Explain common disease signs*
- Perform necropsy and collect specimens*
- Clean and medicate ears (rabbit)*
- Anesthetize mice, rats, and rabbits*

Tasks: Non-human primates

- Understand restraint of non-human primates
- Demonstrate knowledge of zoonotic diseases and modes of transmission

Decision-making abilities: The veterinary technician will be familiar with the basic principles of animal research and understand the utilization of laboratory animals in animal research. The veterinary technician will also have a working knowledge of federal, state, and local animal welfare regulations.

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9. AVIAN, EXOTIC, SMALL MAMMALS & FISH PROCEDURES

Skill: Understand the approach to providing safe and effective care for birds, reptiles, amphibians, guinea pigs, hamsters, gerbils, and ferrets.

Tasks:

- Recognize, understand, and perform restraint techniques of birds*, reptiles, amphibians, rabbits and ferrets*
- Understand unique husbandry issues for each species (birds, reptiles, amphibians, guinea pigs, hamsters, gerbils, and ferrets) and provide client education*:
 - nutritional needs/diet
 - watering
 - caging (temperature, humidity, light)
 - aquarium care
 - understand reproduction
 - basic grooming (beak, wing, and nail clipping)
 - appropriate transportation methods
- Perform physical exam of birds*, reptiles, amphibians, and ferrets*
- Perform injections using appropriate sites*
 - subcutaneous*
 - intramuscular*
 - intra dermal*
 - intraperitoneal*
 - intravenous*
- Perform oral dosing*
- Administer or inject drugs using appropriate sites
- Understand appropriate sites for catheter placement
- Understand tube feeding in birds
- Perform laboratory procedures
- Anesthetize avian and exotic animals*
- Recognize normal and abnormal behavior patterns
- Explain inadvisability of keeping wildlife as pets
- Collect blood samples*

Decision-making abilities: Given the unique requirements of these species, the veterinary technician will safely obtain subjective and objective data that will allow evaluation of the patient. The veterinary technician will be able to: 1) identify husbandry issues, 2) discern appropriate from inappropriate nutritional support, and 3) recognize normal from abnormal behavior patterns.

APPENDIX J

ANNUAL OR BIENNIAL REPORTS *Updated: February 2009*

1. Provide a cover page with the following information:
 - Name of School
 - Report Deadline
 - Type of Report: *Annual or Biennial*
 - Report Author and Author Phone and Email
2. Format guidelines:
 - Concise, yet complete (remember, this is not a self-study)
 - Single-sided, single-spaced
 - Page-numbered
 - Stapled
 - Do not bind or place in folders or binders
3. List all critical and major recommendations from your last Report of Evaluation and describe the steps taken to meet the recommendations. If a recommendation has been met and addressed in a previous report, please reference the date of that report. If a recommendation is unmet, provide an appropriate timetable for their satisfaction.
4. (Optional) List all minor recommendations from your last Report of Evaluation and describe progress toward meeting them.
5. Briefly describe program or organizational changes since the last report.
6. Briefly describe any distance learning the program is conducting or anticipating (if not a DLP).
7. Describe the process, and provide one example, of method used to evaluate essential skills.
8. Submit VTNE PES summary score reports received since the last report to CVTEA. Do not submit individual student scores.
9. Provide attrition information for current and past two academic years by describing how many students enter the program, how many students are lost within the first year, and how many are lost from enrollment until graduation.
10. If students take a state veterinary technician exam, submit the summary of results since the last report to CVTEA. Do not send individual student scores.
11. Indicate current vacancies in program faculty and if any, efforts to fill vacancy and plan to meet the teaching and administrative needs of the program. Do not include general education instructors:

SUBMISSION INSTRUCTIONS:

1. Prepare a total of two hard copies of your report.
2. Mail a hard copy of your report directly to the CVTEA member assigned oversight of your program (name provided by AVMA staff).
3. Mail one hard copy to the AVMA office.
4. Email a copy to the AVMA at jhorvath@avma.org. If appendices are not available electronically, just email the narrative of the report.

Mailing Address: Julie Horvath, CVTEA Coordinator, Division of Education and Research, American Veterinary Medical Association, 1931 N. Meacham Road, Schaumburg, IL 60173

INTERIM REPORT
February 2009

The CVTEA may require submission of an interim report from any accredited program. Determination of the need for an interim report is made by the CVTEA after review of the program's Report of Evaluation or annual/biennial report. The CVTEA will specify areas of special concern and a due date for the interim report. In preparing the interim report, program personnel should focus on the particular area(s) designated by the CVTEA, and describe, in detail, the progress made in addressing the area of concern. The CVTEA will review the report at its next regularly scheduled meeting. Based on the progress noted in the interim report, the CVTEA may request an appearance of a program representative at its next regularly scheduled meeting. The cost for such an appearance will be borne by the respective program/parent institution. Subsequent to receipt of the report, a site visit by an evaluation team may be required.

1. Provide a cover page with the following information:
 - Name of School
 - Report Deadline
 - Type of Report: *Interim*
 - Report Author
 - Author Phone and Email
2. Format guidelines:
 - Concise, yet complete (remember, this is not a self-study)
 - Single-sided, single-spaced
 - Page-numbered
 - Stapled
 - Do not bind or place in folders or binders
3. Briefly describe any additional program or organizational changes since the last report.

SUBMISSION INSTRUCTIONS:

1. Prepare a total of two hard copies of your report.
2. Mail one hard copy of your report directly to the CVTEA member assigned oversight of your program (name provided by AVMA staff).
3. Mail one hard copy to the AVMA office.
4. Email a copy to the AVMA at jhorvath@avma.org. If appendices are not available electronically, just email the narrative of the report.

Mailing Address:

Ms. Julie Horvath, CVTEA Coordinator
American Veterinary Medical Association
Division of Education and Research
1931 N. Meacham Road
Schaumburg, IL 60173

APPENDIX K

AVMA CVTEA SUBSTANTIVE CHANGE REPORT

Changes must be reported within sixty days of implementation.

Program Name:		
Address:		
City, State, Zip:		
<i>Name of Person filling out Substantive Change Report</i>		
By:		
Date:	Phone:	Email:

Type of Changes(s): Select each that is appropriate.	
<input type="checkbox"/>	Change in the established mission or objective of the program.
<input type="checkbox"/>	Change in the legal status, form of control, or ownership of the parent college.
<input type="checkbox"/>	Change in administration (including change of Program Director, primary Program faculty, Dean, and College President), organization, association with the parent institution or Program instructional personnel. Submit copy of CV or resume when reporting changes in primary Program faculty.
<input type="checkbox"/>	Changes in courses that represent a significant departure in either content or method of delivery.
<input type="checkbox"/>	Changes in name of degree or addition of any degree or credential level offered.
<input type="checkbox"/>	Changes in the clock hours (student contact hours) for completion.
<input type="checkbox"/>	Changes in off-campus sites that provide primary instructional support where essential skills are taught and evaluated.
<input type="checkbox"/>	Other changes that affect teaching/education of students.
<input type="checkbox"/>	Changes in general contact information including email, phone, and name changes.
Description of change: (Must include effective date of change and documentation of continued compliance with the AVMA CVTEA Standards of Accreditation.)	

Reference: Accreditation Policies and Procedures of the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA); Section VI

For Office Use Only

Date Received: _____

Rec: _____