July 1, 2015

To: AVMA CVTEA-accredited veterinary technology programs via email 7/1/2015

This letter serves to notify that an update has been made to the Accreditation Policies and Procedures Manual of the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA) dated July 1, 2015.


Changes to Standards of Accreditation

Amended Standard 3 (Organization and Communications), Standard 3a adding that there must be clearly defined lines of communication between the program director and faculty/adjuncts, and between program personnel.

Amended Standard 9 (Faculty), Standard 9f adding that programs should provide financial support for veterinary professional development activities.

Moved Standard 9h into Standard 10d that reads “students and faculty should seek progressive contemporary facilities that employ credentialed veterinary technicians to act as professional role models and mentors”. The move was made because the statement was more relevant under Standard 10d.

Removed “liberal arts” under Standard 10 (Curriculum) General Course Material section. It is believed that the statement “liberal arts” was redundant to the subjects already listed.

Added “biosecurity-safety and security measures” under Standard 10 (Curriculum) Specific Course Material. Biosecurity topics would include policies and procedures instituted (including personal protection equipment requirements) to protect animals from the spread of infectious microorganisms.

Amended Standard 10 (Curriculum) Standard 10d by adding practical experiences should be scheduled to occur following completion of skills acquisition.

Amended Standard 10 (Curriculum) Standard 10e by adding “Program personnel should be a credentialed veterinary technician or veterinarian. Program personnel must have a signed agreement with the parent institution, complete training in evaluating essential skills and regularly communicate with the program director”.

Amended Standard 11 (Outcomes Assessment) by adding outcomes assessment instruments should include pass rates and domain scores of the Veterinary Technician National Exam (VTNE) as compared to the national average. (Italics indicate added verbiage). The Committee also added section 11c that programs must comply with VTNE reporting requirements as outlined in the Reporting to the Community section VI of the CVTEA Accreditation Policies and Procedures Manual.
Changes made to Appendix I – Essential and Recommended Skills

Section 1 – Office and Hospital Procedures, Client Relations, and Communication
- Changed “nosocomial” to “infection control”
- Changed “apply” to “demonstrate” an understanding of interpersonal skills and team dynamics

Section 4 – Anesthesia
- Changed pulse oximeter/capnometer from one line item to two separate lines to indicate that both pieces are required.
- Removed respiratory monitors

Section 7 – Imaging
- Changed “Position and expose radiographic film on dogs*, cats*, horses*, and birds for radiographic studies” to read “Position dogs*, cats*, horses*, and birds to create diagnostic images”.
- Changed “Utilize radiographic equipment to expose radiograph film on live animals (fixed*)” to read “Utilize radiographic equipment to properly radiograph live animals (fixed and portable)*”
- Added “Create diagnostic dental radiographic images*” as a required skill [NOTE: the CVTEA will accept the use of a fixed unit (on a temporary basis) or dental radiography equipment at off-campus sites to satisfy the task of creating dental radiographic images. The CVTEA will likely require access to a dental radiographic machine in the next year.]
- Removed “Utilize radiographic equipment on live animals to create diagnostic radiographic images, film or digital (dental and portable* units)”
- Changed “Process exposed films to create diagnostic radiographic images (automatic*, hand, and digital processing)” to read “Create diagnostic radiographic images (automatic*, hand, and digital processing)”
- Removed “film” as required from “ Appropriately label, file, and store film* images*” to read “ Appropriately label, file, and store images*”

Section 6 – Laboratory Procedures
- Changed Knotts from recommended to required skill and made it a GROUP skill under Perform diagnostics procedures for parasites to read: “Antigen kit*, direct*, filter, Knotts* [GROUP]”

Appendix G – Self-Study Report
The following questions were added to the self-study report template:

- Added question I-A3 “Is the program in good standing with the institutional accreditor?”
- Amended question II-C to include the amount of funding for scholarships/grants if available.
- Amended question IV-A to include pictures of all off-campus sites used in primary instruction in the program.
- Amended question IV-C with an updated equipment chart and requires that programs differentiate which equipment is owned versus equipment provided by other resources.
- Amended the chart in V-A to require reporting on the number of animals used over the last academic year.
- Added question VI-D2a “How often are books and periodicals reviewed and purged?”
- Removed question VIII-E regarding percentage of incoming students with previous college experience or degrees.
- Removed question VIII-L regarding percentage of students active in the student clubs.
- Added question X-D5 “If applicable, report number of hours during the externship/internship/preceptorship spent in primary learning (completing essential skills including assessment)”
- Added question XI-C “is there a credentialing requirement in the state? If yes, who is responsible for credentialing of veterinary technicians?”
Other changes to the CVTEA Accreditation Policies and Procedures Manual include:

- Amended Section V (Classification of Accreditation) to allow a program to move directly from full and/or initial accreditation to accreditation withdrawn.

- Amended Section VI (Standard Operating Procedures for Initial Accreditation) by adding completion of Steps 1 and 2 on the Application Material and Review Form as necessary prior to scheduling of a site visit date. Another change requires that an application for re-accreditation from a program on terminal accreditation will be accepted once all students have matriculated from the program on terminal accreditation. Lastly, a policy regarding a maximum limit of 50 site visits per calendar year was added.

- Amended Appendix A (Statement on Safety) to reflect contemporary nomenclature of “Material Safety Data Sheets” to “Safety Data Sheets”.

- Amended Appendix F (Self-Study Submission Guidelines and Site Visit Materials) from the term “guidelines” to “requirements” to strengthen the language.

- Appendix K (Substantive Change Form) was updated to request additional documentation for changes in faculty to submit a copy of CV/resume as well as the following:
  Veterinarian(s) who fulfill the FTE requirement:
  - Copy of license(s)
  Credentialed veterinary technician(s) who fulfill the FTE requirement:
  - Copy of degree transcript(s) from CVTEA accredited veterinary technology program
  - Copy of veterinary technician credential(s) (i.e. LVT, CVT, or RVT)