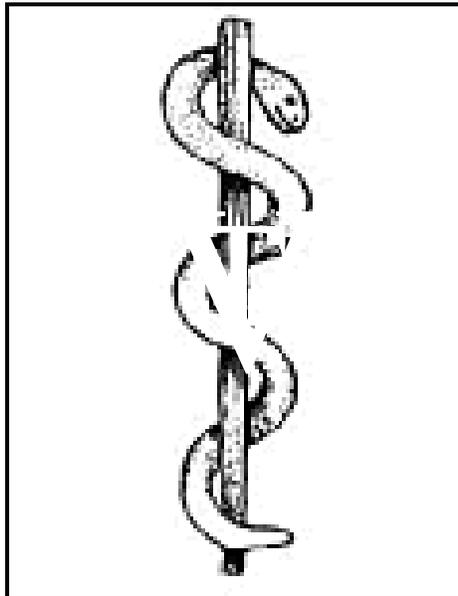


Veterinary Technology Student Handbook



Revised January 2020

**Pittsburgh Career Institute
421 Seventh Avenue, Pittsburgh, PA 15219**

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VETERINARY TECHNICIANS

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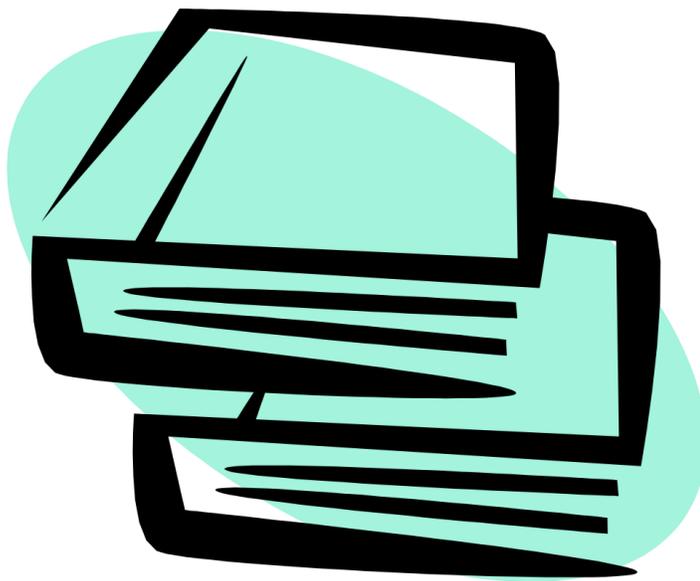
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SECTION I: Resources



1.1 GUIDANCE

Students will be faced with many new situations during their education experiences and may frequently need help in making adjustments or solving problems. They should not hesitate to consult the Program Officials in these matters. The student is responsible for arranging conferences, as necessary, for the purpose of private discussions. Trained admissions, financial aid, career services representatives, and student services coordinator, along with the Veterinary Technology Program Director, are available to assist with enrollment, financial aid, and other related difficulties. Each student is assigned a staff or faculty member as a mentor. Your mentor should contact you within the first few weeks of school to introduce him/herself. PCI also utilizes the services of Gateway EAP Student Resource Services to assist with the difficulties a student may encounter.

1.2 STUDENT ACTIVITIES

Social recreational activities depend largely upon the wishes of the class. The Program Officials believe that social activities play an important part in the development of well-adjusted individuals. Proper forms must be submitted to the Pittsburgh Career Institute administration for approval prior to any social or recreational function of the Veterinary Technology Program that is identified as a class activity. Examples include guest lectures, trips, conferences, seminars, etc.

1.3 STUDENT ORGANIZATIONS

All students at Pittsburgh Career Institute are provided the opportunity to become a member of student organizations. Student organizations provide leadership opportunities.

Veterinary Technology students are encouraged to become student members in NAVTA, which is a professional society that offers opportunities for professional development and scholarships. The Student Veterinary Technology Association (SVTA) is a campus affiliated organization to promote scholarship, encourage leadership, and cultivate fellowship while developing our technical skills as veterinary technicians and our professional ethics and integrity as members of the veterinary medicine community.

1.4 LIABILITY INSURANCE

This insurance is provided and paid for by Pittsburgh Career Institute.

1.5 LEARNING RESOURCE CENTER

The Learning Resource Center (LRC) supports the mission of Pittsburgh Career Institute by providing appropriate resources to supplement each program of study and services to enhance and reinforce learning objectives. The LRC has 10 computer workstations with internet connection to provide access to web-based resources. Students are encouraged to obtain a FREE Carnegie Library of Pittsburgh membership. Students have access to over 80,000 textbooks and periodicals through the Library and Information Resources Network (LIRN). Students may see the Library Attendant or program instructors for more information, and access password.

All students, faculty, and staff at the school have access to the LRC, which is staffed by a Library Attendant

The LRC is open Monday through Thursday from 8:00am until 8:00pm and on Friday from 8:00am until 4:00pm.

1.6 TUTORING

Tutoring is available with Pittsburgh Career Institute faculty, by appointment. Peer tutors may be available for various subjects. Please see the Program Director or Dean of Academic Affairs to make these arrangements.

SECTION II:

Academic/Didactic Policies and Procedures



2.1 Pittsburgh Career Institute VT Program Dress Code

All programs at Pittsburgh Career Institute are provided with uniforms (scrubs) for class and clinical rotation. **Once received, these uniforms must be worn at all times.** They should be clean and neat, and must fit and be worn appropriately: for example, pants must be worn at the waist, not baggy and falling around the hips; and undergarments and skin must not be visible.

At all times:

- ✓ Students are expected to be well-groomed at all times. Offensive visible tattoos must be covered at all times.
- ✓ Hats or headgear are not permitted to be worn in the classroom, except to follow religious traditions. No bandannas or scarves may be worn. In certain lab and clinical courses, you may be expected to wear a head cover as Personal Protective Gear.
- ✓ Headphones are not permitted to be worn in the classrooms or hallways of the school.
- ✓ Facial piercings are permitted in didactic courses, but must be removed in skills/lab/clinical settings
- ✓ In accordance with OSHA guidelines, proper footwear is an issue of safety. Flip-flops, rubber shower sandals or bedroom slippers are inappropriate. Open-toe shoe or sandals are not permitted in any lab. Shoes may include tennis shoes or clogs, but may not be made of cloth or have holes on the tops of them. Boots are allowed only in the Veterinary Technology program due to the nature of instruction but must be impermeable, steel toed, or a rain boot. Scrubs are not to be tucked into boots at any time. No UGG style or fashion boots are allowed in any lab. Students must bring a change of shoes during winter months.
- ✓ Earrings must be no larger than a dime; dangling style earrings are not permitted
- ✓ When on a clinical or externship site, the student will ensure s/he follows the dress code policy of the site.
- ✓ Any manner of dress that the Administration deems disruptive or distracting to the rest of the class is unprofessional and not acceptable. Students in violation of the dress code will receive a verbal advisory and will be expected to avoid wearing the same attire again. Repeat offenses will result in progressive and appropriate disciplinary action.
- ✓ Sweatshirts, hoodies, etc. must be worn under scrubs unless they bear the PCI logo, and should not be worn at all during clinical courses.

In addition to the above guidelines, the following regulations are to be followed prior to receipt of uniforms, and on documented “dress down days”.

- ✓ Shorts are permitted; however, they must not be “threadbare” or “holey.” The minimum acceptable length for shorts or skirts is where the student’s fingertips touch the thighs during a relaxed standing position.
- ✓ Tube-tops, tank tops and back-less shirts or blouses are prohibited.
- ✓ Bare midriffs are not acceptable, neither is the display of the navel.
- ✓ Extreme displays of the chest of male or female students are not appropriate.
- ✓ T-shirts or sweatshirts with cartoons, illustrations, sayings, limericks or statements of sexual, racial or ethnic nature presented in an intimidating, negative, demeaning or provocative manner are not acceptable.

Veterinary Technology Program Specific Dress Code (in addition to all of the above)

- ✓ No open style gauges; any jewelry deemed to be a safety hazard cannot be worn
- ✓ Fingernails cannot extend beyond the fingertips

2.2 Veterinary Technology Academic Policies

- ✓ Exams are only permitted to be made up under the following circumstances:
 - The student is able to provide legitimate reasoning for missing the exam. Documentation is required (doctor's note, court summons, etc.). In this case the student has 5 calendar days from the day of return to school to make up any missed exams
 - The student emails the instructor of the course in which the exam is to be given, prior to the start of the associated class for that day. In this case the student must make arrangements to take the make-up exam on the day of their return.
- ✓ Homework is not accepted late. Any student absent on a day that homework is due should email the assignment to the instructor prior to the scheduled start of the class.
- ✓ Clinical courses that involve in-class labs cannot be made up. The student will receive a zero for that day
- ✓ While at clinical instruction sites, such as the Humane Animal Rescue, West Virginia University and Fox Run Equine Center, students are to act in a professional manner, use professional language and terminology, and be respectful of the business that is being conducted at the site. Disruptive behavior, use of profanity and failure to follow guidelines established by the site may result in temporary or permanent removal of the student from the site.

SECTION III:

Clinical Policies and Procedures



3.1 CLINICAL COMPETENCY GUIDELINES

Safety Orientation—each clinical training site should orient the student to safety procedures. This orientation should include:

- Fire, chemical, electrical safety
- Location of safety equipment
- Instruction in safety procedures
- Personal health and hygiene
- Site safety regulations and procedures.

Workplace Hazards- Workplace hazards are conditions that expose students to recognized risks, such as chemical, electrical, and fire hazards, that could cause serious physical injury.

Occupational Safety and Health Administration (OSHA) is an agency of the United States Department of Labor. It was created by Congress to prevent work-related injuries, illnesses, and deaths by issuing and enforcing rules (called standards) for workplace safety and health. OSHA aims to ensure employee safety and health in the United States by working with employers and employees to create better working environments. Students are educated at the clinical education setting regarding the following:

- Universal precautions
- Tuberculosis awareness
- Fire Safety
- Hazardous materials (chemical, electrical, bomb threats, etc.)
- Blood-borne pathogens

Pittsburgh Career Institute Workplace Hazards

The OSHA Blood Borne Pathogens Standard 29CFR 1910.1030

The Occupational Safety and Health Administration promulgated the Blood Borne Pathogens Standard in 1992 to eliminate or minimize occupational exposure to Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), Human Immunodeficiency Virus (HIV) and other blood borne pathogens. Based on a review of the information in the rule making record, OSHA has made a determination that employees face a significant health risk as the result of occupational exposure to blood and other potentially infectious materials because they may contain blood borne pathogens. The Agency further concludes that these exposures can be minimized or eliminated using a combination of engineering and work practice controls, personal protective clothing and equipment, training, medical surveillance, Hepatitis B vaccination, signs and labels, and other provisions.

Web Link: <http://www.osha-slc.gov/SLTC/bloodbornepathogens/index.html>

Students are required to adhere to all safety regulations and procedures. Failure to do so may be grounds for dismissal from Pittsburgh Career Institute. The safety sign-off form should be returned to the Program Director at PCI within 2 weeks of starting at a clinical education site.

3.2 SCHEDULING

Personal vacations are to be scheduled only during times when classes/clinical training are not in session.

During externship, all students may be assigned to day, evening, late night or weekend shifts as long as proper supervision is maintained; equitable rotation schedules, in cases of multiple students, is provided.

Students are not allowed to work on-call. All requested changes to assigned externship rotations must be arranged with the Site Supervisor and the Externship Coordinator. Any unassigned hours will not be counted toward overall externship time. The Site Instructor and Externship Coordinator must approve all schedule changes in advance.

Attendance documentation—Students are required to keep a record of externship hours that are accrued on a weekly basis. The Site Supervisor must validate the attendance form.

Classroom attendance—unless otherwise notified, students shall attend class at the school as designated by their class schedule.

Overtime Hours on Externship—special circumstances, which may cause students to work over the schedule period, must be documented and approved by the Externship Coordinator and Site Supervisor. Students shall NOT be scheduled for more than 40 hours per week. This includes class and externship hours. Students will be notified of any incidence non-adherence to this policy, and may be removed from the site for multiple violations after notification.

Breaks and lunch periods on Externship—standard practice accepts a morning break and afternoon lunch period. The student must take these breaks, but is expected to observe the departmental policy and not take advantage of it. Lunch periods must be recorded on the student timesheet. For Shifts greater than 4-1/2 hrs, you must take a minimum 30 minute break. A maximum of 30 minutes break time can be counted towards the total clinical hours for the day.

Personal phone calls—no personal phone calls should be received or made while in class or clinical areas except for emergencies. Departmental telephones may not be used for personal calls. Cell phones are not allowed during clinical education time.

When not busy, there will be no loitering. Use idle time for cleaning and/or stocking rooms, practicing positioning, learning to operate equipment, reviewing procedure manuals and studying when approved in advance by the Site Supervisor.

3.3 CLINICAL AND EXTERNSHIP ATTENDANCE, ABSENCE AND TARDINESS POLICIES

Students must attend their externship on the days and hours designated by the site. Days or times of externship may not be rearranged without permission from the school's Externship Coordinator and the externship Site Supervisor. In the event a student will be absent from an externship site, the student must call the site and school in advance. Any combination of absences and/or tardiness of more than 2 days will result in the student being removed from the site and he/she may be dismissed from the Program. Failure to follow the call off policy while on externship will result in student removal from the site.

Students are required to complete 100% of required externship hours. Scheduled PCI breaks apply to students on externship. However, VT students may complete externship time during scheduled Institutional breaks as this reflects industry standards. The Program Director or their designee will be available by cellular phone during any externship hour completion while the Campus is on a scheduled break. It is the responsibility of a student to provide the school with a time sheet signed by the externship Site Supervisor documenting hours completed for each week no later than 9 am on Monday of the following week. If a student has missed any externship time, arrangements for make-up time must be made with the Site Supervisor and Externship Coordinator. Students will not be considered to have completed their externship until the Site Supervisor has certified all required attendance hours.

Students are responsible for attendance records at the externship site.

The loss of clinical experience and opportunities cannot be duplicated with make-up of clinical days at the clinical education site. Make-up time is contingent upon several factors, including receiving approval of the Site Supervisor, Externship Coordinator and Program Director, and only under extenuating circumstances (i.e., jury duty, illness, death in immediate family, etc.). Documentation must be provided. Students are strongly encouraged to make up all absences the same week of the absence.

TARDINESS POLICY:

Students are expected to arrive **15 minutes** prior to the start of their scheduled site time each assigned day. Each student will be held accountable for the externship site's published tardiness policy. If the externship education site does not have its own published tardiness policy, then the student is expected to follow the PCI Veterinary Technology Program tardiness policy. This policy states that a student will be considered tardy if they not clocked in and ready to perform at their scheduled time. Failure to arrive promptly will be reflected on the student's Externship Evaluation.

Students who know they will be late are expected to call the designated Site Supervisor at their facility and the externship coordinator. If both of these policies are not followed, the student will be withdrawn from the clinical rotation and will receive a failing grade.

When a student accumulates three tardies and/or call-offs, the student will be withdrawn from the externship and will receive a failing grade.

Students may appeal for an over-ride of the above policies in exigent circumstances. Examples of such would be death in the immediate family or a documented illness requiring multiple days in a row to be missed. Policy over-ride must be approved by the Campus President.

3.4 HOLIDAYS

Students will be assigned to externship training during holidays, if there is adequate supervision at the site. A program official will be available via cell phone in case of emergency when the Campus is closed..

Time off may be granted for religious holidays if requested from the Site Supervisor and Externship Coordinator with at least two week's advance notice. The request must be made in written form. Students will need to schedule make-up time to compensate for the scheduled time missed as students are required to complete 100% of their scheduled clinical hours.

3.5 INCIDENT REPORTS

An incident may be an occurrence that involves a student injury, student involvement during a patient/staff injury, and/or failure to follow clinical/externship education site protocol. An incident report form is available from Mr. Buzz Yakshe. In the event of an incident involving a student during clinical education time, the Site Supervisor must forward a legible copy of the incident form as soon as possible to the Pittsburgh Career Institute Program Director.

3.6 ACCIDENTAL NEEDLE STICK

If a needle stick occurs, the student will:

- Immediately notify the Site Supervisor
- Follow the department protocol for the incident
- Send a copy of the signed hospital incident form as soon as possible to the Pittsburgh Career Institute Program Director.

3.7 BITE POLICY

In the instance a Veterinary Technology student is bitten by an animal, during school hours, the following procedure is to be completed:

1. The student must ensure their safety and the safety of the animal; therefore, the student must secure the animal.
2. The student must notify or have a classmate notify the instructor on hand immediately.
3. The student must wash the affected area with an antimicrobial soap, while “milking” blood toward the bite wound.
4. The student is responsible for notifying the Program Director of the incident before the end of the school day. The student must also let the Program Director know of any intentions on seeking further medical treatment.
5. The student must complete an incident report with the instructor of the class and Program Director.

3.8 KENNEL POLICY FOR OWNED ANIMALS

Every student who plans to bring an animal into Pittsburgh Career Institute for any reason must adhere to the following:

1. The animal is current on rabies vaccination; it is recommended that all core vaccinations be up-to-date; each student is responsible for bringing in documentation to support vaccination and health history.
2. The animal is free of both external and internal parasites. If an animal is brought into Pittsburgh Career Institute flea infested, the instructor reserves the right to ask the student to take the animal home.

The student is responsible for reserving a cage for the animal at least 48 hours in advance. The Veterinary Technology Program Director must approve admission 24 hours prior to the animal coming in; any animals brought in without the expressed permission of the Program Director will be sent home.

The Veterinary Technology Program Director and faculty members reserve the right to take disciplinary actions against a student who does not adhere to this policy.

3.8 PERSONAL SAFETY EQUIPMENT POLICY

The Veterinary Technology Program wants to offer all students the best experiences with animals as possible. However, some personal safety issues arise when working with animals such as: excessive noise levels, potentially harmful chemical exposure and potential zoonotic pathogen exposure. It is recommended that each student follows the following safety guidelines:

1. Hearing protection worn in the kennel area at all times.
2. Safety goggles worn during exposure to potentially hazard chemicals and/or fumes.
3. Exam gloves worn during exposure to potentially zoonotic substances.

Failure to wear personal safety equipment may cause injury to the student. Violation of this policy releases Pittsburgh Career Institute from liability.

3.9 RABIES VACCINE POLICY

Due to the possibility of animal bites, a student may be at risk of acquiring Rabies, a serious and fatal viral disease that is transmitted via the saliva of an infected animal. Transmission may occur from a bite wound or through contact with the saliva into an open wound. An animal that is rabid may not show typical signs of rabies infection but can still spread the virus in its saliva. Many animals used in the Program are from local animal shelters and these animals have an unknown vaccination background and may be at an increased risk of being infected with the rabies virus. It is recommended that each student be inoculated with the Rabies vaccination series. It is the student's choice and financial responsibility to receive this inoculation.

Rabies vaccination is available at the Allegheny County Health Department and may also be obtained from the student's personal physician. The student should check with his or her physician for availability.

Please complete the Rabies Vaccine Policy Acknowledgement at the end of this booklet

3.10 CLINICAL EDUCATION SITE COMPLAINT RESOLUTION

Any student complaints regarding non-compliance of the education site must put a specific complaint in writing to PCI Program Officials. Program Officials will immediately contact the Site Supervisor at the education site and a determination will be made of the appropriateness of the complaint. The Program Director must respond to the written complaint within five business days from the time the complaint was received by the Program.

3.11 ACCIDENT/INJURY

In the event an accident or injury occurs while on the premises of a clinical/externship education site; the site shall provide on-site emergency treatment at the expense of the student and/or faculty member, unless otherwise noted.

Accident Report Forms should be completed and submitted to the Program Director as soon as possible following an incident.

3.12 EXTERNSHIP EDUCATION AFFILIATIONS:

The usual reporting times for externship education assignments vary, but will normally be between 7:00 am and 5:00 pm. The student may obtain pertinent information concerning reporting times for each externship education site from the designated Site Supervisor at that externship education site.

Employment of a student at an externship site will not be used in lieu of the time assigned to the structured clinical experience.

Employment, volunteer services or any other activities cannot interfere with externship hours or used in lieu of externship hours. Veterinary Technology students will not be allowed to use employment, volunteer services or any other activities as clinical experience or for requirements mandated by the AVMA.

3.13 EXTERNSHIP COORDINATOR EXPECTATIONS OF THE STUDENTS

It is the expectation of the Externship Coordinator that the students assigned to externship maintain self-responsibility. It is the responsibility of the student to find transportation to the education site, arrive promptly each assigned day and maintain his or her own record keeping. The student is expected to become a supervised member of the clinical health care team in all aspects of the site.

Students must attend externship on the days and hours designated by the externship education site. Days or times may not be rearranged without permission from the Program's Externship Coordinator and the Site Supervisor and cannot occur on a routine basis. In the event a student will be absent from a site, the student must call the site, as well as the Program Director or Externship Coordinator in advance. If the externship education site or the Program determines that a student is not reliable for any reason, including absences and/or tardiness, the student may be removed from the externship education site and may be dismissed from the Program.

At the beginning of the externship course, the student is given due dates for all evaluation information and responsibility. The student must not wait until the last week to try and fulfill basic clinical obligations. Visits by the Externship Coordinator should not only include the opportunity to evaluate the student, but also address both the student and Site Supervisor regarding student progress.

3.14 TRANSPORTATION

It is the student's responsibility to provide transportation that will permit prompt and dependable reporting for each clinical and externship education site assignment. Every effort will be made by the Program to promote carpool(s) to the more distant clinical education sites. **The student may be required to travel distances up to 90 minutes of the campus.**

3.15 RADIATION PROTECTION PRACTICES

- The following radiation safety rules have been established for the protection of patients and personnel from ionizing radiation during radiology clinical education. These rules are a combination of State and Federal regulations and/or laws and additional guidelines in the use of ionizing radiation. These rules are mandatory, and any exception must be reported to the Course Instructor, Externship Coordinator and Program Director immediately. All students shall practice appropriate radiation safety procedures in protecting themselves, their patients and other personnel from unnecessary exposure.
- Radiation protection practices are reviewed at the beginning of the students' training in Radiographic and Imaging.
- Understand and apply the cardinal principles of radiation safety (time, distance and shielding). Do not allow unfamiliarity with these principles to result in poor radiation procedures. Never stand in the primary beam. Always wear protective apparel or stand behind a protective barrier.
- Always wear the 3-month Film Badge device (supplied by Pittsburgh Career Institute) positioned outside the lead apron on the collar.
- Use gonadal shielding on all persons of childbearing age, and breast shielding when it will not interfere with the area of interest.
- Avoid radiation exposure of the pelvis, abdomen and lumbar spine of a pregnant woman, especially during the first trimester.
- Always collimate to the smallest field size appropriate for the examination.

The ALARA (As Low As Reasonably Achievable) concept will be applied to all measurable radiation exposure.

The reports will be available from the Program Director. A student's monthly radiation dosage report should not exceed:

60 mrem/month – deep, whole-body radiation – film badge
195 mrem/month – hand and forearm radiation – ring badge

It must not exceed the recommended dosages level for occupationally exposed persons as established by the State and Federal Agencies for radiological health. Values are:

5 rem/year or 1250-mr/calendar quarter – whole body (deep)
75 rem/year or 18.5 rem/ calendar quarter – hands/forearms

- Each student should check and initial his/her radiation dosage report each month.
- Policy—The National Council on Radiation Safety and Protection created the ALARA Concept. The ALARA concept was created for the occupational worker, establishing guidelines for radiation exposure. All occupational workers following safe radiation practices should not receive more than one-tenth of the maximum permissible dose in an exposure period (125mrem per quarter) or .5 rem per year. Therefore, students who receive a personnel dosimetry report that exceeds one-tenth of the maximum permissible dose in any exposure period will be required to fill out an exposure notification form and be interviewed by a Program Official.
- Purpose—To provide students working in radiation areas with notification procedures that track exposure doses beyond the level that the ALARA Concept recommends.
- Procedures—All personnel dosimetry reports will be reviewed by the Veterinary Technology Program Director at Pittsburgh Career Institute. Personnel dosimetry reports over 125 mrem per quarter or .5 rems per year will require the exposure notification report. Upon completion of the notification report, the student and a Program Official will schedule an interview with the Program Director, if necessary, to discuss ways to protect the safety of any students working in radiation areas and receiving measurable levels of radiation. Students who exhibit intentional disregard for radiation safety procedures with regard to themselves, patients, co-workers, or the general public may be dismissed from the Program.

3.16 CLINICAL EDUCATION SITE AND EXTERNSHIP SITE DRESS CODE

Students are required to present a professional appearance at all times. It is the patient’s right to be treated with dignity and care by clean individuals. Each student is required to practice good personal hygiene to insure that Right.

Unless otherwise requested by the site, dress code for Veterinary Technology students while in their clinical education assignments is:

Pants	Scrub type, clean and wrinkle free
Top	School issued scrub type, clean and wrinkle free with PCI name and logo
Shoes	School dress code for shoes must be followed
Facial hair	If worn, must be trimmed and neatly kept
Makeup	Lightly applied
Jewelry	Limit ear piercings (one stud in each ear lobe) <ul style="list-style-type: none"> • One ring on each hand • Post type earrings, (nothing dangling) (one set) • Watch with a second hand • One bracelet per arm • One necklace
Perfume/Cologne	Light so as not to be offensive to others (not recommended)
Name ID	Visible and identifiable
Personal Hygiene	Clean and neat; all-strong and pervasive odors of any kind should be avoided Fingernails manicured neatly trimmed and rounded (Cuticles as smooth as possible). Clear or natural color nail polish only. NO artificial nails.

Fit of Uniform	Inappropriately fitting uniforms (too tight or baggy) will not be permitted
Hair	Hair should be neat in appearance Long hair should be worn up and secured off the face

NOTE: Students not in compliance will be advised by the Site Supervisor or Course Instructor. The student will be sent home to rectify the problem (with the externship time missed having to be made up by the student) and a written summation sent to the Program Director to become a part of the student's permanent record.

3.17 PREGNANCY POLICY

For a complete copy of the Pennsylvania State Laws concerning Radiation Protection (including Pregnancy) please refer to U.S. Nuclear Regulatory Commission Regulatory Guide, Office of Nuclear Regulatory Research (Regulatory Guide 8.13). Below is a summary of the pregnancy policy.

X-RAYS AND PREGNANCY:

RADIOBIOLOGIC CONSIDERATIONS

Two situations in diagnostic radiology require particular care and action. Both are associated with pregnancy. Their importance is obvious from both a physical and an emotional standpoint. The severity of the potential response to radiation exposure in utero is both time-related and intensity related. Unquestionably the most sensitive period to radiation exposure in our lives occurs before birth. Furthermore, the fetus is more sensitive early in pregnancy than late in pregnancy. As a general rule, the higher the radiation dose, the more severe will be the radiation response.

The time from approximately the second week to the eighth week of pregnancy is called the period of major organogenesis. During this time the major organ systems of the body are developing. If the radiation dose is sufficient, congenital abnormalities are associated with skeletal deformities. Later in this period neurologic deficiencies are more likely to occur.

During the second and third trimesters of pregnancy, the responses previously noted are unlikely. Results of numerous investigations strongly suggest that if a response occurs following irradiation during the latter two trimesters, the only one possible would be the appearance during childhood of malignant disease: leukemia or cancer. Malignant disease induction in childhood is also a possible response to irradiation during the first trimester.

THE PREGNANT STUDENT

When a Veterinary Technology student becomes pregnant, she is encouraged to notify the Program Officials. If the student chooses to voluntarily inform the Program Officials of her pregnancy, the notification must be in writing. In the absence of this voluntary, written disclosure, a student cannot be considered pregnant. The student may un-declare her pregnancy at any time in writing. The Program Officials should then review her previous radiation exposure history, since this will aid in deciding what protective actions are necessary. The maximum permissible dose for the fetus is 0.05 rem (.5 Sievert) for the period of pregnancy, a dose level that most technologists will not reach. This review of radiation exposure is the appropriate time to emphasize that the MPD during pregnancy is 500 millirem (5 milliSievert). Furthermore, it should be shown that this MPD refers to the fetus and not to the student herself. This level of 0.05 rem (.5 Sievert) to the fetus during gestation

is considered the radiation exposure level of negligible risk. The student should be aware that an alteration of her work schedule is not essential.

It is appropriate to provide the pregnant student with an additional monitor. This requires precise instructions that the monitor be worn at waist level under protective apparel, that the monitor be cycled in a timely fashion, and that it not be mixed up with the collar monitor. This monitor will be labeled “baby badge” or “fetal dose,” or something similar. Additional or thicker lead aprons are unnecessary.

When pregnancy is reported, regardless of the nature of the x-ray facilities, the Program Officials should review acceptable practices of radiation protection: minimize time, maximize distance, and use available shielding. When the student discloses her state of pregnancy, the Program Officials should advise the student, including a review of her radiation exposure history and any future restrictions to her schedule that are appropriate.

The pregnant student in Veterinary Technology will sign the Declaration of Pregnancy form to acknowledge comprehension of the information provided by the Program.

PREGNANCY POLICY

1. The pregnant student will then be asked to review the following options regarding continuation in the clinical portion of the Program:
 - To remain in the Program and continue her rotations through all assigned clinical areas with the full awareness that she may be doing so at an increased risk to her unborn child.
 - To remain in the Program with restrictions on clinical rotations through the higher-level radiation and hazard areas, i.e., surgery, kennel and large animal restraint. The student should realize that due to the restrictions on these rotations she might not be able to fulfill all clinical requirements, which may delay her graduation date.
 - To apply for a leave of absence through the Registrar’s office and Financial Aid.
2. A pregnant student who remains in the Program must be under the care of a physician and may be requested to provide periodic authorization from her doctor regarding her physical status and ability to continue her participation in the clinical setting.
3. A pregnant student who remains in the Program and chooses to participate in radiation coursework will be issued a second radiation monitoring device to be worn at the waist level, under any protective apparel, to monitor fetal dose.
4. Although it is both procedure and policy of this Program to offer the utmost in radiation and anesthetic protection to the students, the school or its affiliates will not be responsible for injury to either the mother or child due to radiation or anesthetic exposure during pregnancy.

A pregnancy declaration form is available on page 23

Female students: Please complete the Pregnancy Policy Acknowledgement at the end of this booklet

VETERINARY TECHNOLOGY PROGRAM
Pittsburgh Career Institute

PREGNANCY DECLARATION FORM

I declare my pregnancy on this date, _____, to the Program

Director _____ and to the Externship

Coordinator _____.

I have been issued a copy of Nuclear Regulatory Guide #8.13, NCRP Report #116 (Radiation Dose Limit for Embryo and Fetus in Occupationally Exposed Women), and NCRP Report #105 (Medical Radiation Exposure of Pregnant and Potentially Pregnant Women).

I have been issued a whole body dosimeter film monitor and a fetal dosimeter monitor and have been instructed in the proper wear and use of these dosimeters, even though it is recommended I not participate in radiographic procedures because of the close proximity the fetus will be to the primary beam.

I understand the dose equivalent to an unborn as a result of occupational exposure to a woman who has declared that she is pregnant should be maintained as low as reasonably achievable, and in any case should not exceed .05 rem (0.005 sievert) during the entire gestation period.

I further understand that it is not recommended that I lift anything over 25 pounds, restrain animals over 25 pounds, restrain felines, rodents, and exotic species, complete feline husbandry, complete fecal analysis, or partake in any procedure involving anesthesia.

The Program Director and Externship Coordinator will provide special advising regarding personal and Program responsibilities and additional protective measures that would affect the monitoring of the pregnancy.

Use the space below to provide any additional comments pertinent to your pregnancy.

Student Signature Date

Externship Coordinator Signature Date

Program Director Signature Date

3.18 INFECTION CONTROL POLICY

The purpose of the Infection Control Policy is to ensure the safety of patients, families, health care workers, and students from infectious diseases. Infection control is the use of techniques and precautionary methods in order to prevent the transmission of contagion, nosocomial infections, and AIDS. The following are general infection control (Universal Precautions) guidelines and must be followed during all clinical activities.

1. Remove jewelry, such as rings, and nail polish. They harbor microorganisms that are difficult to remove.
2. Always wear freshly laundered clothing.
3. Practice good hand washing techniques.
4. Use the following precautions when so prescribed:
 - a. Wear gloves
 - b. Wear protective eye wear (goggles)
 - c. Wear appropriate gowns
 - d. Dispose of all contaminated wastes into its proper disposal site(s) or container(s). Check your particular clinical education site procedures.
 - e. Clean all surfaces with an approved disinfectant or germicide
 - f. Wash hands before and after contact with patients
5. Familiarize yourself with the Infection Control Policy at your particular externship education site.

3.19 COMMUNICABLE DISEASE POLICY

The Veterinary Technology Program must insure that each student is informed about the Communicable Disease Policy as a part of the Veterinary Technology curriculum.

The student, upon entering an assigned clinical/externship education site, will be oriented to the policy of that site.

Any student with infectious processes, such as indicated in the attached communicable diseases policy, must contact the Externship Coordinator if they are assigned to an externship education site and the Program Director if they are assigned to on-campus classes.

In the event of exposure to a communicable disease while at an externship education site, the student must immediately contact the Site Supervisor for their education site. The Site Supervisor must complete an incident report form, forward a copy to the Program Director, and instruct the student to contact their family physician to determine what tests and treatments should be provided.

The student should take the initiative to read all policies governing safety and protect of patient and personnel.

Any student with any infectious process listed below, must report to the Site Supervisor or Course Instructor before assignment:

1. Fever of 101 or greater;
2. Sore throat associated with fever of 101 or above and swollen lymph nodes;
3. Flu-like symptoms (respiratory);
4. Productive cough with fever or congestion in lungs;
5. GI flu (diarrhea, nausea, vomiting, and congestion in lungs);
6. Draining of open sores, boils, and burns;
7. Conjunctivitis (pink eye);
8. Diagnosed strep throat;
9. Scabies;
10. Herpes labialis (cold sores).

Before the student returns to an education site, the following must occur:

1. A student's temperature must be below 99 degrees.
2. If a physician orders a throat culture, the student must wear a mask while culture results are pending.
3. The student must be able to function in the clinical education site.

4. If phlegm is colored, the student should not be in clinic. If phlegm is clear, exhibit good hand washing techniques.
5. Before working with patients, the student must check with Site Supervisor or Course Instructor who will check with infection control.
6. Culture confirmed--may return after being on antibiotics for 24 hours.
7. Shampoo or bathe with RID for lice infestations.
8. The student must see a physician in the event of a serious health problem.

3.20 STUDENT EMPLOYMENT

Due to the hours required for study, students are not encouraged to hold outside jobs but are not prohibited from doing so. Academic and clinical responsibilities within the Program take precedence over work, and no special consideration will be given to students who work. The student uniform and personal film-monitoring badge may NOT be worn while working in capacities outside the assigned clinical education site(s).

Students employed by a clinical/externship education site must make available for review their employment time card, which will verify they are NOT receiving clinical education credits for employment hours.

Students cannot apply any paid work experiences to the required clinical competencies or to the record of procedures performed. Violation of any of the above employment policies may result in the student being recommended for immediate dismissal from the Program. Additionally, it is recommended that a student not complete their externship at a place of present or previous employment.

Students must keep in mind the periodic changes in class schedules and clinical rotation assignments when accepting employment opportunities. Class schedules should take priority over employment schedules.

3.19 CONFIDENTIALITY

All student records shall be maintained in accordance with the provisions of the Federal Family Educational Rights and Privacy Act of 1974. (FERPA)

All active student records are considered confidential and are kept in a locked file. The contents of a student's file are not revealed to any unauthorized person without the student's knowledge and written consent. Students may review any records which pertain to them in the Registrar's office during regular office hours. Any records maintained by the clinical education sites concerning individual students are subject to the same considerations regarding confidentiality, security and availability.

The Health Insurance Portability and Accountability Act of 1996, now known as HIPPA, mandates many changes to health insurance carriers and health care providers. There are four main areas where the law has changed the way business is conducted for those in the health care industry.

- Privacy of health information.
- Standards for electronic transactions of health information and claims.
- Security of electronic health information.
- National identifiers for the parties in health care transactions.

Students have an ethical and legal responsibility to protect the confidentiality rights of the clients and their pets that they come into contact with during their clinical experience. Failure to maintain confidentiality may result in dismissal from the Program.

Pregnancy Policy Acknowledgement

By completing this acknowledgement, I, _____, agree that I have read and understand Section 3.17 regarding pregnancy and the hazards of the clinical program to a developing fetus for which there are precautions that can be taken as protective measures. In order for the appropriate precautions to be implemented, I understand that I must inform my Program Director as soon as I suspect that I am pregnant by completing and submitting the Pregnancy Declaration Form on page 23 of this handbook.

Signature

Date

CLINICAL EDUCATION SAFETY AGREEMENT

I have reviewed and agree to adhere to the safety and health policies established at my clinical/externship education site(s).

I have been informed of department policy & procedures for fire safety, location of all safety equipment and emergency procedures. I have also been given instruction in radiation protection policies and personal health and hygiene policies.

Student Name (print) _____

Student Signature _____

Date: _____

RABIES VACCINE ACKNOWLEDGEMENT

By completing this acknowledgement, I _____, agree that I have read section 3.9 and fully understand the hazards of contracting rabies in the veterinary field, including the means of transmission and the availability of a preventive vaccine.

Although the vaccine is highly recommended, I also understand that the vaccine is not required by the program or Pittsburgh Career Institute (The School), and it is my responsibility to obtain the vaccine at my own cost if I so choose.

If I choose to not obtain the vaccine and become exposed to the rabies virus during my enrollment at the school, I agree that the school cannot be held liable for the outcome of this exposure.

Student Signature: _____

Date: _____

**ACKNOWLEDGEMENT OF
VETERINARY TECHNOLOGY PROGRAM HANDBOOK
Pittsburgh Career Institute
VETERINARY TECHNOLOGY PROGRAM**

I have received and thoroughly read the Pittsburgh Career Institute Veterinary Technology Program Handbook. I understand the policies and regulations contained therein and the responsibilities to be under taken. While I am a student in the Program, the policies and procedures set forth herein may be changed from time to time as the Veterinary Technology Program Officials determine appropriate. Addenda will be provided as changes are approved, and each student should add addenda to the handbook. I understand that failure to comply with the established policies may result in suspension or dismissal from the Veterinary Technology Program.

Student Name (print): _____

Student Signature: _____

Date: _____