



Lincoln Memorial University
HARROGATE, TENNESSEE

***VETERINARY MEDICAL TECHNOLOGY
STUDENT HANDBOOK***

2022 - 2023

This handbook is designed to serve as a guide to the rules, policies, and services of the University; therefore, it is not intended to establish a contract and the University reserves the right to amend, modify, or change regulations, policies, and financial charges stated in this handbook throughout the year. In such a case, the University will make reasonable efforts to notify the University community, in a timely manner, of any changes in policies and regulations. Notification shall be made via MyLMU, the University website, or to University issued e-mail accounts as deemed appropriate.



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I. Missions, Goals, and Philosophy Statements

VETERINARY TECHNICIAN'S OATH

"I solemnly dedicate myself to aiding animals and society by providing excellent care and services for animals, by alleviating animal suffering, and promoting public health. I accept my obligations to practice my profession conscientiously and with sensitivity, adhering to the profession's Code of Ethics, and furthering my knowledge and competence through a commitment to lifelong learning." (Adopted by NAVTA Membership – 1989)

MISSION STATEMENT OF LINCOLN MEMORIAL UNIVERSITY

Lincoln Memorial University (LMU or University) is a comprehensive values-based learning community dedicated to providing educational experiences at the undergraduate, graduate, and professional levels. The University strives to give students a foundation for a more productive life by upholding the principles of Abraham Lincoln's life: a dedication to individual liberty, responsibility, and improvement; a respect for citizenship; recognition of the intrinsic value of high moral and ethical standards; and a belief in a personal God.

While primarily committed to teaching, the University supports research and service. The University's curriculum and commitment to quality instruction at every level are based on the beliefs that graduates must be able to communicate clearly and effectively in an era of rapidly and continuously expanding communication technology, must have an appreciable depth of learning in a field of knowledge, must appreciate and understand the various ways by which we come to know ourselves and the world around us, and must be able to exercise informed judgments.

The University believes that one of the major cornerstones of meaningful existence is service to humanity. By making educational, service, and research opportunities available to students, Lincoln Memorial University seeks to improve life for the students it serves. While serving students throughout the state, nation, and many other countries, the University retains a commitment to enrich the lives of people and communities in the Appalachian region.

Approved by Board of Trustees, November 10, 2017

MISSION STATEMENT OF THE SCHOOL OF ALLIED HEALTH SCIENCES

The School of Allied Health Sciences is committed to providing a values-based quality educational experience for skilled, entry-level health professionals in the fields of exercise science, veterinary medical technology, and veterinary health science. Our graduates will be eligible for licensure, certification, and advanced education in graduate and professional programs. They are aptly prepared to enter the health professions workforce. The school strives to fulfill the principles of Abraham Lincoln's life through one school, one health, and one community.

MISSION STATEMENT OF THE VETERINARY HEALTH SCIENCE & TECHNOLOGY DEPARTMENT

The Veterinary Health Science & Technology Department offers programs to students that wish to enter the veterinary profession upon graduation. The mission of the department is three-fold;

1. Provide quality education to prepare entry-level veterinary technicians in patient assessment, evaluation, client communication, and clinical nursing skill development in



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- preparation for passing the VTNE licensing exam and obtaining entry-level positions as a veterinary technician.
2. Provide veterinary technologists with advanced technician courses that will
 - a. enhance the associate level educational foundation to foster quality clinical skill development
 - b. provide an advanced level of education to obtain positions in veterinary technology education, business management, and industry positions that require a bachelor's degree to apply
 - c. benefit those that desire to pursue specialization as a credential technician
 3. Provide a quality education for those that wish to apply to veterinary college, advance studies at the graduate level, and/or prepare graduates to work in the industry of veterinary medicine.

GOALS OF THE VETERINARY MEDICAL TECHNOLOGY DEPARTMENT ASSOCIATE OF SCIENCE PROGRAM

As a member of Allied Health Sciences, the Veterinary Medical Technology Program seeks to fulfill the following goals:

1. Provide an Associate of Science Degree in Veterinary Medical Technology that meets the academic standards of the American Veterinary Medical Association, the State of Tennessee, and Lincoln Memorial University.
2. Provide conscientious, caring, and highly skilled veterinary technicians who are equipped with critical thinking and clinical skills to practice the science of veterinary technology within the veterinary profession.
3. Provide an educational background that enables graduates to become integral members of the veterinary healthcare team.

II. The Veterinary Medical Technology Program

CULMINATION OF THE ASSOCIATE OF SCIENCE DEGREE IN VETERINARY MEDICAL TECHNOLOGY

The Veterinary Medical Technology (VMT) Program culminates in the award of the Associate of Science Degree in Veterinary Medical Technology by Lincoln Memorial University. Granting of the degree is not contingent upon the student passing any external certification or licensure examination. Upon successful completion of the Associate of Science Degree in Veterinary Medical Technology, students are eligible to take the Veterinary Technician National Examination (VTNE).

GRADUATION REQUIREMENTS FOR THE AS VMT DEGREE

Graduation requirements for the Associate of Science Degree in Veterinary Medical Technology include all general studies requirements of the University (as listed in the *Lincoln Memorial University Undergraduate Catalog*), as well as all Academic Requirements of the Veterinary Medical Technology Program, with an intense concentration of professional Veterinary Medical Technology courses and clinical practicums. All students must accurately document completion of all AVMA CVTEA tasks and skills using E-value®. **Failure to accurately document completion of all AVMA CVTEA tasks and skills may result in earning a grade of Incomplete (I) for the course.**

ACCREDITATION OF THE LMU VETERINARY MEDICAL TECHNOLOGY PROGRAM

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



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to protect the public by identifying educational and facility goals and assisting institutions in achieving these goals. Lincoln Memorial University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, specialist, and doctorate degrees. Questions about the accreditation of Lincoln Memorial University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org). In addition, The Associate of Science (AS) in Veterinary Medical Technology is fully accredited by the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA). The VMT Program is designed to develop the knowledge, understanding, critical thinking skills, and technical abilities required of credentialed veterinary technicians working as members of veterinary health care teams. Veterinary technicians work in clinical practice, biological research, educational facilities, zoos, diagnostic laboratories, pharmaceutical companies, and government agencies such as the USDA and APHIS. Careers of the veterinary technician parallel those of veterinarians.

Address and telephone number of the *AVMA* are given below:

American Veterinary Medical Association
1931 North Meacham Road, Suite 100
Schaumburg, IL 60173-4360
Phone: 800.248.2862 Fax: 847.925.1329
<https://www.avma.org>

ADMISSION PROCEDURE FOR THE LMU VMT PROGRAM

Students must first be admitted to the University before formally applying for admission to the Veterinary Medical Technology (VMT) Program. Admission to the University, however, does not guarantee admission to the VMT Program.

The VMT Admissions Committee is comprised of faculty and staff members of the VMT Program. The Committee will review all applicants' materials and will make the admission recommendations to the Program Director, who will then notify each applicant of their admission status. It should be noted that any omission, false or misleading information in the application process will delay or preclude the student from being considered for admission and will result in a previously admitted student being dismissed from the VMT Program.

ADMISSION APPLICATION REQUIREMENTS FOR THE LMU VMT PROGRAM

1. Admission to the University
2. Completed VMT Program application
3. Completion of 20 clinical observation hours and submission of clinical observation hours form
4. Submission of 2 confidential evaluator forms (1 veterinary professional, 1 non-veterinary professional)
5. Submission of personal statement of professional goals
6. ACT composite score of 18 with a math score of 19* **OR**
SAT critical reading & math composite score of 870 or SAT critical reading, math & writing composite score of 1290 *
7. HS GPA of 3.0, transfer GPA of 2.0



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*Students that do not meet all academic admission requirements may be admitted into the VMT Program in a three-year plan of study.



GRADING SCALE OF THE LMU VMT PROGRAM

All VMT prefixed courses will adhere to the following grading scale:

<u>Letter Grade:</u>	<u>Final Grade %</u>
A	94-100
A-	90-93.99
B+	87-89.99
B	84-86.99
B-	80-83.99
C+	77-79.99
C	74-76.99
C-	70-73.99
D+	67-69.99
D	64-66.99
D-	60-63.99
F	Below 60

It should be noted that all VMT students must earn a letter grade of “B-” or higher in order to be considered as being successful in that course. A student may earn one course grade of 70-79 (C- to C+). Refer to Progression Policies of the VMT Program (p. 10) for additional detail.

ACADEMIC REQUIREMENTS OF THE VMT PROGRAM

1. The minimum grade of B- (80%) is required to pass each VMT course. Refer to Progression Policies of the VMT Program for additional detail.
2. VMT students must meet University requirements for the associate degree in veterinary medical technology, which consists of a minimum of 73-semester hours of general education, collateral math, and science, and VMT courses.
3. Extensive reading outside of class is required in VMT courses. As with any professional program, there is much information to assimilate in a limited amount of time. Therefore, students are responsible for promptly completing all reading assignments.



**CURRICULUM PLAN FOR VETERINARY MEDICAL TECHNOLOGY ASSOCIATE OF
SCIENCE COURSES – Two-Year Plan**

The following is a two-year plan of study for freshmen entering LMU during the 2021 academic year. This plan is to be used in conjunction with the University catalog and advice of faculty advisors. This plan meets LMU’s Lincoln Liberal Arts Common Core requirements and major requirements. Admission requirements for the two-year plan are as follows: composite ACT 18 (19 in Math) and high school GPA of 3.0. Required transfer GPA is 2.0.

Freshman Year

UACT 100 Strategies for College Success	1	COMM 200 Fund. of Speech	3
Math Requirement	3	Ethics/FA/ History/ Humanities	3
LNCN 100 Lincoln’s Life & Legacy	1	VMT 112/L Animal A&P II	4
ENGL 101 Composition I	3	VMT 210/L SA Clinical Procedures	3
VMT 100 Intro to Vet. Tech.	1	VMT 241 Pharmacology I	2
VMT 111/L Animal A&P I	4	VMT 270/L Imaging/Radiology	<u>2</u>
VMT 120/L Husb/Nutr/Breeds	<u>3</u>		17
	16		

Sophomore Year

Social/Behavior Science	3	Science requirement	4
VMT 220/L LA Clin. Procedures	3	VMT 232/L Diag. Lab Procedures II	2
VMT 231/L Diag. Lab Procedures I	2	VMT 242 Pharmacology II	2
VMT 180/L Laboratory & Zoo	2	VMT 252/L Surgical Nursing/Anes. II	3
VMT 230 Dental Procedures	2	VMT 260 Animal Disease/Zoonoses	3
VMT 240 ECC Procedures	2	VMT 297 Veterinary Clinical Review	1
VMT 251/L Surgical Nursing/Anes. I	<u>3</u>	ISYS 100 Computer Literacy	<u>2</u>
	17		17

Summer

VMT 291 Vet. Tech. Practicum I	3
VMT 292 Vet Tech. Practicum II	<u>3</u>
	6

Total Hours: 73

****VMT 241 NOTE: Student must have successfully completed a minimum of MATH 105 with a C- or better to register for VMT 241 – please be sure to advise students in the FALL semester accordingly**



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CURRICULUM PLAN FOR VETERINARY MEDICAL TECHNOLOGY ASSOCIATE OF SCIENCE COURSES – Three-Year Plan

The following is a three-year plan of study for freshmen entering LMU during the 2021 academic year. This plan is to be used in conjunction with the University catalog and advice of faculty advisors. All students that do not meet acceptance requirements for the two-year plan of study will be placed on a three-year plan of study. Students accepted at LMU with English ACT <18 and/or Math ACT <18 will be placed on a three-year plan of study involving developmental courses. This plan meets LMU's Lincoln Liberal Arts Common Core requirements and major requirements.

Freshman Year

MATH 099 Requirement

OR

ENGL 099 Requirement	3	ENGL 101 Composition I	3
LNCN 100 Lincoln's Life & Legacy	1	MATH Requirement	3
Social/Behavior Science	3	Ethics/FA/ History/ Humanities	3
UACT 100	1	COMM 200 Fund. of Speech	<u>3</u>
VMT 100 Intro to Vet. Tech.	<u>1</u>		12
	9-12		

Sophomore Year

ISYS 100 Computer Literacy	2	Science requirement	4
VMT 111/L Animal A&P I	4	VMT 112/L Animal A&P II	4
VMT 120/L Husb/Nutr/Breeds	3	VMT 210/L SA Clinical Procedures	3
VMT 180/L	<u>2</u>	VMT 241 Pharmacology I	2
	11	VMT 270/L Imaging and U/S	<u>2</u>
			15

Junior Year

VMT 220/L Large Animal	3	VMT 242 Pharmacology II	2
VMT 251/L Surgical Nursing/Anes. I	3	VMT 232/L Diag. Lab Procedures II	2
VMT 230 Dental Procedures	2	VMT 252/L Surgical Nursing/Anes. II	3
VMT 231/L Diag. Lab Procedures I	2	VMT 260 Animal Disease/Zoonoses	3
VMT 240 ECC Procedures	<u>2</u>	VMT 297 Veterinary Clinical Review	<u>1</u>
	12		11

Summer

VMT 291 Vet. Tech. Practicum I	3
VMT 292 Vet Tech. Practicum II	<u>3</u>
	6

Total Hours: 77-79

Math ACT <19 = MATH 099 Intro to Algebra

Math ACT 19-20 = MATH 105 Transitional Mathematics

English ACT <18 = ENGL 099 Reading Comprehension

English ACT ≥18 = ENGL 101 Freshman Composition

****VMT 241 NOTE: Student must have successfully completed a minimum of MATH 105 with a C- or better to register for VMT 241 – please be sure to advise students in previous semesters accordingly**



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ESSENTIAL FUNCTIONS OF A VETERINARY MEDICAL TECHNICIAN

Applicants must be physically able to accomplish certain functions that are essential for VMT training. Technical standards are necessary to protect the technician/technologist, doctor, client, patient, as well as other members of the veterinary health care team. Examples of these technical standards include the ability to (a) see through a microscope and discern colors, (b) stand, walk, and carry small objects, (c) demonstrate manual dexterity, and (d) communicate with patients and other medical staff. For optimum achievement in this program, applicants should be able to read, write, and comprehend the English language at the college level. LMU's Technical Standards are outlined in the Appendix of this student handbook. After reading the standards, each student must sign and return the attached document to the Office of Allied Health. This acknowledgment shall indicate that the student has read, understands, and meets the technical standards required of Veterinary Medical Technology students.

ENTRY-LEVEL COMPETENCIES OF A VETERINARY MEDICAL TECHNICIAN (PROGRAM OBJECTIVES)

The goal of the LMU's VMT Program is for graduates to demonstrate entry-level competency in the following areas of professional practice:

1. Properly assess and evaluate needs of patients as they relate to the pathophysiology of disease and disease prevention. (Advance Medical Knowledge)
2. Administer quality medical care involving companion, food, and laboratory animals. (Advanced Medical Knowledge)
3. Demonstrate and apply laboratory procedures essential to diagnostic veterinary medicine. (Advanced Medical Knowledge)
4. Demonstrate an understanding of disease processes and subsequent therapeutic procedures. (Promote Public Health)
5. Demonstrate therapeutic interpersonal communication skills in the client-technician-doctor relationship. (Service to Humanity)
6. Understand the human-animal bond and how the bond impacts society. (Promote Animal Welfare)



III. Policies & Procedures of the Veterinary Medical Technology Program

NONDISCRIMINATORY POLICY OF LINCOLN MEMORIAL UNIVERSITY

In support of the Mission Statement and the principles on which it is based, LMU is committed to equal opportunity for all students, staff, and faculty and to nondiscrimination in the recruitment, admission, and retention of students and the recruitment, hiring, promotion, and retention of faculty and staff.

LMU reaffirms its commitment to personnel and educational policies that comply with the requirement applicable to equal opportunity/affirmative action laws, directives, executive orders, and regulations to the effect that no person at LMU shall, on the basis of age, color, creed, disability, ethnic/national origin, gender, military status, pregnancy, race, religion, sexual orientation, genetic information, or any other class protected by applicable law, be excluded from participating in, or be denied benefits of, any employment or educational opportunity.

All personnel and educational activities conducted by LMU are subject to the equal opportunity, affirmative action, and nondiscrimination provisions of the Equal Pay Act of 1963; Title VII of the Civil Rights Act of 1964, as amended by H.R. 1746; the Civil Rights Act of 1991; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended by U.S.C. Title 41, Chapter 60; the Age Discrimination Act of 1967, as amended in 1974 and 1982; Executive Order 11246 (1965), amended by Executive Order 11375 (1968); the Americans With Disabilities Act of 1990 (PL101-336), as amended, and Section 402 of the Vietnam-Era Veterans Readjustment Assistance Act of 1972, amended in 1974.

All members of the University community bear responsibility for compliance with the equal opportunity, affirmative action, and nondiscrimination policies disseminated through the current University publications, including, but not limited to the *Railsplitters Community Standards Guide*, the *Lincoln Memorial University Catalog*, *other program catalogs and handbooks*, and the *Lincoln Memorial University Faculty/Staff Policy Manual*. Compliance is monitored and reported annually through the offices of the Vice President for Academic Affairs; the Vice President for Enrollment, Athletics, and Public Relations; the Vice President for Academic and Student Support Service; the Office of Human Resources; and the Institutional Compliance Office.

PROGRESSION POLICIES OF THE VETERINARY MEDICAL TECHNOLOGY (VMT) PROGRAM

1. A student must complete all VMT prefixed courses with a grade of 80 (B-) or better.
2. A student may earn one course grade of 70-79.99 (C- to C+) in a VMT prefixed course at any time in the VMT program. A student that earns one grade of 70-79.99 (C- to C+) will be placed on VMT academic probation.
3. If a student earns a second course grade of 70-79.99 (C- to C+) in a VMT prefixed course at any point in the curriculum, the student will be automatically academically dismissed from the VMT program. The student may reapply for admission into the program if they have received two or more grades of C, but it is clearly understood that readmission is not guaranteed. If readmitted, the student must repeat the entire academic year from which he/she was dismissed, beginning with the fall semester. If the student fails to earn a minimum grade of 80 (B-) or better in any



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VMT prefixed course following readmission, he/she will be dismissed from the program and is not eligible for readmission.

4. Any student who earns any grade below a 70 (D-, D, D+, F) in a VMT prefixed course at any point in the curriculum will be dismissed and is not eligible for readmission to the VMT Program.
5. No student will be readmitted into the VMT Program more than once.
6. In order to progress in the program, students must successfully complete the Veterinary Medical Technology courses in sequence as specified in the program handbook. Part-time enrollment in the program is discouraged, as this does not allow for full cohesion of the curriculum.
7. If the student chooses to interrupt his/her VMT course sequence for any reason (withdrawal from any VMT course, withdrawal from LMU, failure to enroll in the next VMT course sequence, etc.), the student may be readmitted to the program at the point in which he/she withdrew. In this case, the student must be in good academic standing with the VMT program and the University.
8. Any student with an incomplete "I" in any VMT prefixed course(s) will not be allowed to enroll in subsequent VMT courses until the "I" has been removed from the student's transcript. If a student receives an incomplete, all of the required course work must be completed no later than 30 days after the conclusion of the current academic term. If the student fails to complete the requirements of the particular course, the student will receive zeros on all missed assignments and the final grade will be calculated accordingly.
9. Each student is responsible for recording in E-value essential skills as they are completed for each veterinary medical technology course through the entire associate degree program. Failure to complete all essential skills taught in a class will result in a grade of "Incomplete." Failure to log all essential skills passed in a class will result in a grade of "Incomplete" until the skills are logged on E-value. See the Undergraduate catalog for information on a grade of "Incomplete."

ACADEMIC PROBATION POLICY OF THE VMT PROGRAM:

Students placed on probation in the VMT program will be required to sign a letter acknowledging their acceptance of the recommended conditions of academic probation. The conditions of the student's probation will be determined by the readmission committee in consultation with the faculty.

READMISSION POLICY OF THE VMT PROGRAM

Consideration for readmission to the VMT program is given on an individual, space-available basis. It should be noted that no student will be readmitted more than once and that all new, first-time applicants will be given priority in terms of admission consideration over readmission applications. Students that are readmitted to the VMT program will be placed under academic probation.

All readmission applicants must do the following:

1. Complete the required *LMU VMT Application for Readmission* form.
2. Provide evidence of extenuating circumstances at the time of dismissal from the VMT Program. Applicants must prepare a letter detailing the extenuating circumstances.



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3. Students must meet with the readmission committee. This meeting may be conducted either in-person or virtually at the discretion of the committee. The readmission committee is made up of a minimum of 3 people: One faculty member, the retention coordinator for the School of Allied Health Science, and a Licensed Veterinary Technician from the VMT program. The readmission committee will consult with all VMT faculty members before making a recommendation to the Program director. The Program director's final decision will be communicated to the student within 2 weeks following the student's meeting.
4. If offered readmission, the student will be required to sign a letter acknowledging their acceptance of the conditions as contained in the Academic Probation Policy.

CRIMINAL BACKGROUND RECORD CHECK POLICY

Completion of a criminal background check may be required prior to admission. Clinical affiliates may require completion of a criminal background check prior to beginning externships.

ACADEMIC INTEGRITY POLICY

All students enrolled in the VMT program will abide by the academic integrity policy of Lincoln Memorial University. This policy can be accessed by utilizing the following links:

Course catalog:

<https://www.lmunet.edu/academics/2021%202022%20Undergraduate%20Catalog%207-21.pdf>

Railsplitters Community Standard guide:

https://www.lmunet.edu/student-life/documents/2021_2022_Railsplitter_Community_Std_Gd.pdf

School of Allied Health Sciences Academic Integrity Policy: In accordance with the LMU Student Handbook, the School of Allied Health Sciences prohibits academic dishonesty of any kind on examinations or assignments. Acts of dishonesty include, but are not limited to, plagiarism, unauthorized possession of examination questions, the use of unauthorized notes during an examination, obtaining information during an examination from another student, assisting others to cheat, altering grade records, or entering any campus office without permission.

Plagiarism is presenting the work of other's as one's own. Failure to give proper acknowledgement/citation to the original author of a statement or statements is the most common form of plagiarism. Plagiarism also includes presenting work completed and submitted previously by the same author(s) as new original work. The University regards plagiarism as a very serious offense. Any student who fails to give credit for quotations or essentially identical material taken from books, magazines, encyclopedias, web sources, or other reference work, or from the essays, research papers, or other writing of a fellow student has committed plagiarism.

Instances of ***proven*** acts of academic dishonesty/plagiarism on any assignment in this course shall be addressed in the following manner:

- First offense in any VMT or VHS prefixed course will result in a grade of 0 for the assignment in question and notification of the Department Chair and Dean of Allied Health Sciences
- Subsequent offenses (in the same course or any other VMT or VHS prefixed course) may result in failure of the course, academic probation, or academic suspension



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- For example:

If a student violates the policy in the fall semester in a VMT or VHS course, a second violation in the same course or a different course in the same semester may result failure of the course, academic probation, or academic suspension

ALSO

If a student violates the policy in the fall semester in a VMT or VHS course, a second violation in the spring semester in a separate VMT or VHS course may result failure of the course, academic probation, or academic suspension

Examination Policy: The following policy will be strictly enforced in all VHS and VMT courses during examinations:

- Backpacks, purses, and other bags must be placed in a designated spot in the classroom at the discretion of the instructor. Students may not keep bags at their side during the test.
- Students should only have a pen or pencil and calculator, when applicable, during the examination. Instructors may grant permission for the student to possess water or another beverage during the examination.
- Cell phones are to be **turned OFF** and placed in backpack or purse prior to the examination. Cell phone calculators are not permissible on examinations requiring mathematical calculations.
- Bluetooth connected accessories, such as Apple watches, must be placed in backpack or purse prior to the examination.

LECTURE ATTENDANCE POLICY

The Veterinary Medical Technology Program adheres to LMU’s undergraduate attendance policy:

To maximize the learning experience at LMU, students are expected to attend all classes. It is the student’s responsibility to complete all course requirements even if a class is missed. The University understands that certain absences are unavoidable and recognizes the following as excused absences:

- Personal illness – health care provider validation typically required; chronic illnesses which may cause absences should be disclosed to the instructor (see course syllabus for specific guidelines)
- Death or critical illness in the family as defined in LMU Student Handbook (see Bereavement Policy)
- Jury duty
- Military duties
- Religious observances of a student’s faith
- Participation in a university-sponsored activity – with official notification from university personnel

Faculty may require documentation for excused absences. Additional excused absences are determined at the discretion of the faculty member. Faculty members must allow each student who is absent due to a reason recognized as an “excused absence” the opportunity to make up work missed without any reduction in the student’s final course grade. The make-up work should be done in a timely manner, which is determined at the discretion of the faculty member as outlined in the course syllabus.

Responsibility for materials presented in, assignments made for, and tests/quizzes given in regularly scheduled classes, lies solely with the student. In the case of foreseeable absences, students are responsible for notifying the faculty member in advance of the absence. The desired notification method



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is determined by the faculty member and is outlined in the course syllabus. Failure of the student to notify faculty of an excused absence may result in the absence being considered unexcused, in which case the opportunity for make-up work could be lost. Neither the absence, nor the notification of the absence, relieves the student from course requirements. Misrepresenting the reason for a class absence to a faculty member is a violation of the University's academic integrity policy (which can be found in the LMU Undergraduate Catalog <https://www.lmunet.edu/academics/catalogs>).

In the case of illness or emergency, students shall have twenty-four (24) hours, after discharge from a medical facility, to present a medical excuse to receive and excused absence in the course. Medical excuses will not be accepted after the 24 hour window. An excused absence requires production of an authentic paper copy of a doctor's note or other verifiable evidence explaining the student's absence.

The LMU Athletics Division will provide official notification of excused absences directly to the instructor. It is also the student athlete's responsibility to notify the instructor of any absence PRIOR to the absence. For examinations (tests or quizzes) which conflict with excused athletic absences, the student-athlete must notify the instructor BEFORE the absence and reach an exact agreement on the time and date of the make-up exam/quiz. Major projects/papers/presentations affected by excused absences must also follow the make-up process as outlined above.

Online Classes – In the instance of a foreseeable absence that could impact online learning, students should make every effort to complete online assignments as regularly scheduled.

LAB ATTENDANCE POLICY

The VMT Program is a professional program and regular, punctual lab attendance is expected and this responsibility rests upon the individual student. In the event that a student is not able to attend a lab, the student is responsible to notify the instructor ahead of time. Absence from a lab covering an AVMA CVTEA essential task or skill may result in failure of the course. Accumulation of three (3) or more lab absences may result in failure of the course.

QUIZ / EXAM ATTENDANCE POLICY

Exams must be taken as scheduled. A valid written excuse (such as a physician's note) is required if a quiz or exam is missed. It is the responsibility of the student to make arrangements to take an alternate makeup exam as soon as possible. The format of the makeup exam is at the instructor's discretion and may differ significantly from the format of the original exam. For example, if the original exam was in "multiple-choice" format, the make-up may be in an essay format.

CELL PHONE USAGE POLICY

The use of cell phones or blue tooth connected devices (talking, texting, etc.) during any VMT class or laboratory period or during a clinical experience is strictly prohibited unless authorized by the faculty member/instructor for instructional purposes. Students caught violating this policy will be immediately dismissed from the classroom and/or clinical affiliate. The use of a cell phone or other electronic device during any exam or other in class assignment and/or lab not involving the permission of the instructor in any VMT course will be considered as an act of cheating and a violation of the Academic Integrity Policy and may be grounds for immediate dismissal from the program.

PHOTOGRAPHY POLICY

Photography of patients/animals in the VMT Program housing facilities, during laboratory activities, and at clinical sites is *strictly prohibited*. Photography of VMT Program teaching and housing facilities is also



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strictly prohibited. Respect for client/patient interaction and confidentiality is of paramount importance in health care settings. First time violation of the photography policy will result in written warning to the student (s); a repeat violation will be grounds for dismissal from the program. The photography policy can be found below:

Photography Policy

Photography or any use of recording devices (e.g., film or digital cameras, camera phones, sound recorders) is strictly prohibited in animal use areas, unless specifically approved in writing by the LMU IACUC and the Institutional Officer.

Exceptions:

1. When performed by government inspectors (e.g., USDA Veterinary Medical Officer).
2. When required by personnel authorized by the Institutional Officer to assist in clinical diagnosis of disease.
3. When the Institutional Officer has requested to document conditions of animal facilities.

ANIMAL NEGLECT POLICY

The faculty of the LMU VMT program work hard to ensure ample hands-on experience for students using live animals. Students have a responsibility to provide daily enrichment, feedings, medical, and any addition care to the live animals we house within our department. To ensure the optimal respect, care, and health of these animals we have developed an Animal Care Contract to hold each student accountable during their time in the VMT. The Animal Care Contract is made available to VMT Students at the beginning of each semester which outlines what constitutes expectations of care and animal neglect. If a student has committed an act of animal neglect, said student will be charged with neglect and receive an **Animal Neglect Notice**. Refer to the Animal Care Contract for descriptions of Level 1, 2, and 4 Neglect Charges.

Dismissal Process: The VMT Program will implement a total points system. If a student receives four points in a semester or six points over multiple semesters, the student will be dismissed at the conclusion of the semester. If a student performs a level 4 neglect action, the student will be immediately dismissed from the program. A Level 1 Neglect Charge is equivalent to one point, a Level 2 Neglect Charge is equivalent to two points, a Level 4 Neglect Charge has the equivalent of four points AND an immediate dismissal from the LMU VMT Program.

USE OF EQUIPMENT AND SUPPLIES

Students should understand and acknowledge that the use of all equipment located within the laboratories and classrooms of LMU, and its off-campus teaching sites is a privilege. As part of a professional veterinary healthcare team, they are held responsible for the proper operation and care of said equipment. Whether a student has had previous experience with any or all of the various machines used for examination of blood, urine or tissue samples, each student must recognize that all of this equipment, including and not limited to microscopes, dissecting tools, CBC/chemistry machines, radiology, surgery and electronic record-keeping devices are not to be defaced, damaged, tampered with or otherwise exposed to destructive actions.

In addition to the above willful and deliberate behaviors, each student should recognize that, until s/he is enrolled in the specific course for which each device is designed and in place to support, the student should not attempt to repair, replace, or otherwise interfere with the proper working order of said machinery. If a



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student is found or reported to have been responsible for the unsuspected or intentional damage or destruction to any equipment, the faculty will investigate the matter and take appropriate action. Besides the student being held liable for cost of repair or replacement of said machinery, a calculated act of vandalism can be just cause for failure of a course or rotation. If neglectful or destructive actions within the laboratory or classroom are repeated, the student can be dismissed from the VMT program without the option of reinstatement.

PROFESSIONAL DRESS POLICY (DRESS CODE)

Students are expected to keep a professional appearance in class as well as in laboratory and clinical settings. The dress policy is designed to maintain a level of professionalism and safety while students are engaged in animal care and laboratory settings. Students not in compliance with any of the Dress Code Policies will be asked to leave clinical labs for the day; this will be considered an unexcused absence.

1. Name tag or LMU ID badge must be worn at all times while on campus or when attending off campus labs, school functions, etc.
2. The professional atmosphere of a hospital is to be maintained by all students while present on the Harrogate campus or at off campus locations at all times. Students are expected to dress according to the dress code, to be well groomed, and to maintain their clothing in a clean state.
3. LMU Vet Med Tech scrubs (navy blue) must be worn during each off campus clinical laboratory session or clinical setting. These will be available for purchase in the LMU bookstore. During on campus clinical laboratory sessions or clinical setting, solid color scrubs (black, grey or navy blue) must be worn. Professional appearance of these uniforms is of utmost importance; scrubs and lab coats must fit properly, be clean, and neatly pressed, not wrinkled.
4. During clinical labs, students are required to wear clothing that covers and protects the chest, stomach, sides, back, shoulders and upper arms. Suggestion: wear clothing, such as pants, long skirt or dress that covers and protects one's body from the waist all the way to and including one's ankles. Clothing must be worn to ensure that cleavage, abdomen, thighs, and lumbar area remain covered by clothing when one bends to pick up an animal. If standing while arms raised above one's head, the top must cover the entirety of student's back, sides, and abdomen.
5. During clinical labs, students are required to wear clean shoes that cover and protect the student's feet completely. No sandals, flip-flops, open-toed shoes, slippers or shoes with open sides or heels are allowed in the laboratories.
6. During clinical labs, remove valuable jewelry. Chemicals are capable of damaging jewelry. Take off jewelry and store it in a purse or book bag before beginning any procedure. Exam gloves are available for use if one chooses not to remove rings. Due to the sterile nature of surgical labs, no jewelry will be allowed in the surgical suite. Students may wear a watch with a second hand if assigned as the anesthetist monitoring patients. Nails must be no longer than the end of each finger, and acrylic/non-natural nails are not permitted.
7. Hair must be pulled up in a ponytail or other up do, away from face/eyes in all laboratory sessions. (Note: Some externship sites may have requirements for natural hair color.)
8. Some externship sites may have requirements for all tattoos to be covered. Instructors may request that tattoos be covered during laboratory sessions or clinical settings.



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CONDUCT AND PROFESSIONAL BEHAVIOR POLICY

Students in the VMT Program work among the veterinary health care teams (technicians, doctors, the general public, and veterinary students) to provide quality care and nursing assessment of patients. Showing respect and professional courtesy to those on the team is mandatory. When students address instructors/technicians/supervisors, they are to use his/her professional title. **NO FIRST NAMES PLEASE**

Students are expected to demonstrate the following interpersonal skills in the classroom, laboratory, and clinical settings:

1. Conflict and crisis resolution without emotional outburst
2. Maintain a positive attitude in communicating with fellow students, as well as LMU faculty and staff, and staff in clinical settings
3. Courtesy and concern for fellow students, staff, patients, and clients
4. Promotion of common goals and avoidance of disruptive behavior
5. Demonstration of initiative and assumption of responsibility for completion of routine tasks
6. Acceptance of constructive criticism
7. Students should avoid being argumentative. For complaint purposes, please see the Academic Appeal Procedure and Academic Grievance Policy and Procedure

Professional behavior includes, but is not limited to:

1. Attention to personal appearance
2. Attention to cleanliness
3. Support and loyalty of veterinary technology as a profession
4. Support of University, school, departmental, and clinical policies
5. Cooperation with fellow students and faculty
6. Maintaining composure, and avoiding emotional outbursts
7. Maintain a positive attitude and courteous behavior with instructors
8. Students involved in LMU VMT fundraising activities must not have direct or indirect profit from these activities
9. Facebook conversations between students or other individuals associated with the Veterinary Medical Technology Program must meet the guidelines outlined by the professional behavior policy
10. Be pleasant and polite
11. Don't use offensive language, and don't be confrontational for the sake of confrontation

Technical Standards for Student Participation in Veterinary Medical Education and Technology Programs

The purpose of this document is to establish technical standards for enrollment and participation in the veterinary medical education and technology programs of the Lincoln Memorial University School of Allied Health Sciences (LMU-SAHS). The LMU-SAHS, has established these technical standards to provide a framework for accommodating the following issues:

1. The rights of applicants and students
2. The safety of students, their co-workers, and veterinary patients



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3. The significant clinical training component of the veterinary medical education and technology curriculum
4. The requirements for accreditation by the American Veterinary Medical Association
5. The conditions for licensure of the LMU graduates in veterinary technology and veterinary medicine.

It is the intent of LMU to make sure that students enrolling in the veterinary medical technology program are aware and understand the physical demands needed to successfully complete the courses, laboratories, and clinical rotations.

The technical standards described in this document are the minimum standards that allow an individual to perform at the lowest acceptable level in the required activity having the highest, greatest, or most complex requirement for the designated sense, function or characteristic. Students must be able to satisfy, with or without the use of appropriate auxiliary aids (including prosthetic devices), the following technical standards which relate to physical abilities. If one aid or prosthetic device interferes with a second aid or prosthetic device needed to carry out a single act, then the individual may be restricted in meeting the technical standard. A student who is a qualified individual with a disability must be able to satisfactorily perform each of the technical standards listed below with or without an accommodation.

I. Body Senses:

A. Vision

1. An individual must be able to observe movement at a distance ranging from 30-45 centimeters to 15-20 meters at a discrimination level that permits detection of subtle differences in movement of the limbs in animals. Application: Detect and describe a change in color of hair coat caused by licking or trauma; detect abnormal head posture in a parakeet; monitoring respiratory rate during anesthesia; ability to read anesthesia monitoring equipment.
2. An individual must be able to discriminate shades of black and white patterns in which the band is not more than 0.5 mm in width. Application: Bacterial hemolysis on a blood agar plate; density patterns on a radiograph; ability to see ECG tracing; reading and evaluation of histology/cytology slides.
3. Depth perception must allow detection of a 0.5 cm elevation which is no more than 1 cm in diameter on a slightly curved surface having a slightly irregular surface. Application: Detection of tissue swelling on the hip on a smooth-haired dog; determining presence of reaction to skin testing for allergies.

B. Hearing

1. An individual must be able to perceive the natural or amplified human voice without lip reading. Application: Oral communication in a surgery room with all occupants wearing surgical masks.
2. An individual must be able to perceive the origin of sound. Application: Movement of large animals in a pen or corral; monitoring multiple patients in an ICU.

C. Proprioception

1. An individual must be able to determine the position of one hand extended from the body within $\pm 10^\circ$ when the arm is extended in any direction, the eyes are closed, and the individual is standing. Application: endotracheal intubation; intravenous injection.



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2. An individual must be able to differentiate between four round semisolid objects having diameters of 0.5, 1, 1.5, and 2 cm and judge the shape and consistency of objects when the arm is extended, and the eyes are closed. Application: assisting in surgery; lymph node palpation; palpation of trachea to determine proper endotracheal tube size.

II. Body function:

A. Speech

1. An individual must be able to speak English and be understood by others who cannot see the lips or facial expressions of the individual. Application: Oral communications in a surgery room where all occupants are wearing surgical masks; managing a patient with cardiac arrest.

B. Coordinated movement

1. An individual must be able, when communicating with other individuals by speech, either in person or by telephone, to make legible written notes in English within the margins and space provided on the appropriate forms. Application: Completing medical records and charts; anesthesia records.
2. An individual must be able to hold surgical instruments in one hand and perform fine movements with such instruments. Application: assist in holding of hemostats or other instruments while assisting in surgery; induce and monitor general anesthesia in an animal patient; place intravenous catheters; properly tie a square knot with 6-0 suture using instruments.
3. An individual must be able to hold, manipulate, or tie materials ranging from a cloth patch to a very fine string. Application: Hold and manipulate a surgical sponge; properly tie a square knot with 6-0 suture by hand; endotracheal intubation; intravenous injection; catheterize animals to obtain
4. sample of urine; apply bandages; intravenous catheterization of domestic and companion animal species (dogs, cats, rabbits, rats, etc.), and wild/ non-domesticated animal species (rabbits, raccoons, opossum, etc.).
5. An individual must be able to move his/her entire body a distance of no less than three meters within two seconds of a signal to do so. Application: Movement from danger while handling animals in confined spaces.

C. Physical Stamina

1. An individual must be able to lift objects and/or animals weighing 0-5 pounds constantly; 5-20 pounds frequently; 20-50 pounds occasionally. An individual must be able to lift all of the above to a height of one meter and carry the object or animal for a distance of two meters. Application: Placing a dog on a surgery table; lifting and carrying a bag weighing approximately 35 pounds of drugs, equipment, and supplies from an ambulatory service vehicle to an animal patient in a nearby barn or lot; restrain a small animal patient for a medical procedure; restrain horses and cattle by halter, twitch, nose tongs and other techniques; administer oral medication to ruminants by balling gun or dose syringe.

Allergy and/or fear

1. An individual must be able to have sustained contact with multiple species of animals and the environments in which they are housed and treated. During such contact, the individual must be able to carry out routine medical care on such animals irrespective of physical discomfort resulting from allergic reactions with hair, dander, skin, or bodily fluids. Fearful behavior on the part of an injured or distressed animal receiving veterinary care is a common occurrence in a clinical setting. It is likewise understandable that veterinary healthcare professionals should be fearful for their wellbeing when attempting to restrain and examine an injured animal patient. It is important that



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individuals be responsible for performing veterinary medical procedures to be able to do so in an efficient and expedient manner that mitigates the risk of personal injury to them and further exacerbates the injury to their patients.

PREVENTATIVE HEALTH MEASURES

1. Vaccination for rabies is mandatory. Students requiring medical exemption from rabies vaccination must provide written documentation of medical necessity from a licensed physician or medical provider. Students enrolled in VMT 120 must pay a \$750.00 course fee to cover cost of purchase and administration of rabies vaccine.
2. Students that provide written documentation of rabies vaccination or written documentation of adequate rabies titers within 2 years prior to starting the program will have the \$750.00 course fee waived.
3. All students must provide written documentation of current tetanus vaccination (within the previous five years).*
4. Female veterinary medical technology students should sign a pregnancy declaration form to be exempt from participation in some courses such as anesthesia, parasitology, and diagnostic imaging where participation could put the unborn fetus at risk.*
5. Students are encouraged to obtain health insurance.

* Acknowledgement forms are found in the Appendix at the end of this Handbook. Forms must be submitted to the VMT Program Director during the associated VMT 100 class. If forms are not submitted on time, entry into classes and labs is prohibited.

POLICY ON PREGNANCY

Students who are, or become, pregnant are encouraged to notify the program director. The choice to declare one's pregnancy is voluntary. Veterinary medicine has with it many inherent dangers for the developing fetus. Hazards such as inhalation of anesthetic gases, exposure to radiation, toxic chemicals, exposure to chemotherapeutic agents, trauma by a horse or cow or an animal bite or scratch are just a few of the hazards inherently dangerous to the pregnant individual and her fetus. The pregnant student is advised to seek advice and counsel from her attending physician concerning her continuation in the LMU VMT Program.

Upon notification of pregnancy by the student, the following guidelines will be followed:

1. Upon declaration of pregnancy by the student, general program polices will be reviewed in detail in order to provide the student with a complete understanding of her status in the program, whether she is able to complete the program during her pregnancy or after pregnancy leave
2. The pregnant student must follow the established program policies and meet the same clinical and educational criteria as all other students before graduation and recommendation for the veterinary technician examinations.
3. If the student chooses to leave the Program during her pregnancy, she will be eligible for reinstatement into the Program upon completion of her pregnancy leave, provided that her academic status is in good standing at the time of her leave-taking. The student must re-enroll in the courses from which she withdrew due to her pregnancy leave. If the student does not re-enter the program at the earliest possible date after termination of the pregnancy leave, she will have to



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apply for the program under the standard of application procedure should she wish to enter the program at a later date.

I have read and fully understand the above policy and realize that enrollment in veterinary medical technology courses such as anesthesia and surgical prep; parasitology; and veterinary imaging could carry risks such as premature delivery or birth defects to the unborn fetus. If I elect to stay in this course at Lincoln Memorial University, I accept full responsibility for my actions and relieve Lincoln Memorial University, its faculty and staff, and veterinary clinical/practicum affiliates of any responsibilities in case of adverse effects.

RABIES NOTIFICATION

Participation in Lincoln Memorial University's (LMU) Veterinary Technology Program will involve contact with animals and may give rise to a risk of physical injury or infection.

Please be aware that:

1. Animals have a tendency to behave in ways that may result in injury to me or other persons in the immediate vicinity.
2. Animals may react in an unpredictable way to unfamiliar environments, sounds, odors, sudden movements, unfamiliar objects, persons, or other animals.
3. I must listen to on-site professional staff when working with animals and when I am around other students, faculty, visitors, or staff.
4. Animals may become aggressive toward people during treatment.
5. Animals may carry diseases that may not be apparent, and these diseases may be infectious to humans.
6. I must comply with all the LMU-Veterinary Technology Program policies, regulations and rules, and all federal, state, county, city, and/or local laws, regulations, and ordinances regarding the care and treatment of animals at LMU.

Further, I acknowledge and understand that participation in the LMU Veterinary Technician Program increases my risk of being exposed to infections and diseases, including rabies. Rabies is a lethal viral infection that is typically spread to susceptible animals and humans by bites from infected animals or by close contact with infected tissues. The disease is endemic in the area and has been identified in dogs, cats, horses and wildlife throughout the tri-state area. LMU Veterinary Technician Program requires that veterinary students and employees obtain vaccination against the disease and verify titers are in compliance with CDC recommendations: https://www.cdc.gov/rabies/specific_groups/veterinarians/staff.html Students who are not vaccinated for Rabies due to religious beliefs or medical contraindication must sign the appropriate forms acknowledging and assuming the increased risks associated with participating in LMU Veterinary Technician Program without vaccinations.



CLINICAL TRAVEL POLICY

Transportation to and from clinical and laboratory sites is at the expense of the student. Car-pooling is encouraged. Parking fees, when applicable, are also at the expense of the student.

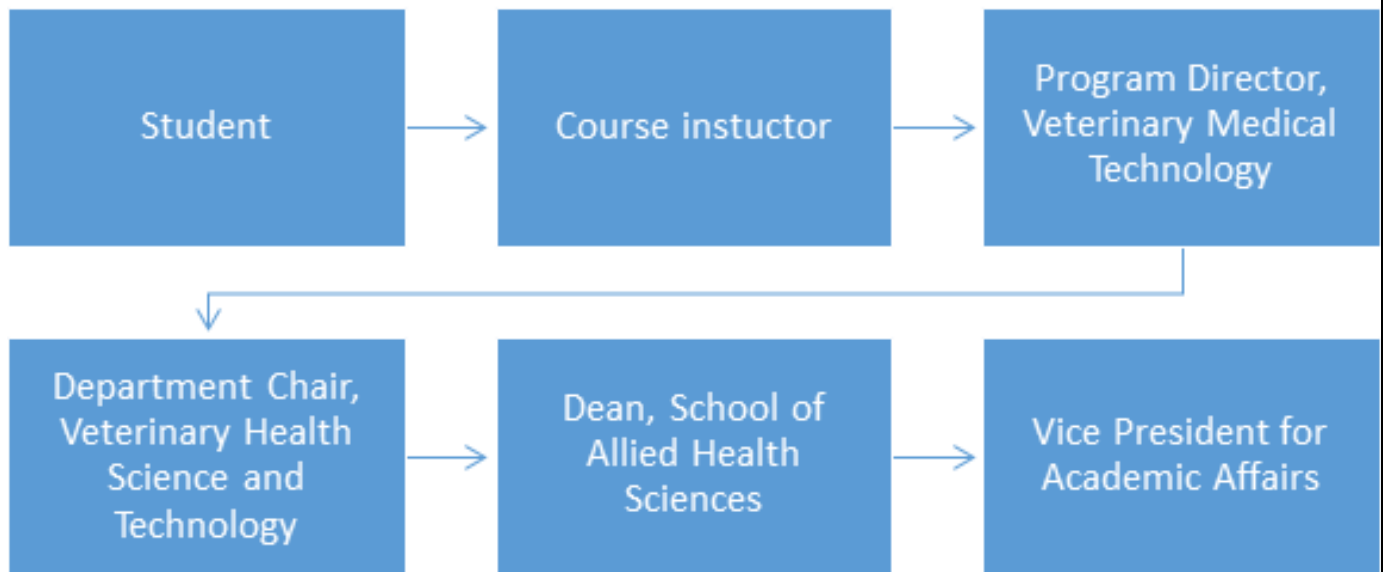
ACADEMIC APPEAL PROCEDURE

If a problem arises involving any VMT course, the student should initially consult the faculty member involved. If the problem is not resolved, the student should contact the Program Director of the Veterinary Medical Technology Program, followed by the Chair of the Department of Veterinary Health Science and Technology, then the Dean of the School of Allied Health Sciences, and finally the Vice President for Academic Affairs. Any complaint that is submitted in writing will be investigated and resolution will be attempted. Please see the academic grievance policy and procedure for further details.

ACADEMIC GRIEVANCE POLICY AND PROCEDURE

The University Academic Grievance/ Appeal Procedure can be found in the undergraduate catalog.

ORGANIZATIONAL CHART





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SICK LEAVE POLICY

If a student becomes ill during the course of the semester to such a degree that a significant amount of lecture and clinical experience time has been missed, the Program Director will evaluate the situation in a case-by-case manner and will do one of the following:

1. If the student has recovered in a timely manner so that make-up work is possible within the given semester, the Program Director will coordinate with the assigned clinical affiliate so that all academic work and clinical experience will be completed in a time so that the final grade can be issued to the student as scheduled by the University's academic calendar.

2. If the student has not recovered in a timely manner so that make-up work is not possible, the Program Director will contact the Student Services department to arrange an academic leave for the student.



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IV. Student Information

COUNSELING AND TUTORING SERVICES

Free counseling and tutoring services are available upon request through the Office of Student Services and the Tagge Center for Academic Excellence.

EXPENSES*

Scrub top, pants (LMU)	\$25
LMU Lab Coat (white)	\$35
Coveralls (optional)	\$20
Plastic/Rubber Boots	\$20-30
Stethoscope	\$25- \$150
Rabies Vaccination	\$750

Travel (transportation to and from clinical facilities is the sole responsibility of the student).

*Above expenses are approximate and are subject to change without prior notification. All expenses are required unless marked optional.

LMU VETERINARY MEDICAL TECHNOLOGY STUDENT CODE OF ETHICS

Every veterinary technician has the obligation to uphold the trust invested in the profession by adhering to the profession's Code of Ethics. A code of ethics is an essential characteristic of a profession and serves three main functions:

1. A code communicates to the public and to the members of the profession the ideals of the profession.
2. A code is a general guide for professional ethical conduct.
3. A code of ethics provides standards of acceptable conduct that allow the profession to implement disciplinary procedures against those who fall below the standards.

No code can provide the answer to every ethical question faced by members of the profession. They shall continue to bear responsibility for reasoned and conscientious interpretation and application of the basic ethical principles embodied in the Code to individual cases.

Ethical standards are never less than those required by law; frequently they are more stringent.

Preamble

The Code of Ethics is based on the supposition that the honor and dignity of the profession of veterinary technology lays in a just and reasonable code of ethics. Veterinary technicians promote and maintain good health in animals; care for diseased and injured animals; and assist in the control of diseases transmissible from animals to human.

The purpose of this Code of Ethics is to provide guidance to the veterinary technician for carrying out professional responsibilities so as to meet the ethical obligations of the profession.



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Code of Ethics

1. Veterinary technicians shall aid society and animals by providing excellent care and services for animals.
2. Veterinary technicians shall prevent and relieve the suffering of animals with competence and compassion.
3. Veterinary technicians shall remain competent through commitment to life-long learning.
4. Veterinary technicians shall promote public health by assisting with the control of zoonotic diseases and educating the public about these diseases.
5. Veterinary technicians shall collaborate with other members of the veterinary medical profession in efforts to ensure quality health care services for all animals.
6. Veterinary technicians shall protect confidential information provided by clients, unless required by law or to protect public health.
7. Veterinary technicians shall assume accountability for individual professional actions and judgments.
8. Veterinary technicians shall safeguard the public and the profession against individuals deficient in professional competence or ethics.
9. Veterinary technicians shall assist with efforts to ensure conditions of employment consistent with the excellent care for animals.
10. Veterinary technicians shall uphold the laws/regulations that apply to the technician's responsibilities as a member of the animal health care team.
11. Veterinary technicians shall represent their credentials or identify themselves with specialty organizations only if the designation has been awarded or earned.

Ideals

In addition to adhering to the standards listed in the Code of Ethics, veterinary technicians must also strive to attain a number of ideals. Some of these are:

1. Veterinary technicians shall strive to participate in defining, upholding, and improving standards of professional practice, legislation, and education.
2. Veterinary technicians shall strive to contribute to the profession's body of knowledge.
3. Veterinary technicians shall strive to understand, support, and promote the human-animal bond.

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Veterinary Medical Technology Program

IMMUNIZATION FORM

Please complete this form together with your physician, and return it to:
Veterinary Medical Technology Program Director
School of Allied Health Sciences
Schenk Center for Health Sciences
Lincoln Memorial University
6965 Cumberland Gap Parkway
Harrogate, TN 37752

DO NOT RETURN THIS FORM TO THE ADMISSIONS OFFICE

All students admitted to the Lincoln Memorial University Veterinary Medical Technology Program *must* be immunized against Rabies and Tetanus (or be exempted by a physician). This form must be completed by the attending physician as verification of coverage. Students will not be permitted to take any courses that require hands-on training with animals until this form is completed and returned to the Veterinary Medical Technology Program. Students should make a copy of this form when completed, for their own records.

Student's Full Name and Address:

(Last name) (first name) (middle initial)

(street) (apartment number)

(city) (state) (zip code)

(Phone number) (e-mail address)



Veterinary Medical Technology Program

Imovax Rabies: Pre-exposure Rabies Prophylaxis

Students should allow 4 weeks for the completion of the rabies series. Rabies vaccination is mandatory for all students enrolled in VMT 120.

Either a 3-Dose Series OR a 2-dose Series is acceptable.

Day 0: _____ (date given)

Day 7: _____ (date given)

Day 21 or 28: _____ (date given) (If 3-dose series is given)

Physician/Pharmacist signature: _____ Date: _____

Student's Signature: _____ Date: _____

Tetanus Toxoid:

Tetanus boosters, if required, may also be given on one of the two/three days when rabies is administered. Incurred costs are the responsibility of the student or his/her private insurance carrier.

Every student must be protected against tetanus by receiving tetanus toxoid within the past 5 years. Please confirm with the physician that the student is protected against tetanus. If a booster is required, one must have the immunization administered prior to September 1, 2022.

Physician's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Print student's name: _____



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VETERINARY MEDICAL TECHNOLOGY PROGRAM

EXEMPTION FROM VACCINE ADMINISTRATION

- 1. The administration of rabies pre-exposure prophylaxis may be contraindicated in students with some medical conditions. If the student is exempt from receiving these immunizations, the physician must sign below.

Physician's Signature

Date [OBJ:OBJ:OBJ:OBJ:OBJ]

Reason for exemption: _____

- 2. The administration of tetanus toxoid may be contraindicated in students with some medical conditions. If the student is exempt from receiving these immunizations, the physician must sign below.

Physician's Signature

Date

Reason for exemption: _____

Student signature

Date

Print student's name



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NEGLECT POLICY AGREEMENT

I have read the above information and understand Animal Neglect violations and the impact such violations have on my educational career. I understand for further, detailed, information on said policy, I can reference the Animal Care Contract made available each semester.

Student Signature

Date

Printed Name



Please initial each line and then sign at the end of the page.

STUDENT CONSENT FORMS

_____^[OBJ]I. RECEIPT OF THE CURRENT EDITION OF THE LMU VMT STUDENT HANDBOOK.

I hereby certify that I have received the current edition of the *LMU Veterinary Medical Technology Student Handbook*, and I have read every page thoroughly. I indicate by my signature below that I understand the contents of this handbook, and I agree to abide by all of the rules and regulations contained therein.

_____^[OBJ]II. PERMISSION TO RELEASE INFORMATION

I hereby grant permission to release: Information to prospective employers about my work habits, attendance, and performance in the Veterinary Medical Technology Program.

_____^[OBJ]III. POLICY ON PREGNANCY

I have read and fully understand the above policy and realize that enrollment in veterinary medical technology courses such as anesthesia and surgical prep; parasitology; and veterinary imaging could carry risks such as premature delivery or birth defects to the unborn fetus. If I elect to stay in this course at Lincoln Memorial University, I accept full responsibility for my actions and relieve Lincoln Memorial University, its faculty and staff, and veterinary clinical/practicum affiliates of any responsibilities in case of adverse effects.

_____^[OBJ]IV. TECHNICAL STANDARDS ACKNOWLEDGEMENT

I have read, understand, and meet the Technical Standards required by students of the Veterinary Medical Technology Program. I understand that if I cannot meet these standards, I will need to dismiss myself from the program. If I am found to not meet a standard, I may be asked to be tested on this standard. If I cannot meet the standard, I will be dismissed from the program.

_____^[OBJ]I. RECEIPT OF THE RABIES NOTIFICATION ON PAGE 22 OF THE LMU VMT STUDENT HANDBOOK.

I hereby certify that I have received the Rabies notification within the LMU VMT handbook. Further, I acknowledge and understand that participation in the LMU Veterinary Technician Program increases my risk of being exposed to infections and diseases, including rabies.

Student signature: _____^[OBJ]Date: _____

Student printed name: _____

LMU

Lincoln Memorial University
HARROGATE, TENNESSEE