

NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE

VETERINARY TECHNOLOGY PROGRAM

VET 281

EXTERNSHIP MANUAL

Katherine Smith, MS, CVT

Assistant Professor of Veterinary Technology
Acting Program Coordinator – Veterinary Technology

Spring 2016



EXTERNSHIP MANUAL

INTRODUCTION

This manual is designed to outline the Externship Program for the Veterinary Technology Program at NWCC.

The major objective of the Externship Program is to provide a student centered experience. The following material is presented with this in mind. The emphasis is on the role of the student in relation to the Externship Experience, the Veterinary Hospital or Laboratory Animal Facility, and the NCCC Externship Instructor.

The general purpose of the Externship Program is to provide the student with an actual hands-on work experience applying knowledge learned in the classroom. To be effective, the Externship experience should be planned so that the student can perform required skills in the practice setting.

CONTENTS

This manual consists of the following components. If any parts are missing, contact the instructor for another complete copy of the manual.

1. Introduction
2. The Value of the Externship Experience
3. Externship Policies
4. Daily Log Requirements
5. Externship Experience **Final Report** and **Case Study** Requirements
6. Externship Experience Agreement
 - To be completed and signed by the student and the Hospital Externship Supervisor and returned to the NCCC instructor. This must be done **prior** to starting the externship.

7. Student Evaluation

- To be completed by the Hospital Externship Supervisor upon completion of the Student's experience and returned to the NCCC instructor.

THE VALUE OF EXTERNSHIPS

- Externships assist the student in learning and professional development.
- The Experience affords the student an opportunity to observe professional staff in their work environment.
- The Externship experience is an educational activity intended to provide maximum opportunities for practical experiences.
- The Externship experience is an educational activity intended to provide maximum opportunities for practical experiences.
- Externships establish and maintain channels of communications between the Student, the Educator and the Professional field.

EXTERNSHIP POLICIES

1. Our policy is to include only Veterinary Hospitals or Laboratory Animal Facilities which have an outstanding reputation and an expressed interest in providing opportunities for externship experiences that will attempt to meet the learning objectives set forth in this manual.
2. The Veterinary Hospital or Laboratory Animal Facility in which the student is placed should expect the student to function as a "learner", not as an experienced professional and salaried employee.
3. The Veterinary Hospital should not use the student as a staff replacement.
4. It is expected that the Hospital Supervisor will provide weekly conferences regarding the progress and evaluation of the student's performance.
5. The Hospital Externship Supervisor should be either a Veterinarian or a Certified/Licensed Veterinary Technician.

6. The State of Connecticut College Services Agreement (a separate document) must be signed by the Veterinary Hospital or Laboratory Animal Facility, the NCCC College Dean of Administration and the Attorney General's Office prior to the start of the externship.
7. The NCCC Externship Instructor will make at least one visit, pending location of site, while the student is working to observe and discuss the students' performance with the Hospital Externship Supervisor. If the distance is too far to travel, the instructor will make telephone contact with the Hospital Externship Supervisor.
8. **RADIATION SAFETY:** Students participating in this Externship Experience have successfully completed a Radiographic Imaging course and have been trained in radiation safety. Film radiation dosimetry badges will be provided for each student by NCCC. Film radiation dosimetry badges must be returned by the student to the NCCC Instructor prior to assignment of a final grade for this Externship Experience.
9. The Externship Experience Agreement, which is part of this manual, includes the following provisions:
 - The approximate days/hours agreed upon between the Hospital Externship Supervisor, the NCCC Instructor, and the student to meet the NCCC requirement of a **minimum of 200 hours** for this Veterinary Technology Externship Experience.
 - Dates of expected beginning and conclusion of the Externship Experience.
 - Name, work telephone number, and email address of the Hospital Externship Supervisor
 - Name, address, home/work telephone numbers, and email address of the Student.
 - Name, telephone number, and email address of the NCCC Instructor
10. Students are expected to keep a **Daily Log** of each visit for personal use and study, as well as for discussion and review by the Hospital Externship Supervisor and the NCCC Instructor. Refer to the Daily Logs section of this manual for more detail regarding log requirements.

11. The Hospital Externship Supervisor is asked to assist the student in completing their required task list. As each task is **completed successfully**, it should be signed off and dated.

Skills should only be checked off when a student has achieved a reasonable level of proficiency at that skill.

12. Students are required to submit both a Final Report and a Case Study. Refer to the Final Report and Case Study sections of this manual for more detail regarding submission requirements.
13. An evaluation of the Student by the Hospital Externship Supervisor is required. **It is strongly encouraged that the Supervisor share his/her findings with the student.** The evaluation form is part of this manual, see attached. A copy of this evaluation is to be submitted to the NCCC Instructor on or before **May 9, 2016.**
14. This second Externship Experience **must be completed at a different site from the one where the student completed their first externship.**

DAILY LOG REQUIREMENTS

All students are responsible for setting up a report on a daily basis. This schedule and detail of the student's daily experiences and skills learned or used **must** be posted to e-Portfolio on a **weekly basis**. If you are experiencing technical difficulties with e-Portfolio, your weekly logs may be e-mailed to Kat Smith, CVT at ksmith1@nwcc.edu, but ultimately they must be posted on e-Portfolio.

The logs should be in a narrative form and should include:

- Date and time spent for that day, maintaining a running tally of total hours worked. Hours must be documented by your Hospital Externship Supervisor.
- List of "required tasks" completed that day and any new skills **learned or practiced**.
- List of **experiences** for that day.
- **Student's evaluation** of his/her role as a technician.

- Other pertinent information the student wishes to include regarding their experience.

Consider listing pharmaceuticals (including their purposes) using during the day (i.e Rimadyl, cardiac drugs), external and internal parasites observed (as well as treatment protocol), diagnostic tools and equipment used or observed (chemistry analyzers, radiographs), etc. – obtaining thorough detail about these items will benefit you as you continue on in your career, your program, and as you prepare to sit for the VTNE.

The following should **NOT** be included in published content on your e-Portfolio:

- Names or other identifying characteristics of the hospital/clinic, the doctors, technicians, assistants, receptionists, or other employees.
- Names of clients, their pets, or other confidential information pertaining to clinic operations.

Failure to provide weekly logs during the time frame of the externship will negatively affect your grade. Please contact your instructor if you have difficulty turning these in on a weekly basis.

See the last page of this manual for an example of an ideal “A” weekly log.

FINAL REPORT REQUIREMENTS

A **Final Report** is expected from the Student summarizing the total Externship Experience. The Final Report must be typed and double spaced.

Do NOT post this Final Report to your e-Portfolio as it will contain identifying characteristics of your externship site.

Hard copies of both the Final Report and Case Study along with the NCCC-provided dosimetry badge and completed Skills List must be submitted to the NCCC Instructor on or prior to **May 9, 2016**.

All reports will be kept by the Instructor for future reference and will not be returned. If you wish a copy, you must make one before turning it in.

The **Final Report** must include:

- Hospital Information
 - Name, Address, and Phone Number
 - Practice Description (i.e., practice type, species seen, etc.)
 - Number and Types of Employees
- Description of Student's Role / Position
- Hours of work
- Narrative description and evaluation of your experiences in terms of its value as an externship experience.
- Outstanding or selected learning experiences.
- Unachieved expectations or the absence of anticipated learning experiences.
- A self-evaluation of the student's performance as a Veterinary Technician.
- Any other relevant information.

Case Study

This paper will give you the opportunity to investigate an interesting medical or surgical case in depth. Select one interesting case that you will be able to follow from beginning to end. The Case Study report must be typed and double spaced.

Hard copies of both the Final Report and Case Study along with the NCCC-provided dosimetry badge and completed Skills List must be submitted to the NCCC Instructor on or prior to **May 9, 2016**.

This Case Study report should include greater depth and detail than the case study from the first externship. Just as students have progressed through the veterinary technology curriculum, this report should demonstrate a level of knowledge representative of a student near completion of their veterinary technology studies.

The **Case Study** should include:

- Patient signalment
- Patient history
- Physical exam findings
- Test results and their meaning (laboratory, ultrasound, x-ray, etc.)
- Treatment
 - Medical treatments – specific drugs, IV fluids, and why they were used?
 - Surgical techniques
- Patient recovery and outcome
- Patient follow-up (if available)
- What you learned from this case

This report should place emphasis on the **role of the veterinary technician in the treatment of this patient** (i.e., medical and surgical nursing techniques, client education, etc). Please limit this paper to 4-5 typed pages. **You MUST maintain client confidentiality; if you choose to include any supporting documentation such as laboratory results, make sure that the client's name is obscured.**

This report will also be submitted electronically via e-Portfolio and is due on or prior to **May 9, 2016.**

Failure to follow any of these directions will have a negative effect on the final externship grade. Please contact your Externship Instructor if you have any questions regarding your externship requirements.

If the Final Report, Case Study, completed Skills List and NCCC-provided Dosimetry Badge are not turned in on or prior to May 9, 2016, your grade will be lowered by one letter grade for every day they are late.

Grading:

- **Weekly Logs 20%**
- **Hospital Externship Supervisor Evaluation 40%**
- **Case Study 20%**
- **Final Report 20%**

Your Hospital Externship Supervisor's Evaluation will be utilized to calculate your final grade for the externship. Failure to provide the proper documentation (weekly logs) and final reports as directed above will have a negative effect on your final grade.

Please let me know if you have any questions about the grades for this course; it is very important that you follow the guidelines in this externship to receive the highest grades possible.

Incompletes or grades below "C" will prevent you from graduating from the Veterinary Technology Program – NO EXCEPTIONS.

This page left intentionally blank.

VETERINARY TECHNOLOGY EXTERNSHIP - VET 281

Small Animal Skills List

Supervisor: ✓ off a task as being completed only after the student has demonstrated competence in that task:

| <u>REQUIRED TASK</u> | <u>Completed:</u> | <u>Date:</u> | <u>Supervisor:</u> |
|---|-------------------|--------------|--------------------|
| <i>Office/Hospital Procedures:</i> | | | |
| Handle telephone contacts | _____ | _____ | _____ |
| Communicate with client | _____ | _____ | _____ |
| Obtain thorough patient history from owner | _____ | _____ | _____ |
| Perform appropriate elementary computer skills | _____ | _____ | _____ |
| Prepare lab samples for shipment | _____ | _____ | _____ |
| <i>Pharmacy/Pharmacology:</i> | | | |
| Label and package dispensed drugs correctly | _____ | _____ | _____ |
| Handle controlled substances correctly | _____ | _____ | _____ |
| Prepare medications and reconstitute vaccines | _____ | _____ | _____ |
| Differentiate between abnormal and normal responses to medications | _____ | _____ | _____ |
| Use and explain appropriate routes and methods of drug and vaccine administration | _____ | _____ | _____ |
| <i>Nursing:</i> | | | |
| Perform client education under supervision | _____ | _____ | _____ |
| Restrain patients (cats, dogs, large animals, exotics) | _____ | _____ | _____ |
| Specifically: restrain cats for saphenous blood draw | _____ | _____ | _____ |
| Specifically: restrain cats for jugular blood draw | _____ | _____ | _____ |

| <u>REQUIRED TASK</u> | <u>Completed:</u> | <u>Date:</u> | <u>Supervisor:</u> |
|---|--------------------------|---------------------|---------------------------|
| Specifically: restrain dog in lateral recumbency | _____ | _____ | _____ |
| Specifically: restrain dog for cephalic blood draw | _____ | _____ | _____ |
| Specifically: restrain dog for saphenous blood draw | _____ | _____ | _____ |
| Accurately obtain and record patient vitals (TPR) | _____ | _____ | _____ |
| Aseptically connect and handle fluid sets and lines | _____ | _____ | _____ |
| Administer subcutaneous fluids | _____ | _____ | _____ |
| Place IV catheters | _____ | _____ | _____ |
| Remove sutures | _____ | _____ | _____ |
| Administer SC, IM, and IV injections | _____ | _____ | _____ |
| Obtain familiarity with clinic's vaccine policy | _____ | _____ | _____ |
| Apply and remove bandages | _____ | _____ | _____ |
| Perform small animal dental prophylaxis | _____ | _____ | _____ |
| Express canine anal sacs | _____ | _____ | _____ |
| Clean and medicate ears | _____ | _____ | _____ |
| Collect urine samples (both feline & canine) | _____ | _____ | _____ |
| Perform cystocentesis (both feline & canine) | _____ | _____ | _____ |
| Perform venipunctures: | | | |
| Jugular – both feline & canine | _____ | _____ | _____ |
| Cephalic – both feline & canine | _____ | _____ | _____ |
| Saphenous – both feline & canine | _____ | _____ | _____ |

REQUIRED TASK

Completed:

Date:

Supervisor:

Restrain patients for diagnostic radiographs:

 Restrain for lateral radiographs

 Restrain for VD radiographs

Take and process diagnostic radiographs

Perform tonometry using a Tonopen (if available)

Surgical Nursing:

Prepare surgical equipment/supplies

Sterilize instruments and supplies using appropriate methods

Identify and know use of common instruments

Identify common suture materials, types & sizes

Prepare gowns, masks, gloves and drapes

Prepare surgical sites using aseptic technique

Operate and maintain autoclave

Provide operating room sanitation & care

Position surgical patients (common procedures)

Properly pass surgical instruments & supplies

Maintain proper operating room conduct & asepsis

Assist with surgical procedures (scrub in)

Keep operative records

| <u>REQUIRED TASK</u> | <u>Completed:</u> | <u>Date:</u> | <u>Supervisor:</u> |
|--|--------------------------|---------------------|---------------------------|
| Calculate and administer preoperative meds | _____ | _____ | _____ |
| Use IV anesthetics under supervision | _____ | _____ | _____ |
| Use inhalant anesthetics under supervision | _____ | _____ | _____ |
| Calculate and administer injectable analgesics, sedatives, anesthetics, and antagonist drugs | _____ | _____ | _____ |
| Explain the different parts of the anesthetic machine | _____ | _____ | _____ |
| Care & cleaning of the anesthetic machine | _____ | _____ | _____ |
| Monitor patients while under anesthesia | _____ | _____ | _____ |
| Monitor anesthetic recovery and provide intensive post-operative care | _____ | _____ | _____ |
| Perform post-surgical clean-up and dispose of medical waste | _____ | _____ | _____ |
| Demonstrate ability to perform CPR | _____ | _____ | _____ |
| Identify emergency drugs on hand & discuss use | _____ | _____ | _____ |
| <i>Laboratory Procedures:</i> | | | |
| Care for and maintain lab equipment | _____ | _____ | _____ |
| Perform CBCs (if available) | _____ | _____ | _____ |
| Perform basic urinalysis with urine reagent stick | _____ | _____ | _____ |
| Perform basic urinalysis on urine sediment | _____ | _____ | _____ |
| Perform serologic tests | _____ | _____ | _____ |
| Perform parasitologic procedures | _____ | _____ | _____ |

NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE

**VETERINARY TECHNOLOGY PROGRAM
EXTERNSHIP EXPERIENCE**

STUDENT RATING FORM

STUDENT NAME:

DATE:

Note to Hospital Supervisor

Please use this rating form below to enable us to help the student profit from this Externship Experience and to assist us in evaluating our course offerings and teaching effectiveness. You may use the contents to discuss with the Student his/her contributions to your hospital.

Rating Scale

Number 5 = Outstanding
Number 4 = Above Average
Number 3 = Satisfactory
Number 2 = Needs Improvement
Number 1 = Unsatisfactory
? = No Opinion

I. Ability to do required tasks:

- a. _____ Quality of work
- b. _____ Quantity of work
- c. _____ Accuracy
- d. _____ Neatness
- e. _____ Timeliness

II. ATTITUDE

- a. _____ Accepts work willingly
- b. _____ Follows directions easily and willingly
- c. _____ Works with people willingly
- d. _____ Cooperates with staff willingly – is a good team member
- e. _____ Accepts criticism and suggestions graciously

III. RESPONSIBILITY

- a. _____ Is punctual
- b. _____ Has good attendance
- c. _____ Informs hospital if unable to be on the job

IV. INITIATIVE

- a. _____ Willingness to learn
- b. _____ Determines nature of the job and his/her degree of responsibility before starting

V. APPEARANCE

- a. _____ Dresses appropriately for work environment
- b. _____ Is well groomed

VI. PERSONAL RELATIONSHIPS

- a. _____ Is courteous at all times
- b. _____ Acts ethically in relationships with clients
- c. _____ Acts ethically in relationship with colleagues and staff
- d. _____ Communicates well (verbally and non-verbally) with others

VII. EMOTIONAL MATURITY – PERSONAL

- a. _____Is well poised; shows self-control with clients
- b. _____Is patient with people
- c. _____Is patient with animals

VIII. JUDGEMENT

- a. _____Knows his/her limitations and when to ask for help
- b. _____Distinguishes between important and unimportant matters
- c. _____Possesses good time management and organization skills
- d. _____Analyzes situations prior to taking action

IX. KNOWLEDGE OF SKILLS IN

- a. _____Clerical aspects of job
- b. _____Basic technical aspects of job (i.e. restraint & handling)
- c. _____Advanced technical aspects of job (i.e. injections, venipunctures, surgical assistance, etc.)
- d. _____Execution of required tasks on a timely, efficient manner

X. What are your views of the Student's strengths?

XI. **What are your views of the Student's weaknesses?**

XII. **If you were in a position to do so, would you hire this student to work in your hospital and why?**

Please feel free to add comments from other employees regarding this student's performance and please also consider adding comments regarding any topics you feel our program may have missed in this student's training.

Signature of Evaluator/ Date: _____

Please submit no later than May 9, 2016 to:

Kat Smith, CVT
Northwestern Connecticut Community College
Winsted, CT 06098
860-738-6490
ksmith1@nwcc.edu

Your cooperation with our Externship Experience Program is greatly appreciated. Please express any recommendations or comments you may have for our Veterinary Technology Program.

**NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE
VETERINARY TECHNOLOGY PROGRAM
EXTERNSHIP AGREEMENT**

STUDENT NAME _____ DATE _____

STUDENT EMAIL ADDRESS(ES) _____

STUDENT PHONE(S) _____

VETERINARY HOSPITAL NAME _____

HOSPITAL PHONE(S) _____

HOSPITAL ADDRESS _____

TOWN _____ STATE _____ ZIP _____

EXTERNSHIP SUPERVISOR _____

EMAIL ADDRESS _____

APPROXIMATE HOURS TO WORK PER WEEK* _____

DATE FROM* _____ TO _____

****Please make sure that this leaves ample time to complete the 200 hours required.***

DESCRIPTION OF STUDENT RESPONSIBILITIES:

I have read and understand the externship agreement:

1. Signature of Student / Date: _____

2. Signature of Hospital Externship Supervisor / Date: _____

3. Signature of NCCC Instructor /Date: _____

*Please return to NCCC instructor **prior** to starting your externship!
NCCC thanks you for supporting our veterinary technology program.*

This page left intentionally blank.

“Ideal” Example of a Weekly Log:

Student Name:

January 24, 2011

Daily Hours: 6

Total Hours: 6

Remaining Hours: 194

Today was my first day. I previously had a tour of the facility during my interview so I was put right to work when I arrived. I began with collecting urine from a small male terrier mix followed by helping with several restraints for treatments, such as anal gland expression, and several different blood collections. I spent most of my day helping where I could, and getting familiar with the facility and the staff. It was a very good start to my externship, and was given the opportunity to do many things.

Skills Practiced:

- Collect K9 urine
- Restrain for K9 cephalic blood draw
- Restrain for K9 jugular blood draw
- Restrain for K9 saphenous blood draw
- Restrain for K9 anal gland expression
- Trim feline nails

January 25, 2011

Daily Hours: 8

Total Hours: 14

Remaining Hours: 186

Today I assisted and observed a dental prophylaxis. Before beginning the dental prophylaxis the CVT reviewed the anesthetic machine with me and I performed a leak test on the machine. A leak test is performed every morning at the start of a surgery day as well as every time the bag, breathing tube, or any other equipment is changed between surgeries. The dental prophylaxis was to be performed on a French bulldog. The CVT had me calculate the emergency drug doses. This was done by using a circular sliding chart. To use this chart it is turned until the weight of the animal appears in a window at the top, this can be read in both pounds and kilograms. The weight is selected and two windows on the bottom show the appropriate emergency drug doses for that animal's body weight. These doses were then recorded on sheet that also recorded the doses for the pre-anesthetics as prescribed by the veterinarian. The technician was to perform the dental prophylaxis and I monitored and recorded the patient's vitals during the procedure. The vet techs perform the dental prophylaxes but the vet is always in the room and available at any time if needed. Four mandibular incisors, 301,302,401,402, were very mobile and required extraction. The tech was able to extract the teeth with little to no difficulty. No further problems were found and the

remaining teeth appeared reasonably healthy. At the completion of the procedure, the vet preformed a quick examination of the mouth and discussed any findings with the tech. It was then instructed by the vet that considering the bulldogs' conformity to wait until it was actively chewing on the ET tube and appeared mostly alert was it to be extubated. The remainder of the time was spent assisting with backroom tasks, including restraints for collections and treatments, and blood draws.

Skills Practiced:

- Leak check anesthetic machine
- Monitor patient under anesthesia
- Calculate emergency drug doses
- Restraint for catheter placement
- K9 cephalic blood draw

January 26, 2011

Daily Hours: 6

Total Hours: 20

Remaining Hours: 180

Today I spent the morning in surgery for 2 neuters and 2 spays. I calculated, drew up, and administered SQ pre-meds of BAG (butorphenol, acepromazine, glycoporalate). I helped set up, clip, and scrub patients, and tie them in, etc. I restrained for intubations. I opened packs for the surgeon, watched surgeries, and then monitored each patient until extubation. I was able to clean instruments, and wrap them for the autoclave.

Today I also took two x-rays. I set the machine, and helped restrain for a VD and RL chest, as well as a VD and RL abdomen. I also attempted 2 jugulars and was unsuccessful....which is beginning to discourage me....I know I just have to boost my confidence. So, this is my main priority goal for the next week. I also restrained for a feline saphenous venipuncture.

Skills practiced:

- Calculated, drew up and administered premeds
- Clip, scrub, tie and prep animals for surgery
- Clean instruments and prepare for sterilization
- Opened surgery packs
- Took radiographs and adjusted machine settings
- Jugular venipuncture.

Good Luck -

Work Hard, Learn as Much as You Can - but Have Fun!