

**SYLLABUS  
VETERINARY ASSISTANT  
2011-2012**

**INSTRUCTOR:** Deb Rosson, L.V.T.

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**OFFICE HOURS:** Monday-Friday, 7:00am-3:00pm

**COURSE #** 8310/8311 (3 credits)

**LOCATION:** Woodside Lane Campus

**TEXT:** Introduction to Veterinary Science / James Lawhead, MeeCee Baker  
Pet First Aid from the American Red Cross

**Course Description:** This is an introductory one year course designed to teach students to assist Veterinarians and other Veterinary professionals in the many areas involving the care of animal patients. The students will learn to work as part of a team, to respect one another as well as the patients in the classroom, and to communicate effectively using proper terminology and self-confidence. Topics to be covered include basic first aid, medical terminology, professional and ethical standards of Veterinary medicine, handling and restraint, animal anatomy, diseases and treatments, and various related studies. Completion of this course will prepare the students for full-time employment as a Kennel Attendant or Veterinary Assistant in a Veterinary hospital and will establish a foundation for students to enter into the Community College system for an Associate Degree as a Licensed Veterinary Technician.

**Instructional Philosophy:** Students will be expected to meet all of the course goals listed below and be able to demonstrate their understanding of the underlying concepts. The instruction will include lecture, class discussion, hands on training whenever possible, and assigned reading materials. Students will be asked to work both individually and in teams and practice communication and problem solving skills, and will be expected to prepare a resume and conduct job search exercises. The Veterinary community will be involved to a certain extent in the student's educational process, and may be counted on to provide sources for outside activities and demonstrations.

Students will be evaluated based on the following:

**Employability Skills:** (30%) These are skills needed to be successful in the workforce. Examples of these skills include, but are not limited to, effective communication skills, time management, the ability to follow directions and safety rules, ability to work both independently and as a team player, personal appearance, proper use of vocabulary and terminology, class attendance, and respect for self and others. Each student will begin each quarter with 100 points in this category and will have points taken away when problems occur in any of these skill areas. These skills include reading, writing, communication, problem solving, attendance, computer literacy, and participation in classroom activities.

**Related Instruction:** (40%) Quizzes, tests, portfolios, worksheets, vocabulary, homework, projects and other classroom assignments will be used to determine the overall related instruction grade. A minimum of six related instruction grades will be given during each quarter.

**Competencies:** (30%) As outlined in the Virginia Department of Education Competency-Based Task/Competency List for the Veterinary Assistant course. Also included in this category is a basic understanding of Virginia's Workplace Readiness Skills.

**Course Goals:** Students in this course will learn:

- A. To follow safety procedures when working with animals in a hospital setting
- B. Origin of various animal species
- C. Animal nutrition, anatomy, behavior and training
- D. Safe and humane restraint of animals for various veterinary procedures
- E. Medical Terminology and record keeping
- F. Diseases, symptoms, treatment and preventative measures for each species

- G. Basic first aid, calculation and administration of medications, and basic nursing care
- H. Routine technical, maintenance and office functions
- I. Professional and ethical standards and client communications
- J. Preparation of resume and participation in professional job interview
- K. Aseptic techniques, surgical instruments and procedures

### **Portfolio notebook:**

Each student is required to assemble a portfolio containing any notes, assignments, handouts, class work, quizzes and exams. Students will need a 3-4 inch, 3 ring binder in which to organize their work. These portfolios will be checked by the instructor once per quarter and evaluated for neatness and content. These portfolios may be left in the classroom or taken home by the students, but must be available for evaluation when announced. This will be an ongoing project throughout the school term and will be the property of the student upon completion of this course.

### **ACT Kennel Assistant Training Module:**

Students will watch a series of training videos produced by Animal Care Technologies and learn the basics of caring for patients in a Veterinary facility. At the end of the training, the student will take a comprehensive test on the material and be awarded a Certificate for passing with an 70% or better.

### **Instructional Delivery Plan:**

This course will be taught using a combination of lecture, textbook materials, handouts, demonstrations, instructional videos, class discussions, computer research, guest speakers and “hands on the animals” experiences. **Due to the nature of this course, students and parents must understand that working with animal patients holds some risk of injury to the students.** Students will be required to obtain insurance coverage through the school, and all minor injuries such as bites and scratches by animals will be addressed immediately. Students will be taught how to handle and restrain animals safely and with respect, and will come to understand the dangers involved if safety procedures are not followed.

The instructor will inform the students in advance of any planned field trips, and the cost, if any, related to each. The students will be expected to participate in any trips outside the classroom, and to conduct themselves in an adult fashion when visiting outside facilities.

Guest speakers will be scheduled to address the class several times throughout the school term. These visitors will relay valuable information to the students in the area of veterinary medicine and industry. Students will be expected to take notes on the material discussed by the speaker, and to treat the visitors with the same respect as any school faculty. Speakers may bring pets to the classroom for demonstration of skills, and those pets will be treated with respect and kindness as well.

There will be a minimum of two community service activities that the students will be required to participate in for a total of ten community service hours. These involve collecting donations for local animal shelters and/or the SPCA. Each student will have the opportunity to elect a charitable organization for class consideration.

### **Involvement in Student Organization**

The students will be required to become involved in a Student Organization such as SkillsUSA or HOSA (Health Occupations Student Association). Officers will be elected and meetings will take place once monthly. Details about various activities and competitions will become available later in the school year.

### **Community Service:**

Students will be required to complete *a minimum* of ten hours of community service during the course of the school year. This volunteer time can be completed in class or during scheduled fund-raising events offered throughout the school year. We will be

working to raise awareness and assistance for homeless animals and low-income pet owners in the local community. Student involvement in these events is required and certificates will be presented for community service hours at the end of the year.

**Assessment Plan:**

Grades for the course will be based on the following levels of performance:

Grade	Performance Standard
<b>A     90-100</b>  evaluated work and made adjustments; did quality work;	<b>Independent Learner</b> Did research, completed assignments; applied academic skills; needed little help from the teacher; sought and found resources independently; demonstrated knowledge with a grade of 90 or higher; produced a quality portfolio.
<b>B     80-89</b>	<b>Semi-Independent Learner</b> Did research, completed assignments; needed some help from the teacher; did quality work with a few flaws; needed feedback from the teacher to realize work did not meet standards; redid work to meet standards; demonstrated knowledge with a grade of 80 or higher; produced a better-than-average portfolio
<b>C     70-79</b>	<b>Dependent Learner</b>  Needed help to research, completed most assignments; relied a great deal on the teacher, had to be given procedures for performing tasks, required significant help to complete projects and assignments; demonstrated knowledge with a grade of 70 or higher; produced an average portfolio.
<b>F     0-69</b>	<b>Failure</b> Did not complete projects or assignments; if projects were completed, they were of such poor quality that they did not pass; failed to perform competency skills, showed little or no interest in improving grades, scored less than 70 on knowledge tests; produced a poor portfolio or none at all.

**CLASS FEES:**

Fees for this class for the 2011-2012 school year are as follows:

Health Occupations Student Association	\$16.00
Liability Insurance	\$20.00
Scrubs	\$20.00
Stethoscope	\$15.00
ACT Certification	\$13.00
Red Cross Certification	<u>\$ 8.00</u>
<b>Total Fees</b>	<b>\$92.00</b>

***VETERINARY ASSISTANT: TENTATIVE CURRICULUM—36 WEEK PLAN***

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**The details  
and order of  
this  
curriculum  
plan is  
subject to  
change.**

First Quarter:

1. Getting Started, OSHA, Safety
2. Careers in Veterinary Medicine
3. The Human/Animal Bond
4. Basic Animal Behavior
5. Intro to Animal Handling and Restraint
6. Patient Examinations/T.P.R's
7. Species and Breeds
8. Abbreviations and Terminology
9. Skeletal Anatomy
10. Dog Breeds Research Project\*

Second Quarter:

11. Cat Breeds
12. Species Specific Terminology
13. Hospital Maintenance and Clinical Practices
14. Oral Communication Skills
15. Client Education and Medical Records
16. Intro to Pet Grooming/NHACC
17. Job Seeking skills, Resume's and Interviews
18. Musculoskeletal System
19. Cell Biology and Tissue Types
20. Cat and Dog First Aid/CPR Certification\*

**MIDTERM**

Third Quarter:

21. Digestive System and Dentistry
22. Circulatory and Respiratory System
23. Venipuncture and sample handling
24. Internal and External Parasites
25. Intro to Lab Techniques
26. Reproductive System and Fetal Development
27. Nervous System
28. Telephone Etiquette and Scheduling
29. Kennel Assistant ACT Training
30. ACT Certification\*

Fourth Quarter:

31. Animal Nutrition
32. The Immune System
33. Diseases and Preventative Medicine
34. Vaccine Protocols
35. Zoonotic Diseases
36. Pharmacology and Medical Math
37. Principals of Surgery
38. Surgical Instruments and Surgical Assisting
39. Geriatrics, Death and Grief Counseling
40. Final Project Presentations\*

**\*Highlighted items are end of quarter grades and substitute for end of quarter exams. There will be a comprehensive knowledge test at Midterm. Quiz or Test scores will be earned at the end of each unit of study. Oral presentations will be assigned once each quarter to improve public speaking skills. Portfolios will be graded each quarter.**